



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

MEMORANDUM FOR IMA BOARD MEMBER

FROM: HQ ARPC/DPBB  
6760 East Irvington Place #2020  
Denver Co 80280-2020

SUBJECT: TDY Order Processing

1. Headquarters Air Reserve Personnel Center has developed and implemented the Web Order Transaction System (WOTS), which is an automated training and school tour order request and tracking system. Individual Mobilization Augmentees (IMAs) can request tours over the Internet through the ARPC Homepage, or directly using the Universal Resource Locator found in the IMA User Guide for WOTS below. Requests will be automatically forwarded to the appropriate program manager (PM) for approval, and then to ARPC for processing.
2. WOTS use is mandatory. IMAs can access the status of their order requests through WOTS and receive e-mail informing them when orders are complete and mailed.
3. IMA promotion board members and administrative assistants should place Work Center Code "260" in the "remarks section" of your WOTS request to assist your program manager in determining HQ ARPCs fund site to pay for the TDY. **In addition, include the following rental car justification information in your WOTS request under the "remarks section":**

*Request approval for a rental car during a TDY to HQ ARPC, Denver CO for an Air Force Reserve Selection Board. ARPC is funding this TDY. Since board members may stay late or finish earlier during the day, it may not be feasible for them to rely on taxi service or on rides from others in attendance. Due to the closure of Lowry AFB, there is no transportation squadron and therefore no Government Vehicles are available.*

*Cost Analysis:*

*Taxi cost: To and From Airport to Hotel is 1 person @ \$28.80 x 2 trips = \$57.60.*

*Taxi cost from hotel to HQ ARPC is \$10.20x2 tripsx6 days = \$122.40*

*Taxi cost for meals is \$10.20x2 tripsx6 days = \$122.40*

*Total cost using taxi service = \$302.40*

*Rental car is approximately \$35.00 per day x 6 days = \$210.00*

*Saving to the government is approximately: \$92.40*

4. If you have any questions concerning the board please feel free to contact the Superintendent, Board Secretariat Division, MSgt Stephen Willoughby or Major Lisa Pike, Chief Promotion Board Secretariat, at DSN 926-6351 or toll-free 1-800-525-0102, ext 71280. During non-duty hours, please call (303) 676-6351 and leave a message.

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STEPHEN A. WILLOUGHBY, MSgt, USAF  
Superintendent, Board Secretariat Division