

T1.13 - Metrics and Performance Management Revised 2/2006

A Metrics and Performance Management

1 General Revised 7/2014

2 Earned Value Management System Revised 7/2014

B Clauses

C Forms

T1.15 - Legal Coordination Guidance

A Legal Coordination Guidance

1 Introduction

2 Applicability

3 Definitions

4 Coordination Guidance Revised 10/2005

5 Representation

6 Exceptions and Waivers

B Clauses

C Forms

T3.1.3 Fundamental Principles

A Fundamental Principles

1 Standards of Conduct for FAA Employees Revised 10/2005

B Clauses

C Forms

T3.1.4 Delegations Revised 7/2009

A Authority, Delegation, and Unauthorized Commitments Revised 1/2017

1 Delegated Authority Revised 1/2017

2 COCO Responsibilities Revised 1/2017

3 1102 Series Certification Revised 1/2017

4 Contracting Officer Certificates of Appointment/Warrants (1102 Series) Revised 1/2017

5 Procurement Authority Delegated to Other Qualified Individuals Revised 1/2017

6 Ratification of Unauthorized Commitments Revised 10/2017

B Clauses Revised 7/2010

C Forms Revised 7/2010

D Appendix Added 1/2011

1 1102 Series Warrant Standards Revised 1/2017

T3.1.5 Conflict of Interest Revised 8/2009

A Conflict of Interest

1 Requirement for an Agreement Regarding Conflict-of-Interest Revised 1/2017

2 Processing a Conflict of Interest Revised 1/2007

3 Single-Source/Non-Competitive Acquisitions Revised 1/2017

B Clauses

C Forms Revised 1/2011

T3.1.6 Non-Disclosure of Information Revised 8/2009

A Disclosure of Information

1 General Revised 1/2007

2 Requirement for an Agreement Regarding Non-Disclosure of Information Revised 1/2017

3 Processing a Violation of the Agreement Regarding Non-Disclosure of

- [Information](#) Revised 1/2011
 - [4 Processing a Freedom of Information \(FOIA\) Request](#) Revised 1/2017
 - [5 Single-Source/Non-Competitive Acquisitions](#) Added 7/2012
 - [B Clauses](#)
 - [C Forms](#)
 - [T3.1.7 Organizational Conflict of Interest](#) Revised 4/2006
 - [A Organizational Conflict of Interest](#)
 - [1 Responsibilities Related to Organizational Conflict of Interest](#)
 - [2 Potential OCI Situations](#) Revised 4/2006
 - [3 Disclosure by Offerors or Contractors Participating in FAA Acquisitions](#)
 - [4 Remedies for Nondisclosure](#)
 - [5 Contractor Participation in Preparing Specifications or Statements of Work](#)
 - [6 Procedures](#)
 - [7 SIR Provisions](#)
 - [B Clauses](#)
 - [C Forms](#)
 - [T3.1.8 Procurement Integrity Act](#) Revised 7/2006
 - [A Procurement Integrity Act](#)
 - [1 Applicability](#) Revised 10/2014
 - [2 FAA-Specific Definitions](#) Revised 10/2014
 - [3 Full Text of Procurement Integrity Act 41 U.S.C §§ 2101-2107](#) Revised 10/2014
 - [B Clauses](#)
 - [C Forms](#) Revised 10/2010
 - [D Appendix](#) Added 10/2010
 - [1 Administrator's Approval of FAA Procurement Integrity Act Definitions](#) Added 10/2010
 - [T3.1.9 Electronic Commerce](#) Added 7/2007
 - [A Electronic Commerce and Signature in Contracting](#) Added 7/2007
 - [1 Authority for Electronic Commerce](#) Revised 7/2013
 - [2 Considerations for Technology and Systems](#) Revised 7/2013
 - [3 Electronic Signature](#) Revised 7/2013
 - [4 Electronic Contract Files](#) Added 1/2014
 - [B Clauses](#) Added 7/2007
 - [C Forms](#) Added 7/2007
 - [T3.2.1 - Procurement Planning](#) Revised 4/2009
 - [A Procurement Request \(PR\)](#) Revised 7/2007
 - [1 Purpose of a Procurement Request Package](#) Revised 7/2007
 - [2 Content of PR Package](#) Revised 1/2018
 - [3 Review by Chief Information Officer](#) Revised 4/2017
 - [4 Reserved](#) Revised 1/2018
 - [5 PRISM-Generated Requisition](#) Revised 7/2007
 - [6 Funds Certification](#) Revised 10/2012
 - [7 Requisition Approval Levels](#) Revised 10/2014
 - [8 Describing Requirements](#) Revised 7/2007
 - [9 Independent Government Cost Estimate](#) Revised 10/2016
 - [10 PR Package Clearances, Justifications and Other Documentation](#) Revised 1/2018
 - [11 Simplified Purchases](#) Revised 7/2007
 - [12 Lease or Rental Space](#) Revised 7/2007
 - [13 Logistics Center Supply Support](#) Revised 7/2007

- [14 Real Property](#) Revised 4/2009
- [15 Public Utilities](#) Revised 7/2007
- [16 Liquidated Damages](#) Added 10/2014
- [17 Returning a Deficient PR Package](#) Revised 10/2014
- [B Clauses](#)
- [C Forms](#) Revised 7/2007
- [T3.2.1.2 - Market Analysis](#) Added 10/2006
 - [A Market Research and Analysis](#) Added 10/2006
 - [1 Market Research and Analysis](#) Revised 4/2013
 - [B Clauses](#) Added 10/2006
 - [C Forms](#) Added 10/2006
- [T3.2.1.3 - Implementing OMB Circular No. A-76](#) Revised 1/2009
 - [A Guidance for Implementing for OMB Circular No. A-76](#)
 - [1 OMB Circular A-76, Performance of Commercial Activities](#)
 - [2 Applicability of AMS](#)
 - [3 Responsibilities](#) Revised 1/2009
 - [4 Primary Phases for A-76 Competitions](#)
 - [5 Preliminary Planning](#)
 - [6 Public Announcement \(Official Start Date\)](#)
 - [7 Competition Procedures](#) Revised 1/2009
 - [8 Post Competition Accountability](#)
 - [9 Adversely Affected Employees](#)
 - [10 The Agency Tender](#)
 - [B Clauses](#)
 - [C Forms](#)
- [T3.2.1.4 - Chief Financial Officer Requirements](#) Revised 1/2008
 - [A Chief Financial Officer Approvals and Other Requirements](#) Revised 1/2006
 - [1 Authorization for Procurement Request](#) Revised 4/2016
 - [2 Capitalization of Assets](#) Revised 7/2010
 - [B Clauses](#) Revised 10/2007
 - [C Forms](#) Revised 1/2006
- [T3.2.1.5 - Disaster or Emergency Preparedness and Response](#) Revised 1/2009
 - [A Disaster or Emergency Contracting](#) Added 10/2006
 - [1 Local Area Set-Asides for Disaster or Emergency](#) Added 10/2006
 - [2 Continuity of Mission Critical Contracts](#) Revised 4/2012
 - [B Clauses](#) Added 10/2006
 - [C Forms](#) Added 10/2006
 - [D Appendix](#) Added 7/2007
 - [1 Appendix - Emergency Procurement Guide](#) Revised 7/2012
- [T3.2.2 - Source Selection](#) Revised 7/2009
 - [A Source Selection](#)
 - [1 Source Selection Guide](#) Revised 7/2010
 - [2 Public Announcement and Announcement of Competing Offerors](#) Revised 1/2016
 - [3 Past Performance](#) Revised 1/2016
 - [4 Cancelling a Screening Information Request](#) Revised 10/2010
 - [5 Section 508 of Rehabilitation Act](#) Revised 1/2016
 - [6 Spare Parts](#) Revised 1/2016
 - [7 Source Selection Team Responsibilities](#) Revised 1/2016
 - [8 Supplier Process Capability Evaluation and Appraisal](#) Revised 1/2016

[9 Tiered Evaluation](#) Revised 1/2016

[B Clauses](#)

[C Forms](#)

[1 Section 508 Checklist](#) Added 7/2007

[D Appendix](#)

[1 Source Selection Guide](#) Revised 1/2016

[2 Past Performance Samples](#) Revised 1/2016

[2.1 Sample 1 - Past Performance Instructions](#)

[2.2 Sample 2 - Past Performance Evaluation Factors](#) Revised 10/2010

[2.3 Sample 3B - Past Performance Questionnaire](#) Revised 1/2016

[2.4 Sample 3C - Business Management Past Performance Summary](#) Revised 1/2016

[2.5 Sample 4 Survey Form](#) Revised 1/2016

[T3.2.2.3 - Complex and Noncommercial Source Selection](#)

[A Establishment of a Qualified Vendors List \(QVL\)](#)

[1 General](#) Revised 1/2016

[2 Public Announcement](#) Revised 1/2016

[3 Screening and Evaluation](#) Revised 1/2016

[4 Evaluating Prospective Vendors](#) Revised 1/2016

[5 Notifying Vendors Excluded from a QVL](#) Revised 1/2016

[6 Competing Requirements Among Vendors on QVL](#) Revised 1/2016

[7 Updating a QVL](#) Revised 1/2016

[8 Cancelling a QVL](#) Revised 1/2016

[9 Availability of Information](#)

[10 QVL for Products](#) Revised 1/2016

[B Clauses](#)

[C Forms](#)

[T3.2.2.4 - Single Source](#) Added 10/2006

[A Single Source Contracting](#) Added 10/2006

[1 Basis for Single Source](#) Revised 1/2017

[2 Market Analysis Supporting Single Source](#) Revised 1/2017

[3 Award of Single Source](#) Revised 1/2017

[B Clauses](#) Added 10/2006

[C Forms](#) Added 10/2006

[D Appendix](#) Revised 1/2018

[T3.2.2.5 – Commercial and/or Simplified Purchase Method](#) Revised 1/2016

[A Simplified Purchasing](#)

[1 Simplified Purchasing](#) Revised 4/2017

[2 Purchase Orders](#) Revised 7/2017

[3 Blanket Purchase Agreement \(BPA\)](#) Revised 7/2017

[4 Prohibited and Restricted Purchases](#) Revised 7/2017

[5 FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops](#) Revised 1/2017

[B Clauses](#)

[C Forms](#)

[T3.2.2.6 - Unsolicited Proposals](#) Revised 10/2008

[A Unsolicited Proposals](#)

[1 Responsibilities](#) Revised 10/2012

[2 Content of UP](#)

[3 Receipt of UP](#) Revised 10/2012

[4 Procedures](#) Revised 10/2012

5	Evaluation	Revised 10/2012
6	Notifying the Offeror	Revised 10/2012
7	Prohibitions	
	B Clauses	
	C Forms	
T3.2.2.7	- Contractor Qualifications	Revised 1/2009
	A Contractor Qualifications	
	1 Responsibility Determination of Prospective Contractors	Revised 7/2012
	2 Team Arrangements	Revised 1/2009
	3 Debarment and Suspension	Revised 4/2013
	4 Notices to GSA and SAM	Revised 7/2012
	5 Prohibition Against Contracting with Inverted Domestic Corporations	Revised 10/2015
	B Clauses	
	C Forms	
	D Appendix 1 - Definitions	Revised 10/2015
T3.2.2.8	- Describing FAA Needs	Revised 10/2006
	A Describing Needs	
	1 Product Description	Revised 10/2006
	2 Types of Specification	Revised 10/2006
	3 Standards	Revised 10/2006
	4 Commercial Descriptions	Revised 10/2006
	5 Brand Name	Added 10/2006
	6 Statement of Work	Revised 10/2006
	7 Statement of Objective	Added 10/2006
	B Clauses	
	C Forms	
T3.2.3	- Cost and Price Methodology	Revised 10/2007
	A Cost and Price Methodology	
	1 Proposal Analysis	Revised 1/2018
	2 Independent Government Cost Estimate	Revised 4/2016
	3 Cost Accounting Standards	Revised 3/2016
	4 Financial Administrative Contracting Officer (FACO)	Added 4/2014
	B Clauses	
	C Forms	
	D Appendix	Revised 10/2007
	1 Appendix - Instructions for Submitting Cost/Price Proposals	Revised 1/2017
	2 Appendix – Developing A Detailed Independent Government Cost Estimate	Revised 1/2017
	3 Appendix - Template for Detailed Independent Government Cost Estimate	Revised 3/2016
T3.2.4	- Types of Contracts	Revised 7/2009
	A Types of Contracts	Revised 7/2007
	1 General Considerations	Added 7/2007
	2 Fixed-Price	Revised 7/2017
	3 Cost-Reimbursement	Revised 1/2010
	4 Incentive Contracts	Revised 7/2009
	5 Indefinite Delivery	Revised 1/2012
	6 Time-and-Materials / Labor-Hour	Revised 7/2017

7	Letter and Ceiling Priced Contracts	Revised 7/2007
8	Multi-year Contracting	Revised 7/2007
9	Options	Added 7/2007
10	Basic Agreement	Revised 7/2007
11	Basic Ordering Agreement	Revised 7/2007
B Clauses		
C Forms		
D Appendices Revised 7/2008		
1	Appendix - Sample Letter Contract	Revised 4/2012
2	Appendix - Award Fee	Revised 7/2012
3	Appendix - Sample Award Fee Performance Evaluation Plan	Revised 7/2012
4	Appendix - Incentive Contracts Guide	Added 4/2010
T3.2.5 - Contractor Ethical Guidelines Revised 4/2008		
A Contractor Ethical Guidelines		
1	Officials Not to Benefit	
2	Contractor's Gratuities to FAA Personnel	Revised 4/2008
3	Contingent Fees	Revised 4/2008
4	Limitation on the Payment of Funds to Influence Federal Transactions	Revised 4/2008
5	Subcontractor Kickbacks	Revised 10/2014
6	Unreasonable Restrictions on Subcontractor Sales	Revised 4/2008
7	Contracts with Federal Employees/Business Owned by Federal Employees	
8	Voiding and Rescinding Contracts	Revised 4/2008
9	Whistleblower Protection for Contractor Employees	Revised 10/2010
10	Contractor Code of Business Ethics and Conduct	Added 4/2008
11	Definitions	Revised 4/2008
B Clauses		
C Forms		
T3.2.6 - Purchase Card Program Revised 4/2016		
A Purchase Card Program Added 1/2009		
1	Purchase Card	Revised 10/2017
2	Convenience Checks	Revised 4/2016
B Clauses Added 1/2009		
C Forms Added 1/2009		
T3.2.7 - Anti-Counterfeit Management Added 4/2012		
A Anti-Counterfeit Management Added 4/2012		
1	Objective	Revised 1/2018
2	Statement of Issue	Added 4/2012
3	Requirement	Revised 10/2015
4	Program Description	Added 4/2012
5	Applicability	Added 4/2012
6	Definition - Suspected Counterfeit Part	Revised 10/2015
7	Counterfeit Parts Control	Revised 1/2018
8	Suspected Counterfeit Parts Database	Revised 1/2018
9	Documentation	Added 4/2012
10	Higher-Level Contract Quality Requirements	Added 10/2015
11	Suspected Counterfeit Parts Training	Revised 10/2015
12	Aviation Community Guidance	Revised 1/2018
B Clauses Added 4/2012		

	C Forms	Added 4/2012
T3.3.1 - Contract Funding, Financing & Payment		Revised 8/2009
	A Contract Funding, Financing & Payment	
	1 Contract Funding	Revised 7/2013
	2 Continuing Resolution	Revised 10/2007
	3 Electronic Funds Transfer	Revised 1/2012
	4 System for Award Management (SAM)	Revised 7/2012
	5 Types of Payment	Revised 10/2007
	6 Single and Partial Payments	Revised 10/2007
	7 Progress Payments	Revised 10/2007
	8 Recurring, Provisional, and Advance Payments	Revised 10/2007
	9 Performance-based Payments	Revised 4/2017
	10 Financing Payment	Revised 10/2010
	11 Withholding Payment	Added 10/2007
	12 Prompt Payment	Revised 7/2013
	13 Fast Payment	Added 10/2007
	14 Invoices	Revised 4/2012
	15 Debt Collection	Added 10/2007
	16 Assignment of Claims	Added 10/2007
	17 Automatic Deobligation	Revised 10/2016
	18 Incremental Funding for Fixed-Price Contracts	Added 10/2011
	B Clauses	
	C Forms	Revised 4/2006
	D Appendix	Added 10/2007
	1 Appendix - Sample Notice of Assignment	Added 10/2007
T3.3.2 - Contract Cost Principles		Revised 10/2007
	A Contract Cost Principles	
	1 Applicability	Revised 4/2017
	2 Contracts with Commercial Organizations	Revised 10/2014
	3 Contracts with Educational Institutions	Revised 4/2017
	4 Contracts with State, Local, and Federally Recognized Indian Tribal Governments	Revised 4/2017
	5 Contracts with Nonprofit Organizations	Revised 4/2017
	B Clauses	
	C Forms	
	D Appendix	Added 7/2007
	1 Appendix - Summary of Selected Costs	Revised 1/2012
	2 Appendix - Selected Costs	Revised 10/2014
	3 Appendix - Definitions	Added 7/2007
T3.4.1 - Bonds and Insurance		Revised 7/2008
	A Bonds and Insurance	
	1 General Requirements	
	2 Proposal Guarantees	Revised 7/2008
	3 Bonds	Revised 10/2010
	4 Insurance	
	5 Definitions	
	B Clauses	
	C Forms	
T3.4.2 - Taxes		

[A Taxes](#)

[1 General](#)

[2 Federal Excise Taxes](#)

[3 General Exemptions](#)

[4 State and Local Taxes](#)

[5 State and Local Tax Exemptions](#)

[B Clauses](#)

[C Forms](#)

[T3.5 Intellectual Property](#) Revised 1/2009

[A Patents, Copyrights, and Rights in Data](#) Revised 1/2009

[1 General](#) Revised 1/2009

[2 Patents and Copyrights](#) Revised 1/2009

[3 Patent Rights under Government Contracts](#) Revised 7/2012

[4 Rights in Data and Copyrights](#) Revised 1/2009

[5 Foreign License and Technical Assistance Agreements](#) Revised 1/2009

[B Clauses](#)

[C Forms](#) Revised 1/2009

[T3.6.1 - Small Business Development Program](#) Revised 4/2009

[A Small Business Development](#) Revised 7/2005

[1 Procurement Team Responsibilities in Support of the Small Business Development Program](#) Revised 4/2016

[2 The FAA Small Business Development Program Office \(SBDO\) and Liaison Representative Involvement](#) Revised 1/2017

[3 Prime Contracting with Small Business](#) Revised 1/2017

[4 Subcontracting with Small Business](#) Revised 1/2017

[5 Bonding Assistance and the DOT Lending Program](#) Revised 1/2018

[6 Size Standard Verification](#) Revised 1/2017

[7 Contract Bundling](#) Revised 1/2017

[8 Mentor-Protégé](#) Revised 4/2016

[9 Joint Ventures](#) Revised 4/2016

[10 Tiered Evaluations](#) Added 7/2016

[B Clauses](#) Revised 10/2006

[C Forms](#)

[T3.6.2 - Labor Laws](#) Revised 4/2009

[A Labor-Related Laws](#)

[1 General](#) Revised 7/2017

[2 Labor Disputes Causing Strikes or Delays](#) Revised 7/2007

[3 Overtime](#) Added 7/2007

[4 Contract Work Hours and Safety Standards Act](#) Revised 1/2012

[5 Construction Contracts/Davis-Bacon Act](#) Revised 7/2017

[6 Procedures for Construction Contracts](#) Revised 7/2012

[7 Walsh-Healey Public Contracts Act](#) Revised 10/2014

[8 Fair Labor Standards Act](#)

[9 Service Contracts/Service Contract Act](#) Revised 4/2017

[10 Procedures for Service Contracts](#) Revised 4/2017

[11 Professional Employee Compensation](#) Revised 7/2007

[12 Dismantling, Demolition, or Removal of Improvements](#)

[13 Convict Labor](#)

[14 Equal Employment Opportunity](#) Revised 7/2007

- [15 Equal Opportunity for Veterans](#) Revised 1/2011
- [16 Employment of the Disabled](#) Revised 7/2007
- [17 Forced or Indentured Child Labor](#) Added 7/2007
- [18 Trafficking in Persons](#) Revised 10/2015
- [19 Nondisplacement of Qualified Workers](#) Added 4/2009
- [20 Project Labor Agreements](#) Revised 7/2012

[B Clauses](#)

[C Forms](#)

[D Attachment](#)

[T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace](#) Revised 4/2009

[A Environment, Conservation, Occupational Safety, and Drug Free Workplace](#) Revised 4/2009

- [1 Contracting for Sustainable Products and Services](#) Revised 4/2017
- [2 Responsibilities](#) Revised 10/2016
- [3 Hazardous Material Identification and Safety Data](#) Revised 10/2016
- [4 Notice of Radioactive Material](#) Revised 10/2016
- [5 Alternatives to Ozone Depleting Substances and High Global Warming Potential Hydrofluorocarbons](#) Revised 4/2017
- [6 Chemicals Management](#) Revised 4/2017
- [7 Energy Conservation and Efficiency](#) Revised 4/2017
- [8 Renewable Energy Certificates](#) Revised 4/2017
- [9 Water Conservation and Efficiency](#) Revised 4/2017
- [10 BioPreferred and Biobased Designated Products](#) Revised 4/2017
- [11 Preference for Recycled-Content Products](#) Revised 4/2017
- [12 Fuel Efficient Products and Services](#) Revised 4/2017
- [13 Waste Management and Pollution Prevention](#) Revised 1/2018
- [14 Energy Savings Performance Contracts](#) Revised 4/2017
- [15 Utility Energy Service Contracts](#) Revised 4/2017
- [16 Drug Free Workplace](#) Revised 10/2016

[B Clauses](#)

[C Forms](#)

[D Appendix](#)

- [1 Appendix – Definitions](#) Revised 10/2016
- [2 Appendix – Rationale for not Complying with the Sustainable Acquisition Requirements](#) Revised 10/2016

[T3.6.4 Foreign Acquisition](#) Revised 10/2007

[A Foreign Acquisition](#)

- [1 Applicability of Buy American](#) Added 10/2014
- [2 Buy American Act - Supplies](#) Revised 10/2012
- [3 Buy American Act - Construction Materials](#) Revised 10/2012
- [4 FAA Buy American - Steel and Manufactured Products](#) Revised 10/2012
- [5 Balance of Payments Program](#)
- [6 Payment in Local Foreign Currency](#)
- [7 Trade Agreements](#) Revised 4/2013
- [8 Restrictions on Certain Foreign Purchases](#) Revised 7/2006
- [9 Prohibition on Contracting with Entities that Engage in Certain Activities or Transactions Relating to Iran](#) Revised 4/2013
- [10 Customs and Duties](#)
- [11 International Agreements and Coordination](#) Revised 1/2007

	12 Examination of Records by Comptroller General	
	13 Inconsistency Between English Version and Translation of Contract	
	14 Export Control	Added 4/2014
	15 Definitions	Revised 4/2014
	B Clauses	
	C Forms	
T3.6.5 Indian Incentive Program	A Indian Incentive Program	
	1 Requirements	Revised 10/2012
	2 Definitions	Revised 10/2012
	B Clauses	
	C Forms	
T3.7 Privacy and Freedom of Information	A Protection of Individual Privacy	
	1 General	Revised 10/2016
	2 Implementing Rules	
	B Clauses	
	C Forms	
T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests	A Agreements, Cooperative Agreements, Gifts and Bequests	Revised 10/2007
	1 Agreements	Revised 1/2018
	2 Section 106 Cooperative Agreements	Revised 4/2017
	3 Gifts and Bequests	Revised 7/2006
	4 Interagency Procurement	Revised 10/2010
	5 Reimbursable Agreements and Other Transaction Reimbursable Agreements	Revised 7/2014
	B Clauses	
	C Forms	
	D Appendix	
	1 Attachment 1 - Parallel Authorities	
	2 Attachment 2 - Sample Interagency Agreement	Revised 10/2007
	3 Attachment 3 - Sample Intra-agency Agreement	Revised 10/2007
	4 Attachment 4 - Sample Other Transaction - MOA with State, Municipality or Private Entity	Revised 10/2007
	5 Attachment 5 - Sample Other Transaction - Memorandum of Understanding (MOU)	Revised 10/2007
	6 Attachment 6 - Sample Section 106 Cooperative Agreement	Revised 1/2018
	7 Attachment 7 - Intellectual Property - Section 106 Cooperative Agreements	
T3.8.2 Service Contracting	A Service Contracting	Revised 10/2008
	1 General Requirements	Revised 4/2006
	2 Contractor Versus Government Performance	Revised 4/2006
	3 Inherently Governmental and Critical Functions	Revised 4/2013
	4 Support Services Contracting	Revised 1/2018
	5 Personal Services	Revised 9/2006
	6 Advisory and Assistance Services	Revised 4/2006
	7 Temporary Services	Revised 4/2006
	8 Concession Contracts	Added 4/2006
	9 Cafeteria/Vending Services	Added 4/2006

10	Child Care Services	Added 4/2006
11	Nonpersonal Health Care Services	Added 4/2006
12	Guard Services	Revised 4/2011
13	Contractor-Assisted Maintenance of the NAS	Revised 10/2008
14	Other Requirements for Service Contracting	Added 4/2006
15	Uncompensated Overtime	Added 4/2006
16	Performance-Based Acquisition	Added 4/2006
17	Services Crossing Fiscal Years	Added 4/2006
18	Architect-Engineer Services	Revised 7/2013
19	Cloud Computing Services	Added 10/2016
	B Clauses	
	C Forms	Revised 4/2006
T3.8.3	Federal Supply Schedules	Revised 1/2009
	A Federal Supply Schedules	
	1 General	Revised 10/2007
	2 GSA Advantage and e-Buy	Revised 10/2007
	3 GSA Global Supply	Revised 10/2007
	4 Use of Federal Supply Schedules	Revised 1/2009
	B Clauses	
	C Forms	
T3.8.4	Government Sources of Products/Services	Revised 1/2010
	A Use of Government Sources	Revised 7/2007
	1 Mandatory Sources	Revised 10/2017
	2 Excess Inventory	Revised 7/2007
	3 Acquisition Procedures for Purchases from Federal Prison Industries	Revised 1/2016
	4 Randolph-Sheppard Act	Added 7/2007
	5 Javits-Wagner-O'Day Act (Ability One Program)	Revised 10/2017
	6 Other Government Sources	Revised 1/2016
	7 Use of Government Sources by Contractors	Revised 1/2016
	8 National Wireless Program	Revised 1/2016
	B Clauses	
	C Forms	
	D Appendix	
	1 Contractor Authorization Letter for Use of FSS Contracts	Revised 1/2016
	2 FAA Procedures for Vending Facility Operations Under Randolph-Sheppard	Revised 1/2016
T3.8.5	Leases	Added 1/2006
	A General	Added 1/2006
	1 Evaluation of Lease to Determine Accounting Treatment	Added 1/2006
	B Clauses	Added 1/2006
	C Forms	Added 1/2006
	D Appendix	Added 1/2006
T3.8.6	Strategic Sourcing	Added 1/2007
	A Strategic Sourcing	Added 1/2007
	1 General	Revised 1/2012
	2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program	Revised 1/2016
	3 SAVES Website	Added 1/2007

4 SAVES Ordering for Office Supplies, Office Equipment, and IT

Hardware Revised 10/2012

B Clauses Added 1/2007

C Forms Added 1/2007

T3.8.7 Construction Contracting Revised 8/2009

A Construction Contracting Added 7/2007

1 General Added 7/2007

2 Dismantling, Demolition and Removal of Improvements Revised 4/2017

3 Salvageable Property Added 7/2007

4 Laws, Regulations and Standards Revised 4/2017

5 Design-Build Revised 1/2016

6 Reserved Revised 10/2014

7 Planning and Pre-Solicitation Revised 7/2016

8 Pre-Award Revised 1/2016

9 Post-Award Revised 4/2017

10 Contract Acceptance Inspection (CAI) Revised 4/2012

11 Contract Completion/Closeout Revised 8/2009

B Clauses Added 7/2007

C Forms Added 7/2007

T3.10.1 Contract Administration Revised 1/2009

A Contract Administration

1 Contract Management Revised 10/2017

2 Basic Responsibility for Contract Administration Revised 7/2012

3 Assignment of Contracting Officer's Representative Revised 10/2017

4 Communications with Vendors Revised 4/2007

5 Use of Government Excess Equipment Revised 4/2007

6 Contract Modifications Revised 10/2012

7 Suspension and Stop-Work Orders Revised 7/2011

8 Novations and Change-of-Name Agreements Revised 10/2014

9 Conversion of FAR Contracts to AMS Revised 4/2007

10 Contract Files Revised 7/2011

11 Contract Closeout Revised 7/2016

12 Final Indirect Cost Rates Revised 4/2017

13 Contract Audit Revised 7/2012

14 Bankruptcy Revised 7/2012

15 Reporting Executive Compensation and First-Tier Subcontract

Awards Revised 10/2012

16 Contractor Performance Documentation and Maintenance Added 4/2013

B Clauses

C Forms

D Appendices

1 Appendix – Reserved Revised 7/2014

2 Appendix - Reserved Revised 7/2014

3 Appendix - When Should a COR be Appointed Revised 4/2012

4 Appendix - Stop-Work Order Revised 4/2011

5 Appendix - Novation Agreement Revised 4/2011

6 Appendix - Change of Name Agreement Revised 4/2011

7 Appendix - Guide for Creating and Maintaining Contract Administration

Files Revised 10/2017

- [8 Appendix - Contract File Completion Statement](#) Revised 4/2011
- [9 Appendix – Reserved](#) Revised 7/2014
- [10 Appendix - Common Authorities for Modifications](#) Revised 7/2016
- [11 FAA CPARS Guide](#) Revised 10/2017

[T3.10.2 Subcontracting Policies](#)

[A Subcontracting](#)

- [1 Consent for Subcontract](#) Revised 4/2011
- [2 Contractors Purchasing Systems Reviews](#) Revised 4/2011
- [3 Definitions](#) Revised 4/2011

[B Clauses](#)

[C Forms](#)

[T3.10.3 Government Property](#) Revised 10/2009

[A Government Property](#)

- [1 Applicability](#)
- [2 Responsibilities](#) Revised 7/2013
- [3 Contractor's Property Control System](#)
- [4 Audit of Property Control System](#)
- [5 Official FAA Property Records](#)
- [6 Types of Property Provided to Contractors](#) Revised 10/2009
- [7 Contractor Use and Rental of Government Property](#)
- [8 Relief from Responsibility](#)
- [9 Contractors' Liability](#)
- [10 Reporting, Redistribution, and Disposal of Contractor Inventory](#)
- [11 Inventory Schedules](#)
- [12 Scrap](#)
- [13 Recovering Precious Metals](#)
- [14 Screening of Contractor Inventory](#)
- [15 Report of Excess Personal Property](#)
- [16 Donations](#)
- [17 Sale of Surplus Contractor Inventory](#)
- [18 Exemptions from Sale by GSA](#)
- [19 Destruction or Abandonment](#)
- [20 Removal and Storage](#)
- [21 Special Storage at the FAA's Expense](#)
- [22 Subcontractor Inventory](#)
- [23 Accounting for Contractor Inventory](#)
- [24 Definitions](#) Revised 4/2012

[B Clauses](#)

[C Forms](#)

[D Appendix](#)

- [1 Appendix - Sample Delegation Memo](#)
- [2 Appendix - Sample Designation Letter](#)

[T3.10.4 Quality Assurance](#) Revised 7/2007

[A Quality Assurance](#)

- [1 Objectives](#) Revised 7/2007
- [2 Responsibilities](#) Revised 7/2017
- [3 Levels of Quality Requirements and Standards](#) Revised 10/2014
- [4 Acceptance](#) Revised 7/2007
- [5 Warranties](#) Revised 7/2007

6	Government-Industry Data Exchange Program	Revised 7/2007
7	Considerations for Use of Clauses	Revised 7/2007
8	Construction Nonconforming Parts	Revised 7/2007
	B Clauses	Revised 7/2007
	C Forms	
	D Appendix	Revised 7/2007
T3.10.5	Product Improvement/Technology Enhancement	
	A Product Improvement/Technology Enhancement	
	1 General	Revised 7/2013
	B Clauses	
	C Forms	
T3.10.6	Termination of Contracts	
	A Termination	
	1 General Guidance	
	2 Termination for Convenience of the FAA	
	3 Termination for Default	
	4 Definitions	
	B Clauses	
	C Forms	
T3.10.7	Extraordinary Contractual Actions	
	A Extraordinary Contractual Actions	
	1 Authority	
	2 Guidance	
	B Clauses	
	C Forms	
T3.10.9	First Article Approval and Testing	
	A First Article	
	1 General	
	2 Minimizing Risk	Revised 10/2010
	3 Testing and Approval	Revised 10/2010
	4 Waiving First Article	Revised 10/2010
	5 Coordination	
	6 Changes	
	B Clauses	
	C Forms	
T3.13.1	Other Administrative Procedures	Revised 1/2009
	A Administrative Matters	
	1 Numbering System for Procurement Instruments	Revised 10/2017
	2 Contract Format	
	3 Congressional Affairs Notification	Revised 10/2016
	4 Press Release and Public Announcement of Award	Revised 7/2010
	5 Federal Procurement Data System (FPDS) and FPDS Data Quality	Revised 7/2012
	6 Record Requirements	Revised 10/2017
	7 Records Retention	Revised 1/2012
	8 Annual Procurement Forecast	Revised 1/2007
	9 Reports	Revised 10/2016
	10 Contractor Attendance at FAA-Sponsored and Other Government Training	Revised 4/2017
	11 Plain Language	Added 7/2006

[12 Approval of Multiple-Award Procurement Programs](#) Revised 10/2010

[B Clauses](#)

[C Forms](#)

[D Appendix](#) Revised 1/2009

[T3.14.1 Security](#) Revised 1/2009

[A Security](#)

[1 Facility/Security](#)

[2 Information and Systems Security](#) Revised 10/2016

[3 Personnel Security](#) Revised 10/2017

[4 Foreign Nationals](#) Revised 10/2017

[5 Related Security Guidance and Tools](#)

[6 Sensitive Unclassified Information](#) Revised 10/2016

[B Clauses](#) Revised 1/2009

[C Forms](#) Revised 10/2017

[T3.15.1 Systems and Parts Obsolescence Management](#)

[A Systems and Parts Obsolescence Management](#)

[1 Objective](#)

[2 Statement of Issue](#)

[3 Planning](#)

[4 Logistics Center](#)

[5 Requirements Organization's Role And Responsibility](#)

[6 Contracting Organization's Role And Responsibility](#)

[7 Logistics Integrator\(s\) Role And Responsibility](#)

[8 GIDEP Coordinator's Role And Responsibility](#)

[B Clauses](#)

[C Forms](#)

[D Appendix](#)

[T3.16 Commercial Licensing Agreement](#) Added 4/2006

[A Commercial Licensing Agreement](#) Revised 1/2016

[B Clauses](#) Added 4/2006

[C Forms](#) Added 4/2006

[D Appendix](#) Revised 1/2016

[T3.17 American Recovery and Reinvestment Act](#) Revised 5/2009

[A Implementation of Recovery and Reinvestment Act for Contracts](#) Added 4/2009

[1 General Requirements](#) Added 4/2009

[2 Public Announcement](#) Added 4/2009

[3 Solicitation and Award](#) Revised 1/2010

[4 Reporting](#) Revised 1/2010

[5 FPDS and Special Notice Requirements](#) Revised 7/2010

[6 Whistleblower Protections under the American Recovery and Investment](#)

[Act](#) Added 4/2009

[7 Federally Registered Lobbyists](#) Added 5/2009

[B Clauses](#) Added 4/2009

[C Forms](#) Revised 1/2010