



United States Department of the Interior

NATIONAL BUSINESS CENTER

Aviation Management

300 E. Mallard Dr., Ste 200

Boise, Idaho 83706-3991



April 15, 2011

Dear DOI Aviation Contractor

The new AMD-23E form has been completed and is ready for use. This new form is the official reporting document that replaces the existing AMD-23 and will be the only form accepted. You will find a "pdf" version of the form, along with instructions, attached to this email.

Note that the AMD-23E form is actually based on an Excel spreadsheet. The Excel version of the spreadsheet is currently undergoing tests to ensure that it will properly upload into AMS. That spreadsheet will be released to you as soon as possible along with detailed instructions regarding completion, conversion, and upload into AMS.

Use of the attached form is mandatory for all new invoices initiated after today (4/15). Invoices initiated on the obsolete hard copy AMD-23 forms will be returned to the contractor after today.

The new process is:

The Government Representative and your Field Representative (Pilot) will complete the attached AMD 23E form with the Government Representative completing mission codes, billee codes, etc. 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.

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 AMD-23E that you electronically attached in AMS.

Once the electronic version of the 23E is available, the form may be completed as a computer spreadsheet. When the electronic spreadsheet is available and used, 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).**

We will provide you on-line training, written guidance, and personal interaction to make sure you and your staff are prepared to properly use the system.

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.

NOTE: TRAINING OPPORTUNITY: We are providing one-on-one contractor training over the telephone. Please call us at (208) 433-5052 to set up a training appointment or for other questions.

Thank you.

Sincerely,

Harlan Johnson

Harlan Johnson
Branch Chief, Boise Acquisition Branch