

## Acquisition Management Policy - (10/2017)

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### 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

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### **3.13 Other Administrative Matters**

#### **3.13.1 Applicability**

This section is applicable to all screening information requests and contracts.

##### **3.13.1.1 Plain Language** Added 7/2006

When the statement of work for a contract requires the contractor to deliver any document that will be published, either electronically or in hard copy, for dissemination outside the FAA, or for broad dissemination within the FAA, the document must comply with FAA Order 1000.36, "FAA Writing Standards."

#### **3.13.2 Policy**

##### **3.13.2.1 AMS Contract Clauses and Provisions** Revised 4/2011

AMS clauses and provisions used in screening information requests and contracts must be consistent with the procurement guidance and prescriptions in the FAST Procurement Toolbox, unless there is an approved rational basis for adopting a different approach. The Chief Counsel's office and Chief of the Contracting Office must approve in advance each such rational basis determination regarding the use or tailoring of a mandatory clause or provision.

##### **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**

The FAA will comply with the uniform reporting requirements of the Federal Procurement Data System.

#### **3.13.5 Congressional Notification of Contract Awards**

Through the Department of Transportation's Assistant Secretary for Governmental Affairs, the FAA will notify Congress of contract awards and contract modifications.

#### **3.13.6 Seat Belt Use by Contractor Employees**

The FAA will comply with the requirements of Executive Order 13043 entitled "Increasing Seat

Belt Use in the U.S."