

AMS CHANGE REQUEST COVER SHEET

Change Request Number: 10-35

Date Received: 3/22/10

Title: Change of Distribution Checklist Template

Initiator Name: Eugene Scott

Organization Name and Routing Symbol: Acquisition Policy Group, AJA-A11

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Policy OR Guidance: Guidance

Affected Section/Text Location: Procurement Toolbox Templates & Samples link.

Summary of Change: The change to the template updates the office routing symbol and destination for the Property office from "Property" to "Property Support Systems".

Reason for Change: To correct the Property Support Systems office name and routing

symbol. Development, Review, and Concurrence: The document was reviewed by the

Procurement Policy

Analyst, Team Manager and Property Support Systems Manager.

Target Audience: The intended audience is all AMS Procurement

Guidance users. Potential Links in FAST for the Change:

<http://fast.faa.gov/docs/procurement/samples/distributionchecklist.doc>

Attachments: Distribution Checklist Template redline and final

Briefing Planned: No.

ASAG Responsibilities: None.

FAST Version 7/2010

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