

[T1.13 - Metrics and Performance Management](#) Revised 2/2006

[A Metrics and Performance Management](#)

[1 General](#) Revised 7/2014

[2 Earned Value Management System](#) Revised 7/2014

[B Clauses](#)

[C Forms](#)

[T1.15 - Legal Coordination Guidance](#)

[A Legal Coordination Guidance](#)

[1 Introduction](#) Revised 9/2020

[2 Applicability](#)

[3 Definitions](#) Revised 1/2024

[4 Coordination Guidance](#) Revised 1/2024

[5 Representation](#)

[6 Exceptions and Waivers](#) Revised 1/2024

[B Clauses](#)

[C Procurement Forms](#) Added 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[T3.1.3 Fundamental Principles](#)

[A Fundamental Principles](#)

[1 Standards of Conduct for FAA Employees](#) Revised 9/2020

[2 Gifts and Bequests](#) Added 1/2022

[B Clauses](#)

[C Procurement Forms](#) Revised 1/2022

[D Procurement Samples](#) Added 1/2022

[E Procurement Templates](#) Added 1/2022

[F Procurement Tools and Resources](#) Added 1/2022

[T3.1.4 Delegations](#) Revised 7/2009

[A Authority, Delegation, and Unauthorized Commitments](#) Revised 1/2017

[1 Delegated Authority](#) Revised 10/2023

[2 COCO Responsibilities](#) Revised 10/2023

[3 1102/1170 Series Certification](#) Revised 9/2020

[4 Contracting Officer Certificates of Appointment/Warrants \(1102/1170 Series\)](#)

Revised 10/2023

[5 Procurement Authority Delegated to Other Qualified Individuals](#) Revised 1/2023

[6 Ratification of Unauthorized Commitments](#) Revised 10/2023

[B Clauses](#) Revised 7/2010

[C Procurement Forms](#) Added 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Revised 4/2022

[F Procurement Tools and Resources](#) Added 9/2021

[G Appendix](#) Revised 2021

[Appendix 1: 1102 Series Warrant Standards](#) Revised 10/2023

[Appendix 2: 1170 Series Warrant Standards](#) Revised 10/2023

[T3.1.5 Conflict of Interest](#) Revised 8/2009

[A Conflict of Interest](#)

- 1 [Requirement for an Agreement Regarding Conflict-of-Interest](#) Revised 4/2023
- 2 [Processing a Conflict of Interest](#) Revised 1/2007
- 3 [Single-Source/Non-Competitive Acquisitions](#) Revised 9/2021

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[T3.1.6 Non-Disclosure of Information](#) Revised 8/2009

[A Disclosure of Information](#)

- 1 [General](#) Revised 1/2007
- 2 [Requirement for Non-Disclosure Agreement](#) Revised 10/2023
- 3 [Processing a Violation of the Non-Disclosure Agreement](#) Revised 10/2023
- 4 [Processing a Freedom of Information \(FOIA\) Request](#) Revised 10/2023
- 5 [Single-Source/Non-Competitive Acquisitions](#) Revised 10/2023

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[T3.1.7 Organizational Conflict of Interest](#) Revised 4/2006

[A Organizational Conflict of Interest](#)

- 1 [Responsibilities Related to Organizational Conflict of Interest](#) Revised 9/2020
- 2 [Identification of Potential OCI Situations](#) Revised 9/2020
- 3 [Disclosure by Offerors or Contractors Participating in FAA Acquisitions](#)
- 4 [Remedies for Nondisclosure](#)
- 5 [Contractor Participation in Preparing Specifications or Statements of Work](#)
- 6 [Procedures](#)
- 7 [SIR Provisions](#)

[B Clauses](#)

[C Forms](#)

[T3.1.8 Procurement Integrity Act](#) Revised 7/2006

[A Procurement Integrity Act](#)

- 1 [Applicability](#) Revised 1/2022
- 2 [FAA-Specific Definitions](#) Revised 1/2022
- 3 [Full Text of Procurement Integrity Act 41 U.S.C §§ 2101-2107](#) Revised 10/2014

[B Clauses](#)

[C Forms](#) Revised 10/2010

[D Appendix](#) Added 10/2010

- 1 [Administrator's Approval of FAA Procurement Integrity Act Definitions](#) Added 10/2010

[T3.1.9 Electronic Commerce](#) Added 7/2007

[A Electronic Commerce and Signature in Contracting](#) Added 7/2007

- 1 [Authority for Electronic Commerce](#) Revised 7/2013
- 2 [Considerations for Technology and Systems](#) Revised 7/2013
- 3 [Electronic Signature](#) Revised 7/2013
- 4 [Electronic Contract Files](#) Revised 1/2023

[B Clauses](#) Added 7/2007

[C Procurement Forms](#) Revised 4/2022

[D Procurement Samples](#) Added 4/2022

[E Procurement Templates](#) Added 4/2022

F Procurement Tools and Resources	Added 4/2022
T3.2.1 - Procurement Planning	Revised 4/2009
A Procurement Request (PR)	Revised 7/2007
1 Purpose of a Procurement Request Package	Revised 1/2023
2 Content of PR Package	Revised 4/2023
3 Review by Chief Information Officer	Revised 4/2023
4 Reserved	Revised 1/2018
5 Procurement System-Generated Requisition	Revised 9/2020
6 Funds Certification	Revised 9/2020
7 Requisition Approval Levels	Revised 9/2020
8 Describing Requirements	Revised 9/2020
9 Independent Government Cost Estimate	Revised 4/2023
10 PR Package Clearances, Justifications and Other Documentation	Revised 7/2023
11 Simplified Purchases	Revised 7/2007
12 Conference Space or Short Term Leases	Revised 9/2020
13 Logistics Center Supply Support	Revised 9/2020
14 Reserved	Revised 9/2020
15 Reserved	Revised 9/2020
16 Liquidated Damages	Revised 9/2020
17 Returning a Deficient PR Package	Revised 9/2020
18 Reserved	Revised 1/2024
B Clauses	
C Procurement Forms	Added 9/2021
D Procurement Samples	Added 9/2021
E Procurement Templates	Revised 4/2022
F Procurement Tools and Resources	Added 9/2021
G Appendix	Added 9/2021
1 Estimated Acquisition Lead Time Chart	Revised 4/2023
T3.2.1.2 - Market Analysis	Added 10/2006
A Market Research and Analysis	Added 10/2006
1 Market Research and Analysis	Revised 9/2020
B Clauses	Added 10/2006
C Forms	Added 10/2006
T3.2.1.3 - Implementing OMB Circular No. A-76	Revised 1/2009
A Guidance for Implementing for OMB Circular No. A-76	
1 OMB Circular A-76, Performance of Commercial Activities	
2 Applicability of AMS	Revised 10/2018
3 Responsibilities	Revised 1/2009
4 Primary Phases for A-76 Competitions	
5 Preliminary Planning	
6 Public Announcement (Official Start Date)	Revised 7/2021
7 Competition Procedures	Revised 1/2009
8 Post Competition Accountability	
9 Adversely Affected Employees	
10 The Agency Tender	
B Clauses	
C Forms	
T3.2.1.4 - Chief Financial Officer Requirements	Revised 1/2008
A Chief Financial Officer Approvals and Other Requirements	Revised 1/2006
1 Authorization for Procurement Request	Revised 4/2023

2	Capitalization of Assets	Revised 7/2020
	B Clauses	Revised 10/2007
	C Procurement Forms	Revised 9/2021
	D Procurement Samples	Revised 1/2023
	E Procurement Templates	Revised 1/2023
	F Procurement Tools and Resources	Revised 4/2023
T3.2.1.5	Disaster or Emergency Preparedness and Response	Revised 1/2009
	A Disaster or Emergency Contracting	Added 10/2006
1	Local Area Set-Asides for Disaster or Emergency	Added 10/2006
2	Continuity of Mission Critical Contracts	Revised 1/2021
3	Health Related Emergency Janitorial Services	Added 9/2020
	B Clauses	Added 10/2006
	C Forms	Added 10/2006
	D Appendix	Added 7/2007
	1 Appendix - Emergency Procurement Guide	Revised 4/2023
T3.2.2	Source Selection	Revised 7/2009
	A Source Selection	Revised 9/2020
	B Clauses	
	C Forms	Revised 9/2020
	D Appendix	
T3.2.2.3	Complex Source Selection	Added 9/2020
	A Complex Source Selection Method	Added 9/2020
1	General	Revised 9/2020
2	Source Selection Team Roles and Responsibilities	Revised 9/2021
3	Security of Source Selection Information	Added 9/2020
4	Source Evaluation Plan	Revised 9/2021
5	Best Value Selection Methodology	Revised 9/2021
6	Screening Information Request (SIR)	Added 9/2020
7	Communications with Offerors	Added 9/2020
8	Evaluation Factors	Added 9/2020
9	Evaluation	Revised 4/2021
10	Selection and Award	Revised 4/2022
11	Debriefing of Offerors	Revised 1/2023
12	Oral Presentations	Added 9/2020
	B Other Source Selection Considerations	Added 9/2020
1	Public Announcement and Announcement of Competing Offerors	Revised 7/2023
2	Past Performance	Revised 9/2021
3	Cancelling a Screening Information Request	Added 9/2020
4	Reserved	Revised 4/2023
5	Spare Parts	Added 9/2020
6	Supplier Process Capability Evaluation and Appraisal	Added 9/2020
7	Tiered Evaluation	Revised 1/2021
8	Qualified Vendors List (QVL)	Revised 9/2021
9	Two Phase Source Selection	Revised 1/2024
10	Cost or Price Exception for Multiple Award Contracts	Revised 1/2024
	C Clauses	Revised 9/2020
	D Procurement Forms	Revised 9/2021
	E Procurement Samples	Added 9/2021
	F Procurement Templates	Added 9/2021
	G Procurement Tools and Resources	Added 9/2021
	H Appendix	Revised 9/2021

1 Guide for Establishing a Qualified Vendor List (QVL) Revised 4/2023

T3.2.2.4 - Single Source Added 10/2006

A Single Source Contracting Added 10/2006

- 1 Basis for Single Source Revised 7/2023
- 2 Market Analysis Supporting Single Source Revised 4/2023
- 3 Award of Single Source Revised 7/2023

B Clauses Added 10/2006

C Procurement Forms Revised 9/2021

D Procurement Samples Revised 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

T3.2.2.5 – Commercial and/or Simplified Purchase Method Revised 1/2016

A Simplified Purchasing

- 1 Simplified Purchasing Revised 10/2023
- 2 FAA Purchase Card Added 10/2023
- 3 Purchase Orders Revised 10/2023
- 4 Blanket Purchase Agreement (BPA) Revised 10/2023
- 5 Prohibited and Restricted Purchases Revised 10/2023
- 6 FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops Revised 10/2023

B Clauses

C Procurement Forms Revised 9/2021

D Procurement Samples Added 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

T3.2.2.6 - Unsolicited Proposals Revised 10/2008

A Unsolicited Proposals

1 Unsolicited Proposals Revised 7/2023

B Clauses

C Forms

T3.2.2.7 - Contractor Qualifications Revised 1/2009

A Contractor Qualifications

- 1 Responsibility Determination of Prospective Contractors Revised 4/2022
- 2 Responsibility Determination for Real Property Added 9/2020
- 3 Team Arrangements Revised 9/2020
- 4 Debarment and Suspension Revised 4/2023
- 5 Notices to GSA and SAM Revised 4/2022
- 6 Prohibition Against Contracting with Inverted Domestic Corporations Revised 9/2020

B Clauses

C Procurement Forms Revised 4/2022

D Procurement Samples Added 4/2022

E Procurement Templates Added 4/2022

F Procurement Tools and Resources Added 4/2022

G Appendix 1 - Definitions Revised 4/2022

T3.2.2.8 - Describing FAA Needs Revised 10/2006

A Describing Needs

- 1 Product Description Revised 10/2006
- 2 Types of Specification Revised 9/2021
- 3 Standards Revised 10/2006
- 4 Commercial Descriptions Revised 10/2006

- 5 [Brand Name](#) Revised 9/2021
- 6 [Statement of Work](#) Revised 9/2021
- 7 [Statement of Objectives](#) Added 10/2006
- 8 [Statement of Requirements for Real Property](#) Added 09/2020

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[T3.2.3 - Cost and Price Methodology](#) Revised 10/2007

[A Cost and Price Methodology](#)

- 1 [Proposal Analysis](#) Revised 1/2022
- 2 [Independent Government Cost Estimate](#) Revised 7/2023
- 3 [Cost Accounting Standards](#) Revised 4/2022
- 4 [Financial Administrative Contracting Officer \(FACO\)](#) Revised 9/2020

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Revised 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[G Appendix](#) Revised 9/2021

- 1 [Appendix - Instructions for Submitting Certified Cost/Price Proposals for Products, Services, or Construction](#) Revised 9/2021

[T3.2.4 - Types of Contracts](#) Revised 7/2009

[A Types of Contracts](#) Revised 7/2007

- 1 [General Considerations](#) Revised 10/2021
- 2 [Fixed-Price](#) Revised 9/2020
- 3 [Cost-Reimbursement](#) Revised 9/2021
- 4 [Incentive Contracts](#) Revised 4/2022
- 5 [Indefinite Delivery](#) Revised 10/2021
- 6 [Time-and-Materials / Labor-Hour](#) Revised 10/2023
- 7 [Letter and Ceiling Priced Contracts](#) Revised 9/2021
- 8 [Multi-year Contracting](#) Revised 7/2007
- 9 [Options](#) Revised 1/2024
- 10 [Basic Agreement](#) Revised 7/2007
- 11 [Basic Ordering Agreement](#) Revised 7/2007

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Revised 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[G Appendices](#) Revised 9/2021

- 1 [Appendix - Award Fee](#) Revised 9/2021
- 2 [Appendix - Incentive Contracts Guide](#) Revised 4/2022

[T3.2.5 - Contractor Ethical Guidelines](#) Revised 4/2008

[A Contractor Ethical Guidelines](#)

- 1 [Officials Not to Benefit](#)
- 2 [Contractor's Gratuities to FAA Personnel](#) Revised 4/2008
- 3 [Contingent Fees](#) Revised 4/2008
- 4 [Limitation on the Payment of Funds to Influence Federal Transactions](#) Revised 4/2008

- 5 [Subcontractor Kickbacks](#) Revised 10/2014
- 6 [Unreasonable Restrictions on Subcontractor Sales](#) Revised 4/2008
- 7 [Contracts with Federal Employees/Business Owned by Federal Employees](#)
- 8 [Voiding and Rescinding Contracts](#) Revised 4/2008
- 9 [Whistleblower Protection for Contractor Employees](#) Revised 10/2010
- 10 [Contractor Code of Business Ethics and Conduct](#) Added 4/2008
- 11 [Definitions](#) Revised 4/2008

[B Clauses](#)

[C Forms](#)

[T3.2.6 - Reserved](#) Revised 10/2023

[T3.2.7 - Anti-Counterfeit Management](#) Added 4/2012

[A Anti-Counterfeit Management](#) Added 4/2012

- 1 [Objective](#) Revised 1/2018
- 2 [Statement of Issue](#) Added 4/2012
- 3 [Requirement](#) Revised 10/2015
- 4 [Program Description](#) Added 4/2012
- 5 [Applicability](#) Added 4/2012
- 6 [Definition - Suspected Counterfeit Part](#) Revised 10/2015
- 7 [Counterfeit Parts Control](#) Revised 1/2018
- 8 [Suspected Counterfeit Parts Database](#) Revised 1/2018
- 9 [Documentation](#) Added 4/2012
- 10 [Higher-Level Contract Quality Requirements](#) Added 10/2015
- 11 [Suspected Counterfeit Parts Training](#) Revised 10/2015
- 12 [Aviation Community Guidance](#) Revised 1/2018

[B Clauses](#) Added 4/2012

[C Forms](#) Added 4/2012

[T3.3.1 - Contract Funding, Financing & Payment](#) Revised 8/2009

[A Contract Funding, Financing & Payment](#)

- 1 [Contract Funding](#) Revised 7/2013
- 2 [Continuing Resolution](#) Revised 10/2007
- 3 [Electronic Funds Transfer](#) Revised 1/2021
- 4 [System for Award Management \(SAM\)](#) Revised 1/2023
- 5 [Types of Payment](#) Revised 9/2020
- 6 [Single and Partial Payments](#) Revised 9/2020
- 7 [Progress Payments](#) Revised 10/2007
- 8 [Recurring, Provisional, and Advance Payments](#) Revised 9/2020
- 9 [Performance-based Payments](#) Revised 4/2017
- 10 [Financing Payment](#) Revised 10/2010
- 11 [Withholding Payment](#) Added 10/2007
- 12 [Prompt Payment](#) Revised 9/2021
- 13 [Fast Payment](#) Added 10/2007
- 14 [Invoices](#) Revised 7/2022
- 15 [Electronic Payment Request \(eInvoicing\)](#) Revised 1/2021
- 16 [Debt Collection](#) Revised 9/2021
- 17 [Assignment of Claims](#) Revised 9/2021
- 18 [Automatic Deobligation](#) Revised 1/2021
- 19 [Incremental Funding for Fixed-Price Contracts](#) Revised 1/2021

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Revised 9/2021

	E Procurement Templates	Added 9/2021
	F Procurement Tools and Resources	Added 9/2021
T3.3.2 - Contract Cost Principles		Revised 10/2007
	A Contract Cost Principles	
	1 Applicability	Revised 4/2017
	2 Contracts with Commercial Organizations	Revised 10/2014
	3 Contracts with Educational Institutions	Revised 4/2017
	4 Contracts with State, Local, and Federally Recognized Indian Tribal Governments	Revised 4/2017
	5 Contracts with Nonprofit Organizations	Revised 4/2017
	B Clauses	
	C Forms	
	D Appendix	Added 7/2007
	1 Appendix - Summary of Selected Costs	Revised 1/2012
	2 Appendix - Selected Costs	Revised 1/2024
	3 Appendix - Definitions	Added 7/2007
T3.4.1 - Bonds and Insurance		Revised 7/2008
	A Bonds and Insurance	
	1 General Requirements	
	2 Proposal Guarantees	Revised 7/2008
	3 Bonds	Revised 10/2010
	4 Insurance	Revised 10/2020
	5 Definitions	
	B Clauses	
	C Forms	
T3.4.2 - Taxes		
	A Taxes	
	1 General	
	2 Federal Excise Taxes	
	3 General Exemptions	Revised 10/2018
	4 State and Local Taxes	Revised 10/2018
	5 State and Local Tax Exemptions	
	B Clauses	
	C Procurement Forms	Revised 9/2021
	D Procurement Samples	Added 9/2021
	E Procurement Templates	Added 9/2021
	F Procurement Tools and Resources	Added 9/2021
T3.5 Intellectual Property		Revised 1/2009
	A Patents, Copyrights, and Rights in Data	Revised 1/2009
	1 General	Revised 1/2009
	2 Patents and Copyrights	Revised 9/2020
	3 Patent Rights under Government Contracts	Revised 9/2020
	4 Rights in Data and Copyrights	Revised 10/2021
	5 Foreign License and Technical Assistance Agreements	Revised 1/2009
	B Clauses	
	C Procurement Forms	Revised 10/2021
	D Procurement Samples	Added 10/2021
	E Procurement Templates	Added 10/2021
	F Procurement Tools and Resources	Added 10/2021
T3.6.1 Small Business Program		Revised 1/2024

A. Small Business Program Revised 1/2024

1. Procurement Team Responsibilities in Support of the Small Business Program

Revised 1/2024

2. The FAA Small Business Office (AAP-20) and Liaison Representative Involvement Revised 1/2024

B. Contracting with Small Businesses Revised 1/2024

1. Subcontracting Considerations Added 1/2024

2. Prime Contracting with Small Business Added 1/2024

3. Subcontracting with Small Business Added 1/2024

4. Size Standard Verification Added 1/2024

5. Mentor-Protégé Added 1/2024

6. Joint Ventures Added 1/2024

7. Tiered Evaluations Added 1/2024

C. Contract Consolidation and Bundling Revised 1/2024

1. General Added 1/2024

2. Consolidation Added 1/2024

3. Bundling Added 1/2024

D. Clauses Revised 1/2024

E. Procurement Forms Revised 1/2024

F. Procurement Samples Revised 1/2024

G. Procurement Templates Revised 1/2024

H. Procurement Tools and Resources Added 1/2024

T3.6.2 - Labor Laws Revised 4/2009

A Labor-Related Laws

1 General Revised 4/2022

2 Labor Disputes Causing Strikes or Delays Revised 7/2007

3 Overtime Added 7/2007

4 Contract Work Hours and Safety Standards Act Revised 1/2012

5 Construction Contracts/Davis-Bacon Act Revised 7/2023

6 Procedures for Construction Contracts Revised 4/2022

7 Walsh-Healey Public Contracts Act Revised 9/2021

8 Fair Labor Standards Act

9 Service Contracts/Service Contract Labor Standards Revised 7/2023

10 Procedures for Service Contracts Revised 7/2023

11 Professional Employee Compensation Revised 10/2020

12 Dismantling, Demolition, or Removal of Improvements Revised 10/2020

13 Convict Labor

14 Equal Employment Opportunity Revised 10/2023

15 Equal Opportunity for Veterans Revised 4/2022

16 Employment Opportunity for Workers for Disabilities Revised 4/2022

17 Forced or Indentured Child Labor Revised 7/2023

18 Trafficking in Persons Revised 7/2023

19 Reserved Revised 1/2020

20 Project Labor Agreements Revised 7/2012

21 Increasing the Minimum Wage for Contractors Added 1/2022

B Clauses

C Procurement Forms Revised 9/2021

D Procurement Samples Added 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

T3.6.3 Environment and Conservation Revised 4/2023

A Environment and Conservation Revised 4/2023

- 1 Sustainability Considerations Revised 1/2024
- 2 Responsibilities Revised 9/2021
- 3 Hazardous Material Identification and Safety Data Revised 1/2024
- 4 Notice of Radioactive Material Revised 10/2016
- 5 Alternatives to Ozone Depleting Substances and Hydrofluorocarbons Revised 1/2024
- 6 Chemicals Management Revised 1/2020
- 7 Energy Conservation and Efficiency Revised 1/2024
- 8 Energy Attribute Certificates Revised 1/2024
- 9 Water Conservation and Efficiency Revised 1/2024
- 10 BioPreferred and Biobased Designated Products Revised 1/2024
- 11 Preference for Recycled-Content Products Revised 1/2024
- 12 Reserved Revised 1/2020
- 13 Waste Management and Pollution Prevention Revised 1/2024
- 14 Energy Savings Performance Contracts Revised 1/2024
- 15 Utility Energy Service Contracts Revised 1/2024
- 16 Reserved Revised 4/2023
- 17 Environmental Review Revised 1/2024
- 18 Environmental Due Diligence and Real Property Revised 1/2024
- 19 Seismic Safety Revised 9/2021

B Clauses

C Procurement Forms Revised 9/2021

D Procurement Samples Revised 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

G Appendix Revised 9/2021

- 1 Appendix – Definitions Revised 1/2024

T3.6.4 Foreign Acquisition Revised 10/2007

A Foreign Acquisition

- 1 Determining the Applicability of Buy American Act or the FAA Buy American Preference Revised 10/2022
- 2 FAA Buy American Preference- Steel and Manufactured Goods Revised 10/2022
- 3 Buy American Act - Supplies Revised 1/2024
- 4 Buy American Act - Construction Materials Revised 1/2024
- 5 Buy American – Contract Compliance Revised 10/2022
- 6 Definitions Revised 1/2024
- 7 Balance of Payments Program Revised 1/2024
- 8 Payment in Local Foreign Currency Revised 4/2022
- 9 Trade Agreements Revised 1/2024
- 10 Restrictions on Certain Foreign Purchases Revised 4/2022
- 11 Prohibition on Contracting with Entities that Engage in Certain Activities or Transactions Relating to Iran Revised 1/2024
- 12 Customs and Duties Revised 1/2023
- 13 International Agreements and Coordination Revised 4/2022
- 14 Examination of Records by Comptroller General Revised 1/2024
- 15 Inconsistency Between English Version and Translation of Contract Revised 4/2022
- 16 Export Control Revised 1/2024

B Clauses

C Procurement Forms Revised 1/2022

[D Procurement Samples](#) Added 1/2022
[E Procurement Templates](#) Revised 1/2024
[F Procurement Tools and Resources](#) Added 1/2022

[T3.6.5 Indian Incentive Program](#)

[A Indian Incentive Program](#)

- 1 [Requirements](#) Revised 4/2021
- 2 [Definitions](#) Revised 10/2012

[B Clauses](#)

[C Forms](#)

[T3.6.6 Workplace Safety](#) Added 4/2023

[A Workplace Safety](#) Added 4/2023

- 1 [Drug Free Workplace](#) Added 4/2023
- 2 [Reducing Text Messaging While Driving](#) Added 4/2023
- 3 [Increasing Seat Belt Use](#) Added 4/2023

[B Clauses](#) Added 4/2023

[C Procurement Forms](#) Added 4/2023

[D Procurement Samples](#) Added 4/2023

[E Procurement Templates](#) Added 4/2023

[F Procurement Tools and Resources](#) Added 4/2023

[T3.7 Reserved](#) Revised 10/2018

[T3.8.1 Agreements and Cooperative Agreements](#) Revised 1/2022

[A Agreements and Cooperative Agreements](#) Revised 1/2022

- 1 [General Considerations](#) Revised 7/2023
- 2 [Inter-agency and Intra-agency Agreements](#) Revised 4/2023
- 3 [Other Transaction Agreements](#) Revised 9/2022
- 4 [Cooperative Agreements](#) Revised 9/2022
- 5 [International Agreements](#) Revised 9/2022

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Revised 9/2021

[E Procurement Templates](#) Revised 9/2022

[F Procurement Tools and Resources](#) Added 9/2021

[G Appendix](#) Revised 9/2021

- 1 [Attachment 1 - Parallel Authorities](#)

[T3.8.2 Service Contracting](#) Revised 10/2008

[A Service Contracting](#)

- 1 [General Requirements](#) Revised 4/2006
- 2 [Contractor Versus Government Performance](#) Revised 4/2006
- 3 [Inherently Governmental and Critical Functions](#) Revised 4/2013
- 4 [Support Services Contracting](#) Revised 7/2023
- 5 [Personal Services](#) Revised 9/2006
- 6 [Advisory and Assistance Services](#) Revised 4/2006
- 7 [Temporary Services](#) Revised 4/2006
- 8 [Concession Contracts](#) Added 4/2006
- 9 [Cafeteria/Vending Services](#) Added 4/2006
- 10 [Child Care Services](#) Added 4/2006
- 11 [Nonpersonal Health Care Services](#) Added 4/2006
- 12 [Guard Services](#) Revised 4/2011
- 13 [Contractor-Assisted Maintenance of the NAS](#) Revised 7/2023
- 14 [Other Requirements for Service Contracting](#) Revised 10/2020

- [15 Uncompensated Overtime](#) Added 4/2006
- [16 Performance-Based Acquisition](#) Added 4/2006
- [17 Services Crossing Fiscal Years](#) Added 4/2006
- [18 Architect-Engineer Services](#) Revised 7/2013

[B Clauses](#)

[C Forms](#) Revised 4/2006

[T3.8.3 Federal Supply Schedules](#) Revised 1/2009

[A Federal Supply Schedules](#)

- [1 General](#) Revised 9/2021
- [2 GSA Advantage and e-Buy](#) Revised 10/2007
- [3 GSA Global Supply](#) Revised 10/2007
- [4 Use of Federal Supply Schedules](#) Revised 10/2023

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[T3.8.4 Government Sources of Products/Services](#) Revised 1/2010

[A Use of Government Sources](#) Revised 7/2007

- [1 Mandatory Sources](#) Revised 10/2017
- [2 Excess Inventory](#) Revised 10/2023
- [3 Acquisition Procedures for Purchases from Federal Prison Industries](#) Revised 7/2023
- [4 Randolph-Sheppard Act](#) Added 7/2007
- [5 Javits-Wagner-O'Day Act \(Ability One Program\)](#) Revised 10/2017
- [6 Other Government Sources](#) Revised 1/2016
- [7 Use of Government Sources by Contractors](#) Revised 9/2021
- [8 National Wireless Program](#) Revised 1/2016

[B Clauses](#)

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Revised 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

[G Appendix](#)

- [1 FAA Procedures for Vending Facility Operations Under Randolph-Sheppard](#) Revised 10/2023

[T3.8.5 Accounting Treatment of Leases](#) Revised 9/2020

[A General](#) Added 1/2006

- [1 Evaluation of Lease to Determine Accounting Treatment](#) Revised 1/2022

[B Clauses](#) Added 1/2006

[C Forms](#) Added 1/2006

[D Appendix](#) Added 1/2006

[T3.8.6 Strategic Sourcing](#) Added 1/2007

[A Strategic Sourcing](#) Added 1/2007s

- [1 General](#) Revised 1/2012
- [2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies \(SAVES\) Program](#) Revised 1/2016
- [3 SAVES Website](#) Added 1/2007
- [4 SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware](#) Revised 7/2023

	B Clauses	Added 1/2007
	C Procurement Forms	Revised 9/2021
	D Procurement Samples	Added 9/2021
	E Procurement Templates	Added 9/2021
	F Procurement Tools and Resources	Added 9/2021
T3.8.7	Construction Contracting	Revised 8/2009
	A Construction Contracting	Added 7/2007
	1 General	Added 7/2007
	2 Dismantling, Demolition and Removal of Improvements	Revised 10/2020
	3 Salvageable Property	Added 7/2007
	4 Laws, Regulations and Standards	Revised 7/2022
	5 Design-Build	Revised 1/2016
	6 Reserved	Revised 10/2014
	7 Planning and Pre-Solicitation	Revised 7/2023
	8 Pre-Award	Revised 7/2023
	9 Post-Award	Revised 7/2023
	10 Contract Acceptance Inspection (CAI)	Revised 4/2012
	11 Contract Completion/Closeout	Revised 8/2009
	B Clauses	Added 7/2007
	C Procurement Forms	Revised 7/2022
	D Procurement Samples	Added 9/2021
	E Procurement Templates	Added 9/2021
	F Procurement Tools and Resources	Added 9/2021
T3.8.8	Real Property Special Categories of Contracting	Added 9/2020
	A Real Property Purchases	Revised 9/2021
	B Leases	Added 9/2020
	1 Lease Authority	Revised 9/2021
	2 Types of Leases and Applicability	Revised 9/2021
	3 Firm Term Leases	Revised 9/2021
	4 Holdover Tenancy	Revised 9/2021
	5 Rent Payment Structure	Revised 9/2021
	6 Tenant Improvements	Revised 9/2021
	7 Alterations and Improvements	Revised 9/2021
	8 Capitalization of Leases and Leasehold Improvements	Added 9/2020
	9 Recording of Real Property Leases	Added 1/2022
	10 Secure Federal LEASEs Act	Added 7/2023
	C No Cost Land On-Airport Memorandum of Agreement (MOA)	Revised 9/2021
	D Utilities	Added 9/2020
	1 General	Revised 1/2024
	2 Energy Cooperative Programs	Revised 9/2021
	3 Utility Energy Service Contracts	Added 9/2020
	E Other Real Property Acquisitions	Added 9/2020
	1 Right of Entry	Added 9/2020
	2 Easements	Revised 9/2021
	3 Surveys/Appraisals/Title	Revised 9/2021
	F Condemnation	Revised 9/2021
	G Disposal of Real Property	Added 9/2020
	H Conveyance of Real Property	Added 9/2020
	1 Conveyance by Transfer Agreement	Added 9/2020

- [2 Conveyance Obligated by Lease Clauses](#) Added 9/2020
- [3 Abandonment of Leasehold Improvements](#) Added 9/2020

[I Outgrants](#) Revised 9/2021

- [1 General](#) Revised 9/2021
- [2 Maximum Term](#) Revised 9/2021
- [3 Cost Structure](#) Revised 9/2021
- [4 Termination Rights](#) Revised 9/2021
- [5 Transferability](#) Added 9/2020
- [6 Proceeds from Outgrants](#) Revised 9/2021

[J Housing](#) Revised 9/2021

[K Procurement Forms](#) Revised 9/2021

[L Procurement Samples](#) Added 9/2021

[M Procurement Templates](#) Added 9/2021

[N Procurement Tools and Resources](#) Added 9/2021

[O Appendix](#) Revised 9/2021

[1 Acquisition of Real Property by Eminent Domain- Procedure Guide for the FAA](#) Revised 9/2021

[T3.8.9 Information and Communication Technology](#) Added 4/2023

[A. Acquisition of Information Technology](#) Added 4/2023

- [1. Section 508 of the Rehabilitation Act](#) Revised 10/2023
- [2. Internet Protocol Version 6](#) Added 7/2023
- [3. Positioning, Navigation and Timing Services](#) Added 7/2023

[B. Acquisition of Commercial Software](#) Revised 7/2023

- [1. Commercial Software Licensing Agreements](#) Added 7/2023
- [2. Cloud Computing Services](#) Added 7/2023

[C. Prohibitions on Covered Information and Communication Technology](#) Revised 7/2023

- [1. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment](#) Revised 10/2023
- [2. Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab Covered Entities](#) Revised 1/2024
- [3. Prohibition on Using Bytedance Covered Applications Including TikTok](#) Added 7/2023
- [4. Federal Acquisition Supply Chain Security Act Orders](#) Added 1/2024

[D. Clauses](#) Revised 7/2023

[E. Procurement Forms](#) Revised 7/2023

[F. Procurement Samples](#) Revised 7/2023

[G. Procurement Templates](#) Revised 7/2023

[H. Procurement Tools and Resources](#) Revised 7/2023

[I. Procurement Checklists](#) Revised 7/2023

[T3.10.1 Contract Administration](#) Revised 1/2009

[A General Contract Administration](#) Revised 9/2020

- [1 Contract Management](#) Revised 9/2021
- [2 Basic Responsibility for Contract Administration](#) Revised 7/2012
- [3 Assignment of Contracting Officer's Representative](#) Revised 7/2022
- [4 Communications with Vendors](#) Revised 7/2023
- [5 Contract Modifications](#) Revised 1/2024
- [6 Novations and Change-of-Name Agreements](#) Revised 9/2021
- [7 Contract Files](#) Revised 7/2023

[B Special Contract Administration Actions for Products, Services, and Construction](#) Added 9/2020

- [1 Use of Government Excess Equipment](#) Revised 9/2020

2	Suspension and Stop-Work Orders	Revised 9/2021
3	Conversion of FAR Contracts to AMS	Revised 9/2020
4	Contract Closeout	Revised 9/2021
5	Final Indirect Cost Rates	Revised 9/2021
6	Contract Audit	Revised 9/2020
7	Bankruptcy	Revised 9/2020
8	Reporting Executive Compensation and First-Tier Subcontract Awards	Revised 7/2023
9	Contractor Performance Assessment Reporting	Revised 10/2023
	C Special Contract Administration Actions for Real Property	Added 9/2020
1	Real Estate Asset Management	Added 9/2020
2	Inspection and Acceptance	Added 9/2020
	D Clauses	Revised 9/2020
	E Procurement Forms	Revised 9/2021
	F Procurement Samples	Revised 9/2021
	G Procurement Templates	Revised 7/2022
	H Procurement Tools and Resources	Revised 7/2023
	I Appendices	Revised 9/2021
1	Appendix - When Should a COR be Appointed	Revised 9/2021
2	Appendix - Guide for Creating and Maintaining Contract Administration Files for Supplies, Services, or Construction	Revised 7/2022
	T3.10.2 Subcontracting Policies	
	A Subcontracting	
1	Consent for Subcontract	Revised 1/2019
2	Contractors Purchasing Systems Reviews	Revised 7/2023
3	Definitions	Revised 4/2011
	B Clauses	
	C Forms	
	T3.10.3 Government Property	Revised 10/2009
	A Government Property	
1	Applicability	Revised 10/2018
2	Responsibilities	Revised 1/2023
3	Audit of Property Management System	Revised 10/2018
4	Official FAA Property Records	Revised 1/2023
5	Federal Electronic Assets (FEA)	Revised 10/2018
6	Sale of Surplus Contractor Inventory	Revised 10/2018
7	Exemptions from Sale by GSA	Revised 10/2018
8	Disposition of Wireless Devices	Revised 10/2018
	B Asset Identification and Reporting	Added 10/2022
1	Applicability	Added 10/2022
2	Responsibilities	Added 10/2022
	C Clauses	Revised 10/2022
	D Procurement Forms	Revised 10/2022
	E Procurement Samples	Revised 10/2022
	F Procurement Templates	Revised 1/2023
	G Procurement Tools and Resources	Revised 10/2022
	T3.10.4 Quality Assurance	Revised 7/2007
	A Quality Assurance	
1	Objectives	Revised 4/2020
2	Responsibilities	Revised 7/2022
3	Levels of Quality Requirements and Standards	Revised 4/2020

- 4 [Acceptance](#) Revised 7/2007
- 5 [Warranties](#) Revised 7/2007
- 6 [Government-Industry Data Exchange Program](#) Revised 7/2007
- 7 [Considerations for Use of Clauses](#) Revised 7/2007
- 8 [Construction Nonconforming Parts](#) Revised 7/2007

[B Clauses](#) Revised 7/2007

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Revised 9/2021

[E Procurement Templates](#) Revised 7/2022

[F Procurement Tools and Resources](#) Added 9/2021

[T3.10.5 Product Improvement/Technology Enhancement](#)

[A Product Improvement/Technology Enhancement](#)

- 1 [General](#) Revised 7/2013

[B Clauses](#)

[C Forms](#)

[T3.10.6 Termination of Contracts](#)

[A Termination of Contracts for Products, Services, and Construction](#) Revised 9/2020

- 1 [General Guidance](#) Revised 9/2021
- 2 [Termination for Convenience of the FAA](#)
- 3 [Termination for Default](#) Revised 9/2021
- 4 [Delinquency Notices](#)
- 5 [Definitions](#)

[B Termination of Real Property Contracts](#) Added 9/2020

- 1 [General Guidance](#) Added 9/2020
- 2 [Termination by the FAA](#) Revised 9/2021
- 3 [Default](#) Revised 9/2021

[C Clauses](#) Revised 9/2020

[D Procurement Forms](#) Revised 9/2021

[E Procurement Samples](#) Added 9/2021

[F Procurement Templates](#) Added 9/2021

[G Procurement Tools and Resources](#) Added 9/2021

[T3.10.7 Extraordinary Contractual Actions](#)

[A Extraordinary Contractual Actions](#)

- 1 [Authority](#) Revised 7/2023
- 2 [Guidance](#) Revised 7/2023

[B Clauses](#)

[C Forms](#)

[T3.10.9 First Article Approval and Testing](#)

[A First Article](#)

- 1 [General](#)
- 2 [Minimizing Risk](#) Revised 10/2010
- 3 [Testing and Approval](#) Revised 10/2010
- 4 [Waiving First Article](#) Revised 10/2010
- 5 [Coordination](#)
- 6 [Changes](#) Revised 4/2022

[B Clauses](#)

[C Procurement Forms](#) Revised 4/2022

[D Procurement Samples](#) Added 4/2022

[E Procurement Templates](#) Added 4/2022

[F Procurement Tools and Resources](#) Added 4/2022

T3.13.1 Other Administrative Procedures Revised 1/2009

A Administrative Matters

- 1 Numbering System for Procurement Instruments Revised 10/2023
- 2 Contract Format for Products, Services, and Construction Revised 9/2020
- 3 Congressional Affairs Notification Revised 10/2023
- 4 Press Release and Public Announcement of Award Revised 7/2021
- 5 Federal Procurement Data System (FPDS) and FPDS Data Quality Revised 9/2020
- 6 Record Requirements Revised 10/2023
- 7 Records Retention Revised 7/2021
- 8 Annual Procurement Forecast Revised 7/2021
- 9 Reports Revised 10/2023
- 10 Contractor Attendance at FAA-Sponsored and Other Government Training Revised 9/2021
- 11 Plain Language Revised 10/2023
- 12 Reserved Revised 7/2020
- 13 Procurement System Record Cancellation Added 7/2021

B Clauses

C Procurement Forms Revised 10/2023

D Procurement Samples Added 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

G Appendix Added 9/2021

- 1 Appendix - Annual Procurement Forecast Added 9/2020
- 2 Appendix - Major Procurement Program Goals (MPPG) Added 9/2020
- 3 Appendix - Pre-AMS MPPG (Actuals) Report Added 9/2020
- 4 Appendix - Post AMS MPPG (Actuals) Report Added 9/2020

T3.14.1 Security Revised 1/2009

A Security

- 1 Facility/Security Revised 1/2019
- 2 Information Security and Privacy Revised 10/2022
- 3 Personnel Security Revised 4/2022
- 4 Foreign Nationals Revised 4/2022
- 5 Related Security Guidance and Tools Revised 7/2023
- 6 Sensitive Unclassified Information Revised 4/2022
- 7 Defensive Counterintelligence Program (DCIP) Revised 10/2023

B Clauses Revised 1/2009

C Procurement Forms Added 9/2021

D Procurement Samples Added 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

T3.15.1 Systems and Parts Obsolescence Management

A Systems and Parts Obsolescence Management

- 1 Objective
- 2 Statement of Issue
- 3 Planning
- 4 Logistics Center
- 5 Requirements Organization's Role And Responsibility
- 6 Contracting Organization's Role And Responsibility
- 7 Logistics Integrator(s) Role And Responsibility
- 8 GIDEP Coordinator's Role And Responsibility

B Clauses

[C Forms](#)

[D Appendix](#)

[T3.16 Reserved](#) Revised 7/2023

[T3.17 Reserved](#) Revised 7/2022

[T3.18 Bipartisan Infrastructure Law](#) Added 7/2022

[A Implementation of the Bipartisan Infrastructure Law](#) Added 7/2022

[1 General Requirements](#) Added 7/2022

[2 Public Announcements](#) Added 7/2022

[3 Solicitation and Award](#) Added 7/2022

[4 BIL Data Reporting](#) Added 7/2022

[5 Applicability of Buy American Laws](#) Added 7/2022

[6 Noncompetitive Small Business Awards](#) Added 7/2022

[B Clauses](#) Added 7/2022

[C Procurement Forms](#) Added 7/2022

[D Procurement Samples](#) Added 7/2022

[E Procurement Templates](#) Added 7/2022

[F Procurement Tools and Resources](#) Added 7/2022
