

## Acquisition Management Policy - (9/2021)

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### 3.13 Other Administrative Matters

#### 3.13.1 Applicability

3.13.1.1 Plain Language Added 7/2006

#### 3.13.2 Policy

3.13.2.1 AMS Contract Clauses and Provisions Revised 9/2020

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3.13.4 Contract Data Reporting

3.13.5 Congressional Notification of Contract Awards Revised 9/2020

3.13.6 Seat Belt Use by Contractor Employees

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### **3.13 Other Administrative Matters**

#### **3.13.1 Applicability**

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

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

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

#### **3.13.2 Policy**

##### **3.13.2.1 AMS Contract Clauses and Provisions Revised 9/2020**

AMS clauses and provisions used in screening information requests and contracts must be consistent with the procurement guidance and clause prescriptions, unless there is an approved rational basis for adopting a different approach.

For supplies, services and construction contracts, the Assistant Chief Counsel's office (Acquisition & Fiscal Law) and Chief of the Contracting Office (COCO) must approve in advance each rational basis determination regarding the use or tailoring of a mandatory clause or provision.

For real property contracts, Field Operations, Acquisitions and Real Property branch (Acquisition & Fiscal Law) counsel must approve, in advance, rational basis determinations regarding the use or tailoring of mandatory clauses or provisions. For determinations on mandatory clause use or tailoring that pose significant legal and/or financial risk to the FAA, the Assistant Chief Counsel's office (Acquisition & Fiscal Law), and the COCO must approve in advance each rational basis determination.

##### **3.13.2.2 Reserved**

##### **3.13.2.2.1 Reserved**

##### **3.13.2.2.2 Reserved**

#### **3.13.3 Reserved Revised 7/2013**

#### **3.13.4 Contract Data Reporting**

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

### **3.13.5 Congressional Notification of Contract Awards Revised 9/2020**

Through the Department of Transportation's Assistant Secretary for Governmental Affairs, the FAA will notify Congress of contract awards and contract modifications. For congressional notification thresholds, see Guidance T3.13.1.

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

The FAA will comply with the requirements of Executive Order 13043 entitled "Increasing Seat Belt Use in the U.S.".