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, however DOI has decided to delay the start date for vendors to being using the new application. Vendors will now begin using the Aviation Information Reporting Support (AIRS) application beginning January 1, 2017.

A few important facts:

- Flights taken in Calendar Year 2016 (December 31, 2016 and prior) will continue to have Aircraft Use Reports (AUR) submitted in AMS through February 28, 2017.

- To avoid duplication of AURs or split reporting, it is very important that you submit all Calendar Year 2016 AURs promptly within AMS no later than February 28, 2017. 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.

- Vendor training will be available for AIRS in December 2016. Recorded sessions and/or handouts will remain available for Vendors that launch later or want a refresher at their time of first use.

- 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 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. If you have any additional questions at this time, please send an email to Rebecca_Reilly@ios.doi.gov.

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