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

Information Bulletin

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Distribution: U.S. Department of Interior, Bureau Aviation Users

Subject: **Aviation Management System (AMS) Update and Guidance**

I. System Status

The new Aviation Management System (AMS) began a phased implementation in May, 2010. DOI selected Exclusive Use Commercial Aviation Services (CAS) contracts served as the starting point. All DOI Exclusive Use, On-Call and Aircraft Rental Agreements (ARAs) become active in the AMS system between December 1, 2010 and January 1, 2011. DOI Fleet Aircraft transition to AMS on December 1, 2010.

Use this link to access the web-based system: **https://ams.nbc.gov/**

A call center help desk is now available to set up users, assign and reset passwords.

Help Desk Telephone Number: 1-888-367-1622, Option 6, Option 1

II. Non-Fleet (contract) User Actions Required Prior to December 1, 2010

1. Identify required submitters, validators and approvers within your organization.
2. Ensure identified users gain access and log-in/passwords data.
3. Comply with account management procedures (see page 2).
4. Become familiar with the new pay item codes for unique rates. (Refer to the individual contracts or go to http://amd.nbc.gov/apmd/cwn/cwnHELI2010.html for the on-call contracts)
5. Ensure users complete training for their respective role (see page 3).

III. Fleet User Actions Required Prior to December 1, 2010

1. Identify required submitters, validators and approvers within your organization.
2. Ensure identified users gain access and log-in/passwords data.
3. Comply with account management procedures (see page 2).
4. Become familiar with the new mission codes for DOI Fleet Aircraft.
   (Go to http://amd.nbc.gov/dts/tsdocs/TB1001(102210).pdf to find the new mission codes.
5. Ensure users complete training for their respective role (see page 3).

*These mission codes were revised by the bureaus/offices to help the DOI aviation users better track flight activity by type of mission flown.

IV. Account Management

During the FY10 Departmental financial statement audit a finding was documented on AMS and access control. The finding was based on the legal requirements found in National Institute of Standards and Technology (NIST) *Special Publication (SP) 800-53, Recommended Security Controls for Federal Information Systems;* Department of the Interior Information Technology Security Policy Handbook, Access Control Policy and Procedures, Account Management, and System Security Plan for the National Business Center of the Department of the Interior Denver Data Center, GSS NIST SP 800-53 Minimum Security Controls, Technical Controls, Access Controls, Access Control Policy and Procedures.

Requirements

1. Any employee required to access AMS completes an AMS Government Access Request form.* (Go to https://www.iat.gov/ams/download/AMS_Access_Request_Form.pdf   to retrieve this form.)
2. Send a completed and signed form to the AMS Help Desk (scan, email or fax) IAW guidance from your bureau/office AMS point of contact.
3. Conduct quarterly bureau level review of user lists and remove any users that no longer require access.

* AMS project managers to provide list of users already registered to each bureau aviation manager. AMS Government Access Requests forms must be completed for each of these users.

V. Work Flow Process for Non-Fleet (contract) Aircraft Usage Reports

1. <u>Submitter</u> – This is the contractor. When the vendor submits the invoice/non-fleet report the prompt payment clock begins.

2. <u>Government Initiator</u> (BLM Excl.Use Contracts only) – Submits invoice/non-fleet usage report on behalf of the contractor. The contractor then reviews the entry for accuracy and submits.

3. <u>Government Validator</u> - This role verifies the validity of the applicable pay items quantities submitted by the contractor, assigns the billee code, charge code, and mission codes; affirming that the services were received and serving as the government receiving report. (Per the FAR Subpart 7.503(c)(12)(v) this acceptance of services is an inherently government function).

4. <u>COR/Government Approver</u> - This role verifies the billee and charge code cost string is correct, selects the proper billee agreement number (referencing IAA of bureau), verifies funds are available, and verifies the charge code is accurately reflects where the expense should be posted in the respective finance system.

VI. Work Flow Process for Fleet Aircraft Usage Reports

1. <u>Submitter</u> – This is the pilot. The pilot submitter can complete data entry on a paper AMD 2 (L48 provide a paper copy to AMD T/S Division when a maintenance action is documented on the form, otherwise maintain the document on file IAW bureau/office procedures) a spreadsheet or enter it directly into the AMS.*

2. <u>Government Validator</u> – This can be the pilot or an administrative employee. This person ensures the accuracy of the billee code, charge codes and mission codes entered for each detail line.

3. <u>Government Approver</u> – This role approves the expenditure of funds and accuracy of billing information.

4. <u>DOI Fleet Activity Specialist</u> – Final approver for fleet expenditures.

* AMD received a number of excellent suggestions for the electronic AMD-2 form in Excel format. Some field users may find this form, which is still in development, easier to use than the AMS entry screen.

AMD continues the effort to enter the last AMD-2s for FY 10 as they filter in. Meanwhile, the fleet agreements for FY11 have been sent to the Bureaus for approval/signature. Once those agreements have been signed and entered into AMS, we will be able to enter AMD-2 data for FY11.   Estimate start of FY11 entries in mid-November. Until then please continue to forward your AMD-2s to AMD Technical Services so that we can monitor Hobbs times for inspection scheduling.

VII. Billings and Payment for Non-Fleet Aircraft

The processing of payments and billings is performed by the NBC-Accounting Operations Division in Denver, Colorado. For questions regarding vendor payments please contact Darcee Simpson at 303-969-5658 (darcee_r_simpson@nbc.gov) or Debbie Sanrah at 303-969-7378 (debbie_s_sanrah@nbc.gov). Questions on bills should be addressed to Cynthia Duran at 303-969-5437 or Deborah Hamm at 303-969-5437. If you encounter any problems please contact Erin Horsburgh, the AMD Business Manager at 208-433-5033 (erin_horsburgh@nbc.gov).

A standard process has been established for each bureau. DOI aviation managers agreed on a bi-weekly billing. As a result of BLM's earlier schedule for migration to FBMS, a unique file us generated in order for AMS data to interface correctly in FBMS. BLM finance (POC Cindy Halbert) and NBC finance have agreed on a process to identify availability and other aircraft use charges in which separate files are provided as back-up to BLM for IPAC billings performed by NBC Accounting Operations Division. NBC would like to pursue an interface for all FBMS data, to include BLM, thereby reducing manual posting for all staff in FY 2011.

If a Reimbursable Support Agreement/Intra-Agency Agreement has been established, this generates separate billings with specific reference to the specific agreement. In AMS this generation is a result of the approver selecting the agreement number in the "billee agreement number" field.

VIII. AMS Training Opportunities and Resources

Fleet Aviation User Training

Andrea Peckham, from Tech Services, is available at 208-433-5084 or Andrea_Peckham@nbc.gov to answer user questions about entering AMD-2 data into AMS.   Beginning November 1, she will also be available to conduct webex training designed to teach the practical nuts and bolts of AMD-2 entry.   Andrea has already entered hundreds of AMD-2s into the system so she is definitely qualified to teach this course. AMS users can schedule their webex training directly through Andrea or email Ralph_Getchell@nbc.gov.

Non-Fleet Aviation User Training

The AMS Project Manager, Spencer Bessette, hosts numerous webex session in November 2010. In addition, AMD plans to provide AMS training at the FY11 ACE, Heli Expo and Vendor Seminar. We

also plan to provide training at 4-6 regional events selected by the ABOD Working Group. Webex schedule below.

Topic: AMS Non-Fleet User Training

Date: Tuesday, November 2, 2010
        Thursday, November 4, 2010
        Tuesday, November 9, 2010
        Tuesday, November 16, 2010
        Thursday, November 18, 2010
Time: 1:00 pm, Mountain Time (Denver, GMT-06:00)
Session number: 991 318 314
Session password: ams123

To join the session
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1. Go to https://fedgov.webex.com/fedgov/k2/j.php?ED=137513262&UID=1129562547&RT=MiM2
2. Enter your name and email address (or registration ID).
3. Enter the session password: ams123
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link
https://fedgov.webex.com/fedgov/k2/j.php?ED=137513262&UID=1129562547&ORT=MiM2

To join the session by phone only

To obtain the audio portion of the training please use:
1 866 676-0932 passcode - 1226042

For assistance

You can contact Spencer Bessette at:
spencer.bessette@nbc.gov
1-303 969-7205

Training Resources

      The AMS User Guide and downloads are posted at https://www.iat.gov/ams
Please continue to encourage bureau/office aviation user to check the IAT website often for updates on communication, user guides, instructions, downloadable items such as the excel upload sheets, and training opportunities.

IX. DOI Bureau/Office Points of Contact (POCs) for AMS Implementation

Aviation managers in the DOI bureaus/offices began collaborating on development of the new AMS in 2008 through a joint NBC, AMD and bureau/office alternatives analysis process and a system requirements document. This joint effort was undertaken to ensure that the needs of all DOI aviation users were met with the new AMS.

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NBC-AMS Coordinator POC:Spencer Bessette Spencer_W_Bessette@nbc.gov (303) 969-7205
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NBC AMS Finance POC: Connie Sanborn Connie_M_Sanborn@nbc.gov (303) 969-5458

Bureau of Land Management
Aviation Manager POC:Brad Gibbs brad_gibbs@blm.gov- (208) 387-5182
Finance/Budget POC: Cindy Halbert lucinda_halbert@blm.gov (303) 236-8719
                                    Cindy Callaham cindy_callaham@blm.gov (208) 387-5355

Bureau of Indian Affairs
Aviation Manager POC:Joel Kerley Joel_Kerley@bia.gov (208) 387-5371
Finance/Budget POC: Maggie Moran Maggie_Moran@nifc.gov (208) 387-5932

Bureau of Ocean Energy Management, Regulation and Enforcement
AMS Subject Matter Expert POC:Cindy Rogers cindy.rogers@mms.gov
Finance/Budget POC:Angela Mazzullo angela.mazzullo@boemre.gov (703) 787-1691

Bureau of Reclamation
Aviation Manager POC: David Garcia, dmgarcia@usbr.gov, (303) 445-2087
Finance/Budget POC: Wanda Graham, wrgraham@usbr.gov, (303) 445-3536

U.S. Fish and Wildlife Service
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Finance/Budget POC: Nancy Minor nancy_minor@fws.gov (703) 358-2327

National Park Service
Aviation Manager POC: Shad Sitz Shad_Sitz@nps.gov (208) 387-5227
(fire) Finance/Budget POC: Jeff Scott jeff_scott@nps.gov (208) 387-5210

Office of Surface Mining
Aviation Manager POC: Maurice Banks jbanks@osmre.gov (202) 208-2608
Finance/Budget POC: Shiela Clifford (202) 208-2915

U.S. Geological Survey
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_____/s/ Mark L. Bathrick_____
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