



Acquisition Management System Change Request Form

Change Request Number:

(To be completed by secretariat)

25-37

Title:

Subject Matter Expert Directory Update

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

Other Tools & Resources

Useful AMS Information

<https://fast.faa.gov/docs/SubjectMatterExpertDirectory.doc>

PART 1: ENDORSEMENTS

**Manager, Acquisition Policy Branch
Endorsement:**

AAP-130, Lifecycle Acquisition Branch



Approved



Disapproved

Electronic Signature/Date:

**IRENE R
LANGWEIL**

Digitally signed by
IRENE R LANGWEIL
Date: 2025.03.05
08:56:22 -05'00'

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



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2025.03.06
12:06:01 -05'00'

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



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2025.03.06
12:19:24 -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: 25-37

Date Received: 3/5/25
(To be completed by secretariat)Summary
and Reason
for Change:

The Subject Matter Expert Directory includes contacts and subject matter experts for major processes and functions in AMS. The directory is being updated to include points of contacts who search for AMS-related topic and contact information.

Due to resignations and retirements functional area points of contacts are updated to better assist stakeholders in subject matter expert functions.

Initiator Contact Information:

Name:
Colleen GutrickPhone:
202-267-3777Organization Name:
Life Cycle Acquisition PolicyRouting Code:
AAP-130ASAG Member Contact
InformationName:
Irene Langweil

Phone:

Development, Review, and Concurrence:

AAP-130/100
Functional area points of contacts

Target Audience:

FAA Acquisition Workforce

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

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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:

Useful AMS Information

Links:

Useful AMS Information

<https://fast.faa.gov/docs/SubjectMatterExpertDirectory.doc>

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:

Redline and final documents.

Other Files:

N/A.