

CHANGE REQUEST COVER SHEET

Change Request Number: 09-60

Date Received: 4/22/09

Title: FAA Statement of Work (SOW) Preparation Guidance

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Routing Symbol: Acquisition Policy Group, AJA-43

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Policy OR Guidance: Guidance

Section/Text Location Affected: SOW Generator (new)

Summary of Change: Developed a new SOW Guide for use by contract's personnel in preparation of Section C for FAA contracts.

Reason for Change: Jim Washington requested a guide be prepared and posted to the FAST to provide guidance to organizations and practitioners in the preparation of SOWs.

Development, Review, and/or Concurrence: Peer reviewed by David Lankford AJA-43 (Draft). Provided to various contract's administrators for review and comment.

Target Audience: Organizations requiring the development of SOWs. Especially, those who prepare them infrequently.

Potential Links within FAST for the Change: The word document will be linked to the SOW Generator section

Attachments: Yes: FAA SOW Guide B.doc

Briefing Planned: Yes, a briefing is planned.

ASAG Responsibilities: Review document and provide comments. Provide concurrence at next

ASAG meeting for inclusion in the FAST.

Placement:

At <http://sowgen.faa.gov/> at Help, add [SOW Preparation Guide](#), link Word Document.

At <http://fast.faa.gov/> under FAST information, add a bullet and SOW Preparation Guide, link document.