



Acquisition Management System Change Request Form

Change Request Number:

(To be completed by secretariat)

25-51

Title:

Procurement Templates - PLA, Pre-Award EEO, SB and Procurement Planning Templates (Remove & Revise and Replace)

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: 2025.03.25 09:45:01
-05'00'

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



Approved



Disapproved

Electronic Signature/Date:

STEPHEN
BRENDAN
MANGAN

Digitally signed by STEPHEN
BRENDAN MANGAN
Date: 2025.03.25 09:45:23
-05'00'

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



Approved



Disapproved

Electronic Signature/Date:

JAKE LENO
LEWIS

Digitally signed by
JAKE LENO LEWIS
Date: 2025.03.27
13:36:07 -04'00'

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

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 25-51

Date Received: 3/27/02
(To be completed by secretariat)Summary
and Reason
for Change:

There are changes that impacted 5 templates, resulting from newly issued Executive Orders (EOs). The changes are for the following templates:

- PLA Reporting Template – Exception to Project Labor Agreement Requirement (REMOVED)
- PLA Reporting Template - Use of Project Labor Agreement (REMOVED)
- Pre-Award Equal Opportunity (EEO) Clearance Template (REMOVED)
- Procurement Planning for Simplified Acquisitions - Template A (REVISED & REPLACED)
- Small Business Set-Aside Determination and Coordination (REVISED & REPLACED)

See attached for a detailed explanation of the summary and reason for change.

Initiator Contact Information:

Name:

Terrance Brown

Phone:

202-267-8202

Organization Name:

Procurement Policy Branch

Routing Code:

AAP-110

ASAG Member Contact
Information

Name:

Stephen Mangan

Phone:

405-954-5807

Development, Review, and Concurrence:

AAP-110, AGC 500, AAQ

Target Audience:

FAA Acquisition Workforce

ASAG Briefing:

☐ YES☒ NO

(To be completed by secretariat)

Date:

ASAG Responsibilities:

AEB Briefing:

☐ YES☒ NO

(To be completed by secretariat)

Date:

AEB Responsibilities:

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

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:

setaside.pdf
ProcurementPlanningTemplateA.docx

Other Files:

AMS CR Procurement Templates – webpage revision instructions.pptx