Below is a copy of the latest email sent to Non-Fleet Aviation Vendors. No action is needed on your part, we are sharing this email with you all (DOI Bureau Personnel) to keep you in the loop regarding what is being sent to vendors.

Subject: *ACTION REQUIRED* New DOI Aviation Application - AIRS

The Department of the Interior's (DOI) Aviation Management System (AMS) is scheduled to be retired in early 2017. Vendors are required to use the Aviation Information Reporting Support (AIRS) application beginning January 1, 2017 for all flights taken in Calendar Year 2017.

Please review the training video and familiarize yourself with AIRS. The training video is posted to the DOI aviation pages:


If you are not personally responsible for submitting Aircraft Use Reports (AURs), please pass this information along to your staff that is.

If you are a vendor with a contract or order that will be used in 2017, you will need a user ID and password in AIRS. IDs are user-specific; they are not to be shared. You will be receiving two separate emails later this month (December) with login information and instructions - one with a username and one with a password.

IMPORTANT: To avoid duplication, it is very important that you submit all 2016 AURs promptly in AMS - no later than 30 days after the flight occurs. After February 28, 2017, you will no longer have access to submit or review 2016 (or prior year) AURs in AMS.

Help Desk personnel will be available via phone and email. The help desk contact information is:

* Email: AIRS_access@ibc.doi.gov
* Phone: (208) 433-5010