

United States Air Force Reserve

Integrity - Service - Excellence

Military Pay



U.S. AIR FORCE



- Reserve Pay Office
 - myPers
 - IMA Welcome Package
 - Completing Pre-Cert AF938 for a Long Tour
 - Completing Close-Out AF938 for a Short Tour
 - Methods to submit orders for Pay (TODC)
 - UTAPS
 - All other inquires (excluding travel) submit to RPO
 - HQ RIO/RPO Leave Carry-Over
 - Setting up MyPay
-



Reserve Pay Office (RPO)

- Processes all IDT, MPA, RPA, AT Orders for Pay
 - Pay not started by orders approval
- Forward all pay/leave requests using myPers thru our website page:
 - One ticket per request, do not bundle issues
 - Phone: 1-800-525-0102 , DSN 665-0102
 - Website: <http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx>
- All IRs must use HQ/RIO Reserve Pay Office (RPO) as their finance office according to AFMAN 65-116 Vol III.

Reserve Pay Office (RPO) services all salary & leave issues—NOT TRAVEL



U.S. AIR FORCE

HQ RIO RPO Website:

[http://www.arpc.afrc.af.mil/HQ
RIO/IMA-RPO.aspx](http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx)



U.S. AIR FORCE

HQ RIO RPO Website

Home	Resources	Travel	Pay
Detachments	Training	Vacancies	Force Development
Awards & Boards	Benefits & Entitlements	Orders Writer Cell	Activation & Deployments

Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content. (Windows OS, use Ctrl+F5)

FINANCE AND PAY RESOURCES

- ☰ [Pay Processing Times](#)
- ☰ [Submit pay documents via myPers](#)

As of 15 Oct 18, submissions to the Reserve Pay Office (RPO) will no longer be accepted from email, AMRDEC, or fax.

The MyPers case management system will ensure customer submissions are verified, tracked, and executed within measurable timelines to ensure quality customer service

If you have grossly aged items, please contact your assigned detachment with your MyPers ticket #. The Det will contact the HQ RIO for oversight/updates.

Please be advised that submitting incorrect/incomplete packages, omitting key supporting documents, or delayed responses to technician follow-up requests will delay your final reimbursement.

Key training and required submission documentation can be found on the RIO Connect App and at the HQ RIO Website

Choose from the links below to submit your reserve pay request. No travel requests are to be submitted here.

IMA RPO Requests	BAH AF Form 594, BAH Waiver, Clothing/Uniform Allowance, IMA RPO Welcome Packages, Misc. inquiries
Leave Request	AF Form 988 Part 1, AF Form 988 Part 3, Leave Carryover, Leave Sell Back, Other leave inquiries
Short Tour Request	MPA/RPA Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)
Long Tour Request	MPA/RPA Orders greater than 29 days, Pre-certified & Close-out CONUS/OCONUS orders, Temporary Lodging Allowance (TLA), Move in Housing Allowance (MIHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)



Pay Guidance

- AROWS-R User Guide
- AROWS-R Quick User Guide
- AF Form 40A
- Tour of Duty Certification Instructions
- 2017 AFRC Critical Skills List
- BAH Recertification Guide
- BAH Guidance-Short Tour and Long Tour
- Orders Certification Example
- FY18 AFRC Health Professions Special and Incentive (HPS&I) Pay memo
- FY18 AFRC Health Professions Special and Incentive (HSP&I) Pay Plan

Pay Forms

- IMA Reserve Pay Office Welcome Package
- IMA Reserve Pay Office Welcome Package (Example)
- AF 4010 - Application for IMA Enlisted Bonus and Incentive
- AF1962 - Election of Reserve Pay and Allowances or Benefits from Prior Military Service
- AF Form 1745 - Address Change Form (New IRs only)
- DD Form 1561 - Family Separation Allowance
- AF IMT 988 - Leave Request and Authorization
- DD Form 2058 - State of Residence
- Employee's Withholding Allowance (W-4)
- AF Form 594 - Start/Stop/Change BAQ
- Direct Deposit (Change via MyPay) (Initial hire only)
- SGLV 8286 - Servicemembers' Group Life Insurance
- COLA Form
- DD 2367, Individual Overseas Housing Allowance

Leave Carryover Guidance

Leave Sellback Guidance

Contingency Pay Guidance

Contact IMA Reserve Pay Office



U.S. AIR FORCE

IMA Welcome Package for In-processing



IMA Welcome Package

MILITARY PAY IN-PROCESSING PACKET

CHECKLIST OF REQUIRED DOCUMENTS FOR MILITARY PAY

NAME: _____ SSN: _____ DATE: _____

PHONE NUMBER: (_____) _____ EMAIL: _____

SIGNATURE: _____

*****ALL FORMS** ARE REQUIRED FOR MILITARY PAY IN-PROCESSING***
<MISSING OR INCOMPLETE FORMS WILL RESULT IN A DELAY OF YOUR PAY>

PLEASE INITIAL NEXT TO EACH FORM INCLUDED IN YOUR PACKET

	1. DD 1288 OR APPOINTMENT ORDER
	2. DIRECT DEPOSIT FORM (SF 1199A)
	3. W-4 FEDERAL TAX WITHHOLDING
	4. STATE OF LEGAL RESIDENCE CERTIFICATE (DD 2058)
	5. SGLI-SERVICE GROUP LIFE INSURANCE (see note below)
	6. ADDRESS CHANGE FORM (AF 1745)
	7. BASIC ALLOWANCE FOR HOUSING (AF 594)
	*MUST INCLUDE MARRIAGE CERTIFICATE OR CHILD(REN) BIRTH CERTIFICATE IF APPLICABLE
	8. BENEFITS WAIVER (AF 1962)
	9. DD 214 – FOR ALL PRIOR SERVICE DATES

***Please visit <https://www.benefits.va.gov/insurance/SOES.asp> to complete SGLI election



SGLI for IR's

Per AFRC/A1KK, new accessions who do NOT submit either an SGLV 8286 or SOES certificate as part of their **welcome package**, will AUTOMATICALLY be setup for the \$400,000 SGLI premium.

The only personnel authorized to complete hardcopy SGLV 8286 election form are newly accessed members who wish to decline coverage or less than \$400,000 coverage.

Note: Electing a coverage in SOES is still a requirement for SGLI coverage.

SOES link: <https://milconnect.dmdc.osd.mil/milconnect/>



- I am free to name anyone I want as my beneficiary. I understand if I am married and have designated someone other than my spouse or child as my beneficiary, the person I have named is the person I intend to receive my insurance proceeds. I also understand that my spouse may be notified that he/she (or my child) is not my designated beneficiary.

I certify that, to the best of my knowledge and belief, the above statements are complete and true. Any deception or false statement, either by reference, omission, or otherwise can result in loss of coverage or denial of a claim for benefits. If declining or reducing SGLI coverage, I have received the appropriate general information concerning life insurance from my Unit Personnel Clerk.

Service Member Signature	Social Security Number	Date (MM, DD, YYYY)

Address

Submit this form to your Unit Personnel Clerk. By completing this section the Unit Personnel Clerk acknowledges that they have counseled the Service Member in regards to the information provided on page 4 of this form.



For Branch of Service Use Only	For OSGLI Use Only
Name of Personnel Clerk <input style="width: 90%;" type="text"/>	Representative <input style="width: 90%;" type="text"/>
Rank, title or grade <input style="width: 90%;" type="text"/>	Approve <input type="checkbox"/>
Contact telephone/email <input style="width: 90%;" type="text"/>	Disapprove <input type="checkbox"/>
Date <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
Address <input style="width: 90%;" type="text"/>	



IMA Welcome Package

All forms need to be filled out completely and signed

Standard Form 1199A (EG)
(Rev. June 1987)
Prescribed by Treasury
Department
Treasury Dept. Cr. 1076

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial)		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO)		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	F TYPE OF PAYMENT (Check only one)	
TELEPHONE NUMBER		<input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/MIL Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Supply <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other <i>Air Reserve Pay (specify)</i>	
B NAME OF PERSON(S) ENTITLED TO PAYMENT		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)	
C CLAIM OR PAYROLL ID NUMBER		TYPE AMOUNT	
SSN:			
PAYEE/JOINT PAYEE CERTIFICATION		JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)	
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS

NAME OF FINANCIAL INSTITUTION		ROUTING NUMBER		CHECK DIGIT
		<input type="text"/>		<input type="text"/>
DEPOSITOR ACCOUNT TITLE				
FINANCIAL INSTITUTION CERTIFICATION				
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.				
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE	
NA	NA	NA	NA	

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.



U.S. AIR FORCE

IMA Welcome Package

Beside requiring a signature...some forms may require additional documentation:

APPLICATION & AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR HOUSING OR RECERTIFICATION OR DEPENDENCY DETERMINATION/REDETERMINATION OR ESM START/STOP FOR MEMBERS ASSIGNED/TERMINATING UNACCOMPANIED PERSONNEL HOUSING			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 37 USC 403, Public Law 96-343, EO 9397</p> <p>PURPOSE: To start, adjust or terminate military members' entitlement to BAH or to provide required Entitlement Recertification or Dependency Determination/Redetermination or ESM start/stop for eligible members E6 and below assigned/terminating unaccompanied personnel housing.</p> <p>ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members' Social Security Administration or information on tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations, the Air Force to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare insurance companies for allotment information and financial institutions, for deposits and/or payments.</p> <p>DISCLOSURE: Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAH.</p>			
PART A - IDENTIFICATION & DUTY LOCATION		LOGGING OFFICIAL	
1. NAME (Last, First, MI)		NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS	
2. SSN		QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE:	
3. GRADE		ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED <input type="checkbox"/>	
4. PHONE		EFFECTIVE DATE: _____ UNIT # _____	
5A. DUTY LOCATION (Base, State, ZIP Code or Country)		INADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED <input type="checkbox"/>	
		EFFECTIVE DATE: _____ UNIT # _____	
5B. E-MAIL ADDRESS		TRANSIENT QUARTERS OCCUPIED - UNIT # _____	
		EFFECTIVE DATES FROM: _____ TO: _____	
PART B - MARITAL/DEPENDENT STATUS		TITLE	
6 <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S)			
MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER		SIGNATURE	
IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE:		Click to sign	
<input type="checkbox"/> DIVORCED _____ (date) <input type="checkbox"/> LEGALLY SEPARATED _____ (date)		DATE	
7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR <input type="checkbox"/> \$ _____ PER MONTH FOR DEPENDENT SUPPORT			
BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN			
8. I <input type="checkbox"/> CLAIM BAH FOR THE DEPENDENT <input type="checkbox"/> IN <input type="checkbox"/> NOT IN MY LEGAL AND PHYSICAL CUSTODY LISTED BELOW (Effective Date): _____			
Note: Indicate the civilian dependent(s) you are claiming and the relationship (i.e., spouse, minor child, incapacitated child, stepchild or parent). For other than spouse or minor child, see list of potential dependents in Part C below. If dependent(s) is a child, include the date of birth (DOB).			
(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP or COUNTRY	(c) RELATIONSHIP	(d) DOB
9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING			
NAME	SSN	BRANCH OF SERVICE	STATION
PART C - MEMBER'S CERTIFICATION (For members with dependents)			
<input type="checkbox"/> I certify that I provide adequate support (see AF 36-2906 and JFTR ch 10) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAH, and recouping allowances paid for any prior periods of nonsupport.			
CERTIFICATION FOR MEMBERS RECEIVING BAH FOR SECONDARY DEPENDENTS (package must be sent to DFAS-IN for determination).			
(Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis, Students 21 and 22 years of age, Incapacitated children over age 21, or Ward of a court).			
I certify that this is my first application <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give date your last application was filed.			
I understand that my failure to comply with the applicable requirements may result in cancellation of my BAH. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Financial Services Office (FSO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.			
MEMBER'S SIGNATURE			DATE

AF Form 594, 20130729

PREVIOUS EDITION IS OBSOLETE



U.S. AIR FORCE

Certifying Your 938



U.S. AIR FORCE

Completing your AF 938 (Start Your Pay)

FOR THE PRE-CERTIFICATION OF ≥ 30 DAYS OR MORE ORDER

31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.) ARPC SWC HQ ARPC BUCKLEY AFB, CO 80011					TDN: FOR THE COMMANDER					
32. RESERVE ORDER NO.					33. DATE 20150605		34. DISTRIBUTION			35. AUTHORIZING/ORDER ISSUING OFFICIAL (Title and Signature) 
36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a. DEPART	HOR	0900	6	Jun	b. ARRIVE	Duty Location	1900	7	Jun	PA
c. DEPART					d. ARRIVE					
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. Circle what applies My Spouse (Circle One) was <u>was not</u> in Active Duty status during this tour. I (Circle One) did <u>did not</u> occupy gov't quarters.					CERTIFICATION					
					40. Member reported for duty at 0730 hours on 8 Jun and was released from duty at hours on					
38. MEMBER'S SIGNATURE <i>John Smith</i>					39. DATE 15 06 08		41. CERTIFYING OFFICIAL'S PRINTED NAME <i>Mary Thompson</i>		42. DSN 555-0111	
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.					43. CERTIFYING OFFICIAL'S SIGNATURE <i>Mthompson</i>		44. DATE 150608		45. TIMEKEEPER SIGNATURE Must be dated on or after start date	



U.S. AIR FORCE

Completing your AF 938

FOR SHORT TOUR < 30 DAY ORDER, ITS PROCESSED AFTER THE COMPLETION OF THE TOUR

31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.) ARPC SWC HQ ARPC BUCKLEY AFB, CO 80011					TDN: FOR THE COMMANDER					
32. RESERVE ORDER NO.					33. DATE 20150605		34. DISTRIBUTION			
35. AUTHORIZING/ORDER ISSUING OFFICIAL (Title and Signature)										
36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR	DAY	MONTH	MODE OF TRAVEL
a. DEPART	HOR	0900	6	Jun	b. ARRIVE	Duty Location	1900	7	Jun	PA
c. DEPART	Duty Location	1700	20	July	d. ARRIVE	HOR	1500	21	July	PA
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. Circle what applies My Spouse (Circle One) was <u>was not</u> in Active Duty status during this tour. I (Circle One) did <u>did not</u> occupy gov't quarters.					CERTIFICATION					
38. MEMBER'S SIGNATURE <i>John Smith</i>					39. DATE <i>15 07 20</i>		40. Member reported for duty at <i>0730</i> hours on <i>8 Jun</i> and was released from duty at <i>1630</i> hours on <i>20 Jul</i>			3rd Travel Day
41. CERTIFYING OFFICIAL'S PRINTED NAME <i>Mary Thompson</i>					42. DSN <i>555-0111</i>		43. CERTIFYING OFFICIAL'S SIGNATURE <i>Mthompson</i>			44. DATE <i>150720</i>
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.					45. TIMEKEEPER SIGNATURE Must be dated on or after end date					

AF FORM 938, 20080724

PREVIOUS EDITIONS ARE OBSOLETE



U.S. AIR FORCE

Certifying by TODC

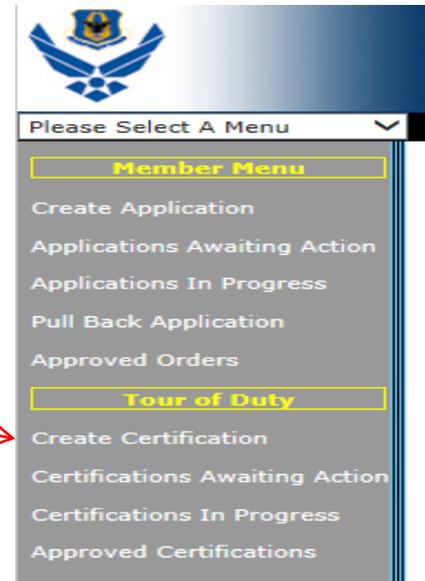
Certifying Short tour Orders in AROWS-R using TODC



Methods to submit orders for pay

- Tour of Duty Certification is online in AROWS-r website
 - This is a quick and easy process that will greatly reduce order processing time and errors. Usually posts in 10 workdays.
 - This can be accomplished by selecting the “member” option from the drop down menu, and then, under the tour of duty sub-menu, selecting “create certification”.
 - Allows you as the member to track

Create Certification





Processing of IDTs in UTAPS



U.S. AIR FORCE

Direct UTAPS Access (gov't computer) <https://utapsweb.afrc.af.mil/utapsweb>

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).

INFOCON: 3 UNCLASSIFIED PFCON: Bravo

UTAPSWeb Disclaimer - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/

UTAPSWeb Disclaimer



UTAPS_{WEB}

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).

I accept: Continue to UTAPSweb for TRs

I accept: Continue to UTAPSweb for IMAs

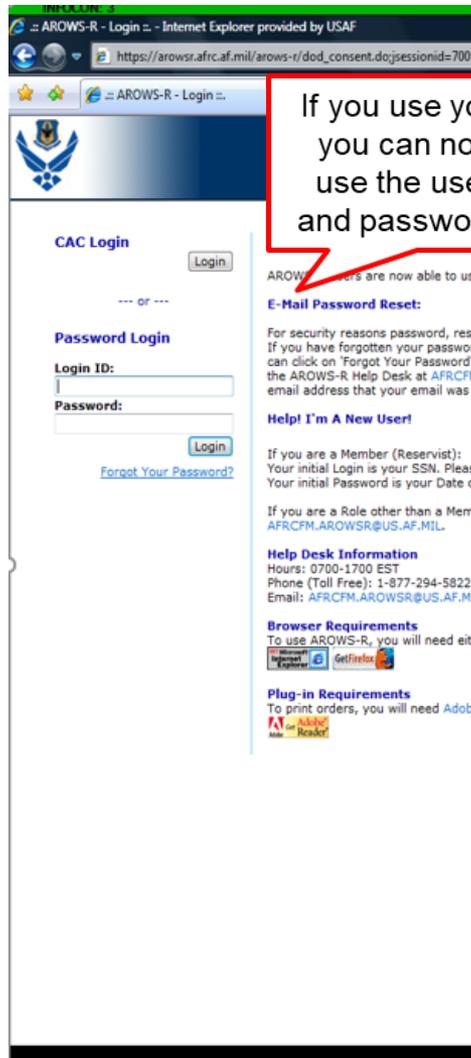
I do not accept

Done Internet | Protected Mode: On 80%

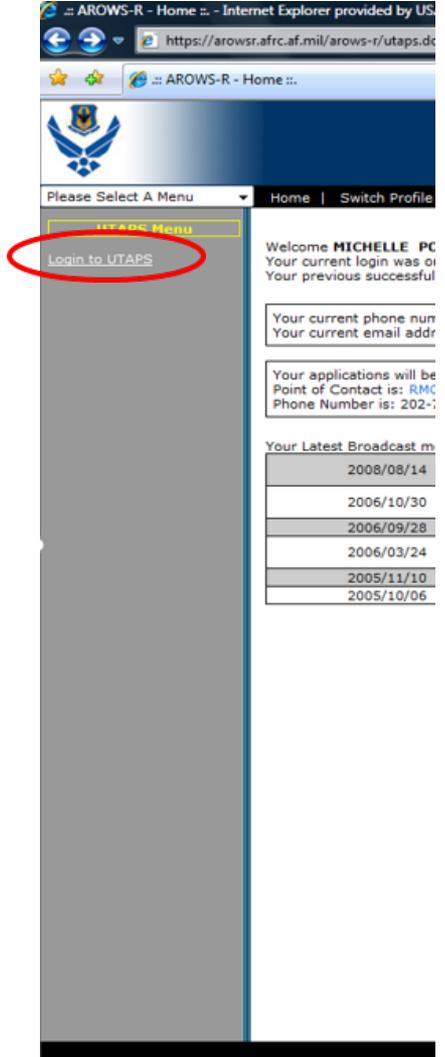
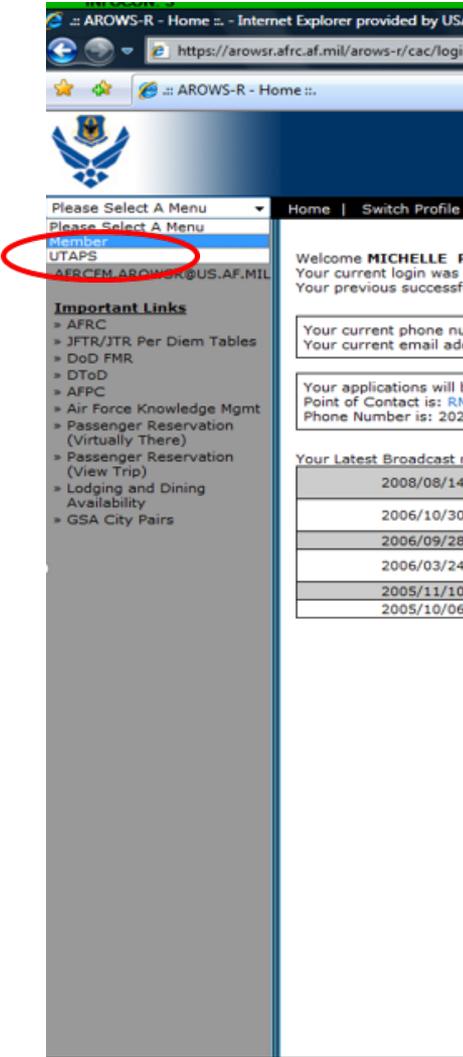
Inbox - ... UTAPS 3 Intern... 16 July P... Microsoft... UTAPS g... 4:09 PM



UTAPS via AROWS-R



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





UTAPS - Accept

AROWS-R - Login to UTAPS - Internet Explorer provided by USAF
https://arowsz.afrc.af.mil/arows-t/utaps_login_confirmation.do

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.

AROWS-R Login - Internet Explorer provided by USAF
https://utapsima.afrc.af.mil/utaps-ima/AROWSLandingPage.aspx?u=XuUxhwJqrVqj6pjAveZH6RUNZGgPsNnO

UTAPS WEB

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).



U.S. AIR FORCE

Validate Your Role/Configure Supervisor selection

1st select your roles

2nd configure your supervisor selection



Select your roles
from the drop down
menu

Roles: IMA/PIRR ▾





Supervisor Selection

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"; "Smi"; "Jam")

Name	Email	Select
Horner, Donald		<input type="checkbox"/>
Horner, Donald	donald.horner@langley.af.mil	<input type="checkbox"/>
Horner, Kenneth	kenneth.horner@march.af.mil	<input type="checkbox"/>
Horner, Mark	mark.horner@pentagon.af.mil	<input type="checkbox"/>
Horner, Michelle	michelle.horner@us.af.mil	<input type="checkbox"/>
Horner, Ronnell	ronnell.horner@wpafb.af.mil	<input type="checkbox"/>
Horner, Susan		<input type="checkbox"/>

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 *:



Build your FY Duty Schedule

U.S. AIR FORCE

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 1150 - 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 0800-0800, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the UTAPSweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule around your participation and mobilization readiness requirements (PHA, Dental, Fitness Assessment, etc.). For assistance on scheduling your IDTs for next fiscal year, contact the UTAPS Help Desk.
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb year Schedules (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. Coordinate 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
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb year Schedules (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. Coordinate 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
- UTAPS connectivity issues have been resolved. Thank you for your patience. HQ AFRC FM/Help Desk.

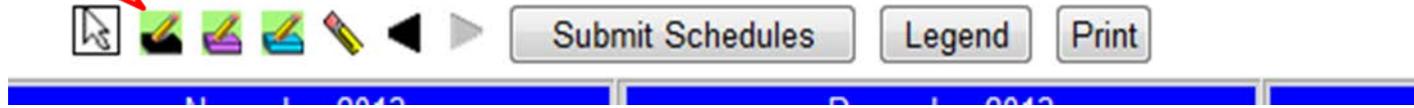




Schedule Build Indicators

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

IMA/PIRR Calendar



Legend:

- | | |
|------------------|-----------------------------------|
| Black | Inactive Duty Period (IDT) |
| Turquoise | Non-Paid IDT (points only) |
| Eraser | Delete IDT, RMP, etc... |
| Arrows | Shift/Change Fiscal Years |



Select Date(s)

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

IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013							November 2013							December 2013							January 2014												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
		1	2	3	4	5							1	2	3	4	5	6	7				1	2	3	4							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11						
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18						
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25						
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31							

		Q1(
	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

Local intranet | Protected Mode: Off 105%

Once you fill out the applicable information you will click "OK" and that will bring you to the next screen



Review Schedule

Review your days and click "Save and Close"

IMA Schedule Editor - Internet Explorer provided by USAF

572-79-9761

Schedule Type: Participation Status Code:

Period: Start Date: Start Time: Schedule Period:

Telecommute: End Date: End Time:

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%



Schedule Built Successfully

IMA/PIRR Schedule Reports Configuration

IMA Schedule Editor - Internet Explorer provided by USAF

MARIVIC S KERSEY
572-79-9761

Schedule Type: IDT Participation Status Code:

Period: Start Date: Start Time: 0000 Schedule Period:

Telecommute: End Date: End Time: 0000

Validator:

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

Success -- Webpage Dialog
Schedules have been built successfully.

Local intranet | Protected Mode: Off 70%

Click "OK"

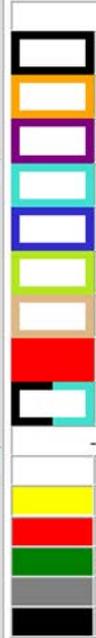


Submit Schedule

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"



Pending IDTs

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	24	25	26	27	28	29	30	28	29	30				
													31														

Your dates will now turn YELLOW





Approved Schedule (green)

IMA/PIRR Calendar

Submit Schedules Legend Print

November 2013							December 2013							January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6	7			1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31					

March 2014							April 2014							May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31			
30	31																			

July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31	24	25	26	27	28	29	30	28	29	30							
							31														

	IDT	2
	RMP	(
	FHD	(
	PNT	(
	AFTP	(
	AGTP	(
	Manday	(
	Conflict	(
	Split	

	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	

Once your supervisor approves your IDT's, they will turn GREEN



IDT Worked (gray) signing in/out

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	3	4	5	6	7	8	9					1	2	3	4
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

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"/>



Signing In: Select Work Date

U.S. AIR FORCE

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 Validator dropdown and an Add button. The main table displays work schedule entries:

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

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 days of the week and dates, with some dates highlighted in green and yellow. The taskbar at the bottom shows the system clock at 4:13 PM on May 11.



Save and Close

The screenshot shows the IMA Schedule Editor interface. At the top, the date is 10/16/2010. The Schedule Type is set to IDT. The Period is 2. The Start Date is 10/16/2010, and the Start Time is 1300. The End Date is 10/16/2010, and the End Time is 1700. The Validator is horner, ronnell - Supervisor. The Telecommute checkbox is unchecked. Below the form is a table of schedule entries:

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

Below the table are buttons for "Save and Close" (highlighted with a red box) and "Cancel".

At the bottom of the screen, there is a calendar view for the months of February, March, April, May, June, July, August, and September 2011. The calendar shows days of the week and dates, with some dates highlighted in yellow, green, and red, corresponding to the status legend on the left.

The status legend on the left includes:

- PNT
- Built
- Pending Request
- Rejected
- Approved
- Worked
- Sent To Pay



Submit Schedule

IMA/PIRR Calendar

Submit Schedules Legend Print

November 2012							December 2012							January 2013						
Sun	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						
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				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						
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					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



UTAPS CALENDAR - Ready to be paid

U.S. AIR FORCE

Return to List



Print Calendar Reports

New Calendar

Fiscal Year 2019

October 2018							November 2018							December 2018							January 2019						
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					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
														30	31												

February 2019							March 2019							April 2019							May 2019							
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						1	2			1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	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	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	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			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
							31																					

June 2019							July 2019							August 2019							September 2019							
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	2	3	4	5	6					1	2	3			1	2	3	4	5
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30						
30																												

	IDT
	RMP
	FHD
	PNT
	AFTP
	AGTP
	Manday
	Conflict
	Split

	Built
	Pending
	Rejected
	Approved
	Worked
	Paid



Carry-over Leave Process

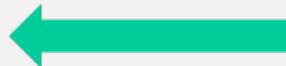


HQ RIO/RPO Leave Carry-Over

Choose from the links below to submit your reserve pay request. No travel requests are to be submitted here.

IMA RPO Requests	BAH AF Form 594, BAH Waiver, Clothing/Uniform Allowance, IMA RPO Welcome Packages, Misc. inquiries
Leave Request	AF Form 988 Part 1, AF Form 988 Part 3, Leave Carryover, Leave Sell Back, Other leave inquiries
Short Tour Request	MPA/RPA Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)
Long Tour Request	MPA/RPA Orders greater than 29 days, Pre-certified & Close-out CONUS/OCONUS orders, Temporary Lodging Allowance (TLA), Move in Housing Allowance (MIHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)

-  **Pay Guidance**
-  **Pay Forms**
-  **Leave Carryover Guidance**
-  **Leave Sellback Guidance**
-  **Contingency Pay Guidance**
-  **Contact IMA Reserve Pay Office**



DSN: 665-0102

Comm: 1-800-525-0102

Mailing Address:

HQ RIO/IRO

Attn: Reserve Pay Office

18420 E. Silver Creek Ave.

Bldg. 390, MS68

Buckley AFB, CO 80011



HQ RIO/RPO Leave Carry-Over

⊕ **Pay Guidance**

⊕ **Pay Forms**

▢ **Leave Carryover Guidance**

- Leave can be transferred to an AGR/VPLAD tour with no break in service.
- Leave can be transferred to an MPA/RPA Order.
- If you are performing back-to-back orders with no break, this process may not be necessary. It depends on what order you are transferring leave from.
- Leave cannot be carried over to a EAD Program.

Guidance

- Leave Carryover Policy Guidance
- Leave Carryover Statement of Understanding
- AF 1089

Step-by-step instructions:

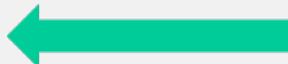
- Review the Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II
- Complete a Leave Carryover Statement of Understanding. This must be signed by your Supervisor and CC/Director (of your gaining unit where performing duty) prior to publishing of new order.
- Complete an AF 1089. Include the order number from which you are carrying leave from in Part IV, Remarks, and ensure the form is dated prior to publishing of the new order. The HQ RIO/RPO also needs the completed AF 938 that you are carrying leave from. The commanding officer must sign/date block 44 after your tour is complete.
- The statement of leave carryover must be written into your new order, or as a modification to it. In order to have the leave carryover statement authorized in your order, you must submit the signed Leave Carryover Statement of Understanding to your Detachment so the authorization can be written in the M4S/E49. A modification can also be generated to approve this, but only if the SOU was approved prior to the orders being published.

(Note: If carrying leave to an AGR tour, this step is not needed)

The statement in the orders should read "Member is authorized to use XX days of leave carryover in addition to normal leave accrued during this tour."

Keep in mind:

Orders will not be extended for the sole purpose of taking leave carryover. However, with the gaining commander's approval of a leave carryover request, the leave carryover days will be "built into the orders" upfront and prior to orders initial publication, as part of the "tour length." Once the orders are published, the orders cannot be amended after the fact to extend the order for the sole purpose of taking leave/leave carryover days.





HQ RIO/RPO Leave Carry-Over Statement of Understanding

The statement of leave carryover must be written into your new order, or as a modification to it. In order to have the leave carryover statement authorized in your order, you must submit the signed Leave Carryover Statement of Understanding to your Detachment so the authorization can be written in the M4S/E49. A modification can also be generated to approve this, but only if the SOU was approved prior to the orders being published.

MEMORANDUM FOR (SUPERVISOR ORG/SYMBOL)

DD MMM YY

FROM: (MEMBER'S ORG/SYMBOL)

SUBJECT: Leave Carryover Statement of Understanding and Election

(Please initial)

1. I (Typed, Rank, Name, and last 4 of SSN) have read the Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II, understand the impact that it has on my tour/leave balance and have attached a copy of my leave and earnings statement (LES).
2. I understand IAW 10 USC 701(k), the FY11 NDAA authorized Reserve Component members to carry leave forward from active duty tour to another tour.
3. In conjunction with my next MPA/RPA/AGR/EAD tour duty starting , I hereby request to carry forward of my accrued leave as noted below.
4. I understand that if my order includes an extension to accommodate approved leave carryover, I must use that leave plus any accrued leave within this order.
6. I understand I will lose the balance that exceeds 60 days when crossing fiscal years, unless I am on a tour of duty that places me in a Special Leave Accrual policy.
7. I understand leave is not a career continuation incentive through the accrual of large leave balances.
8. The following leave was earned while in a combat zone and is tax deductible. Therefore, I am identifying the pertinent information so that taxes may be credited back to me.
 Days of leave earned on order# were in a combat zone (if applicable)

Member's Full Signature and Date



HQ RIO/RPO Leave Carry-Over Statement of Understanding

Supervisor must sign prior to date of orders beginning:

1st Ind to (OFFICE SYMBOL FOR 1ST INDORSEMENT OFFICIAL), DD MMM YY, Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR (OFFICE SYMBOL FOR 2D INDORSEMENT OFFICIAL)

I have reviewed the LES and applicable orders to verify leave balances as noted above. I have also counseled the member the maximum number of days allowed to carry forward at the end of each fiscal year is 60 days.

Supervisor Signature Block and Date
(Supervisor at mbr's reporting unit)

Attachments:
Documents reflecting amount of days available to carry forward



HQ RIO/RPO Leave Carry-Over Statement of Understanding

Commander must sign prior to date of orders beginning:

2nd Ind to (OFFICE SYMBOL FOR 2d INDORSEMENT OFFICIAL) DD MMM YY, Leave Carryover Statement of Understanding and Election

MEMORANDUM FOR (MEMBER)

I approve/disapprove (circle one) the member's request to use leave carryover during the upcoming tour. I understand that leave days will be added to the order for which approved and these leave days will be charged to the order and the applicable appropriation. For MPA requirements, I will ensure the tour end date in the M4S message reflects the additional leave carryover days and that a remark is included in the M4S message to state the number of days of leave carryover approved for the tour.

RPA requirement

MPA requirement

Approved

Disapproved

Commander Signature Block and Date
(CC at mbr's reporting unit)



U.S. AIR FORCE

RIO Connect Mobile App



Click-to-call and Email directory
Pay travel and career resources
How-to videos
Events calendar



- *MyPay* can be accessed by going in www.dfas.mil and clicking on the myPay symbol
- Once in myPay on the left hand sided there is a **NEW User** section

New User →

The screenshot shows the myPay website interface. At the top left is the myPay logo with a key icon. Below it is a navigation bar with links for Accessibility/Section 508, Security, Privacy Notice, FAQ, System Usage, and Contact Us. The main content area is divided into three columns. The left column contains a 'Log In' section with fields for Login ID and Password, and buttons for 'Go', 'SmartCard Login', and 'DoD CAC | PIV'. Below this is a 'New User' section with a link to 'How New Accounts are Added to myPay' and a 'Create an Account' button. The middle column features 'Important Information' with three main sections: 'myPay Scheduled Maintenance June 20', 'SmartDocs Address Has Changed', and 'Action Required: Internet Explorer Users'. Below these is the 'AFFORDABLE CARE ACT' section. At the bottom of the middle column is 'System Availability' and 'RECURRING WEEKLY SYSTEM MAINTENANCE'. The right column contains 'Quick Links' with two sub-sections: 'DFAS Resources' and 'External Resources', each listing various helpful links.



U.S. AIR FORCE

MyPay is Commonly Used to...

- Check LES
- Update Mailing Address
- Update Direct Deposit (Bank) Information
- Change Federal/State Withholdings
- Change Thrift Savings Plan
- View AoP's for Travel
- Download W-2

Ensure your email is always current!



U.S. AIR FORCE

Questions ?