



Acquisition Management System Change Request Form

Change Request Number:

(To be completed by secretariat)

25-27

Title:

Nomination for Delegation of Limited Authority Template

Select the type of Change Request:

*Policy changes require FAE endorsement.

Guidance

Impacted AMS Category. Choose from drop down selections. If additional categories or sections are impacted, submit a separate CR form for each.

Section(s) impacted by CR:

Category

Procurement Tools & Resources

Procurement Templates

Procurement Templates

PART 1: ENDORSEMENTS

**Manager, Acquisition Policy Branch
Endorsement:**

AAP-110, Procurement Policy Branch



Approved



Disapproved

Electronic Signature/Date:

**STEPHEN
BRENDAN
MANGAN**

Digitally signed by STEPHEN
BRENDAN MANGAN
Date: 2024.12.18 16:18:57
-06'00'

**Acquisition System Advisory Group
(ASAG) Chairperson Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2024.12.19
15:24:07 -05'00'

**Acquisition Policy and Oversight (AAP)
Director Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2024.12.23
09:02:57 -05'00'

**FAA Acquisition Executive (FAE)
Endorsement:**

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 25-27

Date Received: 12/19/24
(To be completed by secretariat)Summary
and Reason
for Change:

The purpose of this change is to:

(1) Add a signature block for the Federal Acquisition Executive (FAE) as it is the FAE's responsibility to delegate limited authority. This change was initiated by the Acquisition Career Management Division, AAP-300 as there was no signature block for the FAE.

(2) Update the template with up-to-date classes (see below) and remove classes no longer available:

The nominee certifies that it has completed or will complete the following training requirements within six (6) months from the date of delegation if granted (If nominee does not meet the training requirements within 6 months, the delegation, if granted, will be revoked.):

- Annual Ethics Training
- Overview of Acquisition Ethics (COURSE FAA60000071)
- Organizational Conflicts of Interest (COURSE CLC 132)
- Appropriations Law Seminar (COURSE FAA05727)
- Managing and Approving Financial Transactions: Procurement (COURSE 30060032)

The need to remove classes no longer available was identified by AAP-300 who coordinated the addition of the new classes with AAQ and AAP. Additional changes will occur in a future AMS update as a need to create procedures (AAP-300) for tracking class completion was identified.

Initiator Contact Information:	Name: Stephen Mangan	Phone: 405-954-4137
	Organization Name: AAP-110	Routing Code: AAP-110
ASAG Member Contact Information	Name: Michelle Brune	Phone: 202-267-7328
Development, Review, and Concurrence: AAP-11, AAP-300, AAP-2, AAQ		Target Audience: FAA Acquisition Workforce
ASAG Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		ASAG Responsibilities: Distributed for ASAG awareness 12-19-24
AEB Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		AEB Responsibilities: None.

PART 3: FAST PUBLICATION INFORMATION



Validation of other impacted FAST locations: I confirm I have validated all other portions of the website and will submit additional CR's for any other impacted sections as necessary.

Section/Text Location:

Procurement Templates-Nomination for Delegation of Limited Authority Template

Links:

https://fast.faa.gov/PPG_Procurement_Templates.cfm

Redline Validation:

NOTE: The redline version must be a comparison with the current published FAST version.



I confirm I used the latest published version to create this change/redline.



This is new content.

Attachments:

nominationdelegation final
nominationdelegation redline

Other Files:

N/A.