



U.S. AIR FORCE

# *United States Air Force Reserve*

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*Integrity - Service - Excellence*

## **Unit Training Assembly Processing System (UTAPS) Web**



**Mr. Kyle Goldberg**  
**17 May 2016**

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# Overview

- **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

**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

--- of ---

**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](mailto: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](mailto: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](mailto: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://arowr.afrc.af.mil/arows-r/cac/login.do

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

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

AROWS-R - Home - Internet Explorer provided by USAF  
https://arowsr.afrc.af.mil/arows-r/utaps.do

Air Force Reserve Order Writing System [AROWS-R]  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:26 EDT  
Current Profile: Member

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.
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](#)

https://arowsr.afrc.af.mil/arows-r/utaps\_login\_confirmation.do | 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://arowrs.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

### 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](#)

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=XuUxhwjqr/vq6pjAxeZH6RUNZGgPsNnO

AROWS-R Login



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:

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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

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

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



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

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

### IMA/PIRR Member Editor

**Supervisor** | Tour Of Duty Certifier

#### Supervisors

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)

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

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

Enter Name: (Lastname, Firstname)  Search

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

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

Add New Supervisor

#### Supervisor Details:

First Name \*:  Last Name \*:

Email \*:

Phone #:  Clear Selections

SAVE CHANGES - Assign Supervisor



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# Supervisor Search by Name

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

Supervisor | Tour Of Duty Certifier

### Supervisors

**Assigned**  
(Current supervisor - Display only)

RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)

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

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

Enter Name: (Lastname, Firstname)    
(Examples: "Smith, James"; "Smith, J."; "Smith"; "Sm"; "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.

### Supervisor Details:

First Name \*:  Last Name \*:

Done Internet | Protected Mode: On 90% 4:50 PM

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# Manually Adding a Supervisor

The screenshot shows the IMA Member Editor web application 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 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)  
adams, brad  
ADAMS, ERIC  
aiumopas, lance  
allison, mark

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

Enter Name: (Lastname, Firstname)  Search

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

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

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

Add New Supervisor

**Supervisor Details:**

First Name \*:  Last Name \*:

Email \*:

Phone # \*:  Clear Selections

SAVE CHANGES - Assign Supervisor





# 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 UTAP Sweb 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 UTAP Sweb year Schedules (FY12). Fiscal Year 12 UTAPweb 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 UTAP Sweb 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 UTAP Sweb scheduling assistance, send request to rmg.utaps@us.af.mil
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAP Sweb year Schedules (FY12). Fiscal Year 12 UTAPweb 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 UTAP Sweb 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 UTAP Sweb 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.



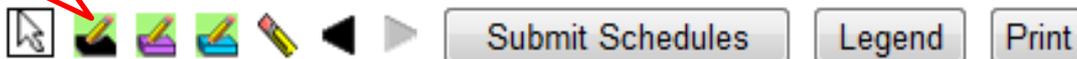
*Fly, Fight and Win...*



# Schedule Build Indicators

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

## IMA/PIRR Calendar



### Legend:

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



# Select Date(s)

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## IMA/PIRR Calendar

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

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
6	7	8	9	10	11	12	13	14	15	16	17	18	19	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			3	4	5	6	7	8	9	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 <input type="button" value="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
<input type="button" value="OK"/> <input type="button" value="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 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%



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# 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: [ ] Update Schedule

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

Success -- Webpage Dialog  
Schedules have been built successfully.  
OK

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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# 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"**



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# 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**





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# 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	(
	FHD	(
	PNT	(
	AFTP	(
	AGTP	(
	Manday	(
	Conflict	(
	Split	(
	----	
	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	



# IDT Worked (gray) signing in/out

## IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013 November 2013 December 2013 January 2014

IMA Schedule Editor - Internet Explorer provided by USAF

<https://wrbfm96/Utapswebv2-ima/IMAScheduleEditor.aspx>

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"/>



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# 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. The calendar shows dates from 1 to 31 for each month. The dates 16, 17, 18, 19, and 20 of May 2011 are highlighted in green, indicating they are the selected 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...*



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# Save and Close

The screenshot shows the IMA Schedule Editor interface. At the top, the browser window displays 'UTAPSWeb2 - Internet Explorer provided by USAF' and the URL 'https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx'. The main content area is titled '10/16/2010' and contains a form with the following fields:

- 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

Below the form is a table with the following data:

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

At the bottom of the form, there are two buttons: 'Save and Close' (highlighted with a red box) and 'Cancel'.

Below the form is a calendar grid for 2011, showing months from February to September. A legend on the left side of the calendar identifies various status colors: PNT (white), Built (white), Pending Request (yellow), Rejected (red), Approved (green), Worked (grey), and Sent To Pay (black). The calendar grid shows dates from February 1 to September 10, 2011.

*Fly, Fight and Win...*



# Submit Schedule

## IMA/PIRR Calendar

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



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# 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...*



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# 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:

RPO/UNIT:

**Incentive/Speciality Pay**

Aviation Career Incentive Pay (ACIP)

Hazardous Duty Incentive Pay (HDIP)

Other

Lodging  Yes  No

Subsistence  Yes  No

**Status**

**Training:**

**Participation Status Code:**

**Telecommute:**

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

*Fly, Fight and Win...*



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# 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

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%

Done

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

*Fly, Fight and Win...*



# Select Authorizing/Certifying Official(s)

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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

Internet | Protected Mode: On 100%

Done

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

*Fly, Fight and Win...*



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# 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 'https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx'. The page header includes 'MARTIN, VERONICA Role: IMA/PIRR' and 'UTAPS WEB IMA.v.4.0.1.4118'. The navigation menu contains 'UTAPS Home', 'IMA/PIRR Schedule', 'Reports', 'Configuration', 'Help', and 'Log Off'. A toolbar with 'Save', 'Print', and 'Delete' buttons 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 status bar at the bottom indicates 'Waiting for https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx...' and 'Internet | Protected Mode: On'.

*Fly, Fight and Win...*



# Combining 40a Periods

The screenshot shows a web browser window titled "Automated Form 40s - Internet Explorer provided by USAF". The address bar shows the URL "https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx". The browser's address bar contains "Automated Form 40s". The page has a green header with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". Below the header is a navigation menu with tabs: "Personal Data", "Signing Officials", "Combine Form 40As", and "Training Data". The "Combine Form 40As" tab is active. The main content area displays a dialog box titled "Combine Form 40As" with the following text: "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". Below the text is a list of folders representing 40A periods, with "5/19/2011 - Period 1" selected. At the bottom of the dialog box are two buttons: "Remove" and "Combine/Save", with the "Combine/Save" button highlighted by a red rectangle. The Windows taskbar at the bottom shows the system tray with the time "10:53 AM" and the date "May 11".



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# 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% 10:56 AM

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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

Personal Data	Signing Officials	Combine Form 40As	Training 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

IMAGenerateForm40A.aspx

Internet | Protected Mode: On 100%

2 Micr... 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

Personal Data Signing Officials Combine Form 40As Training Data

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

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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

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# Help Menu

IMA.v.4.0.1.4230

**Help**      Log Off

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

January

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

A circular icon containing a question mark, representing the help function.

*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.

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- **UTAPS Link**      <https://utapsweb.afrc.af.mil/utapsweb/>
- **UTAPS Help Desk**      [afrc.utapsweb@afrc.af.mil](mailto: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**

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# Questions ?

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U.S. AIR FORCE

# *United States Air Force Reserve*

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*Integrity - Service - Excellence*

## **Air Force Reserve Orders Writing System (AROWS-R) Lab**



**U.S. AIR FORCE**

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*Fly, Fight and Win...*



U.S. AIR FORCE

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# Overview

- **AROWS-R defined**
- **Requirements**
- **Navigating the system**

---

*Fly, Fight and Win...*



- **Requests must be submitted well in advance**
  - **Min 15 days prior to start date for Annual, Special tours, School Tours and Military Pay Appropriation (MPA) orders**
  - **Once you have submitted your orders, keep checking status!!!**
- **All Annual tour request must be submitted by 1 Jun each year, per AFI 36-2254, Volume 1**
- **Special authorizations must be fully justified on AT Special Tour Request**



## *Requirements (Cont.)*

- **IRs must be current in these areas before requesting orders (with exception of Annual Tour):**
    - **Physical Health Assessment (PHA)**
    - **Dental**
    - **Immunizations**
    - **Physical Fitness testing**
    - **Security Clearance current**
    - **Applicable Skill Level (special tours)**
  - **Annual Tour Special Request Forms can be found on the RIO website**
    - **Split tours**
    - **Tours over the Holidays and Weekends**
    - **Rental Car Authorization**
    - **Non-regular 2 week tour (i.e. Not Mon-Fri)**
  - **RIO Webpage:**
    - <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
-



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# Navigating the System

Air Force Reserve Order Writing System [AROWS-R]  
Version: 1.59.0.0018 Server: P1 Page Refreshed At: 2013/04/12 20:17 EDT

## CAC Login

Login

... or ...

## Password Login

Login ID:

Password:

Login

[Forgot Your Password?](#)

## CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in. Once you select "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD EMAIL CA." If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.

## 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 gain the ability to change your password. If you can not answer your question, email the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto: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](mailto: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](mailto: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).



- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.

*Fly, Fight and Win...*



- 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

[Home](#) | [Switch Profile](#) | [My Account](#) | [Logout](#)

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 certified; therefore, accurate email addresses ensur
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.



Please Select A Menu ▾

[Home](#) | [Switch Profile](#) | [My Account](#) | [Logout](#)

### Member Menu

[Create Application](#)

[Applications Awaiting Action](#)

[Applications In Progress](#)

[Pull Back Application](#)

[Approved Orders](#)

### Tour of Duty

[Create Certification](#)

[Certifications Awaiting Action](#)

[Certifications In Progress](#)

[Approved Certifications](#)

Welcome 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:  
Your current email address is: r.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 is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information is protected in accordance with the Privacy Act and AFI
2005/11/10	REMINDER: IMAs still need to provide a copy of their



U.S. AIR FORCE

# Types of Orders: Select One



Air Force Reserve Order Writing System [AROWS-R]

Version: [1.57.2.0009](#) Server: EV Page Refreshed At: 2012/10/29 11:44 EDT

Current Profile: Member

Please Select A Menu

[Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Logout](#)

«Bottom

## Member Menu

- [Create Application]
- Applications Awaiting Action
- Applications In Progress
- Pull Back Application
- Approved Orders

## Tour of Duty

- Create Certification
- Certifications Awaiting Action
- Certifications In Progress
- Approved Certifications

## Create An Application

Select Order Type:

ACTIVATION (MOBILIZATION)  
ACTIVE DUTY FOR SPECIAL WORK  
ACTIVE DUTY FOR TRAINING  
**ANNUAL TRAINING**  
FINANCIAL ASSISTANCE PROGRAM  
HEALTH PROFESSION SCHOLARSHIP PROGRAM  
MEDICAL HOLD  
MILITARY PERSONNEL APPROPRIATION  
RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM  
SCHOOL  
SCHOOL UPT/UNT  
TEMPORARY DUTY



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# Application Overview

## Overview

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 0 of 6: Overview for this Application

Section: 0. Overview

### 1. Personnel and Contact Information [Edit](#)

Home Address on File: VENICE, FL 34293-0000

### 2. Duty Purpose Information [Edit](#)

Type of Duty: ANNUAL TRAINING  
 POC: Not Set  
 Phone: Not Set  
 E-mail: Not Set  
 Commercial Duty Phone(PDS): ( )

### 3. Departure/Return Locations [Edit](#)

Member will Depart From: Home Of Record  
 Departure Address: VENICE, FL 34293-0000  
 Member will Return To: Home Of Record  
 Return Address: VENICE, FL 34293-0000

### 4. Duty Locations and Travel [Edit](#)

Date	Travel By	Rental Car	Location
Not Set	None	None	Unit Name: Not Set Address: UNITED STATES
Not Set	None	None	Unit Name: Home Of Record Address: VENICE, FL 34293-0000

### 5. Tour [Edit](#)

Govt Travel Card: Not Set  
 IDT In Conjunction: No

### 6. Justification [Edit](#)

Justifications: Not Set  
 Alternate Means Justification: Not Set  
 Justifications for Hard Hold: Not Set  
 Justifications for Waivers: Not Set



# Step 1: Personnel and Contact Information

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Air Force Reserve Order Writing System [AROWS-R]

Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 12:09 EDT

Current Profile: Member

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Logout

«Bottom»

## Personnel Info

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 1 of 6: Personnel and Contact Information

Section: 1. Personnel Info

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

### Contact Information

Contact Email:  
Contact Phone:

### Home Address and Delivery Address Information

Home Address on File:

VENICE, FL 34293-0000

Time Zone:

GMT-5:00 (Eastern Standard Time) - EST

[Save Time Zone as Default](#)

Previous Next Save Save & Close Save & Route Cancel Changes

- Home address is changed through MILPDS or vMPF  
**Ensure your address is updated and current before you proceed with your order request.  
Address cannot be changed once orders are published**
- Select time zone from drop-down menu
- Click Next

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# Step 2: Duty Purpose Information

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## Duty Purpose

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN: .	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 2 of 6: Duty Purpose Information

Section: 2. Duty Purpose

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

### Point of Contact Information

Point of Contact

Phone

Email

\* Commercial Duty Phone(PDS)

[Save Duty Phone as Default](#)

\* Reserve Pay Office(RPO)



Is this request for Points Only(No Pay)?  Yes  No

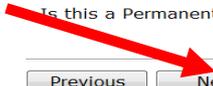
### PCS/HHG Information

Is House Hold Goods (HHG) applicable on this order?  Yes  No

Estimated total cost for House Hold

Goods

Is this a Permanent Change of Station (PCS) order?  Yes  No



- All red asterisk fields are required.
- Point of Contact Information (required). This is your personal phone# and e-mail address where you can best be contacted
- RPO defaults to what you have set in your "My Account" profile or you choose from drop-down menu
- Answer Points Only (Note: if you choose Yes, you will not get paid and will only receive Points!)
- Answer PCS/HHG's questions; Select Next

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# Step 3: Departure/Return Locations

## Departure/Return Locations

Tracking #: 4541904/0	Name: Airman, Citizen	Start Date: 0000/00/00
Order Type: AT	SSN: 111-11-1111	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 3 of 6: Departure/Return Locations

Section: 3. Departure/Return

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

### Home Station/Other Address Information

The address should not be a Post Office (P.O.) box.

Member will depart from?

Other  Home Address  PDS  In Place

111 First St  
VENICE, FL 34293-0000

Member will return to?

Other  Home Address  PDS  In Place

111 First St  
VENICE, FL 34293-0000

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

- Select Departure and Return Locations
- Do not select "In Place" if member will not be returning home between orders.
- Click Next

*Fly, Fight and Win...*



# Step 4: Duty Locations and Travel (Top)

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## Duty Locations

Tracking #: 4541904/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

Help is available by clicking on the field labels. Fields marked with a red asterisk (\*) are required.

### Location Information

VOCO Order

\* Travel Start Date: 2012/11/03  

\* Initial Report Date/Time: 2012/11/03  07:30  

\* End Date for this Location: 2012/11/03  

Duty Location: [Lookup](#)  [Get Address](#)  [Get Home Station](#) 

Unit Name, FAS, Motel/Hotel Etc.:

\* Address Line 1 | [DTOD Lookup](#)

Address Line 2:

\* Country: United States 

\* City:

\* State/Province:

\* Zip Code:

<b>Home Of Record: VENICE, FL</b>	
Depart on	0000/00/00
<b>1. UNITED STATES</b> <a href="#">Edit</a>	
<a href="#">Travel by</a>	None
Start Date	0000/00/00
Duty Thru	0000/00/00
<a href="#">Per Diem</a>	Not Authorized
<a href="#">Edit</a>	
<b>Home Of Record: VENICE, FL</b>	
<a href="#">Travel by</a>	None
Arrive on	0000/00/00
<a href="#">Edit</a>	

- Travel Start Date: Day the member departs home enroute to duty station
- Initial Report Date: Day member reports for duty
- End Date: Day the member returns home (back-end travel day)
- Selecting duty location by using Lookup, Get Address, or Get Home Station hyperlinks or manually enter the required information (Note: In the above "City" field you may enter City or Base)
- Click Next

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## Step 4: Duty Locations and Travel (Bottom)

### Per Diem & Travel Information

- \* Is this within the corporate city limits of Member's residence? (NO POV MILEAGE REIMBURSEMENT IS AUTHORIZED)  Yes  No ←
- \* Is this within commuting distance from Member's residence? (ONE ROUND TRIP POV MILEAGE REIMBURSEMENT IS AUTHORIZED)  Yes  No ←

At this point, you can

[Fill out Travel to this Location](#)  
[Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Delete this Location](#)  
[Fill out Travel for the last leg](#)

Previous

Next ←

Save

Save & Close

Save & Route

Cancel Changes

- Corporate Limits : living in government housing or within the same zip code of the base
- Commuting Distance: Most installations set at "50" mile radius, however, contact the installation's FM/CPTS office for actual
- Click Next

*Fly, Fight and Win...*



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# Step 4a: Fill Out Travel to This Location

## Travel

Tracking #: 4541904/0	Name:	Start Date: 2012/11/03
Order Type: AT	SSN:	Report Date: 2012/11/03 07:30
Status: INITIAL	Grade: E5	End Date: 2012/11/03
Total Travel Days: 0		Total Days: 1

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

### Travel Options

\* Mode of Transportation

At this point, you can

- No Travel Authorized
- Commercial Airline
- Commercial Ship
- Commercial Train
- Commercial Bus
- Commercial Rental Vehicle
- Government Airplane
- Government Vehicle
- Government Ship
- Personal Plane - Adv to Govt
- Personal Automobile - Adv to Govt
- Personal Motorcycle - Adv to Govt
- Personal Airplane - Not Adv to Govt
- Personal Automobile - Not Adv to Govt
- Personal Motorcycle - Not Adv to Govt
- Passenger in a POV



<b>Home Of Record: VENICE, FL</b>	
Depart on	2012/11/03
<b>1. MACDILL AFB, FL</b>	
<b>Travel by</b>	None
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	Not Set
<b>Home Of Record: VENICE, FL</b>	
<b>Travel by</b>	None
Arrive on	2012/11/03

- Select Mode of Transportation from drop-down menu
- POV is consider advantageous up to 400 miles from the installation, and 1 day of travel authorized.
- If installation is more than 400 miles away, procure airline tickets via CTO or will receive up to the TR cost for transportation reimbursement
- Click Next

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# Step 4b: Fill Out Per Diem at This Location

## Per Diem

Tracking #: 4541904/0	Name:	Start Date: 2012/11/03
Order Type: AT	SSN:	Report Date: 2012/11/03 07:30
Status: INITIAL	Grade: E5	End Date: 2012/11/03
Total Travel Days: 0		Total Days: 1

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

**Help** is available by clicking on the field labels. Fields marked with a red asterisk (\*) are required.

### Per Diem Location

\* Per Diem Location | [Lookup](#)



### Rental Car Information

\* Is a rental car required?  Yes  No

### Registration and Lodging

Are lodging costs included in registration fees?  Yes  No

### Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters

\* Messing

- Click on Per Diem Location "Lookup" hyperlink
- Per diem entitlements
  - On base billeting with a Dining Hall
  - Off base billeting with a Non-availability statement
- Full Per diem vs. Partial Per diem

<b>Home Of Record: VENICE, FL</b>	
Depart on	2012/11/03
<b>1. MACDILL AFB, FL</b>	
<a href="#">Travel by</a>	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
<a href="#">Per Diem</a>	,
<b>Home Of Record: VENICE, FL</b>	
<a href="#">Travel by</a>	None
Arrive on	2012/11/03

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# Step 4b: Fill Out Per Diem at This Location (Cont.)

**Per Diem Locations**

Please select a State and enter either a Locality City and/or County.

[Change Search Criteria](#)

Locality City	County	State
No Rows Selected		

**Search**

\* State:  ↕

Locality City Contains:  (Min. of 2 Chars. Required) ↔

County Starts With:  (Min. of 2 Chars. Required)

**Per Diem Locations**

[Change Search Criteria](#)

Locality City	County	State
FT. STEWART	LIBERTY COUNTY	GEORGIA
HIAWASSEE	TOWNS COUNTY	GEORGIA
HOWARD	TAYLOR COUNTY	GEORGIA
MIDWAY	LIBERTY COUNTY	GEORGIA
STEWART	NEWTON COUNTY	GEORGIA
STEWART COUNTY	STEWART COUNTY	GEORGIA
STONEWALL	FULTON COUNTY	GEORGIA
SUWANEE	GWINNETT COUNTY	GEORGIA
SWAINSBORO	EMANUEL COUNTY	GEORGIA
WADLEY	JEFFERSON COUNTY	GEORGIA
WALKER COUNTY	WALKER COUNTY	GEORGIA
WALTHOURVILLE	LIBERTY COUNTY	GEORGIA
WALTON COUNTY	WALTON COUNTY	GEORGIA
WARE COUNTY	WARE COUNTY	GEORGIA
WARESBORO	WARE COUNTY	GEORGIA
WARING	WHITFIELD COUNTY	GEORGIA
WARM SPRINGS	MEADOWS COUNTY	GEORGIA

- Select State from drop-down menu, enter city name, click search
- Search produces list of Per Diem Locations, then select applicable location

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# Step 4b: Fill Out Per Diem at This Location (Cont.)

### Per Diem Location

\* Per Diem Location | [Lookup](#)

WARNER ROBINS (HOUSTON COUNTY) / GEORGIA  
01/01-12/31  
Max Lodging: \$77  
Max Meals: \$41

### Rental Car Information

\* Is a rental car required?

Yes  No

### Registration and Lodging

Are lodging costs included in registration fees?

Yes  No

### Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters

Available  
Not Available  
Available At No Cost

\* Messing

At this point, you can

[Fill out Travel to this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

<b>Home Of Record: VENICE, FL</b>	
Depart on	2012/11/03
<b>1. MACDILL AFB, FL</b>	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
<b>Per Diem</b>	,
<b>Home Of Record: VENICE, FL</b>	
Travel by	None
Arrive on	2012/11/03

Previous Next Save Save & Close Save & Route Cancel Changes

- Answer rental car question — rental cars require prior approval from your Detachment CC (unless funded by your unit or other source, requires funding letter)
- Answer Registration, if applicable
- For lodging and Dining Facilities availability on base (both Enlisted and Officers), refer to <http://www.defensetravel.dod.mil/Docs/afman34-102-c.pdf>
- Make appropriate selections from drop-down menus
- Click Next

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# Step 4c: Add Another Location

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Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Do you wish to add another location?  Yes  No

**Home Of Reco**

Depart on

[1. MACDILL AFB](#)

[Travel by](#)

Start Date

Duty Thru

[Per Diem](#)

**Home Of Reco**

[Travel by](#)

Arrive on

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

- Select Yes to enter another location, otherwise select No
- Click Next

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# Step 4d: Fill Out Travel for Last Leg

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

## Travel Options

\* Mode of Transportation

Drop-down menu showing travel options:

- No Travel Authorized
- Commercial Airline
- Commercial Ship
- Commercial Train
- Commercial Bus
- Commercial Rental Vehicle
- Government Airplane
- Government Vehicle
- Government Ship
- Personal Plane - Adv to Govt
- Personal Automobile - Adv to Govt
- Personal Motorcycle - Adv to Govt
- Personal Airplane - Not Adv to Govt
- Personal Automobile - Not Adv to Govt
- Personal Motorcycle - Not Adv to Govt
- Passenger in a POV

<b>Home Of Record: VENICE, FL</b>	
Depart on	2012/11/03
<b>1. MACDILL AFB, FL</b>	
<a href="#">Travel by</a>	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
<a href="#">Per Diem</a>	WARNER ROBINS, GEORGIA
<b>Home Of Record: VENICE, FL</b>	
<a href="#">Travel by</a>	None
Arrive on	2012/11/03

Navigation buttons: Previous, Next, Save, Save & Close, Save & Route, Cancel Changes

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVA](#)

umber



- Select Mode of Transportation from drop-down menu
- Click Next

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# Step 5: Tour

**Government Travel Card Information | [Select](#)** ←

\* Does the Member have a Government Travel Charge Card (GTCC)/Controlled Spend Account (CSA)?

None Selected

\* Description:

None Selected

\* Type of Account:

None Selected

[Save Government Travel Card Info as Default](#)

**BELOW QUESTIONS NOT REQUIRED TO BE COMPLETED BY MEMBER**

Has variation of itinerary been authorized?

Yes  No

Has in and around mileage been authorized?

Yes  No

Has mixed mode of travel been authorized?

Yes  No

Has limited long distance phone calls home been authorized?

Yes  No

Will the Member be performing duty in a combat zone?

Yes  No

Is the Member requesting 150% AEA?

Yes  No

Is the Member requesting 300% AEA?

Yes  No

Customer Identification Code:

Is the Member taking leave in Conjunction?

Yes  No

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

0.00  Total Cost

**Additional Travel Info**

Will there be a possibility of any Orders that will start the day before or after this Order?

Yes  No

Are there any TDY Orders that will take the member for further TDY during this set of Orders?

Yes  No

**IDT Information (To Be Used Only For IDT At Home Station)**

Will there be IDTs in conjunction with this order?

Yes  No

**Registration Information**

Is there a Registration Fee?

Yes  No

- Click on Government Travel Card Information “Select” hyperlink
- Contact your Active Duty Agency Program Coordinator (APC) to apply for Government Travel Card (GTC)
- You will not be able to use the Defense Travel System (DTS) without a GTC

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## Step 5: Tour (Cont.)

### Government Travel Card

← Member does not have a government travel card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input type="radio"/>	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
<input type="radio"/>	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
<input type="radio"/>	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
<input type="radio"/>	EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

[Select](#)

[Close](#)

- If member does not have a GTC, ensure check box is selected
- Select rationale as to why member does not have a GTC
- Click Select, then Close

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## Step 5: Tour (Cont.)

### Government Travel Card

← Member does not have a government travel card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	NO ADVANCE AUTHORIZED ←
<input type="radio"/>	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
<input type="radio"/>	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
<input type="radio"/>	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account:   
GTR/CENTRALLY BILLED ACCOUNT(GTR/CBA) ▾  
GTR/CENTRALLY BILLED ACCOUNT(GTR/CBA)  
CENTRALLY BILLED ACCOUNT(CBA)  
**GOVERNMENT TRAVEL CARD(GTCC)**  
~~CONTROLLED SPENDING ACCOUNT(CSA)~~

[Select](#) [Close](#)

- If member has a GTC, ensure check box is un-checked
- Select “No Advance Authorized” (most common)
- Select “Government Travel Card (GTCC)” from drop-down menu
- Click Select, then Close



# Step 5: Tour (Cont.)

**BELOW QUESTIONS NOT REQUIRED TO BE COMPLETED BY MEMBER**

Has variation of itinerary been authorized?

Yes  No

Has in and around mileage been authorized?

Yes  No

Has mixed mode of travel been authorized?

Yes  No

Has limited long distance phone calls home been authorized?

Yes  No

Will the Member be performing duty in a combat zone?

Yes  No

Is the Member requesting 150% AEA?

Yes  No

Is the Member requesting 300% AEA?

Yes  No

Customer Identification Code:

Is the Member taking leave in Conjunction?

Yes  No

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

0.00 Total Cost

**Additional Travel Info**

Will there be a possibility of any Orders that will start the day before or after this Order?

Yes  No

Are there any TDY Orders that will take the member for further TDY during this set of Orders?

Yes  No

**IDT Information (To Be Used Only For IDT At Home Station)**

Will there be IDTs in conjunction with this order?



Yes  No

**Registration Information**

Is there a Registration Fee?

Yes  No

- Answer all tour questions, (yes) or (no)
- Select “Yes” if you are doing IDTs in conjunction with this order



# Step 5: Tour (Cont.)

### Additional Travel Info

Will there be a possibility of any Orders that will start the day before or after this Order? Yes  No

Are there any TDY Orders that will take the member for further TDY during this set of Orders? Yes  No

### IDT Information (To Be Used Only For IDT At Home Station)

Will there be IDTs in conjunction with this order? Yes  No

IDT duty dates prior to this period of duty:   to 2012/11/02

IDT duty dates following this period of duty: 2012/11/04 to  

### Registration Information

Is there a Registration Fee? Yes  No



- Enter IDT dates to be worked in conjunction with this order  
**Enter IDT dates only if there is no break in dates (Example: In IDT status on 08 Dec and AD status on 09 Dec)**
- Click Next



# Step 6: Justification

## Justification

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #: 4541904/0	Name:	Start Date: 2013/03/06
Order Type: AT	SSN:	Report Date: 2013/03/06 07:30
Status: INITIAL	Grade: E5	End Date: 2013/03/06
Total Travel Days: 0		Total Days: 1

Step 6 of 6: Justification

Section: 6. Justification

**Help** is available by clicking on the field labels. Fields marked with a red asterisk (\*) are required.

The following hard holds were detected:

Condition

General Comments/Justifications	
Alternate Means Justification	

### Back to Back Orders

Tracking Number	Mod Number	Start Date	End Date	Is this a Back to Back Order?
4540319	0	2012/11/20	2013/03/05	Yes <input type="radio"/> No <input checked="" type="radio"/>

- Enter any comments for the orders technician or additional justification
  - No break-Straight From AT (Fri) to IDT (Sat & Sun)
  - Special tour request
  - Rental Car request
- Do not mark orders back to back if member goes home between consecutive orders
- Click "Save & Route" to submit your orders request to your Orders Specialist (OS)



# Check on Orders Status



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

**Member Menu**

[Create Application](#)

Applications Awaiting Action

**Applications In Progress**

[Pull Back Application](#)

Approved Orders

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**Tour of Duty**

[Create Certification](#)

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

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 a certified; therefore, accurate email addresses ensur
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL: DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The i protected in accordance with the Privacy Act and AFJ
2005/11/10	REMINDER: IMAs still need to provide a copy of their



# Sample Types of Military Pay Appropriation (MPA) Orders

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The screenshot displays the 'Air Force Reserve Order Writing System [AROWS-R]' interface. The top navigation bar includes the system name, version (1.62.1.0011), server (P3), and refresh time (2013/11/14 14:30 EST). The current profile is 'RMG SWC Certifier - READINESS MANAGEMENT GROUP - RMG SWC'. The main menu on the left lists various options under 'Orders Specialist Menu', including 'My Inbox', 'Individual Orders', 'Templates', 'Civilian Selection Lists', 'Military Selection Lists', 'Multiple Orders', and 'Mass Update'. The main content area is titled 'New Application' and contains the following fields and options:

- Enter SSN:** 123456789
- Are you creating an order published outside of AROWS-R for the purpose of modifying or amending the order?**  Yes  No
- Select Order Type:** MILITARY PERSONNEL APPROPRIATION
- Select Order Sub Type:** A dropdown menu with the following options:
  - CONTINGENCY
  - MPA MEDICAL CONTINUATION (CONTINGENCY)
  - MPA MEDICAL CONTINUATION (NON-CONTINGENCY)
  - NON-CONTINGENCY

- Sub order sub type: Contingency, supporting Active Duty missions in the AOR, as well as backfilling an Active Duty member who's going TDY to the AOR
- Sub order sub type: Non-Contingency, steady-state missions
- Sub order sub type: MPA Medical Continuation (Contingency/Non-Contingency), injured on Active Duty orders

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# Email Auto-notification

(Under "My Account")

Phone Number:

Email Address:

Travel Voucher Distribution List:  
(separate by semicolon)

Number of Items per Page:  (used as a default for inboxes)

Profile Name	Notifications
RIODET2	<input type="checkbox"/> Notify me when I have work in this profile
PRE FY15 RIO	<input type="checkbox"/> Notify me when I have work in this profile
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests become approved orders
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests are disapproved
RMG DET 11 IMA SUPV	<input type="checkbox"/> Notify me when I have work in this profile

Save Changes



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## References

- **AROWS Direct Link** <https://arowsr.afrc.af.mil/arows-r/>
- **AROWS Help Desk (Hours: Monday-Friday, 0700-2100 ET, excluding federal holidays)**
  - **Email:** [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)
  - **Phone:** 1-877-294-5822



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# Questions ?

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# *United States Air Force Reserve*

*Integrity - Service - Excellence*

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## DTS OVERVIEW



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- **AFRC Defense Travel System Overview**
- **DTS vs RTS**
- **RIO DTS POCs**



# ***AFRC Defense Travel System Overview***

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- **WELCOME TO DTS!**
  - **DTS- is a fully integrated, electronic end-to-end travel management system that automates temporary duty (TDY) travel for DOD Personnel**
  - **Contact your detachment for DTS registration guidance**
    - “R” designator after social security number **REQUIRED**
- **Orders are requested through AROWS-R; if the order meets the current AFRC DTS Business Rules the order will flow via electronic transfer from AROWS-R to DTS**
  - **Email notification is sent to the traveler from DTS once the order has transferred**
  - **LOAs are housed and controlled in AROWS-R**
  - **AFRC does not have cross-org capabilities (no Funding in DTS)**
  - **CAC Card required to access DTS**



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# *AFRC Defense Travel System Overview*

- **EFT and SPLIT DISBURSEMENT MANDATORY PER DODFMR Vol 9 Chp 2 para 020102**
- **Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining**



# *AFRC Defense Travel System Overview*

- **What system do I file my voucher in?**
  - Your order will indicate which system you will be completing your travel: On the 2nd pg of the AF 938 line item “e” states “If a travel voucher is required for this order you will file your voucher in: It will either state RTS or DTS.”
  
- **DTS is a 2-Step process**
  - Authorization
  - Voucher



# *AFRC Defense Travel System Overview*

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- **When the AROWS-R order flows to DTS, and you have received a notification from DTS; you then log into DTS an under official travel; you will click “ Edit” on the document that is in “CREATED” status and add the following if applicable**
  - Airfare via the DTS Reservation Module
  - Rental Car (Require pre-authorization from your AD Organization or Detachment CC)
  - Any Travel Related Expense (known up front cost)
- **ALL AF Reserve personnel will upload a copy of their certified orders and any mods associated with the initial order once duty is complete when filing the travel voucher**



- **Order types that currently flow from AROWS-R to DTS**
  - **Annual Tour Only (no IDTS on front or back end)**
  - **MPA/RPA 29 DAYS or less**
  - **Back to Back Orders less than 45 days total**
  
- **Order types that will continue to be processed manually via RTS**
  - **RPA/MPA 30 DAYS or more**
  - **IDT Reimbursement outside normal commute with command approval**
  - **IDT Reimbursement filed on the AF Form 1164**



- **Order types that will continue to be processed manually via RTS (Con't)**
  - **IDT Reimbursement filed on the AF Form 1164**
  - **Annual Tour with IDT's in conjunction (front or back end)**
  - **PCS Orders**
  - **Non-Government Travel Card Holder (GTC)**
  - **Any Classified order**
  - **Orders with Multiple LOAs**
  - **AF 938s with forward deployment (CED orders)**



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- **On page 2 of the AF Form 938 line item E will Identify they system for completing and filing your travel voucher**

## ANNUAL TRAINING

Continuation of AF Form 938, Block 18. Remarks (AFMAN 36-8001):

- a. AUTH: 10 USC 12301(b)
- b. PAY AND ALLOWANCE ESP CODE: N/A.
- c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- d. IF THIS ORDER CONFLICTS WITH THE JFTR/JTR, THE JFTR/JTR PREVAILS.
- e. IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: DTS.

**Identifies the system for filing your travel voucher**

**16. REMARKS** *(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: DTS. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).



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# DTS HELP DESK HQ RIO POC's

- **DTS SUPPORT**
  - Tier 1 (Help Desk) Detachment ODTA
  - Tier 2 (Help Desk) IMA-TRAVEL OFFICE
    - Customer Service 1-800-808-5942 Opt 3 for DTS
    - DTS EMAIL: [imatravel.dts@us.af.mil](mailto:imatravel.dts@us.af.mil)
    - Travel Companion Guide:  
<http://www.arpc.afrc.af.mil/shared/media/document/AFD-140505-021.pdf>
    - DTS Help Guides:  
<http://www.defensetravel.dod.mil/site/training.cfm>



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Q&A

# DTS

