United States Department of the Interior

NATIONAL BUSINESS CENTER

Aviation Management

300 E. Mallard Dr., Ste 200

Boise, Idaho 83706-3991

May 13, 2011

Dear DOI Aviation Contractor

The new electronic version of the AMD-23E form (click on name to open) has been completed and is ready for use. As you will see, the electronic version of the form is based on an Excel spreadsheet. This new form is the official reporting document that replaces the existing AMD-23 and will be the only form accepted.

Use of the AMD-23E form is mandatory for all new invoices. Invoices initiated on the obsolete hard copy AMD-23 forms will be returned to the contractor.

Click on this link for the AMD-23E Instructions. In summary, the new process is:

The Government Representative and your Field Representative (Pilot) will complete the AMD 23E form with the Government Representative completing mission codes, billee codes, etc. A copy of the form will be printed and both parties will then sign the form.

The signed, hard copy AMD-23E form will be returned to your pilot and he/she will forward that document to your home office. You or your staff must prepare and submit the electronic invoice in AMS for DOI aviation flight service contracts. The AMD-23E Instructions discuss the process to either upload directly from the spreadsheet or manually enter the data into AMS.

It is important to point out that you MUST electronically attach to the AMS report the SIGNED AMD-23E that was sent to you by your pilot. The Government signature on the AMD-23E is our way of confirming that the usage took place and the information is accurate.

You MUST also electronically attach any receipts that the contract requires in order for the Government to reimburse your miscellaneous costs.

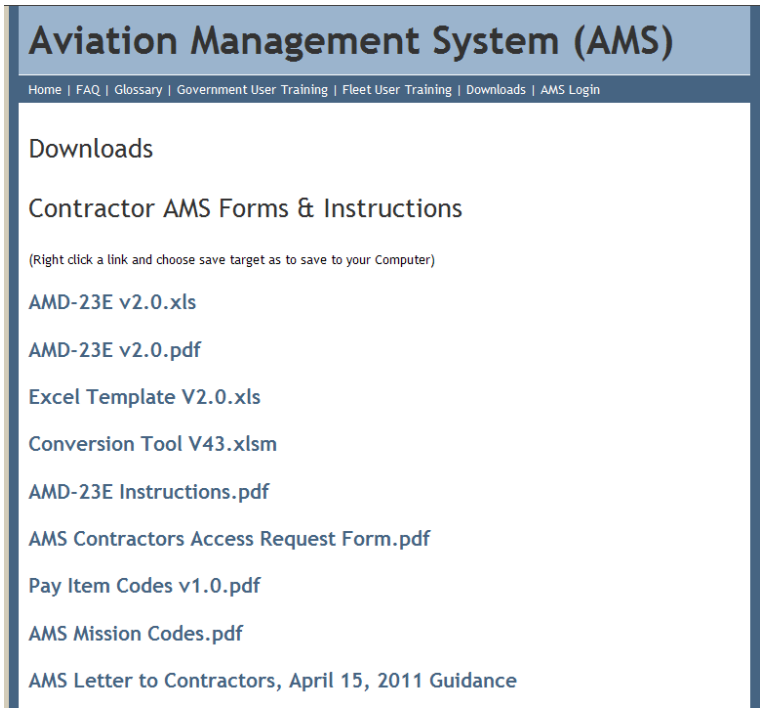
Your AMS electronic invoice will be submitted by you to the default Government Validator that automatically comes up in AMS for your specific contract.

From that point on, the system works as we originally planned. You will not have to do anything further. We will add the accounting information, billee code, and the mission code to your invoice based upon the signed AMD-23E that you electronically attached in AMS.

The AMD-23E form may be completed as a computer spreadsheet. However, it must still be printed so that the Government Representative can physically sign the document. That electronic file may also be sent to you for your convenience to upload into AMS but you must still receive the original or scanned copy of the signed document. **(NOTE: Many of you are currently using the**

AMS spreadsheet to facilitate upload of data into AMS, you may continue to use that spreadsheet, until further notice, rather than the new one that will soon be released).

In addition to the links shown above, there are additional items that can be downloaded by going to the AMS login page (www.ams.nbc.gov). Once at that page, in the middle of the page is another link "Go here for FAQs and other info". Click on that link and you will find a link to "Downloads". That will display the following page that allows you to access additional AMS related items.



IMPORTANT NOTICE: If you have not yet done so, you must obtain access for your assigned staff to AMS. You must complete the attached user access request form and a contractor representative must sign the form approving the request. Please follow the instructions found with the form.

Please note that only one user access form will be required per person, regardless of the number of contracts that you may have with DOI Aviation Management.

ACCESS TO YOUR ACCOUNTS: Once added to the system, your user will continue to have access to your account until you provide an updated access form that requests the deletion of the user.

If you would like additional assistance or training, please call us at (208) 433-5042 or (208) 433-5052

Thank you.

Sincerely,

Harlan Johnson

Harlan Johnson
Branch Chief, Boise Acquisition Branch