



United States Air Force Reserve

Integrity - Service - Excellence

Unit Training Assembly Processing System (UTAPSWEB)



**SMSgt Henry
MSgt Sandoval
11 June 2015**

U.S. AIR FORCE

Fly, Fight and Win...



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Overview

- **Definition**
- **Accessing system**
- **Navigating the system**

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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

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

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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

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](#)

Trusted sites | Protected Mode: Off | 100% | 8:21 AM

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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 ::

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

Please Select A Menu
Please Select A Menu
Member
UTAPS
AFRCFM.AROWSR@US.AF.MIL

Home | Switch Profile | My Account | Logout

«Bottom»

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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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 INFOCON 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 - L... AROWS-R - Login... Microsoft PowerPoi... 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

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

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

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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Supervisor Selection

The screenshot shows the 'IMA/PIRR Member Editor' web application. At the top, there are status indicators: 'INFOCON: 3', 'UNCLASSIFIED', and 'FPCON: Bravo'. The browser address bar shows the URL 'https://129.54.16.108/utapsweb/IMAMemberEditor.aspx'. The page title is 'IMA/PIRR Member Editor'. There are two tabs: 'Supervisor' (highlighted with a red circle) and 'Tour Of Duty Certifier'. The main content area is titled 'Supervisors' and is divided into two sections: 'Assigned' and 'Available'. The 'Assigned' section shows the current supervisor: 'RONNELL HORNER' with email 'ronnell.horner@wpafb.af.mil'. The 'Available' section (highlighted with a red circle) contains a list of names: 'horner, ronnel', 'howell, carolynb', 'hughes, ty', and 'hume, robert'. Below these sections is a search box with the text 'Search by name' and 'If you can not locate your Supervisor in the lists above use this search box to find him/her.' There is a 'Search' button and a 'Search by name' input field. Below the search box is a message: 'If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.' and an 'Add New Supervisor' button. At the bottom, there is a 'Supervisor Details' section with input fields for 'First Name *', 'Last Name *', 'Email *', and 'Phone # *'. The 'First Name' field contains 'ronnel' and the 'Last Name' field contains 'horner'. The 'Email' field contains 'ronnell.horner@wpafb.af.mil'. There is a 'Clear Selections' button and a 'SAVE CHANGES - Assign Supervisor' button at the bottom.



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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 a green header with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". Below the header are tabs for "Supervisor" 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 is a list of search results:

| 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 | | |

Below the table is a message: "If you still can not locate your Supervisor using the Search, click the 'Add New Supervisor' button to add a new one." and an "Add New Supervisor" button.

Supervisor Details:
First Name *: ronnell Last Name *: horner

The Windows taskbar at the bottom shows the system tray with the time 4:50 PM and various application icons.

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Manually Adding a Supervisor

The screenshot shows the IMA Member Editor web application. The browser window title is "IMA Member Editor - Internet Explorer provided by USAF". The address bar shows the URL "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):
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) [input field] [Search button]
(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 | | |

Supervisor Details:
First Name *: [input field] Last Name *: [input field]
Email *: [input field]
Phone #: [input field] [Clear Selections button]
[SAVE CHANGES - Assign Supervisor button]

A red box highlights the "Add New Supervisor" button and the "Supervisor Details" form.

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Tour of Duty Certifier

The screenshot shows a web browser window titled "IMA Member Editor - Internet Explorer provided by USAF". The address bar shows the URL "https://129.54.16.108/utapsweb/IMAMemberEditor.aspx". The page title is "IMA/PIRR Member Editor".

The main content area is titled "IMA/PIRR Member Editor" and contains a navigation bar with two tabs: "Supervisor" and "Tour Of Duty Certifier". The "Tour Of Duty Certifier" tab is selected and circled in red.

Below the navigation bar is a section titled "Tour of Duty Certifiers". It is divided into two columns: "Assigned" and "Available".

- Assigned:** (Click on name to view details below). A list box contains "carson, michael".
- Available:** (Click on name to view details below). A list box contains "ALEXANDER, MITTY", "allen, mark", and "andersen, michael".

Between the two columns are two arrows: a right-pointing arrow and a left-pointing arrow, with "+ / -" above them.

Below the lists is a search box labeled "Search by name". The text below the search box reads: "If you can not locate your Tour of Duty Certifier in the lists above us this search box to find him/her:". The search box contains the text "Enter Name: (Lastname, Firstname)" and a "Search" button. Below the search box, it says "(Examples: 'Smith, James'; 'Smith, J'; 'Smith'; 'Smi'; 'Jam')".

Below the search box is a message: "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." Below this message is an "Add New Certifier" button.

At the bottom of the page is a section titled "Certifier Details:" with the following fields:

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

There is a "Clear Selections" button next to the Phone # field.

The Windows taskbar at the bottom shows the system tray with the time "8:02 AM" and the date "8:02 AM". The taskbar also shows several open applications: "2 Microsoft...", "UTAPS", "Microsoft Po...", "UTAPS guide...", and "2 Internet E...".

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Build your FY Duty Schedule

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 1230, 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 calendar is available for viewing only. However, IR members must obtain 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 calendar is available for viewing only. However, IR members must obtain 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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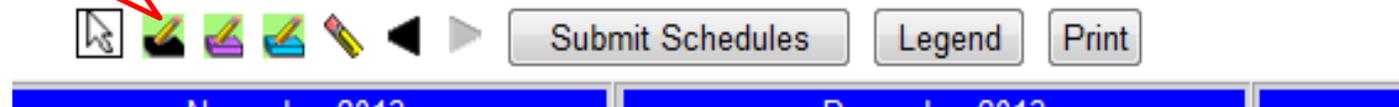


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Schedule Build Indicators

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 |

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Select Date(s)

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

| | | |
|-------|----------|---|
| | IDT | 0 |
| | RMP | 0 |
| | FHD | 0 |
| | PNT | 0 |
| | AFTP | 0 |
| | AGTP | 0 |
| | Manday | 0 |
| | Conflict | 0 |
| | Split | |
| ----- | | |
| | Built | |
| | Pending | |
| | Rejected | |
| | Approved | |
| | Worked | |
| | Paid | |

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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 | |

Done Local intranet | Protected Mode: Off 105%

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"

IMA Schedule Editor - Internet Explorer provided by USAF

572-79-9761

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"/> |

Done Local intranet | Protected Mode: Off 70%



U.S. AIR FORCE

Schedule Built Successfully

IMA Schedule Editor - Internet Explorer provided by USAF

MARIVIC S KERSEY
572-79-9761

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...



U.S. AIR FORCE

Calendar with Projected IDT's Built

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

Fly, Fight and Win...



U.S. AIR FORCE

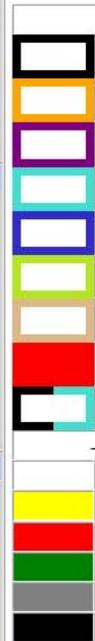
Submit Schedule

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"



Fly, Fight and Win...



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**

Fly, Fight and Win...



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

| | | |
|--|----------|---|
| | IDT | Q |
| | 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

Fly, Fight and Win...



U.S. AIR FORCE

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"/> |

Fly, Fight and Win...



U.S. AIR FORCE

Signing In: Select Work Date

The screenshot shows the IMA Schedule Editor web application. At the top, there are input fields for Start Date, Schedule Period, Start Time (0000), End Date, and End Time (00). Below these is a table with the following columns: Start Time, End Date, End Time, Schedule Type, Telecommute, Work Date, Work Time, Status, and Comment. Two rows are visible, both with a 'Work Date' of 10/16/2010, which is circled in red. The first row has a status of 'Worked' and the second has a status of 'Approved'. Below the table is a 'Cancel' button. At the bottom of the application, there is a calendar view for the months of February, March, April, May, June, July, August, and September 2011. A legend on the left side of the calendar identifies colors: yellow for 'Pending Request', red for 'Rejected', green for 'Approved', grey for 'Worked', and black for 'Sent To Pay'. The calendar for May 2011 shows dates 16, 17, 18, 19, and 20 highlighted in green, indicating approved work dates.

| 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 |

Fly, Fight and Win...



U.S. AIR FORCE

Save and Close

The screenshot shows the IMA Schedule Editor interface. At the top, it displays the date 10/16/2010. Below this, there are several form fields: Schedule Type (IDT), Period (2), Start Date (10/16/2010), Schedule Period (2), Start Time (1300), and End Date (10/16/2010). There is also a Validator dropdown set to 'horner, ronnell - Supervisor' and a 'Telecommute' checkbox. A table below shows the schedule details for two periods. The second period is highlighted with a red box, and its 'Save and Close' button is also highlighted with a red box.

| 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 |

Buttons: Save and Close, Cancel

Fly, Fight and Win...



Submit Schedule

IMA/PIRR Calendar

Submit Schedules Legend Print

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





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

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

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, 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

Done Internet | Protected Mode: On 100%

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

Fly, Fight and Win...



Add or 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

Automated Form 40s

Save Print Delete

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

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

Done Internet | Protected Mode: On 100% 10:43 AM

Fly, Fight and Win...



U.S. AIR FORCE

Save Record and Confirm



The screenshot shows the UTAPS Web application interface. At the top, there is a green status bar with 'INFOCON: 3', 'UNCLASSIFIED', and 'FPCON: Bravo'. Below this is the browser address bar showing 'https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx'. The main header area includes the user name 'MARTIN, VERONICA' and role 'IMA/PIRR', the 'UTAPS WEB' logo, and navigation tabs for 'UTAPS Home', 'IMA/PIRR Schedule', 'Reports', 'Configuration', 'Help', and 'Log Off'. A menu bar contains 'Save', 'Print', and 'Delete'. The left sidebar shows a tree view of folders labeled 'Form 40A' through 'M', with 'MARTIN, VERONICA A' expanded to show dates from 10/10/2010 to 10/16/2010. The main content area has tabs for 'Personal Data', 'Signing Officials', 'Combine Form 40As', and 'Training Data'. A 'Record Saved' dialog box is open in the center, with the 'OK' button circled in red. The dialog box title is 'Record Saved -- Webpage Dialog' and it contains the text 'Record Saved.' and 'OK'. The status bar at the bottom shows 'Waiting for https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx...' and the system tray includes the date 'May 11' and time '10:44 AM'.

Fly, Fight and Win...



U.S. AIR FORCE

Combining 40a Periods

Fly, Fight and Win...



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

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

Done Internet | Protected Mode: On 100% 10:56 AM

Fly, Fight and Win...



U.S. AIR FORCE

Printing the 40A(s)

The screenshot shows the UTAPS WEB interface for user MARTIN, VERONICA. The page title is 'Automated Form 40s - Internet Explorer provided by USAF'. The browser address bar shows 'https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx'. The page has a navigation menu with 'UTAPS Home', 'IMA/PIRR Schedule', 'Reports', 'Configuration', 'Help', and 'Log Off'. Below the navigation menu is a toolbar with 'Save', 'Print', and 'Delete' buttons. A green arrow points to the 'Print' button. The main content area is titled 'Select the Form40As to PRINT in mass' and contains a tree view on the left with folders A through M. Under folder M, there is a sub-folder for 'MARTIN, VERONICA A' with sub-folders for dates from 10/10/2010 to 10/15/2010, all labeled 'Period 1'. To the right of the tree view is a table with columns: '(YYYYMMDD)', 'WORKED (HHMM-HHMM)', 'Worked', 'Of Points', and 'Remarks'. The table contains two rows of data:

| (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 |

Fly, Fight and Win...



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

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

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...

The screenshot shows 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 has options: "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration", "Help", and "Log Off". A toolbar contains "Save", "Print", and "Delete" buttons, with the "Print" button circled in red. Below the toolbar is a section titled "Select the Form40As to PRINT in mass". On the left is a tree view of folders labeled A through M, with "MARTIN, VERONICA A" expanded to show dates from 10/10/2010 to 10/15/2010. On the right is a table with columns: "(YYYYMMDD)", "WORKED (HHMM-HHMM)", "Worked", "Of Points", and "Remarks".

| (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 |
| | | | | |
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Fly, Fight and Win...



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Help Menu

A screenshot of a software interface. At the top right, a black bar contains the text "IMA.v.4.0.1.4230". Below this, there are two buttons: "Help" (highlighted in blue) and "Log Off". A dropdown menu is open from the "Help" button, listing several items with folder icons: "IMA/PIRR Tutorials", "IMA/PIRR Help", "Contact Helpdesk", "About UTAPSweb", "UTAPS for IMA Cheat Sheet", and "UTAPS for IMA Known Issues". To the right of the menu is a blue circular icon with a white question mark. Below the menu, a calendar is visible, showing the month of January. The dates 17, 18, 19, and 20 are highlighted in yellow.

Fly, Fight and Win...



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Log Out

A screenshot of an Internet Explorer browser window. The address bar shows the URL https://utapsima.afrc.af.mil/utaps-ima/LogOff.aspx. The page content includes a header with the UTAPS WEB logo and a main message: "You are now logged out of UTAPSweb." Below this, it states: "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." and "Please close this window." The browser's 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...



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AUTO EMAIL

- **An automatic email will forward from UTAPS web to IRs and their Supervisors (list in the UTAPS system)**
- **The email will generate the Monday after IDTs are projected.**
- **When received the supervisor will then either Certify IDTs were performed and send to pay or Cancel if IDTs were not performed.**

Fly, Fight and Win...



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References

- **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>
 - **Travel Companion Guide link**
<https://connect.dco.dod.mil/r1at3mihuig/>
-

Fly, Fight and Win...



U.S. AIR FORCE

Questions ?

Fly, Fight and Win...