



U.S. GENERAL SERVICES ADMINISTRATION  
Office of Governmentwide Policy

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CIVILIAN AGENCY ACQUISITION COUNCIL LETTER 98-2

MEMORANDUM FOR CIVILIAN AGENCIES OTHER THAN NASA

FROM:

*Edward C. Loeb*  
EDWARD C. LOEB

CHAIRMAN

CIVILIAN AGENCY ACQUISITION COUNCIL

SUBJECT:

Electronic Access to Federal Acquisition  
Circulars

In an effort to speed delivery of changes to the Federal Acquisition Regulation (FAR), we are establishing an electronic distribution process for the loose-leaf version of Federal Acquisition Circulars (FACs). Automation will allow those who use the FAR to access and print new FACs shortly after we post them on the FAR website.

In contrast, the paper-dependent nature of the current process contributes to the relatively slow delivery of FACs, usually measured in weeks rather than hours or days. Traditional printing and distribution processes cannot match the timeliness of an electronic delivery system that works well. In an age of ever-more-rapid electronic transfer of information, the current distribution process is too slow. The time for change is at hand. Although paper copies of FACs will remain available to those who subscribe to them through the Government Printing Office, our alternative automated process will provide timely availability of FACs at no cost to users.

So we can provide you with this service, individual users of the FAR in your agency must inform the FAR Secretariat that they wish to receive the FACs electronically. We recommend that you advise all of your activities of this free option. Please provide them with the following information so that those who are interested can register for improved service.

Access the FAR on the Internet at:  
<http://www.arnet.gov/far>.

Click on the menu item:  
Subscribe to the Federal Acquisition News - Mailing List.

Follow the directions on the screen to submit your e-mail address.

1800 F Street, NW, Washington, DC 20405-0002

Once individuals have submitted their e-mail addresses, the process itself is straightforward. First, each time the FAR Secretariat electronically publishes a new FAC on the FAR website, my staff will send a notification of its publication to all whose names are on the e-mail list. Second, after accessing a FAC on the website and printing it on their own printers, users will be able to copy that printed material back-to-back on three-hole-punched paper to produce their own looseleaf version of the FAC. Lastly, following the instructions that will accompany an electronic FAC, they can file that material with their loose-leaf FAR. Although some effort is required, this electronic approach to providing FACs can give users an up-to-date looseleaf version of the FAR much faster than can be done by printing and distributing paper.

If the e-mail notification aspect of this distribution process works well, we may use it to inform FAR users of other acquisition-related information; e.g., public meetings, proposed rules, etc. We would welcome your views as this effort gets underway.