



**File Code:** 6540/5710/6300

**Date:** March 6, 2007

**Route To:** (5710), (6300), (6500)

**Subject:** Release and Mandatory Use of the Aviation Business System

**To:** Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

Budget & Financial Management, Fire & Aviation Management and Acquisition Management have been working jointly on an automated process to streamline the use, tracking and payment for all aviation resources. This system, the Aviation Business System (ABS) will be released on a phased-in schedule beginning April 2.

ABS is a web-based system with a disconnected client for remote use. This new system will require that all contract aviation costs currently tracked on FS-6500-122 Flight Use Invoice (invoice) be entered electronically into ABS from the source location (Helibase, Tanker Base, etc) by aircraft managers. The following workflow will be followed:

- The appropriate Contracting Officer (CO) or designated Contracting Officer's Representative (COR) will review and approve each invoice.
- The CO/COR will electronically select approved invoices to be packaged for payment and approve the package using electronic signature (PIN).
- After approval by the CO/COR, the vendor will receive notification that a package is ready for approval.
- After successful review and application of an electronic signature by the Vendor, the package will be submitted to the Albuquerque Service Center (ASC) Incident Database (IBDB) for final processing of the payment.
- If the vendor requests any changes to the payment package it will be reviewed again by the CO/COR, the changes accepted or rejected and notification of the results sent to the vendor. The package is then submitted directly to the ASC IBDB.

This entire process is paperless with significant benefits including:

- Efficient tracking and payment of aviation resources.
- Savings in labor hours.
- Reduced time between approvals of usage on the FS-6500-122 and payment.
- Up-to-date electronic data for required General Service Administration reporting currently collected in the Aviation Management Information Systems (AMIS) application.



For the successful implementation of this new system, all aviation managers will be required to enter FS-6500-122 data into ABS. This will also require the provision of, or access to, a computer at all bases supporting the payment of aviation resources.

Following is the ABS implementation schedule. All Forest Service contracted exclusive use and call-when-needed Types 1, 2 and 3 helicopters and fixed-wing aircraft based in or contracted by those regions are included.

Regions 3, 8, NIFC large air tankers, smokejumper aircraft	April 2, 2007
Regions 5, 9 and 10	May 1, 2007
Regions 2 and 4	May 15, 2007
Regions 1, 6 and National CWN Helicopters	June 1, 2007
Full Production	July 2007

Prior to the implementation dates above, e-meetings will be held for the affected Regions. In addition, user instructions, information, status, application links and online training will be available on the web at: <http://www.fs.fed.us/business/abs/>. A Helpdesk will be available at 866-224-7677 to answer ABS training, system-related questions and support the users in the field. Beyond the e-meeting and online training, no additional training will be provided as this software is not complex and simply automates an existing paper process.

The helpdesk should be your first point of contact. However, if you have policy questions they may be directed as follows: Finance—Starla Grill 505-563-7414, Aviation—Margaret Doherty 202-205-0985 or Acquisition—Sue Prentiss 208-387-5669.

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