



**United States Department of the Interior
National Business Center
Aviation Management Directorate**



Information Bulletin

Information Bulletin No. 11-03

May 11, 2011

To: DOI Bureau Commercial Aviation Services Users

From: Mark L. Bathrick, Associate Director, AMD

Subject: Electronic Submission of Aircraft Use Reports

This Information Bulletin provides guidance to all users of DOI aviation flight service contracts. Effective April 15, 2011, all DOI aviation flight service contractors began submitting Aircraft Use Reports electronically using the Aviation Management System (AMS). Training of contractors and government representatives began in Q1 of 2010. To date, over 150 contractors completed one-on-one AMS training. The AMD Boise Acquisitions Branch created 488 AMS user profiles representing 281 contractors.

In close collaboration, AMD and DOI bureau customers created a new AMD-23E (electronic) form (link provided below). This new form replaces the existing AMD-23 effective 4/15/11. Instructions and a copy of the April 15 letter to contractors are also included in the links below.

Immediate use of the AMD-23E form (link provided below) is required. Invoices initiated on the obsolete hard copy AMD-23 form and any hard copy AMD-23E submitted to this office will be returned to the contractor.

New process:

- 1) The government representative (i.e. aircraft manager, dispatcher, etc) and the contractor's field representative (pilot) complete the AMD 23E form. The government representative documents mission codes, billee codes, and accounting information. The contractor's representative completes all other fields. **Both parties then sign the form.**
- 2) The contractor pilot forwards the signed form to the contractor's home office. (NOTE: If the government aircraft manager wishes to maintain a copy of the AMD 23E but cannot make a copy of the form in the field, the form may be copied elsewhere and mailed to the contractor's home office)
- 3) The contractors prepare and submit the electronic invoice in AMS for DOI aviation flight service contracts.
- 4) The contractor MUST electronically attach the SIGNED AMD-23E. The government signature on the AMD-23E validates government usage and accuracy of the information. Unsigned forms result in payment failure. Vendors receive the unsigned form for correction prior to any payment.
- 5) A Government Validator (within AMD) receives and processes the electronic invoice. DOI customers do not require a validator role in AMS with the exception of BOEMRE. The remaining bureaus retain the option to implement AMS with bureau validator and approval roles. Please direct any questions or requests to the point of contact listed below.



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Aviation and financial managers that wish to access the system for informational purposes may receive read only access. To gain read only access complete the access form found on the AMS website and follow the instructions.

6) AMD inputs the accounting information, billee code, and the mission code to the invoice based upon the signed AMD-23E.

7) If the bureau user or the contractor representative chooses to utilize the AMD-23E Excel Spreadsheet, print it to allow the Government Representative to sign the document. The option exists to scan the signed AMD 23 E Excel and forward it to the contractor for upload into AMS.

On-line training, written guidance, and personal interaction remain available for all stakeholders. In addition, please refer to <https://ams.nbc.gov/> as your official source for AMS information. The website contains the following documents [AMD 23E \(pdf version\)](#), [AMD 23E Spreadsheet](#), [AMD 23E Instructions](#), and the [April Notice to Contractors](#).

If you have any questions regarding this informational bulletin, please contact Dale Gaston at 208-433-5042.

/s/ Mark L. Bathrick

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