

INTERIOR BUSINESS CENTER

U.S. DEPARTMENT OF THE INTERIOR

AWTS Affiliate Workforce Tracking System Training

November 1, 2019



Access to AWTS

- AWTS Account Request Form

Interior Business Center
Human Resource Management Suite (HRMS)

AWTS Account Request

Version Date: 12/7/2018 (Previous Versions Obsolete)
Scan and email completed form to OSB_Joint_intake@ibc.doi.gov

Scope of Authorization

The user has authorized access for administration of identified applications in the AWTS as described below. This authorization will be revoked on separation, retirement, reassignment of duties, change of organization, or when determined to be in the best interest of the Government.

USER: First Name _____ Middle Initial _____ Last Name _____

Employment: Federal Employee Contractor/School POC Organization Code _____

E-mail Address _____ Telephone (____) _____ - _____ Ext. _____

Access Request: Add Delete Change current AD UPN(Username): _____

Other Change? _____

System Request: AWTS

Reason for Request _____

Admin Role Request COR (Contracted Affiliate Maintenance)

Role Request Checklist is provided on the following page; unique role requests are permitted but must be clearly described above. Multiple roles can be assigned. In all cases provide an existing AD UPN if applicable.

Acknowledgment

I understand that I am authorized to access AWTS as identified above and that access for any purpose beyond the Scope of Authorization is a violation of Federal law (18 U.S.C §1030, et. al.). My PIN is known only to me, compliant with DOI and IBC policy; and I may be held responsible for any and all actions affecting the systems resulting from the use of my two/multi factor authentication.

User Signature _____ Date _____

Supervisor's or Other Responsible Official Statement:

I acknowledge that the above individual is to have the Access Request following the receipt of this AWTS Account Request Form.

Authorized Signature Date

SPOC Signature Date

AWTS Administrator Use Only

Date Received: _____ AWTS entry Date: _____

New User Notification Date: _____

Access to AWTs

- Rules of Behavior and System Access Form

Human Resource Management Suite Rules of Behavior and System Access Form

The DOI/Interior Business Center (IBC) is responsible for ensuring an adequate level of protection and security is afforded to the Human Resource Management Suite (HRMS). The necessary level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the HRMSD System Affiliate Workforce Tracking System (AWTS).

All persons must understand these Rules of Behavior are based on Federal laws and regulation, and there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

I understand that, when using the Affiliate Workforce Tracking System (AWTS), I am personally accountable for my actions and that I must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of the AWTS;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevance for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to DOI/IBC;
9. Use government equipment in accordance with my site's/Agency's policies and procedures.

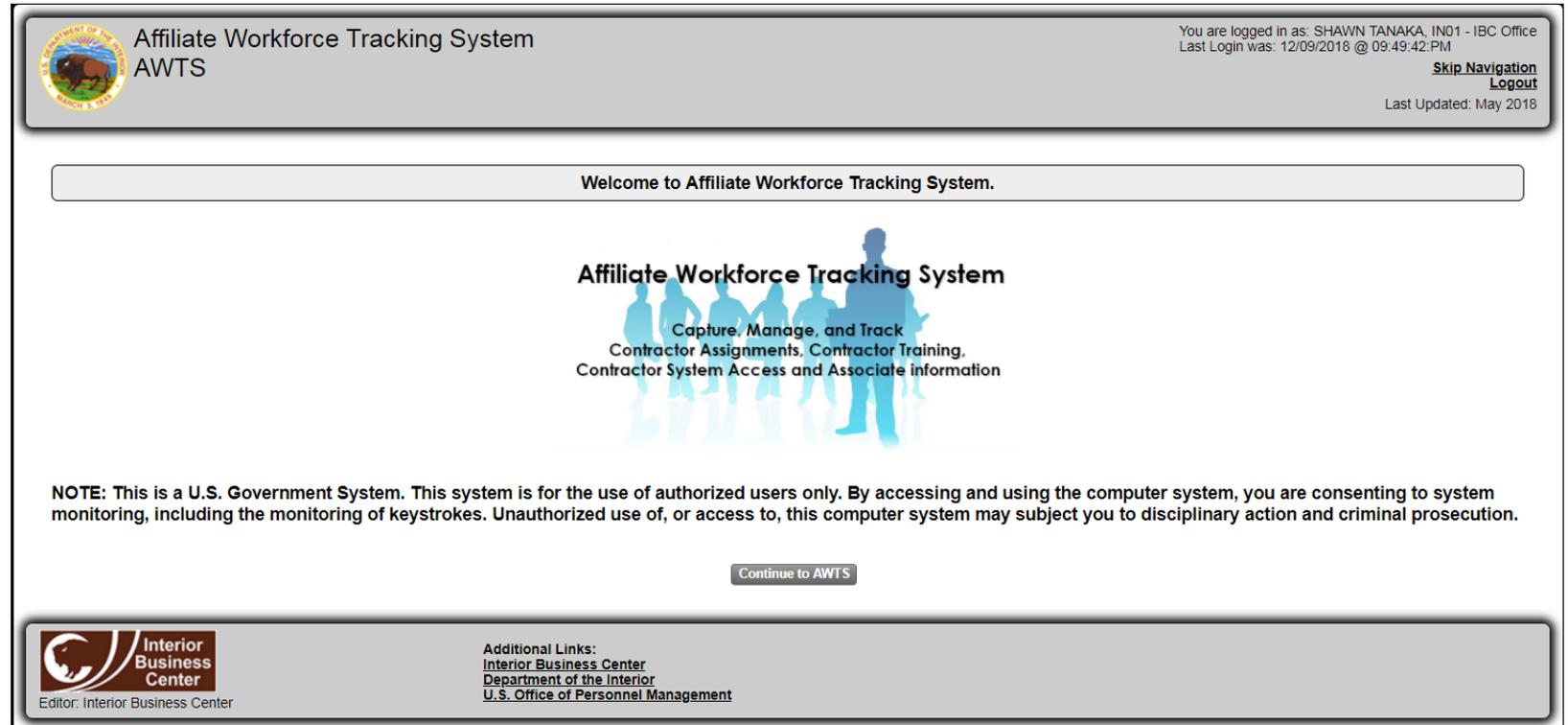
I understand all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand DOI/IBC reserves the right, to terminate or suspend my access, without notice, if there is a violation of these Rules of Behavior.

Signature & Date

Logging In

- **AWTS URL:** <https://awts.ibc.doi.gov>
- **Click Continue to AWTS**



The screenshot shows the login page for the Affiliate Workforce Tracking System (AWTS). At the top left is the BLM logo and the text "Affiliate Workforce Tracking System AWTS". At the top right, it displays the user's login information: "You are logged in as: SHAWN TANAKA, IN01 - IBC Office" and "Last Login was: 12/09/2018 @ 09:49:42:PM". Below this are links for "Skip Navigation" and "Logout", and a note "Last Updated: May 2018". A central message box says "Welcome to Affiliate Workforce Tracking System." Below that is the main heading "Affiliate Workforce Tracking System" with a graphic of silhouettes of people. Underneath is the text "Capture, Manage, and Track Contractor Assignments, Contractor Training, Contractor System Access and Associate Information". A prominent "NOTE" states: "NOTE: This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution." A "Continue to AWTS" button is located below the note. At the bottom left is the Interior Business Center logo and "Editor: Interior Business Center". At the bottom right are "Additional Links" for "Interior Business Center", "Department of the Interior", and "U.S. Office of Personnel Management".

Affiliate Workforce Tracking System
AWTS

You are logged in as: SHAWN TANAKA, IN01 - IBC Office
Last Login was: 12/09/2018 @ 09:49:42:PM
[Skip Navigation](#)
[Logout](#)
Last Updated: May 2018

Welcome to Affiliate Workforce Tracking System.

Affiliate Workforce Tracking System
Capture, Manage, and Track
Contractor Assignments, Contractor Training,
Contractor System Access and Associate Information

NOTE: This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

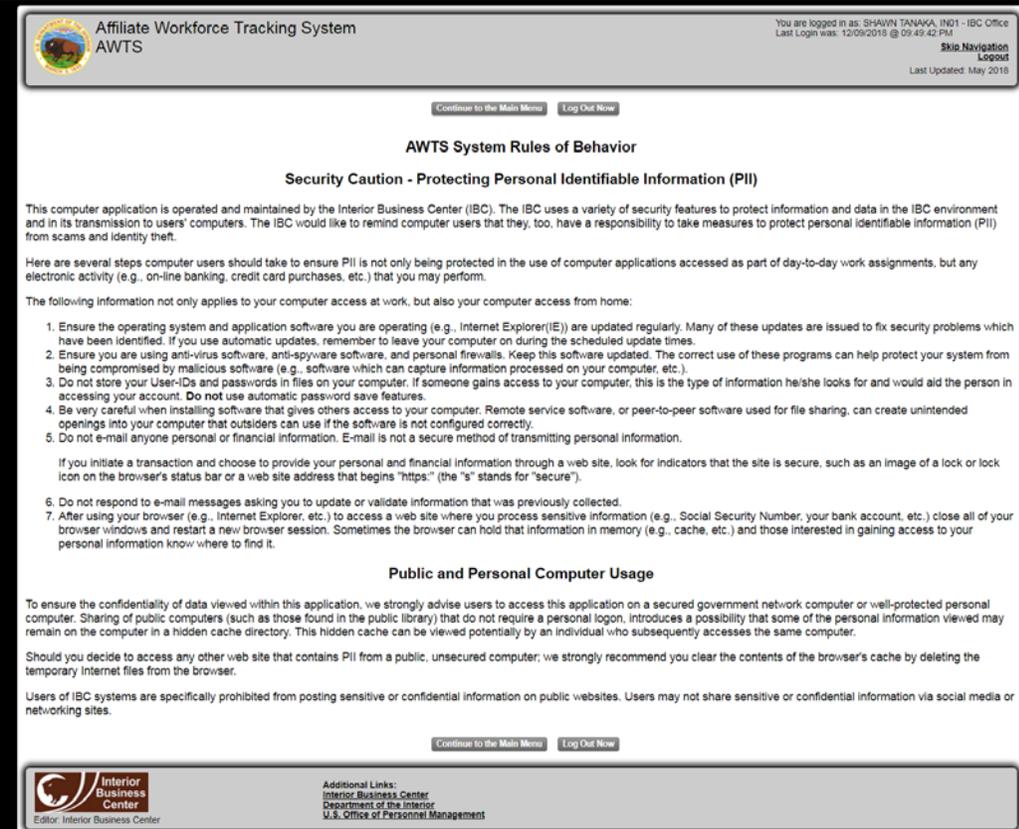
[Continue to AWTS](#)

 Interior Business Center
Editor: Interior Business Center

Additional Links:
[Interior Business Center](#)
[Department of the Interior](#)
[U.S. Office of Personnel Management](#)

Logging In

- Review the AWTS Rules of Behavior
- Click Continue to the Main Menu



The screenshot displays the AWTS login interface. At the top, the header includes the AWTS logo and the text 'Affiliate Workforce Tracking System AWTS'. On the right, it shows the user's login information: 'You are logged in as: SHAWN TANAKA, IND1 - IBC Office' and 'Last Login was: 12/09/2018 @ 09:42:42 PM'. There are also links for 'Skia Navigation' and 'Logout', and a note 'Last Updated: May 2018'. Below the header, there are two buttons: 'Continue to the Main Menu' and 'Log Out Now'. The main content area is titled 'AWTS System Rules of Behavior' and 'Security Caution - Protecting Personal Identifiable Information (PII)'. It contains a paragraph explaining the system's security features and a list of seven steps for users to follow to protect their PII. Below this, there is a section for 'Public and Personal Computer Usage' with further instructions. At the bottom, there are two more buttons: 'Continue to the Main Menu' and 'Log Out Now', and a footer with the Interior Business Center logo and 'Additional Links' to the Interior Business Center, Department of the Interior, and U.S. Office of Personnel Management.

Affiliate Workforce Tracking System
AWTS

You are logged in as: SHAWN TANAKA, IND1 - IBC Office
Last Login was: 12/09/2018 @ 09:42:42 PM

Skia Navigation
Logout
Last Updated: May 2018

[Continue to the Main Menu](#) [Log Out Now](#)

AWTS System Rules of Behavior

Security Caution - Protecting Personal Identifiable Information (PII)

This computer application is operated and maintained by the Interior Business Center (IBC). The IBC uses a variety of security features to protect information and data in the IBC environment and in its transmission to users' computers. The IBC would like to remind computer users that they, too, have a responsibility to take measures to protect personal identifiable information (PII) from scams and identity theft.

Here are several steps computer users should take to ensure PII is not only being protected in the use of computer applications accessed as part of day-to-day work assignments, but any electronic activity (e.g., on-line banking, credit card purchases, etc.) that you may perform.

The following information not only applies to your computer access at work, but also your computer access from home:

1. Ensure the operating system and application software you are operating (e.g., Internet Explorer(IE)) are updated regularly. Many of these updates are issued to fix security problems which have been identified. If you use automatic updates, remember to leave your computer on during the scheduled update times.
2. Ensure you are using anti-virus software, anti-spyware software, and personal firewalls. Keep this software updated. The correct use of these programs can help protect your system from being compromised by malicious software (e.g., software which can capture information processed on your computer, etc.).
3. Do not store your User-IDs and passwords in files on your computer. If someone gains access to your computer, this is the type of information he/she looks for and would aid the person in accessing your account. Do not use automatic password save features.
4. Be very careful when installing software that gives others access to your computer. Remote service software, or peer-to-peer software used for file sharing, can create unintended openings into your computer that outsiders can use if the software is not configured correctly.
5. Do not e-mail anyone personal or financial information. E-mail is not a secure method of transmitting personal information.

If you initiate a transaction and choose to provide your personal and financial information through a web site, look for indicators that the site is secure, such as an image of a lock or lock icon on the browser's status bar or a web site address that begins "https:" (the "s" stands for "secure").

6. Do not respond to e-mail messages asking you to update or validate information that was previously collected.
7. After using your browser (e.g., Internet Explorer, etc.) to access a web site where you process sensitive information (e.g., Social Security Number, your bank account, etc.) close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g., cache, etc.) and those interested in gaining access to your personal information know where to find it.

Public and Personal Computer Usage

To ensure the confidentiality of data viewed within this application, we strongly advise users to access this application on a secured government network computer or well-protected personal computer. Sharing of public computers (such as those found in the public library) that do not require a personal logon, introduces a possibility that some of the personal information viewed may remain on the computer in a hidden cache directory. This hidden cache can be viewed potentially by an individual who subsequently accesses the same computer.

Should you decide to access any other web site that contains PII from a public, unsecured computer, we strongly recommend you clear the contents of the browser's cache by deleting the temporary Internet files from the browser.

Users of IBC systems are specifically prohibited from posting sensitive or confidential information on public websites. Users may not share sensitive or confidential information via social media or networking sites.

[Continue to the Main Menu](#) [Log Out Now](#)

 Interior Business Center
Editor: Interior Business Center

Additional Links:
Interior Business Center
Department of the Interior
U.S. Office of Personnel Management

Logging In

- Main Menu Modules for CORs
- Contracted Affiliates, Reports

**Affiliate Workforce Tracking System
AWTS**

You are logged in as: JULIE JOHNSON
IN01 - IBC Office
Last Login was: 10/31/2019 @ 10:39:04 AM
[Skip Navigation](#)
[Logout](#)
Last Updated: October 2019

Manage > Feedback FAQs

How to use AWTS to manage your vendors, contracts, contracted affiliates and their assignments.

1. Add users to AWTS. All users such as Contracting Officers, Program Managers and CORs who will be using AWTS must be added to the system by an AWTS Security Administrator.
2. Add a Vendor. The Contracting Officer or Program Manager must add or edit a vendor providing all required information so a vendor can be associated with a contract.
3. Add a Contract. The Contracting Officer or Program Manager must add or edit a contract, associate it with a vendor and provide all required information so a contract can be associated with Contracted Affiliate assignments.
4. Add Programs & Systems. The Administrator for Table Maintained Data must add programs so that new assignments can be associated with an affiliate. They must also add systems so that necessary systems can be associated with an assignment.
5. Add a Contracted Affiliate. The CORs or Program Managers add or edit contracted affiliate information and add assignments to their records. Assignments must be associated with a contract and a program.
6. Add a Non-Contracted Affiliate. The Program Managers (or users assigned to the Non-Contracted Affiliates module) add or edit non-contracted affiliate information and add assignments to their records.

Vendor
Maintain Vendors
Search for a vendor, add a new vendor and edit available vendors.
[Launch](#)

Contract
Maintain Contracts
Search for a contract, add a new contract, edit available contracts, transfer assignments to a new contract, transfer contracted affiliates between CORs.
[Launch](#)

Contracted Affiliates
Maintain Contracted Affiliates
Search for a contracted affiliate, add a new contracted affiliate, edit available contracted affiliates & their assignments.
[Launch](#)

Non-Contracted Affiliates
Maintain Non-Contracted Affiliates (Associate, Volunteer, Partner, Dignitary, Visiting Scientist, Scientist Emeritus, Tribal User, Guest Researcher)
Search for a non-contracted affiliate, add a new non-contracted affiliate, edit available non-contracted affiliates & their assignments.
[Launch](#)

Reports
Generate Reports
Generate vendor, contract, affiliate, non-contracted affiliates, and forms reports.
[Launch](#)

Administration
Administration Maintenance
Update data in tables maintained by system users.
[Launch](#)

Template Library
Maintain Templates
Create, manage, and modify existing email notification templates.
[Launch](#)

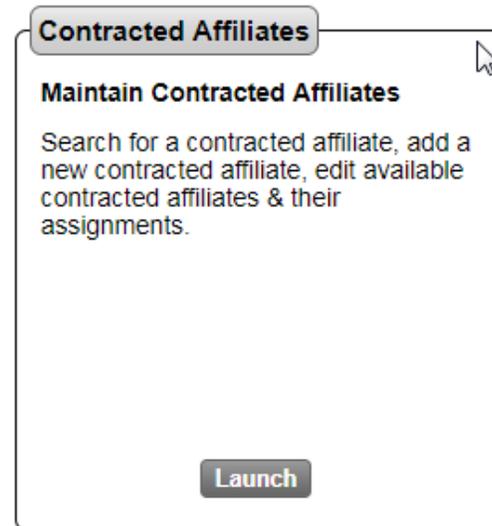
Invitation Management
Manage Invitations
Process requests to complete and submit forms.
[Launch](#)

Interior Business Center
Editor: Interior Business Center

Additional Links:
[Interior Business Center](#)
[Department of the Interior](#)
[U.S. Office of Personnel Management](#)

Adding/Editing a Contracted Affiliate Record

1. Launch the Contracted Affiliates Module



2. To maintain data integrity and to avoid duplication, you must first search for the volunteer using the Search Criteria or by clicking on the Active Contracted Affiliates button

Adding/Editing a Contracted Affiliate Record

3. Search for an existing record using the search criteria fields

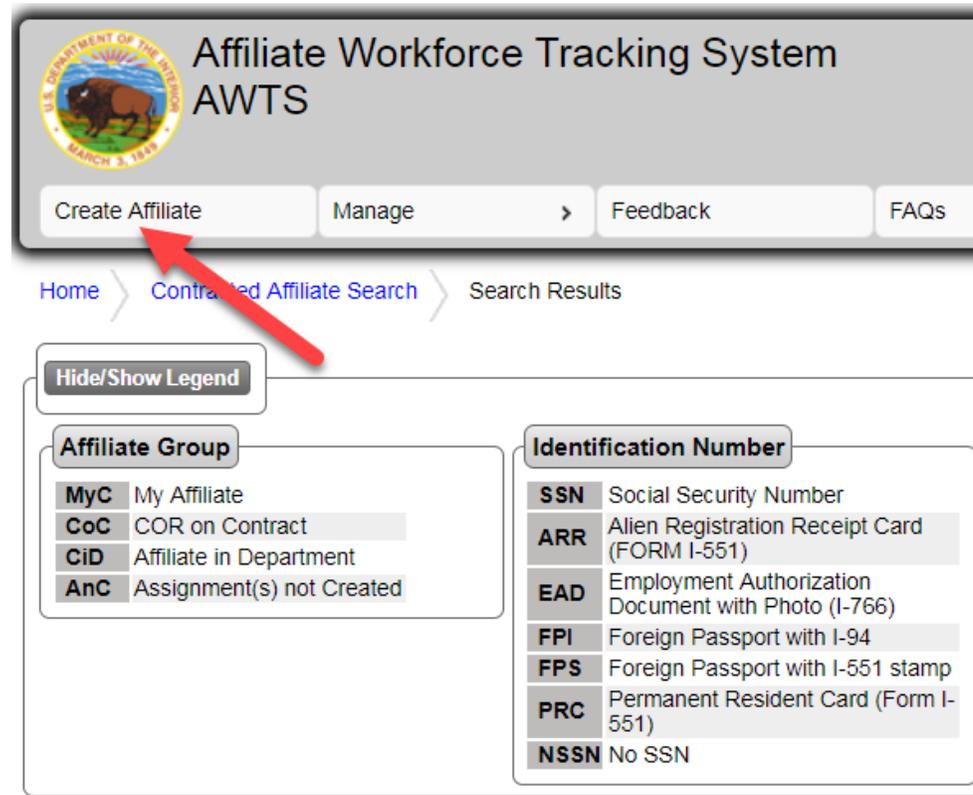
The screenshot displays the 'Contracted Affiliate Search' page of the Affiliate Workforce Tracking System (AWTS). The page header includes the system logo, the title 'Affiliate Workforce Tracking System AWTS', and user information: 'You are logged in as: SHAWN TANAKA, IN01 - IBC Office. Last Login was: 02/25/2019 @ 02:18:15 PM'. Navigation links for 'Manage', 'Feedback', and 'FAQs' are present. The main content area features a search form with the following fields:

- Affiliate First Name
- Affiliate Last Name
- Affiliate Group (Please make a selection)
- Affiliate Status (Please make a selection)
- Assignment Contract Number (Please make a selection)
- Assignment Primary COR (Please make a selection)
- Assignment Vendor (Please make a selection)
- Assignment Program (Please make a selection)
- Assignment Organization Range (To search for an exact match, only enter the From Org):
 - From Org
 - To Org
- Assignment EOD Range:
 - From EOD
 - To EOD
- Assignment Termination Date Range:
 - From Termination Date
 - To Termination Date

Buttons for 'Search' and 'Reset' are provided below the search criteria. The footer contains the Interior Business Center logo and additional links: 'Interior Business Center', 'Department of the Interior', and 'U.S. Office of Personnel Management'.

Adding/Editing a Contracted Affiliate Record

4. From the Search Results screen, click on Create Affiliate



 Affiliate Workforce Tracking System
AWTS

Create Affiliate Manage Feedback FAQs

Home > Contracted Affiliate Search > Search Results

Hide/Show Legend

Affiliate Group	
MyC	My Affiliate
CoC	COR on Contract
CiD	Affiliate in Department
AnC	Assignment(s) not Created

Identification Number	
SSN	Social Security Number
ARR	Alien Registration Receipt Card (FORM I-551)
EAD	Employment Authorization Document with Photo (I-766)
FPI	Foreign Passport with I-94
FPS	Foreign Passport with I-551 stamp
PRC	Permanent Resident Card (Form I-551)
NSSN	No SSN

Adding/Editing a Contracted Affiliate Record

5. On the Affiliate Detail Personal screen, enter all the information you have available for the Contracted Affiliate

- ****Select the Affiliate Status (Required)**
- ****Enter the First Name (Required)**
- Enter the Middle Name
- ****Enter the Last Name (Required)**
- Enter the Suffix
- Enter the Home Address 1
- Enter the Home Address 2
- Enter the City
- Enter the State
- Enter the Zip
- Enter the Country
- Enter the Home Email
- Enter the Home Phone
- Enter the Affiliate ID
- ****Enter the Type of Identification (Required)**
- **Enter the Identification Number (Required)**
- ****Enter the Date of Birth (Required)**
- Enter the Gender
- Enter the Birth City
- Enter the Birth State
- Enter the Birth Country
- Enter the Country of Citizenship
- Enter the Citizenship
- Enter the Smart Card Required
- Enter the Emergency Response Official
- Enter the PIV Status
- Enter the PIV Card Status Date
- Enter the Active Directory Fed UPN
- Enter the Background Investigation Code
- Enter the Background Inv Start Date
- Enter the Background Inv End Date
- Enter the Work Permit Expiration Date

****Required to Save the Record**

Adding/Editing a Contracted Affiliate Record

6. Click on Update
7. Save Complete Data Saved popup is displayed. Click OK
8. Additional tabs are displayed (Personal Contacts, Assignments, Systems, Training, Notes, Notifications, Documents, and Action History)

Home > Affiliate Search > Search Results > Affiliate Detail

Alert: No records found

Edit Record

Personal | Personal Contacts | Assignments | Systems | Training | Notes | Notifications | Documents | Action History

Update

Affiliate Status Information

Affiliate Status (Required) ACTIVE

Affiliate Contact Information

First Name (Required)	JOHN
Middle Name	JAMES
Last Name (Required)	CONTRACTOR
Suffix	
Home Address 1	1234 MAPLE RD.
Home Address 2	

Symbol Legend

(Required) Required to save record

Affiliate Details

Affiliate	JOHN CONTRACTOR
CCI	C000004711
Affiliate Status	ACTIVE
Last Modified On	02/26/2019 12:13:24 AM
Last Modified By	SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment

Assignment ID	
Assignment Status	
Primary COR	
Vendor	
Contract Number	
Contracting Officer	
Modified By	
Modified On	

CORs for Assignment

No CORs available.
Contracting Officers and Program Managers must add CORs to the contract via the Contract Module.

9. The Contracted Affiliate record has been created

Adding an Assignment to the Contracted Affiliate Record

1. After creating the Contracted Affiliate record, click on the Assignments tab

Home > Affiliate Search > Search Results > Affiliate Detail

Alert: No records found

Edit Record

Personal | Personal Contacts | **Assignments** | Systems | Training | Notes | Notifications | Documents | Action History

Update

Affiliate Status Information

Affiliate Status (Required) ACTIVE

Affiliate Contact Information

First Name (Required)	JOHN
Middle Name	JAMES
Last Name (Required)	CONTRACTOR
Suffix	
Home Address 1	1234 MAPLE RD.
Home Address 2	

Symbol Legend

(Required) Required to save record

Affiliate Details

Affiliate	JOHN CONTRACTOR
CCI	C000004711
Affiliate Status	ACTIVE
Last Modified On	02/26/2019 12:13:24 AM
Last Modified By	SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment

Assignment ID	
Assignment Status	
Primary COR	
Vendor	
Contract Number	
Contracting Officer	
Modified By	
Modified On	

CORs for Assignment

No CORs available.
Contracting Officers and Program Managers must add CORs to the contract via the Contract Module.

Adding an Assignment to the Contracted Affiliate Record

2. On the Affiliate Detail Personal screen, enter all the information you have available for the Non-Contracted Affiliate

- ****Enter the Assignment Status (Required)**
- Enter the EOD (Entry on Duty Date)
- Enter the Position Title
- Enter the Labor Category
- ****Enter the Organization (Required)**
 - Organization Code
- ****Enter the Program (Required)**
 - BIE – Bureau of Indian Education
- ****Enter the Vendor**
- ****Enter the Contract**
- ****Enter the Primary COR**
- Enter the Position Sensitivity
- Enter the Security Clearance
- Enter the Pay Basis
- Enter the Compensation
- Enter the Drug Test Requirement
- Enter the NDA Required
- Enter the NDA Signed Date
- Enter the Work Address Line 1
- Enter the Work Address Line 2
- Enter the Work City
- Enter the Work State
- Enter the Work Zip
- Enter the Work Email
- Enter the Work Phone
- Enter the Work Lead Name
- Enter the Work Lead Email
- Enter the Work Lead Phone

3. Click Update

****Required to save the record**

Adding an Assignment to the Contracted Affiliate Record

4. Save Complete Data Saved is displayed. Click OK
5. The Assignment record is created, the Details for Assignment displays the Assignment ID, Assignment Status, Primary COR, Vendor, Contract Number, Contracting Officer, Modified By, and Modified On information in the Details for Assignment details pane

Home > Affiliate Search > Search Results > Affiliate Detail

Show 10 entries

Search:

Edit	ID	Position	Assign Status	Vendor (Contract Num)	Primary COR
E	5017	SPEECH PATHOLOGIST	ACTIVE	LSG EDUCATIONAL SERVICES LLC (LGS-20180915)	SHAWN TANAKA

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Edit Record

Personal Personal Contacts **Assignments** Systems Training Notes Notifications Documents Action History

TO MAINTAIN DATA INTEGRITY, DO NOT UPDATE THE INFORMATION FOR THIS ASSIGNMENT IF THE VENDOR AND/OR CONTRACT HAS CHANGED. PLEASE CLOSEOUT THIS ASSIGNMENT BY UPDATING THE STATUS OF THIS ASSIGNMENT TO TERMINATED AND ADD THE APPLICABLE TERMINATION DATE, THEN ADD A NEW ASSIGNMENT.

Update Add New Assignment

Assignment Information

Assignment Status (Required) ACTIVE

EOD 02/25/2019

Symbol Legend

(Required) Required to save record

Affiliate Details

Affiliate JOHN CONTRACTOR
CCI C00004711
Affiliate Status ACTIVE
Last Modified On 02/26/2019 12:13:24 AM
Last Modified By SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment #5017

Assignment ID 5017
Assignment Status ACTIVE
Primary COR SHAWN TANAKA
Vendor LSG EDUCATIONAL SERVICES LLC
Contract Number LGS-20180915
Contracting Officer IB KLIEWER
Modified By SHAWN TANAKA
Modified On 02/26/2019 12:23:32 am

CORs for Contract #LGS-20180915

Adding Personal Contacts to the Contracted Affiliate Record

1. After creating the Contracted Affiliate record, click on the Personal Contacts tab

Edit Record

Personal Personal Contacts Assignments Systems Training Notes Notifications Documents Action History

Update

Affiliate Status Information

Affiliate Status (Required) ACTIVE

Affiliate Contact Information

Edit Record

Personal Personal Contacts Assignments Systems Training Notes Notifications Document

Add New Contact

Contact Name (Required)

Phone 1 (Required)

Phone 2

Email



Adding Personal Contacts to the Contracted Affiliate Record

2. On the **Personal Contacts** tab, enter all the information you have available for the **Contracted Affiliate**
 - ****Enter the Contact Name (Required)**
 - ****Phone 1 (Required)**
 - Phone 2
 - Email (Contact's email)
3. **Click Add** ****Required to save the record**
4. **Save Complete Data Saved is displayed. Click OK**

Adding Personal Contacts to the Contracted Affiliate Record

5. The Personal Contact record is created. Updates to the contact can be made by clicking the Update Contact button. Additional contacts can be entered under Add New Contact.

Personal Personal Contacts Assignments Systems Training Notes Notifications Documents Actions

Contact Information #1

Contact Name (Required) KEOKI AIPA

Phone 1 (Required) (505)456-7890

Phone 2

Email K.AIPA@HOME.COM

Update Contact #1 Remove Contact #1

Add New Contact

Contact Name (Required)

Phone 1 (Required)

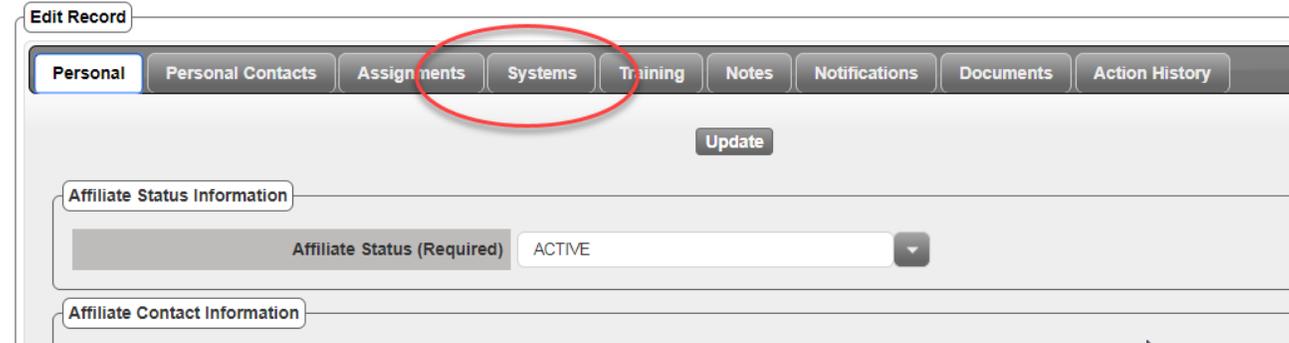
Phone 2

Email

Add

Adding Systems to the Contracted Affiliate Record

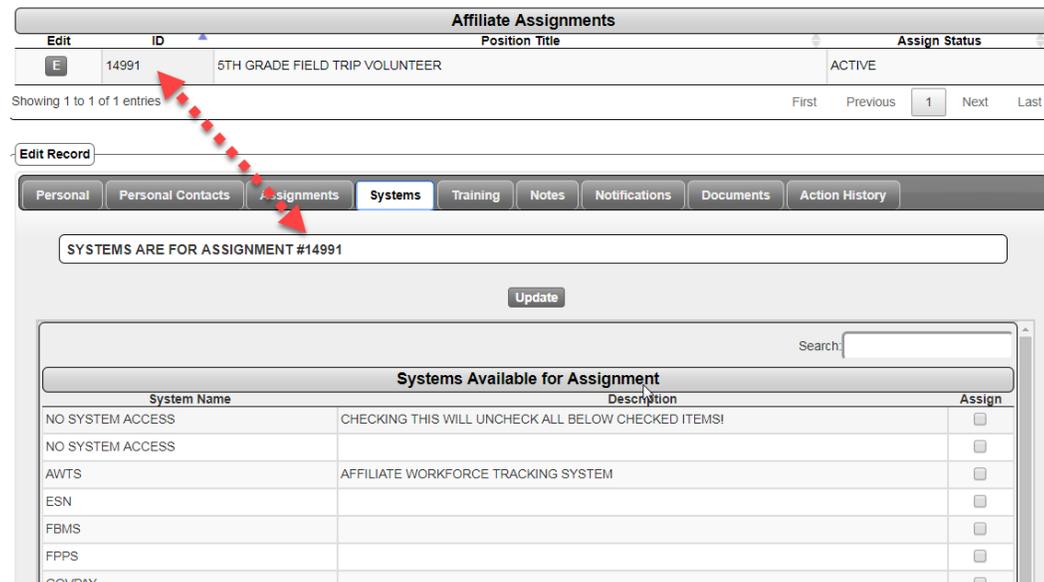
1. After creating the Non-Contracted Affiliate record, click on the Systems tab



The screenshot shows the 'Edit Record' interface for an affiliate record. The interface includes a navigation bar with the following tabs: Personal, Personal Contacts, Assignments, Systems, Training, Notes, Notifications, Documents, and Action History. The 'Systems' tab is highlighted with a red circle. Below the navigation bar is an 'Update' button. The main content area is divided into sections: 'Affiliate Status Information' and 'Affiliate Contact Information'. Under 'Affiliate Status Information', there is a field labeled 'Affiliate Status (Required)' with a dropdown menu currently set to 'ACTIVE'.

Adding Systems to the Contracted Affiliate Record

2. On the Systems tab, verify the ID in the Affiliates Assignments matches the assignment number on the Systems tab. Select the Systems the Contracted Affiliate will have access to by clicking in the Assign box of the system.



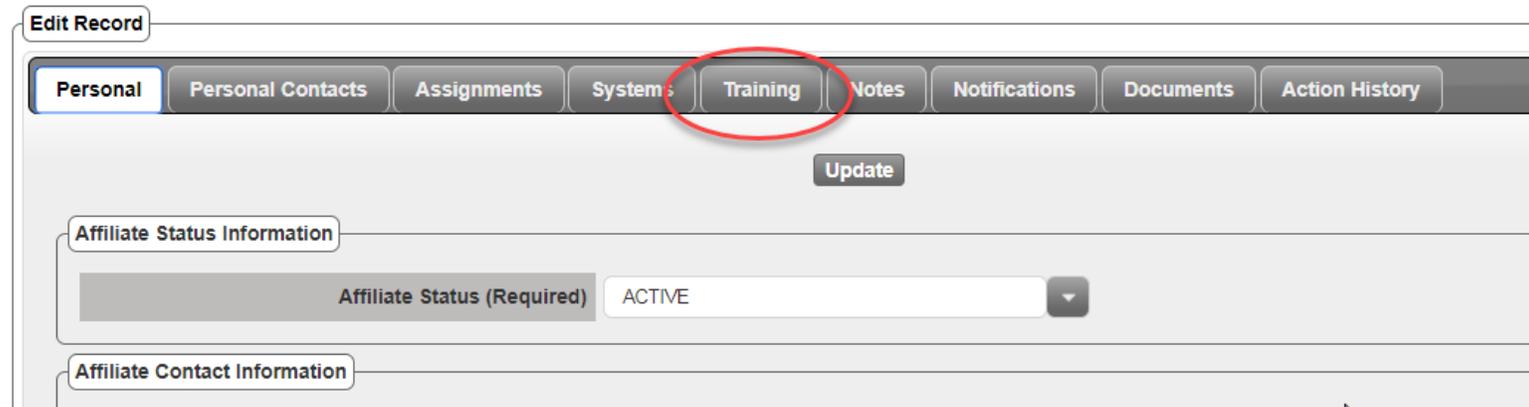
The screenshot displays the 'Affiliate Assignments' interface. At the top, there is a table with columns for 'Edit', 'ID', 'Position Title', and 'Assign Status'. The first row shows 'E', '14991', '5TH GRADE FIELD TRIP VOLUNTEER', and 'ACTIVE'. Below this table, there is a navigation bar with tabs for 'Personal', 'Personal Contacts', 'Assignments', 'Systems', 'Training', 'Notes', 'Notifications', 'Documents', and 'Action History'. The 'Systems' tab is selected. Below the navigation bar, there is a text box containing 'SYSTEMS ARE FOR ASSIGNMENT #14991' and an 'Update' button. At the bottom, there is a table titled 'Systems Available for Assignment' with columns for 'System Name', 'Description', and 'Assign'. The table contains several rows, including 'NO SYSTEM ACCESS', 'AWTS', 'ESN', 'FBMS', 'FPPS', and 'GOVPAY'. A red dashed arrow points from the '14991' ID in the top table to the '14991' assignment number in the 'Systems' tab text box.

System Name	Description	Assign
NO SYSTEM ACCESS	CHECKING THIS WILL UNCHECK ALL BELOW CHECKED ITEMS!	<input type="checkbox"/>
NO SYSTEM ACCESS		<input type="checkbox"/>
AWTS	AFFILIATE WORKFORCE TRACKING SYSTEM	<input type="checkbox"/>
ESN		<input type="checkbox"/>
FBMS		<input type="checkbox"/>
FPPS		<input type="checkbox"/>
GOVPAY		<input type="checkbox"/>

3. Click Update
4. Save Complete Data Saved is displayed. Click OK

Adding Training to the Contracted Affiliate Record

1. After creating the Non-Contracted Affiliate record, click on the Systems tab



The screenshot shows the 'Edit Record' interface for an affiliate record. The interface includes a navigation bar with tabs: Personal, Personal Contacts, Assignments, Systems, Training, Notes, Notifications, Documents, and Action History. The 'Training' tab is highlighted with a red circle. Below the navigation bar is an 'Update' button. The main content area is divided into sections: 'Affiliate Status Information' and 'Affiliate Contact Information'. Under 'Affiliate Status Information', there is a dropdown menu labeled 'Affiliate Status (Required)' with the value 'ACTIVE' selected.

Adding Training to the Contracted Affiliate Record

2. On the Training tab, verify the ID in the Affiliates Assignments matches the assignment number on the Training tab.

The screenshot shows two parts of a web application interface. The top part is a table titled "Affiliate Assignments" with columns for "Edit", "ID", "Position Title", and "Assign Status". A single row is visible with ID "14991" and Position Title "5TH GRADE FIELD TRIP VOLUNTEER". Below the table, it says "Showing 1 to 1 of 1 entries". The bottom part is the "Edit Record" form, with tabs for "Personal", "Personal Contacts", "Assignments", "Systems", "Training", "Notes", "Notifications", "Documents", and "Action History". The "Training" tab is selected, showing a message "TRAINING IS FOR ASSIGNMENT #14991" and an "Add Course" section. This section has a "Course Name (Required)" dropdown menu with "Please make a selection" and a "Training Requirement Date" text input field. An "Add" button is at the bottom right of the form.

- ****Select a Course Name (Required)**
- Enter the Training Requirement Date

3. Click Add
4. Save Complete Data Saved is displayed. Click OK

Adding Training to the Contracted Affiliate Record

5. The Training record is created. Updates to the training record can be made by clicking the Update Training button. Additional training can be entered under Add Course.

Edit Record

Personal Personal Contacts Assignments Systems **Training** Notes Notifications Documents A

TRAINING IS FOR ASSIGNMENT #14991

Course Information #1

Modified by and date	SHAWN TANAKA on 02/23/2019 12:00:00 am
Course Name	FEDERAL INFORMATION SYSTEMS SECURITY AWARENESS
Course Status (Required)	ASSIGNED
Training Requirement Date	02/28/2019
Training Date Completed	

Update Training #1 Remove Training #1

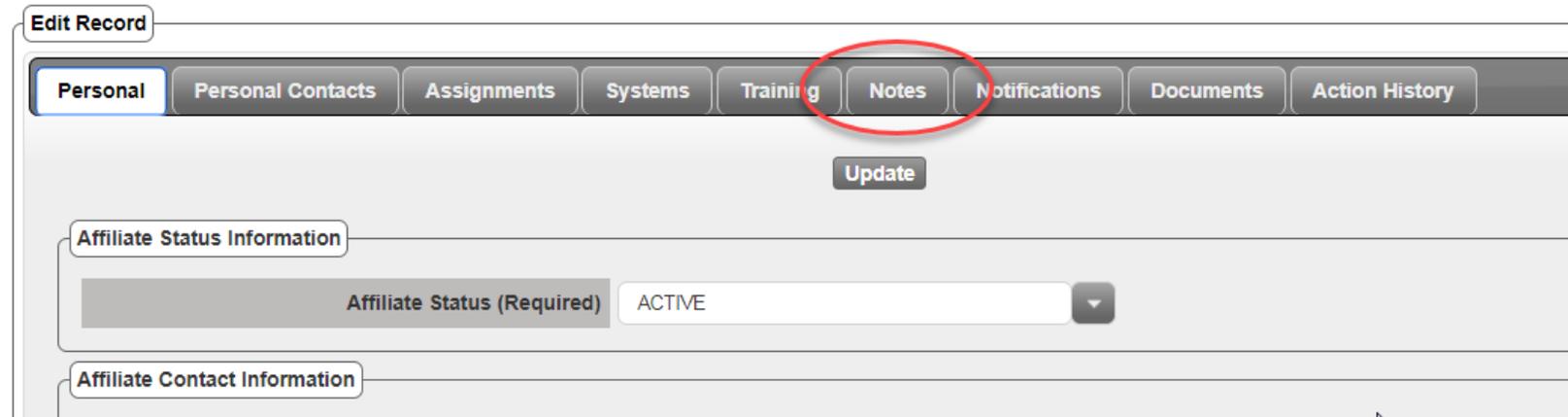
Add Course

Course Name (Required)	Please make a selection
Training Requirement Date	

Add

Adding Notes to the Contracted Affiliate Record

1. After creating the Non-Contracted Affiliate record, click on the Notes tab



The screenshot shows the 'Edit Record' interface for an affiliate record. At the top, there is a navigation bar with several tabs: 'Personal', 'Personal Contacts', 'Assignments', 'Systems', 'Training', 'Notes', 'Notifications', 'Documents', and 'Action History'. The 'Notes' tab is highlighted with a red circle. Below the navigation bar, there is an 'Update' button. The main content area is divided into sections: 'Affiliate Status Information' and 'Affiliate Contact Information'. Under 'Affiliate Status Information', there is a dropdown menu labeled 'Affiliate Status (Required)' with the value 'ACTIVE' selected.

Adding Notes to the Contracted Affiliate Record

2. Enter the note in the text box and click Add Note

Edit Record

Personal Personal Contacts Assignments Systems Training **Notes** Notifications Documents Action H

Notes added listing in order of most recent last

Note
3852 characters remaining.

Notes about the Contracted Affiliate can go here.
Please be aware that anyone with access to this record is able to view the contents of the Notes

3. Save Complete Data Saved is displayed. Click OK

Adding Notes to the Contracted Affiliate Record

4. The Notes record is created. Additional notes can be entered by entering text into the text box and clicking the Add Note button. Existing notes can be removed, but not edited.

Edit Record

Personal Personal Contacts Assignments Systems Training **Notes** Notifications Documents Action History

Notes added listing in order of most recent last

Note	Added By	Added Date	Actions
Notes about the Contracted Affiliate can go here. Please be aware that anyone with access to this record is able to view the contents of the Notes	SHAWN TANAKA	02/26/2019 12:32:18 AM	Remove

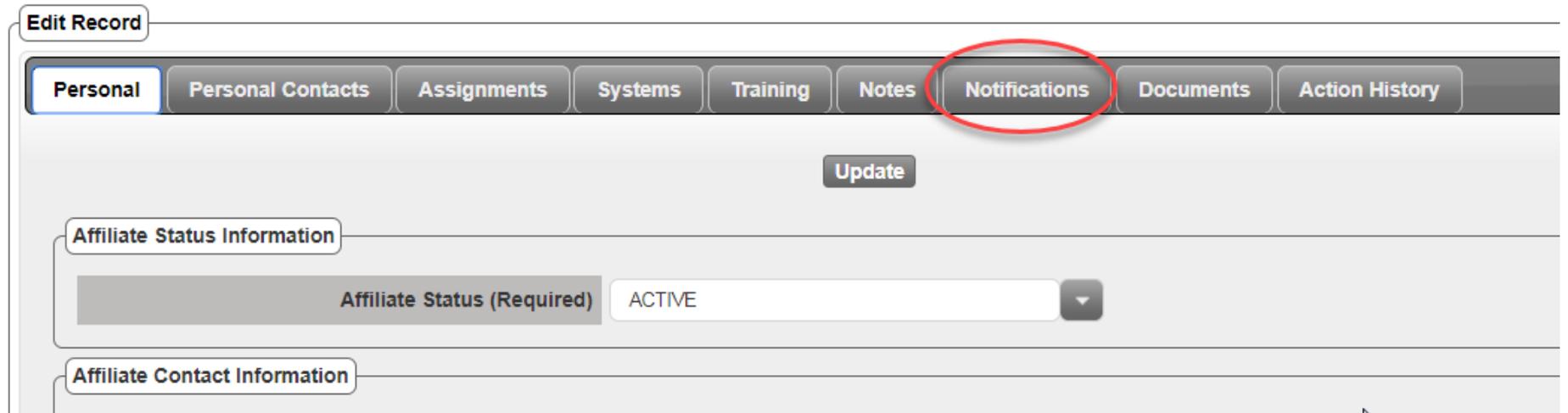
Note
4000 characters remaining.

Add Note

Sending a Notification from the Contracted Affiliate Record

The Notifications section can be used for correspondence that is sent on a regular basis. It is similar to a template library.

1. After creating the Contracted Affiliate record, click on the Notifications tab

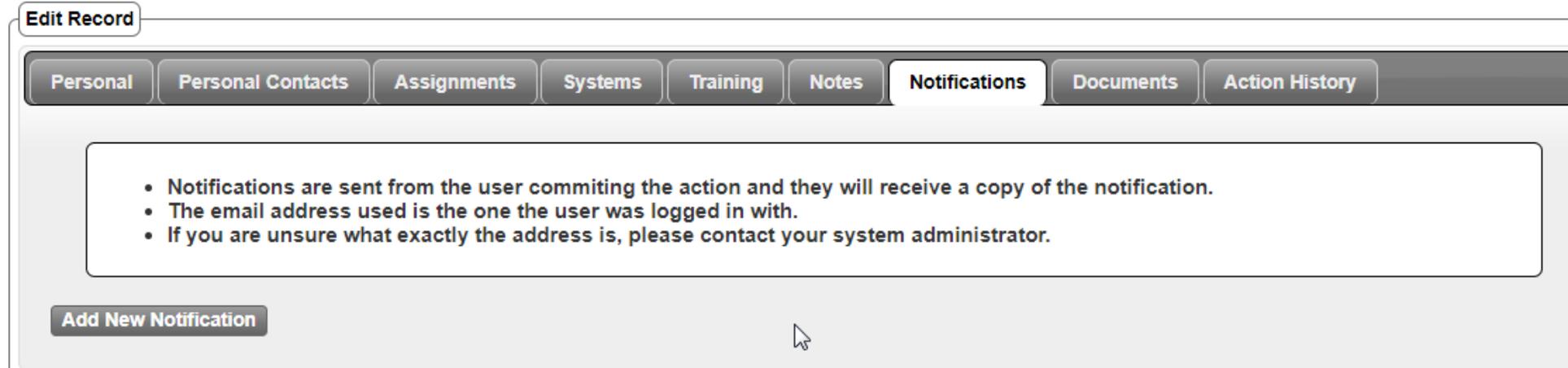


The screenshot shows the 'Edit Record' interface for a Contracted Affiliate. At the top, there is a navigation bar with several tabs: 'Personal', 'Personal Contacts', 'Assignments', 'Systems', 'Training', 'Notes', 'Notifications', 'Documents', and 'Action History'. The 'Notifications' tab is highlighted with a red circle. Below the navigation bar, there is an 'Update' button. The main content area is divided into sections. The first section is 'Affiliate Status Information', which contains a dropdown menu labeled 'Affiliate Status (Required)' with the value 'ACTIVE' selected. Below this, there is a section for 'Affiliate Contact Information'.

- Notifications are sent from the user committing the action and they will receive a copy of the notification.
- The email address used is the one the user was logged in with.
- If you are unsure what exactly the address is, please contact your system administrator.

Sending a Notification from the Contracted Affiliate Record

2. Click on Add New Notification



The screenshot shows a web interface for editing a record. At the top, there is a tab labeled "Edit Record". Below this is a horizontal menu with several tabs: "Personal", "Personal Contacts", "Assignments", "Systems", "Training", "Notes", "Notifications", "Documents", and "Action History". The "Notifications" tab is currently selected. Below the menu is a large white box containing three bullet points:

- Notifications are sent from the user committing the action and they will receive a copy of the notification.
- The email address used is the one the user was logged in with.
- If you are unsure what exactly the address is, please contact your system administrator.

At the bottom left of the interface, there is a button labeled "Add New Notification". A mouse cursor is positioned over this button.

Sending a Notification from the Contracted Affiliate Record

- 3. Create a new Notification by entering a Notification Name, Subject Line, and text in the Notification Content

Click Save to save changes and when finished, click Close to return (page will refresh).

Notification Name: Welcome Letter

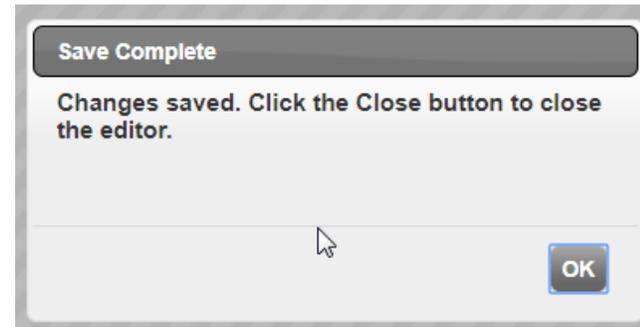
Subject Line: Welcome!

Notification Content: Welcome to the Bureau of Indian Education. We are excited to have you on board!
Sharon Supervisor
(505)444-1234

Close Save

Sending a Notification from the Contracted Affiliate Record

4. Click Save



5. Click OK

6. The Edit Notification screen is displayed. On this screen you can add the email addresses of the recipients of this notification, upload files to be sent with the notification, preview the notification, or further edit the notification

Sending a Notification from the Contracted Affiliate Record

Edit Notification

Click Save to save changes and when finished, click Close to return (page will refresh).

Last Modified By & On [TANAKA, SHAWN](#) On 02/25/2019 03:35:14

Recipients [Add Email Addr](#)

Attachments [Uploaded Files](#)
Attaching a file is optional.
Please note that you may attach only one .pdf file not to exceed 2 MB.
[Browse for file](#)

Preview
NOTE: You must save any changes first. [Preview Notification](#)

Notification Name

Subject Line

Notification Content

← → 📄 🖨️ **B** *I* U ~~S~~ ☰ ☷ ☹ ☶

Paragraph Verdana 11pt **A** ☰ ☷

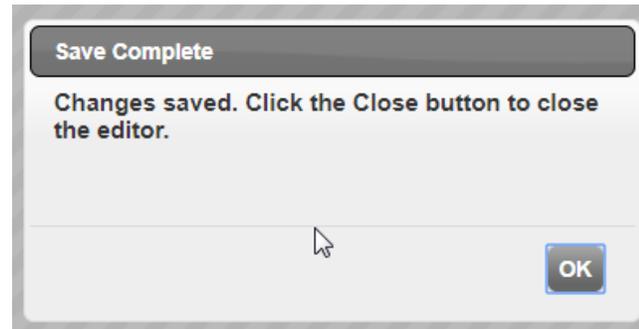
Welcome to the Bureau of Indian Education. We are excited to have you on board!

Sharon Supervisor
(505)444-1234

[Close](#) [Save](#)

Sending a Notification from the Contracted Affiliate Record

4. Click Save



5. Click OK

Sending a Notification from the Contracted Affiliate Record

7. The Edit Notification screen is displayed. On this screen you can add the email addresses of the recipients of this notification, upload files to be sent with the notification, preview the notification, or further edit the notification

The screenshot displays the 'Edit Notification' interface. At the top, there is a navigation bar with 'Selected Affiliate Search', 'Search Results', and 'Affiliate Detail'. Below this, a search bar and a 'Symbol Legend' button are visible. The main content area is titled 'Edit Notification' and includes a message: 'Click Save to save changes and when finished, click Close to return (page will refresh)'. The interface is divided into several sections:

- Last Modified By & On:** TANAKA, SHAWN On 02/25/2019 03:41:51
- Recipients:** Includes an 'Add Email Addr's' button.
- Attachments:** Features an 'Uploaded Files' section with a note: 'Attaching a file is optional. Please note that you may attach only one .pdf file not to exceed 2 MB.' and a 'Browse for file' button.
- Preview:** A 'Preview Notification' button is present.
- Notification Name:** A text input field containing 'Welcome Letter'.
- Subject Line:** A text input field containing 'Welcome'.
- Notification Content:** A rich text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent) and a text area containing:

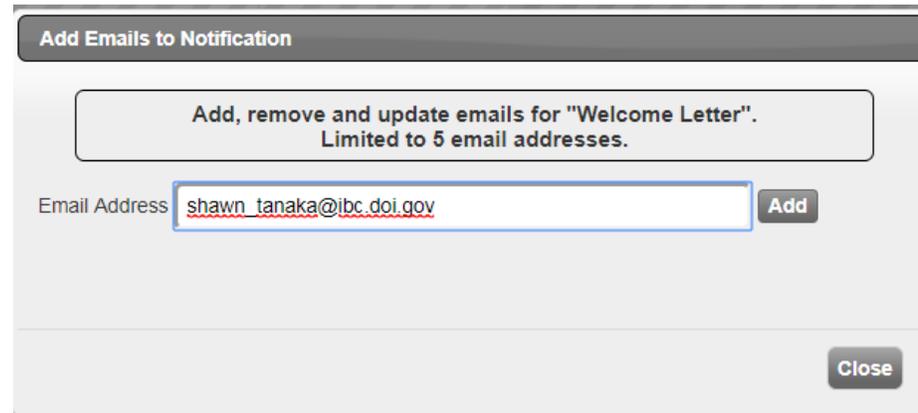
Welcome to the Bureau of Indian Education. We are excited to have you on board!

Sharon Supervisor
(505)444-1234

At the bottom right, there are 'Close' and 'Save' buttons.

Sending a Notification from the Contracted Affiliate Record

8. Click on the Add Email Addr button to add an email address



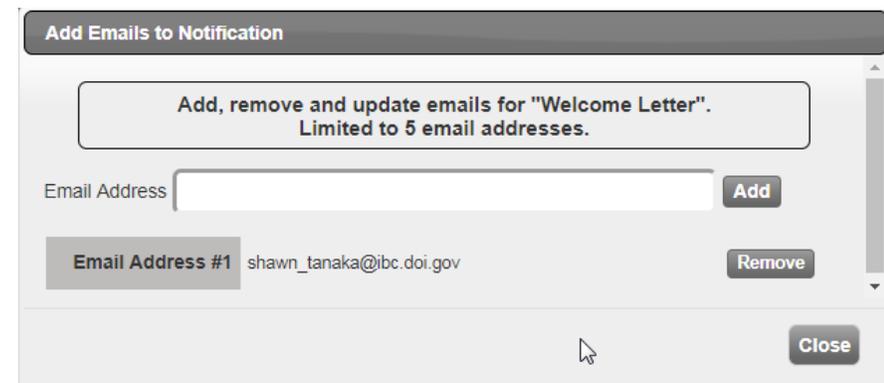
Add Emails to Notification

Add, remove and update emails for "Welcome Letter".
Limited to 5 email addresses.

Email Address Add

Close

9. Add an email address and click Add
10. Data Saved. Click OK
11. Click Close once all emails are entered



Add Emails to Notification

Add, remove and update emails for "Welcome Letter".
Limited to 5 email addresses.

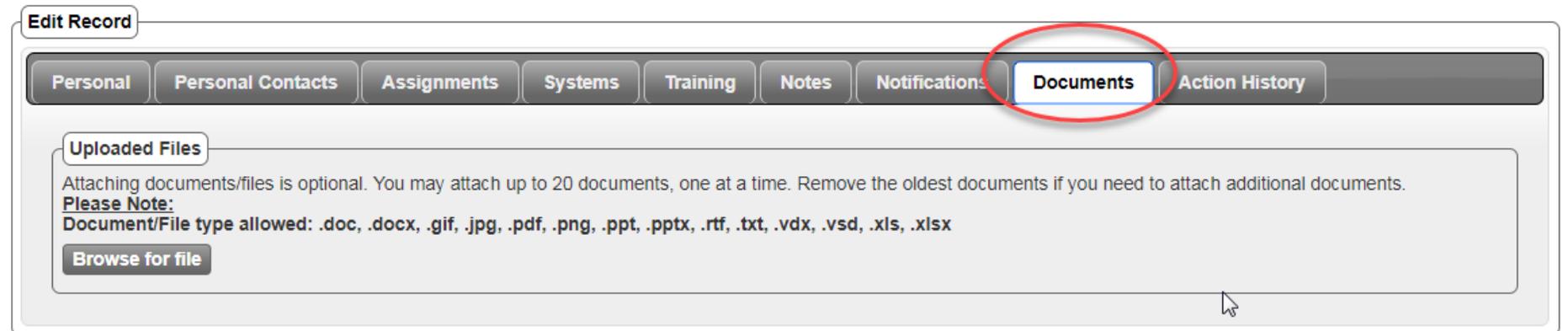
Email Address

Email Address #1 shawn_tanaka@ibc.doi.gov Remove

Close

Adding a Document to the Contracted Affiliate Record

1. After creating the Non-Contracted Affiliate record, click on the Documents tab



The screenshot shows a web interface for editing a record. At the top, there is a tabbed menu with the following options: Personal, Personal Contacts, Assignments, Systems, Training, Notes, Notifications, Documents, and Action History. The 'Documents' tab is highlighted with a red circle. Below the tabs, there is a section titled 'Uploaded Files' with the following text: 'Attaching documents/files is optional. You may attach up to 20 documents, one at a time. Remove the oldest documents if you need to attach additional documents. Please Note: Document/File type allowed: .doc, .docx, .gif, .jpg, .pdf, .png, .ppt, .pptx, .rtf, .txt, .vdx, .vsd, .xls, .xlsx'. A 'Browse for file' button is located at the bottom of this section.

2. Click on the Browse for file button to find the document you wish to upload

Viewing the History of a Contracted Affiliate Record

1. After creating the Non-Contracted Affiliate record, click on the Action History tab to view the actions that have caused the record to be changed.

Edit Record

Personal Personal Contacts Assignments Systems Training Notes Notifications Documents **Action History**

Affiliate Status History

Status	Modified By	Modified Date
ACTIVE	SHAWN TANAKA	02/25/2019 01:45:20 AM

Affiliate Assignments Status History

Status History for Assignment #14991

Status	Modified By	Modified Date
ACTIVE	SHAWN TANAKA	02/25/2019 02:05:39 AM

Affiliate Assignments EOD and Termination Date History

No Affiliate Assignments EOD and Termination Date History

Assignment Training History

Training History for Assignment #14991

Status	Course Name	Required By Date	Completed Date	Modified By	Modified Date
ASSIGNED	FEDERAL INFORMATION SYSTEMS SECURITY AWARENESS	02/28/2019		SHAWN TANAKA	02/25/2019 03:04:24 AM

//awts.ibc.doi.gov/ECS/admin/uncontractedContractorMaintenance/editRecord.cfm?s1jkNStnY6OB7YvwuPFEKdU6OzWd4ZmyaKq1GSHra3jdZtRRFyc%2BM5VfeZ0RFY16#historyTab

Terminating an Assignment Record

1. Click on the Assignments tab

Home > Affiliate Search > Search Results > Affiliate Detail

Alert: No records found

Edit Record

Personal | Personal Contacts | **Assignments** | Systems | Training | Notes | Notifications | Documents | Action History

Update

Affiliate Status Information

Affiliate Status (Required) ACTIVE

Affiliate Contact Information

First Name (Required)	JOHN
Middle Name	JAMES
Last Name (Required)	CONTRACTOR
Suffix	
Home Address 1	1234 MAPLE RD.
Home Address 2	

Symbol Legend

(Required) Required to save record

Affiliate Details

Affiliate	JOHN CONTRACTOR
CCI	C000004711
Affiliate Status	ACTIVE
Last Modified On	02/26/2019 12:13:24 AM
Last Modified By	SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment

Assignment ID	
Assignment Status	
Primary COR	
Vendor	
Contract Number	
Contracting Officer	
Modified By	
Modified On	

CORs for Assignment

No CORs available.
Contracting Officers and Program Managers must add CORs to the contract via the Contract Module.

Terminating an Assignment Record

2. Update the Assignment Status to Terminated and enter the Termination Date
3. Enter the Exit Interview Date, if applicable

Show 10 entries Search:

Affiliate Assignments					
Edit	ID	Position	Assign Status	Vendor (Contract Num)	Primary COR
E	5017	SPEECH PATHOLOGIST	ACTIVE	LSG EDUCATIONAL SERVICES LLC (LGS-20180915)	SHAWN TANAKA

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Edit Record

Personal Personal Contacts **Assignments** Systems Training Notes Notifications Documents Action History

TO MAINTAIN DATA INTEGRITY, DO NOT UPDATE THE INFORMATION FOR THIS ASSIGNMENT IF THE VENDOR AND/OR CONTRACT HAS CHANGED. PLEASE CLOSEOUT THIS ASSIGNMENT BY UPDATING THE STATUS OF THIS ASSIGNMENT TO TERMINATED AND ADD THE APPLICABLE TERMINATION DATE, THEN ADD A NEW ASSIGNMENT.

Update Add New Assignment

Assignment Information

Assignment Status (Required)	TERMINATED	Assignment Status is required. If changing to TERMINATED, Termination Date is required.
EOD	02/25/2018	
Termination Date	02/26/2019	
Exit Interview Date		
Position Title	SPEECH PATHOLOGIST	
Labor Category		
Organization (Required) Enter the Department/Bureau (eg. IN01) or Name of the Organization (eg. Human Resources) to see the	IN06DDD00120 - ADMINISTRATION	

Symbol Legend

(Required) Required to save record

Affiliate Details

Affiliate	JOHN CONTRACTOR
CCI	C000004711
Affiliate Status	ACTIVE
Last Modified On	02/26/2019 12:13:24 AM
Last Modified By	SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment #5017

Assignment ID	5017
Assignment Status	ACTIVE
Primary COR	SHAWN TANAKA
Vendor	LSG EDUCATIONAL SERVICES LLC
Contract Number	LGS-20180915
Contracting Officer	IB KLIEWER
Modified By	SHAWN TANAKA
Modified On	02/26/2019 12:43:18 am

CORs for Contract #LGS-20180915

BAUER, JENNIFER
JOHNSON, JULIE
TANAKA, SHAWN

Terminating an Assignment Record

4. Click Update
5. Save Complete Data Saved is displayed. Click OK
6. The Assignment record is Terminated

Affiliate Assignments

Edit	ID	Position	Assign Status	Vendor (Contract Num)	Primary COR
E	5017	SPEECH PATHOLOGIST	TERMINATED	LSG EDUCATIONAL SERVICES LLC (LGS-20180915)	SHAWN TANAKA

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Edit Record

Personal Personal Contacts **Assignments** Systems Training Notes Notifications Documents Action History

TO MAINTAIN DATA INTEGRITY, DO NOT UPDATE THE INFORMATION FOR THIS ASSIGNMENT IF THE VENDOR AND/OR CONTRACT HAS CHANGED. PLEASE CLOSEOUT THIS ASSIGNMENT BY UPDATING THE STATUS OF THIS ASSIGNMENT TO TERMINATED AND ADD THE APPLICABLE TERMINATION DATE, THEN ADD A NEW ASSIGNMENT.

Update Add New Assignment

Assignment Information

Assignment Status (Required)	TERMINATED
EOD	02/25/2018
Termination Date	02/26/2019
Exit Interview Date	
Position Title	SPEECH PATHOLOGIST

Affiliate Details

Affiliate	JOHN CONTRACTOR
CCI	C000004711
Affiliate Status	ACTIVE
Last Modified On	02/26/2019 12:13:24 AM
Last Modified By	SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment #5017

Assignment ID	5017
Assignment Status	TERMINATED
Primary COR	SHAWN TANAKA
Vendor	LSG EDUCATIONAL SERVICES LLC
Contract Number	LGS-20180915
Contracting Officer	IB KIEWER
Modified By	SHAWN TANAKA
Modified On	02/26/2019 12:47:58 am

CORs for Contract #LGS-20180915

BAUER, JENNIFER
JOHNSON, JULIE
TANAKA, SHAWN

Terminating a Contracted Affiliate Record

1. Click on the Personal tab
2. Update the Affiliate Status to Terminated and click Update
3. Click Update
4. Save Complete Data Saved is displayed. Click OK
5. The Affiliate Status is updated to Terminated

The screenshot displays the 'Affiliate Assignments' table and the 'Edit Record' form. The table shows one entry with ID 5017, Position SPEECH PATHOLOGIST, Assign Status TERMINATED, Vendor LSG EDUCATIONAL SERVICES LLC (LGS-20180915), and Primary COR SHAWN TANAKA. The 'Edit Record' form has the 'Personal' tab selected, and the 'Affiliate Status (Required)' dropdown is set to 'TERMINATED'. The 'Update' button is visible. On the right, the 'Affiliate Details' section shows the current status as 'TERMINATED' and 'Last Modified By' as 'SHAWN TANAKA'. The 'Details for Assignment #5017' section shows the current assignment status as 'TERMINATED' and 'Contracting Officer' as 'IB KLIEWER'.

Edit	ID	Position	Assign Status	Vendor (Contract Num)	Primary COR
E	5017	SPEECH PATHOLOGIST	TERMINATED	LSG EDUCATIONAL SERVICES LLC (LGS-20180915)	SHAWN TANAKA

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Edit Record

Personal Personal Contacts Assignments Systems Training Notes Notifications Documents Action History

Update

Affiliate Status Information

Affiliate Status (Required)

Affiliate Contact Information

First Name (Required)

Middle Name

Affiliate Details

Affiliate JOHN CONTRACTOR
CCI C000004711
Affiliate Status TERMINATED
Last Modified On 02/26/2019 12:55:01 AM
Last Modified By SHAWN TANAKA

Update Information/Request Forms

Request Form

Details for Assignment #5017

Assignment ID 5017
Assignment Status TERMINATED
Primary COR SHAWN TANAKA
Vendor LSG EDUCATIONAL SERVICES LLC
Contract Number LGS-20180915
Contracting Officer IB KLIEWER
Modified By SHAWN TANAKA
Modified On 02/26/2019 12:54:51 am

CORs for Contract #LGS-20180915

BAUER, JENNIFER

Terminating a Contracted Affiliate Record

1. If an active assignment exists, you must first terminate the assignment before terminating the affiliate status.

Affiliate Assignments

Edit	ID	Position	Assign Status	Vendor (Contract Num)	Primary COR
E	5017	SPEECH PATHOLOGIST	ACTIVE	LSG EDUCATIONAL SERVICES LLC (LGS-20180915)	SHAWN TANAKA

Showing 1 to 1 of 1 entries

Edit Record

Personal | Personal Contacts | Assignments | Systems | Training

Affiliate Status Information

Affiliate Status (Required)

Affiliate Contact Information

First Name (Required)
Middle Name

Affiliate Details

Affiliate: JOHN CONTRACTOR
CCI: C000004711
Affiliate Status: ACTIVE
Last Modified On: 02/26/2019 12:53:11 AM
Last Modified By: [SHAWN TANAKA](#)

Update Information/Request Forms

[Request Form](#)

Details for Assignment #5017

Assignment ID: 5017
Assignment Status: ACTIVE
Primary COR: [SHAWN TANAKA](#)
Vendor: LSG EDUCATIONAL SERVICES LLC
Contract Number: LGS-20180915
Contracting Officer: [IB KLEWER](#)
Modified By: [SHAWN TANAKA](#)
Modified On: 02/26/2019 12:51:55 am

CORs for Contract #LGS-20180915

[BAUER, JENNIFER](#)

Save Complete

Data Saved.

NOTE: This affiliate has one or more assignments in a status not allowed for the requested status change of this affiliate. To change the affiliate status to A or I, all assignments must be A, I, S or T. To change the affiliate status to S, all assignments must be S or T. To change the affiliate status to T, all assignments must be T. To change the affiliate status to W, all assignments must be W.

[OK](#)

Generate Reports & Export to Excel

1. Launch the Reports Module and select a report to generate

Reports

Generate Reports

Generate vendor, contract, affiliate, and forms reports.

Launch

Home > Reports

Affiliate Reports

- Affiliate Assignment
- Affiliate Assignment Terminations
- Affiliate Terminations
- Affiliate Accession
- Duty Location
- Affiliate Contacts
- Affiliate Without Contacts
- Affiliate Systems

Vendor Reports

Vendors

Contract Reports

Contracts

COR Reports

CORs

Generate Reports & Export to Excel

2. Click the Export to Excel button

Results as of Tuesday, February 26, 2019 1:16:18 AM MST

This report returns the following fields on screen: Affiliate Status, Assignment Status, Affiliate Name (Lname, Fname, Mname, Suffix), Vendor Name/Contract Number, EOD, Office Name, Organization Code, Organization Name, Program, Job Title, Work Location (Address Line 1, Address Line 2, City, State, Zip), Primary COR

The exported report will contain the following fields: Affiliate Status, Assignment Status, CCI, Active Directory UPN, Last Name, First Name, Middle Name, Suffix, Vendor Name, Contract Number, EOD, Department, Office Name, Organization Code, Organization Name, Program, Job Title, Labor Category, Work Address Line 1, Work Address Line 2, Work City, Work State, Work Zip, Primary COR Name, Contracting Officer

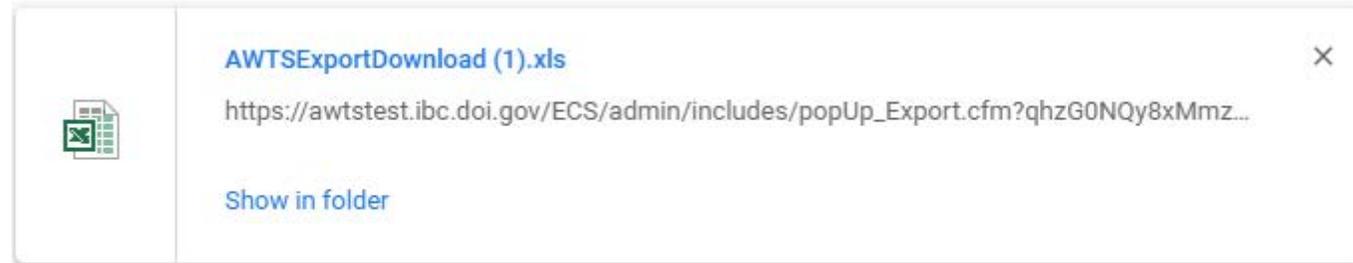
Export to Excel

Show entries Search:

Affiliate Assignment Results								
Affiliate Status	Assignment Status	Affiliate Name	Vendor Name (Contract Number)	EOD	Office Name Organization Code Organization Name Program	Job Title	Work Location	Primary COR
ACTIVE	ACTIVE	2, 2	BIE VENDOR (Contract 1)	12/01/2018	BUREAU OF INDIAN EDUCATION IN06DDD01L01 SW INDIAN POLYTECH INSTITUTE, BUREAU OF INDIAN	CONTRACTOR		USER, AWTS

Generate Reports & Export to Excel

3. Locate the Excel file in your downloads folder





FAQs

~~~CONTRACTED AFFILIATES & ASSIGNMENTS~~~

What do I do if the CONTRACT I am trying to assign a Contracted Affiliate to does not exist in the AWTS system?

Contact your BIE Program IBC or BIE point of contact to request the Contract (and Vendor, if needed) be added to the AWTS system.

How do I find a CONTRACTED AFFILIATE that was entered without a contract assignment?

Go to the CONTRACTED AFFILIATES module

From the Search page, click on the UNASSIGNED CONTRACTORS search button.

What do I do if the CONTRACTING OFFICER'S REPRESENTATIVE (COR) I am trying to select for an assignment does not exist in the AWTS system?

Contact your BIE Program IBC or BIE point of contact to request the Contract (and Vendor, if needed) be added to the AWTS system.



Questions?

