Acquisition Management Policy - (10/2019)

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Appendix A: Roles and Responsibilities Revised 4/2019

Councils and Boards

JOINT RESOURCES COUNCIL

- Approves the FAA investment portfolio each year as part of the budget submission process;
- Reviews and approves the FAA enterprise architecture each year;
- Concurs jointly with the NextGen Management Board on the establishment of new operational capabilities;
- Reviews updates to the NAS ConOps and works with the NextGen Management Board to resolve any issues or concerns;
- Makes investment decisions and oversees execution of investment programs;
- Establishes investment programs and assigns execution to a service organization;
- Baselines program requirements for investment programs in the final program requirements document;
- Approves and baselines all required AMS program documents (i.e., program requirements document, acquisition program baseline or execution plan, business case, and implementation strategy and planning document);
- Commits the FAA to full funding of approved investment programs or program segments;
- Identifies any future corporate decisions and levels of empowerment for the service organization during solution implementation for investment programs;
- Makes acquisition program baseline or execution plan change decisions that alter program performance, cost, and schedule baselines during solution implementation for investment programs;
- Reviews and approves FAA RE&D and F&E budget submissions each year prior to review and approval by the Administrator and submission to the Office of the Secretary of Transportation and reviews the OPS appropriation. The Administrator approves the OPS budget before submission to the Office of the Secretary of Transportation;
- Makes investment program production and in-service decisions or assigns approval authority to senior management; and
- Conducts acquisition quarterly program reviews to manage ongoing investment programs, including operational assets; and
- Designates investment programs for TechStat reviews.

The Joint Resources Council has the following core members:

- Acquisition Executive;
- Chief Operating Officer;
- Chief Information Officer;
- Chief Financial Officer;
- General Counsel;
- Associate Administrator for Aviation Safety;

- Associate Administrator for Airports;
- Assistant Administrator for NextGen;
- Assistant Administrator for Policy, International Affairs, and Environment; and
- Director, Joint Planning and Development Office.

The following members attend Joint Resource Council meetings when the decision concerns their organizational responsibilities:

- Associate Administrator for Commercial Space Transportation.

ACQUISITION EXECUTIVE BOARD

- Assists and supports the Acquisition Executive and Joint Resources Council by reviewing, authorizing, and overseeing development and implementation of acquisition management policy, process, practices, procedures, and tools at all organizational levels;
- For authorized change proposals, charters and provides resources for cross-functional work groups to conduct feasibility and cost/benefit analyses for proposed policy, guidance, practice, and procedure changes;
- Directs, controls, and approves all compliance processes associated with execution of any aspect of AMS; and
- Directs and oversees the Acquisition System Advisory Group.

NEXTGEN MANAGEMENT BOARD

- Approves updates to NAS Concepts of Operations;
- Approves NAS Segment Implementation Plan;
- Approves NAS operational capabilities including goals, objectives, and performance targets;
- Approves alignment of NAS investments to operational capabilities;
- Approves capture teams for operational capabilities;
- Conducts portfolio review for operational capabilities; and
- Approves Operational Capability Integration Plans.

OPERATIONS GOVERNANCE BOARD (OGB)

- Reviews and approves Mission Support Operations-funded capital investments;
- May recommend that Contracting Officers not enter into contracts related to applicable investments;
- May request JRC concurrence or recommend JRC review for individual investments;
- Oversees a risk review of proposed investments in coordination with AIT and other functional experts; and
- Provides status to the JRC and other agency executive level boards and organizations on the results of the Mission Support, Operations-funded capital investments brought before the Operations Governance Board.

The members of the Operations Governance Board will be:

- Director of Acquisition & Contracting (Chair) AAQ-1
- Director of Investment Planning & Analysis (IP&A) AFI-1
- Director of Enterprise Program Management Services (EPMS) AEM-1
- Director of Program Control and Integration AJM-1
- Aviation Safety AIR-2
- Assistant Chief Counsel AGC-500
- Customer Representative – As determined by the OGB Chair

FAA ENTERPRISE ARCHITECTURE BOARD

- Ensures the FAA adheres to Federal statutory and regulatory requirements regarding Enterprise Architecture;
- Aligns information technology decisions with business and investment strategies;
- Facilitates the FAA's transition to the target EA;
- Facilitates the collaboration of enterprise architecture and technical expertise of subject matter experts throughout the Agency;
- Promotes data and information reuse through enterprise information management;
- Implements the use of enterprise architecture and systems planning frameworks that facilitate an understanding of technologies and application to business issues;
- Communicates and champions Enterprise Architecture throughout the FAA;
- Approves investment program naming in accordance with FAA nomenclature standards;
- Reviews the annual FAA EA Roadmaps and recommend for approval to the JRC;
- Reviews and approves FAA EA Roadmap changes via Architecture Change Notices (ACN) that guide the FAA towards a target state architecture;
- Minimizes duplication and redundancy in investments and IT capabilities, fosters IT standardization, and promotes reuse of technology, data, and business assets;
- Approves and complies with standards and policies that enable reuse, interoperability, and cost efficiency;
- Approves readiness for Concept and Requirements Definition; and
- Approves processes related to FEAB and subordinate groups, as listed in the FEAB Standard Operating Procedures (SOP).

The FEAB members include the following or their designated representatives:

- Deputy Assistant Administrator for Acquisition and Business Services;
- Chief Operating Officer of the Air Traffic Organization;
- Vice President of the Program Management Organization;
- Deputy Assistant Administrator for Information & Technology;
- Deputy Assistant Administrator for Financial Services;
- Chief Counsel;
- Associate Administrator for Aviation Safety;
- Associate Administrator for Airports;
- Assistant Administrator for NextGen; and
- Assistant Administrator for Policy, International Affairs and Environment.

ARCHITECTURE REVIEW BOARD

- Works with service organizations and program offices to prioritize and time-phase new operational improvements and operational sustainments within the Mission Support architecture roadmap.

TECHNICAL REVIEW BOARD

- Works with service organizations and program offices to prioritize and time-phase new operational improvements and operational sustainments within the NAS architecture roadmap.

Secretariats

JRC EXECUTIVE SECRETARIAT

- Supports the FAA Acquisition Executive;
- Develops, maintains and obtains JRC member signatures on the JRC Charter;
- Manages the investment decision-making process for all investment decisions;
- Facilitates the efforts of service organizations seeking an investment decision to ensure timely and effective investment decision-making;
- Manages the readiness process which uses criteria based on the AMS policy to evaluate the readiness of an investment initiative seeking an investment decision prior to placing it on the JRC meeting agenda to obtain a decision;
- Manages the electronic investment decision process;
- Obtains JRC member signatures on the investment decision documents after approval of a final investment decision;
- Maintains the official repository of investment decision documentation, records of decision, meeting minutes and assigned action items;
- Develops and maintains investment decision guidance documents and processes;
- Coordinates JRC meeting dates, agenda, and arranges logistics; and
- Prepares records of decision from JRC investment decision meetings and acquisition quarterly program reviews.

OPERATIONS GOVERNANCE BOARD SECRETARIAT

- Manages the decision-making process for all Mission Support, Operations-funded assets the OGB reviews;
- Facilitates the efforts of service organizations and the Acquisition Readiness Team to ensure timely and effective decision making;
- Maintains the official repository of OGB decision documentation, records of decision, meeting minutes and assigned action items;
- Develops, maintains and obtains OGB member signatures on the OGB Charter, as well as coordinates OGB meeting dates, agenda, and arranges logistics; and
- Receives and reviews initial intake forms, and conducts preliminary risk reviews in order to provide a governance path recommendation to the OGB.

ACQUISITION EXECUTIVE BOARD SECRETARIAT

- Develops, maintains and obtains JRC member signatures on the AEB Charter;
- Coordinates AEB meeting dates, agenda, and arranges logistics;
- Receives, reviews and tracks ACAT determination requests;
- Receives and distributes to AEB members proposed changes to acquisition management policy, process, practices and procedures;
- Facilitates the efforts of FAA organizations to ensure timely approvals to proposed policy, guidance, practice and procedure changes;
- Maintains the official repository of AEB decision documentation, records of decision, meeting minutes and assigned action items.

FEAB SECRETARIAT

- Coordinates with the JRC executive secretariat for JRC approvals;
- Notifies the JRC executive secretariat for Architecture Change Notices (ACN) and Concept and Requirements Definition Readiness Decision (CRDRD);
- Facilitates the efforts of FEAB co-chairs and FEAB members to ensure timely and effective decision-making;
- Maintains the official repository of FEAB decision documentation, meeting minutes and assigned action items;
- Obtains FEAB co-chair and Chief Architects signature on the Architecture Change Notices (ACN) after approval;
- Obtains FEAB member signatures on the FEAB Charter after approval of the JRC; and
- Coordinates FEAB meeting dates, agenda, and arranges logistics.
- Analyzes FEAB processes and recommends improvements for FEAB approval.

IN-SERVICE DECISION SECRETARIAT

- Manages the deployment planning process for the Joint Resources Council;
- Coordinates with the JRC executive secretariat to verify that readiness criteria for a final investment decision have been satisfied;
- Facilitates the efforts of service organizations to ensure timely and effective in-service decision-making;
- Uses AMS-based criteria to evaluate the status of each program seeking an in-service decision before scheduling the program for a stakeholder and in-service decision meeting;
- Prepares records of decision; and
- Tracks in-service decision action plans until closure.

<u>Offices and Executives</u>

ASSOCIATE AND ASSISTANT ADMINISTRATORS AND THE CHIEF OPERATING OFFICER

- Coordinate and integrate activity across line-of-business service organizations to ensure resources are directed at priority FAA strategic and performance goals and to ensure there is

no overlap or redundancy;

- Require service analysis for designated services (e.g., en-route service, terminal service, regulatory service, certification service) within the line of business or staff office;
- Provide staff support to concept and requirements definition and investment analysis activity for service needs within the line of business or staff office;
- Implement non-material solutions to a service need that emerges any time during service analysis or investment analysis; and
- Oversee investment program execution by service organizations within the line of business or staff office.

CHIEF FINANCIAL OFFICER

- Jointly approves the acquisition program baseline or execution plan for investment programs with other Joint Resource Council members;
- Serves as a core member of the Joint Resources Council; and
- Approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget.

CHIEF INFORMATION OFFICER

- Serves as a core member of the Joint Resources Council;
- Chairs the Information Technology Shared Services Committee;
- Approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget;
- Jointly approves the acquisition program baseline or execution plan for investment programs with other Joint Resources Council members; and
- Oversees the enterprise architecture.

ACQUISITION EXECUTIVE

- Manages AMS policy;
- Chairs the Joint Resources Council;
- Approves acquisition category designations and AMS tailoring or waivers;
- Chairs acquisition quarterly program reviews; and
- Approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget.

OFFICE OF THE CHIEF COUNSEL

- Represents FAA legal interests on product or service teams engaged in the acquisition of goods and services;
- Exercises independent professional judgment, advises teams on relevant legal, governmental, and business issues, and promotes the legality and integrity of acquisition actions;
- Represents the FAA in connection with procurement-related litigation, alternative dispute resolution, and other matters; and
- Serves as core member of the Joint Resources Council.

VICE PRESIDENTS (ATO) AND SERVICE DIRECTORS (NON-ATO)

- Responsible and accountable for the delivery of services by service organizations under their management;
- Deliver status briefings for their investment portfolio to the Joint Resources Council at acquisition quarterly program reviews;
- Approve plans for concept and requirements definition and assign necessary human resources;
- Make the decision to enter concept and requirements definition after all entrance criteria are satisfied;
- Assess operational assets annually at a minimum to determine whether they should continue in service or be modified, upgraded, or removed from service;
- Approve plans for investment analysis and assign necessary human resources;
- Approve the program requirements document and the implementation strategy and planning document; and
- Oversee the annual update and submission of the OMB Major IT Business Case for designated investment programs.

SOURCE SELECTION OFFICIAL

- Assures source evaluation team competence, cohesiveness, and effectiveness;
- Assigns responsibility to a source evaluation team member to mark all source selection sensitive information with the designation "source selection sensitive information";
- Approves source evaluation plans and assures the evaluation conforms to the stated evaluation criteria; and
- Makes down-select decisions and assumes full authority to select the source for award.

CONTRACTING OFFICER

- Serves as the source selection official for procurements not subject to the JRC process;
- Ensures, when applicable, conflict of interest documentation is obtained from the source selection official and all source evaluation team members; with legal counsel, determines if any actual or apparent conflict of interest exists and if so resolves or mitigates the conflict;
- Ensures source evaluation team members are briefed on sensitivities of the source selection process, prohibition against unauthorized disclosure of information (including their responsibility to safeguard proposals and any documentation related to the source selection team proceedings), and requirements concerning conflict of interest;
- Ensures source selection official and source evaluation team members provide nondisclosure of information statements;
- Coordinates communications with industry, controls all written documentation issued to industry, and conducts all debriefings;
- Participates during screening, selection, and debriefing phases of source selection to ensure fair treatment of all offerors;
- Issues letters, public announcements, screening information requests and amendments, and other procurement documents;
- Ensures the contract is signed by a contractor representative with the authority to bind the

contractor; with legal counsel, ensures all contractual documents comply with applicable laws, regulations, and policies; and

- Executes, administers, and terminates contracts and makes related determinations and decisions that are contractually binding.

OFFICE OF DISPUTE RESOLUTION FOR ACQUISITION

- FAA Administrator's impartial administrative forum for adjudication of bid protests and contract disputes arising under the AMS;
- Provides dispute resolution services to the FAA and its private business partners, implementing FAA policy to utilize Alternative Dispute Resolution (ADR) to the maximum extent practicable;
- Conducts a streamlined adjudication process for matters un-resolvable through ADR;
- Provides "Findings and Recommendations", and issues orders and decisions supported by the case record and law, on behalf of the FAA Administrator;
- Promulgates and operates in accordance with rules of procedure; and
- Recommends changes to the Acquisition Management System.

OFFICE OF INFORMATION & TECHNOLOGY, STRATEGY & PERFORMANCE SERVICE, INVESTMENT PORTFOLIO & CPIC BRANCH

- Provides process, guidance, training, and consultation to service organizations in the preparation of OMB Major IT Business Cases;
- Independently scores OMB Major IT Business Cases and provides feedback to service organizations and the JRC executive secretariat for designated investment programs;
- Consolidates and reports major program schedule and cost performance data, variance analysis, and corrective action plans to the Information Technology Shared Services Committee, Department of Transportation, and Office of Management and Budget; and
- Conducts earned value management assessments for programs requiring submission of an OMB Major IT Business Case to the Office of Management and Budget and ensures earned value management transition plans for those programs are implemented effectively.

INVESTMENT PLANNING AND ANALYSIS OFFICE

- Provides leadership and expertise in the preparation of business cases for JRC decisions;
- Advises investment analysis teams during service analysis, concept and requirements definition, and investment analysis;
- Provides leadership and expertise in the exploration, development, and analysis of alternatives;
- Evaluates the business case and supporting documentation prior to investment decisions;
- and
- Develops and maintains policy, standards, guidance, and templates for investment analysis and business case preparation.

<u>Organizations and Committees</u>

NEXTGEN ORGANIZATION

- Manages the corporate research budgeting process;
- Coordinates annual development of the National Aviation Research Plan;
- Defines research plan selection, management, and evaluation criteria for research activities in support of NextGen;
- Interfaces with Office of the Secretary of Transportation, Office of Management and Budget, Congress, trade organizations, industry, international organizations, and other government organizations for FAA-level research issues; and
- Provides test and evaluation services.

NAS SYSTEMS ENGINEERING SERVICES ORGANIZATION

- Performs corporate-level service analysis for the NAS;
- Oversees the NAS architecture;
- Develops and maintains tools for conducting service analysis;
- Work with both corporate strategic planning and service organizations to ensure consistency between service planning and the long-range strategic direction of the FAA;
- Works with service organizations to translate user needs into a sequenced and traceable architecture that defines the functions and sub-functions necessary to achieve intended services or operational capability;
- Works with service organizations to determine realistic alternative solutions to service need and assess their impact on the NAS architecture;
- Works with service organizations to conduct service analysis and incorporate associated recommendations into the NAS architecture; and
- Works with service organizations to develop the program requirements document.

NEXTGEN LIFECYCLE INTEGRATION ORGANIZATION

- Coordinates service analysis activity across service organizations to ensure alignment with FAA strategic and performance goals and to eliminate redundant activity, duplicate benefits, service gaps, and service overlap;
- Develops and maintains standard guidance for conducting service analysis and concept and requirements definition;
- Assists service organizations in establishing a service analysis capability and conducting service analysis;
- Leads planning and activities for concept and requirements definition;
- Ensures the requirements, policy, and procedures identified in the AMS and FAST are followed by stakeholders;
- Provides engineering analysis and recommendations to ensure technical integration and integrity is consistent with financial and policy goals, outcomes, and commitments;
- Ensures implementation efforts are harmonized with operations and stakeholder priorities
- Ensures risks are addressed collaboratively to facilitate delivery of operational capabilities and benefits; and
- Develops, maintains, communicates, and supports the execution of enterprise-wide

planning artifacts that describe the lifecycle of the National Airspace System.

INFORMATION TECHNOLOGY RESEARCH AND DEVELOPMENT ORGANIZATION

- Performs corporate-level Mission Support service analysis and coordinates service activity across service organizations to ensure alignment with FAA strategic and performance goals as well as to eliminate redundant activity, service gaps, and duplicate benefits;
- Oversees the Mission Support architecture;
- Develops and maintains tools and standards for conducting Mission Support service analysis;
- Works with corporate strategic planning and service organizations to ensure consistency between service planning and long-range strategic planning of the FAA;
- Works with service organizations to translate user needs into a sequenced and traceable Mission Support architecture that defines the functions and sub-functions necessary to achieve intended services or operational capability;
- Leads planning and activity for concept and requirements definition and works with Mission Support service organizations to define program requirements, determine realistic solutions to service need, and assess their impact on the Mission Support architecture;
- Ensures policy and requirements identified in AMS and FAST are followed by Mission Support stakeholders;
- Provides engineering analysis and recommendations to ensure technical integration and integrity is consistent with financial and policy goals, outcomes, and commitments; and
- Ensures implementation efforts are harmonized with operations and stakeholder priorities.

OFFICE of INFORMATION & TECHNOLOGY, SOLUTION DELIVERY SERVICE, SOLUTION STRATEGY DIVISION, EA BRANCH

- Approves Mission Support information technology and chargeback mechanism;
- Approves new Mission Support information technology projects for submission to the Joint Resources Council for funding;
- Oversees performance of information technology investments; and
- Reviews information technology shared service operational performance against baseline measures and tracks cost savings against operational baselines.

SERVICE ORGANIZATIONS

- Plan and manage resources as assigned by the Joint Resources Council to deliver services within their service area of responsibility;
- Conduct service analysis for assigned services and plan service delivery;
- Maintain consistency between service planning and FAA strategic and performance goals;
- Work with the appropriate systems engineering organization to develop the solution concept of operations and requirements, as required;
- Work with the appropriate systems engineering and operating organizations to determine realistic alternative solutions to service needs; and

- Identify, justify, obtain, and manage research, study, and analysis within their service area of responsibility.

Teams and Groups

CAPITAL INVESTMENT TEAM

- Assesses the business justification, budget affordability, and priority of investment initiatives and provides findings to the Joint Resources Council before investment decisions;
- Performs corporate budget formulation and execution, including budget impact assessments, and recommendations of funding offsets and reprogramming due to program baseline changes, marks/pass-backs from the Office of the Secretary of Transportation, Office of Management and Budget, and Congress; and
- Establishes and maintains an up-to-date prioritization of all on-going and proposed investment programs for use in budget impact assessments and determination of offsets.

INDEPENDENT SAFETY ASSESSMENT TEAM

- Conducts independent operational assessment for programs as directed by the Vice President of ATO safety and Technical Training.

PRODUCT OR SERVICE TEAM

- Develops, procures, and delivers products or services for users or customers;
- Manages the acquisition program baseline or execution plan of investment programs it is implementing and reports breaches to management;
- Updates the OMB Major IT Business Case annually for designated programs;
- Assists in development of program requirements recorded in the program requirements document;
- Develops cost and schedule baselines during final investment analysis for the solution selected for implementation;
- Acquires new or improved capability for services and products throughout their lifecycle;
- Keeps planning current during solution implementation in the implementation strategy and planning document;
- Supports the conduct of post-implementation reviews;
- Ensures coordination and obtains input from subject-matter experts in critical functional disciplines. These disciplines vary by the type of program, but typically include: management of requirements; test and evaluation; deployment planning; logistics support; procurement planning; real property; acquisition, management, and disposal; configuration management; earned value management; human factors; environmental, occupational safety and health, and energy considerations; information technology; system engineering; security; system safety management; spectrum management; risk management; regulation and certification; telecommunications. The service organization is responsible to ensure that all relevant disciplines have been contacted whether or not they appear in the above

list.

SOURCE EVALUATION TEAM

- Drafts all screening information requests;
- Formulates the source evaluation plan;
- Reviews lessons-learned reports that provide meaningful insight into the procurement;
- Ensures an in-depth review and evaluation of each submitted screening document against
- FAA requirements and evaluation criteria;
- Prepares the source evaluation report (including recommendations, if requested) so the source selection official may make down-selection and/or award decisions, and if requested by the source selection official, prepares documentation for the decision rationale;
- Oversees all procedural and administrative aspects of the procurement;
- Selects advisors to assist the team in its evaluation, if required;
- Participates in all debriefings; and
- Prepares a lessons learned memorandum after completing the source selection.

CAPTURE TEAM

- Oversees and coordinates implementation of assigned investment increments required to obtain the assigned operational capability; and
- Identifies operational capability risks and issues and recommends corrective action to the portfolio manager.

CONCEPT STEERING GROUP

- Coordinates activity to develop and validate new concepts and ideas during service analysis; and
- Facilitates the review of new ideas and proposed changes to the NAS Concept of
- Operations.

<u>Personnel</u>

PORTFOLIO MANAGER

- Oversees and reports operational capability status to the NextGen Management Board;
- Evaluates operational capability demand against resource constraints;
- Identifies and assesses operational capability risks and recommends corrective actions;
- Suggests trade-offs and recommendations within the operational capability investment increments to the NextGen Management Board; and
- Participates in program reviews and budget build processes for elements of the operational capability.

EARNED VALUE MANAGEMENT FOCAL POINT

- Serves as the FAA earned value management executive agent;
- Assists program managers and business managers to apply earned value management requirements to capital investment programs and contracts;
- Coordinates earned value management activities for FAA with other government agencies and with industry and professional associations; and
- Collects monthly schedule and cost performance data, variance analysis, and corrective action plans for major programs.

PRODUCT OR SERVICE TEAM LEADER

- Serves as the source selection official for procurements subject to the JRC process unless otherwise designated by the Joint Resources Council;
- Serves as spokesperson for the team;
- Guides, encourages, and coaches team members;
- Leads and facilitates team efforts without dominating the process;
- Keeps the team focused on consensus decision-making and ensures individual team members do not dominate team deliberations;
- Ensures all stakeholders are members of the team and that they participate in team decision-making;
- Leads development of cost, schedule, and performance baselines during final investment analysis;
- Determines the management approach for an investment program and applicable contracts based on program size, complexity, risk, and FAA earned value management policy;
- Manages the acquisition program baseline or execution plan and reports performance information to management, including anticipated or actual breaches with corrective actions or a request for revised baseline values;
- In consultation with the contracting officer, determines the acquisition strategy for obtaining the selected solution and establishes the appropriate earned value management and reporting applications for each contract;
- Assures FAA program needs are acquired through the appropriate source selection process and assures screening information requests include adequate definition of requirements;
- Assures qualified technical evaluators, if required, assist the source evaluation team in the evaluation; and
- In consultation with the contracting officer, conducts the integrated baseline review, assisted by the contracting officer's representative;

Appendix B: Acquisition Planning and Control Documents Revised 4/2019

AMS Section 1.2.5 provides guidance and direction relative to acquisition categories for investment decision-making and governance. These categories ensure the appropriate level of oversight and documentation requirements applied to each FAA investment program.

This appendix contains the purpose, approval authority, distribution, and content for AMS planning

and control documents. Templates are available for each document in FAST.

The documents are:

- Acquisition program baseline or execution plan
- Program requirements document
- Business case
- Implementation strategy and planning document
- Program Management Plan

These documents are structured as an integrated set with clear progression and traceability from service need to requirements to implementation strategy to actions and work activities. Template instructions are comprehensive in scope to accommodate complex investment programs.
They are tailored to be appropriate for each specific investment program.

Acquisition Program Baseline or Execution Plan Revised 7/2019

PURPOSE
The Acquisition Program Baseline (APB) documents the cost, schedule, and performance baselines for the investment program. It is the mutual agreement between the investment decision authority, the performing organization, and the user organization concerning the performance and capability the program will provide and the cost and schedule authorized for the program. There are two APB templates. The first is for new investments (acquisition categories 1NI-5NI). The second APB template is to be used for technology refreshment programs (acquisition categories 4TR and 5TR).

DESCRIPTION
The acquisition program baseline is established at the final investment decision concurrent with approval of an investment program for implementation. The cost and schedule baselines are developed during final investment analysis by the service organization (working within the investment analysis team) that will implement and manage the program throughout its lifecycle.

The acquisition program baseline contains critical cost, schedule, and performance parameters and their associated values designated for control by the investment decision authority. They relate to corporate FAA's commitment to satisfying the mission need, achieving needed operational capability, and meeting schedule requirements of interdependent programs. Investment decision authority controls are identified during final investment analysis by the investment analysis team and approved by the investment decision authority. They define the empowerment boundaries of the service team during solution implementation.

APPROVAL
The chair of the investment decision authority approves the acquisition program baseline with the concurrence of other IDA members. Designated ACAT reviewers also sign the document. NOTE: No funding may be committed or obligated that would exceed the cost baseline in the acquisition program baseline

DISTRIBUTION
Send an electronic copy of the acquisition program baseline and updates to the JRC executive

secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all acquisition program baselines.

CONTENT
The acquisition program baseline consists of a cost baseline, schedule baseline, and performance baseline. Content is defined in the APB template.

Execution Plan

PURPOSE
The execution plan documents the cost, schedule, and performance parameters for investment programs that do not require an acquisition program baseline. The execution plan contains a description of program and the cost, schedule, and performance parameters that will be reported and tracked monthly.

DESCRIPTION
There are four execution plan templates. The first is the Variable Quantity Execution Plan template used for acquisition categories 1VQ through 5VQ. The second and third Execution Plan templates are the Facility Execution Plans. The program-level Facility Execution Plan is used for acquisition categories 1F through 5F. The project-level Facility Execution Plans is used for acquisition sub-categories F1, F2, and F3. The fourth is the Technology Refresh Portfolio Execution Plan and is used for acquisition category 1TRP

APPROVAL
Approval is defined in the execution plan templates.

DISTRIBUTION
Send an electronic copy of the execution plan and updates to the JRC executive secretariat.

CONTENT
Content is defined in the execution plan templates.

Program Requirements Document Revised 10/2012

PURPOSE
The program requirements document establishes the operational framework and performance baseline for an investment program. It is the basis for evaluating the readiness of products and services of an investment program to become operational.

APPROVAL
Within the ATO, the Vice Presidents of the organization executing the investment program during solution implementation and the operating organization approve the program requirements document. Within the other lines of business, the second-level executive of the organization executing the program in solution implementation approves the program requirements document.

DISTRIBUTION
Send an electronic copy of the program requirements document and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all program requirements documents.

CONTENT
At the readiness for investment analysis decision, the program requirements document defines preliminary functional and performance requirements any potential solution to mission need must satisfy. At the final investment decision, the program requirements document defines exactly the operational concept and requirements the investment program must achieve.

The author must use the program requirements document template in FAST and must provide information for all sections. For sections that do not apply, the author so indicates.

Business Case Revised 10/2012

PURPOSE
The business case summarizes cost, schedule, and benefit information for each alternative solution to mission need for use by the investment decision authority when making initial and final investment decisions.

APPROVAL
The Vice President (ATO) or Director (non-ATO) of the implementing service organization approves the business case. Designated ACAT reviewers review and sign the business case.

DISTRIBUTION
Send an electronic copy of the business case and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all business cases.

CONTENT
The business case synopsizes the results of investment analysis. At the initial investment decision, it describes alternatives, assumptions, and constraints, and provides full lifecycle cost estimates, benefit estimates, schedule analysis, risk analysis, and economic analysis for each alternative. At the final investment decision, it updates this information and records full lifecycle information for the alternative selected for implementation.

The author must use the business case template in FAST and must provide information for all sections.

Implementation Strategy and Planning Document Revised 10/2015

PURPOSE
The implementation strategy and planning document (ISPD) provides the investment decision authority a summary characterization of the plans for solution implementation and in-service management of the proposed investment. It conveys the most critical, relevant, and meaningful

information to support decision-making. More detailed and comprehensive plans are generated as part of acquisition best-practices at appropriate event-driven milestones, some of which occur before the final investment decision and some afterward. An initial ISPD is required for the initial investment decision covering specific sections identified in the ISPD template. A complete ISPD is required for a final investment decision. After the final investment decision, the ISPD is modified only if the program returns to the investment decision authority for a change to the investment decision and information needs to be modified.

APPROVAL

The ISPD is submitted for approval by the first level executive of the organization that will execute the program in solution implementation. Within ATO, the ISPD is approved by the Vice President of the organization that will execute the program and by the Chief Operating Officer/Deputy Chief Operating Officer. Outside ATO, the ISPD is approved by the second-level executive of the organization that will execute the program. Certain sections of the ISPD are reviewed and approved by specific executives, as follows:

> Section 2: Director, Acquisition and Contracting; and Director, Financial Analysis;
>
> Sections 5, 6 and 10: ATO Vice President for Technical Operations, (NAS and Mission Support programs) and Director, AIT Infrastructure & Operations, (Mission Support programs);
>
> Sections 1, 4 and 5: Director of NextGen Engineering Services (NAS programs); Director, AIT Strategy & Performance Service (Mission Support programs)
>
> Sections 6.7, 7.1, 9.2 and 10.2: Vice President, Safety and Technical Training.

The organization executing the program in solution implementation obtains the required approvals before the investment decision with the exception of Joint Resource Council members, which are obtained at the time of the JRC decision by the JRC executive secretariat. The JRC Chairperson signs the ISPD on behalf of the JRC members concurrent with the investment decision.

DISTRIBUTION

Send an electronic copy of the ISPD to the JRC executive secretariat before an initial or final investment decision. The JRC executive secretariat maintains a database of all ISPDs.

CONTENT

The originating office uses the ISPD template in FAST to generate the document. For sections that do not apply to the investment program, the originating office so indicates.

Program Management Plan Added 1/2015

PURPOSE

The program management plan (PMP) defines how the service organization or program office will manage the implementation strategy recorded in the ISPD approved by the Joint Resources Council at the final investment decision. The intent is to ensure: (1) the full scope of program

implementation is understood and planned, and (2) agreements are established with key support organizations (e.g., logistics, test, information security, safety, systems engineering) that must provide resources or otherwise contribute to successful program implementation. Do not repeat the implementation strategy recorded in the implementation strategy and planning document – explain how you will manage the execution of that strategy.

A revision to the PMP occurs in the event of a baseline change decision that affects the implementation strategy significantly or when human resource needs change substantially as the program progresses through solution implementation.

APPROVAL

The program management plan is circulated for review with the implementation strategy and planning document. It is approved by the Director of the service organization assigned responsibility for implementing the investment program after concurrence by all key stakeholders through a formal review cycle. Key stakeholders are those organizations that have a vested interest in the operational assets to be provided by the investment program, as well as those organizations that must support the implementing service organization or program office to achieve successful implementation and operational use.

DISTRIBUTION

Send an electronic copy of the approved program management plan to the JRC executive secretariat before the final investment decision. Send an electronic copy of all approved revised PMPs to the JRC executive secretariat as well. The JRC executive secretariat maintains a database of all approved PMPs and revisions.

CONTENT

Use the PMP template in FAST to prepare the document. Scope and detail should be commensurate with the complexity of the investment program. Be succinct and complete. Quality is preferred over length.

Appendix C: Definitions Revised 4/2019

Access is the ability to physically enter or pass through an FAA area or a facility; or having the physical ability or authority to obtain FAA sensitive information, materials, and resources. In relation to classified information, access is the ability, authority, or opportunity to obtain knowledge of such information or materials.

Acquisition Career Program within FAA requires personnel in specified engineering and management disciplines and specialty functions to apply for, acquire, and maintain certification at the appropriate level for the work they perform. Certification requirements align with federal acquisition certification programs.

Acquisition Category is the classification assigned to investment initiatives by the Acquisition Executive Board and endorsed by the Joint Resources Council. The FAA classifies investment

initiatives by investment type (new investment, software enhancement, technology refreshment, variable quantity, facility initiative, or support service contract) and then categorizes based on qualitative and quantitative criteria such as cost, risk, and political sensitivity.

Acquisition Category Determination Request is the form that a service organization or program office fills out on behalf of the sponsoring Director when seeking to obtain an acquisition category designation from the Acquisition Executive Board for an investment initiative.

(FAA) Acquisition Executive is the official that manages acquisition management policy within the FAA; chairs the Joint Resources Council; approves acquisition category designations and AMS tailoring requests; chairs acquisition quarterly program reviews; and approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget.

Acquisition Executive Board is the executive-level body that assists and supports the Acquisition Executive and Joint Resources Council in establishing, changing, communicating, and implementing acquisition management policy, practices, procedures, and tools. The Acquisition Executive Board also recommends to the Joint Resources Council the appropriate acquisition category for investment initiatives.

Acquisition Executive Board Secretariat is the official who coordinates AEB meeting dates, agendas, and logistics; reviews and manages the adjudication of ACAT determination requests; receives and distributes to AEB members proposed changes to acquisition management policy, process, practices, and procedures; facilitates review of proposed policy, guidance, practice, and procedure changes by FAA organizations to ensure timely adjudication; and maintains the official repository of AEB decision documentation, meeting minutes, and assigned action items.

Acquisition Management System establishes policy and guidance for all aspects of lifecycle acquisition management for the Federal Aviation Administration. It is a fully coordinated set of policies, processes, and computer-based management tools that guide the workforce through the lifecycle management process from the determination of service needs to the procurement and lifecycle support of products and services that satisfy those needs. It also defines all procurement policy and guidance for the agency.

Acquisition Planning is the process by which all acquisition-related management and engineering disciplines of an investment initiative are developed, coordinated, and integrated into a comprehensive plan for obtaining a capability that meets specified requirements within cost and schedule boundaries. Acquisition planning is normally associated with detailed program planning during final investment analysis, but is also important at other times of the lifecycle management process when products and services are required.

Acquisition Planning and Control Documents are an integrated set of planning and control documents required for JRC-approved investment initiatives. They consist of the program requirements document, business case, implementation strategy and planning document, program management plan, and acquisition program baseline or execution plan. These documents constitute

an integrated set with clear progression and traceability from service need to requirements to implementation strategy to actions and work activities necessary to obtain a product that satisfies ratified service needs.

Acquisition Program Baseline establishes the performance an investment program must achieve, as well as the cost and schedule boundaries within which the program is authorized to proceed. It is a formal document approved by the Joint Resources Council at the final investment decision, and is the implementation contract between the FAA and the service organization acquiring an approved product or service.

Acquisition Quarterly Program Review is conducted by the Joint Resources Council to oversee the cost, schedule, and technical performance of ongoing investment programs using a standard set of program and performance measures (AMS Section 2.1.5). The reviews use SPIRE, earned-value management (or equivalent), and enterprise architecture data to assess technical, cost, and schedule issues that may affect the ability of the program to meet its acquisition program baseline or execution plan values.

Acquisition Readiness Team is a cross-functional group formed in support of the Operations Governance Board to collaborate with customers and develop decision-ready investment packages for mission-support operations-funded investment initiatives. The team is comprised of subject-matter experts that assist with planning for more complex, higher risk initiatives through the Operations Support Pathway process.

Acquisition Strategy is the overall approach for acquiring a capability to meet agency requirements and perform within the boundaries set forth in the acquisition program baseline or execution plan. The strategy considers all aspects of an initiative such as acquisition approach, contracting, logistics, testing, systems engineering, safety and security, risk management, program management, impact on facilities and infrastructure, human factors, schedules, and cost. Results are documented in the implementation strategy and planning document during final investment analysis.

Acquisition Strategy Artifact is a key document produced for mission-support capital investments funded from the Operations appropriation. It documents the best-value approach for procuring a solution for an FAA mission-support operations-funded initiative.

Acquisition System Advisory Group is a cross-organizational body that serves as the technical arm of the Acquisition Executive Board. It evaluates proposed changes to the acquisition management system to ensure they improve and strengthen it and are consistent with agency direction.

Acquisition Workforce Council is the executive-level body that supports the Acquisition Executive in establishing, communicating, and implementing acquisition workforce plans and programs to ensure the FAA has the necessary acquisition talent today and in the future. It sets acquisition workforce certification requirements and oversees implementation and annual update of FAA Acquisition Workforce Plan.

Affiliate Business is a business that controls or has the power to control another business, or a third

party that controls or has the power to control another business (contractual relationships must be considered).

Affordability is the relative capacity of the FAA to fund a specific investment initiative when evaluated against all other investment needs of the agency.

Agreement With a State Government, Local Government, and/or Public Authority is a written agreement between the FAA and a state or local government or public authority where the FAA agrees to receive from, or exchange supplies or services with, the other party.

Agreements With Private Parties are written documents executed by the parties, which call for the exchange of services, equipment, personnel, or facilities, or require the payment of funds to the FAA, or confirm mutual aid and assistance and outline the specific responsibilities of each party. The term includes agreements under which the FAA provides services, equipment, personnel, or facilities and obtains reimbursement on a negotiated basis from the other party. The term excludes procurement contracts for real estate, supplies, and services.

Agreements With Public Entities Other Than Federal Agencies are written documents executed by the parties, which call for the exchange of services, equipment, personnel, or facilities, or require the payment of funds to the FAA, or confirm mutual aid and assistance and outline the specific responsibilities of each party. The term includes agreements under which the FAA provides services, equipment, personnel, or facilities and obtains reimbursement on a negotiated basis from the other party.

Alternative Dispute Resolution is any procedure or combination of procedures voluntarily used to resolve issues in controversy without the need to resort to litigation. These procedures may include, but are not limited to, assisted settlement negotiations, conciliation, facilitation, mediation, fact-finding, mini-trials, and arbitration. These procedures may involve the use of neutrals.

Alternatives Analysis is the second phase of the Operations Support Pathway. The line of business, along with input and review of the acquisition readiness team for Governance Path C initiatives, creates required planning artifacts. Alternatives analysis is also required during initial investment analysis for F&E-funded capital assets.

AMS Building Blocks are foundation elements of the FAA Acquisition Management System. They include the FAA acquisition career program, acquisition planning and control documents, the FAA standard work breakdown structure, policy and functional flowcharts, investment planning, measurement and analysis, portfolio management, quality assurance, service management, and verification and validation.

AMS Table of Acquisition Categories contains the criteria for assigning the appropriate acquisition category to each investment initiative, as well as implementation requirements and approval authority for each category.

AMS Tailoring Request Process is the means by which a service organization may request

tailoring of the AMS lifecycle management process for an investment initiative. The service organization or program office must submit the tailoring request to the Acquisition Executive Board before the investment analysis readiness decision

Approval is the agreement that an item is complete and suitable for its intended use.

Architect-Engineer Services are (1) professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services; (2) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and (3) such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Architecture Review Board oversees the technical content of the mission-support component of the FAA Enterprise Architecture. It works with the lines of business to identify and resolve cross-domain issues and to time phase new operational improvements and sustainment actions intended to remedy service shortfalls and technical opportunities related to non-NAS mission-support service needs.

Auctioning Techniques is a method of screening vendors using commercial competition. Auctioning techniques include indicating to an offeror a cost or price that it must meet to obtain further consideration; advising an offeror of its price standing relative to another offeror; and otherwise furnishing information about the prices of other offerors prices. Use auctioning techniques only for commercially available products.

Baseline is any of the following: (1) an agreed-to-description of the attributes of a product or service at a point in time, which serves as a basis for defining change; (2) an approved and released document or a set of documents that provide a defined basis for managing change; (3) currently approved and released configuration documentation; or (4) a released set of files consisting of a software version and associated configuration documentation.

Baseline Variances are positive or negative deviations from baseline values. The FAA uses baseline variances to evaluate whether an investment program is proceeding as planned or whether it is deviating from plan thereby requiring management attention and action.

Best Value is a term used during procurement source selection to describe the solution that is the most advantageous to the FAA, based on the evaluation of price and other factors specified by the FAA. This approach provides the opportunity for trade-offs between price and other specified factors, and does not require that an award be made to either the offeror submitting the highest-rated technical solution or to the offeror submitting the lowest cost/price, although the ultimate award

decision may be to of these offerors.

Block Upgrades are planned improvements to operational assets stipulated at the final investment decision that involve the use of sustainment or investment resources to upgrade components of fielded products as needed.

Budget Impact Assessment is the process of assessing the budget impact of each alternative solution developed during investment analysis against all existing programs in the FAA financial baseline for the same years. The FAA uses standard criteria to determine the priority of the candidate investment in relation to all others. If the amount of funding available for the years in question is insufficient, offsets from lower priority programs are identified. A budget impact assessment is also performed when considering baseline changes for existing programs that involve an increase in the cost baseline and the need to reallocate resources.

Business Case summarizes the analytical and quantitative information developed during investment analysis in search of the best means for satisfying a service need. The business case is the primary information document supporting the initial investment decision.

Business Case Analysis focuses on those key factors that demonstrate the value and worth of a proposed investment initiative to the FAA and aviation community. Key factors include but are not limited to lifecycle cost, investment cost, benefits, benefits-to-cost ratio, risk, affordability, net present value, and payback period.

Business Case Decision is the second decision point of the Operations Support Pathway. It applies only to those initiatives assigned Governance Path C. The Operations Governance Board reviews the scaled business case and decides if the initiative should proceed to solution development.

Cancellation of a procurement is the termination of all requirements for the remaining years of a multi-year contract. Cancellation results when the contracting officer notifies the contractor of non-availability of funds for contract performance in any subsequent program year, or fails to notify the contractor that funds are available for performance of the succeeding program-year requirement.

Cancellation Ceiling is the maximum amount the FAA will pay the contractor which the contractor would have recovered as a part of the unit price, had the contract been completed. The amount actually paid to the contractor upon settlement for unrecovered costs (which can only be equal to or less than the ceiling) is the cancellation charge. This ceiling generally includes only nonrecurring costs.

Capability Shortfall is the difference between the projected demand for services and the ability of the FAA to meet that demand with current assets.

Capital Asset is property of any kind held by a business or organization. It includes all kinds of property, movable or immovable, tangible or intangible, fixed or circulating.

Capital Investment Team is the group that coordinates development of the FAA capital budget request each year and assesses the business justification, affordability, and priority of investment

initiatives for the Joint Resources Council.

Capital Planning and Investment Control is the process used by FAA management to identify, select, control, and evaluate proposed capital investments. The CPIC process encompasses all stages of capital management including planning, budgeting, procurement, deployment, and assessment. Within the FAA, the acquisition management system is the CPIC process. Service analysis and investment analysis are the “select” portion of the CPIC process; solution implementation is the “control” phase; and in-service management is the “evaluate” phase.

Capture Team is the group that coordinates integrated decision-making across all investment increments necessary to obtain an operational capability for the National Airspace System. The team monitors implementation of each investment increment and may recommend changes in the distribution of financial assets among those increments to optimize delivery of the operational capability. Capture teams also participate in test activities to validate that an operational capability has achieved its projected benefits and to plan and execute remedial action when it has not.

Cardholder is the individual government employee within an organization who is a warranted contracting officer or to whom a written delegation of procurement authority has been issued by the cognizant Chief of the Contracting Office or designee granting the use of purchase and credit transactions made within the established billing period.

Certification Renewal is the requirement that all acquisition workforce members working in specified core disciplines (see AMS section 5.1) maintain certification in those disciplines by earning continuous learning points. Workforce members earn continuous learning points through training, seminars, conferences, special projects, education, and other developmental activities related to the discipline.

Certified Cost or Pricing Data refers to all facts that, at the time of price agreement for a prospective contract, the seller and buyer would reasonably expect to affect price negotiations. The data requires certification, and is factual, not judgmental, and therefore verifiable. While the data do not indicate the accuracy of the prospective contractor's judgment about estimated future costs or projections, they do include the data utilized to form the basis for that judgment. Certified cost or pricing data is more than historical accounting data; it is all the facts that can be reasonably expected to contribute to the soundness of estimates of all future costs and to the validity of determinations of costs already incurred.

Change Management is that portion of the configuration control process whereby change to the performance, function, or physical attributes of an entity is managed and recorded to ensure the exact configuration of the entity is known.

Chief Counsel is the official who represents FAA personnel and organizations on legal, governmental, and business issues; promotes the legality and integrity of acquisition actions; **r**epresents the FAA in connection with procurement-related litigation, alternative dispute resolution, and other matters; and serves as core member of the Joint Resources Council.

Chief Financial Officer is the official responsible for managing all aspects of FAA budget formulation, execution, and reporting. The Chief Financial Officer serves as a core member of the Joint Resources Council; jointly approves the acquisition program baseline or execution plan (as appropriate) with other Joint Resource Council members; and approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget.

Chief Information Officer is the official responsible for managing all aspects of information technology within the FAA. The Chief Information Officer serves as a core member of the Joint Resources Council; chairs the Information Technology Shared Services Committee; approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget; jointly approves the acquisition program baseline or execution plan for investment programs with other Joint Resources Council members; and oversees the FAA Enterprise Architecture.

Claim, as used herein, means a contract dispute.

Classified Information is official information or material that requires protection in the interest of national security and is classified for such purpose by appropriate classification authority in accordance with the provisions of Executive Orders 12958 "Classified National Security Information," 12968 "Access to Classified Information," and 12829 "National Industrial Security Program."

Commercial Component means any component that is a commercial item. The term “component” means any item supplied to the Federal government as part of an end item or of another component. See Commercial Item.

Commercial Item can mean any of the following:

[Note: For purposes of this document, the term "commercial item" is interchangeable with the terms "commercially available, "commercially available software "commercial component(s)," "commercial product(s)," and "commercial off-the-shelf (COTS)"]

(1) Any item, other than real property, that is of a type customarily used by the general public or by nongovernmental entities for purposes other than governmental purposes and that has been sold, leased, licensed to the general public; or has been offered for sale, lease, or license to the general public.

(2) Any item that evolved from an item described in paragraph (1) through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a government solicitation.

(3) Any item that would satisfy a criterion expressed in paragraphs (1) and (2) of this definition, but for-(i) modifications of a type customarily available in the commercial marketplace; or (ii)

modifications of a type not customarily available in the commercial marketplace made to meet Federal government requirements.

(4) Any combination of items meeting the requirements of paragraphs (1), (2), (3), or (5) of this definition that are of a type customarily combined and sold in combination to the general public.

(5) Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in paragraph (1), (2), (3), or (4) of this definition, and if the source of such services--(i) offers such services to the general public and the Federal government contemporaneously and under similar terms and conditions; and (ii) offers to use the same work force for providing the Federal government with such services as the source uses for providing such services to the general public.

(6) Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standards commercial terms and conditions. This does not include services sold based on hourly rates without an established catalog or market price for specific service performed.

(7) Any item, combination of items, or service referred to in paragraphs (A) through (F), notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a contract; or

(8) Any item, determined by the procuring agency to have been developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple state and local governments.

Commercial-off-the-Shelf is a product or service developed for sale, lease, or license to the public and is currently available at a fair market value. See Commercial Item.

Commercial Product is a product in regular production sold in substantial quantities to the public and/or industry at established catalog or market prices. See Commercial Item.

Commercially Available refers to products, commodities, equipment, material, or services available in existing commercial markets in which sources compete primarily on established catalog/market prices or for which specific costs/prices established within the industry have been determined to be fair and reasonable. See Commercial Item.

Commissioning within the FAA lifecycle management process occurs when a system, subsystem, equipment, or service is formally accepted and placed into operational service within the National Airspace System. For products to which the flying public has access, commissioning requires written confirmation to airmen and the aviation industry via a notice to airmen.

Commonality refers to the use of identical parts, components, subsystems, or systems to achieve economies in development and manufacture.

Communications, when referring to contracting, means any oral or written communication between

the FAA and an offeror that involves information essential for understanding and evaluating an offeror's submittal(s), and/or determining the acceptability of an offeror's submittal(s).

Computer Resources Support consists of the facilities, hardware, system support software, software/hardware development and support tools (e.g., compilers, PROM burners), documentation, and personnel needed to operate and support embedded computer systems. These items represent the resources required for operational support engineering functions and do not include administrative computer resources.

Concept and Requirements Definition is that portion of the FAA lifecycle management process when the program office or service organization (1) translates priority operational needs in the enterprise architecture into preliminary requirements and a solution concept of operations for the capability needed to improve service delivery, (2) quantifies the service shortfall in sufficient detail to enable the definition of realistic preliminary requirements and the estimation of potential costs and benefits associated with resolving the shortfall, and (3) identifies the most promising alternative solutions able to satisfy the service need.

Concept and Requirements Definition Plan specifies how tasks required for concept and requirements definition will be competed; defines roles and responsibilities of participating organizations; defines outputs and exit criteria; establishes a schedule for completion; and specifies needed resources.

Concept and Requirements Definition Readiness Decision is the decision gateway between service analysis and entry into concept and requirements definition. It is when the FAA Enterprise Architecture Board verifies: (1) a priority service shortfall, operational improvement, or operational sustainment is in an enterprise architecture roadmap; and (2) planning and resources are in place for the conduct for concept and requirements definition.

Concept Development is the second stage in the concept maturity and technology development process. This activity develops and evaluates promising concepts to determine which should undergo further development. Activities include modeling, simulation, and detailed analysis.

Concept Evaluation is the third and final stage in the concept maturity and technology development process. It confirms that a concept has great promise toward meeting the service needs of the aviation community and establishes operational and technical feasibility. Concept evaluation can include concept integration, evolution, or scalability. Representative activities include prototyping and field demonstration.

Concept Exploration is the first stage in the concept maturity and technology development process. The objective is to describe promising concepts with sufficient definition to begin development of a concept of operations and to plan follow-on activities. Outputs are promising and feasible concepts that warrant further development.

Concept Maturity and Technology Development Process governs activities directed toward the production of useful aviation-related materials, devices, systems, and methods, as well as advance

the maturity of new concepts. Typical activities include concept feasibility studies, technical analysis, prototype demonstrations, and operational assessments that identify, develop, and evaluate opportunities for improving the delivery of NAS services. These efforts reduce risk, define requirements, demonstrate operational requirements, inform concept and requirements definition activities, and generate information required to support agency investment decisions and product lifecycle management.

Concept Steering Group consists of cross-organizational officials who coordinate activity to develop and validate new concepts and ideas during service analysis, as well as facilitate the review of new ideas and proposed changes to the NAS Concept of Operations.

Configuration is (1) the performance, functional, and physical attributes of an existing or planned product or combination of products; or (2) one of a series of sequentially created variations of a product.

Configuration Audit is the examination of artifacts related to a product to verify it has achieved required functional and performance requirements and that product design is accurately documented. The audit includes the review of documents, records, procedures, processes, and physical elements of the product. Sometimes the configuration audit consists of separate functional and physical configuration audits.

Configuration Change Management is a systematic process that ensures changes to released configuration documentation are properly identified, documented, evaluated for impact, incorporated, verified, and approved by an appropriate authority.

Configuration Control Boards are the official FAA forums for establishing configuration management baselines and approving subsequent changes to those baselines. AMS policy requires the following configuration control boards: service organizations, service areas, mission-support information technology, line of business staff offices, and solution providers.

Configuration Documentation is technical documentation that identifies and defines a product's performance, functional, and physical attributes.

Configuration Identification is the systematic process of assigning and applying unique configuration identifiers to a product, its components.

Configuration Item refers to the fundamental structural unit of a configuration management system. Examples of configuration items include individual requirements documents, software, hardware, models, and plans. Software and hardware configuration items typically satisfy a specific functional or performance requirement.

Configuration Management is a process for establishing and maintaining consistency of a product's performance, functional, and physical attributes with its requirements, design, and operational information throughout its life.

(FAA) Configuration Management Authority coordinates development and establishment of

configuration management policy, processes, and guidance within FAA and facilitates execution of configuration management at all organizational levels within the agency.

Configuration Management Process is the means by which the configuration of a product or service is established and managed. It consists of configuration identification, baseline management, configuration change management, configuration status accounting, and configuration verification and validation.

Configuration Status Accounting is the configuration management activity that captures, stores, and accesses configuration information needed to manage products and product information effectively.

Configuration Verification is the action that verifies the product has achieved its required attributes (performance requirements and functional constraints) and its product design is documented accurately.

Continuous Improvement is an ongoing effort to improve products, services, or processes. These efforts can seek "incremental" improvement over time or "breakthrough" improvement all at once. Within the acquisition management system, continuous improvement refers to the modification of AMS policy and guidance to obtain its key objectives of lower cost, shorter time to obtain, and better performance of agency capital assets.

Continuous Learning Points are measures of knowledge gained by acquisition workforce members to maintain certification for employment in specified acquisition management disciplines (see AMS Section 5.1). Workforce members earn continuous learning points through training, seminars, conferences, special projects, education, and other developmental activities related to each specific discipline.

Contract is a legal instrument used to acquire products and services for the direct benefit or use by the FAA. As used herein, contract denotes the document (for example, contract, memorandum of agreement or understanding, purchase order) used to implement an agreement between a customer (buyer) and a seller (supplier).

Contract Dispute means a written request seeking as a matter of right, the payment of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. The term does not include a request for payment of an invoice, voucher, or similar routine payments expressly authorized under the terms of the contract, which the contracting officer has not rejected. The term includes a termination for convenience settlement proposal and request for equitable adjustment, but does not include cost proposals seeking definitization of a letter contract or other undefinitized contract action.

Contracting Officer is any individual appointed by the government with the authority to enter into, administer, renew, or terminate contracts, as well as make related determinations and findings. This

includes management and oversight of the source selection process associated with procurement actions.

Contractor is the party(ies) receiving a direct procurement contract from the FAA and who is responsible for performance of contract requirements.

Controversy or Concern during procurement is a material disagreement between the FAA and an offeror that could result in a protest.

Core Policy refers to the official policy governing the acquisition management system within the FAA. It consists of all sections and appendices of this document.

Corporate Portfolio Management is the process of making investment decisions within context of overall strategic planning and goals of the agency. Individual investment options must fit logically within this context and provide highest value to the agency and aviation community when compared against other investment options.

Cost as used within procurement policy consists of contractor expenses for contract performance, either estimated or actual.

Cost Accounting is the method of accounting that collects, classifies, and records all costs incurred in performing an activity or accomplishing a purpose.

Cost or Pricing Data - See "Certified Cost or Pricing Data" and "Information Other than Certified Cost or Pricing Data".

CRD Readiness Decision is the event in the AMS lifecycle management process that evaluates an investment opportunity for entry into concept and requirements definition. The FAA Enterprise Architecture Board makes the decision upon verification that the investment opportunity is in response to a priority service need in an enterprise architecture roadmap and that all resources and planning necessary for the conduct of concept and requirements definition are in place.

Critical Operational Issue is a key operational effectiveness or suitability issue that the agency must examine during operational test to determine the ability of a product or service to perform its intended mission.

Critical Performance Requirements are those requirements of a solution that represent attributes or characteristics considered essential to meeting the service need the investment program is seeking to satisfy. They are part of the total program requirements that define the operational framework and performance baseline for the investment program. The agency records critical performance requirements and associated values in the program requirements document and acquisition program baseline or execution plan.

Customer is an external user of FAA products or services, such as airlines and the flying public. See User.

Data is recorded information of any nature (including administrative, managerial, financial, and technical) regardless of medium or characteristics.

Data Item Description is a document that defines the data required from a contractor. It specifically defines the data content, format, and intended use.

Data Standardization and Management applies standards to facilitate data sharing across systems, programs, government agencies, and industry. Data standardization improves the transportability of data, facilitates cost-effective development and re-engineering, and improves the quality, utility, and integrity of FAA information products and resources. The FAA data management program consists of data registration, data standardization, data certification, and lifecycle data management.

Declaration of Operational Readiness occurs when the approving official(s) determines that the solution to a service need has achieved all essential functional and performance requirements and is fully suitable for operational service.

Decommissioning is the formal process within FAA for removing an operational asset from active status.

Demand, as used in the context of service analysis, is the current or projected need for FAA products, services, or capacity based on input from diverse sources such as the aviation community, enterprise architecture, long-range planners, operators and maintainers of the National Airspace System, and other FAA support systems.

Deploy the Solution includes all activities necessary to install a new capability and bring into operational use. For NAS products and services, this may include transportation and delivery of equipment, installation and checkout, contractor acceptance and inspection, integration with other operational assets, field familiarization, declaration of initial operational capability, joint acceptance and inspection, dual operations, declaration of operational readiness, and removal and disposal of obsolete equipment. For operations-funded mission-support, non-developmental, commercially available, and solutions involving procedural or process changes, deployment activities may be much simpler. In all cases, deployment must include the activities necessary to achieve an operationally effective (meets user needs) and suitable (essential logistics support) solution.

Deployment is the transformation of a mechanical, electrical, or computer product from a packaged form to an operational state. It consists of all activities necessary to make a product or service available for use.

Deployment Phase is the fourth stage of the Operations Support Pathway. It is when the acquiring organization works with key stakeholders to implement the new service or capability and fulfill the requirements in the Functional and Performance Requirements document approved at the Investment Commitment Decision.

Deployment Planning is the process that prepares for and assesses whether a solution is suitable for deployment into its operational environment. Deployment planning is part of a continuous in-service

review process that begins early in the lifecycle management process. All investment initiatives undergo some degree of deployment planning to ensure key aspects of fielding a new capability are planned and implemented, as well as to ensure the deployment does not create a critical deficiency in the operational environment.

Design to Cost is a concept that establishes cost elements as management goals to best balance lifecycle cost, acceptable performance, and schedule. Under this concept, cost is a design constraint during the design, development, and production phases, and a management discipline throughout the product lifecycle.

Development Testing determines whether a product or service has achieved its specified technical and performance requirements. Another objective is to verify the product or service is fully integrated and stable. The development contractor performs development testing witnessed by the FAA. Test activities can be conducted at the contractor's facility, the William J. Hughes Technical Center, or FAA field sites. The government may conduct development testing if the government develops the solution.

Developmental Assurance Program for Software is the combination of quality assurance with software development activity to ensure the product meets predetermined quality specifications and software development methodology, procedure, and process conform to agency standards.

DID Library is a database located on the FAA Acquisition System Toolset that contains standard, tailored data item descriptions organized within specific functional disciplines for use by service organizations and program offices when preparing screening information requests and FAA contracts.

Direct-work Maintenance Staffing refers to the direct person-hours required to operate, maintain, and support a product for the duration of its lifecycle.

Disapproval is the conclusion by the appropriate authority that an item submitted for approval is either not complete or is not suitable or its intended use.

Discriminating Criteria/Key Discriminators, as used in procurement, are those factors expected to be especially important, significant, and critical in the ultimate source selection decision.

Disposal is the process of removing and disposing of systems, equipment, services, products, facilities, real property, and resources no longer needed for operational use. Within the FAA, disposal is the responsibility of the service organization or program office installing a new capability. Disposal includes restoration of sites, disposal of government property, recovery of precious metals, and cannibalization of useful assets.

Dispute as used herein, means a contract dispute or claim.

Dispute Resolution Officer is a licensed legal practitioner who is a member of the Office of Dispute Resolution, and who has authority to conduct proceedings, which, if agreed to by the parties and concurred in by the FAA Administrator, result in binding decisions on the parties.

(FAA) Disputes Resolution System is a process established within the FAA for resolving corporate protests of FAA screening information requests and contract awards, as well as contract disputes.

Dominant Business is a controlling or major influence in a market in which a number of businesses are engaged. Factors such as business volume; number of employees; financial resources; competitiveness; ownership or control of materials, processes, patents, and license agreements; facilities; sales territory; and nature of the business must be considered.

Dual Operations is the simultaneous operation of legacy and replacement assets at an operational site to ensure uninterrupted service during the transition from an existing capability to a new capability.

Earned Value Management is a management tool to provide timely, accurate, auditable, actionable, and reliable cost, schedule and technical performance information for an investment program to both internal management and external stakeholders. Additionally, it provides early warning measures of variances in program cost, schedule, and technical performance as the basis for corrective management action.

Earned Value Management Determination is the request a service organization or program office submits as the basis for a determination by the Joint Resources Council concerning the application of earned value management to developmental activity by either a contractor or government institution.

Earned Value Management Focal Point is the agency representative who coordinates earned value management activities within the FAA and with other government agencies, industry, and professional associations.

Earned Value Management System is the management process applied to developmental activity to monitor variances in program cost and schedule based on the comparison and reporting of worked performed with work planned.

Economically Disadvantaged Individuals means disadvantaged individuals whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business who are not disadvantaged.

End Product is a system, service, facility, or operational change intended for delivery to a customer or end user.

Enterprise Architecture Products include the operational view family (business) and systems view family (engineering). Operational view family components represent a set of graphical and textual products that describe the changes in tasks and activities, operational elements, and information exchanges required to accomplish NAS service delivery or ATO business processes. The business process and application views present this information in the Federal Enterprise Architecture Framework (FEAF) with the data architecture providing the terms used to describe information exchanges between processes. System-view family components represent a set of

graphical and textual products that describe systems and interfaces that directly or indirectly support, communicate, or facilitate NAS service delivery or ATO business processes. In the FEAF, the application view describes interfaces between applications.

Enterprise Architecture Roadmaps are the transition plans for moving the current "as is" architecture to the future "to be" state. Within the FAA, there are enterprise architecture roadmaps for the National Airspace System and for Mission Support Information Technology business systems.

Environmental, Occupational Safety & Health, and Energy Considerations are the federal, state, and local regulations, and FAA orders, specifications, and standards pertaining to environmental and occupational safety and health requirements, and energy and water requirements with which FAA investment programs must comply.

Evolutionary Product Development is the process of limiting the design challenge for a product development cycle by deferring risky technology and immature requirements to later updates. The objective is to minimize risk and facilitate the achievement of cost, schedule, and performance goals, while simultaneously achieving the insertion of low-risk new technology.

Execution Plan is the document that records cost, schedule, and performance parameters for investment programs that do not require an acquisition program baseline (i.e., facilities and variable quantity). The execution plan defines those program cost, schedule, and performance parameters that are to be reported and tracked monthly.

FAA Acquisition System Toolset is the official record of the acquisition management system. It is an information system available via the Internet at http://fast.faa.gov. FAST contains official acquisition management policy and guidance, process flowcharts, contract clauses, document templates and instructions, checklists, practices, and other job-related aids for use by the workforce.

FAA Enterprise Architecture defines the operational and technical framework for all capital assets of the agency. It is comprised of the NAS Enterprise Architecture and the Mission Support Enterprise Architecture. The NAS Enterprise Architecture is a repository of architectural views that describe the current (as-is), mid-term, and far-term (to-be) perspectives of the NAS architecture, as well as a strategic roadmap for transitioning from the "as is" to the "to be" architecture. The Mission Support Enterprise Architecture contains the information technology assets and investments needed by agency for business planning and administration. It includes all mission-support applications, systems, policies, and procedures not directly involved in air traffic control.

FAA Enterprise Architecture Board is the group that reviews, assesses, and submits for approval to the Joint Resources Council enterprise architecture products, policy, guidance, and processes. It ensures the FAA enterprise architecture reflects the current and target states of agency operations, standards, systems, and infrastructure.

FAA Enterprise Architecture Board Secretariat is the official who coordinates FEAB meeting dates and agenda and arranges logistics for the meetings. The Secretariat also analyzes FEAB

processes and recommends opportunities for improvement; and maintains the official repository for FEAB decision documents, meeting minutes, and assigned action items.

FAA Lifecycle Management Process is the Capital Investment Planning and Control Process of the FAA. Service analysis and investment analysis constitute the select process. Solution implementation is the control process. In-service management is the evaluation process.

FAA Strategic Plan links the long-range vision and goals of the agency directly to the service needs of the aviation community. It also defines top-level performance measures and multi-year performance targets to satisfy those service needs.

Facilities & Equipment is the Congressional appropriation designated for purchase or construction of facilities, systems, hardware and software, services, and other assets necessary to fulfill the mission responsibilities of the agency.

Facility Initiative is an acquisition category associated with new construction, replacement, modernization, repair, remediation, lease, or disposal of manned and unmanned FAA facilities and infrastructure.

Facility Milestones are standard milestones the FAA uses when planning, funding, obtaining, and deploying facilities. They are located on the decisions/reviews/milestones page in the FAA Acquisition System Toolset.

F&E-Funded Capital Assets are those investment initiatives subject to the policies and practices defined in the FAA lifecycle management process. They include any investment initiative or program seeking resources from the facilities and equipment appropriation.

Fee is compensation paid to a consultant for professional services rendered or profit included in a cost plus fee type contract for work performed under the contract.

Field Familiarization is the process by which the operational workforce becomes fully competent to operate and maintain a newly deployed asset or service. Field familiarization occurs at every deployment site and is a condition for declaring full operational capability.

Final Investment Analysis is the phase of the FAA lifecycle management process during which an investment analysis team develops the implementation strategy for the solution selected by the Joint Resources Council for implementation, solicits offers to the industry for the solution and evaluates responses, and plans and baselines the investment program in preparation for the final investment decision.

Final Investment Analysis Plan is the document that defines work activities, resources, schedules, roles and responsibilities, and products required to complete final investment analysis. The plan also specifies exit criteria and a planning date for the final investment decision.

Final Investment Decision is the event at which the Joint Resources Council decides whether it will approve, fund, and baseline a proposed investment initiative.

Firm, as defined for architect-engineering services, is any individual, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

Firmware is combination of a hardware device and computer instructions or computer data that reside as read-only software "burned into" the hardware device. Various types of firmware include devices whose software code is erasable or reprogrammable to some degree.

First-level Technical Support comprises maintenance of the National Airspace System infrastructure and includes certifying equipment for performing periodic maintenance, restoration, troubleshooting, and corrective activities.

(AMS Policy) Flowcharts within the acquisition management system contain descriptions, approving officials, references, templates, and other aids for each activity within a phase of the lifecycle management process. Generic processes assist service organizations and program offices with product planning, development, procurement, production, testing, delivery, and implementation activities of the lifecycle management process. AMS policy flowcharts are found in AMS building blocks on FAST**.**

(Process) Flowcharts exist within the acquisition management system for representative types of investment program (systems and software, facilities, services) and functional disciplines (e.g., human factors, information systems security, configuration management, integrated logistics support). These flowcharts identify actions and activities the service organization or program office may need to execute to achieve projected capability, value, and benefits. Instructions, templates, best practices, good examples, and lessons-learned are attached to many flowchart activities to assist specialists as they plan and execute what make sense for their investment program.

Functional Analysis is the process that transforms an operational need or market opportunity into a product or service description that supports detailed design.

Functional Baseline is the approved documentation describing a product's functional, interoperability, and interface characteristics, as well as the verification required to demonstrate achievement of those characteristics.

Functional and Performance Requirements Artifact is a key document produced for mission-support operations-funded capital investments. It defines the high-level scope and essential characteristics of a mission-support initiative.

Functional Configuration Audit is the formal examination of the "as-tested" functional characteristics of a configuration item. The audit determines whether the item has achieved the requirements specified in its functional baseline documentation and identifies and records any discrepancies.

Functional Portfolio Management is the process that oversees investment packages that cut across service organizations to provide fully integrated functional capability for the National Airspace

System. The FAA employs functional portfolio management in such areas as weather, surveillance, communications, automation, and navigation.

Functional Requirements define the functions of a product or service or of their components. Functional requirements drive the application architecture of a product or service, while non-functional requirements drive the technical architecture.

Governance Path is a risk-based classification assigned to a mission-support operations-funded capital investment by the Operations Governance Board. Governance Path A and B investments are lower risk and entail fewer planning requirements, while Governance Path C investments are higher-risk and entail more planning requirements.

Governance Path Readiness Decision is the first decision point of the Operations Support Pathway. The Operations Governance Board assigns a governance path to each initiative and assigns an acquisition readiness team (if applicable).

Government and Market Survey Artifact is a key document produced for mission-support operations-funded Capital initiatives. It provides a checklist of important activities for identifying alternatives and procurement options.

Hardware Products are material items and their components (e.g., mechanical, electrical, electronic, hydraulic, pneumatic). Hardware products do not include computer software or technical documentation.

Historically Black Colleges and Universities are institutions determined by the U.S. Secretary of Education to meet the requirements of 34 CFR 608.2 and listed therein.

Human Factors is a multi-disciplinary effort to generate and apply human performance information to acquire safe, efficient, and effective operational systems.

Human Factors Engineering is the application of information on human physical and psychological characteristics to the design of devices and systems for human use.

Implementation Strategy and Planning Document conveys critical, relevant, and meaningful program planning information to the Joint Resources Council as a basis for investment decision-making. The ISPD integrates all aspects of planning for solution implementation and in-service management of a proposed investment program; e.g., acquisition planning, management and control, schedule, systems engineering, solution development and production, physical and functional integration, integrated logistics support, safety and health, security and privacy, test and evaluation, and deployment.

Independent Government Cost Estimate is an unbiased estimate of what a responsible contractor would propose to perform based solely on the contract specification and statement of work. It is developed by the Government independently of any potential vendors. It is a tool to assist in determining the reasonableness or unreasonableness of vendor proposals.

Independent Operational Assessment is an evaluation of new investments before deployment to verify their operational effectiveness, suitability, and safety by an independent operational assessment organization.

Independent Operational Assessment Readiness Declaration is a declaration in writing by the Vice President of the acquiring organization to the Vice President of the Office of Safety and Technical Training that the solution is ready to enter independent operational assessment. The declaration occurs after completion of all site test activities by the contractor and program management office.

Indian means any person who is a member of any Indian tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs in accordance with 25 U.S.C. 1452(c) and any "Native" as defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601).

Indian Organization means any governing body of any Indian tribe or entity established or recognized by the governing body of an Indian tribe for the purposes of 25 U.S.C., chapter 17.

Indian-Owned Economic Enterprise means any Indian-owned (as determined by the Secretary of the Interior) commercial, industrial, or business activity established or organized for the purpose of profit, provided that Indian ownership must constitute not less than 51 percent of the enterprise.

Indian Tribe means any Indian tribe, band, group, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from BIA in accordance with 25 U.S.C. 1452 (c).

Information Other than Certified Cost and Pricing Data refers to pricing data, cost data, and judgmental information necessary to determine a fair and reasonable price and/or to determine realism. Such data may include the identical types of data as certified cost or pricing data, but without the certification. The data may also include any information reasonably required to explain the estimating process, including, but not limited to: judgmental factors applied and mathematical or other methods used in the estimate and the nature and amount of contingencies included in a proposed price.

Information Systems Security refers to the processes and methodologies involved with keeping information confidential, available, and assuring its integrity. It also refers to access controls that prevent unauthorized personnel from entering or accessing an information system.

Information Systems Security Assessment determines: (1) information security risk factors of an investment initiative, (2) information security requirements, (3) a rough cost estimate for achieving information security, and (4) a rough estimate of annual operational benefits gained from implementing security requirements.

Information Systems Security Certification and Authorization certifies that an information

system is certified and authorized for deployment. It is an entrance criterion for the in-service decision.

Information Technology is the application of computers to store, study, retrieve, transmit, and manipulate data or information, often in the context of a business or other enterprise.

Information Technology Shared Services Committee is an executive-level group that oversees the development and approval of the agency's mission-support information technology strategy. The committee directs, reviews, and oversees implementation of mission-support information technology projects, and evaluates the operational performance of the information technology shared services function.

Information Technology Research & Development Organization coordinates information technology mission-support investment activity across service organizations to ensure alignment with FAA strategic and performance goals, as well as to eliminate redundant activity, service gaps, and duplicate benefits.

Initial Investment Analysis is the phase within the FAA lifecycle management process during which the most advantageous solution to an approved service need is determined. It involves: (1) a market search to determine industry capability, (2) analysis of various alternative approaches for satisfying agency requirements including preparation of an initial business case, and (3) an affordability assessment to determine what the FAA can afford, all in preparation for the initial investment decision.

Initial Investment Analysis Plan is an artifact completed during the later stages of concept and requirements definition. The plan (1) defines the scope and assumptions of initial investment analysis, (2) describes alternatives and their associated rough lifecycle costs, (3) identifies the planned activities of initial investment analysis and describes how tasks will be accomplished, (4) defines outputs and exit criteria, (5) establishes a schedule for completion, (6) defines roles and responsibilities of participating organizations, and (7) estimates the resources needed to complete the work.

Initial Investment Decision is the event at which the Joint Resources Council decides whether to select a solution for implementation and authorize entry into final investment analysis or to reject or return a proposed investment for further analysis.

Initial Operational Capability occurs when site personnel declare a new capability ready for conditional or limited operational use. This occurs after successful installation and checkout, site acceptance testing, and field familiarization. Initial operational capability requires satisfaction of operational requirements, as well as full logistics support and training for technicians and air traffic specialists.

In-Service Decision is the event at which the decision authority decides whether to accept a product or service for operational use. It occurs during the solution implementation phase of the FAA lifecycle management process. This decision allows deployment activities to begin at each

installation site.

In-Service Decision Authority is the official who decides whether to approve a new capability for operational use. The Joint Resources Council designates the in-service decision authority at the final investment decision and may retain authority for the decision.

In-Service Decision Briefing and Action Plan are key artifacts required for the in-service decision. The in-service briefing informs the decision authority concerning status and issues relevant to the in-service decision. The action plan specifies all actions the service organization or program office must complete as a condition of the in-service decision.

In-Service Decision Executive Secretariat is the official who manages the deployment planning process for the Joint Resources Council and administers all activities and artifacts associated with the in-service decision, including preparation of the in-service strategy, briefing, record of decision, and action plan.

In-Service Management Phase is that timeframe in the FAA lifecycle management process extending from the decision to approve a product or service for operational use and continuing until it is retired from service**.**

In-Service Management Planning records the actions and activities the service organization or program office must execute to support the operation and maintenance of deployed assets. It covers such activities as configuration management, preventive and corrective maintenance, training, infrastructure upkeep, and logistics support along with activities to support post implementation reviews and operational analyses.

In-Service Review Checklist is the document the service organization or program office uses to identify and resolve readiness issues before the in-service decision and to obtain concurrence from stakeholder organizations that readiness issues have been or will be resolved.

In-Service Record of Decision is the artifact prepared by the In-Service Executive Secretariat that specifies the decisions and conditions of the in-service decision. It includes as an attachment the plan that specifies all actions the service organization or program office must complete as a condition of the in-service decision.

Integrated Baseline Review is a joint assessment conducted by the program manager and contractor to establish a mutual understanding of the performance measurement baseline for the prime mission contract. This understanding provides the basis for agreement on a plan of action to evaluate the risks and management processes that operate during execution of the contract.

Integrated Logistics Support is the management discipline employed to plan, establish, and maintain a full lifecycle support system for FAA products and services. It applies to the sustainment and disposal of fielded products and services, as well as new investment programs. The objective is to sustain the required level of service to the end user at optimal lifecycle cost to the FAA.

Integrated Program Management Report is a contractually required report prepared by the

contractor that contains performance information derived from the contractor's internal management system. The report provides the status of progress on the contract.

Interagency Agreement is a written agreement between the FAA and another Federal agency whereby the FAA agrees to receive from or exchange supplies or services with the other agency, and FAA funds are obligated.

Interested Party is one who:

(1) Prior to the close of a solicitation, is an actual or prospective participant in the procurement, excluding prospective subcontractors; or

(2) After the close of a solicitation, is an actual participant who would be next in line for award under the solicitations scheme if the protest is successful. An actual participant who is not in line for award under the solicitation scheme is ineligible to protest unless that party's complaint alleges specific improper actions or inactions by the agency that caused the party to be other than in line for award. Proposed subcontractors are not eligible to protest.

Where a contract has been awarded prior to the filing of a protest, the awardee may be considered an interested party for purposes of participating in the protest proceedings.

Interface Control Documentation is a drawing or other documentation that depicts physical, functional, and test interface characteristics between two or more related or co-functioning items.

Interface Requirements Document is the artifact that specifies the interface requirements to a product or system. It may describe the inputs and outputs of a single product or system or the interface between two products or systems.

Interfaces are the performance, functional, and physical attributes required to exist at a common boundary.

Interim Payment is a form of contract financing for cost-reimbursement contracts where the FAA pays a contractor periodically during the course of a contract for allowable costs it incurs in the performance of the contract. Interim payments issued during the course of a contract do not include the final payment issued after contract completion.

Intra-agency Agreement is a written agreement between the FAA and Office of the Secretary of Transportation or another Department of Transportation operating administration where the requesting organization agrees to provide or exchange supplies or services with the FAA, and FAA funds are obligated.

Investment Analysis Readiness Decision determines whether the solution ConOps, preliminary requirements, architecture products and amendments, and preliminary alternatives are sufficiently mature to warrant entry into investment analysis. The Joint Resources Council makes the decision within context of all ongoing and planned investment activities to sustain and improve service delivery. It ensures proposals for new investment are consistent with overall corporate needs and

planning.

Investment Analysis Team is a cross-functional team scaled to the size and complexity of a proposed analysis that is responsible for the conduct of investment analysis. Team membership is flexible depending on the needs of the analysis, but typically includes system engineers, technical experts, logistics specialists, specialty engineers, testers, operational subject-matter experts, and business case analysts. Security and regulatory specialists are team members when potential solutions involve facility, asset, personnel, or information security; hazardous materials; emergency operations; or when solutions affect aircraft, airspace, or the public.

Investment Commitment Decision is the final decision point in the Operations Support Pathway. The Operations Governance Board reviews the completed scaled business case and other required artifacts and either approves the initiative to proceed to deployment, recommends revision of planning documents, or recommends that the line of business cancel the initiative.

Investment Increment is a discrete investment activity or program that may provide individual benefits or combine with other investment increments to achieve the benefits of an operational capability.

Investment Initiative is an FAA-sponsored activity to determine the best overall solution to an approved service need or operational shortfall in an FAA Enterprise Architecture roadmap. The FAA Enterprise Architecture Board authorizes the investment initiative at the concept and requirements readiness decision when it approves entry into concept and requirements definition. The initiative becomes an investment program at the final investment decision if approved, funded, and baselined for implementation by the Joint Resources Council.

Investment Management Plan Artifact is a key document produced for mission-support operations-funded capital investments. It provides a timeline for key milestones and change management activities necessary for successful implementation of a mission-support operations-funded investment**.**

Investment Opportunity is an approach identified during service analysis and strategic planning as a means for improving service delivery or obviating a service shortfall. If approved for further analysis by the FAA Enterprise Architecture Board at the readiness for concept and requirements definition decision, the investment opportunity enters concept and requirements definition and becomes an investment initiative.

Investment Planning occurs throughout the AMS lifecycle management process. During service analysis and strategic planning, investment planning focuses is on prioritizes corporate service needs and shortfalls and deciding when to seek solutions within realistic budgetary constraints. Investment planning during the remainder of the AMS lifecycle management process supports the definition, acquisition, deployment, and lifecycle support of affordable solutions to approved service needs.

Investment Planning and Analysis Office is the organization that leads the preparation of business cases for JRC investment decisions and assists service teams and program offices during service

analysis, concept and requirements definition, and investment analysis concerning investment planning and scheduling.

Investment Program is a sponsored, fully funded effort initiated at the final investment decision of the FAA lifecycle management process by the Joint Resources Council in response to a priority agency need. Typically, an investment program is a separate budget line and may have multiple procurements and several projects, all managed within the single program.

Joint Resources Council is the senior investment review board for the FAA responsible for making corporate-level investment decisions based on specified knowledge (decision criteria) the service organization or program office must provide before entry into a decision point. The Joint Resources Council also oversees implementation of FAA investment programs.

JRC Executive Secretariat is the official that supports the FAA Acquisition Executive and manages the investment decision-making process for all F&E-funded investment initiatives.

Key Site is the location at which a new capital asset or service is first tested and evaluated for operational use. This typically entails demonstration that the new asset or service satisfies functional and performance requirements in the program requirements document, and is fully supported and operable by the FAA workforce.

Knowledge-Based Decision-Making involves the use of agreed upon decision criteria and knowledge to facilitate the most suitable outcome for specific decisions.

Legal Coordination with agency counsel is required on competitive acquisitions with an estimated total value greater than $100,000 and on non-competitive acquisitions with an estimated total value greater than $10,000. FAA counsel also advises service organizations and program offices regarding legal issues and represents them in litigation and other legal matters.

Lifecycle is the entire spectrum of activity for an FAA capital asset starting with the identification of service need and extending through design, development, production or construction, deployment, operational use, sustaining support, and retirement and disposal.

Lifecycle Acquisition Management Process is a series of knowledge-gathering management phases and decision points that comprise the lifecycle of FAA products and services. It consists of seven phases (research for service analysis, service analysis and strategic planning, concept and requirements definition, initial investment analysis, final investment analysis, solution implementation, and in-service management) and five decision points (readiness for concept and requirements definition, readiness for investment analysis, initial investment decision, final investment decision, and in-service decision).

Lifecycle Cost is the total cost to the FAA of acquiring, operating, maintaining, supporting, and disposing of systems or services over their service life. Lifecycle cost includes total investment costs, development costs, and operational costs and involves all appropriations (i.e., Research, Engineering, and Development; Facilities and Equipment, and Operations).

Line of Business is a term used to characterize the major organizations of the FAA having roles and responsibilities in the FAA Acquisition Management System. The lines of business within FAA are: Air Traffic Organization; Aviation Safety; Airports; Commercial Space Transportation; Security and Hazardous Materials Safety; Finance and Management; NextGen and Operations Planning; Policy, International, Affairs and Environment; Human Resources; Civil Rights; Government and Industry Affairs; and Communications. See Appendix A for line of business roles and responsibilities.

Line of Business Portfolio Management requires each line of business and staff office to oversee, coordinate, and integrate the service activity of offices within their organizations to achieve the highest possible overall contribution to agency strategic goals and targets.

Logistics Manager is the service team or program office member who plans, establishes, and maintains an integrated support package for the lifecycle of FAA products and services that are the responsibility of the team or office.

Maintenance Planning is the process conducted to determine and plan hardware and software maintenance concepts and packages for the lifecycle of a product or service.

Maintenance Support Facility consists of the permanent or semi-permanent real property assets required to support a product over its service life. Associated management activity includes studies to define types of facilities or facility improvements, locations, space needs, environmental requirements, real estate requirements, and equipment.

Market Survey has two different contexts in AMS. In terms of the procurement and contracting process, it refers to any method used to survey industry to obtain information, determine competition and capabilities, and estimate costs. In terms of the lifecycle management process, market surveys during concept and requirements definition and initial investment analysis help identify potential material and nonmaterial solutions to a service need.

Measurement and Analysis is a management and control process applied throughout the lifecycle of an investment initiative or operational asset to assess progress, forecast performance, determine status, and define corrective action. Measurement and analysis provides information and visibility toward accomplishing program goals and supporting management information needs.

Measures (or Metrics) are measurements taken over time to monitor, assess, and communicate vital information about the results of a program or activity. Measures are generally quantitative, but can be qualitative.

Memorandum of Agreement is a written document executed by the parties, which creates a legally binding commitment and may require the obligation of funds. However, when the FAA acquires services, equipment, personnel, or facilities from a contractor for the direct benefit or use of the FAA, the acquiring organization must use a procurement contract.

Memorandum of Understanding is a written document executed by the parties that establishes policies or procedures of mutual concern. It does not require either party to obligate funds and does

not create a legally binding commitment.

Mike Monroney Aeronautical Center houses the FAA Logistics Center, FAA Academy, and Enterprise Services Center. The Logistics Center establishes and maintains supply support for NAS systems. The Academy provides learning solutions for the FAA and global community. The Enterprise Services Center provides an array of information technology services and financial management for a wide range of federal agencies.

Minority Educational Institutions are institutions verified by the U.S. Secretary of Education to meet the criteria set forth in 34 CFR 637.4. Also includes Hispanic-serving institutions as defined by 20 U.S.C. 1059c(b)(1).

Mission-Support Capital Investments are agency business-system initiatives and other non-NAS investment opportunities included in the Mission Support Enterprise Architecture, as well other investment opportunities not within any FAA architecture but deemed within scope of the Operations Governance Board.

Mission-Support OPS-Funded Process establishes policy and guidance for all aspects of acquisition management for the procurement of mission-support operations-funded investment initiatives.

Multi-Year Contracts are contracts covering more than one year but not in excess of five years of requirements. Multi-year contracts cover total contract quantities and annual quantities for a particular level and type of funding, as displayed in a five-year development plan. Each program year is annually budgeted and funded. At the time of award, funds need only to have been appropriated for the first year. Multi-year contracts protect the contractor against loss resulting from cancellation by contract provisions, which allows reimbursement of costs included in the cancellation ceiling.

Multi-Year Funding refers to Congressional authorization and appropriation covering more than one fiscal year. It permits the Executive Branch more than one year to obligate the funds. The term does not apply to two-year or three-year funds that cover only one fiscal year requirement.

NAS Change Proposal is a proposed change to a configuration management baseline of a National Airspace System asset submitted to the appropriate configuration control board using the approved NCP form.

NAS Concept of Operations is a controlled document that describes and specifies the operational capabilities of National Airspace System over time.

NAS Configuration Control Board is the body that ensures traceability of all NAS configuration items to specific service teams and program offices. The Board also controls changes to NAS systems and associated documentation not assigned to a lower-level configuration control board or not identified for control by the Joint Resources Council.

NAS ConOps Change Development and Decomposition Process is the means by which (1) the

agency modifies the NAS Concept of Operations to incorporate new service concepts, (2) the NextGen Management Board and Joint Resources Council approve new operational capabilities, and (3) new capabilities are decomposed into NAS operational requirements, functional and performance requirements, and investment increments.

NAS Operational Requirements Document records National Airspace System operational requirements decomposed from the narrative of operational improvements and operational sustainments in the NAS Concept of Operations.

NAS Requirements Document is the top-level source for programs to use when deriving their respective requirements for the National Airspace System. The document defines requirements without constraining technical design alternatives, while also identifying global design principles necessary to evolve the NAS. The document supports National Airspace System design, enterprise architecture engineering, and acquisition activities for new and upgraded systems, as well as routine changes to operational equipment.

NAS Segment Implementation Portfolio Management is the process that oversees investment portfolios that cut across service organizations to provide fully integrated operational capabilities for the National Airspace System. Examples include precision-based navigation and improved runway operations. More than one service organization may be involved with implementation and in-service management of these investment packages.

NAS Systems Engineering Organization works with service organizations and program offices in the conduct of systems engineering activities throughout the AMS lifecycle management process. The organization also leads corporate-level service analysis for the National Airspace System, and manages the NAS Architecture.

NAS Technical Documentation is the set of documents that describe technical requirements of the National Airspace System.

National Airspace System is the airspace, navigation facilities, and airports of the United States along with their associated information, services, rules, regulations, policies, procedures, personnel and equipment. It includes components shared jointly with the military.

National Aviation Research Plan describes the FAA research, engineering, and development portfolio. This portfolio focuses RE&D investments on the operational needs of the agency and flying public and aligns with national priorities.

Need Assessment is the first phase of the Operations Support Pathway. During this phase, the line of business submits an operations support pathway intake form to the Operations Governance Secretariat who uses it to conduct a risk assessment and make a Governance Path recommendation to the Operations Governance Board.

Neutral means an impartial third party, who serves as a mediator, fact finder, or arbitrator, or otherwise functions to assist parties resolve issues in controversy. A neutral person may be a

permanent or temporary officer or employee of the federal government or any other individual who is acceptable to the parties. A neutral person must have no official, financial, or personal conflict of interest with respect to the issues in controversy, unless the neutral person fully discloses such interest in writing to all parties and all parties agree that the neutral person may serve.

New Investment is an acquisition category associated with the research, design, development, and implementation of a new FAA product, system, or service. A new investment typically introduces new capabilities or provides new or improved functionality.

NextGen Implementation Plan is an executive-level outline of activities to move the National Airspace System from its current state to the future of air traffic control. The FAA publishes the plan annually to reflect prior-year accomplishments and new commitments.

NextGen Lifecycle Integration Organization coordinates service analysis activity across service organizations to ensure alignment with FAA strategic and performance goals and to eliminate redundant activity, duplicate benefits, service gaps, and service overlap. The organization leads planning and activities for concept and requirements definition, and develops, maintains, communicates, and supports enterprise-wide planning artifacts that describe the lifecycle of the National Airspace System.

NextGen Management Board is an executive-level group that oversees implementation of NextGen investment initiatives. The Board resolves policy issues necessary for successful implementation of NextGen capabilities, and approves updates to the NAS Concept of Operations and NAS Segment Implementation Plan.

NextGen Organization manages planning and execution of research activity within the FAA, as well as coordinate planning and development of the next generation air traffic control system.

No-Year Funding refers to Congressional funding that does not require obligation in any specific year or years.

Non-Developmental Item is an item previously developed for use by federal, state, local, or foreign government and for which no further development is required.

Non-Materiel is an acquisition category that encompasses engineering studies and analyses, development of procedures, airspace changes, standards for avionics development, process reengineering, or other types of intellectual property development. These activities are not stand-alone investment initiatives when they are an element of and included within the acquisition of a product, system, or service.

Non-Materiel Solution is a solution to an FAA capability shortfall identified during concept and requirements definition or investment analysis that is operationally acceptable to users, requires no development or production activity, and is obtainable within approved budgets and baselines. Non-materiel solutions typically involve regulatory change, process re-engineering, training, procedural change, or transfer of operational assets between sites.

Nonrecurring Costs are those production costs generally incurred on a one-time basis. They include the cost of such items as plant or equipment relocation, plant rearrangement, special tooling and special test equipment, pre-production engineering, initial spoilage and rework, and specialized workforce training.

Obtain the Solution is a term that includes all tasks and activities necessary to procure and deploy the key products or services of an investment program to achieve projected benefits within approved cost and schedule baselines. The term includes such activities as contract award, contract administration, program management, resource management, risk management, systems engineering, logistics support, test and evaluation, and site acquisition and adaptation. It may involve developing operational procedures and standards; obtaining physical, personnel, and information security; modifying the physical infrastructure; and coordinating collateral action by the aviation industry.

(FAA) Office of Dispute Resolution for Acquisition is an independent organization within the FAA reporting to the FAA Chief Counsel staffed with dispute resolution officers with the authority to adjudicate contract disputes between government officials and commercial organizations or individuals.

Operations Governance Board is the executive body that reviews, approves, oversees, and informs the Joint Resources Council and other agency executive boards and organizations concerning mission-support operations-funded capital investments.

Operations Governance Board Secretariat manages the mission-support operations-funded process in support of the Operations Governance Board. The Secretariat receives and reviews initial intake forms; conducts preliminary reviews to recommend a governance path to the OGB; coordinates meeting dates, agenda, and logistics; and maintains the official repository of OGB decision documents, records of decision, meeting minutes, and action items.

OMB Information Technology Dashboard is a database that provides detailed information on major information technology investment spending at federal agencies, including ratings from the Chief Information Officers that reflect the level of risk facing each agency's investments.

OMB Major Information Technology Business Case describes the justification, planning, and implementation of an individual capital asset within the information technology investment portfolio. The business case serves as a key artifact of the agency's enterprise architecture and capital planning investment control process.

Operation and Retirement is the fifth and final phase of the Operations Support Pathway. It starts after a product or service begins operational use and continues for as long as the product or service is in use. It ends when the operational asset is retired from use.

Operational Analysis is the process by which the FAA evaluates the ability of in-service assets to provide the services needed by users and customers. Operational analysis consists of gathering and analyzing reliability, maintainability, and availability data; managing supportability information to

determine whether an operational asset can continue to provide the expected service for its intended life; monitoring cost data to ensure actual support costs are in line with planned costs; and managing asset viability against stakeholder needs.

Operational Assets are those assets used in the conduct of operations by the FAA. Examples include the systems, procedures, information, facilities, data, and infrastructure used to provide air traffic services, as well as all mission-support and business assets necessary to support the day-to-day operation of the agency.

Operational Baseline is the approved technical documentation that defines and represents installed operational hardware and software.

Operational Capability is a grouping of operational improvements and operational sustainments necessary to achieve specific service outcomes and benefits.

Operational Capability Business Case defines the rough costs and benefits of a proposed operational capability. It is the key decision document for establishing a new operational capability.

Operational Capability Portfolio is the array of investment increments which when deployed and integrated will achieve the performance and functionality specified for the operational capability. The NextGen Management Board establishes operational capability portfolios to achieve priority NAS performance and operational goals subject to concurrence by the Joint Resources Council.

Operational Capability Portfolio Manager is the individual responsible for successful implementation and deployment of an operational capability and the achievement of associated performance goals and benefits.

Operational Effectiveness measures how well a deployed solution satisfies its intended service need and performance requirements.

Operational Improvement is a change to FAA operational assets that improves one or more national airspace services.

Operational Readiness refers to the condition whereby local site personnel have demonstrated the ability to operate and maintain a newly fielded capability in the National Airspace System fully.

Operational Readiness Date is when site operational personnel are satisfied that a fielded solution can support full and sustained air traffic operations. The milestone occurs after joint acceptance and inspection when the approving site official signs the facility log designating the new solution as the primary means for air transportation operations. Legacy assets usually remain powered on in backup mode for approximately 30 days and then removed.

Operational Requirements are those statements that identify the essential capabilities, associated requirements, performance measures, and the process or series of actions needed to achieve new service capabilities or to address service deficiencies, evolving threats, emerging technologies, or cost improvements.

Operational Suitability is the degree to which a new product or service is ready for operational use with consideration given to the following factors: reliability, availability, compatibility, transportability, interoperability, usage rates, maintainability, safety, human factors, supportability, and logistics.

Operational Sustainment is a discrete activity to sustain the operational use of one or more current NAS services.

Operational Test determines whether a new or modified product or service is operationally effective and suitable for use in the National Airspace System and whether the existing infrastructure is ready to accept the product or service.

Operations and Maintenance Appropriation is one-year funding used primarily for operating and maintaining fielded assets in a state of readiness including the following: personnel salaries, training, repair of facilities and equipment, travel and transportation, procurement of services, supplies, equipment, communications, recruiting, and depot maintenance.

Operations Governance Board is the oversight authority for mission-support operations-funded capital investments and the Operations Support Pathway process.

Operations Support Pathway is the process followed by mission-support operations-funded capital investments to document the investment rationale, produce the required artifacts, and achieve an Operations Governance Board investment decision.

Operations Support Pathway Intake Form is the initial document produced for mission-support operations-funded capital investments. It includes basic program information. The acquiring organization submits the form to the Investment Management Process Division (AAP-200) and OGB Secretariat at least 21 days before the commitment of funding to any contract, task order, or inter-agency agreement in support of the proposed project.

Other Transaction, as referenced in Public Law 104-264, October 9, 1996, is a transaction that does not fall into the category of procurement contracts, grants, or cooperative agreements.

Owners within context of the Air Traffic Organization are the President, Congress, flying public and American taxpayer.

Packaging, Handling, Storage, and Transportation are the resources, processes, procedures, design considerations, and methods to ensure all subsystems, equipment, and support items are preserved, packaged, handled, and transported properly. Included are environmental considerations and equipment preservation requirements for short and long-term storage and transportability.

Performance is a quantitative measure characterizing a physical or functional attribute relating to the execution of an operation or function. Performance attributes include quantity (how many or how much), quality (how well), coverage (how much area, how far), timeliness (how responsive, how frequent), and readiness (availability, mission/operational readiness). Performance is an attribute for all systems, people, products, and processes including those for development,

production, verification, deployment, operations, support, training, and disposal. Supportability parameters, manufacturing process variability, and reliability are all performance measures.

Performance Measurement Baseline is a time-phased resource plan against which the service organization or program office measures the accomplishment of authorized work. The baseline includes a schedule of all required work, the budgeted cost for this work, and the performance parameters critical to meeting the service need the investment program is seeking to satisfy.

Personally Identifiable Information is information that an entity can use on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Personnel Security consists of the standards and procedures used to determine and document that the employment or retention in employment of an individual will promote the efficiency of the service and is clearly consistent with the interests of national security.

Physical Configuration Audit is the formal examination of the "as-built" configuration of a configuration item against its technical documentation to establish or verify the product baseline. The physical configuration audit is complete when the service team or program office corrects any discrepancies resulting from the audit.

Physical Security is the protection of personnel, hardware, software, networks, and data from physical actions and events that could cause serious loss or damage to an enterprise, agency, or institution. This includes protection from fire, flood, natural disasters, burglary, theft, vandalism, and terrorism.

Portfolio-Level Agreement defines the objectives, scope, schedule, deliverables, measures of success, and resources required for completion of a portfolio of projects.

Portfolio Management is the centralized management of one or more portfolios of investments that enable executive management to meet organizational goals and objectives through efficient decision-making on portfolios, programs, and operations

Portfolio Management Criteria are standard criteria used within the FAA for selecting, controlling, and evaluating investment portfolios (see AMS Section 1.2.4.1.2 Portfolio Management Criteria)

Portfolio Manager is the individual responsible for management and oversight of an investment portfolio designed to achieve specific operational capabilities.

Post Implementation Review is a review conducted at an early deployment site to ensure user needs are satisfied, identify any systemic problems that must be corrected, and determine whether cost, schedule, and benefit objectives are being achieved.

Post Implementation Review Quality Officer is the official responsible for working with service organizations and program offices when planning, conducting, and reporting the results of post-implementation reviews on designated operational assets.

Preplanned Product Improvement is a planned future improvement to a developmental asset that enhances the future application of the projected technology. It includes improvements to operational assets that go beyond the current performance envelope to achieve a needed operational capability.

Prescreening is the evaluation of case files for impacts on safety, air traffic services, other intangible benefits, as well as cost/benefit implications, to determine whether the acquiring organization should implement a proposed change.

Price equals cost and any fee or profit involved in the procurement of a product or service.

Primary Engineer or Principal Consultant is the individual held responsible for the overall performance of a service, including what others accomplish under separate or special service contracts.

Procurement Strategy Meeting is a meeting of organizations having an inherent interest in a contemplated procurement. The purpose is to reach a consensus on the course of an acquisition and to obtain the necessary approvals to proceed.

Procurement Team is the contracting officer, legal counsel, program officials, and other supporting staff responsible for the successful completion of a specific procurement.

Product Baseline is approved documentation describing all the necessary functional and physical characteristics of a configuration item and the selected functional and physical characteristics designated for production acceptance testing. The product baseline of a configuration item may also include the actual equipment and software.

Program Decision-making within the acquisition management system requires the corporate-level decision-makers to establish and fund investment programs and service organizations or program offices to implement and manage them.

Product Demonstration Decision is the event that determines whether product design is stable and whether it satisfies all contract requirements.

Product Team or Service Team is a chartered group of professionals with the mission, resources, leadership, and cross-functional membership necessary to execute an assigned element of a service organization’s mission.

Production Decision is the event that determines whether a supplier can produce a product that meets contract cost, schedule, and quality targets.

Program Management Plan defines how the service organization or program office will execute the implementation strategy approved by the Joint Resources Council at the final investment decision. The intent is to ensure the acquiring organization understands and plans the full scope of the implementation effort including agreements with key supporting organizations (e.g., logistics, test, information security, safety, systems engineering) that will provide resources or otherwise contribute to successful program implementation.

Program Requirements Document establishes the operational framework and top-level performance and functional requirements that must be satisfied by the solution to a service need. The document is first prepared in the concept and requirements definition phase of the AMS lifecycle management process and finalized before the final investment decision.

Program Work Breakdown Structure is a common framework containing uniform work activity definitions for use by the acquisition management workforce when planning program implementation activities and estimating associated costs. Work activity associated with each investment program must define, obtain, and support over the service life the air traffic control and other services specified in the program requirements document and needed by the aviation industry and flying public.

Protest is a written, timely objection submitted by a protester regarding an FAA screening information request or contract award.

Protester is a prospective offeror whose direct economic interest would be affected by the award or failure to award an FAA contract, or an actual offeror with a reasonable chance to receive award of an FAA contract.

Quality Assurance is the systematic monitoring and evaluation of the various aspects of a product, service, or facility to ensure that program outputs satisfy quality requirements.

Rational Basis consists of documented facts that are: (1) objective and verifiable (not unreasonable, capricious, or arbitrary), (2) understandable to a reasonable person, and (3) supported by substantial evidence that results in a logical conclusion.

Real Estate Contracting Officer is a trained and warranted official who contracts for real property within the FAA.

Real Estate Management System is the data repository for all real property assets owned or leased by the FAA.

Real Property is:

(1) Any interest in land, together with the improvements, structures, and fixtures located thereon (including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without undercarriages), and appurtenances thereto, under the control of any Federal agency, except

(a) The public domain;

(b) Lands reserved or dedicated for national forest or national park purposes;

(c) Minerals in lands or portions of lands withdrawn or reserved from the public domain that the Secretary of the Interior determines are suitable for disposition under the public land mining and mineral leasing laws;

(d) Lands withdrawn or reserved from the public domain, but not including lands or portions of lands so withdrawn or reserved that the Secretary of the Interior, with the concurrence of the Administrator of General Services, determines are not suitable for return to the public domain for disposition under the general public land laws because such lands are substantially changed in character by improvements or otherwise; and

(e) Crops when designated by such agency for disposition by severance and removal from the land.

(2) Improvements of any kind, structures, and fixtures under the control of any Federal agency when designated by such agency for disposition without the underlying land (including such as may be located on the public domain, on lands withdrawn or reserved from the public domain, on lands reserved or dedicated for national forest or national park purposes, or on lands that are not owned by the United States) excluding, however, prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers (with or without undercarriages).

(3) Standing timber and embedded gravel, sand, or stone under the control of any Federal agency, whether designated by such agency for disposition with the land or by severance and removal from the land, excluding timber felled, and gravel, sand, or stone excavated by or for the Government prior to disposition.

Realism refers to the determination that a proposed price is not so low that contract performance is put at risk from either a technical or cost perspective. Realism analysis determines whether proposed costs and/or prices are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the offeror's technical proposal. Realism analysis may be performed as cost realism, reviewing each element of cost, or price realism where only the price is reviewed in terms of potential performance risk.

Reasonableness is a price that, in its nature and amount, does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Reasonableness is the same as a "fair and reasonable" price.

Record Drawings are drawings submitted by a contractor or subcontractor at any tier to show the construction of a particular structure or work as actually completed under the contract.

Recurring Costs are production costs that vary with the quantity of the output or product, such as labor and materials.

Release is the designation by the originating activity that an appropriate authority approved a document or software version that is now subject to configuration change management procedures.

Requirements specify the conditions or capabilities the agency needs or wants. They form the basis for a contract, standard, specification, or other formally imposed document.

Research and Development Appropriation are the funds provided by the Congress to support designated and approved research, engineering, and development work by the FAA.

Research, Engineering, and Development Advisory Committee coordinates with the lines of business to develop the FAA RE&D portfolio each year. It also reviews status of the non-NextGen-funded portion of the RE&D portfolio each year.

Research, Engineering, and Development Executive Board is the group that develops the RE&D portfolio each year using strategic planning in the National Aviation Research Plan as a guide. The National Aviation Research Plan links FAA research activities to broader strategic planning in the NAS ConOps, NextGen Implementation Plan, NAS Architecture, and Joint Planning Development Office.

Research, Engineering, and Development Portfolio is the group of projects developed each year by the RE&D Executive Board and reviewed by the RE&D Advisory Committee proposed for funding and execution. The portfolio consists of systematic studies to gain knowledge or understanding of concepts, products, or procedures that could potentially benefit the aviation community such as research related to materials and human factors.

Research, Engineering, and Development Process governs selection and execution of the RE&D portfolio. Research activities within the portfolio inform the NAS enterprise architecture and concept maturity and technology development activities, but do not lead directly to an investment initiative**.**

Reliability, Maintainability, and Availability are three attributes that collectively affect both the utility and the lifecycle cost of a product or system. Reliability is the probability of failure-free performance of an item over a specified timeframe. Maintainability is the ability to perform a successful repair action within a given time. Availability is the quality of being ready for use.

Research for Service Analysis contributes to early phases of the AMS lifecycle management process. It consists primarily of (1) research, engineering, and development activity to gain knowledge or understanding of concepts, products, or procedures that could potentially benefit the aviation community, and (2) concept maturity and technology development directed toward the production of useful materials, devices, systems, and methods, as well as advance the maturity of new concepts.

Resources refer to a stock or supply of money, materials, staff, and other assets that a person or organization can use to function effectively.

Risk Management Process consists of activities that identify, classify, mitigate, monitor, and manage potential risks to minimize the negative impact they may have on an organization or operation.

(FAA) Safety Management System is a mandatory risk management process that program offices use throughout the AMS lifecycle to assess, define, and manage safety risk in the National Airspace System.

Safety Risk Management is the assessment of safety risk to the National Airspace System,

including documentation of changes and defining strategies for monitoring the safety risk associated with changes to or replacement of existing NAS systems.

Safety Risk Management Guidance for System Acquisitions contains detailed guidance on how to conduct required safety analyses for system acquisitions that potentially affect safety risk in the National Airspace System when fielded.

Scaled Business Case Artifact is a key document produced for mission-support operations-funded capital investments. The artifact summarizes the business case analysis completed during the Operations Support Pathway process and includes a lifecycle cost estimate. The Operations Governance Board makes an investment decision based, in large part, on the strength and completeness of the scaled business case.

Screening is the process of evaluating submittals from offerors to determine (1) which offerors/products are qualified to meet a specific type of supply, (2) which offerors are most likely to receive award, or (3) which offerors provide the best value to the FAA.

Screening Decision is the narrowing of the number of offerors participating in the source selection process to only those offerors most likely to receive an award.

Screening Information Request is any request made by the FAA for documentation, information, or offer for the purpose of determining which offeror provides the best value solution for a particular procurement.

Second-level Engineering Support provides engineering support of the National Airspace System infrastructure and includes defining solution performance standards, developing and publishing procedures, designing solution improvements, and providing support to first-level technical support personnel.

Security Authorization is the process that assesses fielded products and services against mandatory security requirements as a basis for receiving a successful in-service decision.

Security Risk Management is the process whereby service organizations and program offices identify and reduce to acceptable levels all threats and vulnerabilities that could result in injury to personnel, loss or destruction of critical assets, or disruption of FAA information systems. Security risk management applies to all agency investments including mission-critical NAS operational systems and mission-support and administrative systems.

Seismic Safety Legislation mandates that Federal agencies follow national and local seismic building codes, whichever provides the greatest margin of safety, when constructing new buildings or modifying existing buildings.

Selection Decision is the determination to make an award by the source selection official to the offeror providing best value to the FAA.

Senior Investment Review Board is the group of top-level managers within the FAA that makes

corporate-level resource decisions, including authorization and funding for investment programs and changes to the enterprise architecture. The board also oversees execution of agency investment programs and authorizes changes in scope and / or funding when cost, schedule, or performance baselines cannot be achieved. Within the FAA, the Joint Resources Council is the senior investment review board.

Sensitive Unclassified Information is a broad category of information that includes material covered by such designations as For Official Use Only, Law Enforcement Sensitive, Sensitive Homeland Security Information, Sensitive Security Information, and Critical Infrastructure Information.

Service Analysis is the activity in the FAA lifecycle management process that determines the capacity of agency assets to satisfy existing and emerging demands for services. Each FAA line of business conducts service analysis within their domain of responsibility.

Service Analysis and Strategic Planning is that portion of the FAA acquisition management process that determines what capabilities must be in place now and in the future to meet agency goals and the service needs of customers. Results are captured in the “as is” and “to be” states of the FAA enterprise architecture, as well as in the roadmaps for moving from the current to the future state.

Service Management within context of the acquisition management system is the application of agency resources (investment, research, and operations) to the cost-effective delivery of safe and secure services to its customers. The FAA accomplishes delivery and management of these services through service organizations, which are responsible and accountable for service delivery throughout the service life of agency products and services.

Service Organizations plan and manage resources as assigned by the Joint Resources Council to deliver services within their area of responsibility. Within the FAA, service organizations include any service unit or team, program office, directorate, or other organizational entity engaged in the delivery and sustainment of air traffic services, safety, security, regulation, certification, operations, commercial space transportation, airport development, or administrative services and assets.

Service Shortfall is a verified inability of the FAA to provide the services needed by its customers and users. Lines of business use service performance data and analyses of current and projected customer service needs to identify service shortfalls within their domain of responsibility. Aviation research by NASA and other industry and government organizations may also identify emerging service shortfalls or technological opportunities for improving service delivery.

Service Team Leader is the individual who guides, coaches, facilitates, and serves as spokesperson for service team members in the conduct of activity to execute assigned responsibilities.

Service Team Logistics Manager is the individual who supports the service team or program office throughout the AMS lifecycle management process to achieve efficient and effective logistics support for products and services throughout their service life.

Service Team is chartered group of management and technical specialists responsible for planning, obtaining, and managing over their service life the products and services assigned by the Joint Resources Council or the line of business.

Shortfall Analysis by a service organization or program office establishes the foundation for understanding a service shortfall or new opportunity for improving service delivery, as well as the impact on the users and customers of FAA services. The shortfall analysis is the basis for approving a service need or operational capability for inclusion in the FAA enterprise architecture and its roadmaps.

Simplified Purchases are those products or services of any nature that are smaller in dollar value, less complex, shorter term, routine, or are commercially available and generally purchased on a fixed price basis.

Single-Source Contracting awards a contract, without competition, to a single supplier of products or services.

Site Acceptance Test confirms that an acquired solution meets all contract requirements and interfaces correctly with the environment in which it will operate.

Site Restoration is the process of returning a site to its original condition after the FAA no longer needs it for air traffic or other services.

Small Business, including its affiliates, is an independently owned and operated business that is not dominant in producing the products or performing the services the FAA is purchasing, and one that qualifies as a small business under the federal government's criteria and North American Industry System Classification Codes size standards.

Small Business Set-aside is the reservation of a procurement exclusively for participation by small businesses.

Small Disadvantaged Business is a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian organization. The contractor must presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, and other minorities or any other individual found to be disadvantaged by the FAA. The contractor must presume that socially and economically disadvantaged entities also include Indian tribes and Native Hawaiian organizations.

Small Socially and Economically Disadvantaged Business means a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian organization. The contractor must presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, and other minorities or any other individual found to be disadvantaged by the FAA. The contractor must presume that socially and economically disadvantaged entities also include Indian tribes and Native Hawaiian organizations.

Socially Disadvantaged Individuals are people subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their qualities as individuals.

Software Enhancement is an acquisition category that includes additions or modernizations to the software of systems previously fielded and operating within the FAA. A software enhancement typically introduces new capabilities or provide improved functionality to an existing asset and has minimal impact to hardware or the acquisition of hardware.

Solution, as used in the FAA Acquisition Management System, is a generic term meaning the assets or capability obtained (procured) and deployed to satisfy a priority service need or to remedy an operational shortfall in the FAA enterprise architecture. The solution may consist of systems and equipment, facilities, infrastructure, services, procedural and process changes, or any combination of these or other assets necessary to satisfy the service need or capability shortfall.

Solution ConOps is the artifact that defines how a solution will operate in its intended service environment. It defines the roles and responsibilities of key participants (e.g., controllers, maintenance technicians, pilots), explains operational issues that system engineers must understand when developing requirements, identifies procedural issues that may lead to operational change, and establishes a basis for identifying alternative solutions and estimating their likely costs and benefits.

Solution Development is the third phase of the Operations Support Pathway. The line of business and acquisition readiness team refine and update required artifacts, address any Operations Governance Board action items given at the Business Case Decision, and finalize their procurement strategy.

Solution Implementation is the phase of the AMS lifecycle management process that begins after the final investment decision when Joint Resources Council establishes an investment program and assigns responsibility to a service organization. Solution implementation ends when the new

capability goes into operational service at the last deployment site.

Solution Planning specifies how the service organization or program office will obtain and deploy the products and services of an investment program during solution implementation and support them throughout their service life. AMS planning and control documents (i.e., implementation strategy and planning document, program management plan, and program work breakdown structure) specify solution planning.

Solution Provider is the organization (e.g., service organization, program office, or regional office implementing a construction program) responsible for an assigned investment program and for providing the products or services needed to satisfy agency requirements.

SOW Templates located on the FAA Acquisition System Toolset contain model statement of work paragraphs tailored for specific types of investment initiatives for use by the acquisition workforce when preparing screening information requests or contract statements of work.

Source Evaluation Team is the group of subject-matter experts responsible for all aspects of obtaining and evaluating vendor offers for agency contracting initiatives.

Source Selection Official is the authority responsible for source selection and contract award to the vendor offering best value to the government for a specific investment opportunity. This responsibility includes ensuring the competence of the source evaluation team and soundness of the source selection criteria, process, and evaluation plans.

Specification refers to a set of documented requirements that a product or service must satisfy. A requirement specification is a documented requirement or set of requirements to be satisfied by a given material, design, product, or service. A functional specification defines the functions a solution must provide. A design or product specification describes the features of either a designed solution or final produced solution.

SPIRE is the web-based management tool used to define and track the status of FAA investment programs. SPIRE is the acronym for Simplified Program Information and Evaluation.

Standardization is the practice of acquiring parts, components, subsystems, or systems with common design or functional characteristics to obtain economies in ownership costs.

Stakeholder organizations as used within the acquisition management system refer to any user or customer organization within and outside the FAA having a vested interest in the products and services of an investment program. Examples include the operators and maintainers of deployed assets, system safety and information systems security specialists, human factors engineers, and training and logistics support organizations.

Standard Program Milestones are those milestones used by service organizations and program offices when planning, executing, and reporting progress on agency investment programs, including entries in the OMB Major IT Business Case (designated programs only) and acquisition program baseline or execution plan. The link to standard milestones for system and facility investment

programs are located in FAST on the decisions, reviews, and standard milestones page.

Standard Program Performance Measures are those measures used by service organizations and program offices to assess progress, forecast performance, determine status, and define corrective action for agency investment programs. The status of these measures serves as early warning indicators of program issues before they develop into major problems. The following are the major categories of program performance measures: financial, schedule, technical, resources, program management assessment, and external interests.

Standard Selection Criteria for the initial investment decision are lifecycle costs, benefits, risk, benefit-to-cost ratio, consistency with the FAA enterprise architecture, and impact on FAA strategic goals.

Strategic Sourcing is the collaborative and structured process of critically analyzing an organization's spending and using this information to make business decisions about acquiring products and services more effectively and efficiently.

Statement of Work is a document that defines program-specific activities, deliverables, and timelines for a vendor providing services to the FAA.

Subject-Matter Expert is an authority in a particular area or topic.

Supply, as used in the context of service analysis, is the existing or projected ability to provide services to customers based on information from field organizations that operate and maintain the National Airspace System, the aviation community, and planned investments in the enterprise architecture.

Supply Chain Management is the oversight of materials, information, and finances as they move in a process from supplier to manufacturer to wholesaler to retailer to consumer. Supply chain management involves coordinating and integrating these flows both within and among companies.

Supply Support consists of the management actions, procedures, and techniques used to determine requirements, acquire, catalog, track, receive, store, transfer, issue, and dispose of items of supply. This includes provisioning for initial support, maintaining asset viability, and replenishing spares.

Support Contracts Review Board is the group that evaluates all support services procurements valued at $10 million or more.

Supportability is the degree to which product design and planned logistics resources meet product use requirements.

Support Equipment consists of all equipment (mobile or fixed) needed to support maintenance of a product or service. Support equipment includes associated multi-use end-items, handling and maintenance equipment, tools, metrology and calibration equipment, test equipment, and automatic test equipment. It also includes the procurement of integrated logistics support necessary to maintain the support equipment itself. Operational engineering support systems and facilities are also integral

parts of the support equipment lifecycle.

Support Services Contract is an acquisition category that includes contracts associated with procuring technical, engineering, scientific, professional, management and administrative expertise, advice, analysis, studies, or reports. Support services contracts follow contracting guidance in FAST.

Sustainment consists of those activities associated with keeping fielded products operational and maintained. Sustainment also applies to the planning, programming, and budgeting for support of fielded products, referred to as sustainment funding.

System Milestones are those milestones used by service organizations and program offices when planning, executing, and reporting progress on investment programs that are acquiring systems for air traffic control and other agency services. The link to standard milestones for systems are located in FAST on the decisions, reviews, and standard milestones page.

System Safety Assessment integrates the results of various analyses to verify the overall safety of a solution or system. The assessment determines whether the investment program has achieved qualitative development assurance levels for systems, equipment, hardware, and software, as well as quantitative safety requirements defined in the functional hazard assessment and preliminary system safety assessment.

System Safety Program consists of the activities applied during all phases of the AMS lifecycle management process to identify safety risks and devise and implement ways to eliminate or control risks to an acceptable level.

Systems Engineering Manual provides a framework for implementing systems engineering across the FAA. The manual defines the preferred systems engineering processes to be followed throughout the AMS lifecycle management process; provides effective systems engineering methods and tools; identifies competency areas for the practice of systems engineering; defines system engineering best practices used to support program management activities; and acts as a reference for the development of training classes within the FAA.

Technical Data is recorded information regardless of form or character (such as manuals, drawings and operational test procedures) of a scientific or technical nature required to operate and sustain a product or service over its lifecycle. While computer programs and related software are not technical data, documentation of these programs and related software are technical data. Financial data or other information related to contract administration are not technical data.

Technical Leveling is the act of helping an offeror bring its proposal/offer up to the level of other proposals/offers through successive rounds of communication, such as pointing out weaknesses resulting from an offeror's lack of diligence, competence, or inventiveness in preparing their proposal.

Technical Opportunity exists when a product or capability not currently used in the National

Airspace System has the potential to enable the FAA to perform its mission more safely, efficiently, or effectively.

Technology Refreshment is an acquisition category intended to keep fielded products, systems, and services maintained and operational. It does not result in new or improved functionality, and any new technology introduced is strictly incidental. Service-life extension and replacement-in-kind are types of technology refreshment.

Technical Review Board is the group that oversees the NAS Architecture in support of the FAA Enterprise Architecture Board. It works with service organizations and program offices to evaluate new operational improvements and sustainments and to time-phase priority opportunities within the NAS architecture roadmap.

Technical Transfusion is the disclosure by the FAA of technical information from one vendor submittal that results in the improvement of another submittal.

TechStat Reviews assess underperforming investment programs. The review is an in-depth examination of program performance data from the OMB Information Technology Dashboard, SPIRE, associated earned value management data, and program management and control data. The TechStat review results in a corrective action plan to improve program execution within the approved program baseline or execution plan or results in other actions if the program is unlikely to improve as baselined.

Termination for Convenience is a procedure that may apply to any FAA contract, including multi-year contracts. As contrasted with cancellation, termination can be effected at any time during the life of a contract (cancellation is effected between fiscal years) and can be for the total quantity or a partial quantity (whereas cancellation must be for all subsequent fiscal year quantities).

Termination Liability is the maximum cost the FAA would incur if it terminates a contract. In the case of a multi-year contract terminated before completion of current fiscal year deliveries, termination liability would include an amount for both current-year termination charges and out-year cancellation charges.

Termination Liability Funding refers to obligating contract funds to cover contractor expenditures plus termination liability, but not the total cost of completed end items.

Test and Evaluation is an activity conducted to provide essential information in support of investment decision-making; assess technical and investment risk; verify the attainment of technical performance specifications and objectives; and verify and validate that deployed systems, solutions, and capabilities are operationally effective and suitable for their intended use.

Test and Evaluation Master Plan describes the strategy and the scope of the test program and is the primary test management document for investment programs. The TEMP describes planning and preparation activities for the test program, the testing to be accomplished, organizational responsibilities, and how program offices will report test results. It also documents the

methodologies that will evaluate the effectiveness and suitability of systems, services, and operational capabilities against program and operational requirements. Testing described in the TEMP also supports investment and program decisions.

Total Estimated Potential Value is the sum of the initial award, unexercised options, the value of any indefinite delivery/indefinite quantity (IDIQ) contract line items (CLINs), estimates for unpriced CLINs, such as preplanned product improvements, estimated value of partially priced items, and any other items the Contracting Officer deems relevant to establishing potential total contract value. The potential contract value should exclude anticipated change orders, pre-planned product improvements not established as contract line items, and any other anticipated actions not included in the written contract. Where duplicative or alternative options are established (i.e., if option 1 is exercised, option 2 will not be exercised), the Contracting Officer should include only the value which reflects the highest priced option. For incentive contracts, the maximum liability of the Government should be included in the potential contract value. For IDIQ contracts, the total contract value is the stated maximum amount the total of issued delivery orders cannot exceed.

Training, Training Support, and Personnel Skills is activity that analyses, designs, develops, implements, and evaluates training artifacts necessary to operate and maintain the solution. This includes needs analyses, job and task analyses, individual and team training, resident and nonresident training, on-the-job training, job aids, and logistic support for training aids and training installations.

Unauthorized Commitment is an agreement entered into by a representative of the FAA who does not have the authority to obligate the FAA to spend appropriated funds.

Unit is one of a quantity of items (products, parts, etc.)

User within the acquisition management system is a term that refers to an internal user of a product or service such as air traffic controllers or maintenance technicians.

Validation is confirmation that the products and outputs of an investment program will fulfill their intended purpose when placed in their intended environment. Validation may address all aspects of a product or output in any of its intended environments such as operation, training, manufacturing, maintenance, or support services.

Variable Quantity is an acquisition category that includes insertions, modernizations, or additions to quantities of systems or subcomponents previously fielded and in operation within the FAA. The intent is to keep fielded products, systems, and services maintained and operational. This acquisition category does not result in new or improved functionality

Verification is confirmation that selected work products meet their specified requirements. This includes verification of the final product (system, service, facility, or operational change) as well as intermediate work products against all applicable requirements. Verification is inherently an incremental process. It begins with initial requirements, progresses through subsequent work products, and culminating in verification of the completed final product.

(FAA) Verification & Validation Guideline is the official guidance document whose intent is to ensure the service organization or program office builds the right product (validation) and the product is built right (verification - according to specifications). The guidelines specify the key work products of each phase of the lifecycle management process that the service organization or program office must verify and validate for each AMS decision point.

Very Small Business is a business whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry System Classification Codes assigned to a contracting opportunity.

William J Hughes Technical Center is an FAA facility where the full spectrum of air transportation systems are tested and evaluated. The Center develops scientific solutions to safety challenges confronting air traffic control, and evaluates integrated solutions for the modernization and sustainment of the National Airspace System.

Work Products in various forms represent, define, or direct the final output or product of an investment program, which may be a system, service, facility, or operational change. Work products can include concepts of operation, processes, plans, procedures, designs, descriptions, requirements, specifications, models, prototypes, contracts, invoices, and other documents.

Work Breakdown Structure is a hierarchical decomposition of the work a service organization or program office must perform to achieve an agency objective or operational capability. It includes work activities internal and external to the FAA. Each descending level of the work breakdown structure represents an increasing definition of the work.

(FAA Standard) Work Breakdown Structure is the official work breakdown structure of the Federal Aviation Administration. It is organized according to the phases of the AMS lifecycle management process (service analysis through in-service management), and it includes all work activities that may need to be planned, costed, and completed as an investment opportunity traverses the lifecycle management process. Section 3 of the FAA Standard Work Breakdown Structure specifies the program WBS for investment programs.

Appendix D: Acronyms Revised 1/2018

ADR	Alternative Dispute Resolution
AEB	Acquisition Executive Board
AIP	Airport Improvement Program
AMS	Acquisition Management System
AOPC	Agency/Organization Program Coordinator
AP	Approving Official
ASAG	Acquisition System Advisory Group

BC	Business Case
CAS	Cost Accounting Standards
CAS	Commercially Available Software (2nd definition for this acronym)
CCB	Configuration Control Board
CCD	Configuration Control Decision
CIB	Card Issuing Bank
CIP	Capital Investment Plan
CIT	Capital Investment Team
CM	Configuration Management
CMTD	Concept Maturity and Technology Development
CO	Contracting Officer
COCO	Chief of the Contracting Office
COI	Critical Operational Issue
COTS	Commercial Off The Shelf
CPIC	Capital Planning and Investment Control
DPA	Delegation of Procurement Authority
DOT	Department of Transportation
DRO	Dispute Resolution Officer
EA	Enterprise Architecture
EIS	Environmental Impact Statement
EVM	Earned Value Management
F&E	Facilities and Equipment
FAA	Federal Aviation Administration
FAST	FAA Acquisition System Toolset
FISMA	Federal Information Security and Management Act
FONSI	Finding of No Significant Interest
FSS	Federal Supply Schedule
GFI	Government Furnished Information
GFP	Government Furnished Property
GSA	General Services Administration
IDA	Investment Decision Authority
ILS	Integrated Logistics Support
IOA	Independent Operational Assessment
IRT	Integrated Requirements Team
ISM	In-Service Manager
ISR	In-Service Review
ISS	Information System Security
JRC	Joint Resources Council
LOB	Line of Business
MCC	Merchant Category Codes
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAIC	North American Industry Classification
NAS	National Airspace System
NCP	National Airspace System Change Proposal

NDI	Non-developmental Item
NMB	NextGen Management Board
ODR	Office of Dispute Resolution
O&M	Operations and Maintenance
OMB	Office of Management and Budget
OPR	Offices of Primary Responsibility
OC	Operational Capability
OCIP	Operational Capability Integration Plan
OI	Operational Improvement
ORD	Operational Requirements Document
OS	Operational Sustainment
OSHA	Occupational Safety and Health Administration
OST	Office of the Secretary of Transportation
P3I	Preplanned Product Improvement
PMO	Program Management Office
PSM	Procurement Strategy Meeting
PT	Product Team
QRO	Quality Reliability Officer
QVL	Qualified Vendor List
RCCB	Regional Configuration Control Board
RE&D	Research, Engineering, and Development
RFO	Request For Offer
RMA	Reliability, Maintainability, and Availability
SB	Small Business
SDB	Small Disadvantage Business
SDVOSB	Service-Disabled Veteran Owned Small Business
SEDB	Socially and Economically Disadvantaged Businesses
SIC	Standard Industrial Classification
SIR	Screening Information Request
SSO	Source Selection Official
T&E	Test and Evaluation
TEMP	Test and Evaluation Master Plan
U.S.C.	United States Code

Appendix E: External Authorities

This table highlights selected government-wide laws, regulations, executive orders, and other directives that affect acquisition programs. In some instances, FAA-unique implementation of these authorities is outlined in the Acquisition Management System. In most cases, however, implementation is through means other than the Acquisition Management System. This table is not all inclusive. Full text of the authorities may be viewed from the following websites: http://www.archives.gov or http://uscode.house.gov

The appendix is divided into four parts as follows:

Part I - Statutes arranged alphabetically by title Part

II - Executive Orders arranged numerically

Part III - Regulations/Standards arranged alphabetically by title

Part IV - External Authorities applicable to Real Estate

A. Statutes arranged alphabetically by title
B. Executive Orders arranged numerically
C. Regulations/Standards arranged alphabetically by title

Appendix E: Part I - Statutes Revised 10/2014

Title	**Description Summary**	**Functional area affected**	**Promulgated by AMS:** **P=Policy, G=Guidance, C=Clause** ***=See Office of Chief Counsel**			
Administrative Procedures Act (5 USC 500 et seq)	Authorizes a duly qualified individual to represent a person before an agency.	All				*
Agreement on Civil Aircraft (19 USC 2513)	Exempts civil aircraft from Buy American Act.	Procurement				*
Air Commerce and Safety (49 USC 40121(c)(2)	Establishes legal authority for joint activities between DoD and FAA to improve or replenish the national air traffic control system.	Procurement		G		
Airport Improvement (AIP) Grants (49 USC 47101)	Establishes U.S. policy for airport development and improvement.	Agreements		G		
Air Traffic Management System Performance Improvement Act of 1996, P.L. 104-264 (49 USC 40121).	Administrator must consider terminating Facilities and Equipment acquisition program that exceeds 10% of cost or schedule baseline or fails to achieve 90% of performance goals. When cost or schedule breach is 50% or more, Administrator must terminate program, or make a written determination to continue program and send the determination to Congress.	All	P			

Air Transportation Security (49 USC 44903)	Authorizes the Administrator to prescribe regulations to protect passengers and property on an aircraft operating in air transportation or intrastate air transportation against an act of criminal violence or aircraft piracy.	Procurement		G		
Anti-Deficiency Act (31 USC 1341)	Prohibits expenditure in excess of funds available.	Procurement	P	G	C	
Anti-Kickback Act (41 USC 8701-8707)	Prohibits offering or accepting kickbacks; criminal penalties apply.	Ethics Procurement Real Estate			 C	*
Anti-Lobbying Act (31 USC 1352)	Prohibits use of Federal funds for lobbying.	Procurement				*
Assistance to Foreign Aviation Authorities (49 USC 40113(e)	Authorizes the Administrator to provide safety-related training and operational services to foreign aviation authorities with or without reimbursement, if the Administrator determines that providing such services promotes aviation safety.	Procurement		G		
Authority to Transfer an Interest in Surplus Property (49 USC 47151)	Authorizes a department, agency, or instrumentality of the executive branch of the U.S. Government or a wholly owned Government corporation to give a State, political subdivision of a State, or tax-supported organization any interest in property subject to sections 47152, Terms of Gifts and 47153, Waiving and Adding Terms, of this title.	Procurement		G		
Bayh-Dole Act (35 USC 200)	Provides policy regarding inventions made with Government assistance	Procurement				*
Bona fide Fiscal year need statutes (31 USC 1301)	Requires appropriations to be applied only to the objects for which the appropriations were made except as otherwise provided by law.	Budget Procurement			C	*
Bribery and Conflict of Interest Laws (18 USC	Prescribes fines and punishment for bribery of public officials and	All				*

201)	witnesses.					
Bribery and Conflict of Interest Laws (18 USC 208)	Prescribes acts and penalties affecting a personal financial interest.	All	P			
Buy American Act (41 USC 8301-8305)	Requires American manufactured materials and supplies for public use. (Also see Executive Order 10582)	Procurement	P	G	C	
Buy American (FAA) (49 USC 50101)	Mandates a preference for raw and manufactured American materials.	Procurement			C	*
Cargo Preference Act (46 USC 1241)	Mandates preference for shipping cargo on U.S. ships.	Procurement			C	
Caribbean Basin Economic Recovery Act (19 USC 2701)	Exempts certain Caribbean countries from Buy American provisions of 19 USC 2701.	Procurement		G		
Clean Air Act (42 USC 7401 et seq)	Encourages or otherwise promotes reasonable Federal, State, and local governmental actions, consistent with the provisions of this chapter, for pollution prevention.	Procurement Environment	P	G	C	
Clean Water Act (33 USC 1251 et seq)	Restores and maintains the chemical, physical, and biological integrity of the Nation's waters.	Procurement Environment	P	G	C	
Common Carrier Liability (49 USC 11707)	Specifies liability when property is delivered in violation of routing instructions.	Procurement				*
Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (P.L. 111-195)	Requires offerors to certify that they have not exported sensitive technology to Iran	Procurement		G	C	
Contract Work Hours and Safety Standards Act (40 USC 328)	Establishes a standard 8 hour workday and standard 40 hour workweek for laborers and mechanics, with compensation of not less than one and one-half times the basic rate of pay for work exceeding the standard workweek.	Procurement	P	G	C	
Convict Labor Act (18 USC 23-436)	Prohibits convicts from performing Government contracts. (Also see Executive Orders 11755 and 12943)	Procurement	P	G		

Cooperative Research and Development Agreements (15 USC 3710a)	Supports the full use of the results of the Nation's Federal investment in research and development. To this end the Federal Government must strive where appropriate to transfer Federally owned or originated technology to State and local governments and to the private sector.	Agreements		G		
Copeland Act (18 USC 874 and 40 USC 276c) a.k.a. Anti-Kickback Act	Makes it unlawful to induce any person, employed in the construction or repair of public buildings or public works financed in whole or in part by the U.S., to give up any part of the compensation to which they are entitled.	Procurement	P	G	C	
Davis Bacon Act (40 USC 276a)	Requires construction contractors to pay prevailing wages for laborers and mechanics.	Procurement	P	G	C	
Department of Transportation, General Duties and Powers (49 USC 322(c))	Provides general authority for FAA to enter into reimbursable agreements with other agencies and for cooperative agreements to use the services, records, and facilities of State, territorial, municipal and other agencies. However, 49 USC 106 (l) and (m) provides broader authority and should be cited in place of Section 322(c) for FAA agreements.	Agreements		G		
Disclosure of Confidential Information (18 USC 1905)	Prohibits the disclosure of confidential information by public officials, i.e. trade secrets.	Ethics Procurement	P	G		
Drug Free Workplace (41 USC 8101-8106)	Prohibits award of contracts to entities who have not certified that it is a drug free workplace. AMS does not reference 41 USC 8101-8106. However it is FAA policy to only award contracts to entities who have certified a drug free workplace.	Procurement	P	G	C	

Economy Act (31 USC 1535)	Authorizes the head of an agency or major organizational unit within to place an order with a major organizational unit within the same agency or another agency for goods or services under conditions specified in the statute.	Procurement		G		
Energy Policy and Conservation Act (42 USC 6361(a)(1))	Requires agencies to develop mandatory standards for energy conservation and energy efficiency to govern the procurement policies and decisions of the Federal Government and all Federal agencies and to cause such standards to be implemented.	Procurement Environment	P	G		
Explosive Detection (49 USC 44913)	Governs the deployment and purchase of explosive detection equipment under 14 USC 108.7(b)(8) or 108.20 when the FAA Administrator certifies	Procurement		G		
	that the equipment alone, or as part of an integrated system, can detect under realistic air carrier operating conditions the amounts, configurations, and types of explosive material that would likely be used to cause catastrophic damage to commercial aircraft.					
False Claims Act (31 USC 3729)	Specifies civil penalties for false claims against the U.S.	All		G		*
Fastener Quality Act - June 8, 1999 (15 USC 5402)	Requires fasteners (i.e. bolts, nuts, screws) to be manufactured in accordance with a fastener quality assurance system; or manufactured to a proprietary standard, such as ISO 9000, QS9000, VDA6.1, or AS9000.	Procurement	P			
Federal Aviation Administration (49 USC 106)	Authorizes the Administrator to enter into and perform such contracts, leases, cooperative agreements, or other transactions as may be necessary to carry out the	Procurement	P	G		

	functions of the Administrator and the Administration.					
Federal Claims Collection (31 USC 3711)	Establishes provisions for collecting claims of the U.S. for money or property arising out of the activities of, or referred to the agency.	Procurement				*
Federal Excise Taxes (26 USC 4041)	Imposes tax on diesel fuel in certain cases.	Procurement	P	G		
Federal Facilities Compliance Act	Mixed Waste is regulated as hazardous and radioactive waste under the Resource Conservation and Recovery Act (RCRA) and the Atomic Energy Act (AEA), respectively.	Environment				*
Federal Prison Industries (18 USC 4121)	Prescribes requirement for purchases from Federal Prison facilities.	Procurement	P	G	C	
Federal Workforce Restructuring Act of 1994 - P.L. 103-226 (5 USC 5597)	To provide temporary authority to Government agencies relating to voluntary separation, incentive payments, and for other purposes and limitation on procurement of Service Contracts with involuntarily separated employees.	Procurement	P	G	C	
Freedom of Information Act (FOIA) as amended (5 USC 552)	Regulates the release of public information; agency rules, opinions, orders, records, and proceedings.	All	P	G		*
General Facilities and Personnel Authority (49 USC 44502)	Provides general authority to the Administrator of the Federal Aviation Administration to acquire, establish, improve, operate, and maintain air navigation facilities; and provide facilities and personnel to regulate and protect air traffic.	Procurement Real Estate	P	G		
Gift and Bequests (49 USC 326)	Authorizes the Administrator to accept any conditional or unconditional gift or donation of money or property, real or personal, or of services for the FAA	All		G		

Government Performance and Results Act of 1993 (31 USC 1101, 1115-1119)	Requires performance indicators and measurement.	Metrics Baseline Management	P			
Indian Incentive Program (25 USC 1544)	A contractor of a Federal agency under any Act of Congress may be allowed an additional amount of compensation equal to 5 percent of the amount paid, or to be paid, to a subcontractor or supplier, in carrying out the contract if such subcontractor or supplier is an Indian organization or Indian-owned economic enterprise as defined in this chapter.	Procurement	P	G	C	
Interest of Member of Congress (41USC 6306)	Prohibits member of or delegate to Congress from sharing in benefit from contract or grant	Procurement			C	*
International Airport Facilities, Administrative (49 USC 47305)	Authorizes the Secretary of Transportation to consolidate, operate, protect, maintain, and improve airport property and airway property (except meteorological facilities).	Procurement		G		
International Airport Facilities, Definitions (49 USC 47301)	Provides definitions pertaining to International Airport Facilities.	Procurement		G		
International Air Transportation Fair Competitive Practices Act of 1974 (49 USC 40118 (5))	Requires that all Federal agencies and Government contractors and subcontractors use U.S.- flag air carriers for U.S. Government-financed international air transportation of personnel (and their personal effects) or property, to the extent that service by those carriers is available. (Also known as the Fly America Act)	Procurement			C	
Iran Sanctions Act of 1996 (50 USC 1701 note)	Requires offerors to certify they have not been involved in sanctioned activities with the Government of Iran	Procurement		G	C	
Iran Threat Reduction and Syria Human Rights Act of 2012 (P.L. 112-158)	Expands sanctions relating to the energy sector of Iran and sanctions with respect to Iran's Revolutionary Guard Corps	Procurement		G	C	
James Zadroga 9/11 Health and	Imposes on any foreign person that receives a specified Federal	Procurement		G	C	

Compensation Act of 2010 (P.L. 111-347)	procurement payment a tax of 2% of each payment. Stipulates that foreign contractors are not to be reimbursed for this tax.					
Javits-Wagner-O'Day Act (41 USC 8501-8506)	Established the Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped.	Procurement	P	G		
Judicial Review (49 USC 46110)	Prescribes judicial review process for a person disclosing a substantial interest in an order issued by the Secretary of Transportation (or the Administrator of the Federal Aviation Administration with respect to aviation safety duties and powers designated to be carried out by the Administrator) under this part.	Procurement	P		C	
Miller Act (40 USC 270a-270f)	Requires construction contractors to provide performance and payment bonds that are greater than $25,000 but not greater than $100,000.	Procurement	P	G	C	
National Earthquake Hazards Reduction Act of 1977 (P.L. 95-124), Amended 1990 (P.L. 101-614) (42 USC 7701 et seq.)	Requires Agencies to adopt standards for assessing and enhancing the seismic safety of buildings designed for, or constructed by, or leased by the Federal Government.	All	P			
North American Free Trade Agreement (NAFTA) P.L. 103- 182 (19 USC 3311)	Canada/Mexico exception from Buy American Act if purchase is over $25,000.	Procurement			C	
National Energy Conservation Policy Act (42 USC 6201)	Requires energy and water conservation measures for federal buildings, facilities, or space	Environment	P			
National Environmental Policy Act (42 USC 6201)	Requires environmental assessment or environmental impact statement for proposed Federal actions	Environment	P	G		
Paperwork Reduction Act (44 USC 3501)	Requires Federal agencies to become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes resulting from the collection of information by or for the Federal Government.	All	P			

Privacy Act (5 USC 552a)	Establishes procedures for records maintained on individuals to ensure that certain information is secured.	Ethics Procurement	P	G	C	
Procurement Integrity Act (41USC 2101-2107)	Prohibits unauthorized release of source selection or other proprietary data.	Procurement	P	G	C	
Project Grant Authority (49 USC 47104)	Authorizes the Secretary of Transportation to make project grants from the Airport and Airway Trust Fund to maintain a safe and efficient nationwide system of public-use airports that meets the present and future needs of civil aeronautics.	Procurement		G		
Public Law 85-804 (50 USC 1431-1434)	Empowers the President to authorize agencies exercising functions in connection with the national defense to enter into, amend, and modify contracts, without regard to other provisions of law related to making, performing, amending, or modifying contracts, whenever the President considers that such action would facilitate the national defense, to exercise the authority conferred by the Act and to delegate it to other officials within the agency. (Also see E.O. 10789)	Procurement	P	G	C	
Randolph-Sheppard Vending Facility Act (20 USC 107)	Provides for blind persons licensed under the provisions of this chapter authorization to operate vending facilities on any Federal property.	Procurement	P	G		
Rehabilitation Act of 1973 - Section 508 (29 USC 794d)	Requires information technology purchases to be accessible to people with disabilities.	Procurement	P	G	C	
Rehabilitation Act (29 USC 793)	Requires affirmative action to employ and advance in employment qualified individuals with disabilities.	Procurement	P	G		*
Research and Development (49 USC 44912)	Requires the FAA Administrator to establish and carry out a program to accelerate and expand the research, development, and implementation of technologies and procedures to counteract terrorist acts against civil aviation.	Procurement		G		
Resource Conservation and Recovery Act (42 USC 6901)	Prescribes policies and procedures for acquiring Environmental Protection Agency-designated	Procurement Environment	P	G	C	

	products through affirmative procurement programs.					
Robert T Stafford Disaster Relief and Emergency Assistance Act (42 USC 5150)	Provides for a preference for local organizations, firms, or activities when contracting for major disaster or emergency assistance activities	Procurement	P	G	C	
Service Contract Act (41 USC 6701-6707)	Provides for minimum wages and fringe benefits as well as other conditions of work under certain types of service contracts. Whether or not the Act applies to a specific service contract will be determined by the definitions and exceptions given in the Act, or implementing regulations.	Procurement	P	G	C	
Service-Disabled Veteran Owned Small Business Program (13 CFR,121,125&134)	Provides for competitive and non-competitive set- asides for Service Disabled Veteran Owned Small Businesses.	Procurement	P	G	C	
Systems, Procedures,	Requires the FAA Administrator to develop,	Procurement		G		
Facilities, and Devices (49 USC 44505)	alter, test, and evaluate systems, procedures, facilities, and devices, and define their performance characteristics, to meet the needs for safe and efficient navigation and traffic control of civil and military aviation, except for needs of the armed forces; and to select systems, procedures, facilities, and devices that will best serve those needs and promote maximum coordination of air traffic control and air defense systems.					
Terms of Gifts (49 USC 47152)	Specifies the terms applicable to a gift of an interest in surplus property.	Procurement		G		
Training Schools (49 USC 40108)	Authorizes the FAA Administrator to operate schools to train officers and employees of the Administration to carry out duties, powers, and activities of the Administrator.	Procurement		G		
Vietnam Era Veterans Readjustment Act (38 USC 2012)	Requires contractors and subcontractors, when entering contracts subject to the Act, to list	Procurement		G		*

	all suitable employment openings with the appropriate local employment service office and take affirmative action to employ, and advance in employment, qualified special disabled veterans and veterans of the Vietnam Era without discrimination based on their disability or Veteran's status. (Also see Executive Order 11701)					
Waiving and Adding Terms (49 USC 47153)	Authorizes the Secretary of Transportation to waive, without charge, a term of a gift of an interest in property under this subchapter.	Procurement		G		
Walsh Healey Public Contracts Act (41 USC 6501-6511)	Provides conditions for the purchase of supplies and the making of contracts by the United States, and for other purposes.	Procurement	P	G		
Wendell H. Ford Aviation Investment & Reform Act for the 21st Century (49 USC 40110(d)(3))	Subjects the FAA to the Procurement Integrity Act (41 USC 2101-2107), except that sections 2101, Definitions, and 2106, Reporting information believed to constitute evidence of offense, must not apply.	Procurement		G		

END OF PART I

Appendix E: Part II - Executive Orders Revised 4/2017

Title	Description Summary	Functional area affected	Promulgated by AMS: P=Policy, G=Guidance, C=Clause *= See Office of Chief Counsel			
Executive Order 10582, Prescribing Uniform Procedures for Certain Determinations Under the Buy-American Act (Dec 17, 1954	Requires the Government to give preference to domestic end products. (See Buy American Act.) Amended by E.O.'s 10761, 11051, 12148, and 12608. (Also see E.O. 12148)	Procurement		G	C	
Executive Order 10789, Authorizing agencies of the Government to exercise certain contracting authority in connection with national-defense functions and prescribing regulations governing the exercise of such authority	Authorizes non-DoD agencies of the Government to exercise certain contracting authority in connection with national-defense functions and to prescribe regulations governing the exercise of such authority. Amended by: EO 11051, September 27, 1962; EO 11382, November 28, 1967; EO 11610, July 22, 1971; EO 12148, July 20, 1979; EO 12919, June 3, 1994; EO 13232, October 20, 2001; EO 13286, February 28, 2003	Procurement	P	G	C	
Executive Order 11141, Equal Employment Opportunity, (February 12, 1964)	Prescribes policies and procedures pertaining to nondiscrimination in employment by contractors and subcontractors	Procurement	P	G	C	
Executive Order 11701, Employment of veterans by Federal agencies and Government contractors and subcontractors (Jan. 24, 1973)	Requires each department and agency of the executive branch of the Federal Government list suitable employment openings with the appropriate office of State Employment Service or the United States Employment Service and extends the program to Government contractors and	Procurement		G		

	subcontractors. (Also 38 USC 2012)					
Executive Order 11912, Delegation of Authorities Relating to Energy Policy and Conservation (April 13, 1976)	Amended by: EO 12003, July 20, 1977; EO 12038, February 3, 1978; EO 12148, July 20, 1979; EO 12375, August 4, 1982. Superseded or revoked in part by E.O. 12919, National Defense Industrial Resources Preparedness.(Also see E.O. 12919)	Procurement Environment	P			
Executive Order 12038, Relating to Certain Functions Transferred to the Secretary of Energy by the Department of Energy Organization Act (February 3, 1978)	Relates to certain functions transferred to the Secretary of Energy by the Department of Energy Organization Act. Amended by: EO 12156, September 10, 1979 and by EO 12287 - Decontrol of crude oil and refined petroleum products. (Also see E.O.12287)	Procurement Environment	P			
Executive Order 12591, Facilitating Access to Science and Technology (April 10, 1987)	Amended by E.O. 12618. Authorizes the FAA to apply the policies of the Bayh-Dole Act (inventions made with Government Assistance) to all participants in cooperative agreements. (Also see E.O. 12618)	Agreements		G		
Executive Order 12600, Predisclosure Notification Procedures for Confidential Commercial Information (June 23, 1987)	Describes predisclosure notification procedures for confidential commercial information requested under the Freedom of Information Act (FOIA)	All	P	G		
Executive Order 12618, Uniform Treatment of Federally Funded Inventions (December 22, 1987)	Amended E.O. 12591.	Procurement				
Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction	Requires Federal agencies to follow national and local seismic building codes, whichever provides the greatest margin of safety, when constructing new buildings or modifying existing	All				

	buildings. Amended by: EO 13286, February 28, 2003					
Executive Order 12829, National Industrial Security Program, (January 6, 1993) Amended by E.O. 12885	Requires a National Industry Security Program Operating Manual. Amended by E.O. 12885 December 14, 1993 to extend the time to issue the National Industrial Security Program operating manual. (Also see E.O. 12885)	Procurement	P	G		
Executive Order 12919, National Defense Industrial Resources Preparedness (June 3, 1994)	Delegates authority and addresses national defense industrial resource policies and programs under the Defense Production Act of 1950. Amended by: EO 13286, February 28, 2003. Supersedes or revokes E.O. 11912 in part. (Also see E.O. 11912)Revoked in part by: EO 13456, January 23, 2008.	Procurement				
Executive Order 12928, Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions, (Sep 16, 1994)	Establishes policy that all department and agency heads and all Federal employees involved in the procurement of any and all goods and services must assist SDBs, HBCUs, and MIs, as applicable, to develop viable, self-sustaining, businesses capable of competing on an equal basis in the mainstream of the American economy.	Procurement MPPG reporting		G		
Executive Order, 13360 Providing Opportunities for Service-Disabled Veteran Businesses To Increase Their Federal Contracting and Subcontracting, (October 20, 2004)	Establishes policy that all heads of agencies must provide the opportunity for service-disabled veteran businesses to significantly increase the Federal contracting and subcontracting of such businesses.	Procurement		G		
Executive Order 12941, Seismic Safety of Existing Federally Owned or Leased Buildings (December 1, 1994)	Requires Federal Agencies to follow the standards developed, issued and maintained by the Interagency Committee for Seismic Safety in Construction (ICSSC).	All	P			

Executive Order 12968, Access to Classified Information (August 2, 1995)	Establishes a uniform Federal personnel security program for employees who will be considered for initial or continued access to classified information. Amended by: EO 13467, June 30, 2008	Procurement Security	P	G	C	
Executive Order 13043, Increasing Seat Belt Use in the U.S. (April 16, 1997)	Requires seat belt use by Federal employees while on official business and motor vehicle occupants in National Park and Dept. of Defense installations. Encourages Federal contractors, subcontractors, and grantees to adopt and enforce on-the-job seat belt use policies and programs.	Procurement	P		C	
Executive Order 13142, Amendment to E.O. 12958– Classified National Security Information (Nov. 19, 1999)	Amended sections 3.4(a), 5.2(a)(b), 5.3(b)(4) of E.O. 12958. (Also see E.O. 12958)	Procurement Security				*
Executive Order 13170, Increasing Opportunities and Access for Disadvantaged Businesses (Oct 6, 2000)	Establishes additional incentives for outreach and goal setting to increase opportunities and access for disadvantaged businesses.	Procurement				*
Executive Order 13221, Energy Efficient Standby Power Devices (July 31, 2001)	Encourages energy conservation by requiring the Government to purchase COTS products that use no more than one watt in their external or internal standby power devices or functions.	Procurement				*
Executive Order 13502, Use of Project Labor Agreements for Federal Construction Projects, (February 6, 2009)	Promotes the efficient administration and completion of Federal construction projects Revokes: EO 13202, February 17, 2001; EO 13208, April 6, 2001	Procurement Real Estate		G	C	*
Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (October 1, 2009)	Encourages contractors and subcontractors to adopt and enforce policies banning text messaging while driving company- owned or Government-owned vehicles, or privately-owned vehicles when on official government business or performing any work on behalf of	Procurement			C	

	the Government.					
Executive Order 13627, Strengthening Protections Against Trafficking in Persons in Federal Contracts (September 25, 2012)	Creates a stronger framework to eliminate trafficking in persons from Federal contracts.	All	P	G	C	
Executive Order 13693, Planning for Federal Sustainability in the Next Decade (March 25, 2015)	To maintain Federal leadership in sustainability and greenhouse gas emission reductions. Revokes EO 13423 and 13514.	All	P	G	C	

END OF PART II

Appendix E: Part III - Regulations/Standards Revised 4/2017

Title	Description Summary	Functional area affected	Promulgated by AMS: P=Policy, G=Guidance, C=Clause *=See Office of Chief Counsel			
Cost Accounting Standards (CAS) (48 CFR 9903.101)	Uniform standards for government contractor's accounting for and reimbursement of costs. Within the FAA Cost Accounting Standards (CAS) do not apply to contracts for commercial items. Full or modified CAS coverage may be applied to cost type contracts only.	Procurement	P	G	C	
Department of Transportation Policy for Seismic Safety of New and Existing DOT Owned or Leased Buildings (DOT SS-98-01)	Requires each DOT Operating Administration to ensure that new DOT owned buildings and additions and new buildings leased for DOT occupancy, are designed and constructed to comply with appropriate seismic design and construction standards. Additionally, each Operating Administration is required to mitigate unacceptable earthquake risks in existing buildings via a long-term risk mitigation program.	All	P			
Export Administration Regulations (EAR), 15 CFR Parts 730 through 774	U.S. Department of Commerce regulations for the export and re-export of most commercial items, services or documentation.	All	P	G	C	
Federal Management Regulations (formerly Federal Property Management)	Regulations used by GSA and other executive agency officials to regulate, and prescribe policies, procedures, and delegations of authority pertaining to the management of property, inventory, and disposal.	Real Property	P			
Federal Standard 313, Material	Establishes requirements for the preparation and submission of	Procurement				

Safety Data, Transportation Data and Disposal Data for hazardous materials furnished to Government activities.(March 1, 1988)	Material Safety Data Sheets by contractors who provide hazardous materials to government activities.	Environment				
FEMA 74, Reducing the Risk of Nonstructural Earthquake Damage, (Sep. 1994)	Provides Interagency Committee for Seismic Safety in Construction (ICSSC) requirements for equipment and other building system installation, risk mitigation and guidance on prioritizing projects.	All	P			
FEMA 310, Handbook for the Seismic Evaluation of Buildings: A Pre-Standard, (January 1998)	Provides requirements for identification of unacceptable seismic risks in existing buildings and equipment installations.	All	P			
FEMA 356, NEHRP. Pre-Standard and Commentary for the Seismic Rehabilitation of Buildings, (November 2000)	Provides requirements for mitigation of unacceptable seismic risks in existing buildings and equipment installations.	All	P			
FEMA 368/369, 2000 NEHRP Provision for Seismic Regulations for New Buildings and Other Structures, Parts 1 and 2, 2001.	Provides Interagency Committee for Seismic Safety in Construction (ICSSC) requirements for the construction of new buildings as well as design and installation of new equipment for installation in any new or existing building.	All	P			
International Building Code (IBC) (2000/2003)	Establishes the current international building code in effect for all new construction of Federal buildings.	All	P			
International Traffic in Arms Regulations	Department of State regulations that control the export and import of defense-related articles, services		P	G	C	

(ITAR), 22 CFR Parts 120 through 130	and documents on the United States Munitions List (USML)					
Local Seismic Building codes (depends on location of project or installation site)	Requires use of local seismic building codes if they require a greater margin of safety than international or national building codes.	All	P			
NIST RP-6, standards for Seismic Safety for Existing Federally Owned or Leased Buildings, (January 2002)	Provides requirements for leasing and acquisition of existing buildings.	All	P			
Occupational Safety and Health Administration Regulations (29 CFR 1910.38)	Requires a written plan for emergency situations for each workplace where there is a possibility of an emergency. Appropriate portions of the plan must be implemented in the event of an emergency.	All	P	G	C	
OMB Circular A-76, Performance of Commercial Activities - (Aug. 4, 1983; Revised 1999)	Establishes Federal Policy regarding the performance of commercial activities. FAA's policy is to follow the guidance of this circular to the extent such standards are consistent with the FAA's Acquisition Management System and the Administrator's authority to implement "such terms or conditions as the Administrator may deem appropriate."	Investment Analysis Procurement	P	G		*
OMB Guidance "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" dated December 26, 2013 (2 CFR Part 200)	To more effectively focus Federal resources on improving performance and outcomes while ensuring the financial integrity of taxpayer dollars in partnership with non-Federal stakeholders. Supersedes OMB Circulars A-21, A-87, A-102, A-110, and A-121.	Procurement		G		*
Patent and Copyright Laws	Establishes prohibitions regarding Patent and Copyright infringement.	Procurement	P	G	C	

Protests and Contract Disputes; 14 CFR, Parts 14 & 17.	Prescribes procedures for protests and contract disputes.	All	P		C	
Standards of Conduct for Employees of the Executive Branch (5 CFR 2635)	Prohibits conflicts of interest	All	P	G	C	

END OF PART III

Appendix E: Part IV - External Authorities applicable to Real Estate Revised 4/2017

Part IV A: Statutes

Title	**Description Summary**	**Functional area affected**	**Promulgated by AMS:** **P=Policy, G=Guidance, C=Clause** ***=See Office of Chief Counsel**			
Act of December 10, 1941 (40 USC 291)	Requires Federal agencies to admit seeing-eye dogs or other guide dogs accompanied by their blind masters to any building or other property owned or controlled by the United States.	Real Estate	P			
Administrative Procedures Act (5 USC 500 se seq)	Authorizes a duly qualified individual to represent a person before an agency.	All				*
Anti-Kickback Act(41 USC 8701-8707)	Prohibits offering or accepting kickbacks; criminal penalties apply.	Ethics Procurement Real Estate			C	*
Architectural Barriers Act of 1968 (42 USC 4151-4157)	Requires facilities be provided to ensure ready access for disabled persons to public buildings and certain interior spaces.	Real Estate	P	G	C	
Assignment of Claims (31 USC 3727, 41 USC 6305)	Authorizes the lessor to assign his rights to be paid under a lease agreement	Real Estate			C	
Bribery and Conflict of Interest Laws (18 USC 201)	Prescribes fines and punishment for bribery of public officials and witnesses.	All				*
Bribery and Conflict of Interest Laws (18 USC 208)	Prescribes acts and penalties affecting a personal financial interest.	All	P			
Child Care Services for Federal Employees in Federal Buildings	Provides Federal agencies with the authority to allot space in Federal buildings to individuals or entities that will provide child care services to Federal employees.	Real Estate	P			

Clean Air Act of 1963 (42 USC 7401)	Requires the utilization in Federal air control programs of all available and appropriate facilities and resources within the Federal Government for the prevention and abatement of air pollution.	Real Estate	P			
Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) (42 USC 9601)	Provides for liability, compensation, cleanup and emergency response for hazardous substances released into the environment, and the cleanup of hazardous waste disposal sites.	Real Estate	P			
Energy Independence and Security Act of 2007 (Pub. L. 110-140)	Amends portions of the National Energy Conservation Policy Act (42 USC 8253(a)(1) and adopts the energy intensity reduction goals of Executive Order 13423 beginning in year 2008. Provides for enhanced building standards, lighting, and water and energy usage goals.	Real Estate Procurement	P			
Energy Policy Act (EPAct) of 2005	Provides for increased energy and water efficiency.	Real Estate	P			
Energy Policy Act of 1992 (Pub. L. 102-486, 106 Stat. 2776)	Provides for increased energy efficiency. Superseded, in part, by the EPAct of 2005.	Real Estate Procurement	P			
False Claims Act(31 USC 3729)	Specifies civil penalties for false claims against the U.S.	All		G		*
Federal Aviation Authorization Act of 1996 (49 USC 106)	The Administrator is authorized to enter into and perform such contracts, leases, cooperative agreements, or other transactions.	Real Estate	P	G		
Federal Water Pollution Control Act (33 USC 1251)	Requires that all agencies comply with all Federal, State, interstate, and local requirements, respecting the control and abatement of water pollution.	Real Estate	P			
Federal Property and Administrative Services Act of 1949, as amended (40 USC 471)	This act establishes the Federal Building Fund and provides the Administrator of General Services Administration with an important source of real property related authority. FAA is not required to follow Title II of this act.	Real Estate	P	G		
Federal Water Pollution Control Act (33 USC 1251)	Requires that all agencies of the executive, legislative, and judicial branches of the Federal Government must comply with all	Real Estate	P			

	Federal, State, interstate, and local requirements respecting the control and abatement of water pollution.					
Freedom of Information Act of 1986 (5 USC 552)	Regulates the release of public information; agency rules, opinions, orders, records, and proceedings.	All	P	G	C	
General Procurement Authority (49 USC 40110)	The Administrator may acquire services or, by condemnation or otherwise, and interest in property, and may dispose of an interest in property.	Real Estate	P	G		
General Facilities and Personnel Authority (49 USC 44502)	Provides general authority to the Administrator of the Federal Aviation Administration to acquire, establish, improve, operate, and maintain air navigation facilities; and provide facilities and personnel to regulate and protect air traffic.	Procurement Real Estate	P	G		
Gift and Bequests (49 USC 326)	Authorizes the Administrator to accept any conditional or unconditional gift or donation of money or property, real or personal, or of services for the FAA.	All		G		
National Earthquake Hazards Reduction Act of 1977 (P.L. 95-124), Amended 1990 (P.L. 101-614) (42 USC 7701 et seq.)	Requires Agencies to adopt standards for assessing and enhancing the seismic safety of buildings designed for, or constructed by, or leased by the Federal Government.	Real Estate	P			
Paperwork Reduction Act (44 U.S.C. 3501)	Requires Federal Agencies to become more responsible and publicly accountable for reducing the burden of Federal paperwork on the public, and for other purposes resulting from the collection of information by or for the Federal Government.	All	P			
Public Buildings Act of 1959, as amended (40 USC 601-619)	This act establishes a prospectus threshold, applicable to all federal agencies. Also the Administrator of GSA has authority to construct, acquire, and alter public buildings.	Real Estate	P			
Public Buildings Cooperative Use Act of 1976 (40 USC 601a, 612a.) National	Requires the Administrator of GSA to acquire and utilize space in suitable buildings of historic, architectural, or cultural significance.	Real Estate	P			

Environmental Policy Act of 1969 (42 USC 4321)	Requires consideration of environmental factors in the decision-making process for major Federal actions.	Real Estate	P			
National Historic Preservation Act (16 USC 470)	Requires Federal agencies to take into account the effect of any Federal undertaking on any property in or eligible for listing in the National Register of Historic Places.	Real Estate	P			
Occupational Safety and Health Act of 1970, amended (29 USC 653)	Requires Federal agencies to provide safe and healthful places and conditions of employment.	Real Estate	P	G	C	
Quarters and facilities; employees in the United States (5 USC 5911)	Agency may provide quarters and facilities for employees when conditions warrant.	Real Estate	P			
Randolph-Sheppard Vending Facility Act, amended (20 U.S.C. 107 - 107f)	Provides for blind persons licensed under the provisions of this chapter authorization to operate vending facilities on any Federal property.	Procurement Real Estate	P P	G G		
Rehabilitation Act of 1973, amended (Pub. L. 93-112, 387 Stat. 355)	Requires Federal agencies to ensure compliance with standards set by GSA, DOD and HUD pursuant to the Architectural Barriers Act of 1968.	Real Estate	P	G		
Rural Development Act of 1972 (Pub. L. 92-419, 86 Stat. 657)	Provides for improving the economy and living conditions in rural America. FAA must give first consideration to rural areas when locating new space, land, and other facilities	Real Estate	P	G	C	
Stewart B. McKinney Homeless Assistance Act (42 USC 11411-11412)	Requires Federal agencies to make available surplus real property to homeless organizations.	Real Estate	P			
Superfund Amendments and Reauthorization Act of 1986, amended (42 USC 9601- 9675)	Extends and amends CERCLA.					*
Service, supplies, and facilities at	Agency may provide when necessary, services, supplies, and	Real Estate	P			

remote places (49 USC 331)	facilities at remote places.					
Title 49, USC, Section 1159 (a) and (c)	Airport property and airway property in territory (including Alaska) outside the continental limits of the United States.	Real Estate	P			
Uniform Relocation Assistance and Real Property Acquisition (42 USC 4651-4655)	Requires Federal agencies to treat all property owners and other affected persons in a fair and equitable manner, and to provide relocation services and benefits to persons displaced by Federal agency's acquisition of their real property.	Real Estate	P	G		

Part IV B: Executive Orders

Title	**Description Summary**	**Functional area affected**	**Promulgated by AMS:** **P=Policy, G=Guidance, C=Clause** ***=See Office of Chief Counsel**			
Executive Order 11508, Providing for the Identification of Unneeded Federal Real Property (Feb. 12, 1970)	Establishes a uniform policy for Executive branch concerning the identification of excess real property holdings.	Real Estate	P			
Executive Order 11593, Protection and Enhancement of the Cultural Environment (May 13, 1971)	Requires Federal Agencies to direct their policies, plans and programs that federally owned sites, and structures are preserved, restored and maintained.	Real Estate	P			
Executive Order 11738, Providing for Administration of the Clean Federal Water Pollution Control Act with respects to Federal Contracts, Grants, or Loans (Sept. 12, 1973)	Requires Federal agencies having authority to enter into contracts to conduct its acquisitions that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act.	Real Estate	P			

Executive Order 11988, Floodplain Management (May 24, 1977)	Requires that agencies take action to reduce the risk of flood loss and to restore and preserve the natural and beneficial values served by floodplains for acquiring, managing and disposing of Federal lands and facilities.	Real Estate	P			
Executive Order 11990, Protection of Wetlands (May 24, 1977)	Requires that agencies take action to minimize the destruction, loss or degradation of wetlands, and to preserve and enhance the natural and beneficial values of wetlands for acquiring, managing, and disposing of Federal lands and facilities.	Real Estate	P			
Executive Order 12003, Relating to Energy Policy and Conservation (July 20, 1977)	Requires buildings constructed for Government lease to meet certain energy consumption design specifications.	Real Estate	P			
Executive Order 12088, Federal Compliance with Pollution Control Standards (October 13, 1978)	Requires agencies ensure action is taken to prevent, control, and abate environmental pollution with respect to Federal facilities and activities. Revoked, in part, by EO 13423.	Real Estate	P			
Executive Order 12196, Occupational Safety and Health Programs	Requires Federal agencies to establish and maintain occupational safety and health programs for Federal employees.	Real Estate	P			
Executive Order 12512, Federal Real Property Management (April 29, 1985)	Authorizes the GSA administrator to provide Government wide policy oversight and guidance for Federal real property management.	Real Estate	P			
Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction (January 5, 1990)	Requires agencies responsible for the design and construction of each new Federal building and/or the construction and lease of new buildings for Federal use to ensure the building is designed and constructed in accord with appropriate seismic design and construction standards. Amended by: EO 13286, February 28, 2003	All	P			
Executive Order 12941, Seismic Safety of Existing Federally Owned and Leased Buildings	Requires agencies to meet substantial life safety standards for seismic.	Real Estate	P			

(December 1994)						
Executive Order 13202, Preservation of Open Communication and Government Neutrality towards Government Contractors (Feb. 17, 2001)	Promotes the economical, non-discriminatory, and efficient administration and completion of Federal and Federally funded or assisted construction projects. (Also see E.O. 13208)	Procurement Real Estate				*
Executive Order 13208, Assisted Construction Projects (April 6, 2001)	Amends E.O. 13202. Added a new section to permit the Head of an Executive Agency to exempt a particular project from the requirements of any or all provisions of Sections 1 and 3 of E.O. 13202. (Also see E.O. 13202)	Procurement Real Estate				*
Executive Order 13327, Federal Real Property Asset Management (Feb. 4, 2004)	To improve the overall management of Federal real property assets on a Government-wide level. Amended by E.O. 13423.	Real Estate	P			
Executive Order 13693, Planning for Federal Sustainability in the Next Decade (March 25, 2015))	To maintain Federal leadership in sustainability and greenhouse gas emission reductions.. Note: Related and previously revoked Executive Orders include: 11507,11752, 12856, 12873, 12902, 13423, and 13514.	All	P	G	C	

Part IV C: Regulations/Standards

Title	**Description Summary**	**Functional area affected**	**Promulgated by AMS:** **P=Policy, G=Guidance, C=Clause** ***=See Office of Chief Counsel**			
Department of Transportation Policy for Seismic Safety of New and Existing DOT Owned or Leased Buildings (DOT SS-98-01)	Requires each DOT Operating Administration to ensure that new DOT owned buildings and additions and new buildings leased for DOT occupancy, are designed and constructed to comply with appropriate seismic design and construction standards. Additionally, each Operating Administration is required to mitigate unacceptable	All	P			

	earthquake risks in existing buildings via a long-term risk mitigation program.					
Federal Management Regulations (formerly Federal Property Management)	Prescribes regulations, policies, procedures and delegations of authority pertaining to the management of property, inventory, and disposal when FAA leases real property through GSA. Serves as guidelines for FAA direct lease actions.	Real Estate	P	G		
FEMA 74, Reducing the Risk of Nonstructural Earthquake Damage, (Sep. 1994)	Provides Interagency Committee for Seismic Safety in Construction (ICSSC) requirements for equipment and other building system installation, risk mitigation and guidance on prioritizing projects.	All	P			
FEMA 310, Handbook for the Seismic Evaluation of Buildings: A Pre-Standard, (January 1998)	Provides requirements for identification of unacceptable seismic risks in existing buildings and equipment installations.	All	P			
FEMA 356, NEHRP. Pre-Standard and Commentary for the Seismic Rehabilitation of Buildings, (November 2000)	Provides requirements for mitigation of unacceptable seismic risks in existing buildings and equipment installations.	All	P			
FEMA 368/369, 2000 NEHRP Provision for Seismic Regulations for New Buildings and Other Structures, Parts 1 and 2,2001.	Provides Interagency Committee for Seismic Safety in Construction (ICSSC) requirements for the construction of new buildings as well as design and installation of new equipment for installation in any new or existing building.	All	P			
International Building Code (IBC) (2000/2003)	Establishes the current international building code in effect for all new construction of Federal buildings.	All	P			
Local Seismic Building codes (depends on location of project or installation site)	Requires use of local seismic building codes if they require a greater margin of safety than international or national building codes.	All	P			
NIST RP-6, standards for Seismic Safety	Provides requirements for leasing and acquisition of existing buildings.	All	P			

for Existing Federally Owned or Leased Buildings, (January 2002)						
Occupational Safety and Health Administration Regulations (29 CFR 1910.38)	Requires a written plan for emergency situations for each workplace where there is a possibility of an emergency. Appropriate portions of the plan must be implemented in the event of an emergency.	All	P	G	C	
Protests and Contract Disputes; 14 CFR, Parts 14 & 17.	Prescribes procedures for protests and contract disputes.	All	P		C	
Standards of Conduct for Employees of the Executive Branch (5 CFR 2635)	Prohibits conflicts of interest	All	P	G	C	
Uniform Federal Accessibility Standards (UFAS) (41 CFR 101-19.6 App. A)	Prescribes handicapped accessibility regulations for Federally owned or leased building premises.	Real Estate	P	G	C	

End of Part IV