Reset Form

Acquisition Management System Change Request Form

ACQ WE GET IT

Change Request Number: (To be completed by secretariat)	25-31
Title:	Procurement Checklist - SB Subcontracting Plan Checklist (Remove and Replace) Admin Change
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.	Category: Procurement Tools & Resources Procurement Checklists
Section(s) impacted by CR:	AMS Small Business Subcontracting Plan Checklist

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: 2024.12.19 08:34:00 -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 16:12:18 -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 09:12:11 -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: 25-31		Date Received: (To be completed by secretariat) 12/19/24	
Summary and Reason for Change:	This administrative change removes and replaces the AMS Small Business Subcontracting Plan Checklist. The checklist was revised to correct inconsistent and missing references to AMS clause 3.6.1-4. Additionally, new features were added to the form e.g. "Clear Checklist" button and a "Choose one" option for the "Type of Subcontracting Plan" and "If Master" drop downs, providing more ease and functionality for end users.		
Initiator Contact Information:	Name: Erica Conley		Phone: 202-267-7387
	Organization Name: Procurement Policy Branch		Routing Code: AAP-110
ASAG Member Contact Information	Name: Stephen Mangan		Phone: 405-954-4137
Development, Review, and Concurrence: AAP-100, AAQ, AAP-20		Target Audience: FAA Acquisition Workforce and Program Office Personnel	
ASAG Briefing: ○ YES ● NO (To be completed by secretariat) Date:		ASAG Responsibilities: None.	
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 Checklists	**Links:** https://fast.faa.gov/PPG_Procurement_Checklists.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. OR	○ This is new content.
Attachments: sbsubchecklist.pdf	**Other Files:** Powerpoint: "sbsubchecklist- webpage revision"- indicates corresponding revisions to FAST webpage	