



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

Unit Training Assembly Processing System (UTAPS) Web



May 2018

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Fly, Fight and Win...



- **Purpose**
- **Accessing system**
- **Navigating the system**



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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).



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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



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).



Done Internet | Protected Mode: On 80%

Inbox - ... UTAPS 3 Intern... 16 July_P... Microsof... UTAPS g... 4:09 PM

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UTAPS via AROWS-R

The screenshot shows the AROWS-R login page in Internet Explorer. A red callout box with a white background and a red border contains the text: "If you use your CAC you can no longer use the username and password option". The page title is "Air Force Reserve Order Writing System [AROWS-R]". The page content includes sections for "CAC Login", "Password Login", "CAC Login Information", "E-Mail Password Reset", "Help! I'm A New User!", "Help Desk Information", "Browser Requirements", and "Plug-in Requirements". The "CAC Login" section has a "Login" button. The "Password Login" section has fields for "Login ID:" and "Password:" with a "Login" button and a "Forgot Your Password?" link. The "CAC Login Information" section states: "AROWS-R users are now able to use their Common Access Cards (CAC) for logging in." The "E-Mail Password Reset" section states: "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." The "Help! I'm A New User!" section states: "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." The "Help Desk Information" section states: "Hours: 0700-1700 EST Phone (Toll Free): 1-877-294-5822 Email: AFRCFM.AROWSR@US.AF.MIL". The "Browser Requirements" section states: "To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher)." The "Plug-in Requirements" section states: "To print orders, you will need [Adobe Acrobat Reader](#)." The page footer contains the text: "Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT". The browser status bar shows "Trusted sites | Protected Mode: Off" and "100%". The taskbar at the bottom shows "Office Communicator", "AF Portal - Home - I...", "AROWS-R - Login...", and "Microsoft PowerPoi...". The system clock shows "8:21 AM".

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Select UTAPS

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

AROWS-R - Home :: - Internet Explorer provided by USAF
https://arowrs.afrc.af.mil/arows-r/cac/login.do

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

Home | Switch Profile | My Account | Logout

Please Select A Menu
Please Select A Menu
member
UTAPS
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](#)

Member Trusted sites | Protected Mode: Off 100%

Office Co... AF Portal - ... AROWS-... 3 Micros... Document... Untitled - ... Inbox - Mi... FW: - Mes... 10:19 AM

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Login to UTAPS

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

Please Select A Menu | Home | Switch Profile | My Account | Logout

UTAPS Menu
Login to UTAPS

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. |
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| 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

Trusted sites | Protected Mode: Off | 100%

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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 ::

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>

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.

[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 PowerPol... Document1 - Micro... 8:28 AM

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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=XuUxhwJqrVq6pjAxeZH6RUNZGgPsNnO

AROWS-R Login



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- 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).

Done

Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - I... AROWS-R Login - In... Microsoft PowerPoi... Document1 - Micro...

8:29 AM

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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

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB

IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Roles: IMA/PIRR

Select your roles from the drop down menu

AIR FORCE RESERVE COMMAND

Internet | Protected Mode: On 100%

Inbox - M... UTAPS 2 Intern... 16 July P... Microsoft... 2 Micro... 4:17 PM

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Configure Supervisor

The screenshot shows a web browser window displaying the UTAPS WEB interface. The browser's address bar shows the URL <https://129.54.16.108/utapsweb/Home.aspx>. The page header includes the user name "MARTIN, VERONICA" and role "Role: IMA/PIRR". The main navigation menu contains links for "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration" (highlighted with a red circle), "Help", and "Log Off". The version number "IMA.v.4.0.1.4118" is displayed in the top right corner. The main content area features the Air Force Reserve Command logo, which is a blue shield with a white eagle and a red star, surrounded by a yellow border. Below the logo, there is a "Roles:" dropdown menu currently set to "IMA/PIRR". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and shows the system tray with the time "4:17 PM".

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Supervisor Search by Name

The screenshot shows the IMA Member Editor web application in Internet Explorer. The browser address bar shows the URL <https://129.54.16.108/utapsweb/IMAMemberEditor.aspx>. The page has two tabs: "Supervisor" (selected) and "Tour Of Duty Certifier".

The main content area is titled "Supervisors" and is divided into two sections: "Assigned" and "Available".

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

A red box highlights the search section, which includes a "Search by name" input field and a "Search" button. Below the input field, there is a note: "If you can not locate your Supervisor in the lists above use this search box to find him/her." Below the note, there is a "Search" button and a "Search" button.

Enter Name: (Lastname, Firstname) Horner
(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

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Manually Adding a Supervisor

The screenshot shows the IMA Member Editor interface in Internet Explorer. The browser title is "IMA Member Editor - Internet Explorer provided by USAF" and the address bar shows "https://129.54.16.108/utapsweb/IMAMemberEditor.aspx". The page has a green header with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo".

The main content area is divided into two columns: "Assigned" and "Available".

- Assigned:** (Current supervisor - Display only) lists RONNELL HORNER with email ronnell.horner@wpafb.af.mil.
- Available:** (Click on a name to view details below) lists a dropdown menu with names: adams, brad; ADAMS, ERIC; aiumopas, lance; allison, mark.

Below these lists is a search section:

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 | | |

A red box highlights the following section:

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

Supervisor Details:

First Name *: Last Name *:

Email *:

Phone # *:

The Windows taskbar at the bottom shows the system tray with the time 4:59 PM and various application icons.





Build your FY Duty Schedule

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Select IMA/PIRR Schedule

UTAPS Home **IMA/PIRR Schedule** Reports Configuration Help Log Off

wrbfm96/UtapsWebv2-ima -- integrated security=SSPI;data source=wrbfm96,1339;initial catalog=UTAPSWebV2_90;Connect Timeout=90;

Roles: IMA/PIRR

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

- UTAPSweb will be down 03 July 13, from approximately 1230, for a update to the release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- UTAPSweb will be down 03 July 13, from approximately 1200, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the UTAPSweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule around your participation and mobilization readiness requirements (e.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 UTAPSweb year Schedules (FY12). Fiscal Year 12 UTAPSweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to prior year schedules, in UTAPSweb, by the member. Coordinate with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain 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 UTAPSweb year Schedules (FY12). Fiscal Year 12 UTAPSweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to prior year schedules, in UTAPSweb, by the member. Coordinate with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain 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. Thank you for your patience. HQ AFRC FM/Help Desk.



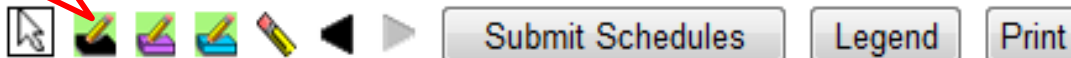
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Schedule Build Indicators

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

IMA/PIRR Calendar



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)

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

IMA/PIRR Calendar

Submit Schedules Legend Print

| October 2013 | | | | | | | November 2013 | | | | | | | December 2013 | | | | | | | January 2014 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | | | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| | | |
|------|----------|---|
| | 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

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: * | |
| <input type="radio"/> Use Home of Record Location (Telecommute) | |
| <input type="radio"/> Search by city/base | |
| <input checked="" type="radio"/> 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 Search |
| City/Base * | [31093] GA - Warner Robins, Houston |
| Location Selected: [31093] GA - Warner Robins, Houston | |
| Comment * (Max 50 characters) | HQ/RMG |
| Require Subsistence? * | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Require Lodging? * | <input type="radio"/> No <input checked="" type="radio"/> Yes |
| Select A Validator * | cremeans, charles - Supervisor |
| OK Cancel | |

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

Local intranet | Protected Mode: Off 105%



Review Schedule

Review your days and click “Save and Close”

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 | | | | <input type="button" value="Comment"/> |
| 2 | 12/1/2013 | 1300 | 12/1/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 3 | 12/2/2013 | 0800 | 12/2/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 4 | 12/2/2013 | 1300 | 12/2/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 5 | 12/3/2013 | 0800 | 12/3/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 6 | 12/3/2013 | 1300 | 12/3/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 7 | 12/4/2013 | 0800 | 12/4/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 8 | 12/4/2013 | 1300 | 12/4/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 9 | 12/5/2013 | 0800 | 12/5/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 10 | 12/5/2013 | 1300 | 12/5/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 11 | 12/6/2013 | 0800 | 12/6/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 12 | 12/6/2013 | 1300 | 12/6/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 13 | 12/7/2013 | 0800 | 12/7/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 14 | 12/7/2013 | 1300 | 12/7/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 15 | 12/8/2013 | 0800 | 12/8/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 16 | 12/8/2013 | 1300 | 12/8/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 17 | 12/9/2013 | 0800 | 12/9/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 18 | 12/9/2013 | 1300 | 12/9/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 19 | 12/10/2013 | 0800 | 12/10/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 20 | 12/10/2013 | 1300 | 12/10/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 21 | 12/11/2013 | 0800 | 12/11/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 22 | 12/11/2013 | 1300 | 12/11/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 23 | 12/12/2013 | 0800 | 12/12/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 24 | 12/12/2013 | 1300 | 12/12/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |

Local intranet | Protected Mode: Off 70%



U.S. AIR FORCE

Schedule Built Successfully

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 | | | | <input type="button" value="Comment"/> |
| 2 | 12/1/2013 | 1300 | 12/1/2013 | 1700 | IDT | | | | | | <input type="button" value="Comment"/> |
| 3 | 12/2/2013 | 0800 | 12/2/2013 | 1200 | IDT | | | | | | <input type="button" value="Comment"/> |
| 4 | 12/2/2013 | 1300 | 12/2/2013 | 1700 | IDT | | | | | | <input type="button" value="Comment"/> |
| 5 | 12/3/2013 | 0800 | 12/3/2013 | 1200 | IDT | | | | | | <input type="button" value="Comment"/> |
| 6 | 12/3/2013 | 1300 | 12/3/2013 | 1700 | IDT | | | | | | <input type="button" value="Comment"/> |
| 7 | 12/4/2013 | 0800 | 12/4/2013 | 1200 | IDT | | | | | | <input type="button" value="Comment"/> |
| 8 | 12/4/2013 | 1300 | 12/4/2013 | 1700 | IDT | | | | | | <input type="button" value="Comment"/> |
| 9 | 12/5/2013 | 0800 | 12/5/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 10 | 12/5/2013 | 1300 | 12/5/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 11 | 12/6/2013 | 0800 | 12/6/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 12 | 12/6/2013 | 1300 | 12/6/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 13 | 12/7/2013 | 0800 | 12/7/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 14 | 12/7/2013 | 1300 | 12/7/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 15 | 12/8/2013 | 0800 | 12/8/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 16 | 12/8/2013 | 1300 | 12/8/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 17 | 12/9/2013 | 0800 | 12/9/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 18 | 12/9/2013 | 1300 | 12/9/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 19 | 12/10/2013 | 0800 | 12/10/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 20 | 12/10/2013 | 1300 | 12/10/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 21 | 12/11/2013 | 0800 | 12/11/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 22 | 12/11/2013 | 1300 | 12/11/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 23 | 12/12/2013 | 0800 | 12/12/2013 | 1200 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |
| 24 | 12/12/2013 | 1300 | 12/12/2013 | 1700 | IDT | 00 | False | | | | <input type="button" value="Comment"/> |

Success -- Webpage Dialog
Schedules have been built successfully.

Local intranet | Protected Mode: Off 70%

Click "OK"

Fly, Fight and Win...



Calendar with Projected IDT's Built

U.S. AIR FORCE

IMA/PIRR Calendar

Submit Schedules Legend Print

| October 2013 | | | | | | | November 2013 | | | | | | | December 2013 | | | | | | | January 2014 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| February 2014 | | | | | | | March 2014 | | | | | | | April 2014 | | | | | | | May 2014 | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | |
| June 2014 | | | | | | | July 2014 | | | | | | | August 2014 | | | | | | | September 2014 | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | |

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Fly, Fight and Win...

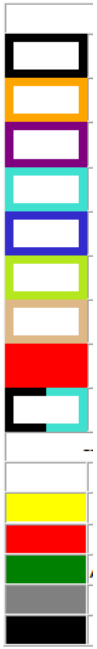


Submit Schedule

IMA/PIRR Calendar

Submit Schedules Legend Print

| November 2013 | | | | | | | | December 2013 | | | | | | | January 2014 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| March 2014 | | | | | | | | April 2014 | | | | | | | May 2014 | | | | | | |
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | 30 | 31 | | | | | | | | | | | | | | | | | | | |
| July 2014 | | | | | | | | August 2014 | | | | | | | September 2014 | | | | | | |
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| | | | | | | | | 31 | | | | | | | | | | | | | |



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



U.S. AIR FORCE

Pending IDT's

IMA/PIRR Calendar

Submit Schedules Legend Print

| October 2013 | | | | | | | November 2013 | | | | | | | December 2013 | | | | | | | January 2014 | | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| February 2014 | | | | | | | March 2014 | | | | | | | April 2014 | | | | | | | May 2014 | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | | | | | 1 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 23 | 24 | 25 | 26 | 27 | 28 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | | |
| June 2014 | | | | | | | July 2014 | | | | | | | August 2014 | | | | | | | September 2014 | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | | |

Your dates
will now
turn
YELLOW



U.S. AIR FORCE

Approved Schedule (green)

IMA/PIRR Calendar

Submit Schedules Legend Print

| November 2013 | | | | | | | December 2013 | | | | | | | January 2014 | | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| March 2014 | | | | | | | April 2014 | | | | | | | May 2014 | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | |
| July 2014 | | | | | | | August 2014 | | | | | | | September 2014 | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | | |

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

| | | |
|--|----------|---|
| | IDT | Q |
| | RMP | C |
| | FHD | C |
| | PNT | C |
| | AFTP | C |
| | AGTP | C |
| | Manday | C |
| | Conflict | C |
| | Split | C |
| | ----- | |
| | Built | |
| | Pending | |
| | Rejected | |
| | Approved | |
| | Worked | |
| | Paid | |



IDT Worked (gray) signing in/out

IMA/PIRR Calendar

Submit Schedules Legend Print

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

Request Cumulative

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 | <input type="button" value="Comment"/> |
| 2 | 12/01/2013 | 1300 | 12/01/2013 | 1700 | IDT | 00 | False | | | Approved | <input type="button" value="Comment"/> |



U.S. AIR FORCE

Signing In: Select Work Date

The screenshot shows the IMA Schedule Editor web application. At the top, there are two browser windows. The top window is titled "UTAPWeb2 - Internet Explorer provided by USAF" and shows the URL "https://129.54.16.108/utapsweb/IMASchedule.aspx". The bottom window is titled "IMA Schedule Editor - Internet Explorer provided by USAF" and shows the URL "https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx".

The main form contains fields for "Start Date", "Schedule Period", "Start Time", "End Date", and "End Time". Below these fields is a "Validator" dropdown and an "Add" button.

The table below the form lists work dates. The "Work Date" column for the second row is circled in red.

| 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 |

Below the table is a "Cancel" button.

At the bottom of the screenshot is a calendar view for the months of February, March, April, May, June, July, August, and September 2011. The calendar shows the days of the week and the dates. The date 10/16/2010 is highlighted in green in the calendar view.

Fly, Fight and Win...



U.S. AIR FORCE

Save and Close

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

| 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 |

Save and Close Cancel

Legend:

- PNT
- Built
- Pending Request
- Rejected
- Approved
- Worked
- Sent To Pay

Calendar Grid (2011):

| Month | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| February | | | 1 | 2 | 3 | 4 | 5 |
| March | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| April | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| May | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| June | 27 | 28 | | | | | |
| July | | | | | | 1 | 2 |
| August | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| September | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| October | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| November | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| December | 31 | | | | | | |

Fly, Fight and Win...



Submit Schedule

IMA/PIRR Calendar

Submit Schedules Legend Print

| November 2012 | | | | | | | December 2012 | | | | | | | January 2013 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| un | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | |
| March 2013 | | | | | | | April 2013 | | | | | | | May 2013 | | | | | | |
| un | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| 31 | | | | | | | | | | | | | | | | | | | | |
| July 2013 | | | | | | | August 2013 | | | | | | | September 2013 | | | | | | |
| un | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |

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



U.S. AIR FORCE

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

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB

IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule **Reports** Configuration Help Log Off

Automated Form40s

Roles: IMA/PIRR

AIR FORCE RESERVE COMMAND

Done Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 4 Micro... 3 Intern... 10:35 AM

Fly, Fight and Win...



U.S. AIR FORCE

Select Your Name

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

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, JOHN
- N
- O
- P
- Q
- R
- S
- T

Personal Data Signing Officials Combine Form 40As Training Data

| | | |
|---|--|-----------------------------------|
| NAME: | <input type="text"/> | Status |
| RPO/UNIT: | <input type="text"/> | Training: |
| Incentive/Speciality Pay | | Participation Status Code: |
| <input type="checkbox"/> Aviation Career Incentive Pay (ACIP) | | |
| <input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) | | |
| <input type="checkbox"/> Other <input type="text"/> | | Telecommute: |
| Lodging | <input type="radio"/> Yes <input type="radio"/> No | |
| Subsistence | <input type="radio"/> Yes <input type="radio"/> No | |

Done Internet | Protected Mode: On 100% 10:38 AM

Fly, Fight and Win...



U.S. AIR FORCE

Verify Personal Data

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

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

Personal Data Signing Officials Combine Form 40As Training Data

NAME: SMSgt MARTIN, VERONICA

RPO/UNIT: RMG/FM

Incentive/Specialty 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

Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:41 AM

Fly, Fight and Win...



Select Authorizing/Certifying Official(s)

U.S. AIR FORCE

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

11
11

- 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

Personal Data **Signing Officials** Combine Form 40As Training Data

Authorizing Official

Authorizing Official: ronnel horner

Certifying Official

* Not required to create the Form40A.

Certifying Official: Select An Official

Internet | Protected Mode: On 100%

2 Mic... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:43 AM

Fly, Fight and Win...



U.S. AIR FORCE

Save Record and Confirm

The screenshot displays the UTAPS WEB interface in Internet Explorer. The browser title is 'Automated Form 40s - Internet Explorer provided by USAF'. The address bar shows the URL 'https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx'. The page header includes the user name 'MARTIN, VERONICA' and role 'IMA/PIRR'. The main navigation menu contains 'UTAPS Home', 'IMA/PIRR Schedule', 'Reports', 'Configuration', 'Help', and 'Log Off'. A toolbar with 'Save', 'Print', and 'Delete' options is visible. A file explorer on the left shows a tree structure for 'Form 40A' with folders A through M, and a sub-folder for 'MARTIN, VERONICA A' containing dates from 10/10/2010 to 10/16/2010. A modal dialog box titled 'Record Saved -- Webpage Dialog' is open, displaying 'Record Saved.' with an 'OK' button circled in red. The background shows an 'Authorizing Official' form. The Windows taskbar at the bottom shows the system tray with the date 'May 11' and time '10:44 AM'.

Fly, Fight and Win...



Combining 40a Periods

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

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

Personal Data Signing Officials **Combine Form 40As** Training Data

Combine Form 40As

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

Remove **Combine/Save**

Internet | Protected Mode: On 100%

2 Mic... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:53 AM



U.S. AIR FORCE

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

Automated Form 40s

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

| 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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Done Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:56 AM

Fly, Fight and Win...



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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

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

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) | WORKED (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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

IMAGenerateForm40A.aspx Internet | Protected Mode: On 100%

2 Mic... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:16 AM

Fly, Fight and Win...



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Printing in Mass

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Done

Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:22 AM

Fly, Fight and Win...



U.S. AIR FORCE

Printing...

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

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

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) | WORKED (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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

IMAGenerateForm40A.aspx Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:16 AM

Fly, Fight and Win...



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

January

| Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |



U.S. AIR FORCE

Log Out

A screenshot of an Internet Explorer browser window. The title bar shows 'INFOCON 3 UNCLASSIFIED FPCON: Bravo'. The address bar contains 'https://utapsima.afrc.af.mil/utaps-ima/LogOff.aspx'. The page content features a banner with the UTAPS WEB logo and a message: '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.' The Windows taskbar at the bottom shows several open applications including Office Communicator, Internet Explorer, Microsoft Word, Paint, and Outlook. The system tray shows the time as 10:17 AM.

Fly, Fight and Win...



- **UTAPS Link** <https://utapsweb.afrc.af.mil/utapsweb/>
- **UTAPS Help Desk** afrc.utapsweb@afrc.af.mil
 - **Help Desk Contact Info:**
 - Comm: 1-877-294-5822 Option 2
 - DSN: 497-0166 Option 2
 - **Help Desk Hours:** 0730 - 1700 EST Monday – Friday
- **UTAPS (Accessing UTAPS via AROWS-R)**
<http://www.youtube.com/watch?v=GEzjr-SeLuk>
- **UTAPS (Inputting your Schedule Part II)**
<http://www.youtube.com/watch?v=aW-02V77Mwk>



U.S. AIR FORCE

Questions ?

Fly, Fight and Win...