INTERIOR BUSINESS CENTER

U.S. DEPARTMENT OF THE INTERIOR

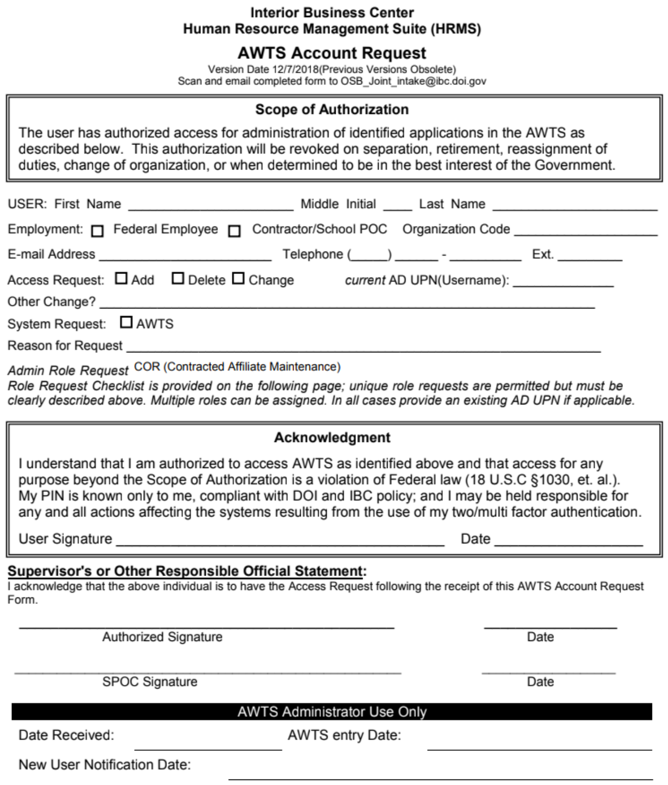
AWTS
Affiliate Workforce Tracking System
Training

November 1, 2019

Great Basin National Park (NPS Photo)

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.

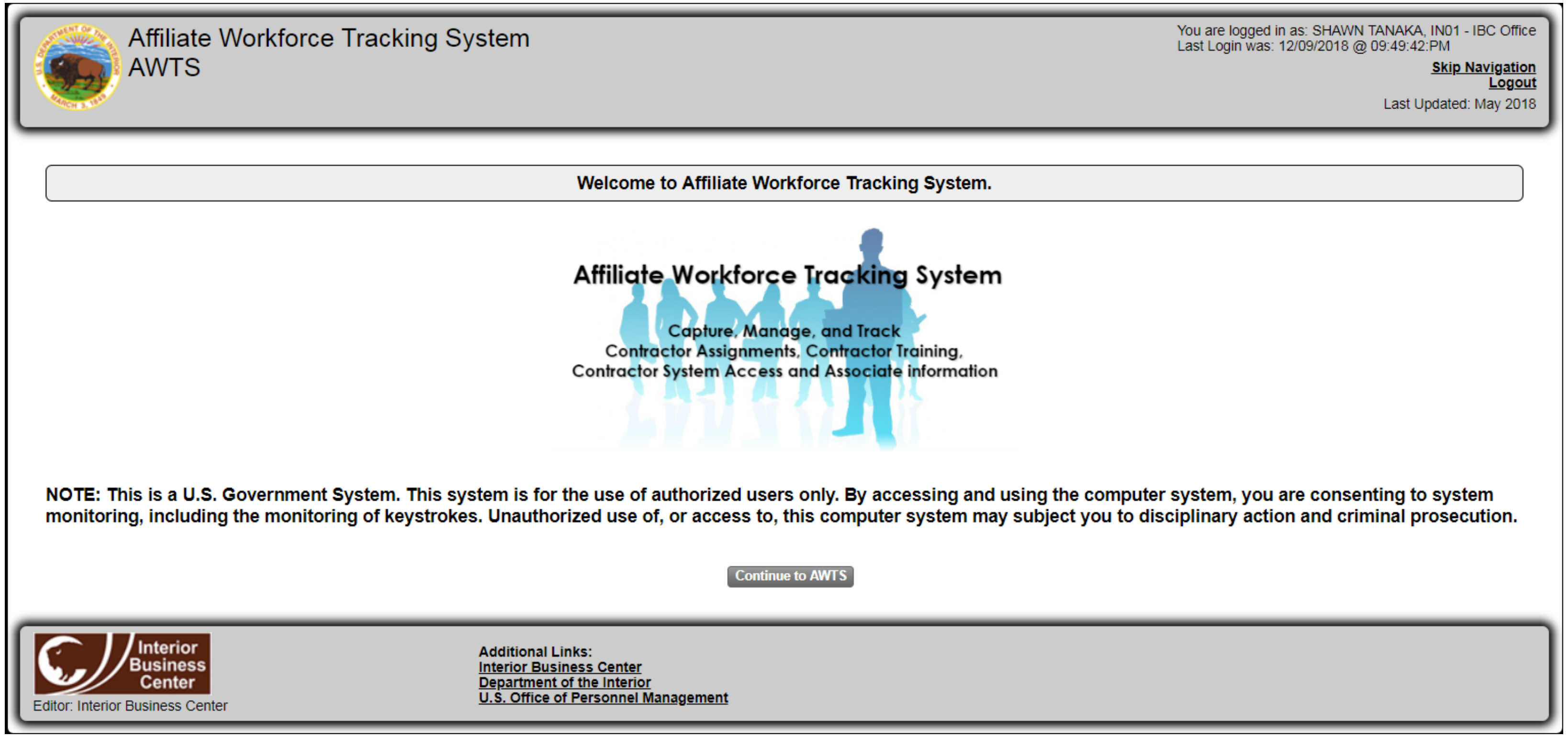
I understand all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

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

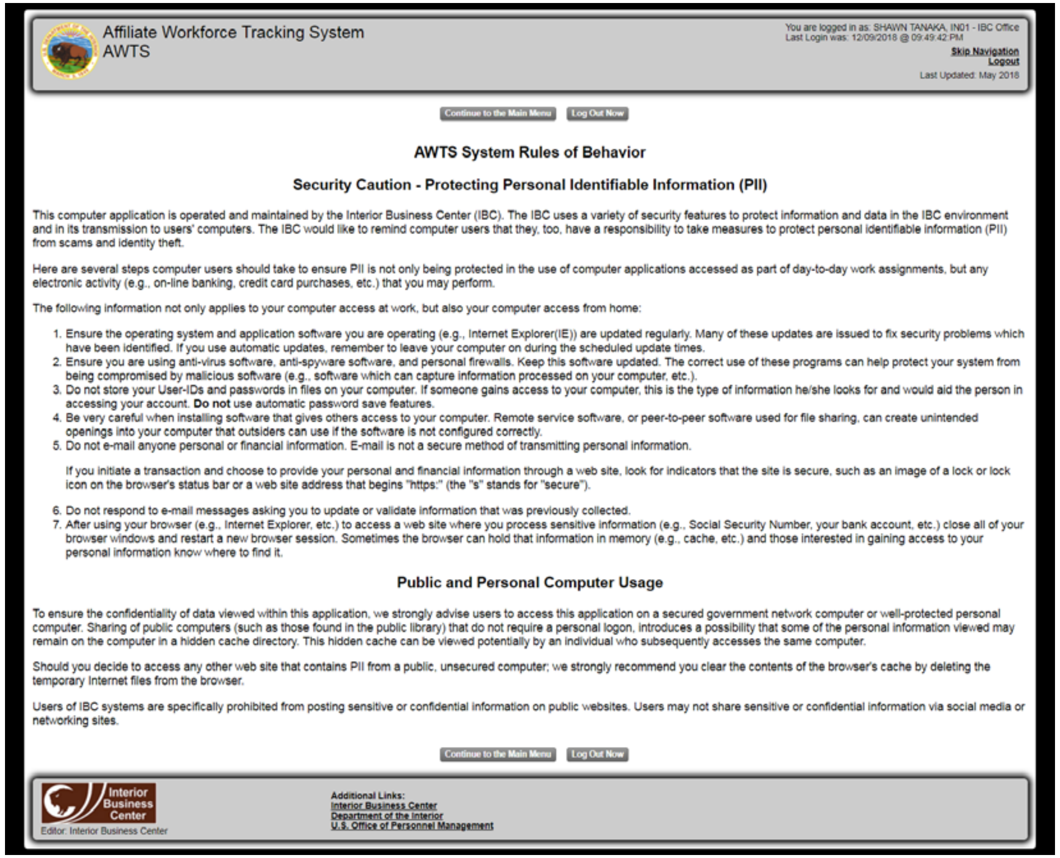
Logging In

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



Logging In

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



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

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.

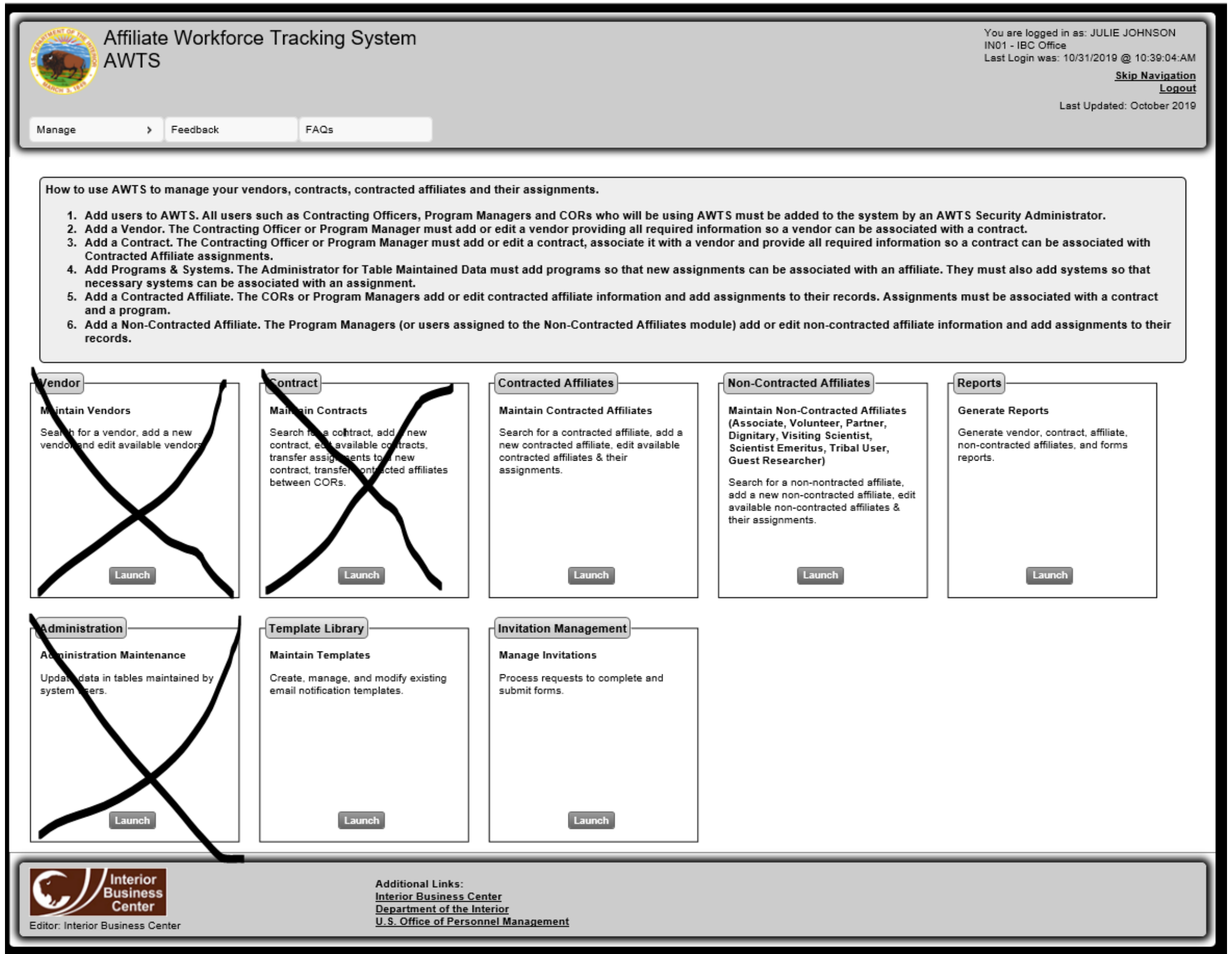
Continue to the Main Menu | Log Out Now

Interior Business Center
Editor: Interior Business Center

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

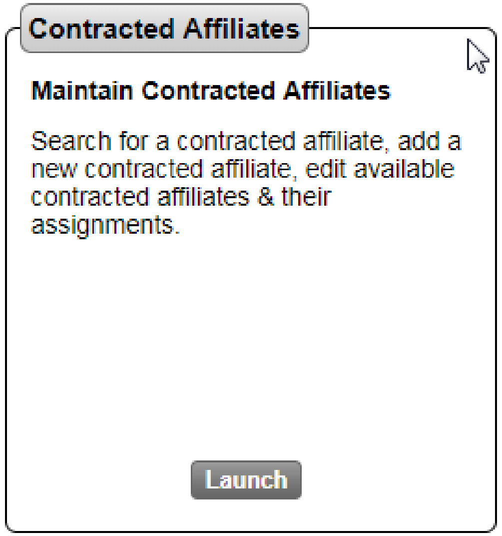
Logging In

- **Main Menu Modules for CORs**
- **Contracted Affiliates, Reports**



Adding/Editing a Contracted Affiliate Record

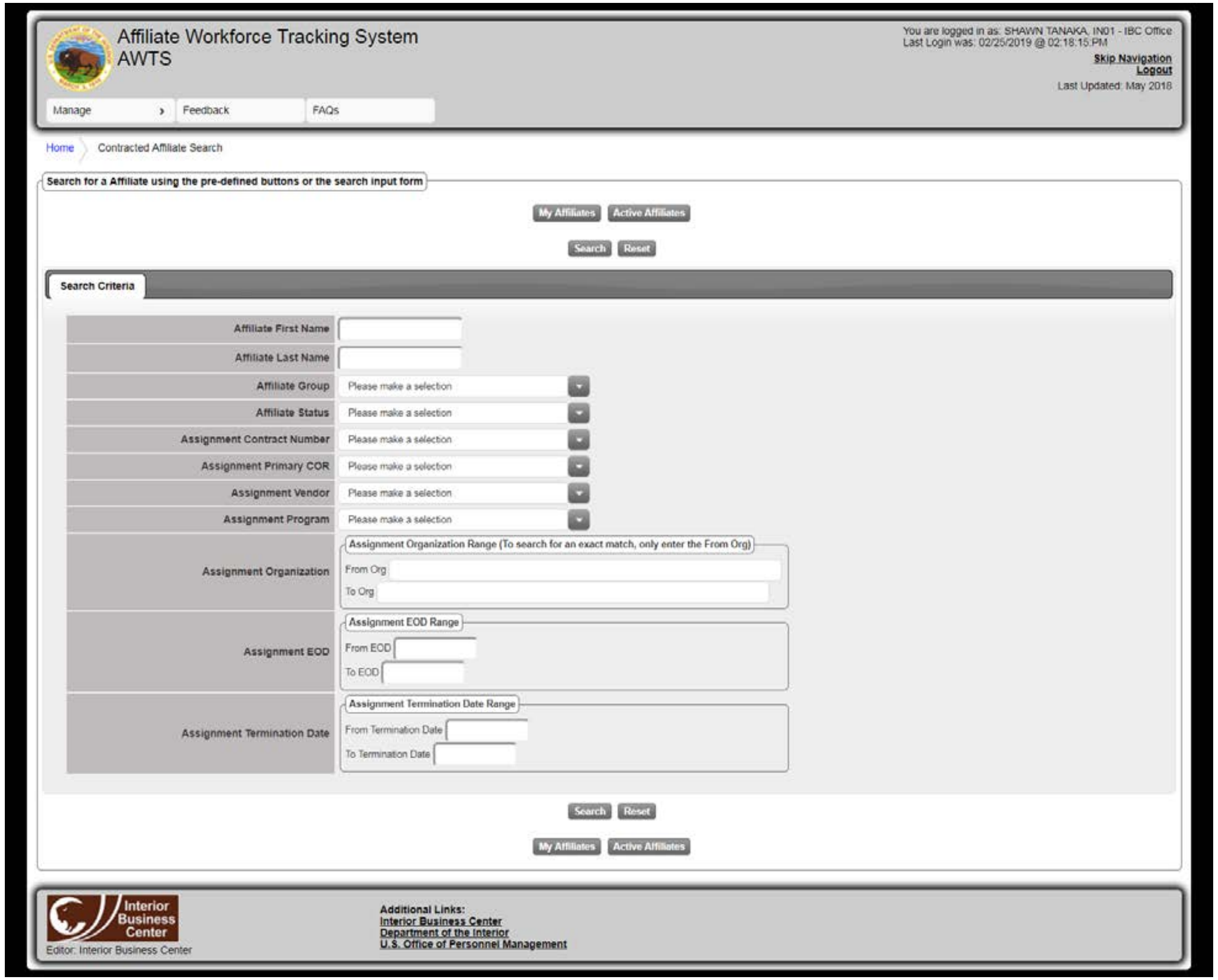
1. **Launch the Contracted Affiliates Module**



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**

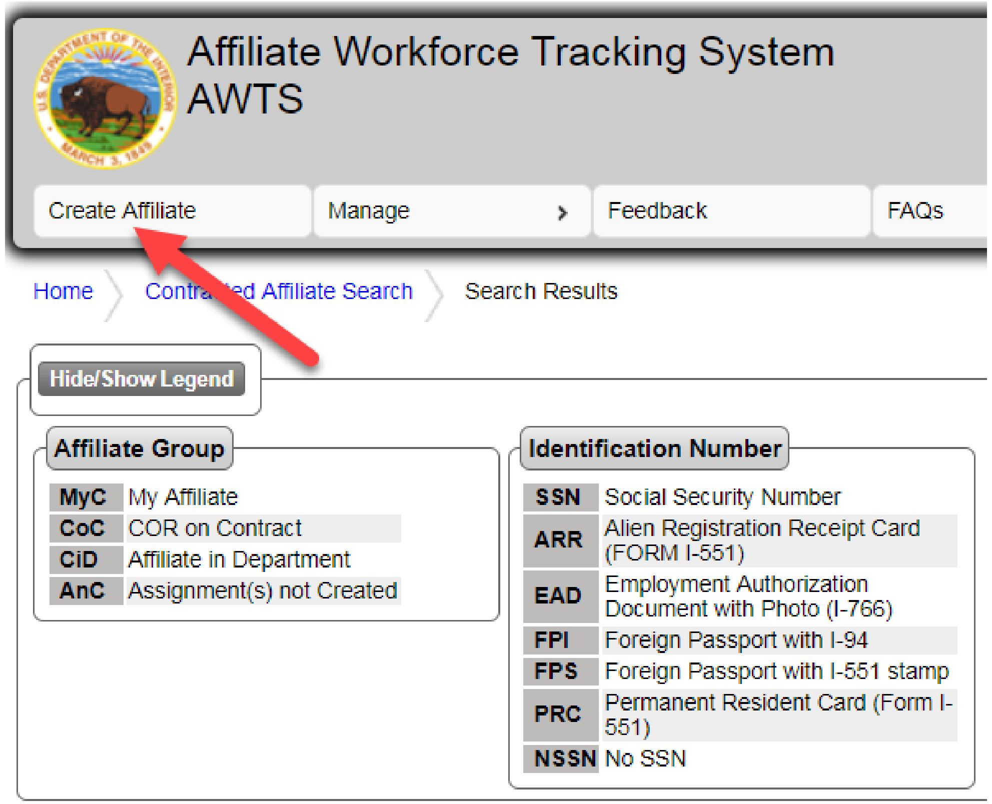
Adding/Editing a Contracted Affiliate Record

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



Adding/Editing a Contracted Affiliate Record

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



Adding/Editing a Contracted Affiliate Record

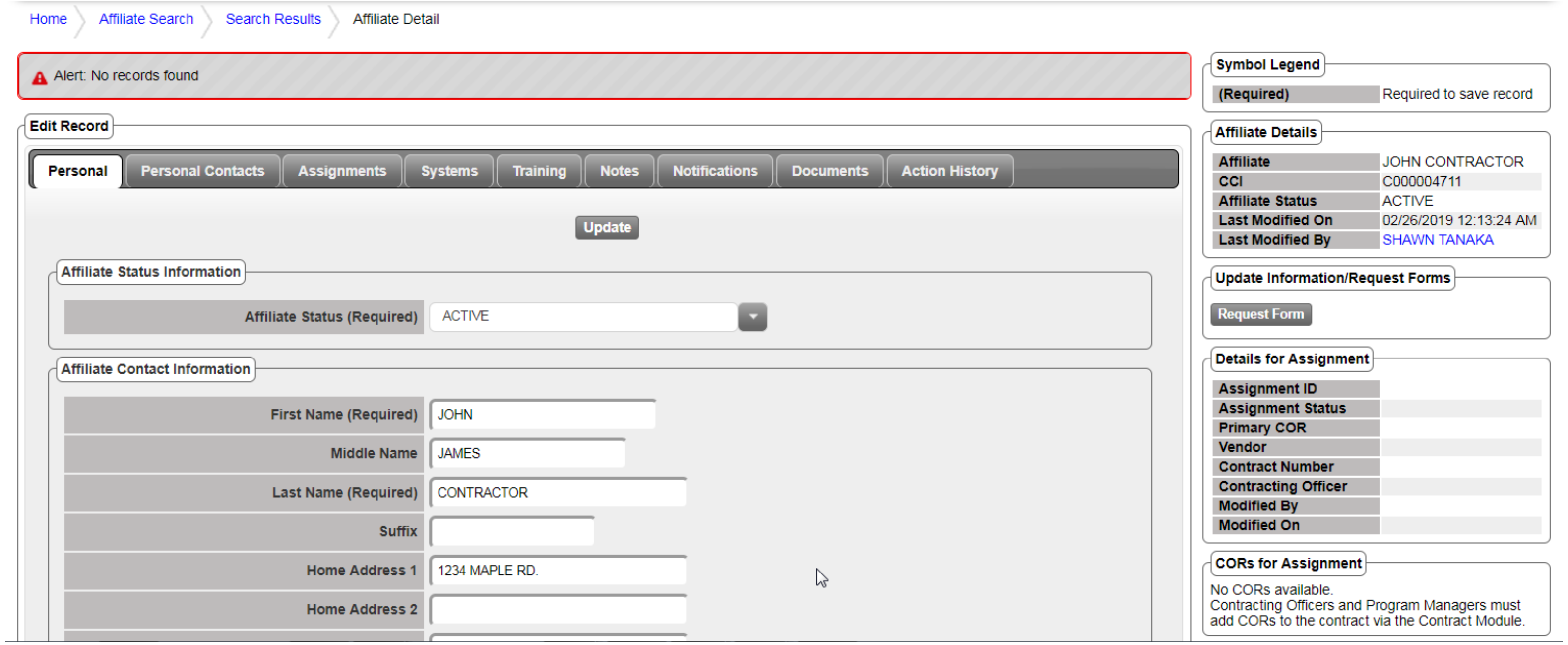
5. **On the Affiliate Detail Personal screen, enter all the information you have available for the Contracted Affiliate**

- **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

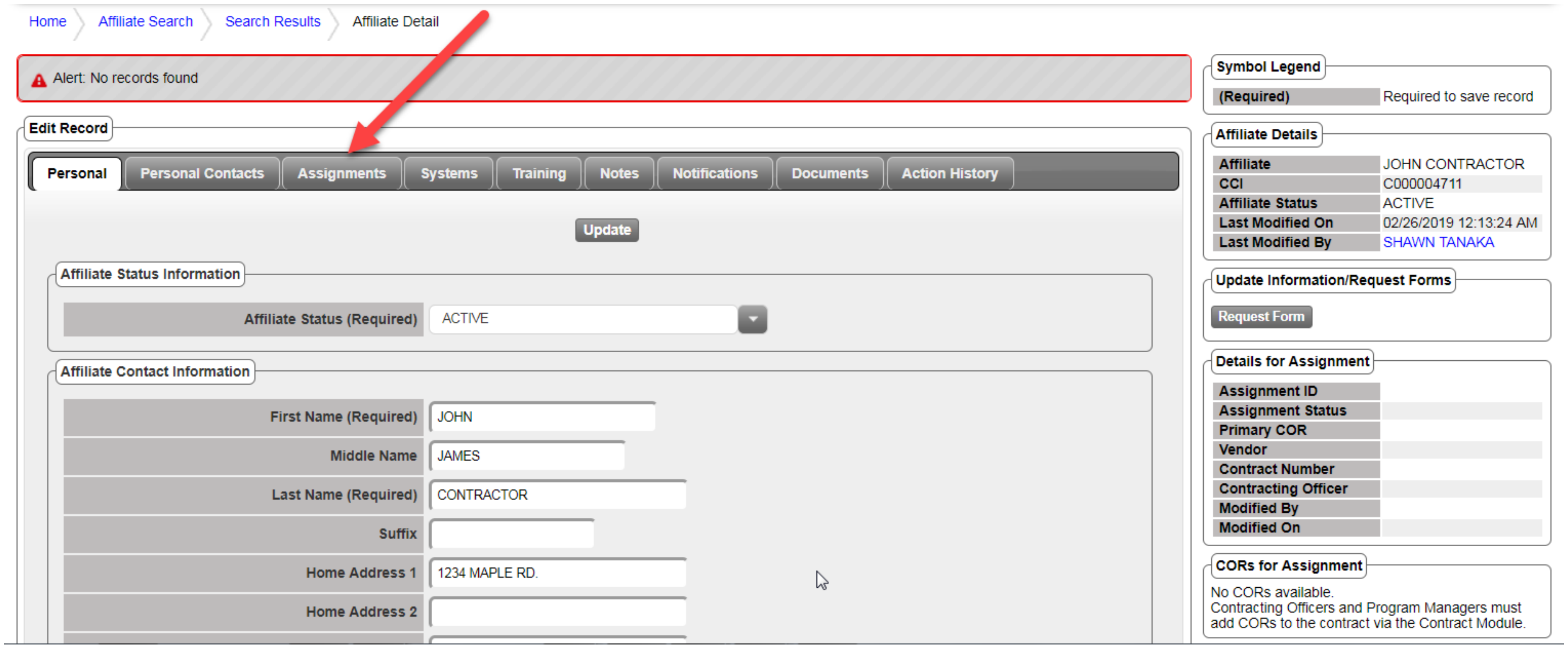
6. **Click on Update**
7. **Save Complete Data Saved popup is displayed. Click OK**
8. **Additional tabs are displayed (Personal Contacts, Assignments, Systems, Training, Notes, Notifications, Documents, and Action History)**



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**



Adding an Assignment to the Contracted Affiliate Record

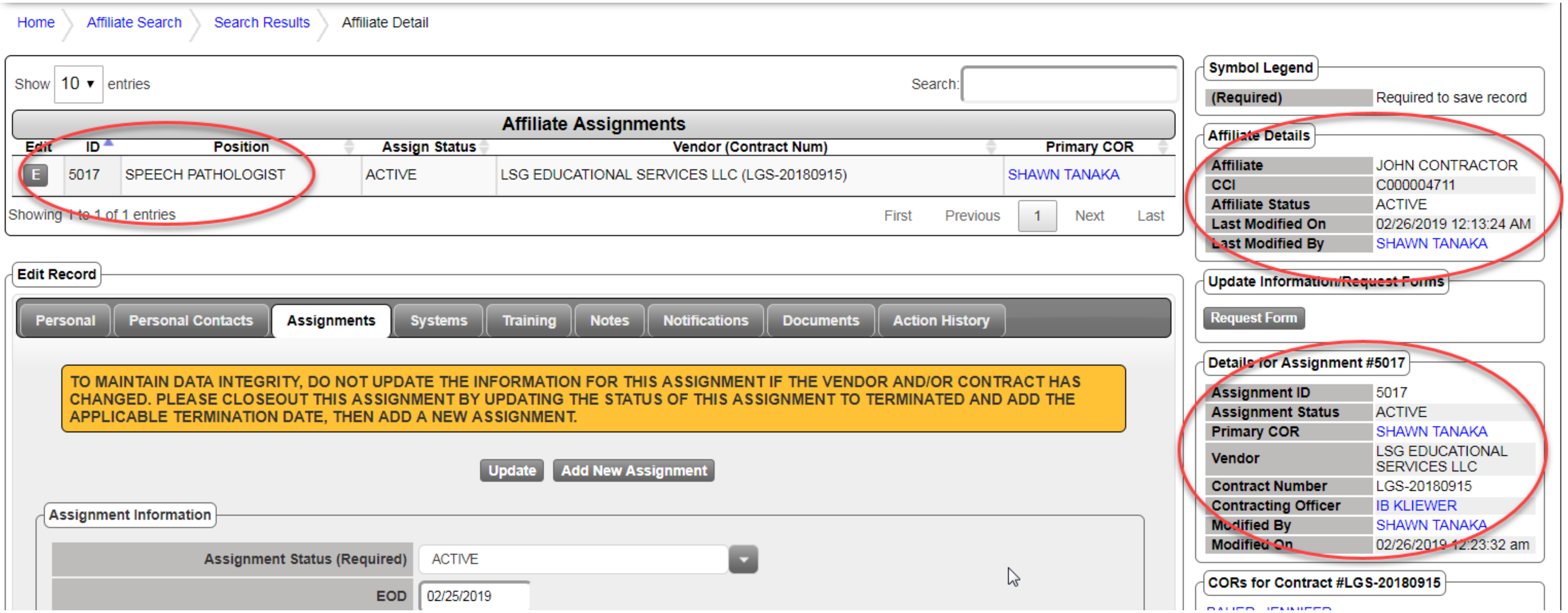
2. **On the Affiliate Detail Personal screen, enter all the information you have available for the Non-Contracted Affiliate**
   - **Enter the Assignment Status (Required)
   - Enter the EOD (Entry on Duty Date)
   - Enter the Position Title
   - Enter the Labor Category
   - **Enter the Organization (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**

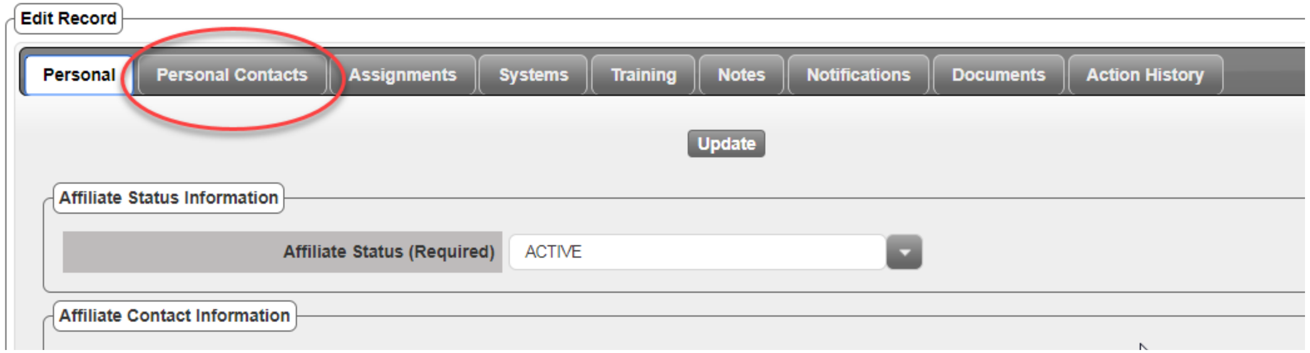
Adding an Assignment to the Contracted Affiliate Record

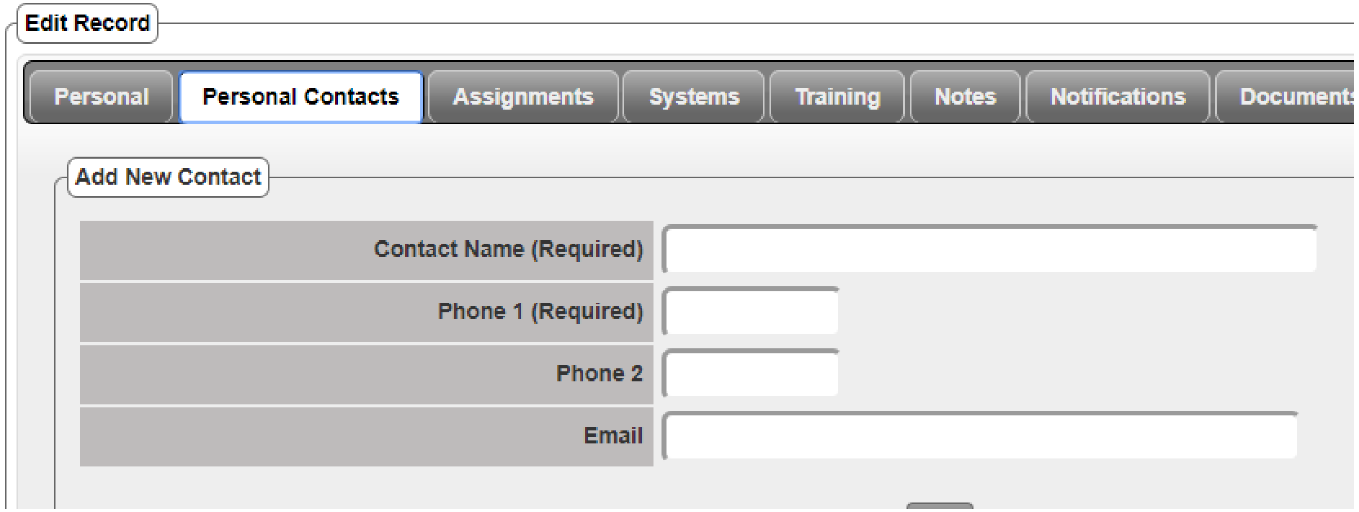
4. **Save Complete Data Saved is displayed. Click OK**
5. **The Assignment record is created, the Details for Assignment displays the Assignment ID, Assignment Status, Primary COR, Vendor, Contract Number, Contracting Officer, Modified By, and Modified On information in the Details for Assignment details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



Adding Personal Contacts to the Contracted Affiliate Record

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





Adding Personal Contacts to the Contracted Affiliate Record

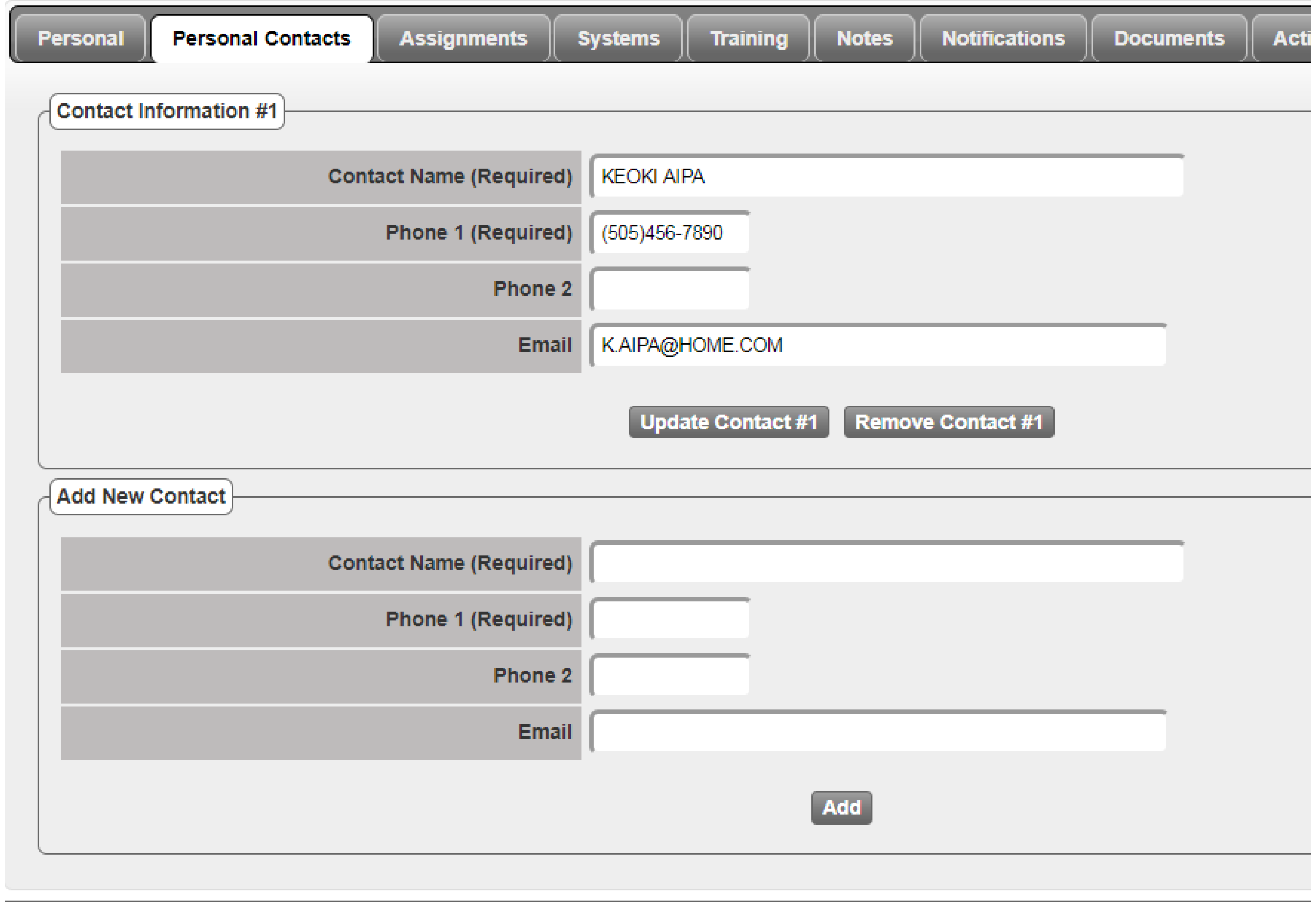
2. **On the Personal Contacts tab, enter all the information you have available for the Contracted Affiliate**
    - **Enter the Contact Name (Required)
    - **Phone 1 (Required)
    - Phone 2
    - Email (Contact’s email)
3. **Click Add**

****Required to save the record**

4. **Save Complete Data Saved is displayed. Click OK**

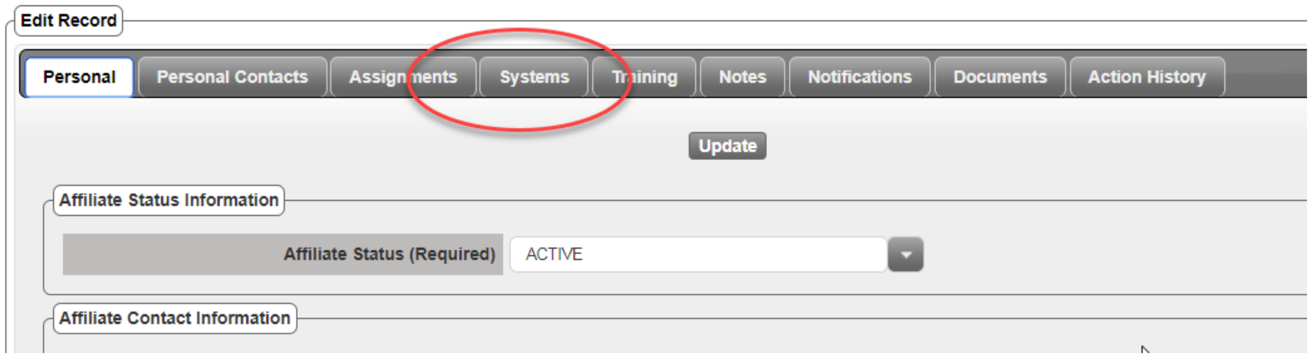
Adding Personal Contacts to the Contracted Affiliate Record

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.**



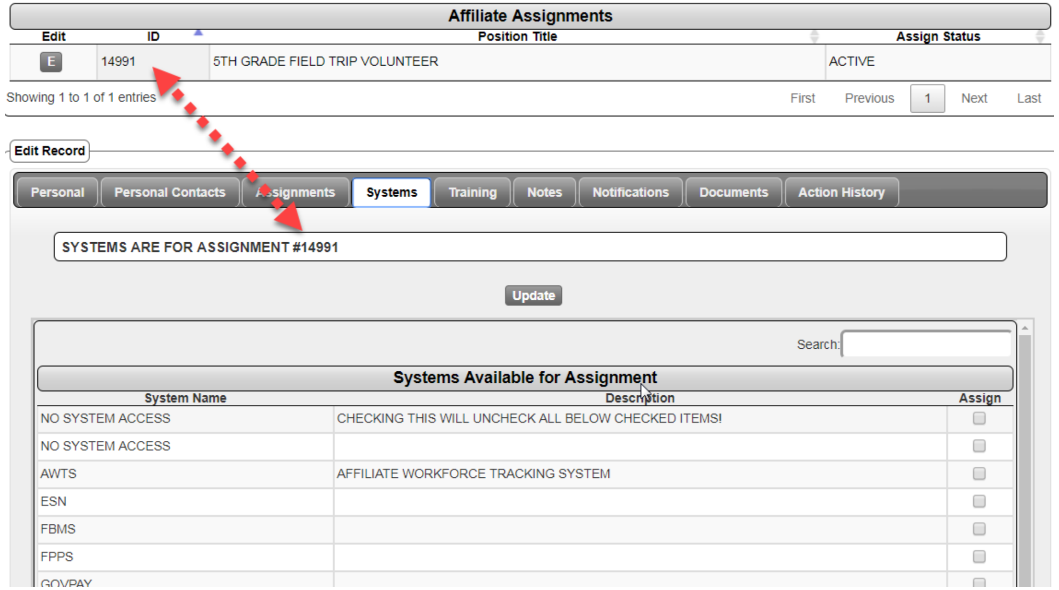
Adding Systems to the Contracted Affiliate Record

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



Adding Systems to the Contracted Affiliate Record

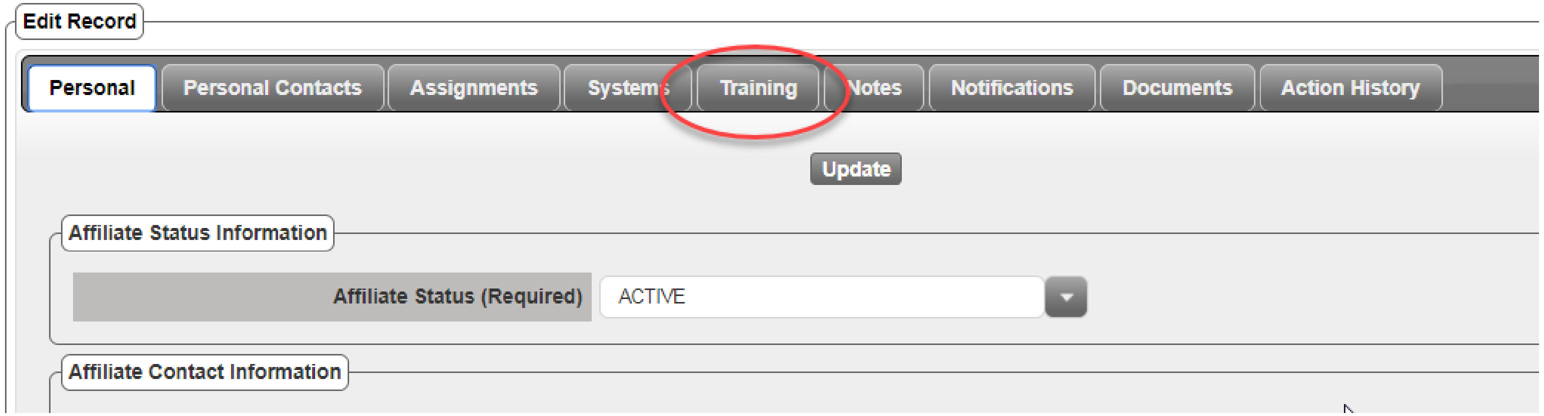
2. **On the Systems tab, verify the ID in the Affiliates Assignments matches the assignment number on the Systems tab. Select the Systems the Contracted Affiliate will have access to by clicking in the Assign box of the system.**



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

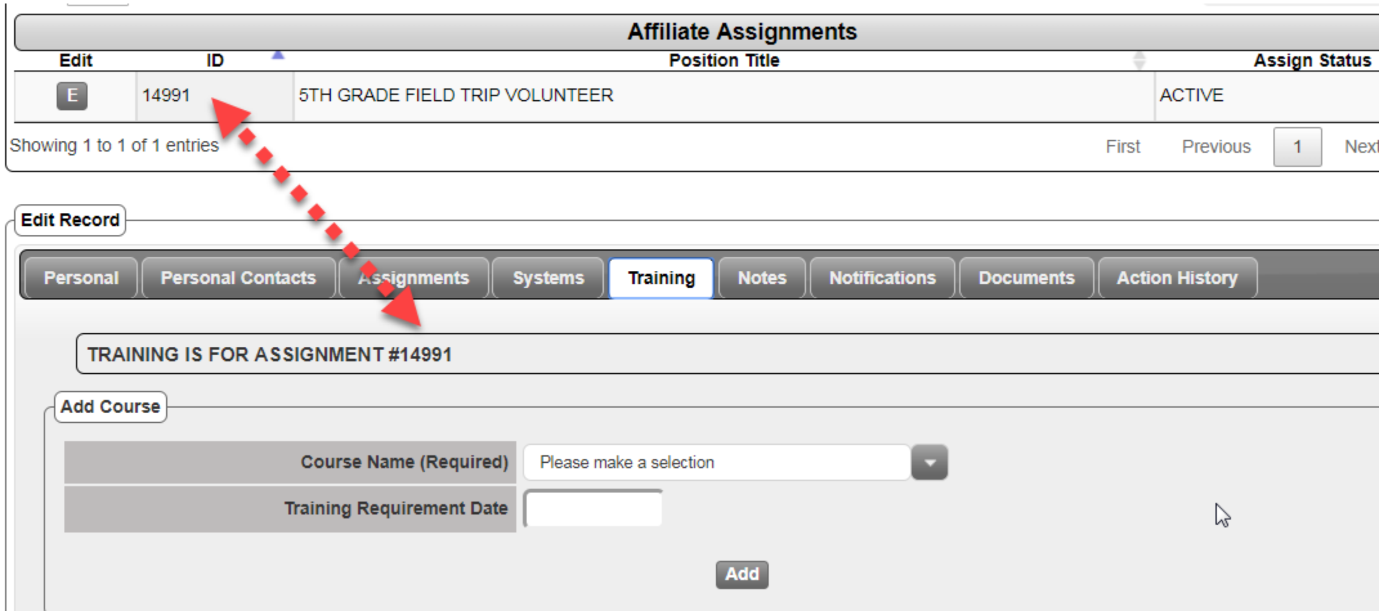
Adding Training to the Contracted Affiliate Record

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



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.**

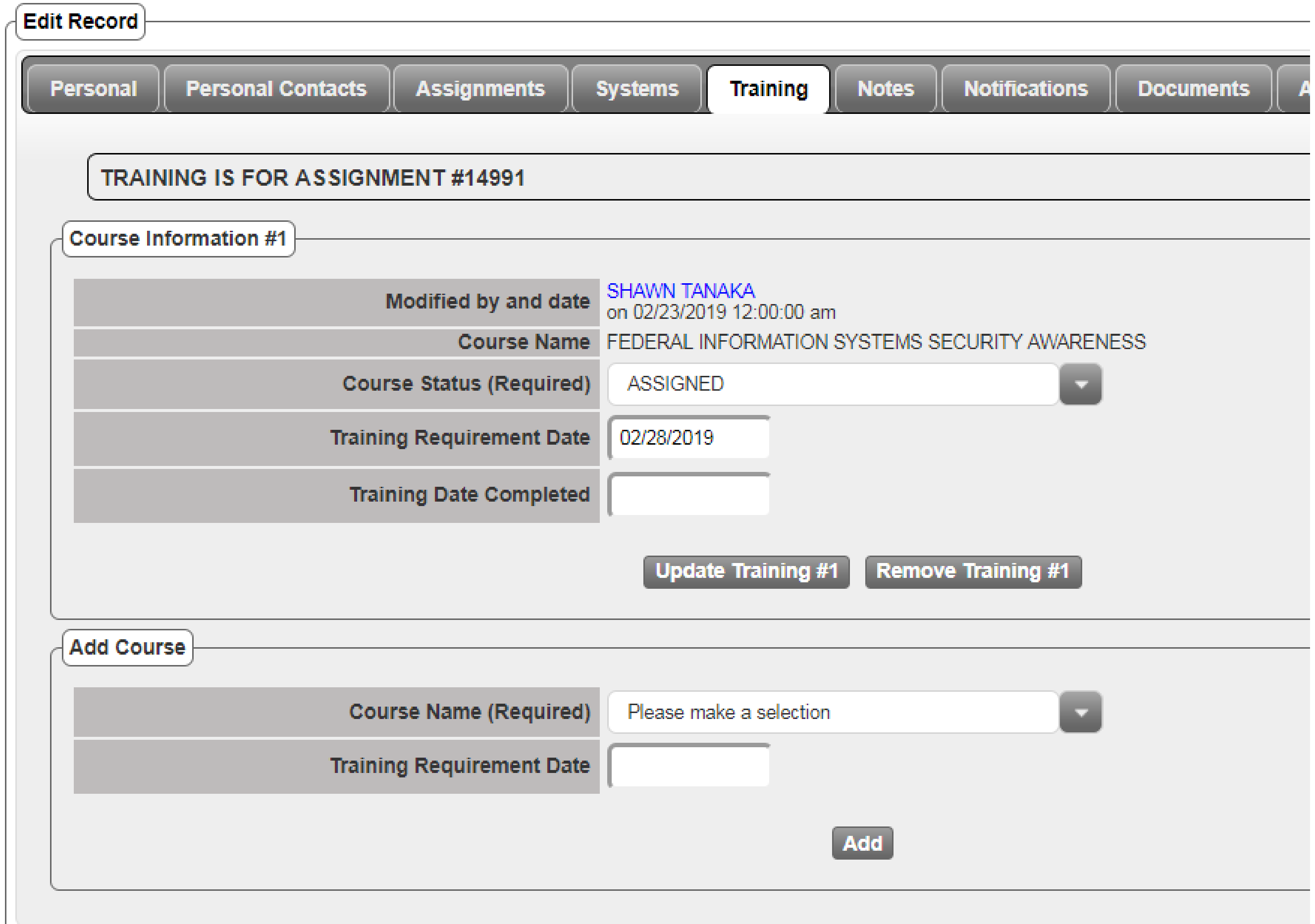


- **Select a Course Name (Required)
- Enter the Training Requirement Date

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

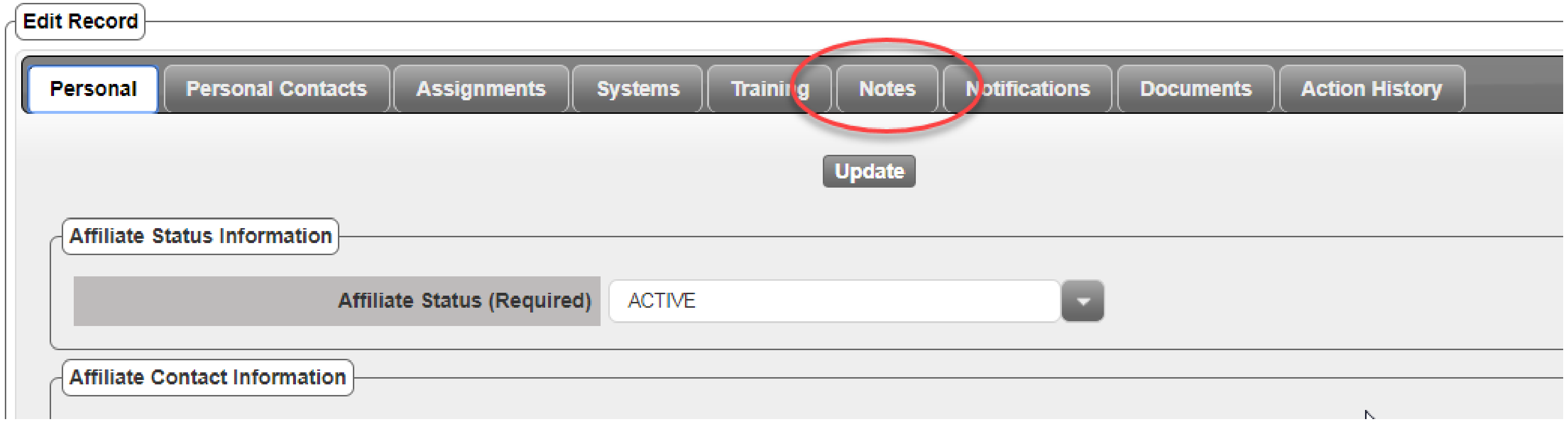
Adding Training to the Contracted Affiliate Record

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.**



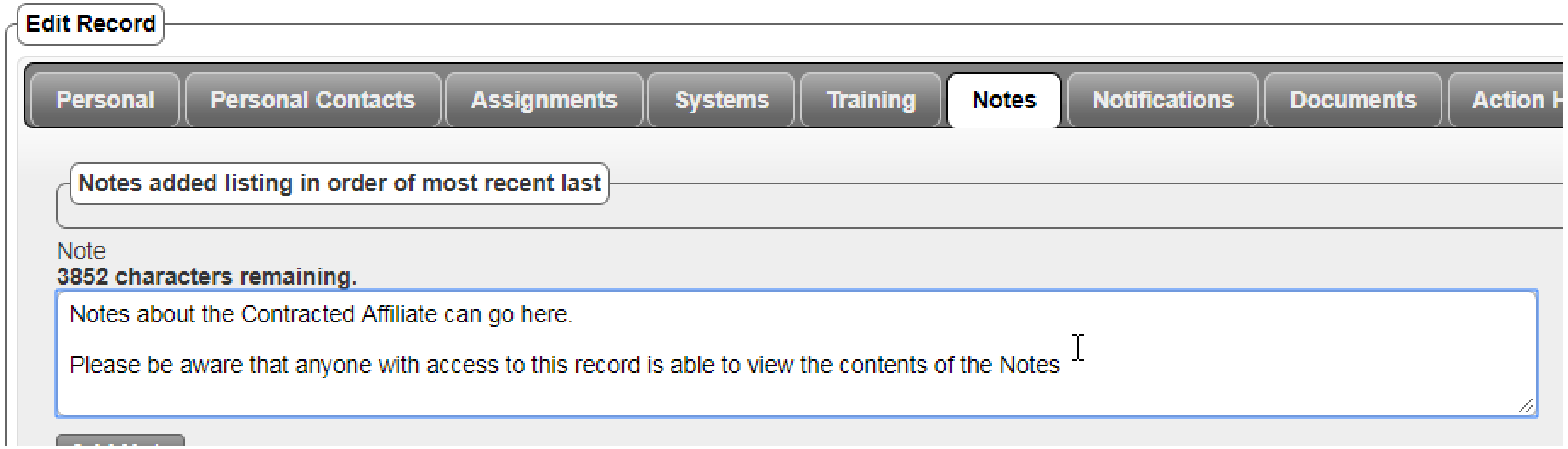
Adding Notes to the Contracted Affiliate Record

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



Adding Notes to the Contracted Affiliate Record

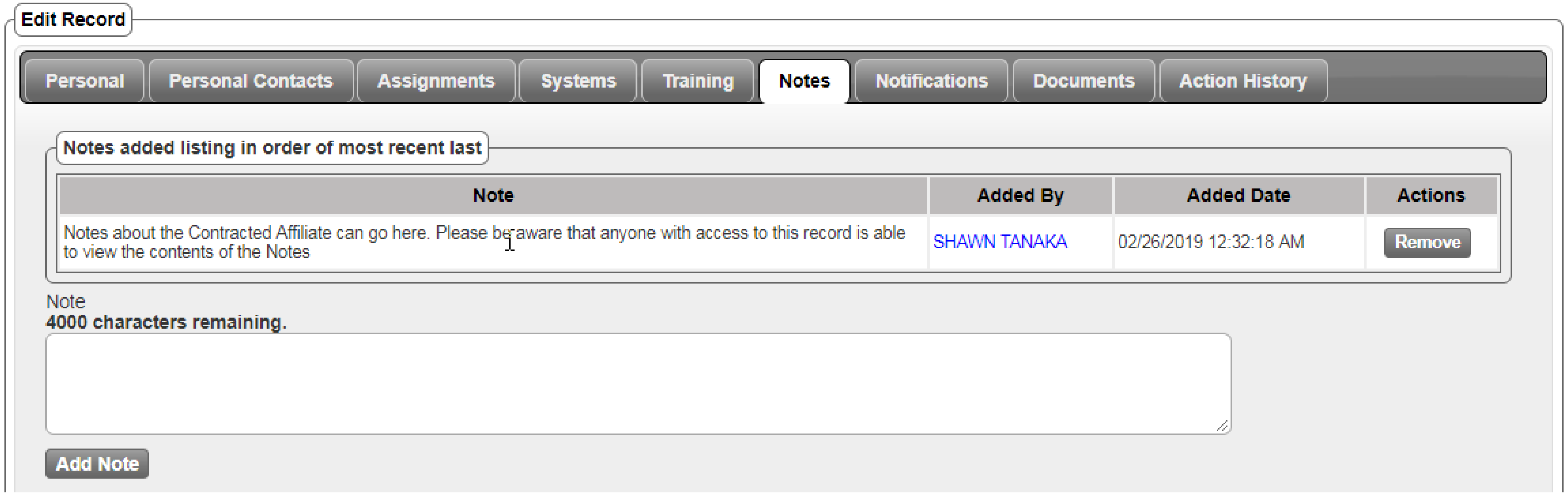
2. **Enter the note in the text box and click Add Note**



3. **Save Complete Data Saved is displayed. Click OK**

Adding Notes to the Contracted Affiliate Record

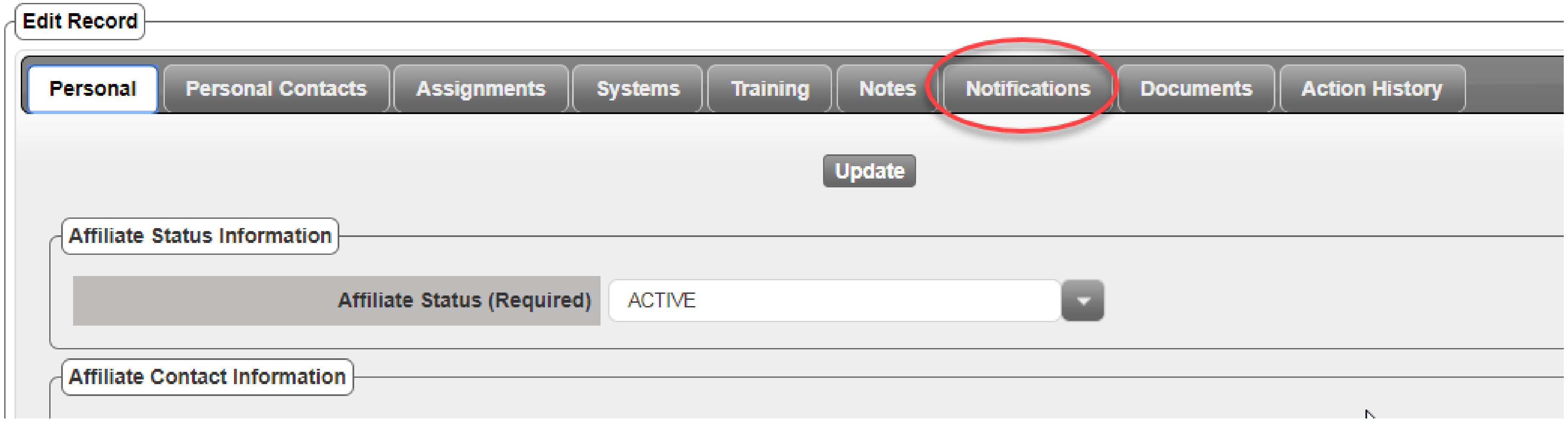
4. **The Notes record is created. Additional notes can be entered by entering text into the text box and clicking the Add Note button. Existing notes can be removed, but not edited.**



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.

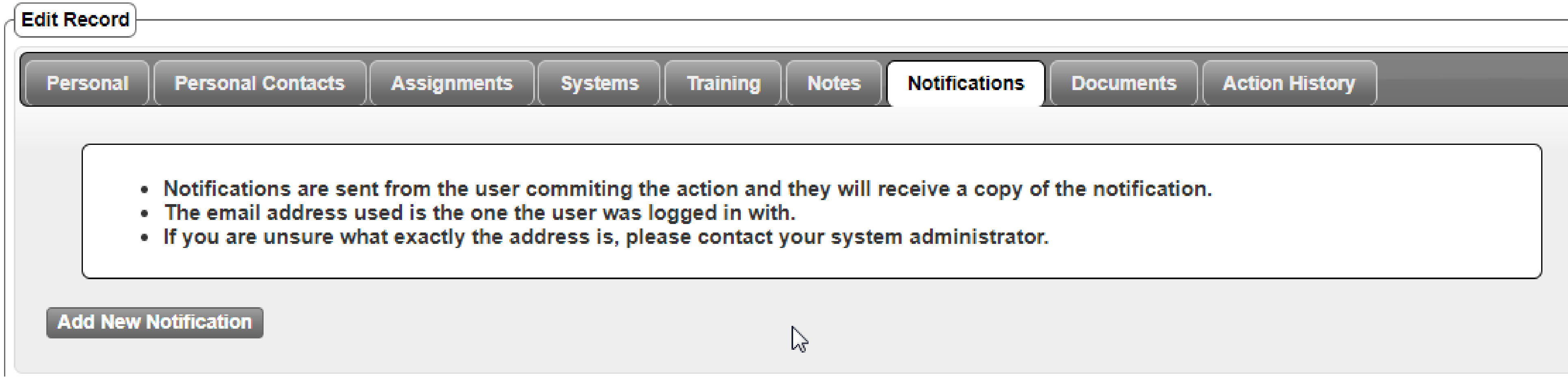
1. **After creating the Contracted Affiliate record, click on the Notifications tab**



- **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.**

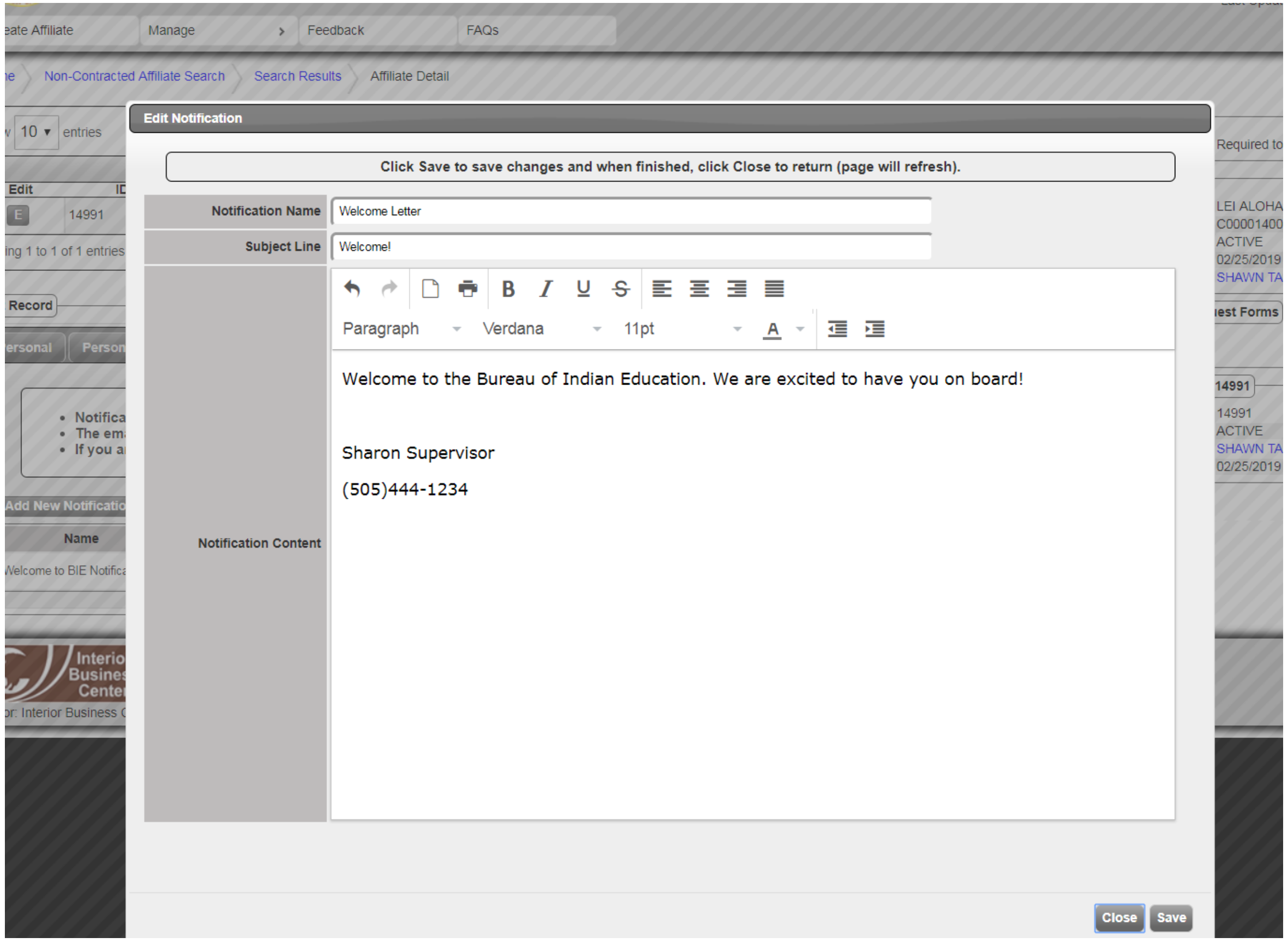
Sending a Notification from the Contracted Affiliate Record

2. **Click on Add New Notification**



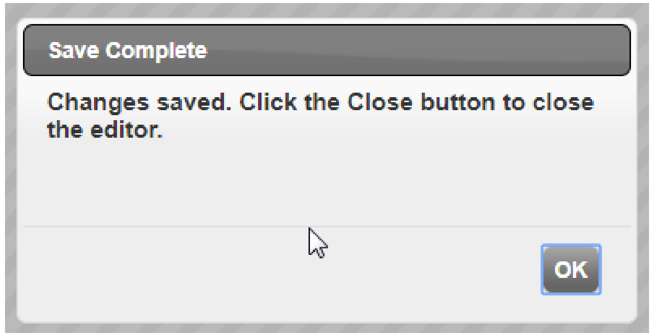
Sending a Notification from the Contracted Affiliate Record

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



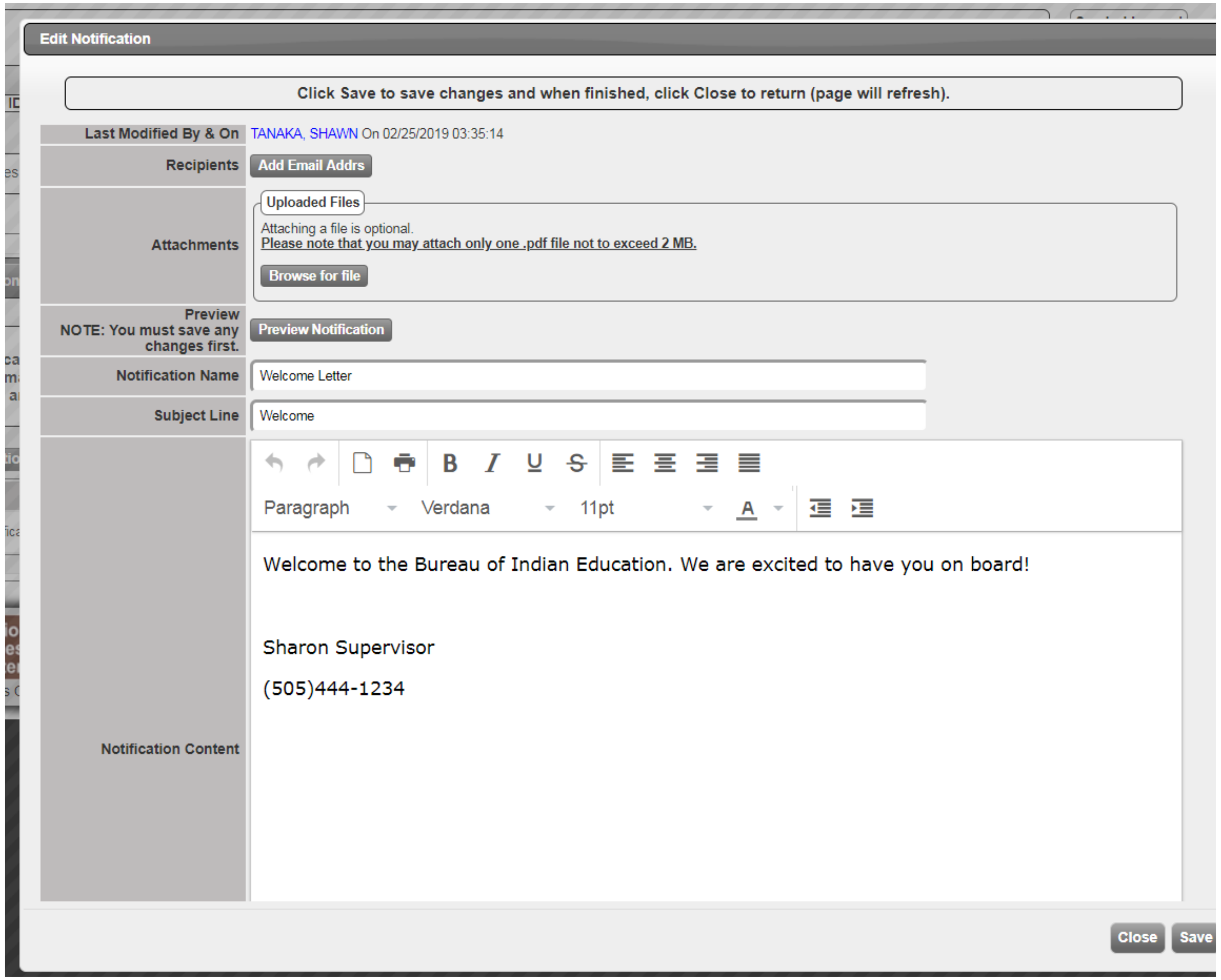
Sending a Notification from the Contracted Affiliate Record

4. **Click Save**



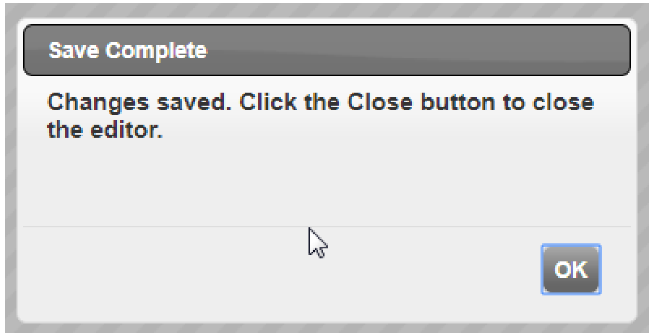
5. **Click OK**
6. **The Edit Notification screen is displayed. On this screen you can add the email addresses of the recipients of this notification, upload files to be sent with the notification, preview the notification, or further edit the notification**

Sending a Notification from the Contracted Affiliate Record



Sending a Notification from the Contracted Affiliate Record

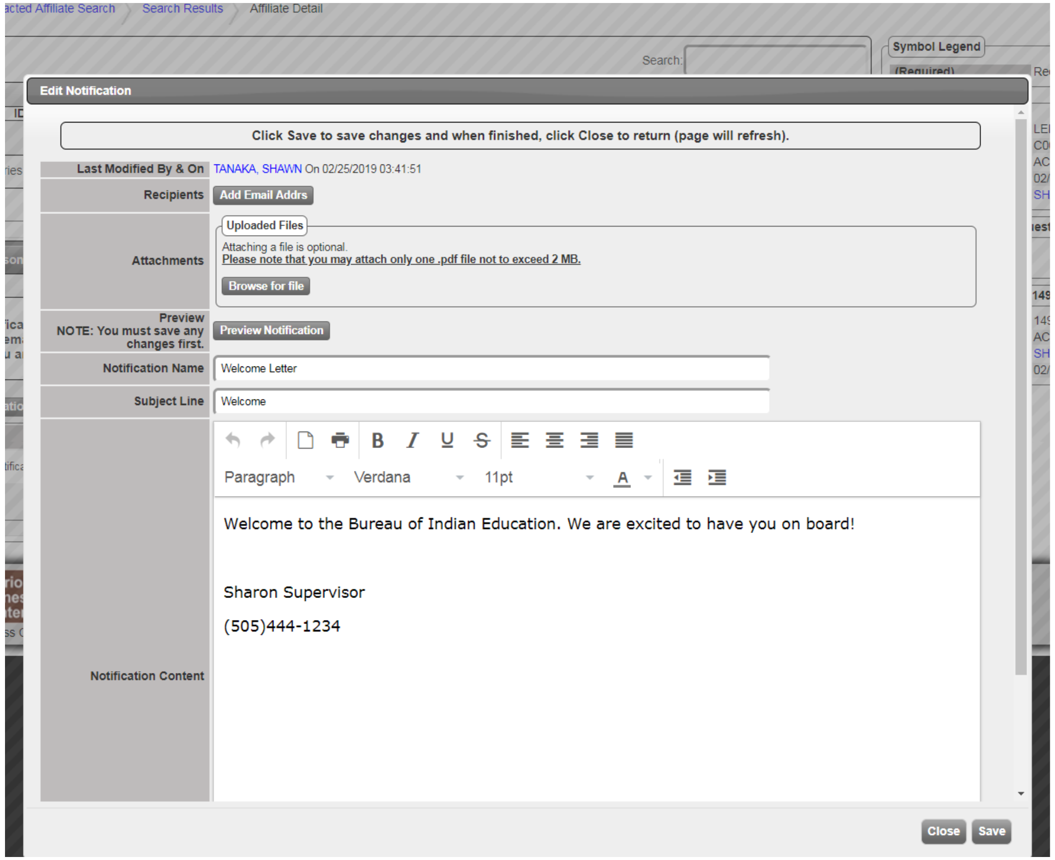
4. **Click Save**



5. **Click OK**

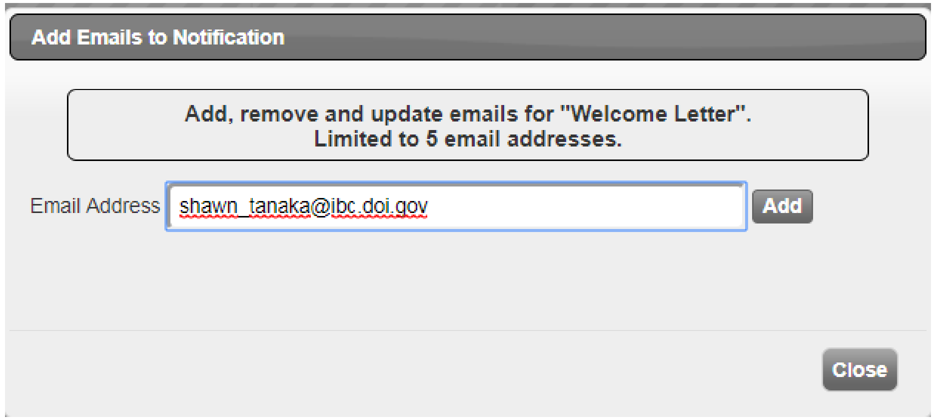
Sending a Notification from the Contracted Affiliate Record

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**

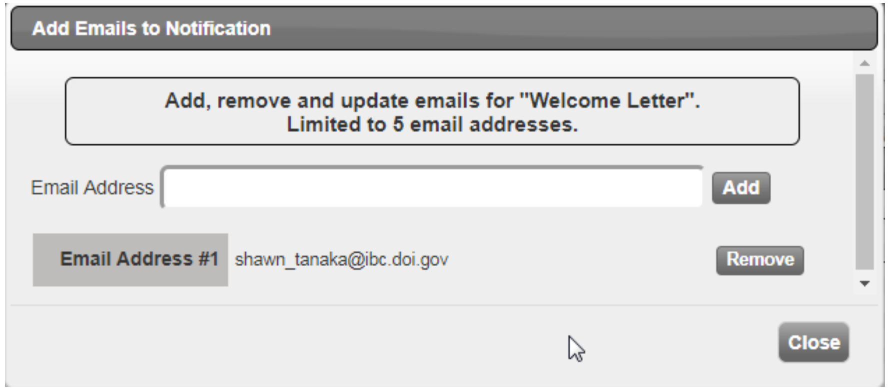


Sending a Notification from the Contracted Affiliate Record

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

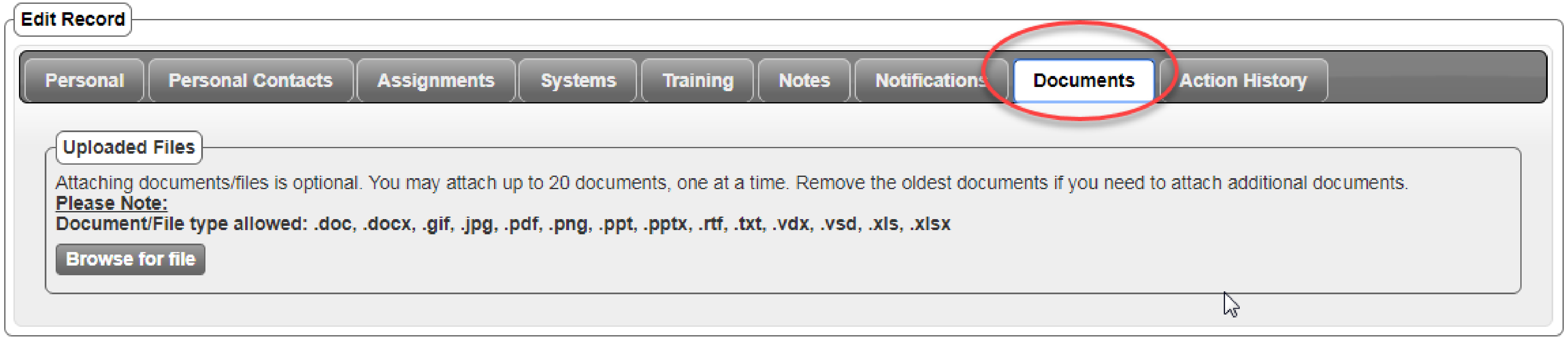


9. **Add an email address and click Add**
10. **Data Saved. Click OK**
11. **Click Close once all emails are entered**



Adding a Document to the Contracted Affiliate Record

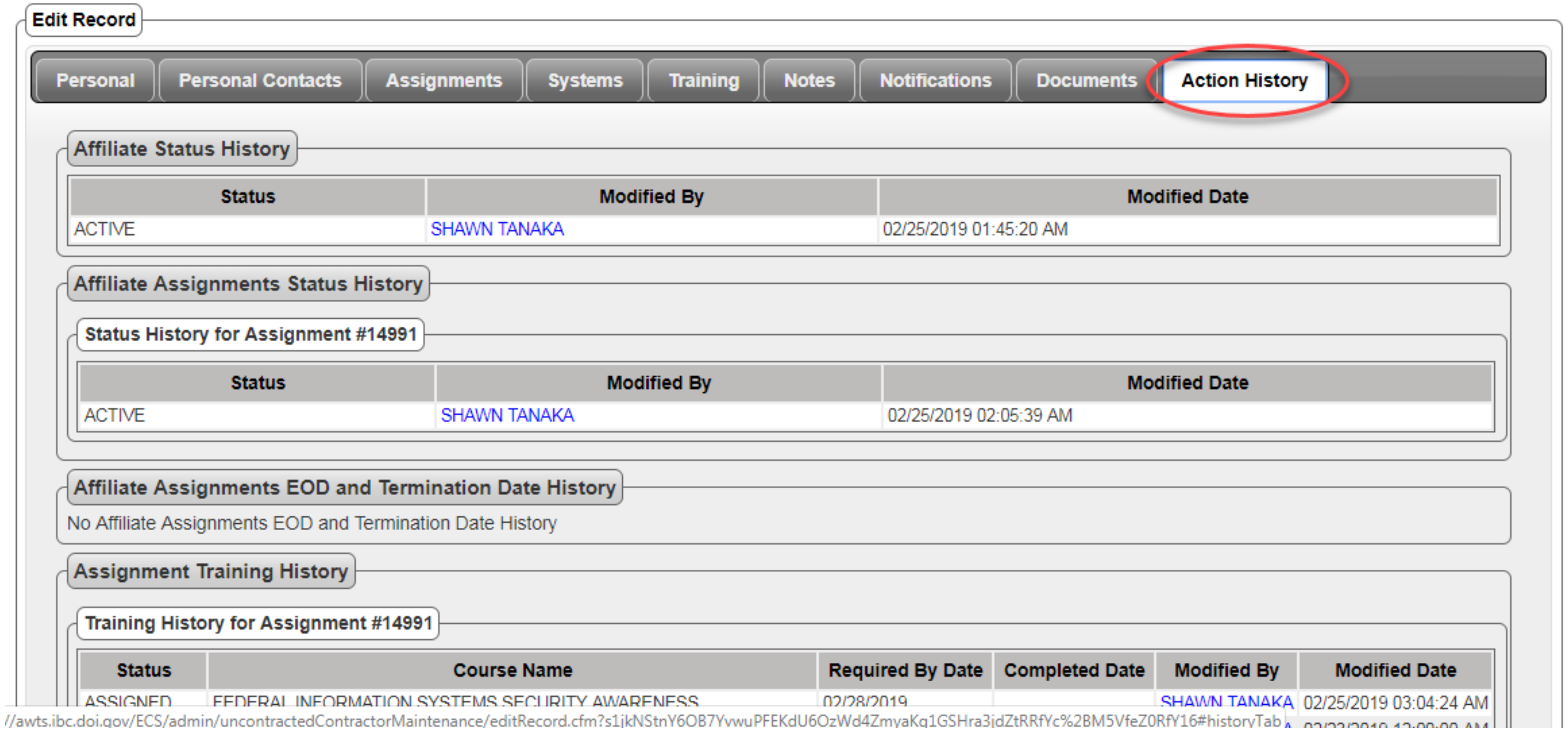
1. **After creating the Non-Contracted Affiliate record, click on the Documents tab**



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

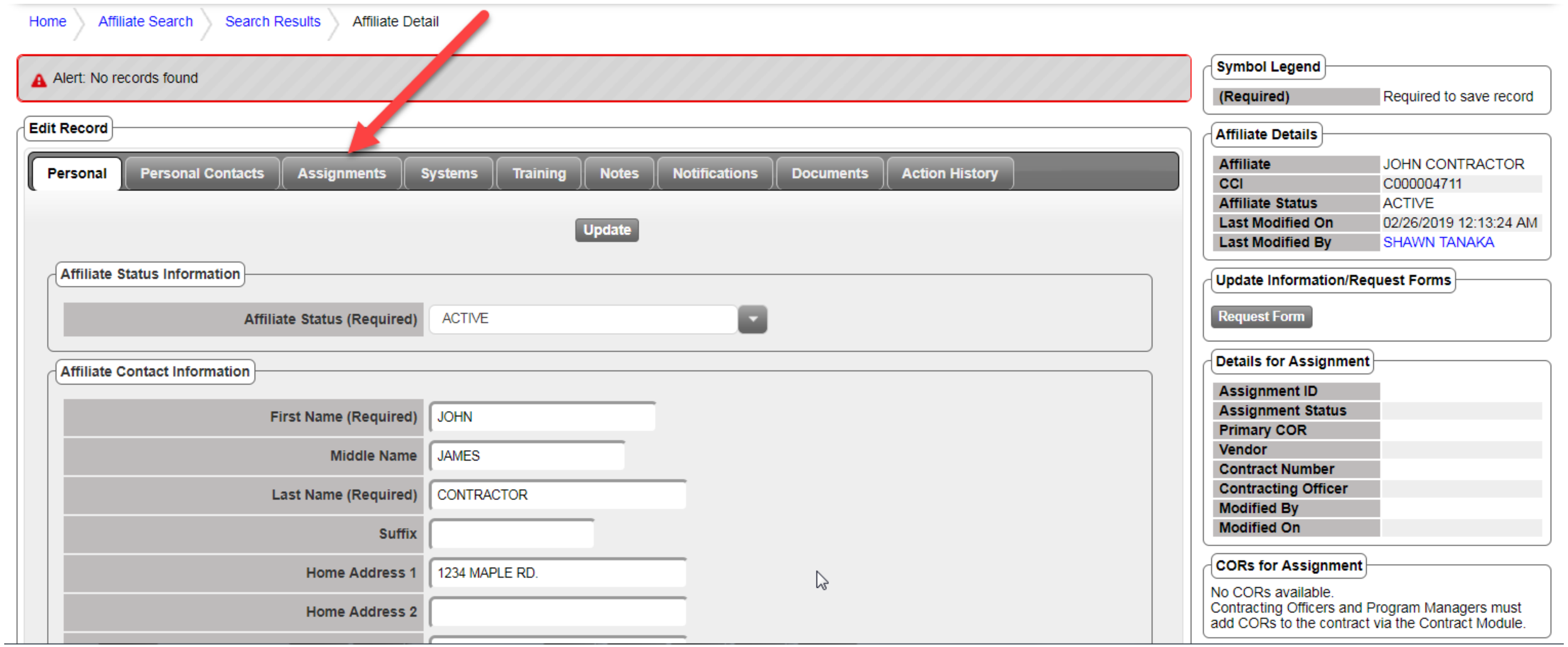
Viewing the History of a Contracted Affiliate Record

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.**



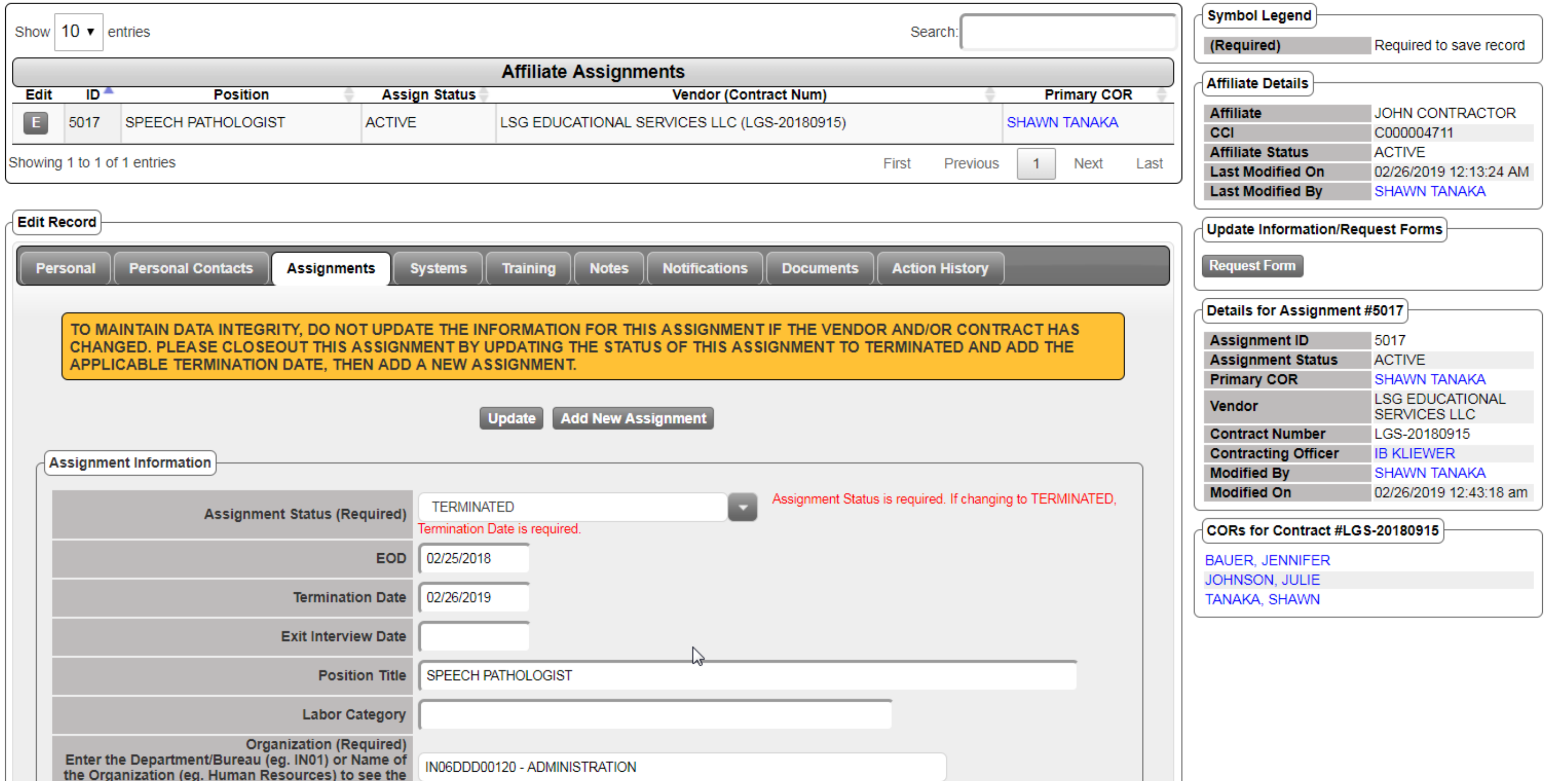
Terminating an Assignment Record

1. **Click on the Assignments tab**



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

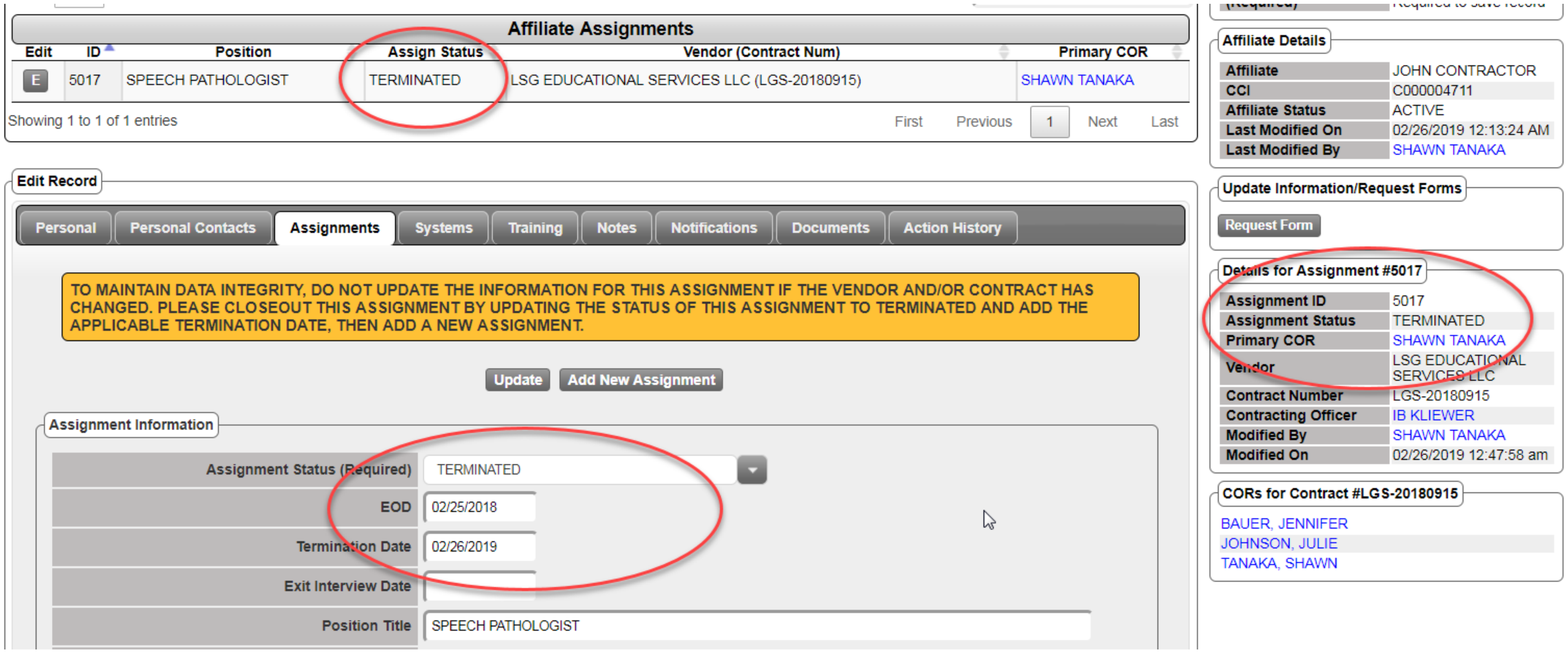
Assignment ID	5017
Assignment Status	ACTIVE
Primary COR	SHAWN TANAKA
Vendor	LSG EDUCATIONAL SERVICES LLC
Contract Number	LGS-20180915
Contracting Officer	IB KLIEWER
Modified By	SHAWN TANAKA
Modified On	02/26/2019 12:43:18 am

CORs for Contract #LGS-20180915

BAUER, JENNIFER
JOHNSON, JULIE
TANAKA, SHAWN

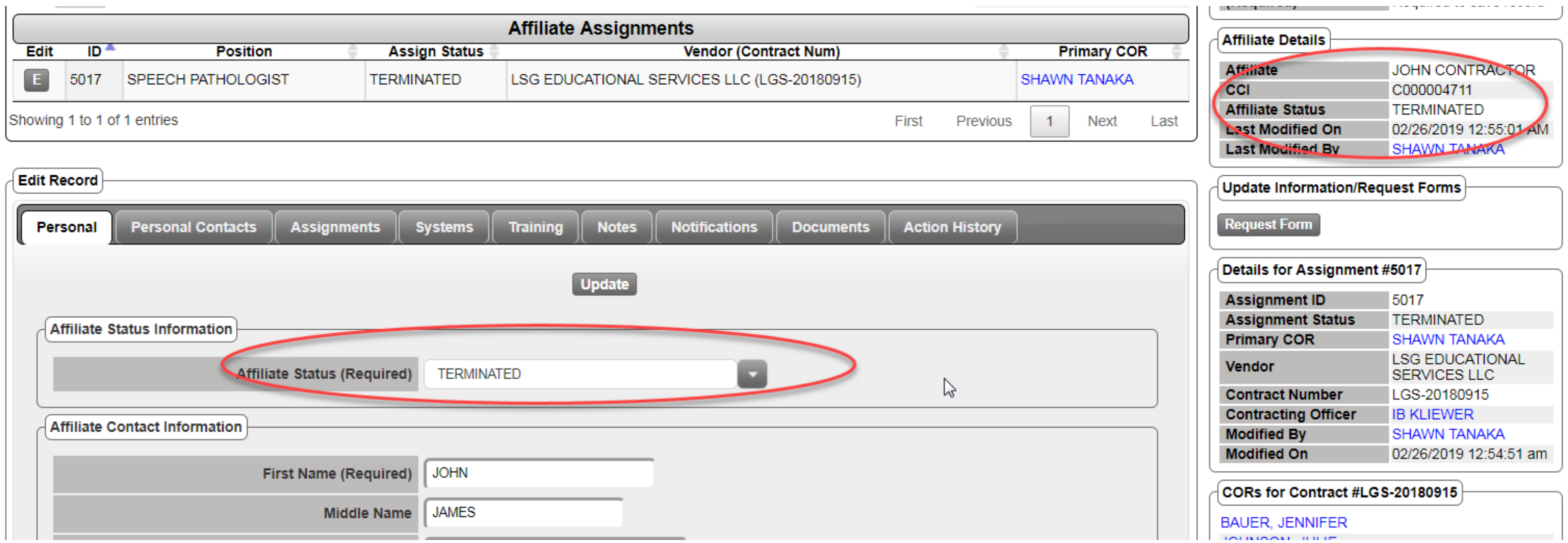
Terminating an Assignment Record

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



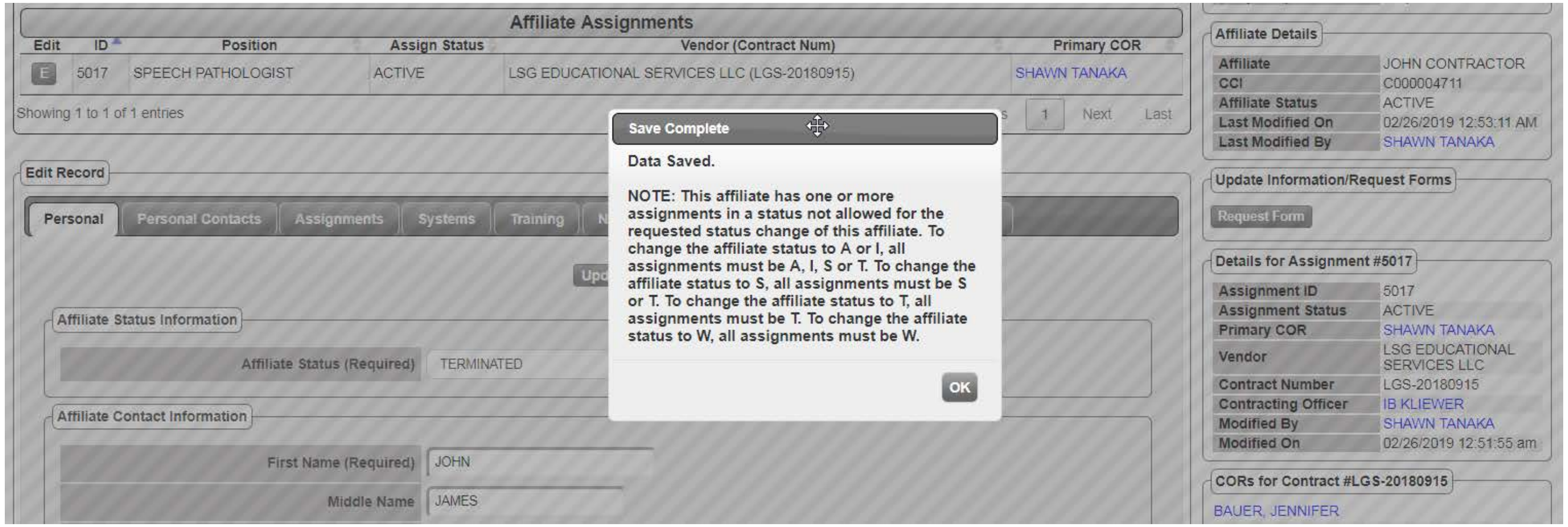
Terminating a Contracted Affiliate Record

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



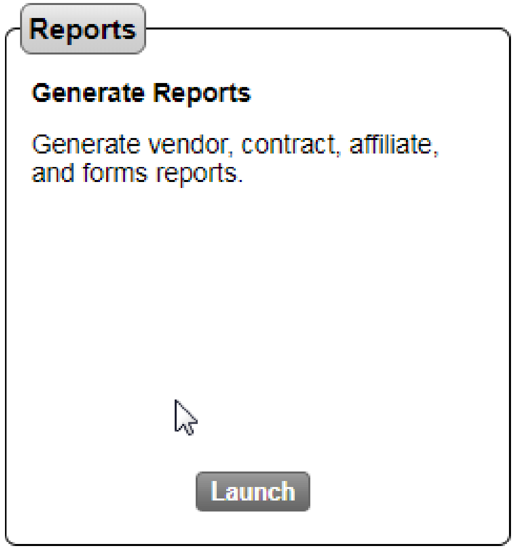
Terminating a Contracted Affiliate Record

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



Generate Reports & Export to Excel

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



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 25 entries

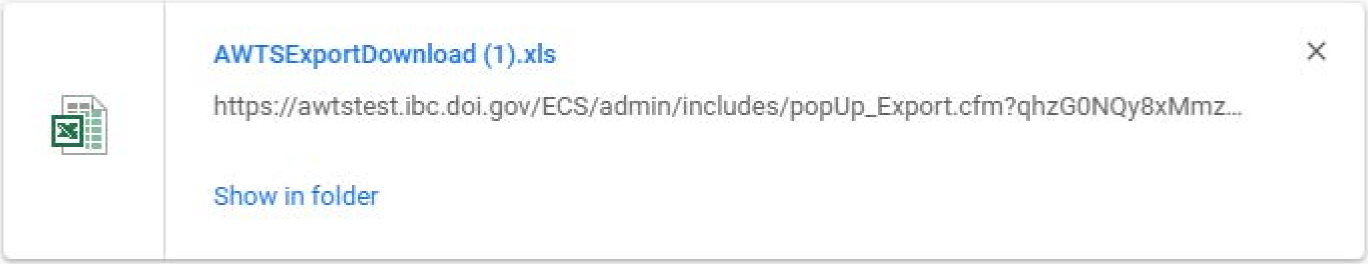
Search:

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?