AMD-23E Instructions for USFS National Type 1 & 2 Call When Needed (CWN) Contract Helicopters hired for Department of Interior Incidents

Block number 9 of the Resource Order will indicate what agency the aircraft was ordered for. If this order is for the USFS then ABS will be the method of payment. If a DOI agency is the ordering organization AMS will be the required method of payment. The following information is a summary of completing the AMD-23E which the vendor will utilize for inputting their information into the AMS system for payment

AMD-23E Introduction

The AMD-23E was designed as an electronic method of uploading flight use data into AMS and a Government Receiving Report. AMD will no longer accept paper copies of use reports for work performed. The old AMD 23 form may no longer be used. This document explains the process for completing the new AMD-23E form. All documents reference in these instructions can be accessed at the website:

http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/Helicopters.html

Needed Information

Available from the website link on the previous page
Print these off & take in kit

- AMD-23E v2.0.xls

- 2013 - 2014 Fire Suppression Order #'s

- AMS Mission Codes FINAL (06-18-10)

- AMS Pay Item Code FINAL (06-18-10)

- AMS Billee Codes (5-16-11)

- FBMS Fund Code Format-AMS

- The AMD-23E is required for all DOI CWN aircraft use reporting

- First, download a copy of the AMD-23E v2.0.xls spreadsheet onto the computer that will accompany the aircraft to the field. If there is no computer at the field site, print copies of the spreadsheet to send with the aircraft

- The Contractor will work in conjunction with the Government Representative to enter the Aircraft Use Data into the AMD-23E. As with previous billing arrangements, the Vendor will fill in the work that has been performed on the top and left side of the form and the Government Representative will complete all billing and charge code information on the right side

- As you start to enter data under this new process, certain steps must be taken

- It is important to save your original spreadsheet file as your "master' document. When you are ready to enter information, open the "master" AMD-23E v2.0.xls worksheet and save a copy to a unique file name. That file name should be structured to allow you to identify the contract and the period of performance

- Previous version of the AMD 23 had data entered on lines consecutively as it occurred, regardless of the Pay Item Code. As shown on the sample AMD-23E, this form has broken the entries into "Time Based" and "Fee Based" sections. Each type of entry must be entered on the AMD-23E on consecutive lines in the respective section. Examples of commonly use Time Based items would be FT, EP and EM. Fee based examples might be AV, FC, MC, PD, SC, and SML. There is a complete listing of the pay item codes as the attached web link

- Review the contract to determine what pay item codes are applicable

- When starting a new AMD-23E, <u>always</u> start on the tab "Pg.1." The master file consist of 16 worksheets (tabs named Pg. 1 – Pg. 16) and can be used for single or multiple day use reporting. <u>Utilize each available "Time Based" or "Fee Based" line on the page before moving to the corresponding section on the next page.</u> If you are entering multiple days, **do not use a new sheet for each day** – continue filling up the lines for the "Time Based" and "Fee Based" sections until that section of the sheet is full on each page

- Do not leave any data in unused rows – leave them entirely blank

- SC charges MUST have an explanation in the remarks section of the AMD-23E

- Any required receipts must be scanned and attached to the electronic version of the form

- Once the AMD-23E has been completed, print a copy, draw a line through the space under the last entry in each section to show that there are no more entries

- Both the Vendor and the Government Representative must sign it in their respective signature blocks. The original signed hardcopy (or scanned version), must be returned to the Vendor for upload in AMS. The Vendor Representative would then forward the electronic AMD-23E and the signed version of that form to their home office to create an electronic Aircraft Use Report in AMS

- If the form can not be completed electronically in the field, it can be completed by hand, signed by both parties and returned to the Vendor Representative. The Vendor Representative would forward the signed form to their office staff to manually create an electronic Aircraft Use Report in AMS. Only electronic copies of AMS reports will be accepted by AMD

AMD-23E Aircraft Use Report

Contractor		Contract #		Item #	N #		Make/ Model		PIC Pilot	

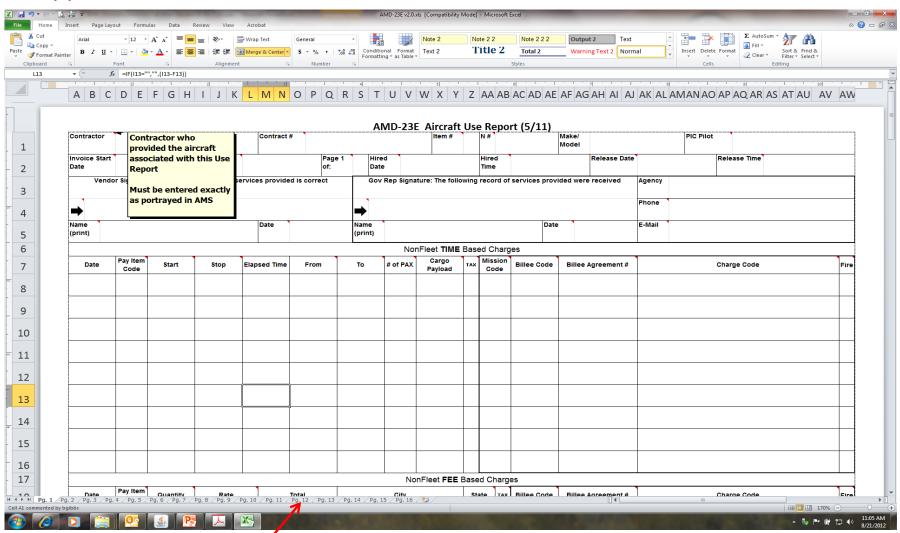| Invoice Start Date		Invoice End Date		Page 1 of:	Hired Date		Hired Time		Release Date		Release Time

Vendor Signature: The following record of services provided is correct		Gov Rep Signature: The following record of services provided were received		Agency	
↵		↵		Phone	
Name (print)	Date	Name (print)	Date	E-Mail	

NonFleet **TIME** Based Charges

Date	Pay Item Code	Start	Stop	Elapsed Time	From	To	# of PAX	Cargo Payload	TAX	Mission Code	Billee Code	Billee Agreement #	Charge Code	Fire

NonFleet **FEE** Based Charges

Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire

Remarks:

AMD-23E Header Information

- The top of the AMD-23E form is know as the "Header Information" section
- It only needs to be completed once for a multiple day assignment with the same aircraft
- The bottom of the AMD-23E form has tabs for additional continuation AMD-23E forms

Contractor		Contract #		Item #	N #		Make/ Model		PIC Pilot	
Invoice Start Date		Invoice End Date		Page 1 of:	Hired Date		Hired Time		Release Date		Release Time	

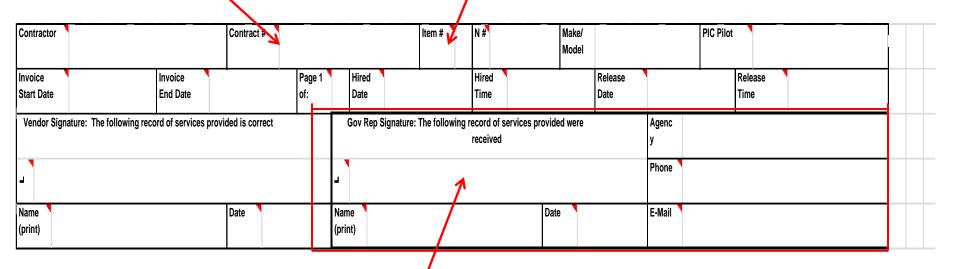| Vendor Signature: The following record of services provided is correct		Gov Rep Signature: The following record of services provided were received		Agency	
⌐		⌐		Phone	
Name (print)		Date	Name (print)		Date	E-Mail	

Red Triangles in the top right corner indicate instructions specific to that text block. Place cursor on the Red Triangle and the instructions will appear

Additional continuation page tabs on the bottom of the form.

Most of these blocks are self explanatory. But there are a couple that need additional explanation

Reference block #9 from the resource order to determine the agency that ordered the aircraft. These instructions apply only to DOI acquired aircraft

- Contract #: For CWN aircraft the information for this block needs to be determined from: Reference 2012-2013 Fire Suppression Order #'s.xlsx
  - Select the "USDA-FS CWN Heli" tab on the bottom of this excel file
    - Item # block will always be "20" for CWN aircraft.

Contractor		Contract #		Item #	N #		Make/ Model		PIC Pilot	
Invoice Start Date		Invoice End Date		Page 1 of:	Hired Date		Hired Time		Release Date	Release Time
Vendor Signature: The following record of services provided is correct					Gov Rep Signature: The following record of services provided were received				Agency	
									Phone	
Name (print)			Date		Name (print)			Date	E-Mail	

The Manager must remember to sign the AMD-23E and fill in their additional information when the document is complete. The completed & Signed form goes to the contractor for their input into AMS

2012-2013 Fire Suppression Order #'s.xlsx

- DOI Fire Suppression Order # that goes in the "Contractor #" block on the AMD-23e
- This number is contractor specific
  - Notice that 5-State Helicopters, Inc. has a different DOI Suppression Order # than Aero Tech. LLC

FOREST SERVICE CWN MEDIUM / HEAVY HELICOPTERS
FIRE SUPPRESSION ORDERS 4-16-2012 THROUGH 4-30-2013

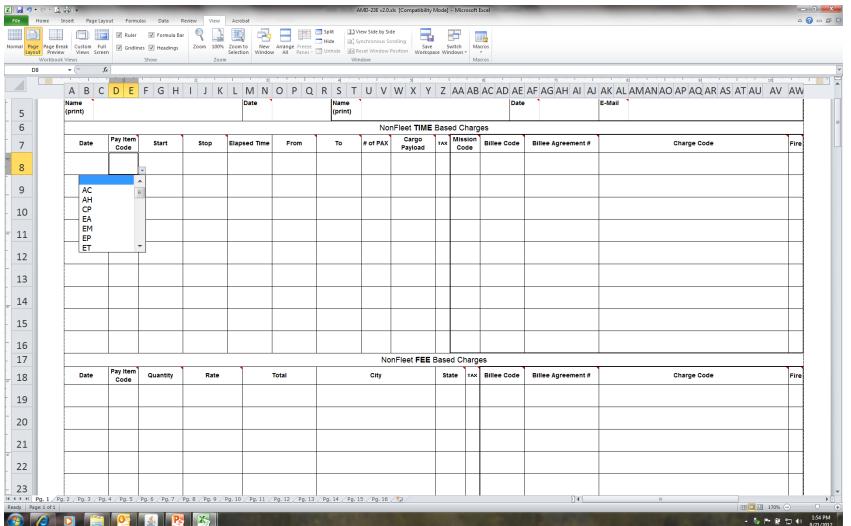| CONTRACTOR	FOREST SERVICE PARENT CONTRACT #	DOI FIRE SUPPRESSION ORDER #
5-State Helicopters, Inc	AG-024B-B-12-5000	D12PD00584
A&P Helicopters, Inc	AG-024B-B-12-5001	D12PD00585
Aero Tech. LLC	AG-024B-B-12-5002	D12PD00586
Aerowest Helicopters	AG-024B-B-12-5003	D12PD00587
Airlift Helicopters Inc	AG-024B-B-12-5004	D12PD00588
Airwest Helicopters , LLC	AG-024B-B-12-5005	D12PD00757
Archer Aviation, Inc.	AG-024B-B-12-5006	D12PD00590
Aris Helicopters	AG-024B-B-12-5007	D12PD00591
Aspen Helicopters, Inc	AG-024B-B-12-5008	D12PD00592
Baker Aircraft	AG-024B-B-12-5009	D12PD00593
Billings Flying Service Inc	AG-024B-B-12-5010	D12PD00594
Blackhawk Helicopters, Inc	AG-024B-B-12-5011	D12PD00595
Central Copters, Inc	AG-024B-B-12-5012	D12PD00596

"USFS-FS CWN Heli" tab

Non-Fleet Time & Fee Based Charges

- After the header section of the AMD-23E are the sections to input Time Based Charges & Fee Based Charges
- This portion is very similar to the old AMD-23 with the exception of being segregated into "Time Based Charges" and "Fee Based Charges"
- "Fire" on the far right is a dropdown menu of Y (yes) or N (no)
- Disregard the "Billee Agreement box, you will not need to place anything here

NonFleet TIME Based Charges

Date	Pay Item Code	Start	Stop	Elapsed Time	From	To	# of PAX	Cargo Payload	TAX	Mission Code	Billee Code	Billee Agreement #	Charge Code	Fire

NonFleet FEE Based Charges

Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire

Non-Fleet Time & Fee Based Charges

- Pay Item Code box has a drop down selection capability
  - Reference: AMS Pay Item Code FINAL (06-18-10).xlsx document for a listing of all Pay Item Codes

Non-Fleet Time & Fee Based Charges

- Time Based Charges can include:
  - FT: Flight Time
  - AC: Additional Crew
  - EP: Extended Pilot
  - UH: Unavailability in Hours

- Fee Based Charges can include:
  - AV: Daily Availability
  - PD: Per Diem in dollars
  - UA: Unavailability in Days
  - SM: Service Truck Mileage (See AMS Pay Item Code FINAL (06-18-10).xlsx document for specific size based pay item code for fuel servicing vehicles. Also, reference the contract for up to date mileage rates)

- See Contract for specific codes that are permitted under the contract

Mission, Billee, & Charge Code

- Mission Code: Drop down menu Reference: AMS Mission Codes FINAL (06-18-10).xls

  - Mission codes are required for all Flight Time items

- Billee Codes: Ties the Aircraft Use Report (AUR/AMD-23e) to the specific unit where the flight activity occurred Reference:AMS_Billee_Codes_5-16-11.xlsx, or better yet, ask the unit UAM/SAM for the Billee code

- FBMS Charge Code: 38 character charge code. You will want to ask the UAM or State Aviation Manager (SAM) for this information. Fairly complex and must be entered correctly Reference: FBMSFundCodeFormat-AMS.doc

Continuation Pages

- Very similar to the first page but with less information in the Header Portion
- The information that you placed in the Header Portion of the first page will automatically populate the continuation pages

Contractor		Contract #			Item #		N #		Make/ Model		PIC Pilot	
Invoice Start Date		Invoice End Date		Page 2 of:	Hired Date		Hired Time		Release Date		Release Time	

NonFleet **TIME** Based Charges

Date	Pay Item Code	Start	Stop	Elapsed Time	From	To	# of PAX	Cargo Payload	TAX	Missio n Code	Billee Code	Billee Agreement #	Charge Code	Fir e

NonFleet **FEE** Based Charges

Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fir e

Remarks:

Completion & Submission

- When the AMD-23E has been completed
  - draw a line through the space under the last entry in each section to show that there are no more entries
  - A printed hard copy of the first page must be generated
  - This gets signed by the vendor and the helicopter Manager
  - This printed copy is given to the vendor along with all other continuation pages, if any. (either hard copy, electronic or scanned)

Completion & Submission cont.

- The vendor is responsible for inputting all information from the AMD-23E into the Aviation Management System (AMS)

- They must scan and attach the signed hard copy with their submission into AMS

- The Helicopter Managers portion of this series of AMD-23e's is complete

- The Helicopter Manager should retain copies for their reference or submission to local aviation managers, (UAM, AOBD or Incident Helibase files)

BLM State Aviation Managers

- Alaska – Gary Baumgartner (907)-356-5523
- Arizona – Darren Mathis (602)-417-9308
- California – Glenn Morrill (916) 978-4435
- Colorado – Clark Hammond (303) 239-3809
- Wyoming – Jason Baldwin (307) 775-6237
- Idaho – Mike Reid(208) 373-3853
- Montana – Bob Flesch (406)896-2912
- Nevada – Josh Fulton(775) 861-6535
- New Mexico – Darren Mathis(602) 417-9308
- Oregon – Kurt Kleiner (503) 808-6593
- Utah – Cameron Dingman (801) 539-4241

Bryan Bitting, National Aviation Office – (208) 387-5173