



## INTERIOR BUSINESS CENTER (IBC)

ACQUISITION SERVICES DIRECTORATE

### AVIATION MANAGEMENT SYSTEM (AMS) ACCESS REQUEST FORM

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 it and sign it.

- **Vendors:** If you are not the company owner, your supervisor's signature is required. Forward completed form via email to: [ams-helpdesk@nbc.gov](mailto:ams-helpdesk@nbc.gov), or you may FAX the form to (208) 433-5030.
- **Federal employees:** your Bureau designated AMS supervisor must also sign the request form. Once completed and signed by all required parties, scan the form and send via email to: [ams-helpdesk@nbc.gov](mailto:ams-helpdesk@nbc.gov), or you may FAX the form to (208) 433-5030.

#### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Type:  Federal  Contractor  Intern  Vendor

Bureau/Agency/Org: \_\_\_\_\_

Company (Vendor) \_\_\_\_\_ DUNS # \_\_\_\_\_

Work Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_

## AMS Role Requirements

**GSV – Government Submitter/Validator**

- Ability to create and edit 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 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 approver on any 'Use Report' in which they were the 'GSV'.

**CO – Contracting Officer**

- Ability to view, approve or reject Non-Fleet Usage Reports.
- These users have the ability to create and edit:

**IBC FINANCE**

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

**BUREAU/AGENCY FINANCE**

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

**VENDOR**

- 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.

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

Approved

Rejected

**Approved By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**AMS Username:** \_\_\_\_\_ **Dept. Location:** \_\_\_\_\_

**Activation Date:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Deactivation Date:** \_\_\_\_\_ **Reason:** \_\_\_\_\_