

DOI TRANSITIONING FROM AMS TO AIRS

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 2016; the term "*Non-Fleet*" means aircraft not owned by DOI and is contracted from Vendors. Functionality to replace AMS is in final stages of development and testing and will be released for Vendor use beginning October 1, 2016. You will see this new functionality referred to as Aviation Information Reporting Support, or "AIRS".

A few important facts:

- **Contracts or orders issued in Fiscal Year (FY) 2016 will continue in AMS** through the end of this Calendar year.
- **All new contracts or orders issued in Fiscal Year 2017 will require submission of Aircraft Use Reports (AURs) within AIRS.**
- To avoid duplication of AURs or split reporting, it is *very important* that you submit all FY 2016 AURs promptly within AMS **no later than November 30, 2016**. Note – As per the standard process, you must also submit your associated invoices via the Invoice Processing Platform (IPP).
- **Vendor training will be available** for AIRS in September 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 or would like to be added to the email distribution list, please send an email to [Rebecca Reilly@ios.doi.gov](mailto:Rebecca_Reilly@ios.doi.gov).

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