



Federal Aviation Administration

Memorandum

Date: February 26, 2024
To: Jake Lewis, AAP-1
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 processes, systems, and metrics. These recommendations included:

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

As a result of the ALA findings, the SCRБ membership requested to pilot the elimination of SCRБ Phase I for one year starting in March 2022. The SCRБ membership requested to extend the pilot for an additional year starting in March 2023 and is requesting another one-year extension starting in March 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 SCRБ 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 SCRБ Phase I approval).** Phase II is a detailed examination of the planned procurement.

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

i.(2).d) Prior to the SCRБ 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-findings and analysis, if necessary, this office will seek Acquisition Executive Board (AEB) approval to change AMS procurement guidance permanently.

Approved by:

Jake Lewis, AAP-1

Director, Acquisition Policy and Oversight