Unit Training Assembly Processing System (UTAPS) Web

Mr. Kyle Goldberg

17 May 2016

U.S. AIR FORCE

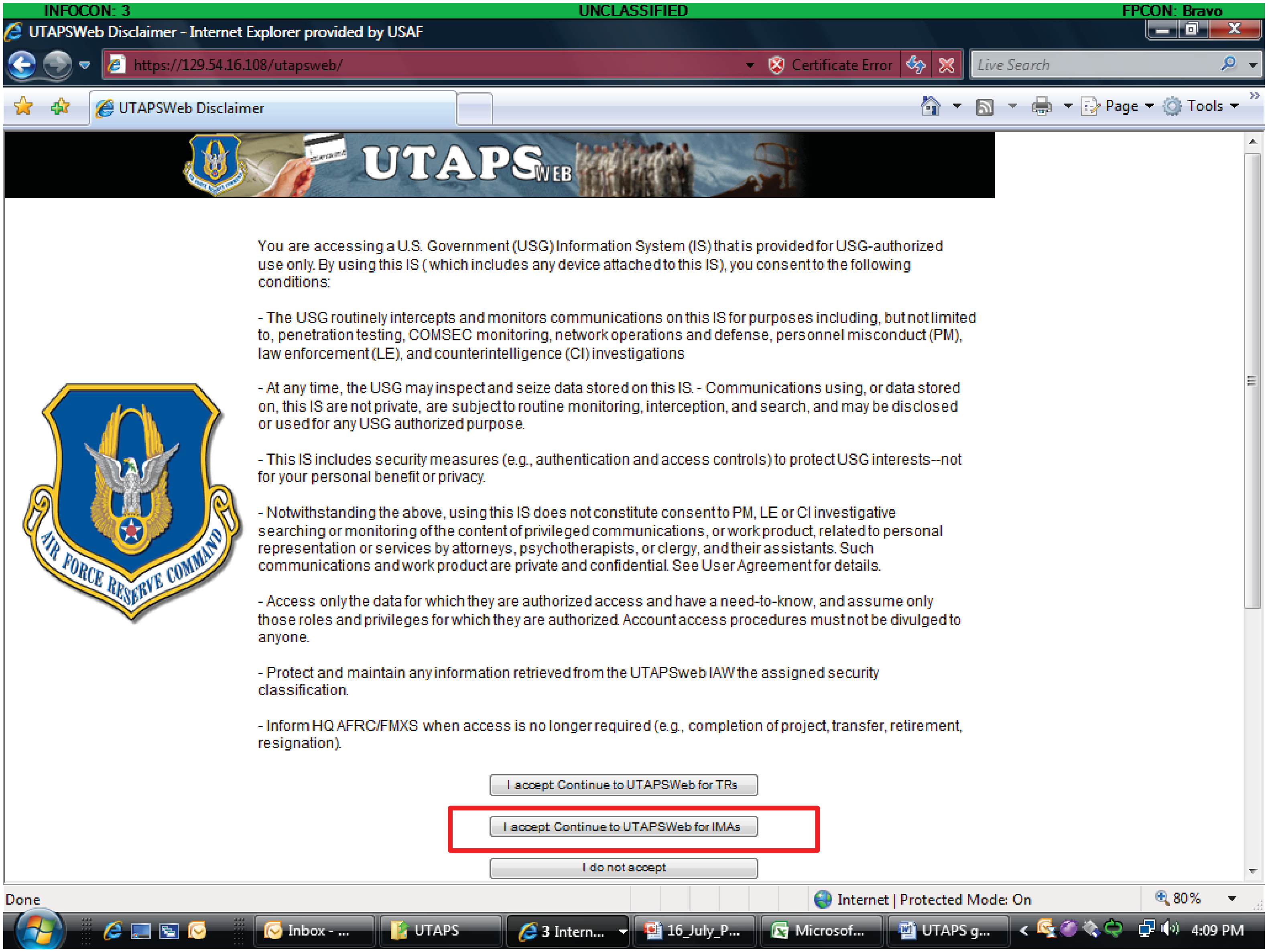
Overview

- Purpose
- Accessing system
- Navigating the system

Purpose

The primary purpose of UTAPSweb for IMAs/PIRRs is to schedule, verify and manage pay and/or points for current Fiscal Year (FY) attendance for Inactive Duty Training (IDT) or Points Only IDTs (PNT).

Direct UTAPS Access (gov't computer)
https://utapsweb.afrc.af.mil/utapsweb/


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
UTAPSWeb Disclaimer - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/
Certificate Error
Live Search
UTAPSWeb Disclaimer
Page
Tools
UTAPS WEB
AIR FORCE RESERVE COMMAND

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations

- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

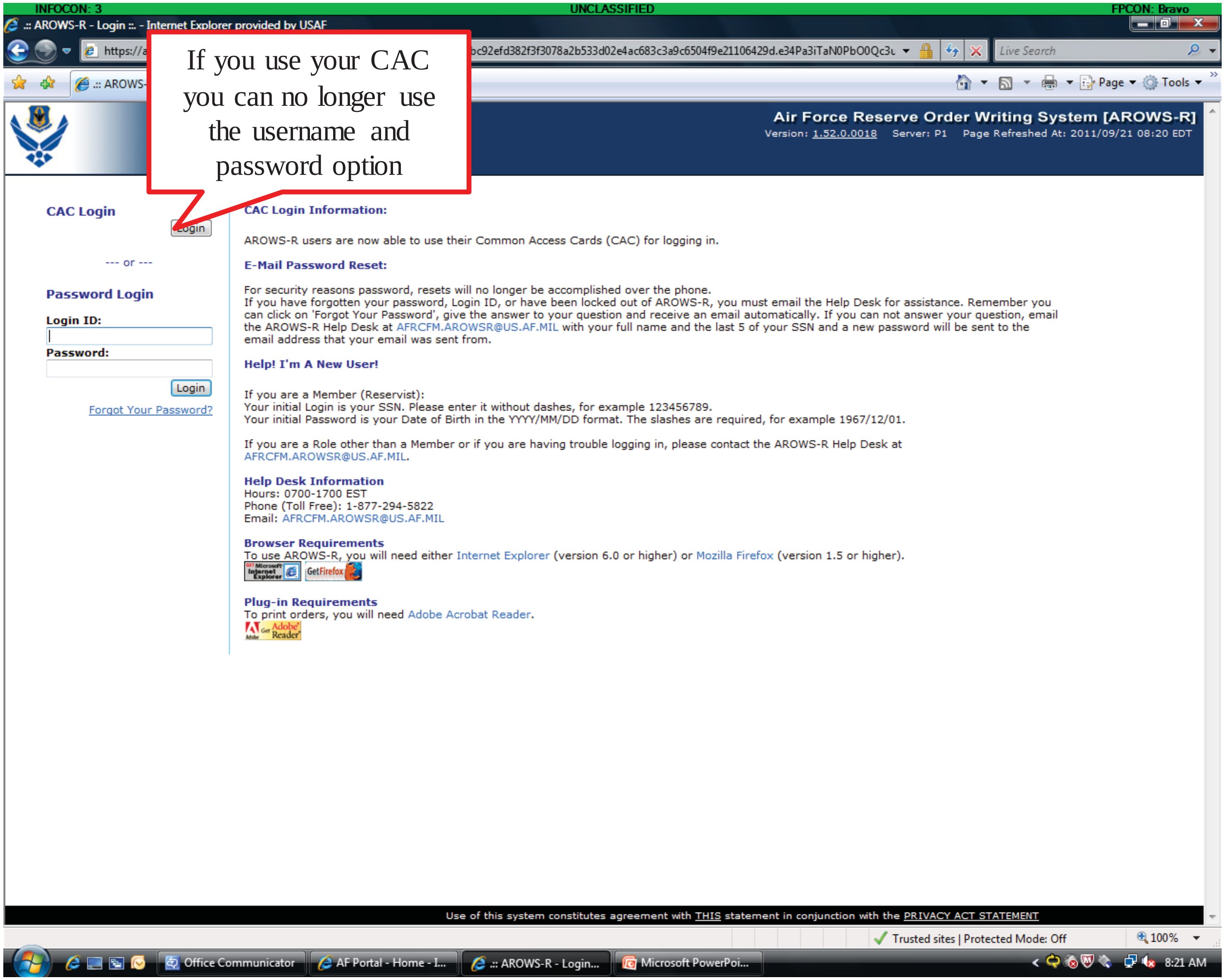
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.

- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.

- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

I accept Continue to UTAPSWeb for TRs
I accept Continue to UTAPSWeb for IMAs
I do not accept
Done
Internet | Protected Mode: On
80%
Inbox - ...
UTAPS
3 Intern...
16_July_P...
Microsof...
UTAPS g...
4:09 PM

UTAPS via AROWS-R


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
.:: AROWS-R - Login ::. - Internet Explorer provided by USAF
Live Search
Page
Tools
Trusted sites | Protected Mode: Off
100%
Office Communicator
AF Portal - Home - I...
.:: AROWS-R - Login...
Microsoft PowerPoi...
8:21 AM

If you use your CAC you can no longer use the username and password option

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:20 EDT

CAC Login

Login

--- or ---

Password Login

Login ID:

Password:

Login

Forgot Your Password?

CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in.

E-Mail Password Reset:

For security reasons password, resets will no longer be accomplished over the phone.
If you have forgotten your password, Login ID, or have been locked out of AROWS-R, you must email the Help Desk for assistance. Remember you can click on 'Forgot Your Password', give the answer to your question and receive an email automatically. If you can not answer your question, email the AROWS-R Help Desk at AFRCFM.AROWSR@US.AF.MIL with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.

Help! I'm A New User!

If you are a Member (Reservist):
Your initial Login is your SSN. Please enter it without dashes, for example 123456789.
Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at AFRCFM.AROWSR@US.AF.MIL.

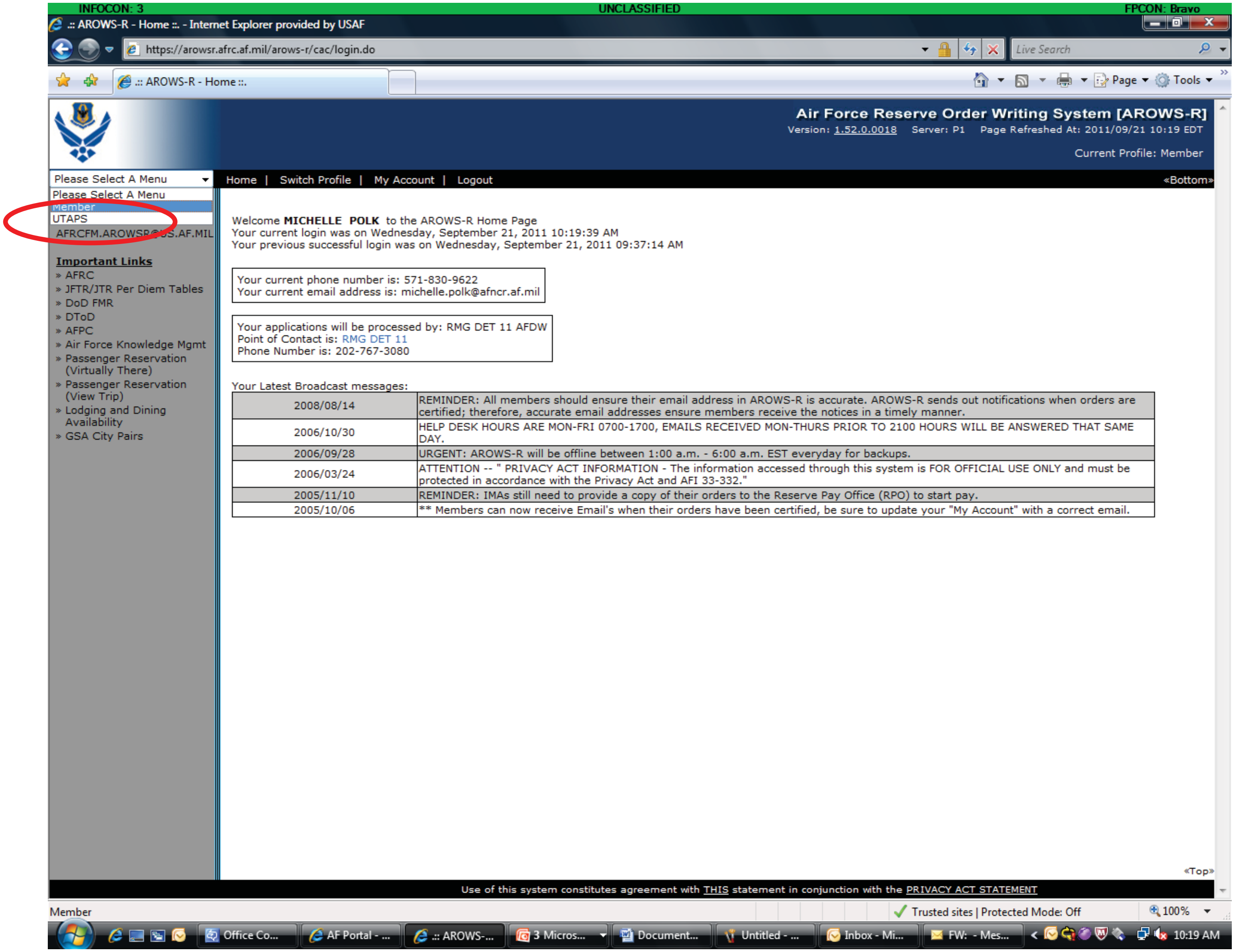
Help Desk Information
Hours: 0700-1700 EST
Phone (Toll Free): 1-877-294-5822
Email: AFRCFM.AROWSR@US.AF.MIL

Browser Requirements
To use AROWS-R, you will need either Internet Explorer (version 6.0 or higher) or Mozilla Firefox (version 1.5 or higher).

Plug-in Requirements
To print orders, you will need Adobe Acrobat Reader.

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Select UTAPS


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
.:: AROWS-R - Home ::. - Internet Explorer provided by USAF
https://arowsr.afrc.af.mil/arows-r/cac/login.do
Live Search
.:: AROWS-R - Home ::.
Page
Tools
Please Select A Menu
Please Select A Menu
Member
UTAPS
Home | Switch Profile | My Account | Logout
«Bottom»
«Top»
Member
Trusted sites | Protected Mode: Off
100%
Office Co...
AF Portal - ...
.:: AROWS-...
3 Micros...
Document...
Untitled - ...
Inbox - Mi...
FW: - Mes...
10:19 AM

Air Force Reserve Order Writing System [AROWS-R]

Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 10:19 EDT

Current Profile: Member

AFRCFM.AROWSR@US.AF.MIL

Important Links

- AFRC
- JFTR/JTR Per Diem Tables
- DoD FMR
- DToD
- AFPC
- Air Force Knowledge Mgmt
- Passenger Reservation (Virtually There)
- Passenger Reservation (View Trip)
- Lodging and Dining Availability
- GSA City Pairs

Welcome **MICHELLE POLK** to the AROWS-R Home Page
Your current login was on Wednesday, September 21, 2011 10:19:39 AM
Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622
Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW
Point of Contact is: RMG DET 11
Phone Number is: 202-767-3080

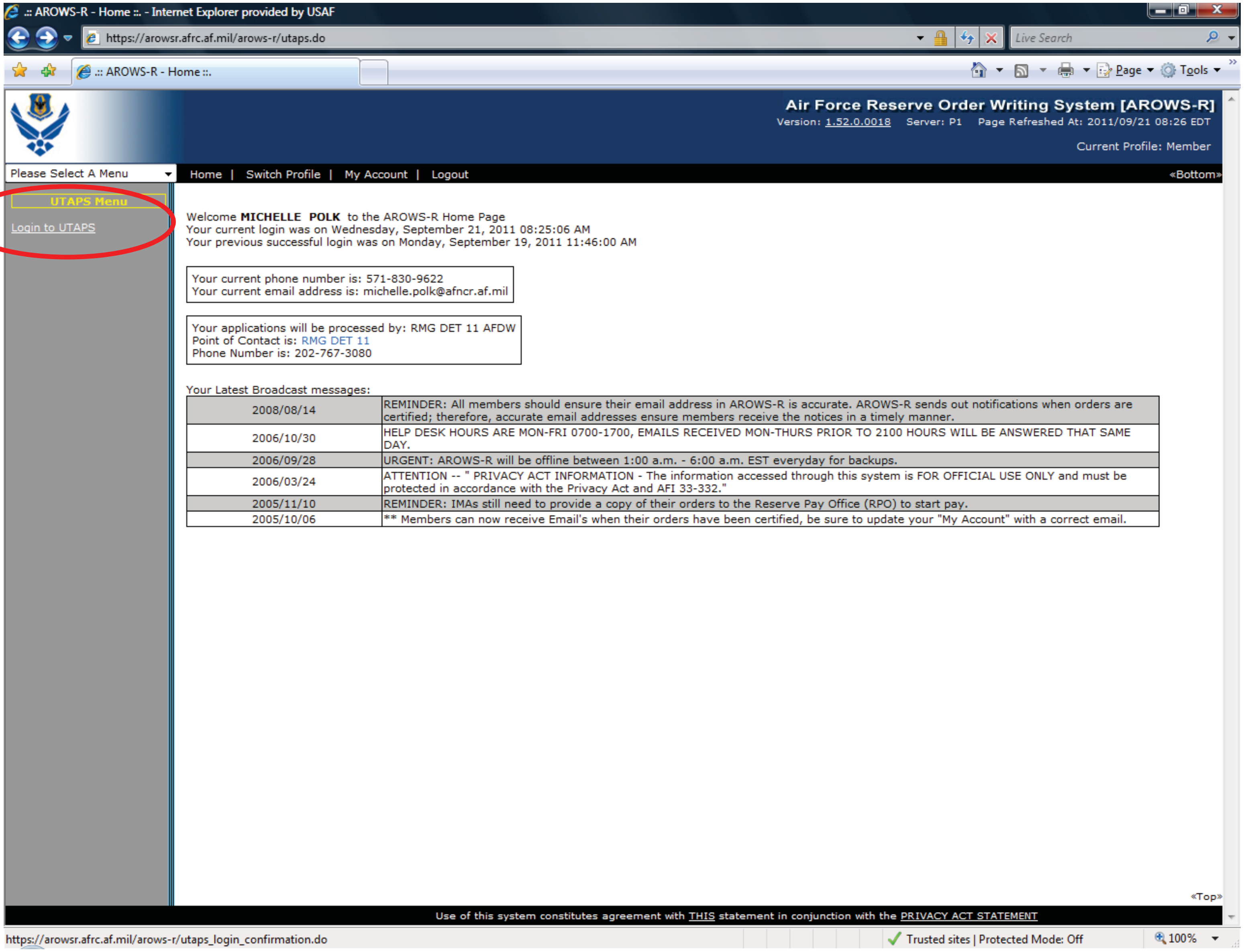
Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

U.S. AIR FORCE

Login to UTAPS


.:: AROWS-R - Home ::. - Internet Explorer provided by USAF
https://arowsr.afrc.af.mil/arows-r/utaps.do
Live Search
.:: AROWS-R - Home ::.
Page
Tools
Please Select A Menu
Home | Switch Profile | My Account | Logout
«Bottom»
UTAPS Menu
Login to UTAPS
«Top»
https://arowsr.afrc.af.mil/arows-r/utaps_login_confirmation.do
Trusted sites | Protected Mode: Off
100%

Air Force Reserve Order Writing System [AROWS-R]

Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:26 EDT

Current Profile: Member

Welcome **MICHELLE POLK** to the AROWS-R Home Page
Your current login was on Wednesday, September 21, 2011 08:25:06 AM
Your previous successful login was on Monday, September 19, 2011 11:46:00 AM

Your current phone number is: 571-830-9622
Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW
Point of Contact is: RMG DET 11
Phone Number is: 202-767-3080

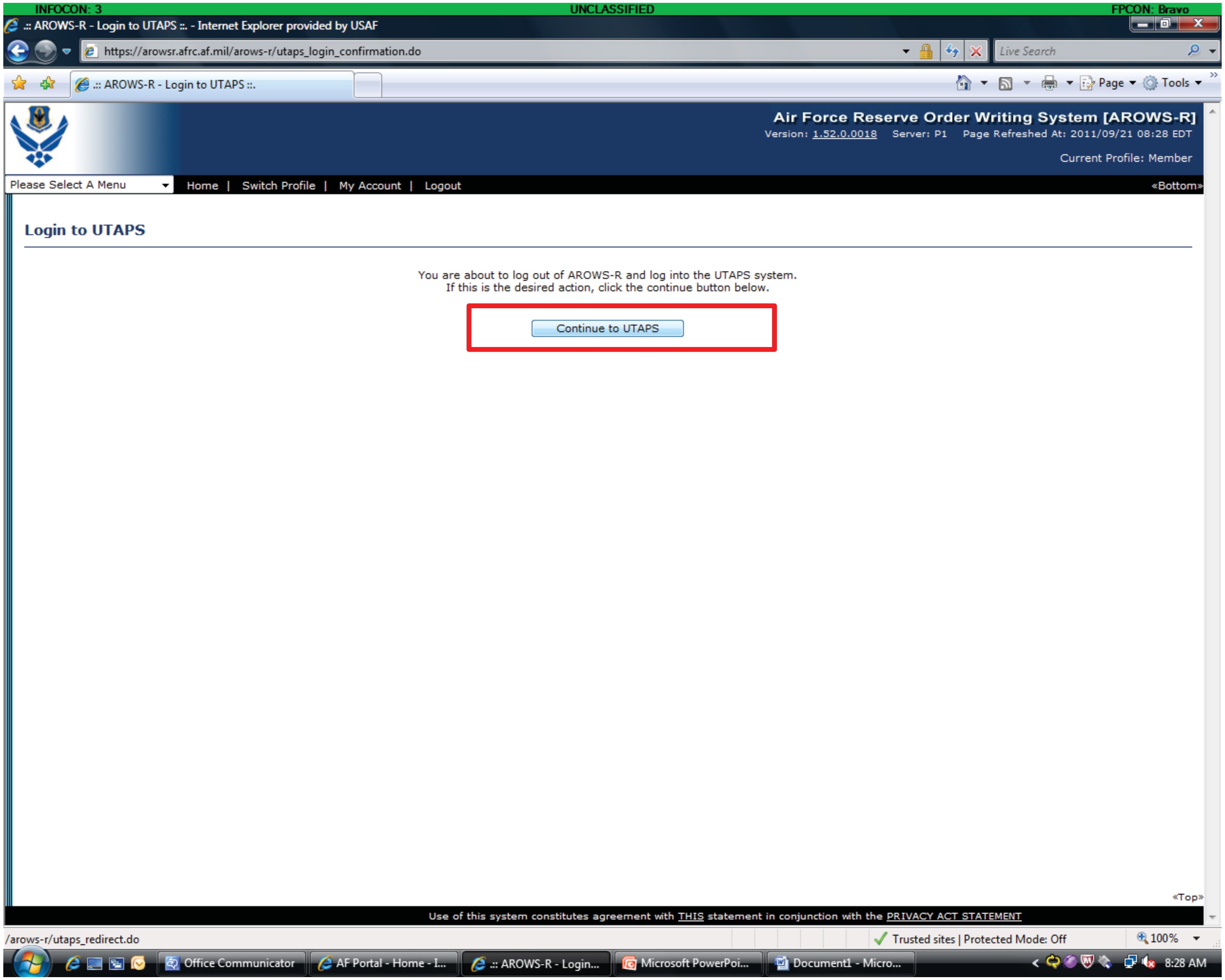
Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Fly, Fight and Win…

Continue to UTAPS

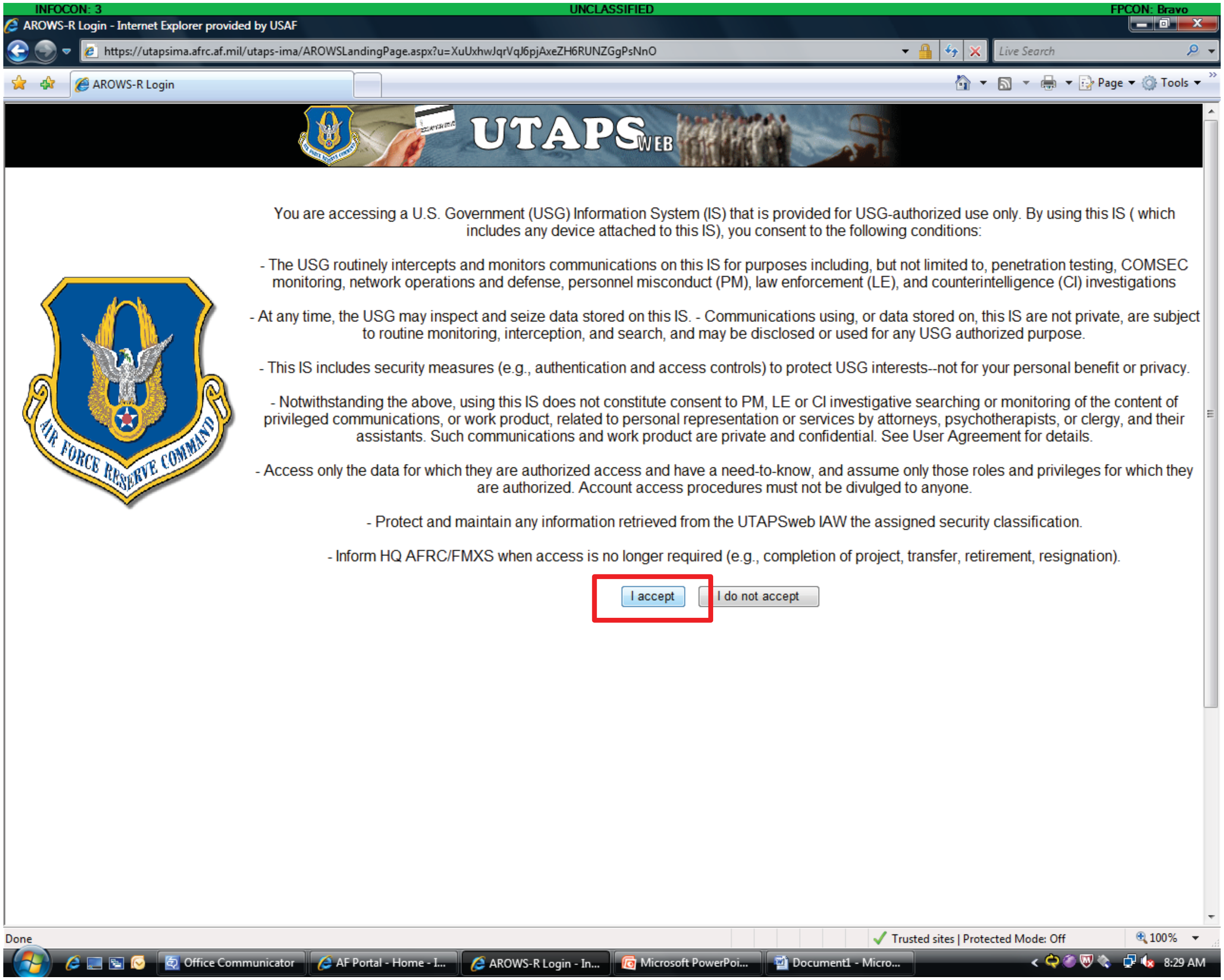

INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
.:: AROWS-R - Login to UTAPS ::. - Internet Explorer provided by USAF
https://arowsr.afrc.af.mil/arows-r/utaps_login_confirmation.do
Live Search
.:: AROWS-R - Login to UTAPS ::.
Page
Tools
Air Force Reserve Order Writing System [AROWS-R]
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:28 EDT
Current Profile: Member
Please Select A Menu
Home | Switch Profile | My Account | Logout
«Bottom»
Continue to UTAPS
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
/arows-r/utaps_redirect.do
Trusted sites | Protected Mode: Off
100%
Office Communicator
AF Portal - Home - I...
.:: AROWS-R - Login...
Microsoft PowerPoi...
Document1 - Micro...
8:28 AM

Login to UTAPS

You are about to log out of AROWS-R and log into the UTAPS system.
If this is the desired action, click the continue button below.

Fly, Fight and Win…

Accept the Terms


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
AROWS-R Login - Internet Explorer provided by USAF
https://utapsima.afrc.af.mil/utaps-ima/AROWSLandingPage.aspx?u=XuUxhwJqrVqJ6pjAxeZH6RUNZGgPsNnO
Live Search
AROWS-R Login
Page
Tools
UTAPS WEB
AIR FORCE RESERVE COMMAND

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations

- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

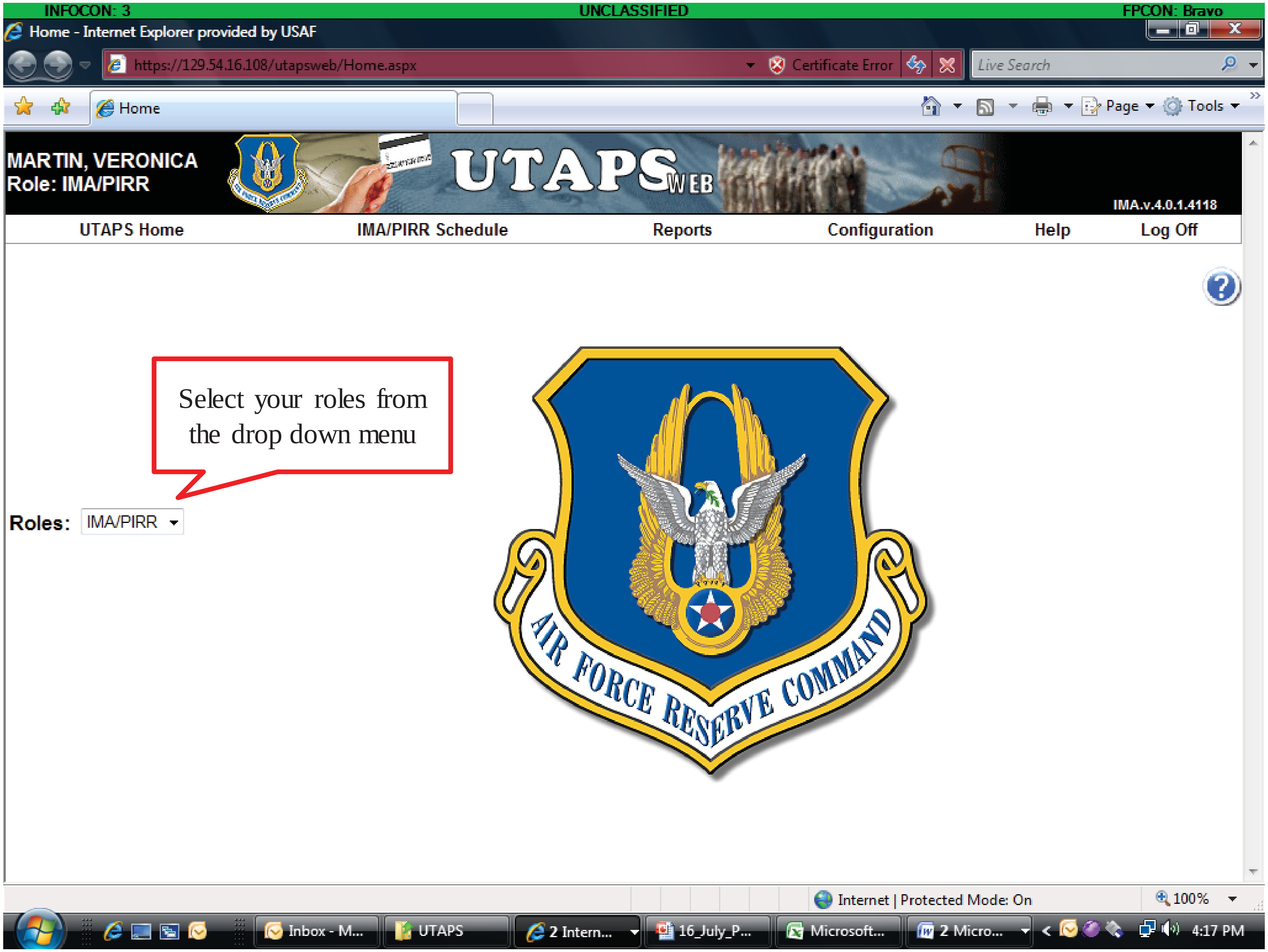
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.

- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.

- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

I accept
I do not accept
Done
Trusted sites | Protected Mode: Off
100%
Office Communicator
AF Portal - Home - I...
AROWS-R Login - In...
Microsoft PowerPoi...
Document1 - Micro...
8:29 AM

Validate Your Role



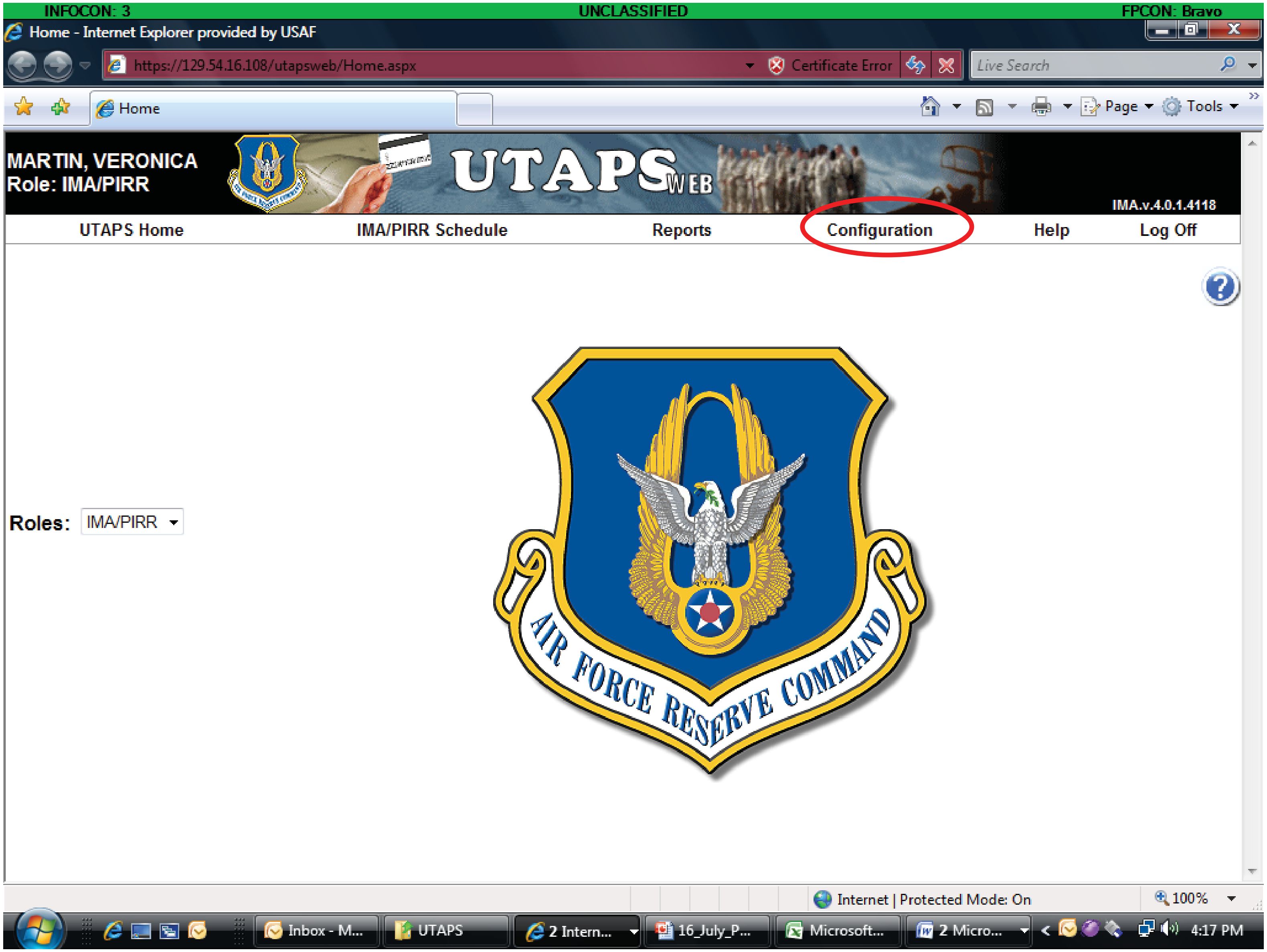
INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Home - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/Home.aspx
Certificate Error
Live Search
Home
Page
Tools
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Configuration
Help
Log Off
AIR FORCE RESERVE COMMAND
Internet | Protected Mode: On
100%
Inbox - M...
UTAPS
2 Intern...
16_July_P...
Microsoft...
2 Micro...
4:17 PM

MARTIN, VERONICA
Role: IMA/PIRR

Roles: IMA/PIRR

Select your roles from the drop down menu

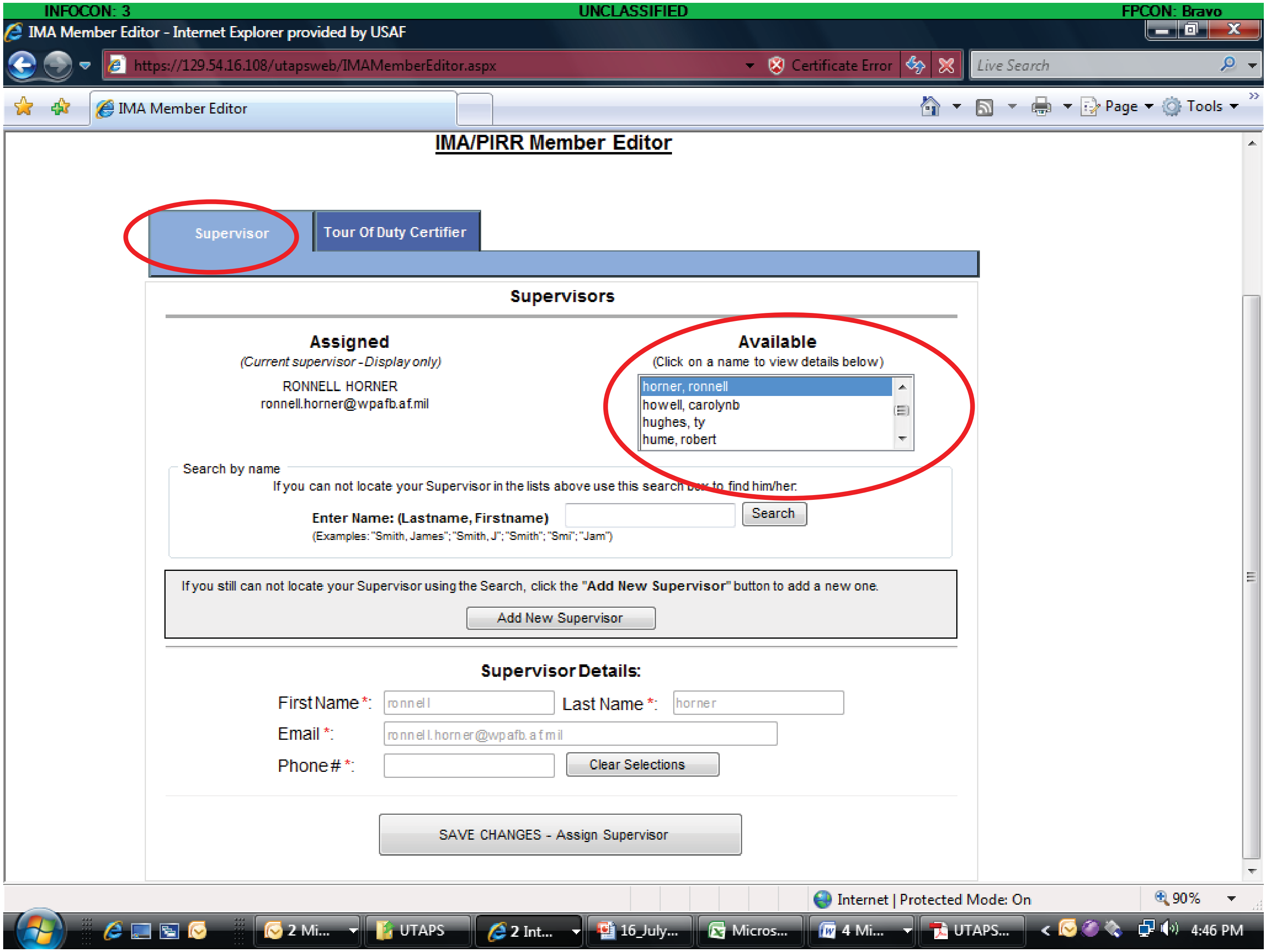
Configure Supervisor


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Home - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/Home.aspx
Certificate Error
Live Search
Home
Page
Tools
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Configuration
Help
Log Off
AIR FORCE RESERVE COMMAND
Internet | Protected Mode: On
100%
Inbox - M...
UTAPS
2 Intern...
16_July_P...
Microsoft...
2 Micro...
4:17 PM

MARTIN, VERONICA
Role: IMA/PIRR

Roles: IMA/PIRR

Supervisor Selection


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
IMA Member Editor - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAMemberEditor.aspx
Certificate Error
Live Search
IMA Member Editor
Page
Tools
Internet | Protected Mode: On
90%
2 Mi...
UTAPS
2 Int...
16_July...
Micros...
4 Mi...
UTAPS...
4:46 PM

IMA/PIRR Member Editor

Supervisor | Tour Of Duty Certifier

Supervisors

Assigned

(Current supervisor - Display only)

RONNELL HORNER
ronnell.horner@wpafb.af.mil

Available

(Click on a name to view details below)

horner, ronnell
howell, carolynb
hughes, ty
hume, robert

Search by name

If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname) Search

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Supervisor using the Search, click the "**Add New Supervisor**" button to add a new one.

Add New Supervisor

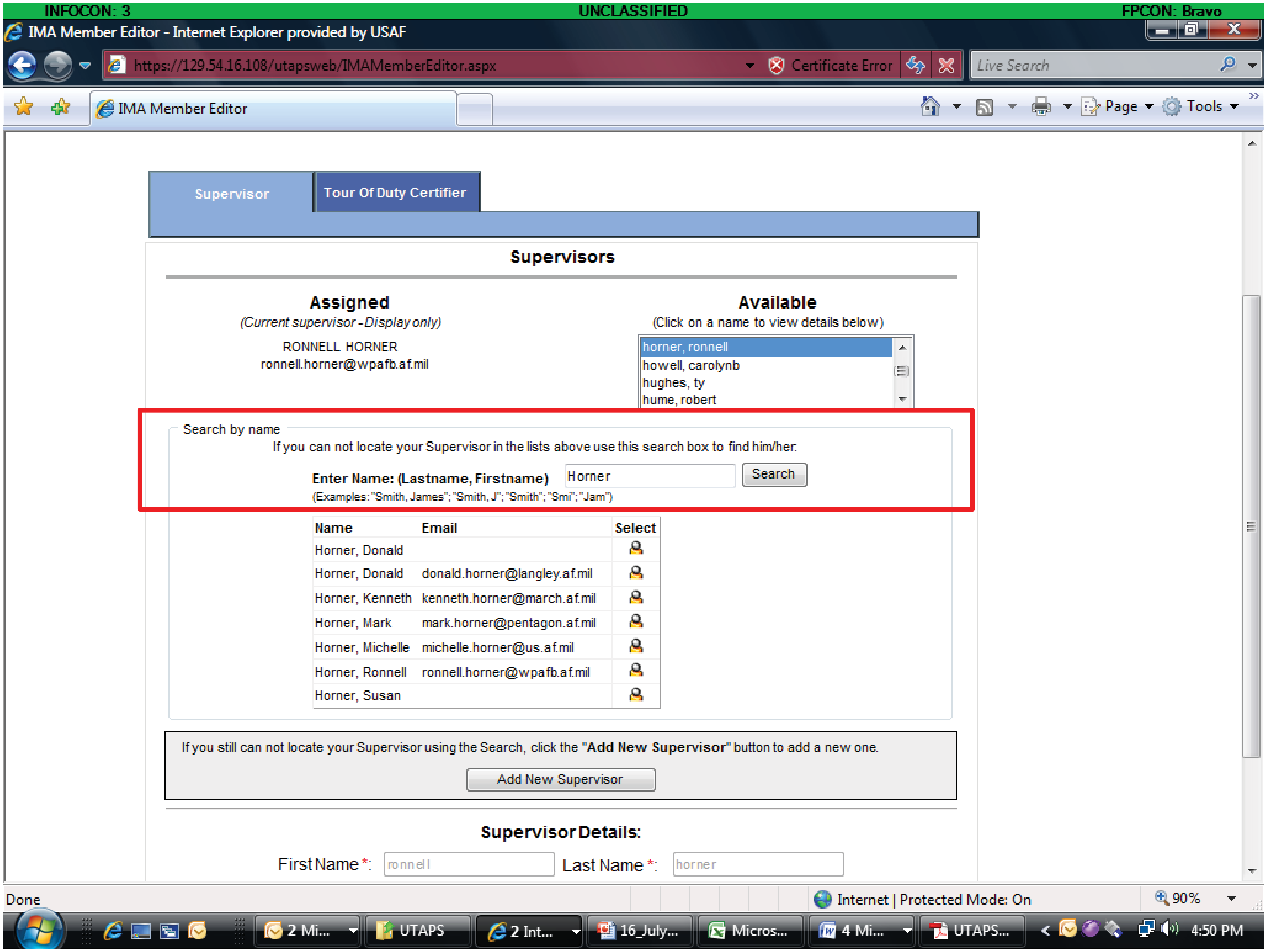
Supervisor Details:

First Name *: ronnell
Last Name *: horner
Email *: ronnell.horner@wpafb.af.mil
Phone # *:

Clear Selections

SAVE CHANGES - Assign Supervisor

Supervisor Search by Name


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
IMA Member Editor - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAMemberEditor.aspx
Certificate Error
Live Search
IMA Member Editor
Page
Tools
Supervisor
Tour Of Duty Certifier
Done
Internet | Protected Mode: On
90%
2 Mi...
UTAPS
2 Int...
16_July...
Micros...
4 Mi...
UTAPS...
4:50 PM

Supervisors

Assigned

(Current supervisor - Display only)

RONNELL HORNER
ronnell.horner@wpafb.af.mil

Available

(Click on a name to view details below)

- horner, ronnell
- howell, carolynb
- hughes, ty
- hume, robert

Search by name

If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname) Horner [Search]

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

Name	Email	Select
Horner, Donald		👤
Horner, Donald	donald.horner@langley.af.mil	👤
Horner, Kenneth	kenneth.horner@march.af.mil	👤
Horner, Mark	mark.horner@pentagon.af.mil	👤
Horner, Michelle	michelle.horner@us.af.mil	👤
Horner, Ronnell	ronnell.horner@wpafb.af.mil	👤
Horner, Susan		👤

If you still can not locate your Supervisor using the Search, click the "**Add New Supervisor**" button to add a new one.

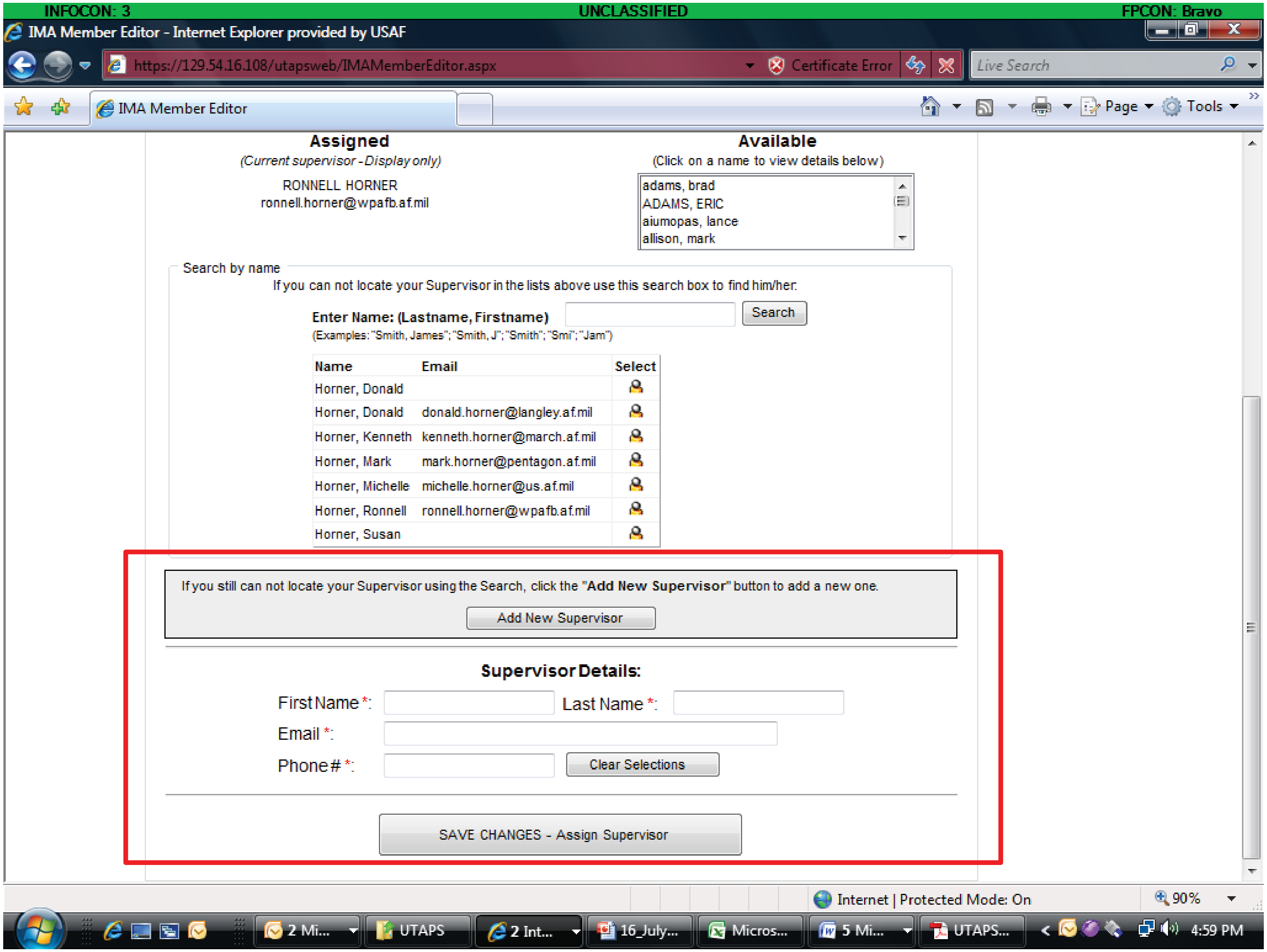
[Add New Supervisor]

Supervisor Details:

First Name *: ronnell Last Name *: horner

Fly, Fight and Win…

Manually Adding a Supervisor


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
IMA Member Editor - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAMemberEditor.aspx
Certificate Error
Live Search
IMA Member Editor
Page
Tools
Internet | Protected Mode: On
90%
2 Mi...
UTAPS
2 Int...
16_July...
Micros...
5 Mi...
UTAPS...
4:59 PM

Assigned

(Current supervisor - Display only)

RONNELL HORNER
ronnell.horner@wpafb.af.mil

Available

(Click on a name to view details below)

adams, brad
ADAMS, ERIC
aiumopas, lance
allison, mark

Search by name

If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname) Search

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

Name	Email	Select
Horner, Donald		👤
Horner, Donald	donald.horner@langley.af.mil	👤
Horner, Kenneth	kenneth.horner@march.af.mil	👤
Horner, Mark	mark.horner@pentagon.af.mil	👤
Horner, Michelle	michelle.horner@us.af.mil	👤
Horner, Ronnell	ronnell.horner@wpafb.af.mil	👤
Horner, Susan		👤

If you still can not locate your Supervisor using the Search, click the "**Add New Supervisor**" button to add a new one.

Add New Supervisor

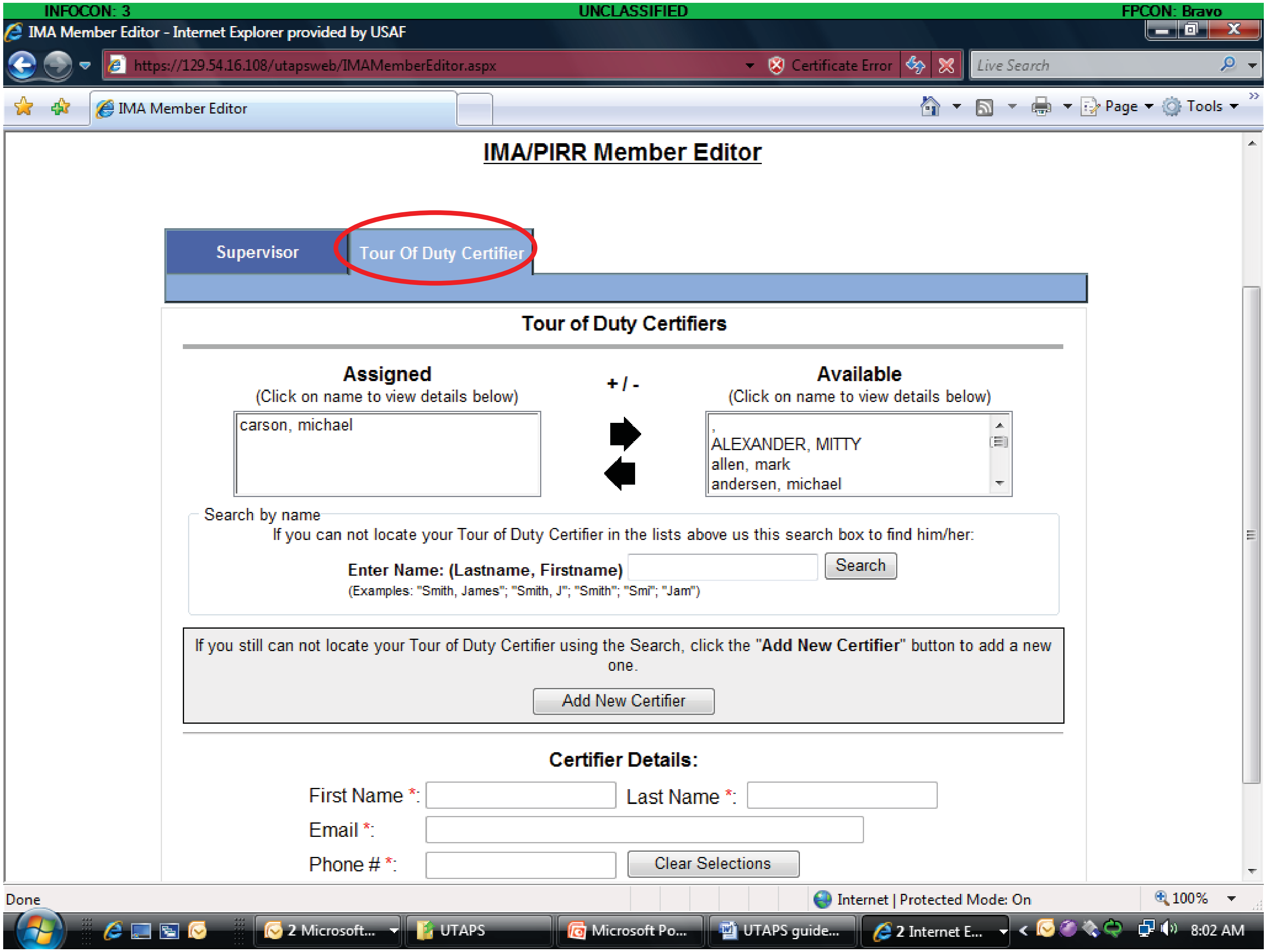
Supervisor Details:

First Name *:
Last Name *:
Email *:
Phone # *:

Clear Selections

SAVE CHANGES - Assign Supervisor

Tour of Duty Certifier


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
IMA Member Editor - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAMemberEditor.aspx
Certificate Error
Live Search
IMA Member Editor
Page
Tools
Supervisor
Tour Of Duty Certifier
+ / -
Search
Add New Certifier
Clear Selections
Done
Internet | Protected Mode: On
100%
2 Microsoft...
UTAPS
Microsoft Po...
UTAPS guide...
2 Internet E...
8:02 AM

IMA/PIRR Member Editor

Tour of Duty Certifiers

Assigned
(Click on name to view details below)

carson, michael

Available
(Click on name to view details below)

ALEXANDER, MITTY
allen, mark
andersen, michael

Search by name

If you can not locate your Tour of Duty Certifier in the lists above us this search box to find him/her:

Enter Name: (Lastname, Firstname)

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Tour of Duty Certifier using the Search, click the "**Add New Certifier**" button to add a new one.

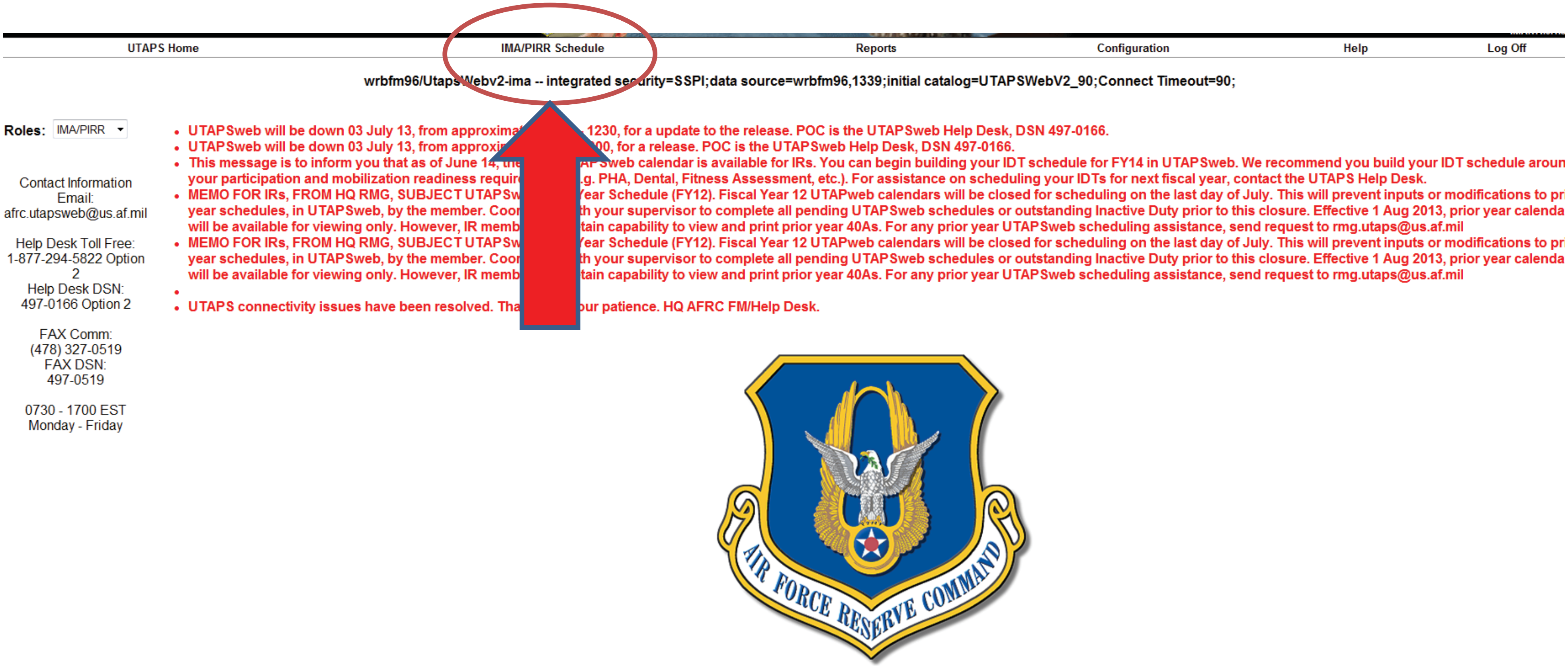
Certifier Details:

First Name *:
Last Name *:
Email *:
Phone # *:

Fly, Fight and Win…

Build your FY Duty Schedule

Select IMA/PIRR Schedule



wrbfm96/Utaps Webv2-ima -- integrated se urity=SSPI;data source=wrbfm96,1339;initial catalog=UTAPSWebV2_90;Connect Timeout=90;

- UTAPSweb will be down 03 July 13, from approxima 1230, for a update to the release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- UTAPSweb will be down 03 July 13, from approxi 00, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the Sweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule aroun
  your participation and mobilization readiness requir .g. PHA, Dental, Fitness Assessment, etc.). For assistance on scheduling your IDTs for next fiscal year, contact the UTAPS Help Desk.
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSw Year Schedule (FY12). Fiscal Year 12 UTAPweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to pr
  year schedules, in UTAPSweb, by the member. Coor th your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calenda
  will be available for viewing only. However, IR memb tain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSw Year Schedule (FY12). Fiscal Year 12 UTAPweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to pr
  year schedules, in UTAPSweb, by the member. Coor th your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calenda
  will be available for viewing only. However, IR memb tain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil
-
- UTAPS connectivity issues have been resolved. Tha our patience. HQ AFRC FM/Help Desk.

Contact Information
Email:
afrc.utapsweb@us.af.mil

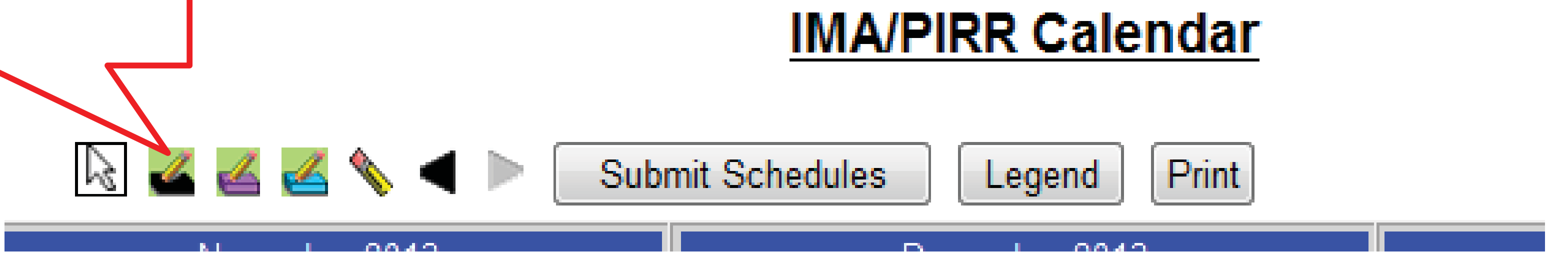
Help Desk Toll Free:
1-877-294-5822 Option
2
Help Desk DSN:
497-0166 Option 2

FAX Comm:
(478) 327-0519
FAX DSN:
497-0519

0730 - 1700 EST
Monday - Friday

Schedule Build Indicators

For this tutorial, select the black pencil to build an IDT.

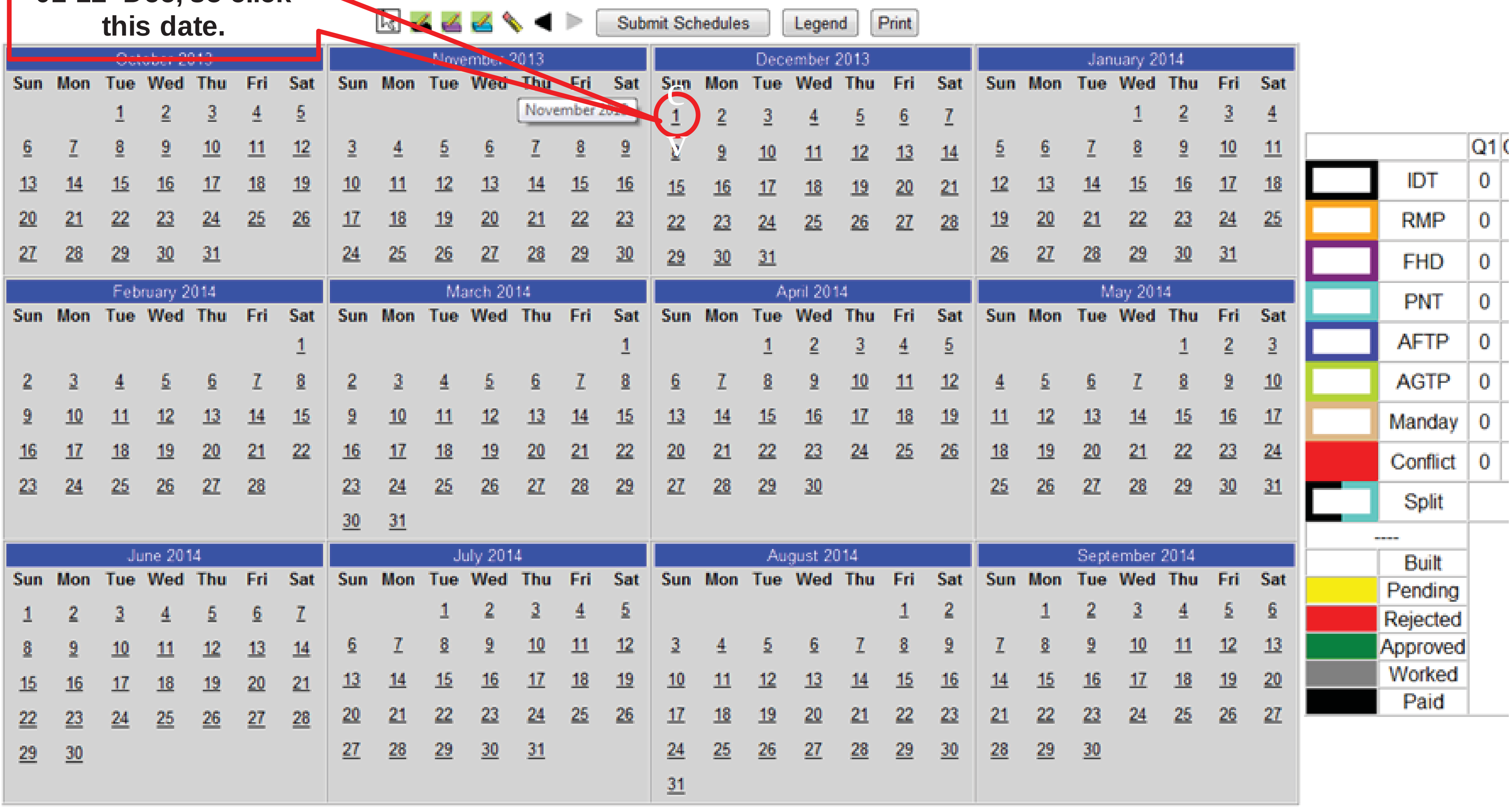

IMA/PIRR Calendar
Submit Schedules
Legend
Print

Legend:

Black	Inactive Duty Period (IDT)
Purple	Funeral Honors (Honor Guard/Chaplain)
Turquoise	Non-Paid IDT (points only)
Eraser	Delete IDT, RMP, etc…
Arrows	Shift/Change Fiscal Years

Select Date(s)

For this tutorial, we will build an IDT on 01-12 Dec, so click this date.



IMA/PIRR Calendar

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

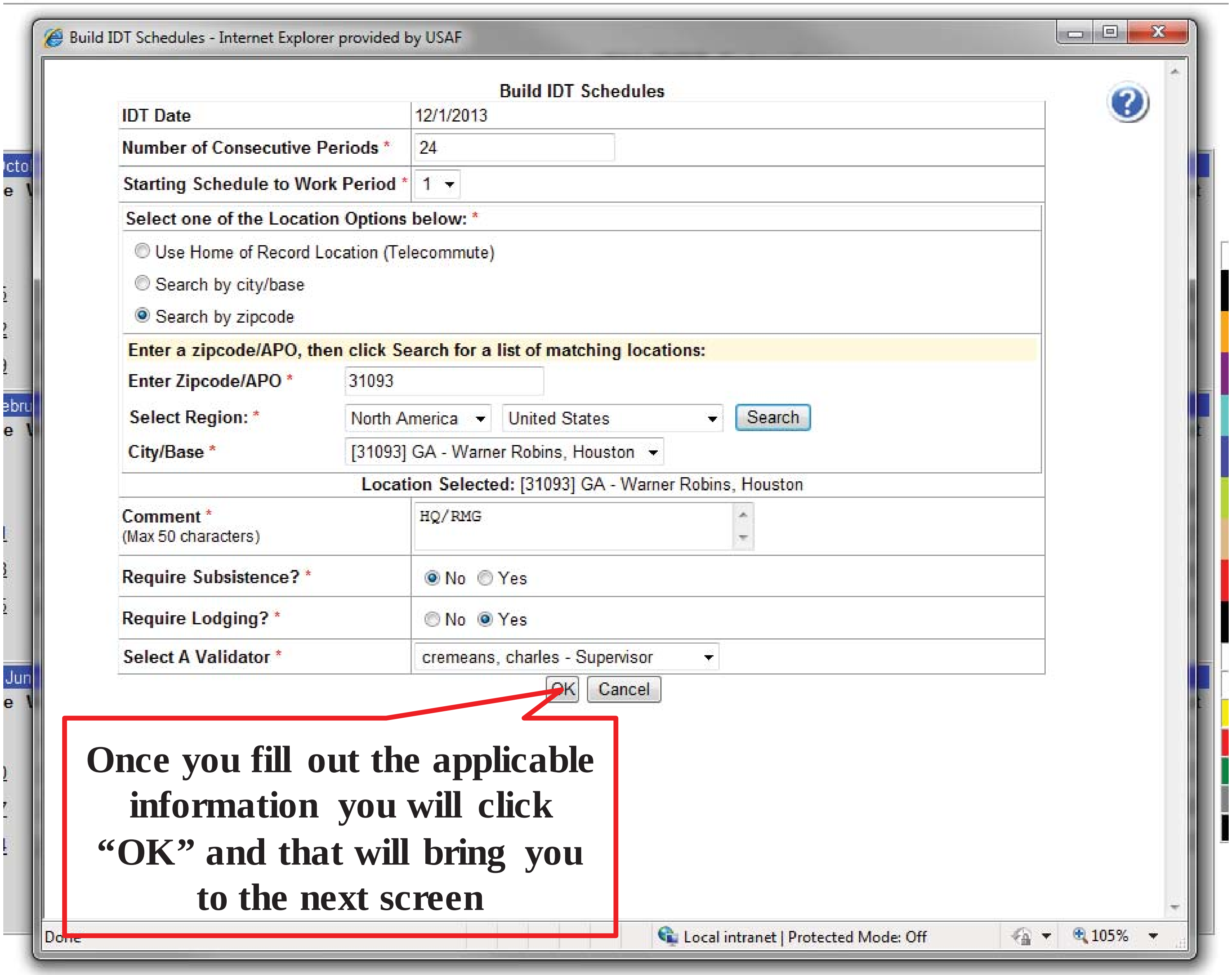
September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

		Q1
⬜	IDT	0
⬜	RMP	0
⬜	FHD	0
⬜	PNT	0
⬜	AFTP	0
⬜	AGTP	0
⬜	Manday	0
🟥	Conflict	0
⬜	Split	

⬜	Built	
🟨	Pending	
🟥	Rejected	
🟩	Approved	
▨	Worked	
⬛	Paid	

Enter Duty Information


Build IDT Schedules - Internet Explorer provided by USAF
Search
OK
Cancel
Done
Local intranet | Protected Mode: Off
105%

Build IDT Schedules

IDT Date	12/1/2013
Number of Consecutive Periods *	24
Starting Schedule to Work Period *	1

Select one of the Location Options below: *

○ Use Home of Record Location (Telecommute)
○ Search by city/base
● Search by zipcode

Enter a zipcode/APO, then click Search for a list of matching locations:

Enter Zipcode/APO * 31093
Select Region: * North America; United States
City/Base * [31093] GA - Warner Robins, Houston

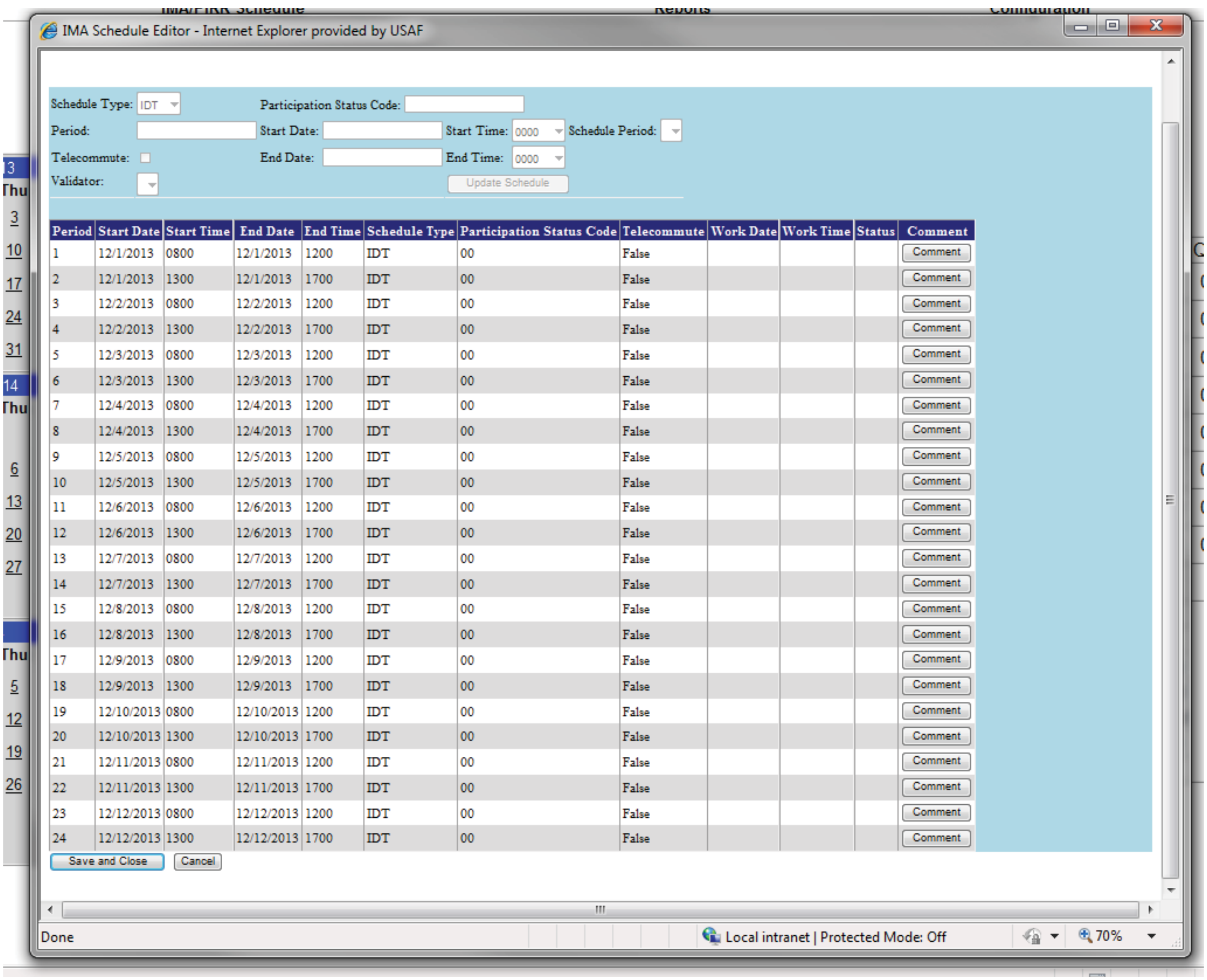
Location Selected: [31093] GA - Warner Robins, Houston

Comment * (Max 50 characters)	HQ/RMG
Require Subsistence? *	● No ○ Yes
Require Lodging? *	○ No ● Yes
Select A Validator *	cremeans, charles - Supervisor

Once you fill out the applicable information you will click "OK" and that will bring you to the next screen

Review Schedule

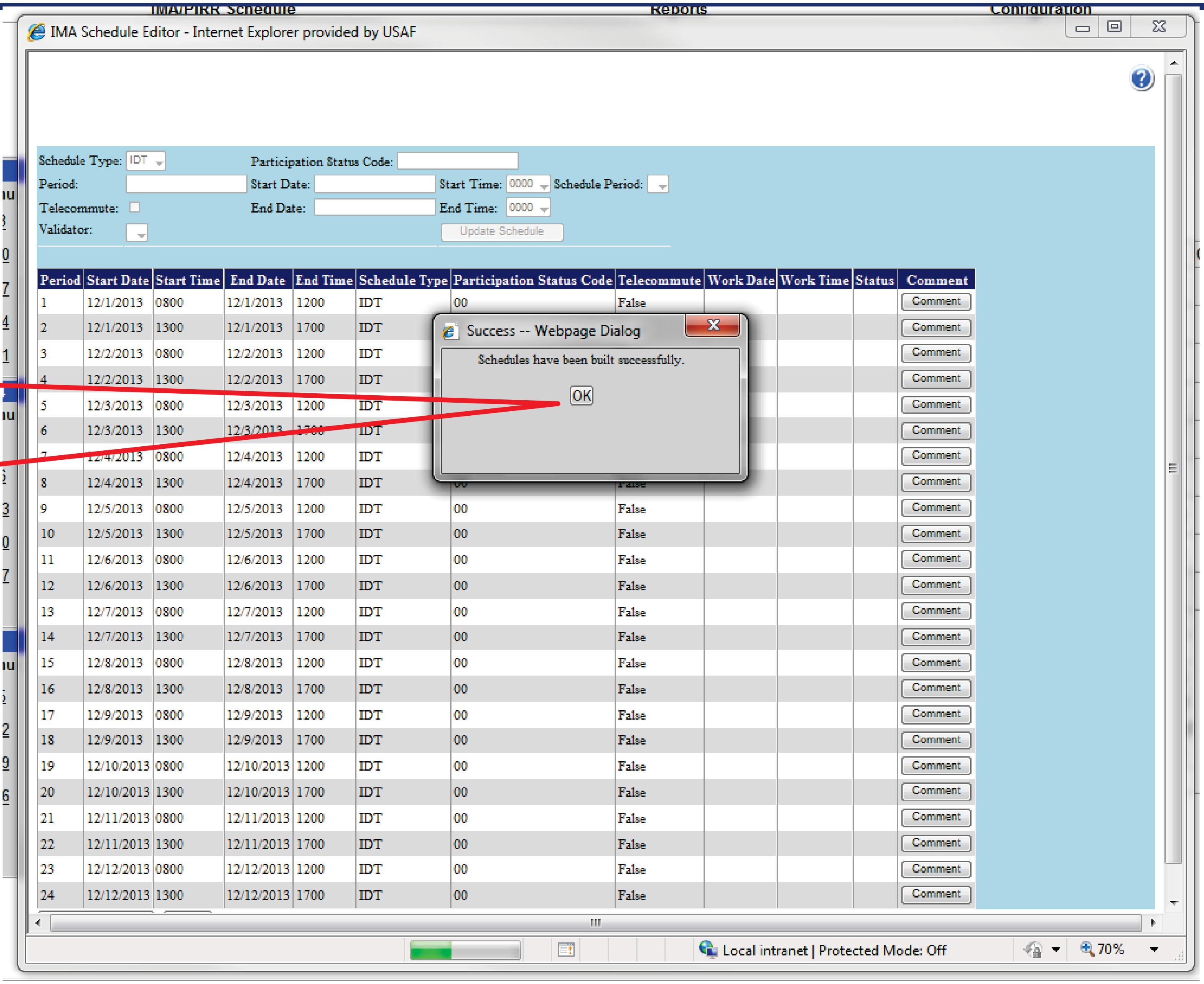
Review your days and click “Save and Close”



Schedule Type: IDT
Participation Status Code:
Period:
Start Date:
Start Time: 0000
Schedule Period:
Telecommute: ☐
End Date:
End Time: 0000
Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				Comment
2	12/1/2013	1300	12/1/2013	1700	IDT	00	False				Comment
3	12/2/2013	0800	12/2/2013	1200	IDT	00	False				Comment
4	12/2/2013	1300	12/2/2013	1700	IDT	00	False				Comment
5	12/3/2013	0800	12/3/2013	1200	IDT	00	False				Comment
6	12/3/2013	1300	12/3/2013	1700	IDT	00	False				Comment
7	12/4/2013	0800	12/4/2013	1200	IDT	00	False				Comment
8	12/4/2013	1300	12/4/2013	1700	IDT	00	False				Comment
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				Comment
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				Comment
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				Comment
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				Comment
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				Comment
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				Comment
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				Comment
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				Comment
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				Comment
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				Comment
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				Comment
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				Comment
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				Comment
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				Comment
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				Comment
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				Comment

Schedule Built Successfully



IMA/PIRR Schedule | Reports | Configuration

IMA Schedule Editor - Internet Explorer provided by USAF

Schedule Type: IDT
Participation Status Code:
Period:
Start Date:
Start Time: 0000
Schedule Period:
Telecommute: ☐
End Date:
End Time: 0000
Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				Comment
2	12/1/2013	1300	12/1/2013	1700	IDT						Comment
3	12/2/2013	0800	12/2/2013	1200	IDT						Comment
4	12/2/2013	1300	12/2/2013	1700	IDT						Comment
5	12/3/2013	0800	12/3/2013	1200	IDT						Comment
6	12/3/2013	1300	12/3/2013	1700	IDT						Comment
7	12/4/2013	0800	12/4/2013	1200	IDT						Comment
8	12/4/2013	1300	12/4/2013	1700	IDT	00	False				Comment
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				Comment
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				Comment
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				Comment
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				Comment
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				Comment
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				Comment
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				Comment
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				Comment
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				Comment
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				Comment
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				Comment
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				Comment
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				Comment
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				Comment
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				Comment
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				Comment

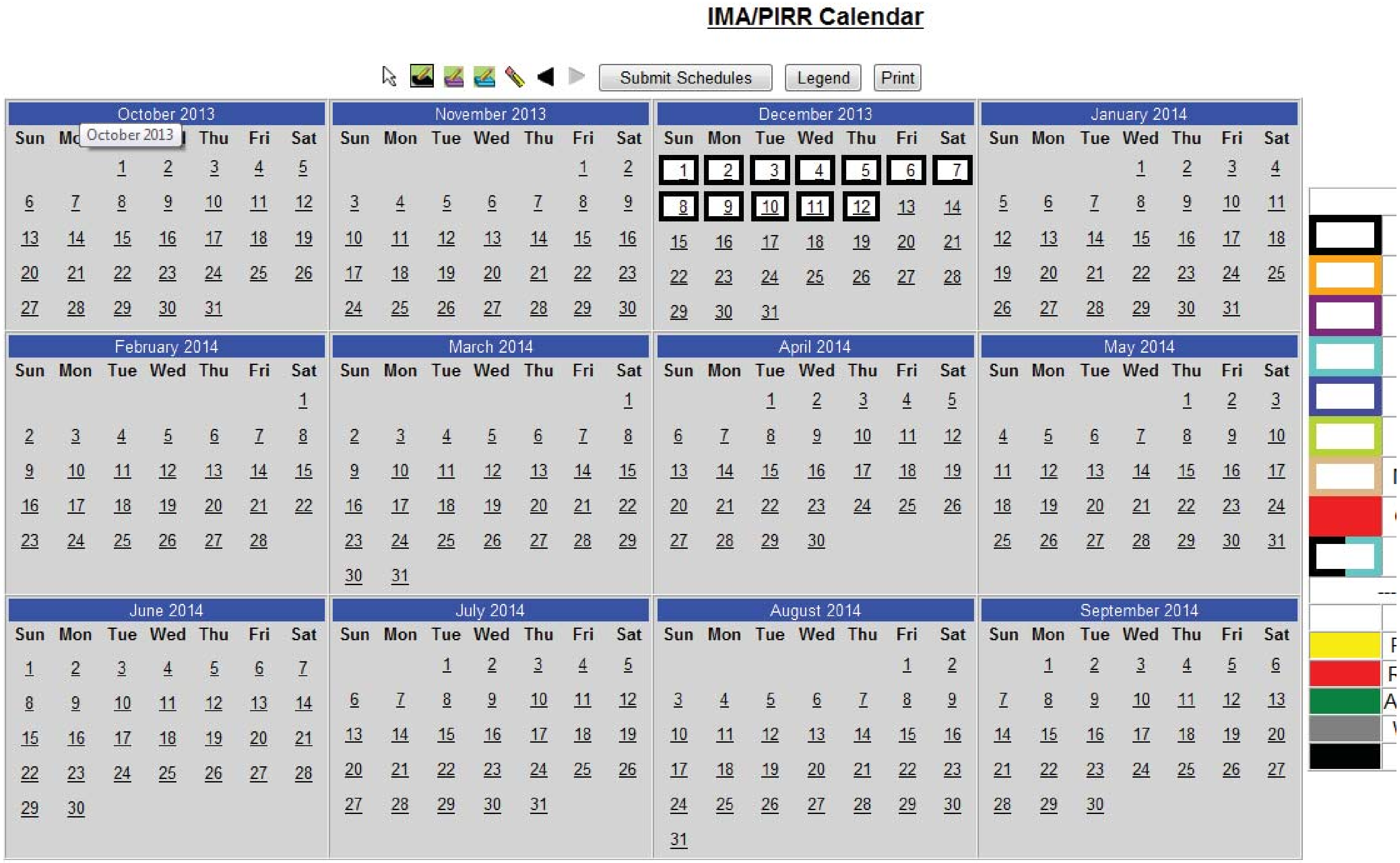
Success -- Webpage Dialog

Schedules have been built successfully.

Local intranet | Protected Mode: Off

Click “OK”

Calendar with Projected IDT's Built



IMA/PIRR Calendar

October 2013

Sun	Mo	October 2013		Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	**2**	**3**	**4**	**5**	**6**	**7**
8	**9**	**10**	**11**	**12**	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

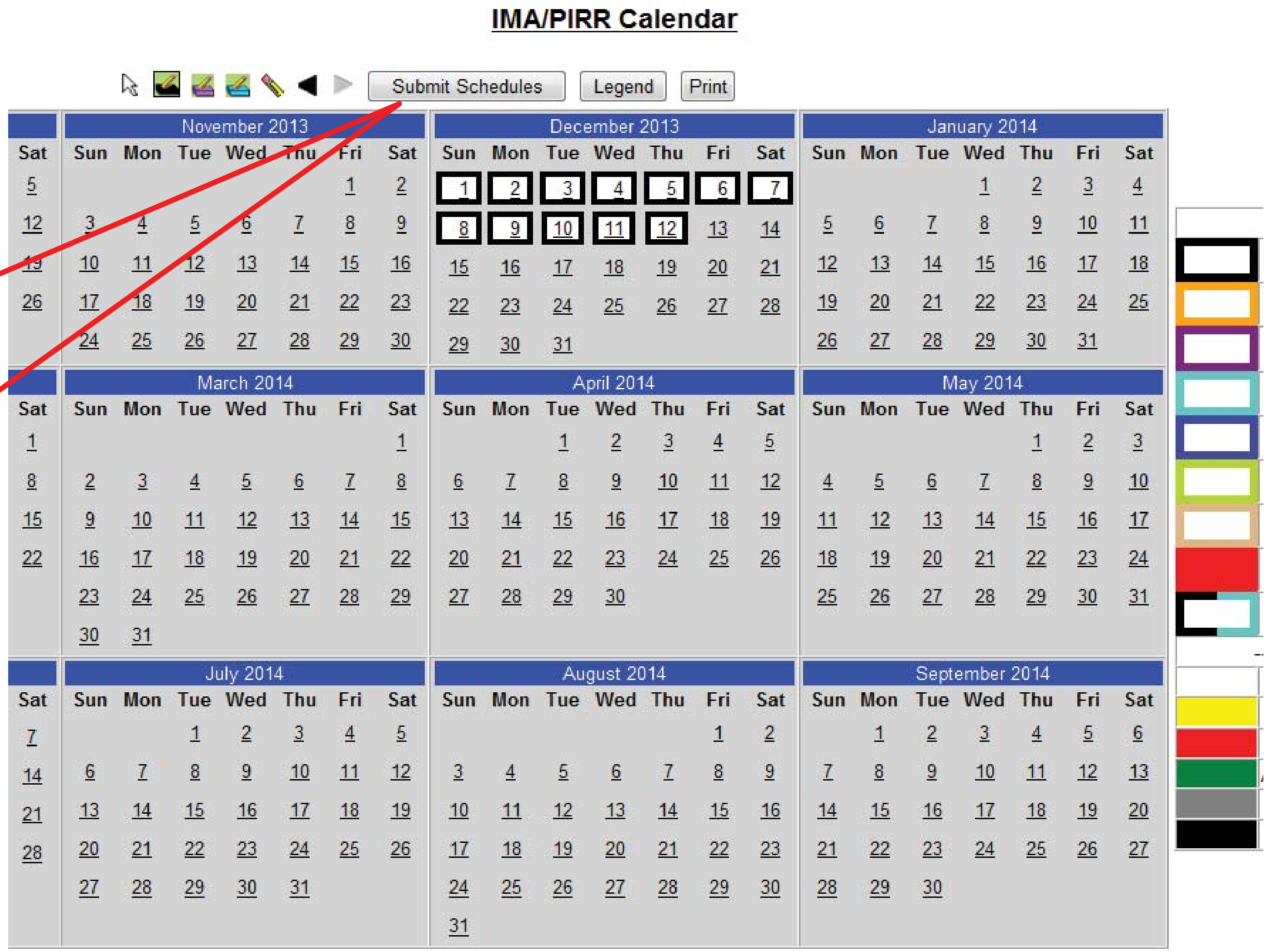
August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

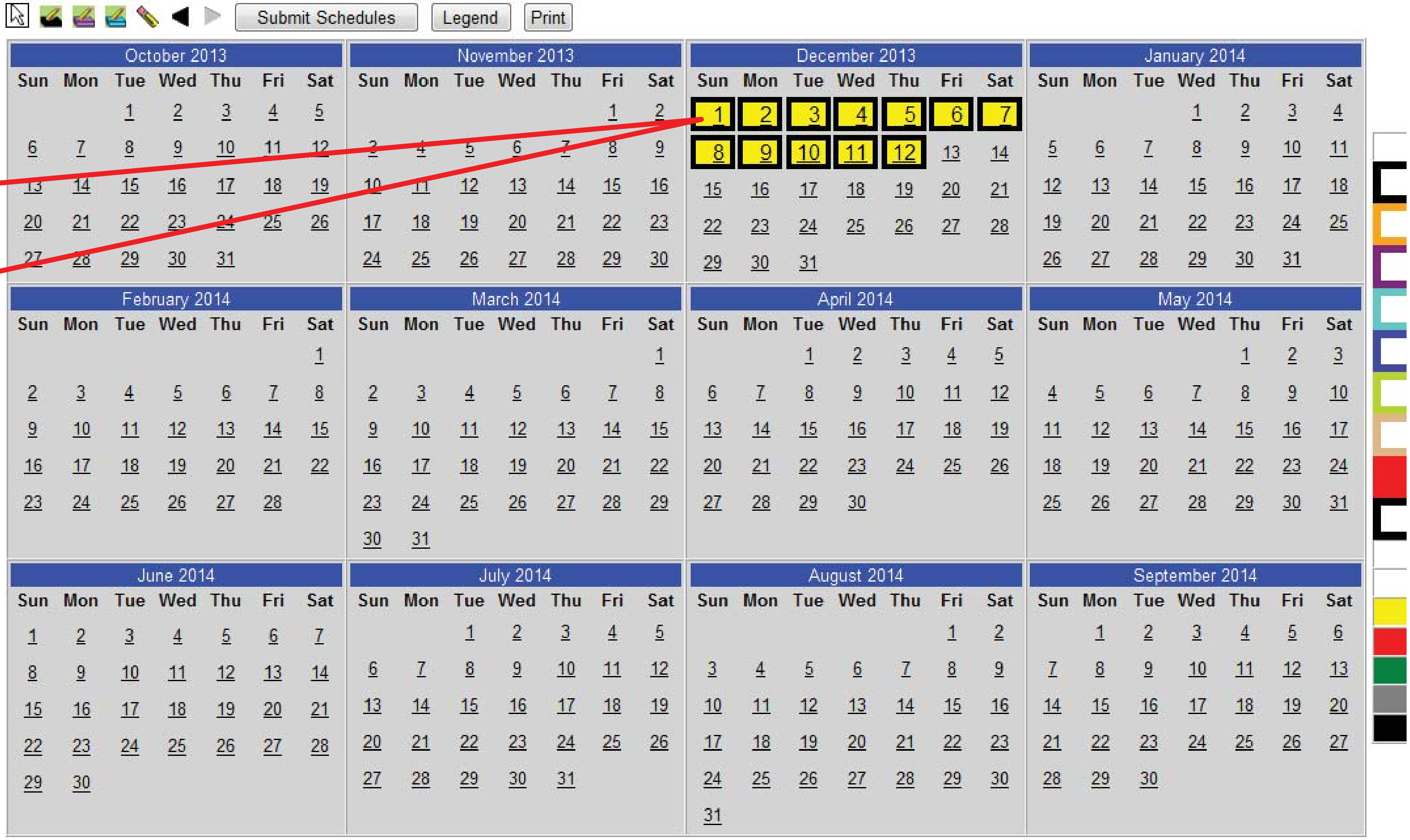
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Submit Schedule


IMA/PIRR Calendar
Submit Schedules
Legend
Print
November 2013
December 2013
January 2014
March 2014
April 2014
May 2014
July 2014
August 2014
September 2014
Sun
Mon
Tue
Wed
Thu
Fri
Sat

Now that your schedule is built, you need to submit them. so click on “Submit Schedules”

Pending IDT's



IMA/PIRR Calendar

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

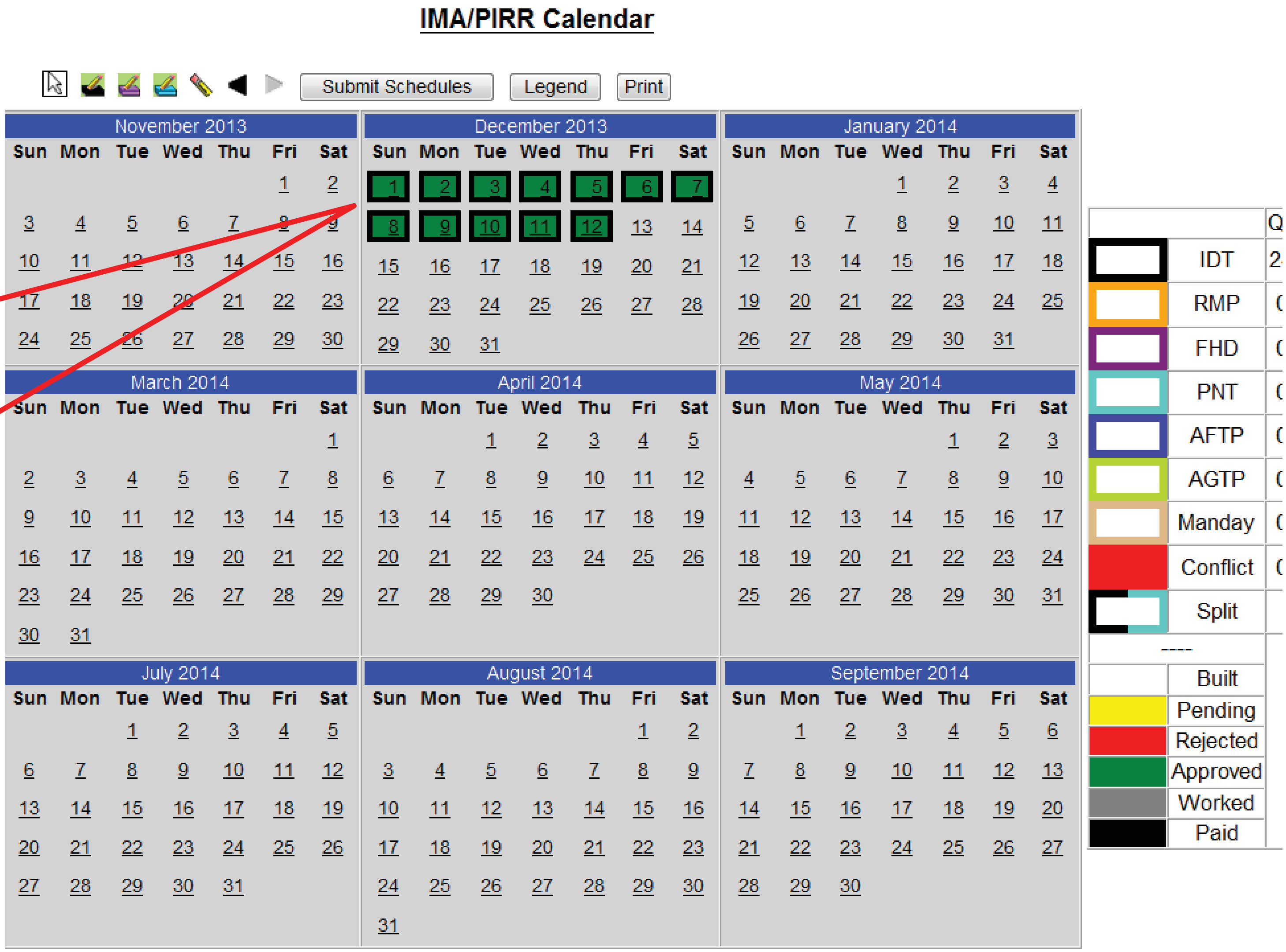
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Your dates will now turn YELLOW

Approved Schedule (green)



IMA/PIRR Calendar

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

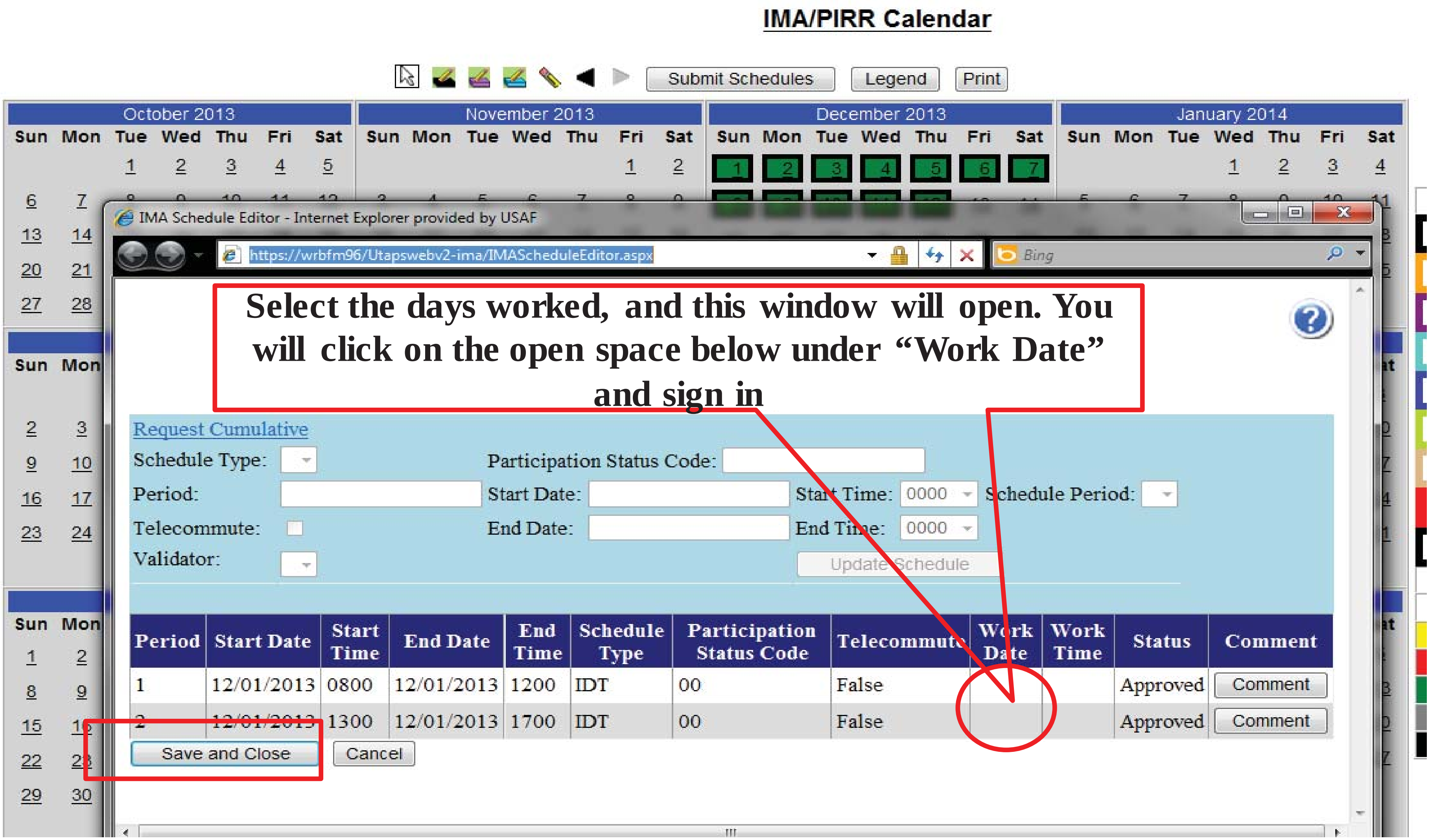
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

		Q
⬛	IDT	2
🟧	RMP	
🟪	FHD	
🟦	PNT	
🟦	AFTP	
🟨	AGTP	
🟫	Manday	
🟥	Conflict	
⬛	Split	

	Built	
🟨	Pending	
🟥	Rejected	
🟩	Approved	
◼	Worked	
⬛	Paid	

Once your supervisor approves your IDT's, they will turn GREEN

IDT Worked (gray) signing in/out

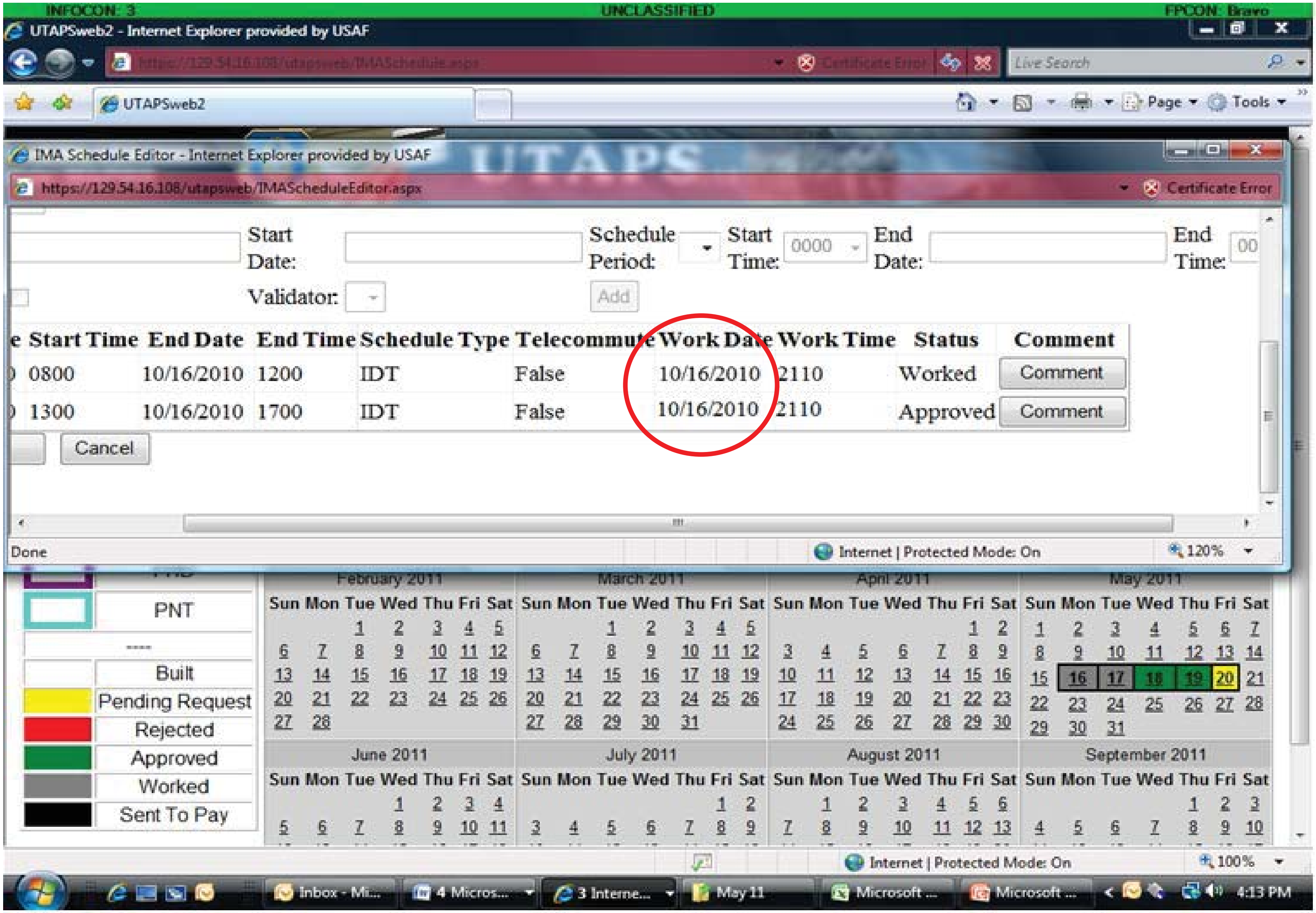

IMA/PIRR Calendar
Submit Schedules
Legend
Print
October 2013
November 2013
December 2013
January 2014
Sun Mon Tue Wed Thu Fri Sat
IMA Schedule Editor - Internet Explorer provided by USAF
https://wrbfm96/Utapswebv2-ima/IMAScheduleEditor.aspx
Bing
Request Cumulative
Update Schedule
Save and Close
Cancel

Select the days worked, and this window will open. You will click on the open space below under “Work Date” and sign in

Schedule Type:
Participation Status Code:
Period:
Start Date:
Start Time: 0000
Schedule Period:
Telecommute: ☐
End Date:
End Time: 0000
Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/01/2013	0800	12/01/2013	1200	IDT	00	False			Approved	Comment
2	12/01/2013	1300	12/01/2013	1700	IDT	00	False			Approved	Comment

Signing In: Select Work Date


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
UTAPSweb2 - Internet Explorer provided by USAF
Live Search
UTAPSweb2
Page
Tools
IMA Schedule Editor - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx
Certificate Error
Add
Cancel
Done
Internet | Protected Mode: On
120%
100%
Inbox - Mi...
4 Micros...
3 Interne...
May 11
Microsoft ...
Microsoft ...
4:13 PM

Start Date:

Schedule Period:

Start Time: 0000

End Date:

End Time: 00

Validator:

Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment

☐	PNT

☐	Built
🟨	Pending Request
🟥	Rejected
🟩	Approved
▨	Worked
■	Sent To Pay

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9

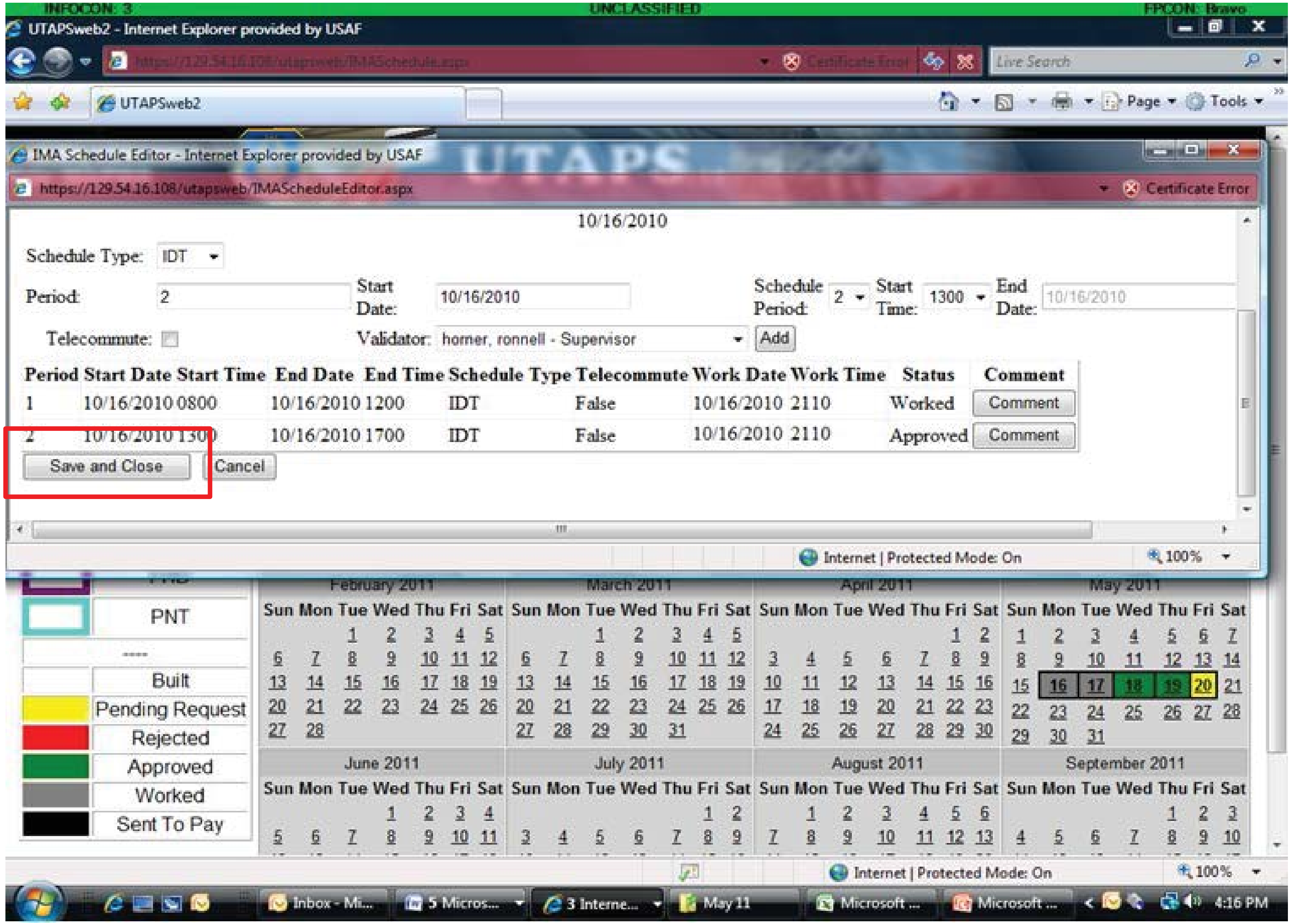
August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Save and Close


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
UTAPSweb2 - Internet Explorer provided by USAF
IMA Schedule Editor - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx
Certificate Error
Save and Close
Cancel
Internet | Protected Mode: On
100%
PNT

Built
Pending Request
Rejected
Approved
Worked
Sent To Pay
February 2011
March 2011
April 2011
May 2011
June 2011
July 2011
August 2011
September 2011
4:16 PM

10/16/2010

Schedule Type: IDT

Period: 2

Start Date: 10/16/2010

Schedule Period: 2

Start Time: 1300

End Date: 10/16/2010

Telecommute: ☐

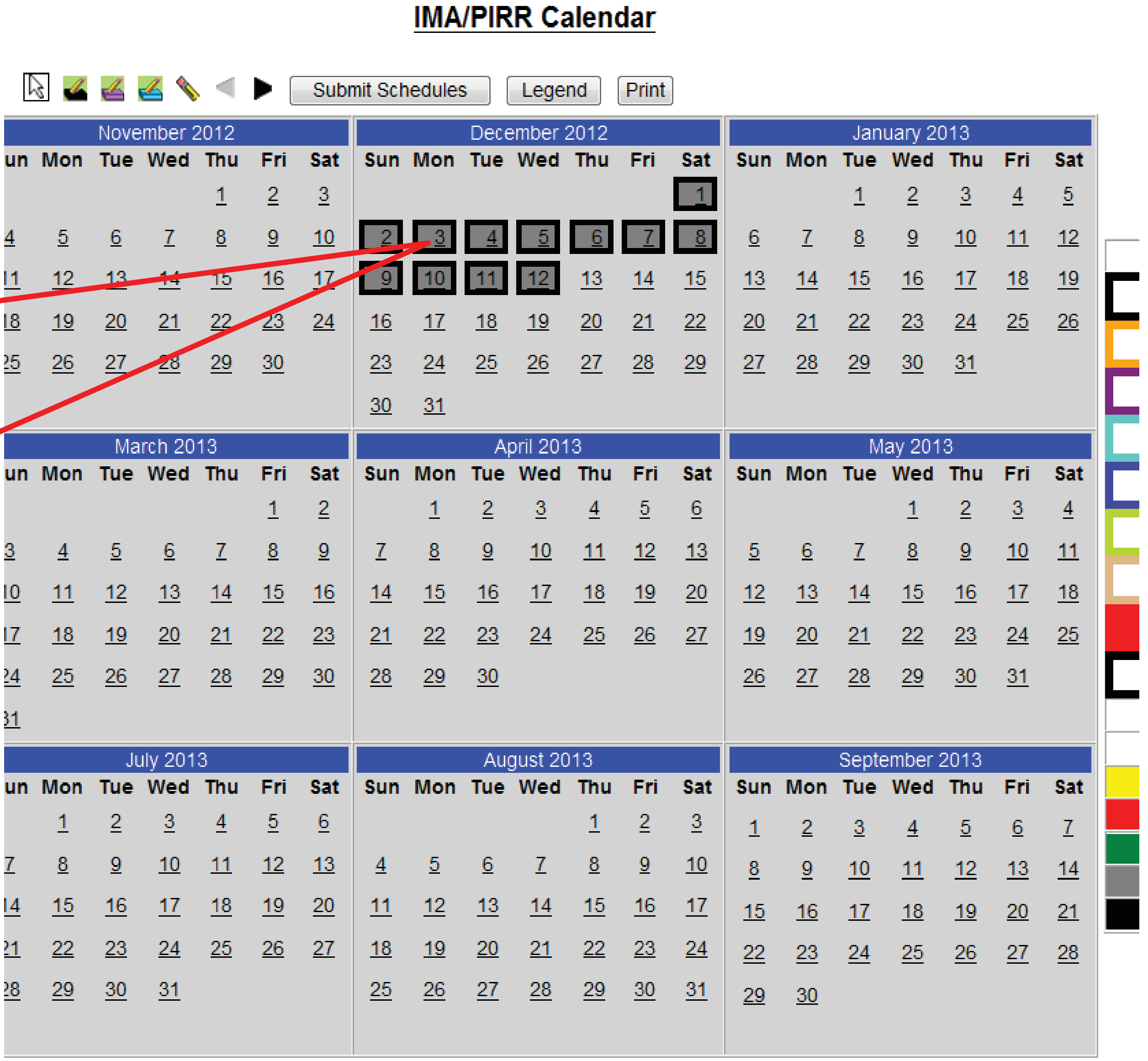
Validator: horner, ronnell - Supervisor

Add

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
1	10/16/2010	0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
2	10/16/2010	1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment

Submit Schedule

Once your IDT's turn to gray, a system generated email will be sent to your supervisor to inform them of pending actions



November 2012

un	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2013

un	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2013

un	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

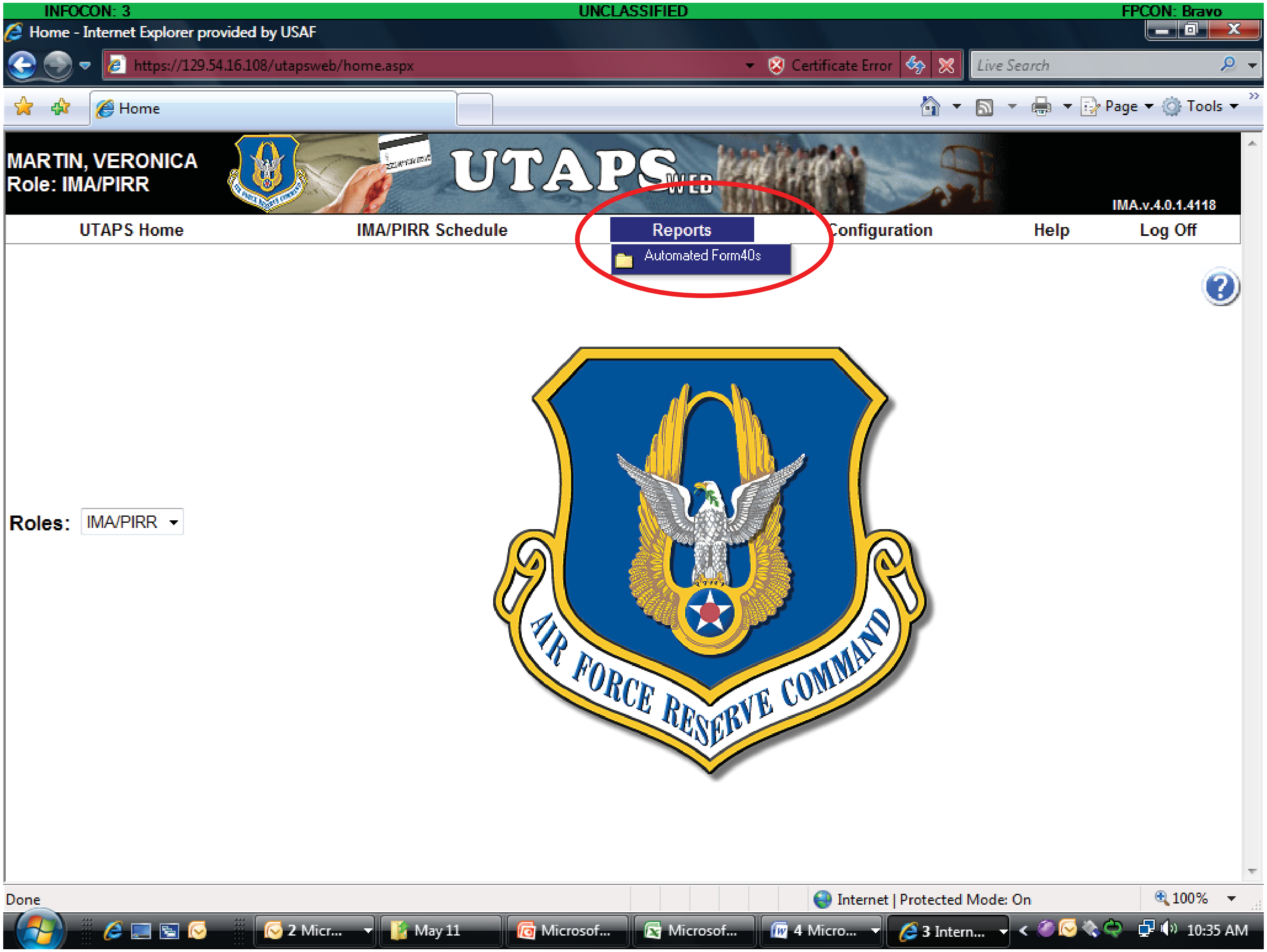
August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

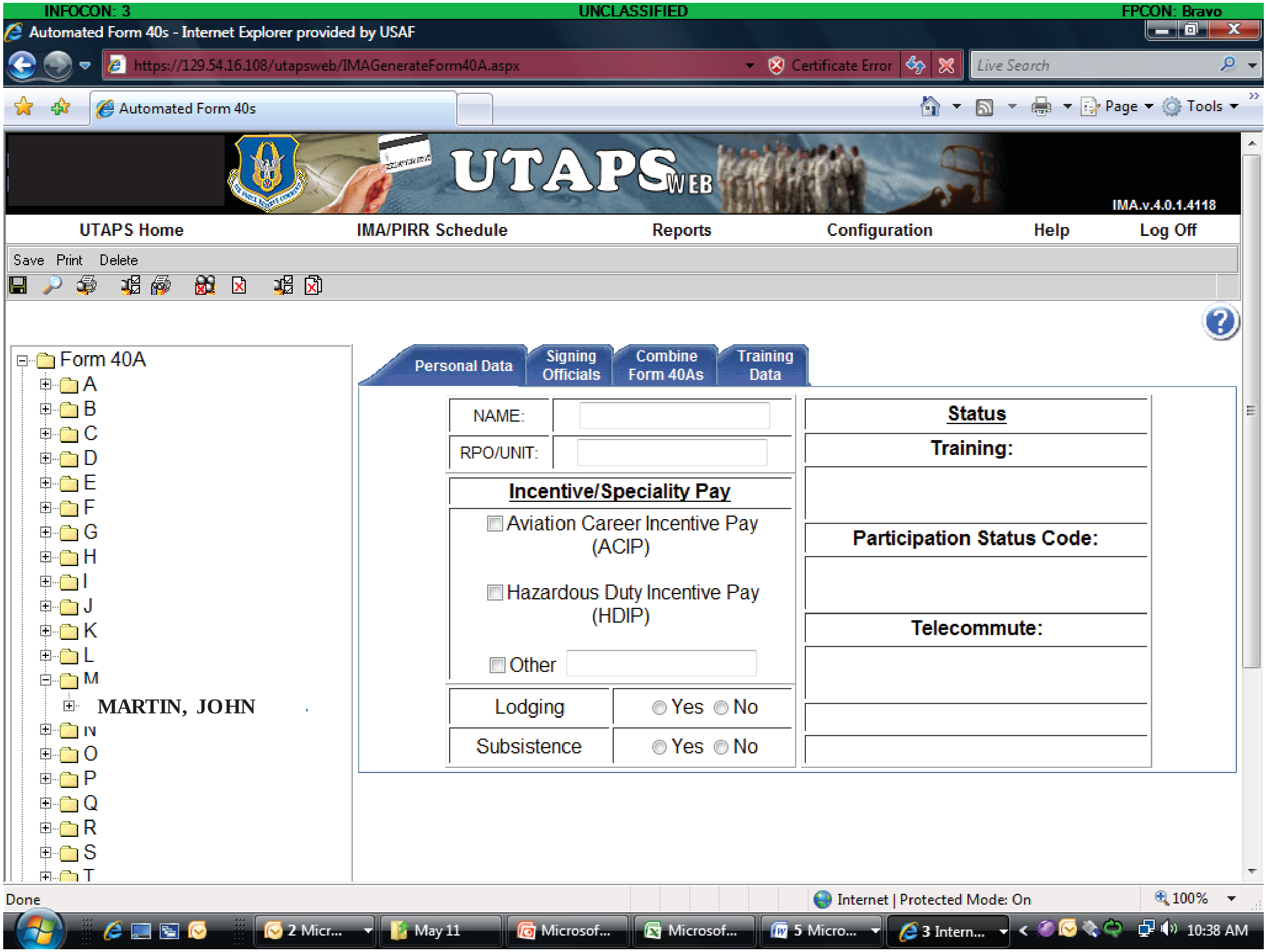
Reports: Printing 40As


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Home - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/home.aspx
Certificate Error
Live Search
Home
Page
Tools
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Automated Form40s
Configuration
Help
Log Off
AIR FORCE RESERVE COMMAND
Done
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
4 Micro...
3 Intern...
10:35 AM

MARTIN, VERONICA
Role: IMA/PIRR

Roles: IMA/PIRR

Select Your Name


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Configuration
Help
Log Off
Save
Print
Delete
Personal Data
Signing Officials
Combine Form 40As
Training Data
Done
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
3 Intern...
10:38 AM

- Form 40A
  - A
  - B
  - C
  - D
  - E
  - F
  - G
  - H
  - I
  - J
  - K
  - L
  - M
    - **MARTIN, JOHN**
  - N
  - O
  - P
  - Q
  - R
  - S
  - T

NAME:	
RPO/UNIT:	

Incentive/Speciality Pay

☐ Aviation Career Incentive Pay (ACIP)

☐ Hazardous Duty Incentive Pay (HDIP)

☐ Other

Lodging	○ Yes ○ No
Subsistence	○ Yes ○ No

Status

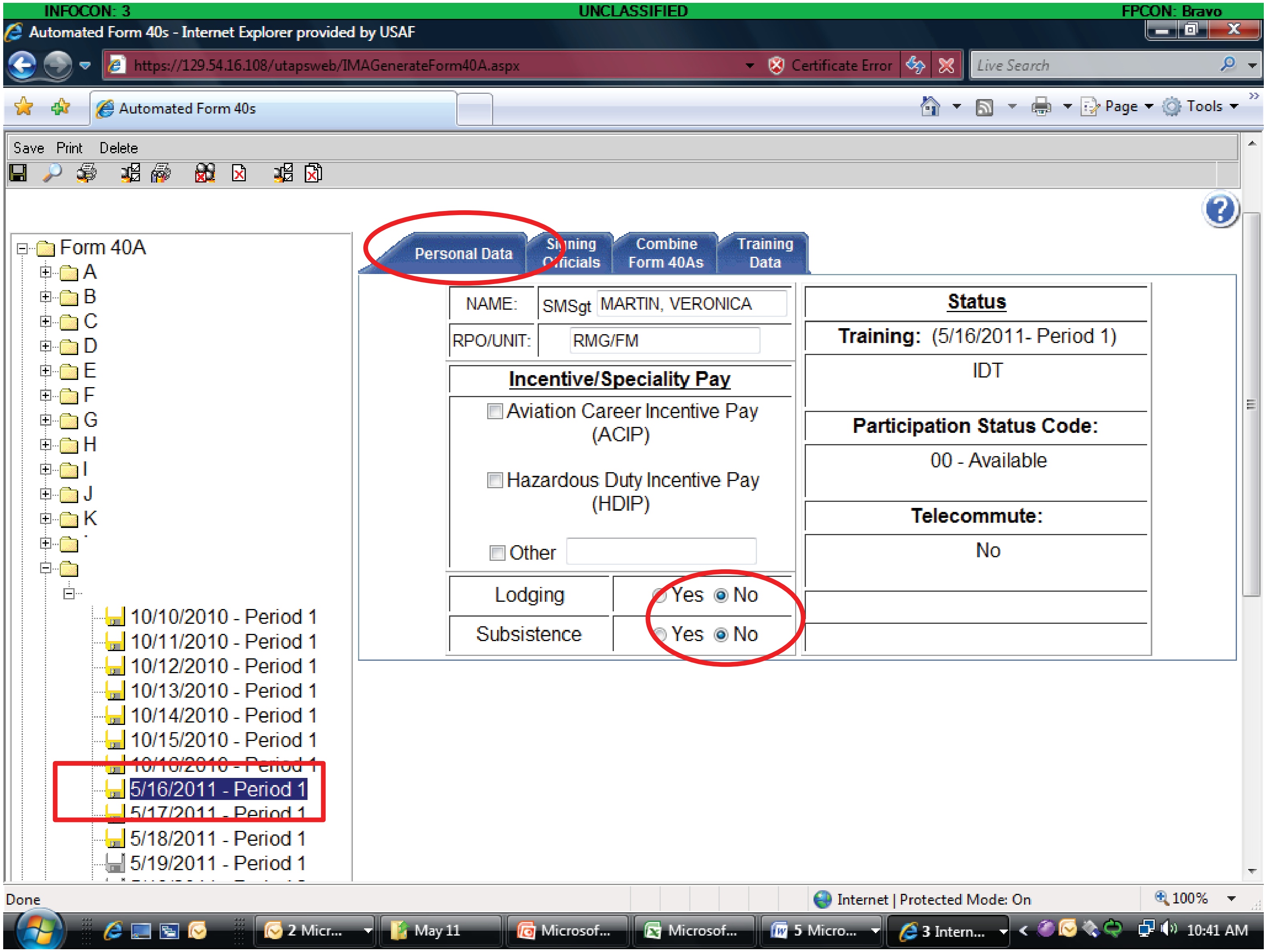
Training:

Participation Status Code:

Telecommute:

Fly, Fight and Win…

Verify Personal Data


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
Save Print Delete
Personal Data
Signing Officials
Combine Form 40As
Training Data
Done
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
3 Intern...
10:41 AM

Form 40A
- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- 10/10/2010 - Period 1
- 10/11/2010 - Period 1
- 10/12/2010 - Period 1
- 10/13/2010 - Period 1
- 10/14/2010 - Period 1
- 10/15/2010 - Period 1
- 10/16/2010 - Period 1
- 5/16/2011 - Period 1
- 5/17/2011 - Period 1
- 5/18/2011 - Period 1
- 5/19/2011 - Period 1

NAME: SMSgt MARTIN, VERONICA

RPO/UNIT: RMG/FM

Incentive/Speciality Pay

☐ Aviation Career Incentive Pay (ACIP)

☐ Hazardous Duty Incentive Pay (HDIP)

☐ Other

Lodging	○ Yes ● No
Subsistence	○ Yes ● No

Status

Training: (5/16/2011- Period 1)

IDT

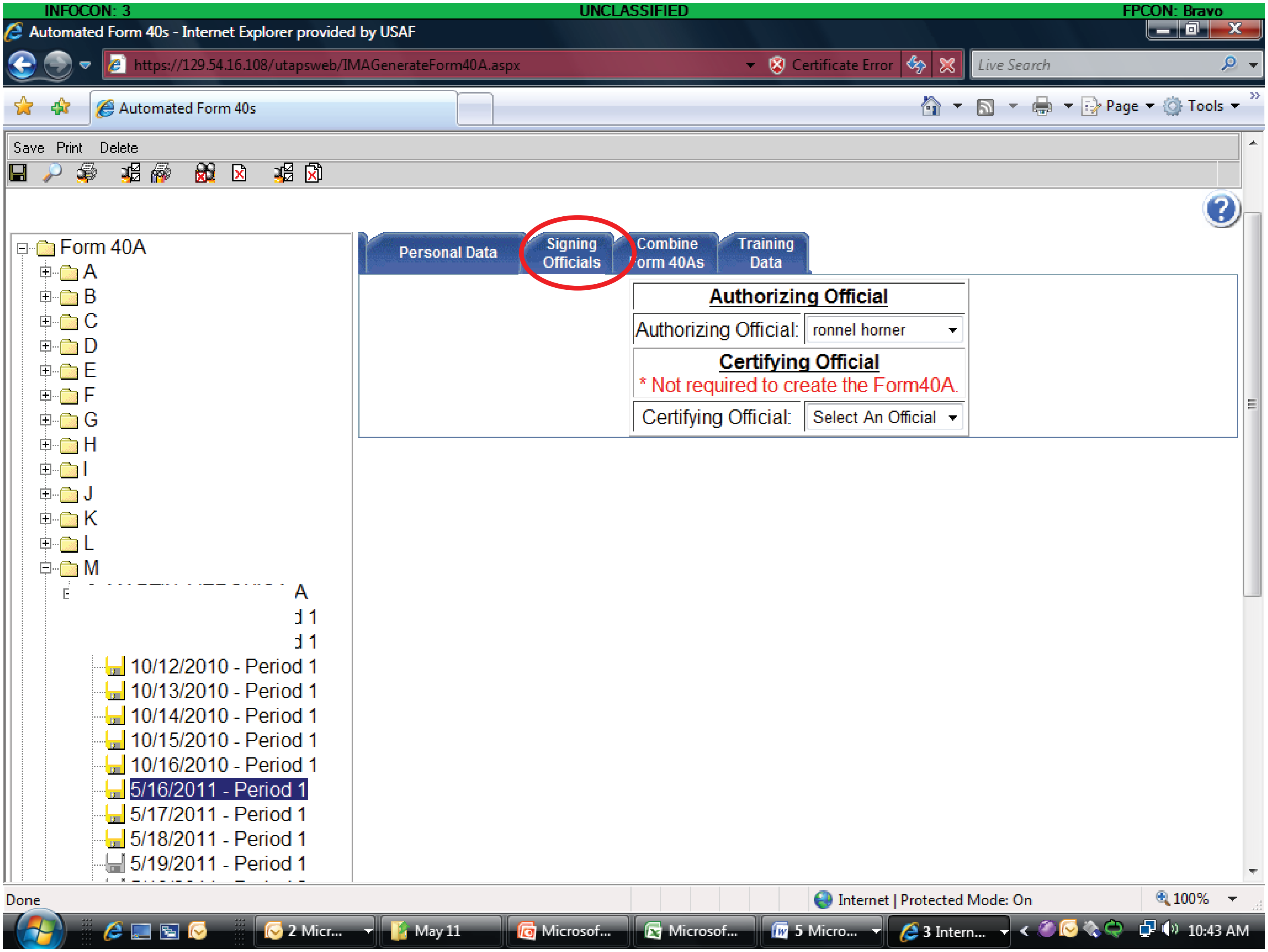
Participation Status Code:

00 - Available

Telecommute:

No

Select Authorizing/Certifying Official(s)


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
Save
Print
Delete
Personal Data
Signing Officials
Combine Form 40As
Training Data
Form 40A
A
B
C
D
E
F
G
H
I
J
K
L
M
Done
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
3 Intern...
10:43 AM

[redacted]

10/12/2010 - Period 1
10/13/2010 - Period 1
10/14/2010 - Period 1
10/15/2010 - Period 1
10/16/2010 - Period 1
5/16/2011 - Period 1
5/17/2011 - Period 1
5/18/2011 - Period 1
5/19/2011 - Period 1

Authorizing Official

Authorizing Official: ronnel horner

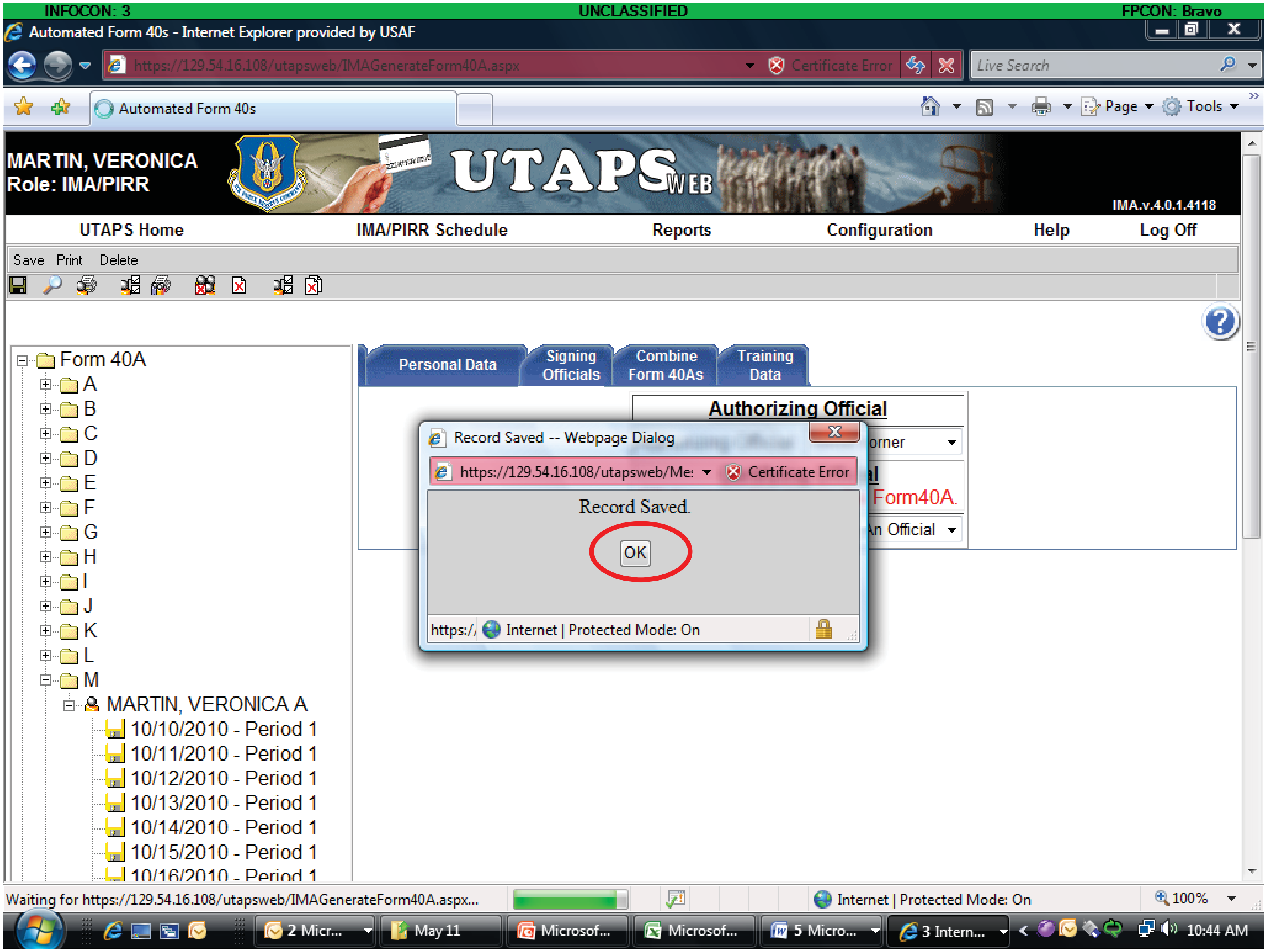
Certifying Official

* Not required to create the Form40A.

Certifying Official: Select An Official

Fly, Fight and Win…

Save Record and Confirm

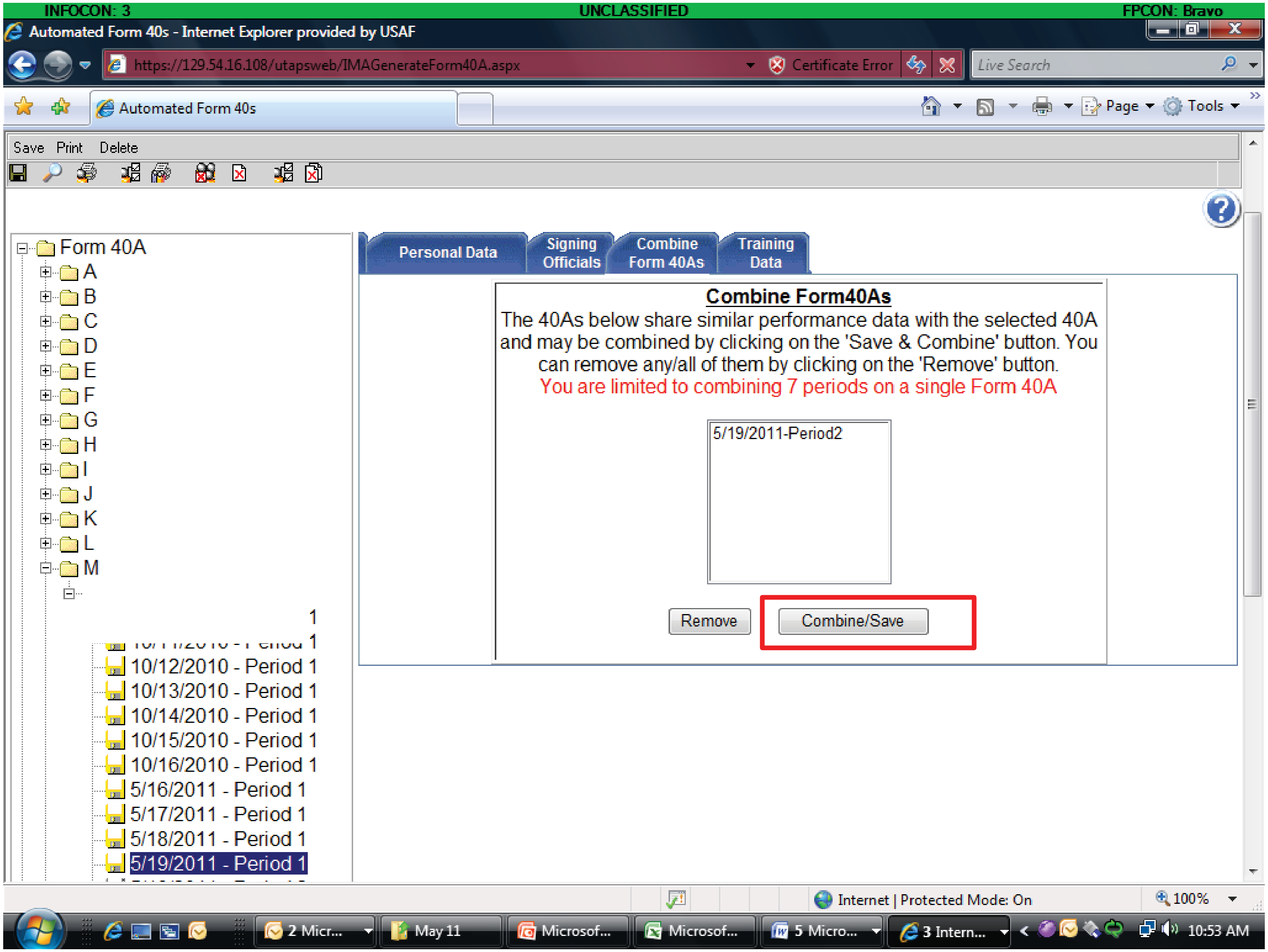


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
MARTIN, VERONICA
Role: IMA/PIRR
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Configuration
Help
Log Off
Save
Print
Delete
Form 40A
A
B
C
D
E
F
G
H
I
J
K
L
M
MARTIN, VERONICA A
10/10/2010 - Period 1
10/11/2010 - Period 1
10/12/2010 - Period 1
10/13/2010 - Period 1
10/14/2010 - Period 1
10/15/2010 - Period 1
10/16/2010 - Period 1
Personal Data
Signing Officials
Combine Form 40As
Training Data
Authorizing Official
Form40A.
n Official
Record Saved -- Webpage Dialog
https://129.54.16.108/utapsweb/Me:
Certificate Error
OK
Internet | Protected Mode: On
100%
10:44 AM

Record Saved.

Waiting for https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx...

Combining 40a Periods


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
Save
Print
Delete
Personal Data
Signing Officials
Combine Form 40As
Training Data
Remove
Combine/Save
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
3 Intern...
10:53 AM

- Form 40A
  - A
  - B
  - C
  - D
  - E
  - F
  - G
  - H
  - I
  - J
  - K
  - L
  - M
    - 10/12/2010 - Period 1
    - 10/13/2010 - Period 1
    - 10/14/2010 - Period 1
    - 10/15/2010 - Period 1
    - 10/16/2010 - Period 1
    - 5/16/2011 - Period 1
    - 5/17/2011 - Period 1
    - 5/18/2011 - Period 1
    - 5/19/2011 - Period 1

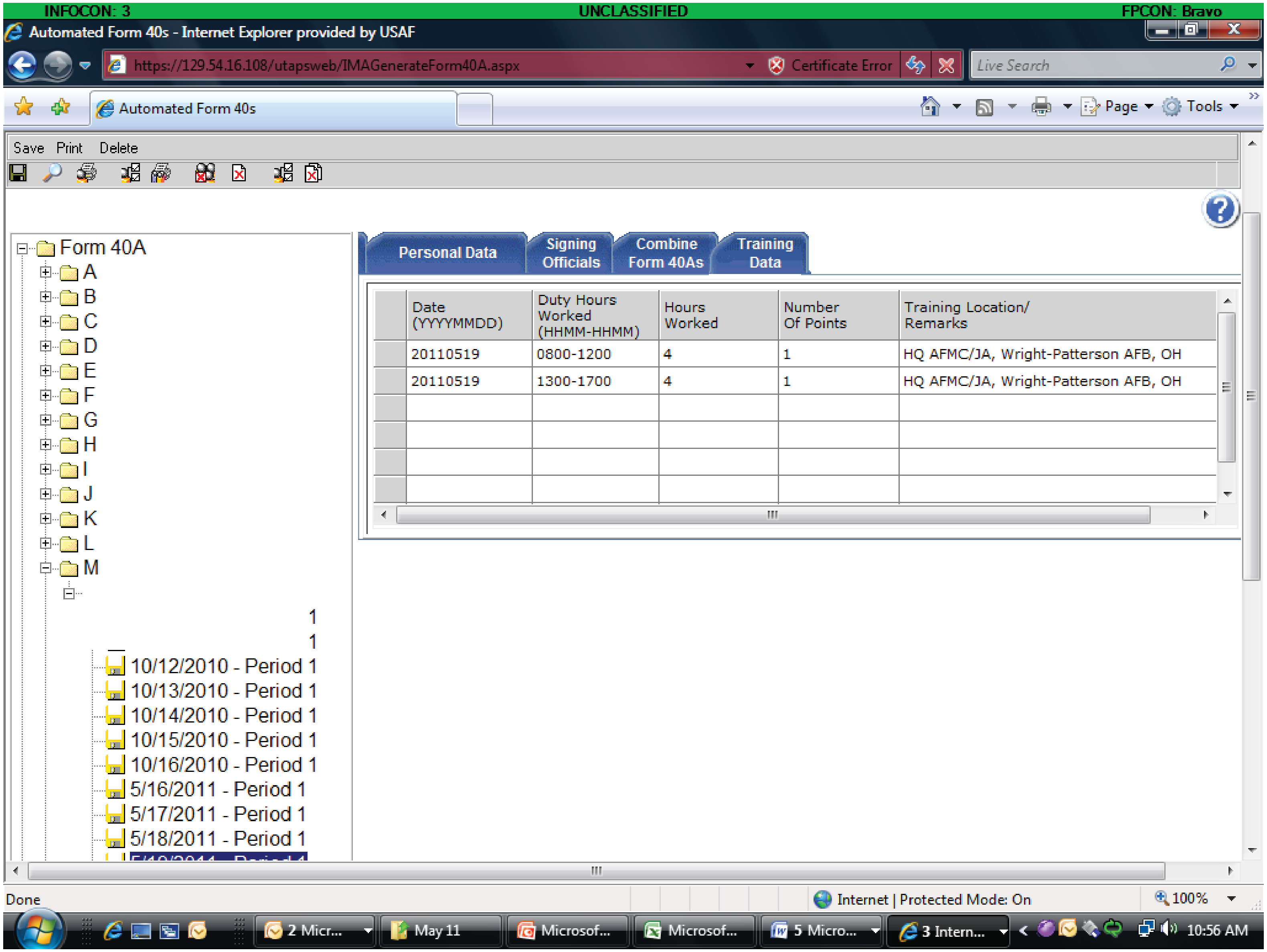
Combine Form40As

The 40As below share similar performance data with the selected 40A and may be combined by clicking on the 'Save & Combine' button. You can remove any/all of them by clicking on the 'Remove' button.

You are limited to combining 7 periods on a single Form 40A

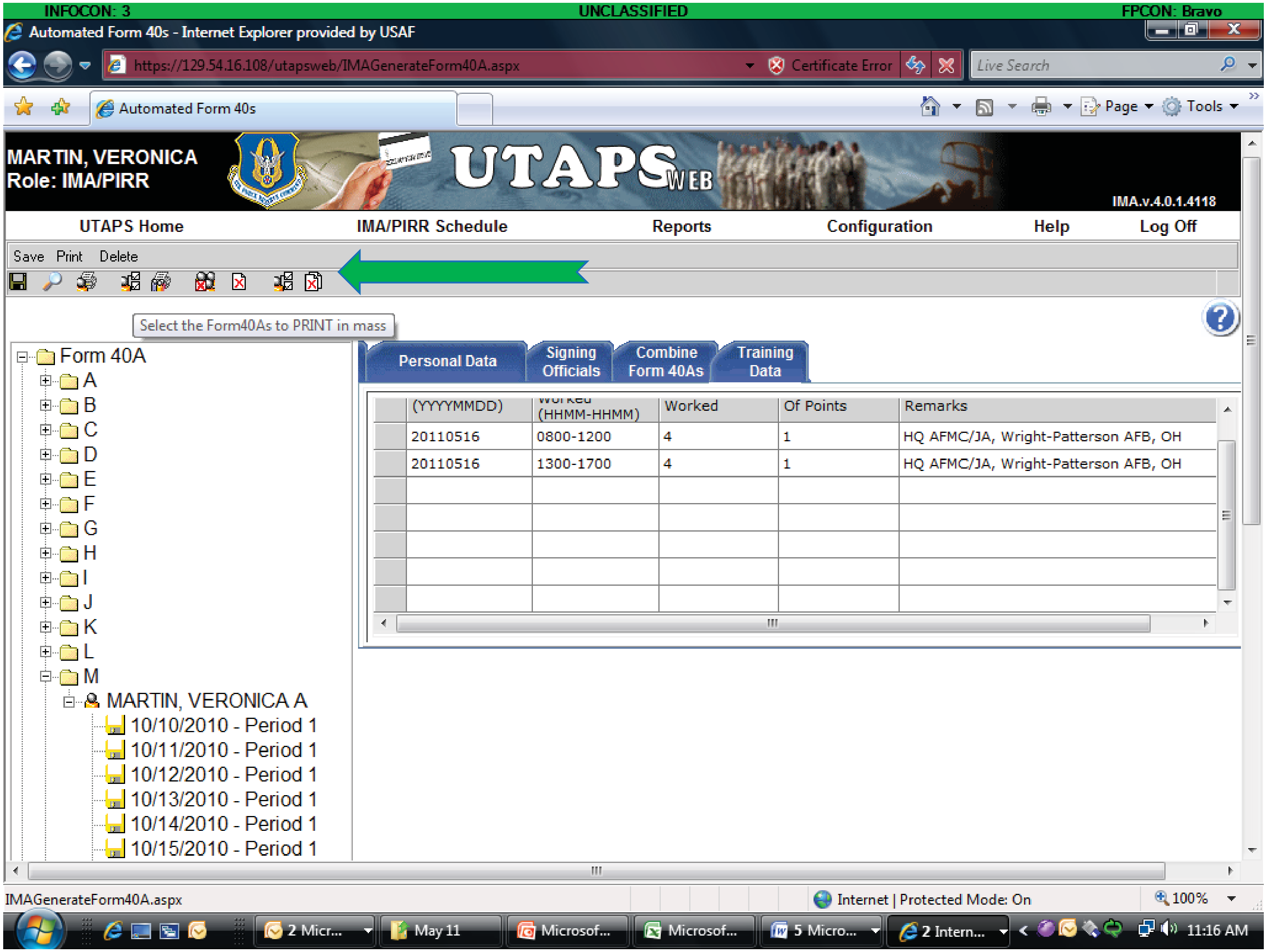
5/19/2011-Period2

One Day – Two Periods


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
Save Print Delete
Form 40A
A
B
C
D
E
F
G
H
I
J
K
L
M
1
1
10/12/2010 - Period 1
10/13/2010 - Period 1
10/14/2010 - Period 1
10/15/2010 - Period 1
10/16/2010 - Period 1
5/16/2011 - Period 1
5/17/2011 - Period 1
5/18/2011 - Period 1
Personal Data
Signing Officials
Combine Form 40As
Training Data
Done
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
3 Intern...
10:56 AM

Date (YYYYMMDD)	Duty Hours Worked (HHMM-HHMM)	Hours Worked	Number Of Points	Training Location/ Remarks
20110519	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110519	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Printing the 40A(s)


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Configuration
Help
Log Off
Save
Print
Delete
Personal Data
Signing Officials
Combine Form 40As
Training Data
Form 40A
A
B
C
D
E
F
G
H
I
J
K
L
M
IMAGenerateForm40A.aspx
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
2 Intern...
11:16 AM

MARTIN, VERONICA
Role: IMA/PIRR

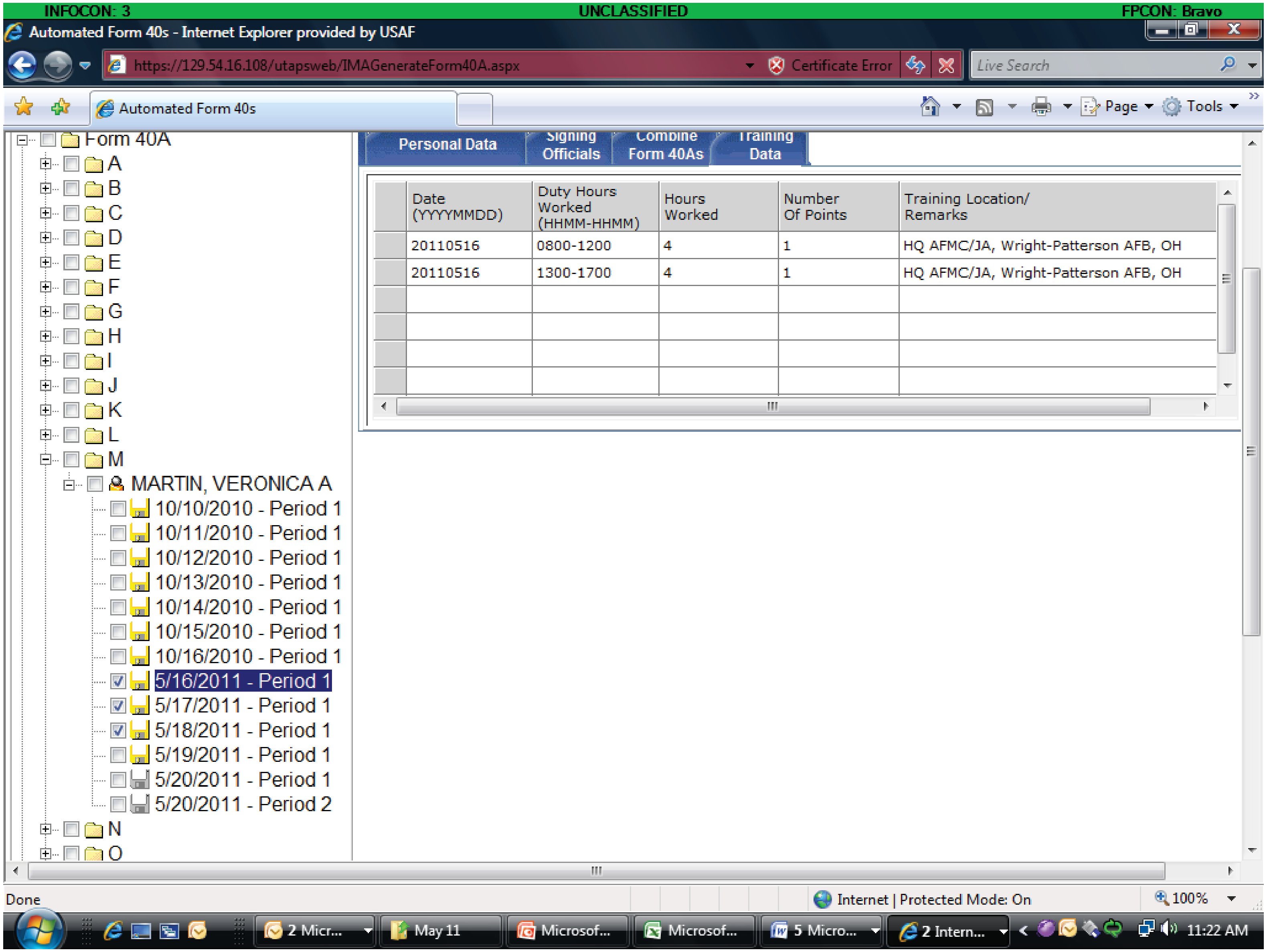
Select the Form40As to PRINT in mass

MARTIN, VERONICA A
- 10/10/2010 - Period 1
- 10/11/2010 - Period 1
- 10/12/2010 - Period 1
- 10/13/2010 - Period 1
- 10/14/2010 - Period 1
- 10/15/2010 - Period 1

(YYYYMMDD)	(HHMM-HHMM)	Worked	Of Points	Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

U.S. AIR FORCE

Printing in Mass

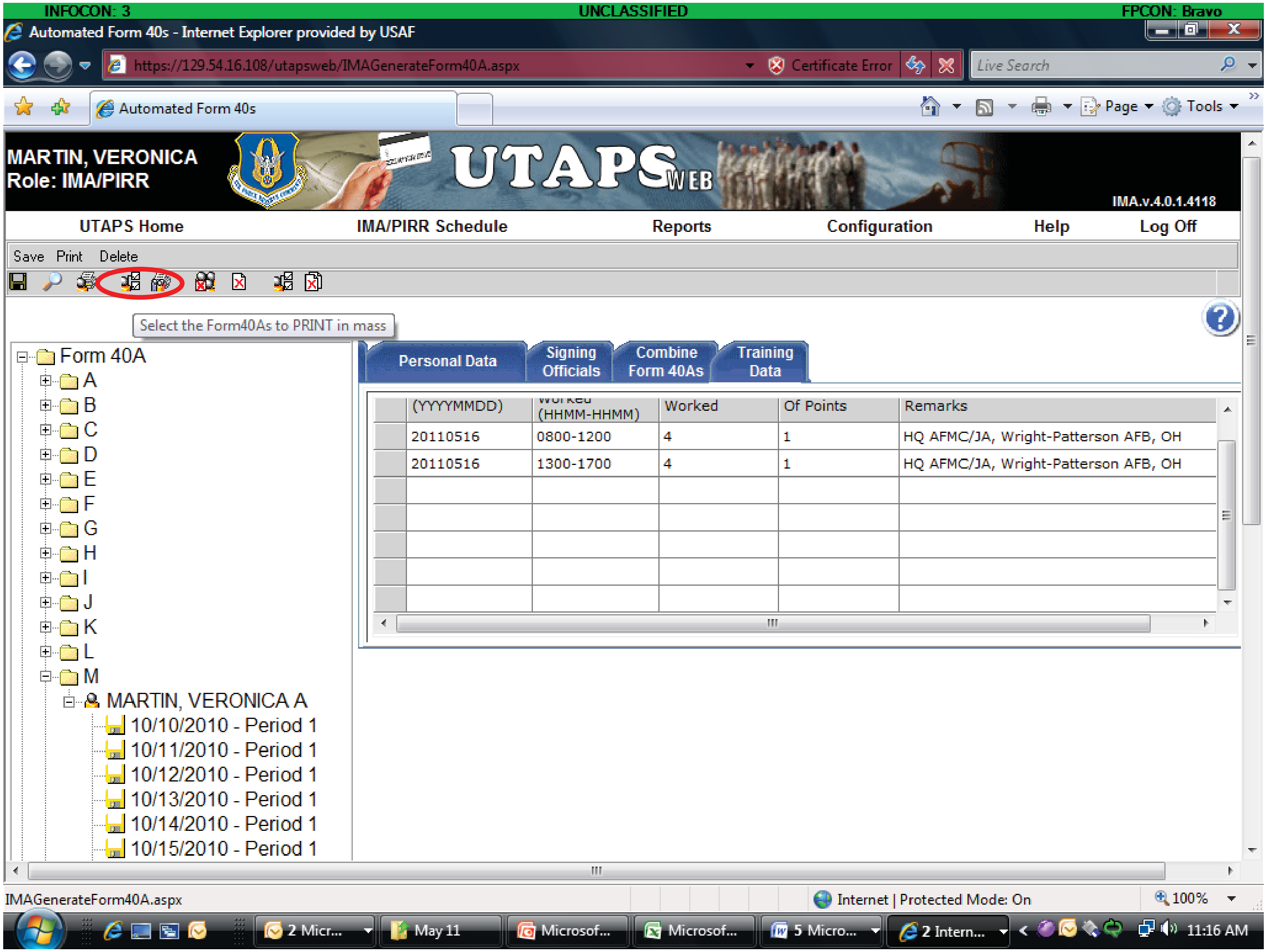

INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
Personal Data
Signing Officials
Combine Form 40As
Training Data
Done
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
2 Intern...
11:22 AM

- ☐ Form 40A
  - ☐ A
  - ☐ B
  - ☐ C
  - ☐ D
  - ☐ E
  - ☐ F
  - ☐ G
  - ☐ H
  - ☐ I
  - ☐ J
  - ☐ K
  - ☐ L
  - ☐ M
    - ☐ MARTIN, VERONICA A
      - ☐ 10/10/2010 - Period 1
      - ☐ 10/11/2010 - Period 1
      - ☐ 10/12/2010 - Period 1
      - ☐ 10/13/2010 - Period 1
      - ☐ 10/14/2010 - Period 1
      - ☐ 10/15/2010 - Period 1
      - ☐ 10/16/2010 - Period 1
      - ☑ 5/16/2011 - Period 1
      - ☑ 5/17/2011 - Period 1
      - ☑ 5/18/2011 - Period 1
      - ☐ 5/19/2011 - Period 1
      - ☐ 5/20/2011 - Period 1
      - ☐ 5/20/2011 - Period 2
  - ☐ N
  - ☐ O

Date (YYYYMMDD)	Duty Hours Worked (HHMM-HHMM)	Hours Worked	Number Of Points	Training Location/ Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Fly, Fight and Win…

Printing…


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
Automated Form 40s - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx
Certificate Error
Live Search
Automated Form 40s
Page
Tools
UTAPS WEB
IMA.v.4.0.1.4118
UTAPS Home
IMA/PIRR Schedule
Reports
Configuration
Help
Log Off
Save
Print
Delete
Personal Data
Signing Officials
Combine Form 40As
Training Data
IMAGenerateForm40A.aspx
Internet | Protected Mode: On
100%
2 Micr...
May 11
Microsof...
Microsof...
5 Micro...
2 Intern...
11:16 AM

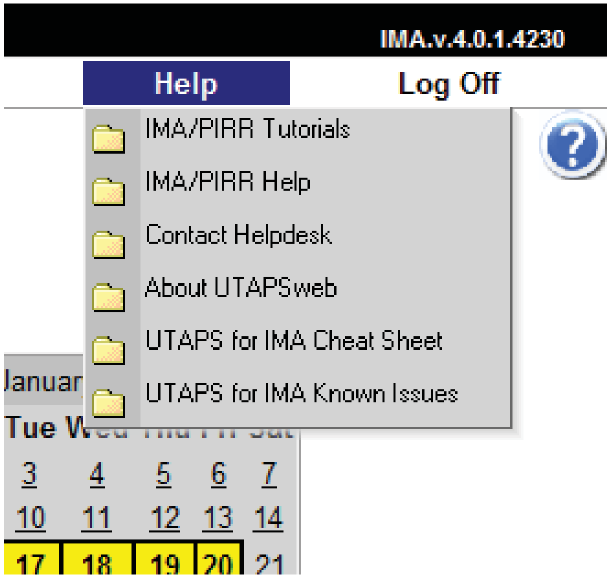
MARTIN, VERONICA
Role: IMA/PIRR

Select the Form40As to PRINT in mass

- Form 40A
  - A
  - B
  - C
  - D
  - E
  - F
  - G
  - H
  - I
  - J
  - K
  - L
  - M
    - MARTIN, VERONICA A
      - 10/10/2010 - Period 1
      - 10/11/2010 - Period 1
      - 10/12/2010 - Period 1
      - 10/13/2010 - Period 1
      - 10/14/2010 - Period 1
      - 10/15/2010 - Period 1

	(YYYYMMDD)	(HHMM-HHMM)	Worked	Of Points	Remarks
	20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
	20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Help Menu

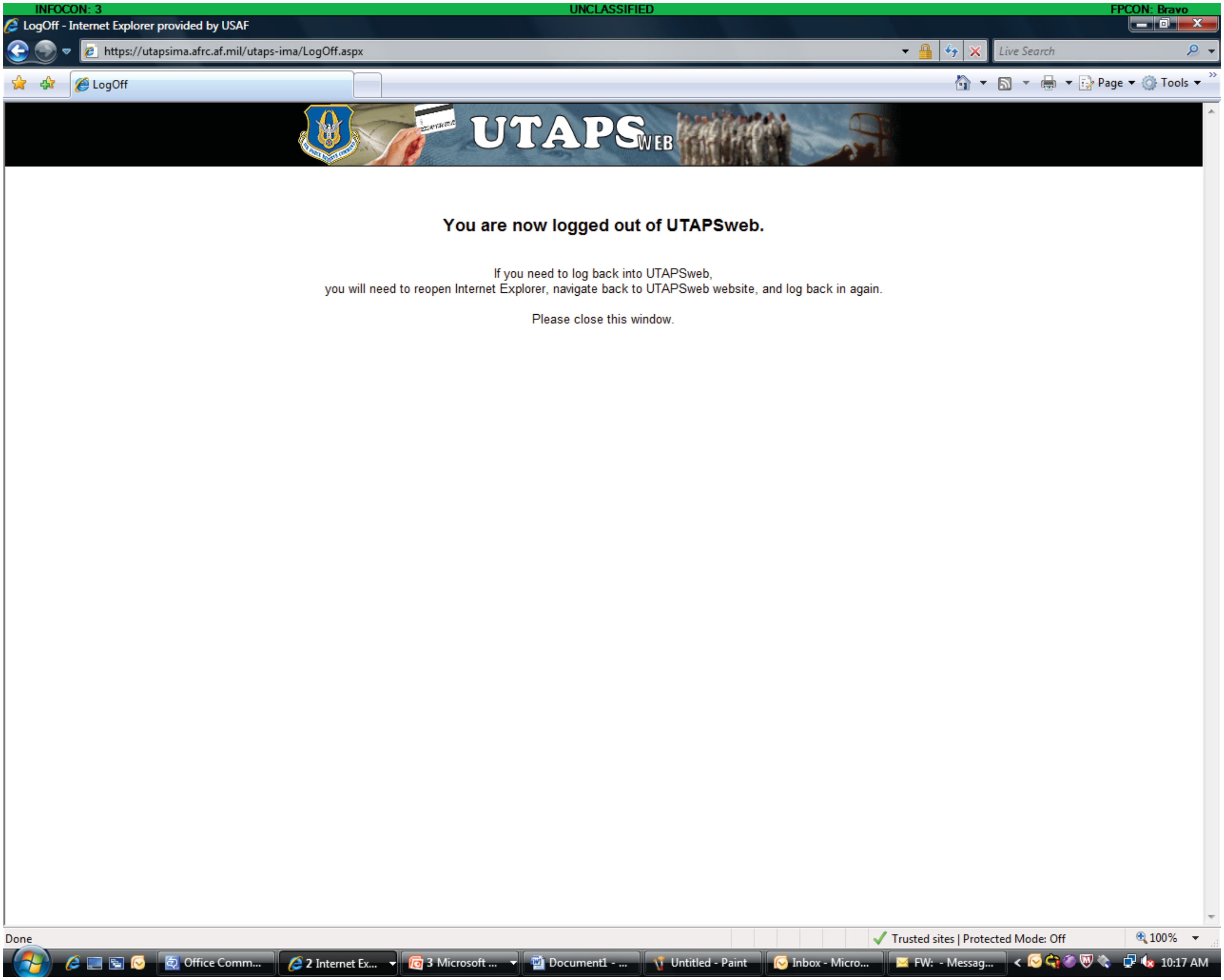


IMA.v.4.0.1.4230

Help
Log Off
IMA/PIRR Tutorials
IMA/PIRR Help
Contact Helpdesk
About UTAPSweb
UTAPS for IMA Cheat Sheet
UTAPS for IMA Known Issues

U.S. AIR FORCE

Log Out


INFOCON: 3
UNCLASSIFIED
FPCON: Bravo
LogOff - Internet Explorer provided by USAF
https://utapsima.afrc.af.mil/utaps-ima/LogOff.aspx
Live Search
LogOff
Page
Tools
UTAPS WEB
Done
Trusted sites | Protected Mode: Off
100%
Office Comm...
2 Internet Ex...
3 Microsoft ...
Document1 - ...
Untitled - Paint
Inbox - Micro...
FW: - Messag...
10:17 AM

You are now logged out of UTAPSweb.

If you need to log back into UTAPSweb,
you will need to reopen Internet Explorer, navigate back to UTAPSweb website, and log back in again.

Please close this window.

Fly, Fight and Win…