



AVIATION MANAGEMENT SYSTEM (AMS) ACCESS REQUEST

This is a United States Federal Government software system, which may be accessed and used only for official Government business and only by authorized personnel. Unauthorized access or use of this software system may subject violators to criminal, civil, and/or administrative action under 18 [U.S.C. 1030](#) et al. Do not discuss, enter, transfer, process, or transmit classified/sensitive national security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring.

Acknowledgement: I have read and understand the terms for use of this system and agree to abide by them as an authorized user of the Aviation Management System (AMS). Any abuse or sharing of my password or other data contained by AMS with unauthorized users shall result in my immediate deactivation as an authorized user; or as prescribed by existing regulation or laws. By signing and accepting access to AMS I accept these conditions.

Instructions: Please complete the form electronically, print out and sign. If you are a Federal Employee, your Bureau designated AMS supervisor must also sign.

- **Vendors: forward completed forms directly to your respective Contracting Officer.**
- **Federal employees: once the form has the correct signatures, either scan the completed form and send via email to: ams_userids@nbc.gov, or you may send via facsimile to (303) 969-5463.**

Date: _____

Name: _____ Signature: _____
(Last Name, First Name)

Organization: _____
(Example: Bureau, Directorate, Division or Company Name for vendors seeking AMS access)

Title: _____
(Example: Contracting Officer, Procurement Technician, Business Specialist, etc)

Telephone No.: _____
(Area Code + Phone Number)

Facsimile No.: _____
(Area Code + Phone Number)

E-Mail Address: _____
(Example: firstname.lastname@nbc.gov)

Employee Type: _____
(Contractor, Federal, or Intern)

Supervisor (Federal): _____ Signature: _____
(Last Name, First Name)

(Please Select the Appropriate Security Group(s)/Roles(s) for Requested User Below)NOTE: Federal Employees may have multiple roles

- GSV – Government Submitter/Validator**
 - Ability to create and edit Fleet and Non-Fleet Usage Reports.
 - No ‘Approving’ privileges.
 - On Non-Fleet Use Reports, a GSV cannot edit any of the Vendor information if the report was submitted by the Vendor (since this is considered an Invoice).
 - On Non-Fleet Use Reports, ability to ‘REJECT’ a Non-Fleet Usage Report and send back to Vendor for correction.

- GA/COTR – Government Approver**
 - Ability to view, approve or reject Fleet and Non-Fleet Use Reports.
 - On Non-Fleet Use Reports, a GA cannot edit any of the Vendor information if the report was submitted by the Vendor (since this is considered an Invoice).
 - On Non-Fleet Use Reports, ability to ‘REJECT’ a Non-Fleet Usage Report and send back to Vendor for correction.
 - Note : cannot be the be the approver on any ‘Use Report’ in which they were the ‘GSV’.

- CO – Contracting Officer**
 - Ability to view, approve or reject Fleet and Non-Fleet Usage Reports.
 - These users have the ability to create and edit:
 - Customers(SP)
 - Customer Agreements (Fleet)
 - Vendor Contracts (Non-Fleet)
 - Assets (Aircrafts)
 - Companies (Manufacturers)

- FLEET ENTRY – Fleet User Report Entry (Government Pilot)**
 - Ability to view, approve or reject Fleet and Non-Fleet Use Reports.
 - Ability to create and edit Fleet Use Reports.

- NBC FINANCE**
 - Ability to view Fleet and Non-Fleet Use Reports.
 - Ability to edit and run reports.

- BUREAU FINANCE**
 - Ability to view Fleet and Non-Fleet Use Reports.
 - Ability to edit and run reports.

- VENDOR EMPLOYEE**
 - Ability to create Non-Fleet Use Reports belonging to the Contractor’s company only.
 - Ability to edit Non-Fleet Use Reports belonging to the Contractor’s company only if the Use Report is in status: NEW or REJECT.
 - Ability to view Non-Fleet Use Reports belonging to the Contractor’s company only.

****Please Do Not Complete - AMS System Administrator Use Only****

Access Approved By: _____ Signature: _____
(Last Name, First Name)

New AMS user Name: _____ Dept. Location: _____
(Example: smithc) (Example: Acquisition Division I)

Activation Date: _____ Reason: _____

Deactivation Date: _____ Reason: _____