

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 18-33

Date Received: 5/22/18

Title: COR Memo Sample Title Change

Initiator Name: Tim Eckert

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (check all that apply)

- Policy
- Procurement Guidance
- Real Estate Guidance
- Other Guidance
- Non-AMS Changes

Summary of Change:

Title change for "Contracting Officer Representative (COR) Memo Sample" in Procurement Templates & Samples to "Sample Memo to FAA COR for Terminating Contractor Accounts on FAA Systems", also correction of typo in this Sample.

Reason for Change:

The document currently attached as the COR Memo Sample is actually a Sample Memo to FAA COR for Terminating Contractor Accounts on FAA Systems, so the title must be corrected. The COR Memo Sample is no longer needed as CR 17-55 changed the COR Delegation Memorandum to a COR Delegation Form at the request of Contracts, and this new Form is in Procurement Forms.

Development, Review, and Concurrence: Acquisition Policy

Target Audience: Contracting personnel and program offices

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: Procurement Templates & Samples

The redline version must be a comparison with the current published FAST version.

I confirm I used the latest published version to create this change / redline

or

This is new content

Links: https://fast.faa.gov/PPG_Procurement_Toolbox_Templates.cfm

Attachments: Attached

Other Files: N/A