



Federal Aviation Administration

Memorandum

Date: January 26, 2023
To: Jeff Baker, AAP-1 (A)
From: Josh Pepper, AFI-1
Subject: Support Contract Review Board Phase 1 Pilot Program

In 2021, the Office of Financial and Labor Analysis (ALA) conducted a study on the Support Contract Review Board (SCRB) processes, including its relation to the Acquisition Strategy Review Board (ASRB). ALA presented a number of recommendations focused on process, systems, and metrics. These recommendations included:

- eliminating SCRB Phase I,
- improving the hand-off of information between the ASRB and SCRB and better defining responsibilities, and
- making better use of automation in signature routing and package submission.

As a result of the ALA findings, the SCRB membership pursued and received a waiver to the SCRB Phase I process as a pilot for one year, from March 28, 2022, through March 27, 2023. The SCRB would like to extend the waiver by one year, from March 27, 2023, through March 28, 2024. This requires waiving specific highlighted sections of the following Acquisition Management System (AMS) procurement guidance:

AMS T3.2.1.4 - Chief Financial Officer Requirements (Revised 1/2008), A Chief Financial Officer Approvals and Other Requirements (Revised 1/2006), 1 Authorization for Procurement Request

i.(2).c) The SCRB process **has two phases. Phase I is a high-level examination of the funding, acquisition strategy, and schedule (approval of the Acquisition Strategy Review Board is required prior to the SCRB Phase I approval).** Phase II is a detailed examination of the planned procurement.

NOTE: The first two sentences referring to SCRB Phase I would be affected. Approval of the Acquisition Strategy Review Board will be required prior to the SCRB Phase II approval.

i.(2).d) Prior to the SCRB Phase I meeting, the following must be completed:

- i. Obtain the approval of the Acquisition Strategy Review Board (ASRB) and submit a complete approved form;**
- ii. Submit a completed CFO Approval Requirements – SCRB Phase I template that is approved by the requester and the head of the line of business. (The CFO Approval Requirements – SCRB Phase I template is located under “Procurement Templates”;**
- iii. Submit a complete set of briefing slides (The “CFO SCRB Phase I Presentation Template is located in FAST under Procurement Templates”).**

NOTE: The entirety of i.(2).d) would be affected.

In accordance with AMS 1.2.13, this memorandum requests approval from AAP-1 for a waiver to the sections of AMS procurement guidance described above for a period of one year, at which time the SCRB will review the results of the pilot. At the conclusion of our fact finding and analysis, if necessary, this office will seek Acquisition Executive Board (AEB) approval to make a permanent change to AMS procurement guidance.

Approved by:

Jeff Baker, AAP-1 (A)

Director, Acquisition Policy and Oversight