

## AMS CHANGE REQUEST COVER SHEET

**Change Request Number:** 13-68

**Date Received:** 06/3/13

**Title:** SAVES Waiver Request Form

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**Initiator Name:** Jeffrey Baker

**Organization Name and Routing Symbol:** AAP-600

**Telephone:** (202) 493-5723

*ASAG Member: David Lankford*

*Telephone Number: (202)267-8407*

**Policy OR Guidance:** Guidance

**Affected Section/Text Location:** Procurement Forms - SAVES Waiver Request Form

**Summary of Change:** To (i) change the email address for submission of SAVES waiver requests and (ii) update the date in the form's footer.

**Reason for Change:** The email address for submission of SAVES waiver requests has changed.

**Development, Review, and Concurrence:** AAP-600 and AAP-110.

**Target Audience:** Contracting officers and Requirements offices that use the SAVES contracts.

**Potential Links in FAST for the Change:** Procurement Forms - SAVES Waiver request form,  
[http://fast.faa.gov/ProcurementToolboxForms.cfm?p\\_title=Functions](http://fast.faa.gov/ProcurementToolboxForms.cfm?p_title=Functions)

**Other Documents that may be Affected:** None.

**Attachments:** redline and final documents

**Briefing Planned:** No.

**ASAG Responsibilities:** None.