

Sir or Ma'am,

Per AFI 36-2254, vol. 1, para. 4.2.1.2., Individual Reservists are required to schedule all of their FY17 IDTs in UTAPSweb no later than 15 Aug 2016.

To schedule your IDTs, please work with your active-component supervisor to establish a schedule and then log-in to UTAPSweb (<https://utapsweb.afrc.af.mil/utapsweb/>) to populate your annual calendar. (Changes can be made at a later date, if required).

Need help with UTAPSweb? Our YouTube UTAPSweb video walks you through the whole process: <https://www.youtube.com/embed/Y3wOagFWaTo>. Additionally, the "Help" tab within UTAPSweb has a variety of resources to guide you through the system.

Please contact your servicing detachment with questions or concerns. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

HQ Individual Reservist Readiness and Integration Organization

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