

**10 April 1995**

**Contracting**



**AMC ACQUISITION CIRCULARS (AMCAC)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 64-1, *The Contracting System*, to establish the issuance of AMCACs by the AMC Contracting Division, Directorate of Logistics. It applies to all AMC contracting activities. This instruction does not apply to Air National Guard and United States Air Force Reserve units.

**SUMMARY OF REVISION**

This revision generally updates the text.

**1. How AMCACs Are Used.** The AMCACs are used to revise the AMC FAR Supplement (AMCFARS) and to announce contracting policy, procedures, and instructions. Each AMCAC will contain an effective date and an expiration date. AMCACs will consist of two parts:

Part A will announce contracting policy, procedures, and instructions.

Part B will revise the AMCFARS.

**2. Responsibilities :**

2.1. HQ AMC/LGC writes, reviews, and publishes all AMCACs.

2.2. The AMCFARS Council approves all AMCACs revising the AMCFARS; it consists of HQ AMC/LGC and HQ AMC/JAN representatives.

2.3. Prior to publishing AMCACs, HQ AMC/LGC requests Department of Defense approval or Federal Register publication if required.

2.4. HQ AMC/LGC controls AMCACs as follows:

2.4.1. Issues in standard letter format as prescribed in AMCFARS.

2.4.2. Numbers in sequential order by calendar year of issue.

2.4.3. Publishes index twice a year.

2.4.4. Maintains AMCAC record sets according to AFI 137-160, volume 1.

2.5. Unless otherwise specified, AMC contracting activities must comply with all AMCACs on receipt. AMCACs should be available to all contracting personnel.

2.6. The AMCACs will be filed in numerical sequence in an appropriately labeled binder.

**3. Distribution of AMCACs.** AMCACs will be distributed to AMC contracting activities, with information copies to HQ AFRES/LGC, NGB/AQ, and SAF/AQCF.

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