

# IR Refresher Training

## UTAPS

11 June 2015

Questions:

Q. How are Man-days input into UTAPS? I noticed "man-days" is a tan color in UTAPS.

Man-days are not tracked in UTAPS. They are tracked in ARROWs-R orders system.

A. What is the email address for sending in a copy of orders for MPA pay?

[arpc.riorpo.1@us.af.mil](mailto:arpc.riorpo.1@us.af.mil)

Q. When was that update to UTAPS made?

A. June 2015

Q. The travel companion Guide link does not work, I tried it earlier. Where else can we get that guide?

A. <http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide.pdf>

Q. I know you request lodging if you are going to be traveling away from home for the IDT duty. When would you click the selection for subsistence?

A. III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Complete and return to reservist prior to the reservist reporting for scheduled training)

See AFI 34-246, Air Force Lodging Program, and AFI 34-239, Food Service Management Program.

The Authorizing Official is the commander of the assigned/ attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservists is an officer, the reservists must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative IN WRITING.

Q. Is there a UTAPS initial training session?

A. Initial UTAPS is conducted during IR Orientation (quarterly)

If you need "orders" before you complete the IDT tour, is there a way to print those off (or something similar to that) ahead of time?

Orders are not produced for IDTs. IDTs are on a 40A that you can print from UTAPS.

Q. When is the suspense to have schedule built in UTAPS?

A. Schedules need to be built by 15 August 2015

Q. How many fiscal years can I view in UTAPS?

A. 2 years – current year and previous year.

Q. How do I access the travel companion guide?

A. You can access the guide through HQ RIO website.

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide.pdf>

Q. How do I connect to UTAPS from home?

A. Please contact the UTAPS helpdesk for systems administration to assist with connecting from home.

[AFRC.UTAPSweb@afrc.af.mil](mailto:AFRC.UTAPSweb@afrc.af.mil)

478-327-1258/1455

Q. How do I get non-AF personnel into UTAPS to be my supervisor?

A. Please contact the UTAPS POC at [kyle.goldberg.2@us.af.mil](mailto:kyle.goldberg.2@us.af.mil)