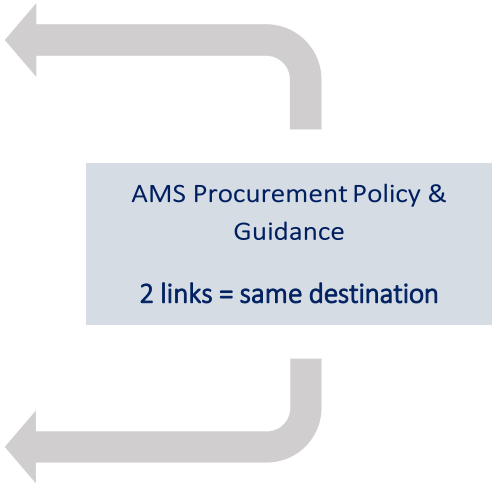
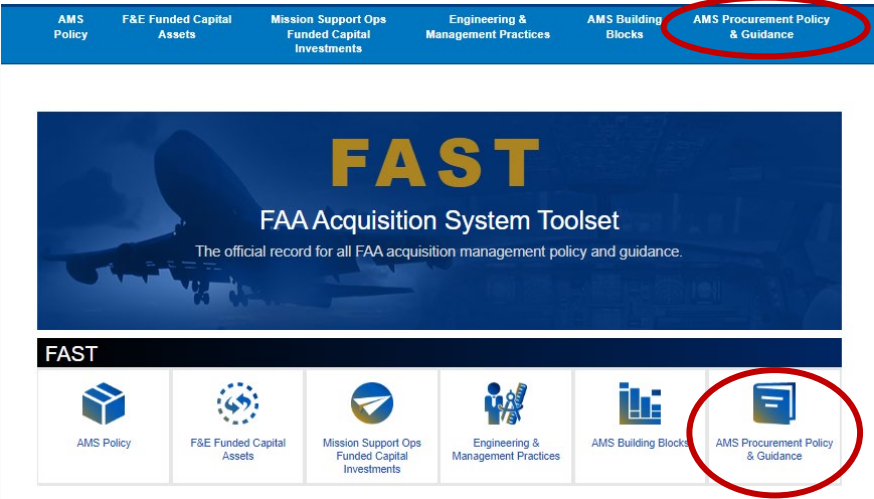


Navigating AMS- Procurement Policy and Guidance

FAA's Acquisition Management System (AMS) establishes policy and guidance for all aspects of lifecycle acquisition management for the FAA. It defines how the FAA manages its resources—money, people, and assets—to fulfill its mission. The objectives of the policy are to increase the quality, reduce the time, manage the risk and minimize the cost of delivering safe and secure services to the aviation community and flying public. Acquisition management policy promotes these objectives through partnership among service providers and customers to ensure FAA plans, programs and budgets address priority aviation needs. The FAA Acquisition System Toolset (FAST) is the official record of the AMS.

Save the FAA FAST link (<https://fast.faa.gov/>) as a bookmark for easy reference. From the FAST Homepage, here's how to navigate to some of the items used most frequently:



AMS Procurement Policy Landing Page

- | | | |
|----|---|--|
| 1. | Procurement Policy and Guidance | Blue and green buttons at the top provide quick access to Procurement Policy and Guidance. |
| 2. | Contract Clauses | Separate webpages house clause and prescription history for Procurement and Real Property clauses. |
| 3. | AMS Interim Changes, Memos, and Waivers | Easy viewing of Interim Changes, Memos, and Waivers. |
| 4. | Procurement Tools & Resources | Tools and resources for use in procuring goods, services, and construction. |
| 5. | Real Property Procurement Templates & Samples | Tools and resources specifically for real property procurements. |

Navigating AMS

Procurement Policy and Guidance



Organizational Structure: Understanding the organizational structure of AMS Policy and Guidance will help you quickly locate the information you need. AMS is organized into 5 sections and 5 appendices as shown below. **Section 3 establishes FAA’s Procurement Policy** in 14 parts which are further detailed in guidance as shown on the following pages.

ACQUISITION MANAGEMENT POLICY ORGANIZATIONAL OUTLINE

SECTION 1	Summarizes AMS purpose, scope, structure and defines key management elements of acquisition management
SECTION 2	Defines phases and decision points of FAA’s lifecycle management process
SECTION 3	Establishes FAA’s procurement policy
SECTION 4	Defines policy for critical lifecycle management functions and disciplines
SECTION 5	Defines FAA acquisition career management program policy
APPENDIX A	Defines roles and responsibilities for Acquisition Councils and Boards, Secretariats, Offices and Executives, key organizations, etc.
APPENDIX B	Contains the purpose, approval authority, distribution, and content for AMS planning and control documents.
APPENDIX C	Provides definitions of terms throughout AMS
APPENDIX D	Provides a glossary of acronyms
APPENDIX E	Table of selected government-wide laws, regulations, executive orders, and other directives that affect acquisition programs



SECTION 3- PROCUREMENT POLICY OUTLINE

3.1	Overview
3.2	Contracting
3.3	Contract Funding and Payment
3.4	Bonds, Insurance, and Taxes
3.5	Patents, Rights in Data and Copyrights
3.6	Socio-Economic and Other Policies
3.7	Freedom of Information
3.8	Special Categories of Contracting
3.9	Resolution of Protests and Contract Disputes
3.10	Contract Administration
3.11	Transportation
3.12	Reserved
3.13	Other Administrative Matters
3.14	Security



CONTINUED NEXT PAGE

Navigating AMS

Procurement Policy and Guidance



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3.13	Other Administrative Matters
3.14	Security



SECTION 3- PROCUREMENT GUIDANCE OUTLINE

T1.13	Metrics & Performance Management
T1.15	Legal Coordination Guidance
T3.1	Fundamental Principles Delegations Conflict of Interest Non-Disclosure of Information Organizational Conflict of Interest Procurement Integrity Act Electronic Commerce
T3.2	Procurement Planning Source Selection Cost and Price Methodology Types of Contracts Contractor Ethical Guidelines Anti-Counterfeit Management
T3.3	Contract Funding, Financing, and Payment Contract Cost Principles
T3.4	Bonds, Insurance, and Taxes
T3.5	Intellectual Property
T3.6	Small Business Program Labor Laws Environment and Conservation Foreign Acquisition Indian Incentive Program Workplace Safety
T3.8	Agreements & Cooperative Agreements Service Contracting Federal Supply Schedules Government Sources of Products/Services Accounting Treatment of Leases Strategic Sourcing Construction Contracting Real Property Special Categories of Contracting* Information and Communication Technology
T3.10	Contract Administration Subcontracting Government Property Quality Assurance Product Improvement/Technology Enhancement Termination of Contracts Extraordinary Contractual Actions First Article Approval and Testing
T3.13	Other Administrative Procedures
T3.14	Security
T3.15	Systems and Parts Obsolescence Management
T3.18	Bipartisan Infrastructure Law

NOTE FOR REAL PROPERTY PROCUREMENTS:

Each part of Procurement Guidance will apply to Real Property Procurements unless specifically stated within the section.

Look for key phrases such as “for supplies and services” or “for construction contracts” and “for Real Property Procurements” to determine applicability to your project.

*Procurement Guidance Section T3.8.8 is designated for Real Property Special Categories of Contracting and contains guidance specific to real property procurements such as: Firm Term, Holdover, No Cost Land on Airport, Outgrants, and much more.



How can I search specific topics in AMS Procurement Policy and Guidance?

Step 1: Navigate to the AMS Procurement Policy or Guidance

Step 2: Open or download the Policy/Guidance as a PDF. You can select the entire Policy/Guidance or specific sections.

Step 3: Press CTRL+F and search for keywords within the Policy or Guidance

Navigating AMS

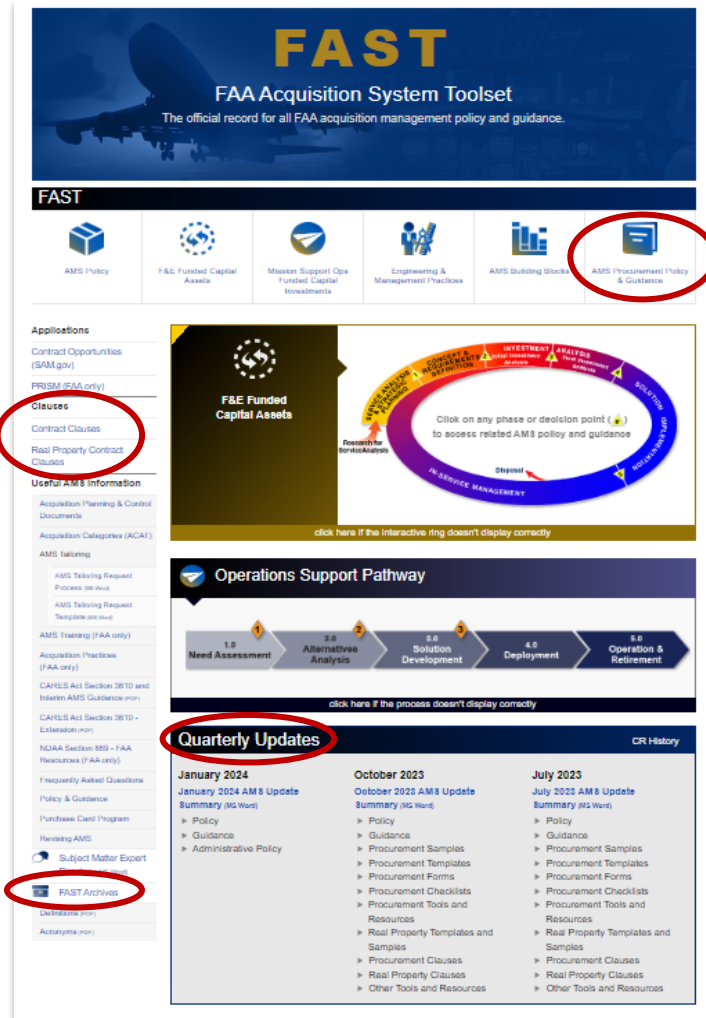
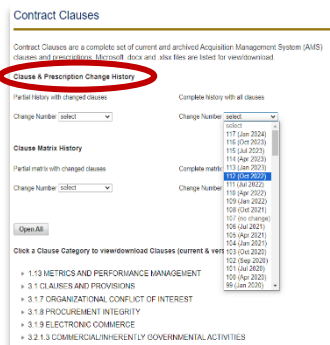
Procurement Policy and Guidance



Where can I view Contract Clauses?

AMS contains 2 clause libraries- both are accessed from the left-hand menu.

1. **Contract Clauses**- used for goods, services, and construction contracts
2. **Real Property Contract Clauses**- used for procuring and managing real property



Where are Procurement Tools & Resources?

From the FAST home page, click on **AMS Procurement Policy & Guidance**. From this landing page, you can also access **AMS Interim Changes, Memos, and Waivers, Templates, Checklists, Forms, Samples, and much more!**



What's new in AMS?

There is a summary of recent changes on the FAST home page at the bottom under **"Quarterly Updates."** FAST is updated quarterly and subject to change over time so always access <https://fast.faa.gov> for current policy and guidance.



Where can I view previous versions of contract clauses?

On the given contract clause webpage, under the heading **"Clause & Prescription Change History,"** utilize the **drop-down selections** for the desired date to view historical information about contract clauses and prescriptions:

- **Partial history with changed clauses** shows the full clause text for only the clauses that were changed for the selected date range.
- **Complete history with all clauses** shows the full clause text for all active clauses for the selected date range.
- **Partial matrix with changed clauses** shows the clause applicability for only the clauses that were changed for the selected date range.
- **Complete matrix with all clauses** shows the clause applicability for all active clauses for the selected date range.



Can I view previous versions of the FAST website?

Access the FAST Archives from the left-hand menu. Online archives provide access to AMS documents -- e.g., Policy, Guidance, Samples -- as they existed in FAST in each year and quarter, beginning in 2009. Click on the year/quarter for which you are searching. You will know you are in an archived version of FAST by the yellow box stating **Archived Version** at the top of the webpage.



Questions about AMS Procurement Policy and Guidance?

Email us at:

9-AFN-Procurement-Policy@faa.gov