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Aviation Management Directorate



Information Bulletin

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To: DOI Contract Aircraft Users
From: Mark L. Bathrick, Associate Director, Aviation Management Directorate
Subject: Changes to Non-Fleet (Exclusive Use, On-Call, Rental) Aircraft Invoice Processing

This Information Bulletin alerts personnel to recent changes made in the Department of Interior (DOI) electronic invoicing process for non-fleet, contracted aircraft. In 2010, the Aviation Management System (AMS) was phased into selected DOI contracts. There were various difficulties experienced with the validator/approval process and the definitions of workflow between the government and contractors. The Department is changing the workflow and responsibilities for non-fleet invoice submission in the near future. An overview of the changes is below.

1. The government representative will fill out and sign a hard copy of the new *AMD 23E*, provide the original to the vendor, and maintain a file copy.
2. Vendors will prepare and submit the electronic invoices in AMS for all contracts (ARA, On-Call, Exclusive Use). Vendors will scan and attach the copy of the *AMD-23E*, signed by the government representative, to each electronic invoice submission.
3. The Bureau/office signature on the *AMD 23E* serves as certification of flight services received. Bureau personnel **will not** function as electronic submitter, validator or approver in AMS. AMD will validate each AMS invoice against the attached *AMD-23E* as well as maintain the electronic "approver" role.
4. There will be no paper invoices accepted for payment at AMD. To avoid duplication, no paper versions of the *AMD 23E* shall be mailed to AMD (the vendor is providing a scanned original *AMD 23E* in AMS with each electronic invoice submission.)
5. Bureaus/offices will retain the ability to run reports and query AMS data to reconcile against operational logs or records.

There will be further information provided to all DOI aviation users by March 1, 2011. This will include the new *AMD 23E*, instructions on how to fill it out, training opportunities, and workflow processes

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