

AMS CHANGE REQUEST COVER SHEET

Change Request Number: 10-55

Date Received: 5/25/10

Title: Update SAVES Waiver Request Form

---

Initiator Name: Margaret Hayes-SAVES Team

Organization Name and Routing Symbol: ABA/AFC-200

Telephone: 202-267-5486

ASAG Member: David Lankford

Telephone Number: 202-267-8407

Policy OR Guidance: This request is to update an existing document in

AMS. Affected Section/Text Location: AMS T.3.8.6 Strategic

Sourcing/

Section C Forms – SAVES Waiver Request Form

Summary of Change: This form is for FAA customers of SAVES to request a waiver to purchase their requirement from a non-SAVES supplier.

Reason for Change: Personnel changes in the SAVES office receiving waivers and enhancements to the waiver form.

Development, Review, and Concurrence: ABA-AFC-200 SAVES Team

Target Audience: All purchasing requisitioners and contract officers

Potential Links in FAST for the Change: <http://fast.faa.gov/docs/forms/form.html>

Attachments: redline and final document.

Briefing Planned: No.

ASAG Responsibilities: None.