Unit Training Assembly Processing System (UTAPS) Web

Mr. Kyle Goldberg
17 May 2016
Overview

- Purpose
- Accessing system
- Navigating the system
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).
Direct UTAPS Access (gov’t computer)
https://utapsweb.afrc.af.mil/utapsweb/
If you use your CAC you can no longer use the username and password option
Select UTAPS
Fly, Fight and Win...
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 HQAFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

[I accept] [I do not accept]
Select your roles from the drop down menu

Fly, Fight and Win...
Configure Supervisor

Fly, Fight and Win...
Fly, Fight and Win...
Supervisor Search by Name

Fly, Fight and Win...
Manually Adding a Supervisor

Fly, Fight and Win...
Fly, Fight and Win...
UTAPSweb will be down 03 July 13, from approximatley 0715-1130, for a update to the release. POC is the UTAPSweb Help Desk, DSN 497-0166.

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This message is to inform you that as of June 14, the UTAPSweb IMA/PIRR schedule 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 UTAPS Fiscal Year Schedule (FY12), Fiscal Year 12 UTAPSweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to prior year schedules, in UTAPSweb, by the member. COO is to work with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil.

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UTAPS connectivity issues have been resolved. Thank you for your patience. HQ AFRC FM/Help Desk.
For this tutorial, select the black pencil to build an IDT.

Legend:
- **Black**: Inactive Duty Period (IDT)
- **Purple**: Funeral Honors (Honor Guard/Chaplain)
- **Turquoise**: Non-Paid IDT (points only)
- **Eraser**: Delete IDT, RMP, etc...
- **Arrows**: Shift/Change Fiscal Years
For this tutorial, we will build an IDT on 01-12 Dec, so click this date.
Enter Duty Information

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”
Click “OK”
### IMA/PIRR Calendar

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<tbody>
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Calendar with Projected IDT’s Built

Fly, Fight and Win...
Now that your schedule is built, you need to submit them. So click on “Submit Schedules”
Pending IDT’s

IMA/PIRR Calendar

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<td>15 16 17 18 19 20 21</td>
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<td>22 23 24 25 26 27 28</td>
<td>29 30 31</td>
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</table>

Your dates will now turn YELLOW

Fly, Fight and Win...
Once your supervisor approves your IDT’s, they will turn GREEN.
IDT Worked (gray) signing in/out

Select the days worked, and this window will open. You will click on the open space below under “Work Date” and sign in.
 Signing In: Select Work Date

Fly, Fight and Win...
Fly, Fight and Win...
Once your IDT’s turn to gray, a system generated email will be sent to your supervisor to inform them of pending actions.
Reports: Printing 40As

Fly, Fight and Win...
Fly, Fight and Win...
Verify Personal Data

Fly, Fight and Win...
Select Authorizing/Certifying Official(s)
Fly, Fight and Win...
Fly, Fight and Win…

Combining 40a Periods
One Day – Two Periods

Fly, Fight and Win...
Fly, Fight and Win...
Fly, Fight and Win...
Fly, Fight and Win...
Fly, Fight and Win...
You are now logged out of UTAPSweb.

If you need to log back into UTAPSweb, you will need to reopen Internet Explorer, navigate back to UTAPSweb website, and log back in again.

Please close this window.