



## Overview

An Air Force (AF) Form 40A (see page 2 for sample AF Form 40A), Record of Individual Inactive Duty Training (IDT), is a source document that puts an Individual Reservist (IR) in an IDT Status. An IDT is a 4-hour block of training, duty, or instruction. The IR supervisor must approve the IR's IDT schedule before the IR travels to report for duty. Unit Reserve Coordinators (URCs) must know how to read AF Form 40A and confirm that the IR completed it correctly.

If URCs or Supervisor are assigned a supervisor role<sup>1</sup> in the Unit Training Assembly Processing System Worldwide Web (UTAPSweb), they may need to:

- Approve IR IDT schedules in UTAPSweb
- Complete the certification process in UTAPSweb by electronically signing as the Supervisor or Tour of duty certifier after the IDT is completed

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<sup>1</sup> For detailed instructions on how to approve IMA IDT schedules and certify completion of duty in UTAPSweb, please refer to the tutorials in UTAPSweb (Tutorials are located under the Help tab on the Main Page, see page 3)



# Air Force (AF) Form 40A



## Sample AF Form 40A in UTAPSweb Format (For Training Purposes Only)

### RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING *(Use to report days within the same month)*

#### PRIVACY ACT STATEMENT

This form requires collection and maintaining information protected by the Privacy Act of 1974. System of Records Notice FO36 AF PC C applies.

AUTHORITY: Title 10 U.S.C., Section 12732, Executive Order 13478 and Executive Order 9397 (SSN).

PRINCIPAL PURPOSES: To record Reserve Member's Inactive Duty Training (IDT) for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.

ROUTINE USES: Information may be disclosed to individual's employers to verify military duty.

DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.

<b>I. PERSONAL/PAY DATA</b> <i>(Type or print clearly in ink)</i>				HOME MAILING ADDRESS <input type="checkbox"/> CHECK IF NEW	
RANK Lt Col	NAME <i>(Last Name, First, MI)</i> DOE, JOHN LEE			Street Address 123 MAIN STREET	
SSN XXX-XX-XXXX	RPO (IMAs) UNIT <i>(Unit Reservists)</i> RIO/FM			City ANYTOWN	State OK ZIP 12345
PAY STATUS(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DPTA applies to IMAs Only)				<input checked="" type="checkbox"/> PAY	<input type="checkbox"/> NON-PAY
INCENTIVE/SPECIALTY PAY		<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)	<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) <i>(Provide authorizing documents)</i>	<input type="checkbox"/> Other	
TYPE OF TRAINING		<input checked="" type="checkbox"/> Training Period	<input type="checkbox"/> Equivalent Training	<input type="checkbox"/> Telecommuting	
		<input type="checkbox"/> Constructively Present	<input type="checkbox"/> Points Only	<input type="checkbox"/> Reschedule	
<input type="checkbox"/> Other <i>(Specify)</i>		<input type="checkbox"/> Excused	<input type="checkbox"/> Unexcused	<input type="checkbox"/> Readiness Management	
<b>II. TRAINING DATA</b> <i>(List each day of training separately)</i>				RETENTION/RETIREMENT (R/R) DATE	
DATE (YYYYMMDD)	DUTY HOURS WORKED <i>(Inclusive)</i>	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/ REMARKS	
20140115	0800-1200	4	1	Tyndall AFB, FL 32403 / Duties: (i.e. Perform duties at PACAF A1)	
20140115	1300-1700	4	1		
TOTAL NUMBER OF HOURS WORKED		8	2	TOTAL NUMBER OF POINTS	
RESERVIST'S NAME & PHONE <i>(Type or Print legibly in ink)</i> Doe, John				RESERVIST SIGNATURE AND DATE	
<b>III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE</b> <i>(Complete and return to reservist prior to the reservist reporting for scheduled training)</i> See AFI 34-246, Air Force Lodging Program, and AFI 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/ attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservists is an officer, the reservists must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative IN WRITING.					
LODGING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SUBSISTENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AUTHORIZING OFFICIAL'S TITLE		AUTHORIZING OFFICIAL'S SIGNATURE AND DATE Susan Doe,	
<b>IV. CERTIFICATION</b> <i>(Certifying Official is the military member or civilian who supervised the training and had knowledge it was performed.)</i> The penalty for willfully making false claims is: A maximum of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 287). By signing and dating this form, the Reservist and Certifying Official <i>(training supervisor who has knowledge training was performed)</i> verify satisfactory completion of all training periods(s) listed in Section II. The dates must be on or after the last date of training.					
CERTIFYING OFFICIAL'S NAME/GRADE <i>(Type or Print legibly in ink)</i> Susan Doe, 555-555-5555				OFFICIAL'S SIGNATURE AND DATE	
<b>V. DISTRIBUTION</b> The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs HQ ARPC/DPTA (IMAs and IRRs only) 18420 E Silver Creek Ave. Bldg 390 MS 68 Buckley AFB, CO 80011-9502; for Non-Paid IDTs no later than 2 days for unit members and 30 for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging. For Unit Assigned Reservist UTAPS electronic generated AF IMT 40A will be used to the maximum extent possible. When manual AF FM40A is used, duty information must be entered into UTAPS before actual performance of the duty.					
<b>PRIVACY ACT INFORMATION:</b> The information in this form is for OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.					

AF FORM 40A, 20120523

PERVIOUS EDITIONS OBSOLETE

(UTAPSweb Generated)