The Department of the Interior's (DOI) mandatory Aviation Management System (AMS) currently in use to capture the detail of Non-Fleet contracted aviation is scheduled to be retired in 2017; the term "Non-Fleet" means aircraft not owned by DOI and is contracted from Vendors. Functionality to replace AMS has been completed and vendors will begin using the Aviation Information Reporting Support (AIRS) application beginning January 1, 2017.

A computer-based training (CBT) module is available at this time. Vendors are encouraged to take this training in preparation of the new AIRS application. The CBT can be found here:  https://www.doi.gov/aviation/aviation-information-report-support-air-s-help-video

After taking the training, if you are still unclear how to create and submit an Aircraft Use Report (AUR) for your specific contract(s) or order(s), the DOI Interior Business Center’s (IBC) Acquisition Services Directorate (AQD) would be happy to provide additional instruction and guidance. The DOI IBC AQD will have Help Desk staff available to host in-person training in their Boise, Idaho office or via webex sessions during the week of November 14-18, 2016. If that week fills and more sessions are needed, additional sessions will be scheduled.

Please take the CBT first, note your questions, and email DOI IBC AQD no later than Friday, October 21, 2016 at AIRS_access@ibc.doi.gov if you would like to schedule a follow-on session. DOI IBC AQD will request your user ID be activated early and they will set up the current rates for one of your active contracts or orders. This will take them several days, so advance notice is vital.

If you do not anticipate contract use immediately on January 1, 2017 or prefer to wait until closer to your flight season, DOI IBC AQD will provide additional training later in the Spring.

If you are not personally responsible for submitting AURs, please pass this information along to your staff that is; and watch for additional communication from our office in the coming months.

Thank you for your patience, we look forward to supporting you in this transition.

Reminders:

- Flights taken in Calendar Year 2016 (December 31, 2016 and prior) will continue to have AURs submitted in AMS through February 28, 2017.
  - To avoid duplication of AURs or split reporting, it is very important that you submit all 2016 AURs promptly in AMS and no later than 30 days after the flight occurs.
After February 28, 2017, you will no longer have access to submit your 2016 (or prior year) AURs.

Note - As per the standard process, you must also submit your associated invoices via the Invoice Processing Platform (IPP).

- All flights taken in Calendar Year 2017 (January 1, 2017 and after) will require submission of AURs within AIRS.

- Help Desk personnel will be available via phone and email, as they are now for AMS. The help desk contact information is as follows:
  - Email: AIRS_access@ibc.doi.gov
  - Phone: (208) 433-5010

- If you are a vendor with a contract or order that will be used in 2017 and you have a current role in AMS, you will need a user ID and password in AIRS. IDs are user-specific; they are not to be shared. You will be receiving login information in late December 2016.