



DID YOU KNOW?

How to Submit/Delete a PTO (GWOP) Request as a Reserve for Training

How to submit a PTO (GWOP) request for training date on Unimatic

1. Sign into Unimatic using the SON/(File Number) command and password
2. Clear your Unimatic screen
3. Type DSPFAI and press enter

```

          ACTN FILE #  RSV
»DSPFAI/  ___/  _____/  _

```

4. Under ACTN place WOP (all forms of WOP, GWOP, and DWOP will be under the WOP heading in this step)
5. Under FILE # type your 6 digit file number
6. Under RSV leave this place blank (Training request are required to be submitted as a Lineholder even though you may be on Reserve).

```

          ACTN FILE #  RSV
»DSPFAI/ WOP/ 875421/  _

```

7. Press enter

```

REQWOP/ SOTO,M          /FN 875421/SEN 012237/00/      /      /      /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#   DATE  ID#   DATE  ID#   DATE  ID#   DATE
FOR ID(S)  ___ - MMDD/ ___ - MMDD/ ___ - MMDD/ ___ - MMDD/
           ___ - MMDD/ ___ - MMDD/ ___ - MMDD/ ___ - MMDD/

DAT FOR:   ID#   DATE  ID#   DATE  ID#   DATE  ID#   DATE
ID(S) ON  ___ - MMDD/ ___ - MMDD/ ___ - MMDD/ ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
           MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/

```



8. Tab to PERSONAL TIME OFF (PTO) and place an X in the field
9. Tab to the WOP/PTO section
10. Enter the training you wish to PTO using the code displayed in your LOF (i.e. CQ14, PQT, AED, IST, RQL, CBT).
11. Enter the first date of the training you are requesting. For example if your training is on the 4th and the 5th off of August you will only place the 4th in the date section as 0804.

```

REQWOP/ SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#   DATE  ID#   DATE  ID#   DATE  ID#   DATE
FOR ID(S) CQ14- 0804/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
          ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

DAT FOR:  ID#   DATE  ID#   DATE  ID#   DATE  ID#   DATE
ID(S) ON  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

```

12. Once you have completed the request move the curser down to the bottom of the request and press enter. You will receive a confirmation that your WOP request is on file.

```

REQWOP/ SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#   DATE  ID#   DATE  ID#   DATE  ID#   DATE
FOR ID(S) CQ14- 0804/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
          ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

DAT FOR:  ID#   DATE  ID#   DATE  ID#   DATE  ID#   DATE
ID(S) ON  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

GWOP REQUEST ON FILE 08061239

```



How to delete a PTO (GWOP) request

1. Type DSPREQ and press enter

```
          ACTN  DOM   FILE #  NAME
»DSPREQ/  ___/  ___/  _____/  _____/  _
```

2. Under ACTN type WOP (all forms of WOP, GWOP, and DWOP will be under the WOP heading in this step)
3. Under DOM type your Domicile
4. Under FILE# type your 6 digit file number

```
          ACTN  DOM   FILE #  NAME
»DSPREQ/  WOP_/  ORD_/  875421/  _____/  _
```

5. Press enter

```
DSPREQ/  WOP /  ORD /  875421/

TO DISPLAY INDIVIDUAL REQUEST, TAB TO DESIRED DATE AND TRANSMIT

          ACTN  DOM   FILE #  NAME                DATE
»DSPREQ/WOP /ORD /875421/SOTO,M                /04AUG-04AUG/01/  *
»DSPREQ/WOP /ORD /875421/SOTO,M                /04AUG-04AUG/02/  *
»DSPREQ/GWOP/ORD /875421/SOTO,M                /04AUG-04AUG/01/  *
»DSPREQ/GWOP/ORD /875421/SOTO,M                /04AUG           /02/
»DSPREQ/WOP /ORD /875421/SOTO,M                /17AUG-17AUG/01/  *
```



6. If you have more than one request on file you will be shown the individual request screen where you can tab down to the request you would like to view or delete
7. If you have only one request on file you will be taken directly to that request

```

XXXWOP/ SOTO,M           /FN 875421/SEN 012237/00/           /           /           /           /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/           30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) CQ14- 0804/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
           ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

DAT FOR:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
           MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

WP-08061239/875421

```

8. Once you have pulled up the request you wish to delete at the top left you will see the indication XXXWOP. In the location of the XXX type DEL

```

DELWOP/SOTO,M           /FN 875421/SEN 012237/03/1525B/ORD /08/R/
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/           30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) CQ14- 0804/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
           ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

DAT FOR:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
           MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

WP-08061239/875421

```

9. Move the cursor below the last line of text displayed on the request screen and press enter



10. You will receive a message at the bottom of the screen saying WOP REQUEST DELETED (all forms of WOP, GWOP, and DWOP will display as WOP REQUEST DELETED)

```

DELWOP/SOTO,M          /FN 875421/SEN 012237/03/1525B/ORD /08/R/
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) CQ14- 0804/  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/
           _____ - MMDD/  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/

DAT FOR:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
           MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

WOP REQUEST DELETED

```

