(a) Whenever flight services are procured from an USAF Air Mobility Command (AMC) approved carrier (FAA 135 carriers), a copy of the contract must be forwarded to: HQ AMC/A3BS, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302. The point of contacts are the AMC Transportation Assistants, at DSN 779-4801. If EDA distribution is utilized, provide an e-mail notice of the contract posting to the EDA site.

(b) Report the following information on contracts with USAF AMC approved carriers to AMC Transportation Assistants on a quarterly basis:

1. Total cost of contract awards;
2. Total number of passengers;
3. Provide a list of open contracts for the period, including contract number, contractor’s name, total award dollars, and the number of passengers carried.