

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 18-52

Date Received: August 20, 2018

Title: ASAG Charter/Membership

Initiator Name: Colleen Gutrick

Initiator Organization Name / Routing Code: Life Cycle Acquisition Policy, AAP-130

Initiator Phone: 202.267.3777

ASAG Member Name: Irene Langweil

ASAG Member Phone: 202.267.3338

Policy and Guidance: (check all that apply)

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

Summary of Change:

This change updates the ASAG Charter Membership.

Reason for Change:

The change updates the ASAG membership organizational changes.

Development, Review, and Concurrence:

AAP-130,

Target Audience:

ASAG Members

Briefing Planned: No.

ASAG Responsibilities: Review and comment.

Section / Text Location:

Revising AMS

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

FAST Version 10/2018

CR 18-52

p. 1

or

This is new content

Links:

http://fast.faa.gov/Revising_AMS.cfm

Attachments:

Redline and final.

Other Files:

N/A.

Redline(s):

Sections Revised: APPENDIX - ASAG MEMBERSHIP AND AREA OF RESPONSIBILITY



Acquisition Management System Guidance

Acquisition System Advisory Group (ASAG) Charter

April-October 2018

1 PURPOSE

This charter documents and communicates the vision, mission, responsibilities, organization, decision-making process, and membership of the Acquisition System Advisory Group (ASAG), a subordinate group to the Acquisition Executive Board (AEB)

2 DISTRIBUTION

The ASAG charter is available via the FAA Acquisition System Toolset (FAST) and retrievable at <http://fast.faa.gov>

3 BACKGROUND

The FAA Acquisition Management System (AMS) policy is mandatory agency-wide requirements applicable to all activities associated with the identification, planning, acquisition, deployment, in-service management, and eventual disposal of *investment assets and services* necessary to fulfill the FAA mission. This includes the determination and prioritization of agency service needs; the specification of operational and performance requirements; the analysis of alternative solutions; the establishment of investment programs; the allocation and expenditure of resources; the procurement and deployment of investment products and services; the in-service management of fielded assets; and the disposal of obsolete resources.

AMS policy applies to *all investment programs* managed at headquarters, regions, service areas, centers and other field activities regardless of any cost and any appropriation.

Only the FAA Acquisition Executive may grant waivers or deviations from AMS policy.

AMS Policy Section 1.2.13 AMS Change Management establishes the ASAG as the organization responsible for evaluating proposed changes to the AMS to ensure they improve and strengthen it and are consistent with agency direction. The ASAG is a cross-organizational body that serves as the technical arm of the Acquisition Executive Board (AEB) which authorizes all AMS policy changes.

4 VISION

ASAG is an effective and efficient team with a collective view that works to continuously strengthen FAA acquisition management and procurement policy and guidance. The ASAG achieves this by bringing together subject-matter experts in the disciplines essential to sound acquisition management from across FAA service organizations and lines of business. These individuals work together with a "system view" and common goal of making the AMS the best acquisition management system in government.

5 MISSION

The ASAG mission is to manage the configuration and content of the AMS so it becomes an ever more efficient tool for use by FAA management, acquisition management workforce and contractors when developing and placing into operation products and services that improve aviation safety to fulfill the mission of the FAA. The ASAG does this by identifying, developing, acquiring, evaluating, and reaching consensus on AMS policy and guidance for implementation in FAST

6 RESPONSIBILITIES

ASAG responsibilities include:

- Identifying opportunities to improve AMS, as well as problems, weaknesses and inconsistencies, and initiating corrective action.
- Serving as a forum for discussion of AMS policy, procedure and guidance topics.

- Evaluating change proposals to determine if the changes improve AMS and are consistent with the FAA mission.
- Ensuring all acceptable change proposals are fully developed and made ready for inclusion in the AMS.
- Endorsing fully developed, non-editorial change proposals for approval by the appropriate authority.
- Consulting and coordinating with service organizations, lines of business stakeholders, and other management teams regarding change proposals.
- Facilitating communication with all organizations impacted by AMS change proposals.
- Identifying AMS-related issues and facilitating resolution at the appropriate management level.
- Accomplishing a variety of work activities. For example: ASAG members can develop changes or solicit the help of other individuals and groups. If required, ASAG members will establish working groups and occasionally lead such groups. ASAG members will also monitor and influence the content of acquisition management guidance developed by non-ASAG-sponsored working groups.

7 ORGANIZATION AND ADMINISTRATION

A. Membership

The ASAG is a corporate, cross-organizational body representing broad aspects of the acquisition management lifecycle and the management disciplines that support it. The ASAG has permanent representatives from FAA Lines of Business and Staff Offices who participate as necessary to assist with changes pertaining to their organizational responsibilities. The full ASAG membership is identified in the appendix to this Charter.

B. Chairperson

The Manager, Acquisition Policy Division, AAP-100, is the Change Manager for the AMS and the chairperson of the ASAG. The ASAG Chairperson is supported by an Executive Secretariat, who is a permanent member of the ASAG.

8 DECISION MAKING PROCESS

Only the AEB and ASAG members can submit a change proposal to the ASAG for consideration. ASAG members are responsible for attending each ASAG meeting and for responding to all electronic review requests.

AMS change proposals are designated either as minor or significant by the ASAG Change Manager. Minor changes do not alter the intent of existing policy or guidance and are supportive of it. Minor changes are processed by the AMS Change Manager and sent directly to the approving official, with notification to the ASAG. Significant changes alter AMS policy or guidance substantively. The AMS Change Manager presents significant change proposals to the AEB for a decision.

ASAG members review and assist with the development of a proposed change from within their organization before submitting to the AMS Change Manager. This is to ensure the proposed change is aligned with their organizational needs, can be implemented, and has organizational support. ASAG members achieve this by working with managers and subject-matter experts within their organization to inform, solicit guidance, resolve issues, and reach consensus. Vice Presidents, Associate and Assistant Administrators, and key executives and managers within the organization must endorse the policy or guidance change before submission to the ASAG. When approval is reached within the ASAG member's organization, the change is presented to the ASAG for corporate review.

The ASAG evaluates the change, and, if necessary, establishes and directs work groups to further develop and resolve issues pertaining to the change. The ASAG coordinates with representatives and managers from impacted organizations to resolve issues and achieve consensus. When consensus is reached, the AMS Change Manager forwards the change to the AEB for final review and concurrence. The change is then sent to the approving authority and upon approval to the issuing authority for inclusion in AMS and FAST.

The ASAG defines consensus as:

A state of mutual agreement is where all legitimate concerns of ASAG members have been addressed to the satisfaction of the ASAG. Consensus is not conformity, or a majority of members agree, or everyone agrees about everything. Consensus is a decision that ASAG members can live with and fully support a change proposal.

If the ASAG is unable to come to consensus, the AMS Change Manager consults with the AEB for resolution of policy issues. Guidance changes are escalated to the Director, Acquisition Policy and Oversight for a decision.

9 DOCUMENTATION

The Executive Secretariat shall keep and distribute meeting notes as the official record of decisions made by the ASAG.

10 APPROVAL PROCESS

The AMS Change Manager forwards minor changes directly to the approving authority. A minor change does not alter the intent of AMS policy or guidance. Significant changes are endorsed by the ASAG and AEB, before being submitted to the approving authority by the AMS Change Manager. A significant change substantively alters AMS policy or guidance.

The AMS Change Manager presents policy changes to the FAA Acquisition Executive for approval. Guidance changes are presented to the Director, Acquisition Policy and Oversight for approval.

11 REPORTING

The Office of Life Cycle Acquisition Policy will prepare changes for approval. Following approval, changes are incorporated into FAST, which is updated quarterly during the months of January, April, July, and October.

12 EFFECTIVE DATE AND APPROVAL OF CHARTER

This Charter and any amendments thereto become effective immediately upon the signature of the FAA Acquisition Executive (FAE).

Approved by:

Nathan Tash
FAA Acquisition Executive

Date:

APPENDIX - ASAG MEMBERSHIP AND AREA OF RESPONSIBILITY

Core Members	Representative From	Functional Area Represented	Coordination Responsibilities
John Sze Eugene A. Scott AAP-100 202-267-74613207	Acquisitions and Business Services	ASAG Chairperson	ASAG AEB
Genesta Belton AAP-110 202-267-0332	Acquisitions and Business Services	Procurement Policy	AAP
Irene Langweil AAP-130 202-267-3338	Acquisitions and Business Services	Lifecycle Acquisition Management Policy	AAP
(Acting) Peter Nguyen John Sze AAP-200 202-267-70297461	Acquisitions & Business Services	Joint Resources Council Executive Secretariat	AAP
Gavin Byrne AAQ-220 202-267-0423	Acquisitions & Business Services	Acquisition & Contracting	AAQ
James Ferrara AFI-400 202-267-7312	Finance/Investment Planning and Analysis	Investment Analyses and Business Case Analysis	AFI
Hugene Fields ANG-D23B13 202-267-1550	NextGen	Concept and Requirements Definition	ANG
Tracy Umstead Scott Chapman AJI-3214 202-267-91926582	ATO Safety	In-Service Decision/Independent Operational Assessment/ Safety Management	AJI
Marseta Dill AJM-012 202-267-1536	ATO Program Management	PMO Program Control & Integration	AJM
Deborah Agnelli AJW-136 202-267-7790	ATO Technical Operations Service	Personal Property/NAS Operational Issues	AJW
Maureen Cummings-Sprickler AGC-520 202-267-3181	Office of the Chief Counsel	Legal	AGC
Paul Rinder ASP-430 907-271-5750 Paul Gilbride AIS-110 202-267-1823	Enterprise Investment Portfolio <u>Information Systems Security</u>	Information and Technology <u>Information Security</u>	AIT
Laurie Camilien-Pietrak AFS-6 202-267-3969	Aviation Safety	Aviation Safety	AVS

Tye L. WhiteMichael Veverka AFA-100 202-267-57519197	Office of Financial Analysis Acquisition Oversight	Financial Analysis	ABA
Jerald M. Wolf AML-2 405-954-4358	Regions and Center Operations	Logistics	ARC
John Frederick ANG-E5A 609-485-5259	NextGen	Test and Evaluation	ANG
Alternate Members	Representative From	Functional Area Represented	Coordination Responsibilities
Fawn Freeman AJM-3 202-267-0982	ATO Program Management	PMO Enterprise Services	AJM
Erik Johnson AJM-2 202-267-0228	ATO Program Management	PMO Air Traffic Services	AJM
Clayton Richards AFI-400 202-267-7838	Finance/Investment Planning and Analysis	Investment Analysis and Business Case Analysis	AFI
Brandy Ingargiola AAP-200 202-267-0351	Acquisitions & Business Services	Joint Resources Council Secretariat	AAP
Kim L. Taylor AJW-13 202-267-4098	ATO Technical Operations Service	Personal Property/NAS Operational Issues	AJW
Kimberly Gill ANG-B1 202-267-2710	NextGen	Concept and Requirements Definition	ANG
Racquel CrispEstrella Forster AAM-600 405-954-28996131	Aviation Safety	Aviation Safety	AVS
Tracy Umstead AJI-321 202-267-6582	ATO Safety	In-Service Decision/ Independent Operational Assessment/Safety Management	AJI
Jacqueline Pino ADE-210 202-267-5574 Ahmed Hussein AIS-2 202-267-1840	Enterprise Investment Portfolio Mission Support Enterprise Architect Information Systems Security	Information and Technology Information Security	AIT
Tye WhiteTheresa Houseknecht AFA-100 202-267-07425751	Office of Financial Analysis Acquisition Oversight	Financial Analysis	ABA
Kirk Washburn AML-20	Regions & Center Operations	Logistics	ARC

405-954-2277			
George Kinsey AGC-520 202-267-7564	Office of the Chief Counsel	Legal	AGC
Ryan Brode AJM-121 202-267-7325	ATO Program Management	PMO Control & Integration	AJM
Ad Hoc Members	Representative From	Functional Area Represented	Coordination Responsibilities
Atul Celly AIN-10 202-267-5662	Office of Security & Hazardous Materials Safety	Security	ASH
Ernesto Villacarlos ARP-10 202-267-8796	Office of Airports	Airports	ARP
Support Staff			
Colleen Gutrick AAP-130 202-267-3777	Acquisitions & Business Services	ASAG Executive Secretariat	AAP