

AMS CHANGE REQUEST COVER SHEET

Change Request Number: 10-04

Date Received: 10/16/09

Title: Customer Guide to FAA Contracting

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Policy OR Guidance: Guidance

Affected Section/Text Location: Procurement Toolbox under Policy & Guidance.
The new link will be placed below the link titled "SOW Preparation Guide".

Summary of Change: The new document summarizes FAA's policies and guidelines related to contracting and acquisition.

Reason for Change: The document added is an overview of FAA's acquisition and contracting policies from requirements generation through contract closeout. The guide will help customers better understand their role in the acquisition process.

Development, Review, and Concurrence: The document was provided to the following organizations for review and concurrence, Contracting Oversight, Procurement and Information Services (Purchase Card manager), Regions and Center Operations - Aviation Logistics Organization (ARC), Office of General Counsel (AGC) and the Director of Contracting and Acquisition Policy.

Target Audience: The intended audience is all non-contracting personnel, particularly those customers that are not routinely involved in acquisition related matters.

Potential Links in FAST for the Change: The change adds a new link to the Procurement Toolbox under Policy & Guidance. The new link will be placed below the link titled "SOW Preparation Guide".

Attachments: The document is attached.

Briefing Planned: No.

ASAG Responsibilities: None.