

AMS CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 15-13

Date Received: Dec 19, 2014

Title: Government Property (Administrative Change)

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Initiator Organization Name / Routing Code: Policy Procurement Branch/AAP-110

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Guidance and Policy must be submitted with separate CR coversheets

Policy

Or

Procurement Guidance

Real Estate Guidance

Other Guidance

Summary of Change:

Change section title to Government Property from Reserved

Reason for Change:

Correction of section title heading

Development, Review, and Concurrence:

AAP-100, AAP-110

Target Audience:

Acquisition workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location:

AMS 3.10.3

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

X I confirm I used the latest published version to create this change / redline
Or
___ This is new content

Links:

3.10: Contract Administration

Attachments:

Redline and final version.

Other Files:

None

Redlines

Section Revised: 3.10.3 Reserved

Acquisition Management Policy - (10/2014)

3.10 Contract Administration

3.10.1 Contract Administration

3.10.1.1 Applicability

3.10.1.2 Policy

3.10.2 Subcontracting Policies

3.10.2.1 Applicability

3.10.2.2 Policy

3.10.3 ~~Reserved Government Property~~ Revised 10/2012

3.10.3.1 Applicability

3.10.3.2 Policy

3.10.4 Quality Assurance

3.10.4.1 Applicability

3.10.4.2 Policy Revised 10/2011

3.10.5 Product Improvement/Technology Enhancement

3.10.5.1 Applicability

3.10.5.2 Policy

3.10.6 Termination of Contracts

3.10.6.1 Applicability

3.10.6.2 Policy

3.10.7 Extraordinary Contractual Actions

3.10.7.1 Applicability

3.10.7.2 Policy

3.10.8 First Article Approval and Testing

3.10.9 Closeout of Completed Contracts

3.10 Contract Administration

3.10.1 Contract Administration

3.10.1.1 Applicability

The types of activities included in the contract administration phase are:

- Issuing contract modifications;
- Monitoring contract deliverables;
- Assuring that subcontracting policies and requirements are followed; and
- Reviewing the contractor's invoices for payment.
- Closing completed contracts.

3.10.1.2 Policy

The terms and conditions of the contract shall be the guidance in performing these tasks.

3.10.2 Subcontracting Policies

3.10.2.1 Applicability

This applies to contracts with the exception of real property and utilities, where a prime contractor may need to subcontract a portion of the work.

3.10.2.2 Policy

The CO shall consider requiring "Consent to Subcontracts" when the subcontract work is complex, the dollar value is substantial, or the Government's interest is not adequately protected by competition and the type of prime contract or subcontract.

The CO shall consider conducting a Contractor Purchasing System Review for each contractor whose sales to the Government, using other than simplified purchases procedures, are expected to exceed \$10 million during the next 12 months.

To the maximum extent practicable, the contractor shall incorporate, and require its subcontractors at all tiers to incorporate commercial items or non-developmental items as components of items to be supplied under contract.

3.10.3 ~~Reserved~~ Government Property Revised 10/2012

3.10.3.1 Applicability

Government property administration guidance and procedures applies to all contracts awarded by the FAA with requirements for providing Government property to contractors, contractors' use and management of Government property, reporting, redistributing, and disposing of contractor inventory. It does not apply to providing property under any statutory leasing authority.

3.10.3.2 Policy

Contractors are ordinarily required to furnish all property necessary to perform Government contracts. However, when contractors possess Government property, the FAA shall:

- Delegate property administration authority to the property administrator;
- Eliminate, to the maximum practical extent, any competitive advantage that might arise from using such property;
- Require contractors to use Government property, to the maximum practical extent, in performing Government contracts;
- Permit the property to be used only when authorized;
- Charge appropriate rentals when the property is authorized for use on other than a rent-free basis;
- Require the contractor to establish and maintain a property control system in accordance with contract terms and conditions;
- Require contractors to review and provide justification for retaining Government property not currently in use;
- Ensure maximum practical reutilization of contractor inventory with the Government;
- Require contractors to be responsible and accountable for Government property in their possession and control; and
- Require the contractor to keep official Government property records.

Contractor records are the Government's official Government property records unless the Contracting Officer has authorized an exception.

3.10.4 Quality Assurance

3.10.4.1 Applicability

Quality Assurance policy and guidelines are applicable to all acquisitions for systems, equipment, material, and services.

3.10.4.2 Policy Revised 10/2011

For all acquisitions, FAA will:

- Ensure appropriate quality assurance requirements are included;
- Require contractors to act on contractual quality assurance commitments;
- Ensure Government quality and reliability needs are met; and
- Accept only products that meet agreed to requirements. Additionally, for

NAS system acquisitions:

- Require the contractor to report the status of requirements linked to critical performance requirements at specified regular intervals;
- Coordinate with the Quality Assurance Office to ensure appropriate quality assurance requirements are incorporated; and
- Delegate in-plant quality assurance and acceptance authority to the Quality Reliability Officer or other Government agent.

3.10.5 Product Improvement/Technology Enhancement

3.10.5.1 Applicability

Product Improvement/Technology Enhancement guidance and procedures apply to all FAA procurements, agreements, real property, utilities, and commercial and simplified purchase method.

3.10.5.2 Policy

The FAA encourages contractors to submit Product Improvement/Technology Enhancement proposals for review at any time during the performance of a contract. The ability to continuously exchange, upgrade, modify, or add new features to equipment and software in response to increased air traffic activity and/or new advancements in technology and methodology is essential. Contractor proposals which are particularly innovative and address savings for the FAA may be given appropriate consideration in the negotiation.

3.10.6 Termination of Contracts

3.10.6.1 Applicability

This section applies to all FAA contracts, with the exception of real property and utilities.

3.10.6.2 Policy

The termination clauses or other contract clauses authorize contracting officers to terminate contracts for convenience, or for default, and to enter into settlement agreements.

The CO shall terminate contracts, whether for default or convenience, when it is in the FAA's interest. The CO may effect a no-cost settlement instead of issuing a termination when (1) it is known that the contractor will accept one,

(2) Government property was not furnished, and (3) there are no outstanding payments, debts due the Government, or other contractor obligations.

When the price of the undelivered balance is less than the cost of effecting a termination, the contract should not normally be terminated for convenience but should be permitted to run to completion.

3.10.7 Extraordinary Contractual Actions

3.10.7.1 Applicability

This section is applicable when the FAA intends to enter into, amend, or modify contracts in order to facilitate the national defense under the extraordinary emergency authority granted by Public Law 85-804 (referred to in this section as the "Act") as amended, and Executive Order 10789 (referred to in this section as the "Executive Order").

3.10.7.2 Policy

The FAA may authorize extraordinary contract relief pursuant to Public Law 85-804. Authority to provide such relief is retained by the DOT Secretary for indemnification requests, and by the FAA Administrator or designee for all other requests.

3.10.8 First Article Approval and Testing

First article testing and approval involves evaluating a contractor's initial, preproduction, or sample model or lot. FAA may utilize first article testing and approval to ensure that a contractor can furnish a product that conforms to all contract requirements for acceptance.

3.10.9 Closeout of Completed Contracts

The CO shall close physically complete contracts and agreements in accordance with FAST Procurement Guidance. Closeout activities shall include completion and signing of the Contract Closeout Checklist and a Contract Completion Statement.

Section Revised: Acquisition Management Policy TOC

Acquisition Management Policy - (10/2014)

1 Overview and Key Elements

1.1 Overview

- 1.1.1 Purpose Revised 10/2007
- 1.1.2 Scope and Structure Revised 4/2013
- 1.1.3 Legal Basis for the Policy Revised 1/2012
- 1.1.4 Applicability Revised 4/2013
- 1.1.5 FAA Lifecycle Management Process Revised 4/2013

1.2 Key Elements of Acquisition Management

- 1.2.1 Strategic Planning, Management, and Budgeting Revised 1/2014
- 1.2.2 FAA Enterprise Architecture Revised 4/2013
- 1.2.3 Service Management Revised 7/2013
- 1.2.4 Portfolio Management Revised 4/2013
 - 1.2.4.1 Agency-Wide Portfolio Management Revised 4/2013
 - 1.2.4.1.1 Portfolio Management Governance Revised 4/2013
 - 1.2.4.1.2 Portfolio Management Criteria Revised 4/2013
 - 1.2.4.2 Operational Capability Portfolios Revised 4/2013
- 1.2.5 Acquisition Categories Revised 4/2013
- 1.2.6 Lifecycle Management Decision-Making Revised 7/2013
- 1.2.7 Acquisition Quarterly Program Reviews Revised 4/2013
- 1.2.8 TechStat Reviews Revised 4/2013
- 1.2.9 Cost Accounting Revised 4/2013
- 1.2.10 Workforce Development and Qualification Revised 4/2013
- 1.2.11 Continuous Improvement Revised 7/2010
- 1.2.12 On-line Policy and Guidance Revised 1/2012
- 1.2.13 AMS Change Management Revised 1/2012
- 1.2.14 Legal Coordination Revised 7/2006
- 1.2.15 AMS Lifecycle Management Documentation Revised 1/2014
- 1.2.16 OMB Budget Documentation Revised 4/2013
- 1.2.17 National Acquisition Evaluation Program Added 7/2007
- 1.2.18 Earned Value and Baseline Management Added 7/2013

2 Lifecycle Acquisition Management Policy

2.1 Overview Revised 4/2013

- 2.1.1 Key Elements of Lifecycle Management Policy Revised 4/2013
- 2.1.2 Evolutionary Product Development Revised 4/2013
- 2.1.3 Knowledge-Based Decision-Making Revised 4/2013
- 2.1.4 Investment Planning Revised 10/2014
 - 2.1.4.1 FAA Scheduling Practices Revised 10/2014
 - 2.1.4.2 Standard Program Milestones Revised 10/2014
 - 2.1.4.3 Standard Lifecycle Work Breakdown Structure Revised 10/2014
- 2.1.5 Measurement and Analysis Revised 10/2014
- 2.1.6 Verification and Validation Revised 10/2014

- 2.2 Research for Service Analysis Revised 4/2013
 - 2.2.1 Research, Engineering, and Development Process Revised 4/2013
 - 2.2.1.1 What Must Be Done Revised 4/2013
 - 2.2.1.2 Outputs and Products Added 7/2010
 - 2.2.1.3 Who Approves? Revised 4/2013
 - 2.2.2 Concept Maturity and Technology Development Process Revised 4/2013
 - 2.2.2.1 What Must be Done? Revised 4/2013
 - 2.2.2.2 Outputs and Products Revised 4/2013
 - 2.2.2.3 Who Does It? Revised 4/2013
 - 2.2.2.4 Who Approves? Revised 4/2013
- 2.3 Service Analysis and Strategic Planning Revised 4/2013
 - 2.3.1 What Must Be Done Revised 10/2013
 - 2.3.2 Outputs and Products Revised 4/2013
 - 2.3.2.1 Service Analysis and Strategic Planning Revised 4/2013
 - 2.3.2.2 NAS ConOps Change Development and Decomposition Revised 4/2013
 - 2.3.3 Who Does It? Revised 4/2013
 - 2.3.3.1 Service Analysis and Strategic Planning Revised 10/2013
 - 2.3.3.2 NAS ConOps Change Development and Decomposition Revised 4/2013
 - 2.3.4 Who Approves? Revised 4/2013
 - 2.3.4.1 Service Analysis and Strategic Planning Revised 4/2013
 - 2.3.4.2 NAS ConOps Change Development and Decomposition Revised 4/2013
 - 2.3.5 Concept and Requirements Definition Readiness Decision Revised 4/2013
 - 2.3.5.1 Entrance Criteria Revised 4/2013
 - 2.3.5.2 Decision Actions Revised 4/2013
- 2.4 Concept and Requirements Definition Added 4/2013
 - 2.4.1 What Must Be Done Revised 10/2013
 - 2.4.2 Outputs and Products Added 4/2013
 - 2.4.3 Who Does it? Added 4/2013
 - 2.4.4 Who Approves? Added 4/2013
 - 2.4.5 Investment Analysis Readiness Decision Added 4/2013
 - 2.4.5.1 Entrance Criteria Added 4/2013
 - 2.4.5.2 Joint Resources Council Actions Added 4/2013
- 2.5 Investment Analysis Revised 4/2013
 - 2.5.1 What Must Be Done Revised 4/2013
 - 2.5.2 Outputs and Products Revised 1/2010
 - 2.5.2.1 Initial Investment Analysis Revised 4/2013
 - 2.5.2.2 Final Investment Analysis Revised 4/2013
 - 2.5.3 Who Does It? Revised 4/2013
 - 2.5.4 Who Approves? Revised 4/2013
 - 2.5.5 Initial Investment Decision Added 4/2013
 - 2.5.6 Final Investment Decision Added 4/2013
- 2.6 Solution Implementation Revised 4/2013
 - 2.6.1 What Must Be Done Revised 4/2013

- 2.6.2 Outputs and Products [Revised 4/2013](#)
- 2.6.3 Who Does It? [Revised 10/2013](#)
- 2.6.4 Who Approves? [Revised 4/2013](#)
- 2.6.5 In-Service Decision [Revised 7/2013](#)
 - 2.6.5.1 Entrance Criteria [Revised 7/2013](#)
 - 2.6.5.2 In-Service Decision Authority Actions [Added 4/2013](#)
- 2.7 In-Service Management [Revised 4/2013](#)
 - 2.7.1 What Must Be Done [Revised 4/2013](#)
 - 2.7.2 Outputs and Products [Revised 4/2013](#)
 - 2.7.3 Who Does It? [Revised 10/2013](#)
 - 2.7.4 Who Approves? [Added 4/2013](#)
- 3 Procurement Policy
 - 3.1 Overview
 - 3.1.1 Introduction [Revised 7/2007](#)
 - 3.1.2 Applicability
 - 3.1.3 Fundamental Principles [Revised 7/2013](#)
 - 3.1.4 Contracting Authority [Revised 10/2014](#)
 - 3.1.5 Conflict of Interest [Revised 10/2008](#)
 - 3.1.6 Disclosure of Information [Revised 10/2008](#)
 - 3.1.7 Organizational Conflicts of Interest
 - 3.1.8 Procurement Integrity Act [Revised 10/2014](#)
 - 3.1.9 Electronic Commerce in Contracting [Revised 1/2014](#)
 - 3.2 Contracting
 - 3.2.1 Procurement Planning
 - 3.2.1.1 Applicability [Revised 4/2013](#)
 - 3.2.1.2 Policy [Revised 11/2009](#)
 - 3.2.1.2.1 Market Analysis [Revised 4/2013](#)
 - 3.2.1.2.2 Procurement Plan [Revised 4/2013](#)
 - 3.2.1.2.3 Consideration of Agency Wide Contracts [Revised 1/2014](#)
 - 3.2.1.2.4 Independent Government Cost Estimate [Revised 1/2010](#)
 - 3.2.1.3 Guidance and Principles [Revised 11/2009](#)
 - 3.2.1.3.1 Development
 - 3.2.1.3.2 Scope of Procurement
 - 3.2.1.3.3 Budget Allocation Release
 - 3.2.1.3.4 Quality Assurance
 - 3.2.1.3.5 Labor Relations
 - 3.2.1.3.6 Maintaining Competition
 - 3.2.1.3.7 Single-Source Approval [Revised 11/2009](#)
 - 3.2.1.3.8 Pre-Release of Documents
 - 3.2.1.3.9 Reserved
 - 3.2.1.3.10 Reserved
 - 3.2.1.3.11 Public Announcements [Revised 6/2006](#)
 - 3.2.1.3.11.1 General [Revised 1/2010](#)
 - 3.2.1.3.11.2 Procurements Involving Products from Federal Prison Industries [Revised 7/2008](#)
 - 3.2.1.3.12 OMB Circular A-76, Performance of

Commercial Activities.

- 3.2.1.4 Chief Financial Officer Requirements *Revised 1/2011*
 - 3.2.1.4.1 Contract Line Item Structure *Added 1/2011*
 - 3.2.1.4.2 Chief Financial Officer Approval *Added 1/2011*
- 3.2.1.5 Disaster or Emergency Preparedness and Response *Revised 7/2007*
 - 3.2.1.5.1 Local Area Set-Asides for Disaster or Emergency *Added 7/2007*
 - 3.2.1.5.2 Continuity of Services-Mission Critical Contracts *Added 7/2007*

3.2.2 Source Selection

- 3.2.2.1 Applicability
- 3.2.2.2 Policy *Revised 7/2012*
- 3.2.2.3 Complex and Noncommercial Source Selection
 - 3.2.2.3.1 Selection Phases
 - 3.2.2.3.1.1 Planning
 - 3.2.2.3.1.2 Screening
 - 3.2.2.3.1.2.1 Screening Information Request *Revised 7/2007*
 - 3.2.2.3.1.2.2 Communications with Offerors
 - 3.2.2.3.1.2.3 Receipt/Evaluation of Submittals
 - 3.2.2.3.1.2.4 Changes in Requirements
 - 3.2.2.3.1.2.5 SSO Decision
 - 3.2.2.3.1.3 Selection *Revised 10/2012*
 - 3.2.2.3.1.4 Debriefing
 - 3.2.2.3.1.5 Lessons Learned
 - 3.2.2.3.2 Reserved
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 - 3.2.2.3.2.4 Reserved
 - 3.2.2.3.2.5 Reserved
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- 3.2.2.4 Single-Source Selection *Revised 7/2011*
 - 3.2.2.4.1 Single-Source Procurement Process
 - 3.2.2.4.1.1 Emergencies
 - 3.2.2.4.1.2 Non-emergencies *Revised 10/2008*
 - 3.2.2.4.1.3 Lessons Learned
- 3.2.2.5 Commercial and Simplified Purchase Method *Revised 6/2006*
 - 3.2.2.5.1 Planning
 - 3.2.2.5.2 Sourcing Determination
 - 3.2.2.5.3 Screening
 - 3.2.2.5.4 Selection Decision and Award
 - 3.2.2.5.4.1 Documentation
 - 3.2.2.5.5 Reserved *Revised 4/2006*
- 3.2.2.6 Unsolicited Proposals

- 3.2.2.6.1 Policy *Added 10/2008*
 - 3.2.2.6.2 Receipt and Initial Review *Revised 10/2008*
 - 3.2.2.6.3 Prohibitions *Added 10/2008*
 - 3.2.2.7 Contractor Qualifications
 - 3.2.2.7.1 Applicability
 - 3.2.2.7.2 Contractor Responsibility
 - 3.2.2.7.3 Contractor Team Arrangements
 - 3.2.2.7.4 Suspension and Debarment
 - 3.2.2.8 Describing FAA Needs
 - 3.2.2.8.1 Applicability
 - 3.2.2.8.2 Policy
 - 3.2.2.9 Rehabilitation Act
 - 3.2.3 Pricing Methodology, Principles and Standards *Revised 10/2011*
 - 3.2.3.1 Applicability *Revised 10/2011*
 - 3.2.3.2 Cost or Pricing Data *Revised 10/2011*
 - 3.2.3.3 Pre- and Post Award Audits *Revised 1/2012*
 - 3.2.3.4 FAA Cost Principles *Added 10/2011*
 - 3.2.3.5 Cost Accounting Standards *Added 10/2011*
 - 3.2.4 Types of Contracts
 - 3.2.4.1 Applicability
 - 3.2.4.2 Policy
 - 3.2.4.3 Guidance and Principles
 - 3.2.5 Contractor Ethical Guidelines
 - 3.2.5.1 Applicability
 - 3.2.5.2 Policy
 - 3.2.6 Purchase Card Program *Added 1/2009*
 - 3.2.6.1 Applicability *Added 1/2009*
 - 3.2.6.2 Policy *Added 1/2009*
 - 3.2.7 Anti-Counterfeit Management *Added 4/2014*
 - 3.2.7.1 Applicability *Added 4/2014*
 - 3.2.7.2 Suspected Counterfeit and Non-Conforming Parts *Added 4/2014*
- 3.3 Contract Funding and Payment *Revised 10/2011*
 - 3.3.1 Contract Funding and Payment
 - 3.3.1.1 Applicability
 - 3.3.1.2 Policy
 - 3.3.1.2.1 Payment
 - 3.3.1.2.2 Prompt Payment *Revised 4/2012*
 - 3.3.1.2.3 Non-delivery Payments (Commercial and Noncommercial)
 - 3.3.1.2.4 Contract Funding
 - 3.3.1.2.5 Debt Collection
 - 3.3.2 Reserved *Revised 10/2011*
- 3.4 Bonds, Insurance, and Taxes
 - 3.4.1 Bonds and Insurance
 - 3.4.1.1 Applicability *Revised 7/2008*
 - 3.4.1.2 Policy *Revised 10/2010*

- 3.4.2 Taxes
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- 3.5 Patents, Rights in Data and Copyrights
- 3.5.1 Applicability
- 3.5.2 Policy
- 3.6 Socio-Economic and Other Policies and Programs
 - 3.6.1 Small Business Development Program Revised 7/2005
 - 3.6.1.1 Applicability Revised 10/2012
 - 3.6.1.2 Policy Revised 1/2010
 - 3.6.1.3 Principles for the Small Business Development Program Revised 7/2005
 - 3.6.1.3.1 Program Goals Revised 7/2005
 - 3.6.1.3.2 Prime Contracting with Small Businesses
 - 3.6.1.3.3 Set-Asides to Very Small Businesses
 - 3.6.1.3.4 Set-Asides to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals (8(a) Certified) Revised 4/2014
 - 3.6.1.3.5 Noncompetitive Awards to SEDB (8(a)) Vendors Revised 10/2012
 - 3.6.1.3.6 Set-Asides to Service-Disabled Veteran Owned Small Businesses Revised 10/2008
 - 3.6.1.3.7 Subcontracting with Small Businesses and Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals
 - 3.6.2 Labor Laws
 - 3.6.2.1 Applicability Revised 10/2014
 - 3.6.2.2 Policy
 - 3.6.3 Environment, Conservation, Occupational Safety, and Drug-Free Workplace Revised 4/2009
 - 3.6.3.1 Applicability Revised 4/2009
 - 3.6.3.2 Policy
 - 3.6.3.3 Pollution Revised 7/2013
 - 3.6.3.3.1 Non-Ozone Depleting Substances Added 7/2013
 - 3.6.3.3.2 Chemicals Management Added 7/2013
 - 3.6.3.4 Conservation
 - 3.6.3.4.1 Energy Conservation and Efficiency Revised 7/2013
 - 3.6.3.4.2 Recovered or Recycled Materials Revised 10/2014
 - 3.6.3.4.3 Biobased Materials Added 4/2013
 - 3.6.3.4.4 Water Conservation and Efficiency Added 7/2013
 - 3.6.3.4.5 Delivery of Paper Documents Added 10/2014
 - 3.6.3.5 Drug-Free Workplace Revised 4/2009
 - 3.6.3.6 Hazardous and Radioactive Materials
 - 3.6.3.6.1 Waste Management Added 7/2013
 - 3.6.3.6.2 Hazardous Material Identification and Material Safety Data Revised 4/2009
 - 3.6.3.6.3 Notice of Radioactive Material Revised 4/2009

- 3.6.4 Foreign Acquisition Revised 4/2014
 - 3.6.4.1 Buy American Act Added 10/2014
 - 3.6.4.2 Export Control Added 4/2014
- 3.6.5 Indian Incentive Program
- 3.6.6 Fastener Quality Act
- 3.7 Protection of Privacy and Freedom of Information
 - 3.7.1 Applicability
 - 3.7.2 Policy
- 3.8 Special Categories of Contracting
 - 3.8.1 Agreements
 - 3.8.1.1 Applicability
 - 3.8.1.2 Use of Agreements Revised 1/2012
 - 3.8.1.3 Principles for Agreements
 - 3.8.2 Service Contracting
 - 3.8.2.1 Applicability
 - 3.8.2.2 Policy
 - 3.8.2.3 Personal Services Contracts
 - 3.8.2.3.1 Reserved
 - 3.8.2.3.2 Determination
 - 3.8.2.4 Performance Based Service Contracts
 - 3.8.3 Federal Supply Schedule Contracts
 - 3.8.3.1 Applicability
 - 3.8.3.2 Policy
 - 3.8.4 Required Sources of Products/Services and Use of Government Sources
 - 3.8.4.1 Applicability Revised 2/2005
 - 3.8.4.2 Government Sources for Products and Services Revised 10/2014
 - 3.8.5 Leases Added 1/2006
 - 3.8.5.1 Applicability Added 1/2006
 - 3.8.5.2 Policy Added 1/2006
 - 3.8.6 Strategic Sourcing Revised 7/2007
 - 3.8.7 Construction Contracting Added 7/2007
 - 3.8.7.1 Applicability Added 7/2007
 - 3.8.7.2 Policy Added 7/2007
- 3.9 Resolution of Protests and Contract Disputes
 - 3.9.1 Applicability
 - 3.9.2 Policy
 - 3.9.3 Reserved
 - 3.9.4 FAA Dispute Resolution System
 - 3.9.5 Initial Dispute Resolution at the Contracting Officer Level
 - 3.9.6 Dispute Resolution at the ODRA
 - 3.9.7 Obligation to Continue Performance
 - 3.9.8 Matters Not Subject to Protest
 - 3.9.9 Confidentiality of the ADR Process
- 3.10 Contract Administration
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- 3.10.5 Product Improvement/Technology Enhancement
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- 3.10.8 First Article Approval and Testing
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- 3.11 Transportation
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 - 3.11.2 Policy
- 3.12 Reserved
- 3.13 Other Administrative Matters
 - 3.13.1 Applicability
 - 3.13.1.1 Plain Language Added 7/2006
 - 3.13.2 Policy
 - 3.13.2.1 AMS Contract Clauses and Provisions Revised 4/2011
 - 3.13.2.2 Reserved
 - 3.13.2.2.1 Reserved
 - 3.13.2.2.2 Reserved
 - 3.13.3 Reserved Revised 7/2013
 - 3.13.4 Contract Data Reporting
 - 3.13.5 Congressional Notification of Contract Awards
 - 3.13.6 Seat Belt Use by Contractor Employees
- 3.14 Security
 - 3.14.1 Applicability
 - 3.14.2 Policy
 - 3.14.2.1 Contractor Personnel Security Program Revised 7/2007
 - 3.14.2.1.1 Employment Suitability Revised 10/2007
 - 3.14.3 Classified Information Revised 7/2007
 - 3.14.4 Sensitive Unclassified Information
 - 3.14.5 Facility Security Program
 - 3.14.6 Information and System Security

4 Policy for Critical Lifecycle Management Functions and Disciplines Revised 1/2012

4.1 Configuration Management

4.1.1 Scope Revised 1/2008

4.1.1.1 Configuration Identification

4.1.1.2 Configuration Status Accounting

4.1.1.3 Configuration Control Boards

4.1.1.4 Commercial Off-The-Shelf, Non-Developmental Items, and
Commercially Available Software

4.1.2 Application Revised 1/2008

4.1.3 Structure and Responsibilities Revised 11/2009

4.1.4 Activities Revised 11/2009

4.1.5 Commercial Off-The-Shelf, Non-Developmental Items, and Commercially Available Software Revised 1/2008

4.1.6 Local Changes Added 1/2008

4.1.7 Operational Configuration Management Policy Added 1/2008

4.1.8 Non-NAS IT CM for Enterprise Data Centers and Other IT Facilities Added 1/2008

4.2 Real Property

4.2.1 Applicability Revised 1/2008

4.2.2 Guiding Principles Revised 1/2012

4.2.2.1 Contracting Authority Revised 10/2014

4.2.2.2 Real Property Definition Added 10/2008

4.2.3 Policy Revised 1/2008

4.2.3.1 Legal Coordination of Real Property Actions Added 1/2010

4.2.3.2 Request Revised 1/2008

4.2.3.3 Requirements Revised 1/2012

4.2.3.3.1 Succeeding Leases/Renewal Leases Revised 7/2012

4.2.3.3.1.1 Timing of renewal/succeeding lease
efforts Added 1/2008

4.2.3.3.1.2 Emergency Reservation of Expiring
Funds for Continued FAA Occupancy Added 1/2008

4.2.3.3.2 Other Requirements to consider Added 1/2008

4.2.3.3.2.1 Administrative Space Order 4665.4 and
GSA-Controlled Space Request Revised 1/2011

4.2.3.3.2.1.1 General Services
Administrative (GSA) Space
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4.2.3.3.2.2 No-Cost Land on Airport
Memorandum of Agreement Added 1/2008

4.2.3.3.2.3 Rural Development Act
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4.2.3.3.2.4 Security Added 1/2008

4.2.3.3.2.5 Seismic Safety Revised 10/2014

4.2.3.3.2.6 Uniform Relocation Assistance
and Real Property Acquisition Policies
Act of 1970, as amended (49 CFR Part

- 24) Added 1/2008
- 4.2.3.3.2.7 Vehicle Policy Added 1/2008
- 4.2.3.3.2.8 Environmental / Sustainability /
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- 4.2.3.3.3 Corporate Real Estate (CRE) Review and
Approval Added 1/2013
- 4.2.3.4 Procurement Method Revised 1/2012
- 4.2.3.5 Solicitation for Offers Revised 1/2012
 - 4.2.3.5.1 Market
Survey/Advertisement/Appraisal Added 1/2008
- 4.2.3.6 Evaluation of Offer(s) Revised 1/2008
 - 4.2.3.6.1 Negotiation Added 1/2008
 - 4.2.3.6.2 Communication Added 1/2008
- 4.2.3.7 Utilities Revised 4/2012
- 4.2.3.8 Condemnation Revised 1/2008
- 4.2.3.9 Award Revised 4/2008
 - 4.2.3.9.1 Terms of Leases Revised 4/2009
- 4.2.3.10 Alterations and Improvements Revised 10/2012
- 4.2.3.11 Inspection and Acceptance Revised 1/2008
- 4.2.3.12 Disposal of Real Property Revised 1/2008
- 4.2.3.13 Documentation Revised 1/2008
 - 4.2.3.13.1 Accountability Added 1/2008
 - 4.2.3.13.2 REMS Revised 1/2010
- 4.2.3.14 Miscellaneous Provisions Revised 1/2008
 - 4.2.3.14.1 Disclosure of Information Added 1/2008
 - 4.2.3.14.2 Procurement Integrity Act Revised 10/2014
 - 4.2.3.14.3 Organizational Conflicts of
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 - 4.2.3.14.4 Conflict of Interest Added 1/2008
 - 4.2.3.14.5 Electronic Commerce in
Contracting Revised 1/2008
 - 4.2.3.14.6 Disaster or Emergency Preparedness and
Response Added 8/2009
- 4.2.3.15 Conveyance Added 1/2012
- 4.2.4 Housing Policy Added 10/2011
- 4.2.5 Real Estate Certification and Warrant
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 - 4.3.1 Principles Revised 4/2013
 - 4.3.2 Standard Elements of Integrated Logistics
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 - 4.3.3 Logistics Management During the AMS Lifecycle Revised 10/2007
 - 4.3.3.1 Service Analysis Added 10/2007
 - 4.3.3.2 Concept and Requirements Definition Revised 4/2013
 - 4.3.3.3 Investment Analysis Revised 11/2009
 - 4.3.3.4 Solution Implementation Revised 10/2007

- 4.3.3.5 In-Service Management Revised 10/2007
 - 4.3.4 Who Does It? Revised 10/2007
 - 4.4 Test and Evaluation Revised 11/2009
 - 4.4.1 Service Analysis, Concept and Requirements Definition, and Investment Analysis Revised 4/2013
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