

WEB ORDERS TRANSACTION SYSTEM (WOTS)

HOW TO GUIDE FOR THE

INDIVIDUAL MOBILIZATION AUGMENTEE (IMA)

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SYSTEM REQUIREMENTS AND SECURITY

The WOTS system is designed to meet current DoD and AF security requirements. To meet these requirements, the computer system you use to connect to WOTS must support these minimum security levels.

First, you must have access to the Internet through a service provider or through your workplace. You will not be able to access through America On Line (AOL) if you have NT Operating System. You'll need Internet Explorer V4.0 or Netscape 4.0 browser or higher. WOTS uses 128 bit encryption to protect your privacy and provide security for the information being transmitted. Therefore, you'll need to ensure that your browser is set for 128 bit Secure Socket Layer (SSL), also called SSL Level 3. For Internet Explorer, check the Advanced security features in the Internet Options configuration, found under the View menu item. Netscape users will find the same information in the Advanced SSL configuration in the Navigator section of the Security Information under the Communicator menu item.

If you don't have SSL level 3, you may be able to upgrade your browser by downloading the 128 bit encryption from the browser manufacturer. Windows NT users will need Service Pack 4 loaded. NOTE: Current law prohibits export of 128 bit encryption overseas, except on military bases. IMAs living overseas off base may not be able to upgrade or purchase a computer with this capability.

If your system supports these requirements, you're good to go. As with most Internet applications, responsiveness is dependent upon the speed of your computer as well as the amount of memory. Likewise, the screens will look better if you have a larger monitor. Otherwise, there are no other special requirements to use WOTS.

ACCESSING THE PAGE

You will access WOTS over the Internet. Eventually, you will access through our ARPC Homepage at www.arpc.org. For the field test phase, you need to go to Universal Resource Locator (URL) <https://arpc1.mn.uswest.net/wots>

PRIVACY ACT STATEMENT:

First, you'll probably get one or more notices concerning the security certificates used to protect the site. Accept or click on "next" or "yes" to get through these. Once the site is reached, you will see the *Privacy Act Statement*. We suggest you read the page at least once to understand the conditions of use. Next, click on the "I Accept" button to proceed. That will forward you to the *logon page*.

LOG ON PAGE:

Input your user ID and password as requested. The system will prompt you to input a unique password known only to you after the initial log on. Passwords must be a combination of at least two forms of alpha, numeric, and special characters (such as \$, #, &, etc.) and must be at least 8 characters long.

NOTE: There is a hotlink on this page to assist you. PMs and HQ ARPC/FMX will have the ability to reset the password back to the original default if necessary.

Upon acceptance of the user name and password, you will proceed to the *main menu*, where you will select the action to be taken.

NAVIGATION THROUGH THE WOTS

MAIN MENU:

From the *main menu*, you will be able to perform a variety of functions using the options. The following actions can be accomplished:

--**New Order Request** option allows you to input a request for an annual tour (AT), special tour for training (ADT), special tour for support (ADS) or a formal school tour. The number of days will be tallied for the current fiscal year (FY) in each category once your request is saved. Your program manager (PM) can make corrections to this tally if necessary.

--**Lookup Order Request** option will allow you to check the status of your request at any time. It will also show you the number of tour days already approved in the various categories, and the number of days until the start of the tour. The status of each request for the current FY is also displayed. There are a variety of status notices. They are:

--- **Pending Program Manager Review**—IMA has saved request but program manager has not yet accessed it.

--- **Under Program Manager Review**—PM has opened the request and is currently reviewing it.

--- **Disapproved**—PM has reviewed and disapproved the request.

---**Pending Cross Command Approval**—PM has approved the request using another MAJCOM's WCC, and the cross command has not approved the request.

--- **Pending ARPC Review**—PM has approved the request and the ARPC order technician (OT) has not accessed it.

--- **Under ARPC Review**—OT has accessed the request and is processing it.

--- **On Hold Pending Program Manager Approval of Revision**—A revision has been submitted for the request, but it has not been reviewed and approved by the PM.

--- **Returned to Program Manager for Review**—ARPC OT has returned the request to the PM for correction/consideration.

--- **Order Published**—The order has been published, and the order number is in the system.

--**Revise/Amend Order Request** option will allow you to submit any necessary revisions or amendments to an existing order request, or a previously published order, provided the previous order was accomplished through WOTS. You have ownership of a request until the PM has accessed it, and you may simply view the request that is "Pending Program Manager Review" and make the necessary changes without submitting a revision/amendment request. Once the request has progressed to the "Under Program Manager Review" status, or further in the process, you will need to submit a revision/amendment request to make a change.

--**Update Personal Information** option will allow you to submit an update to changeable personal information, such as your name, rank, and home address. This action will generate a message to our Customer Service Division, and alert them to verify and update the Personnel Data System (PDS).

NOTE: The information in blue is downloaded from the PDS, and is not changeable by you. If any of these items are not correct, contact your program manager (PM).

--**Change Password** option allows you to change your password any time.

--**Log Off** option should always be accomplished before you close your Internet connection. If not, you continue to take up space on the WOTS for an extended period of time.

NOTE: To move to a different page at any time, use the navigation items on the left of the screen or the "Return to Main Menu" button on the bottom of the page. Do not use the "Back" or "Forward" buttons in your browser.

ORDER REQUEST MENU:

From the *main menu*, click on the "New Order Request" option. This will take you to the *personal information page*. You will note that a new set of options has appeared on the left side of your screen.

--**Personal Information Page:** You need to review all the information already on this page for accuracy, and report any incorrect data to your PM. Then, if you haven't done so already, fill out all the other items to the best of your ability. Provide all e-mail addresses possible, so future notifications can be sent. Make sure you input a physical street address for the location where you live. **Do not use this page for PO Box addresses or temporary addresses.**

NOTE: Items with red asterisks are mandatory items that must be filled out before a request can be saved. Also, either a home or work phone number is necessary.

--**Temporary Information Page:** This page allows you to input temporary contact information in the event you need orders sent to a different location other than your home. **If you prefer to have your mail delivered to a PO Box address, it should be entered on this page.**

--**Tour Information Page:** This page allows you to input your desired tour information. Select which type of tour you require, and fill in the report dates (without travel days) and the complete report location. If you are applying for a formal school tour, the report location is the name of the school you will be attending.

NOTE: You cannot be reported to a specific hotel for a tour. If you are attending a conference, indicate the name of the conference and the city and state in the report location. You can indicate what hotel the conference is being held at in the "remarks section".

If you select the "I will telecommute" item, your home address and report location should be the same (or at least on the same base, etc.). If you are requesting your PM approve the special or school tour to be credited as substitution for annual training, select that option.

You must select the "I have coordinated this request with my supervisor" item in order to save the request. If you have provided an e-mail address for your supervisor on the *personal information page*, your supervisor will receive notification via e-mail when orders are published for your tour.

If you are not telecommuting, you must select the "I accept the following Travel Agreement" option in order to save your request. **Read this agreement carefully, as you are responsible for compliance. Failure to adhere to the agreement could result in non-reimbursement of transportation expenditures.**

--**Special Authorizations Page:** This page affords you the opportunity to request a variety of special authorizations that may be required on your tour. Justification indicated for each item is required in the "remarks section". Your PM or HQ ARPC will either approve or deny your request based on your justification, mission impact, and available funding. **If you fail to provide the sufficient and appropriate justification, the authorization will not be included on your order.**

NOTE: You may use the "remarks section" to explain any particular information regarding your tour that would have an impact on the publication of your orders. For example, if you are aware you will be performing shift work, etc., it can be helpful for your order technician to have that information prior to publishing your order.

Every page offers you a "reset" button, if you have input the wrong information, or need to start over.

--**Save Request Option:** After you have completed your request, you need to select this option. You will then be informed if the request has been successfully saved and accepted or not. If you have forgotten any necessary information, you will get an error notice and be prompted to correct the information. The system will provide you access to return to the page needing correction, and the item will be indicated in red. You will not be able to save your request until you have corrected the erroneous information.

E-MAILS

The following e-mails should be in play during the field test period, provided you have entered your e-mail address on the *personal information page*:

1. Notification of denial of tour request. The reason for the denial will be annotated in the "remarks section" by your PM.
2. Notification that your PM has approved your request, and forwarded it to ARPC for action.
3. Notification that your orders have been completed and published by HQ ARPC. Your supervisor will receive a courtesy copy of this e-mail if you provide an e-mail address for him/her.
4. Confirmation of a quota fill action on a school tour request.