

United States Air Force Reserve

Integrity - Service - Excellence

Unit Training Assembly Processing System (UTAPS) Web



U.S. AIR FORCE



- **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).



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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



U.S. AIR FORCE

UTAPS via AROWS-R

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

AROWS-R - Login - Internet Explorer provided by USAF

https://a...c92efd382f3f3078a2b533d02e4ac683c3a9c6504f9e21106429d.e34Pa3iTaN0Pb00Qc3u... Live Search

AROWS-R

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

--- 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 with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.

Help! I'm A New User!

If you are a Member (Reservist):
Your initial Login is your SSN. Please enter it without dashes, for example 123456789.
Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at AFRCFM.AROWSR@US.AF.MIL.

Help Desk Information

Hours: 0700-1700 EST
Phone (Toll Free): 1-877-294-5822
Email: AFRCFM.AROWSR@US.AF.MIL

Browser Requirements

To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher).

Plug-in Requirements

To print orders, you will need [Adobe Acrobat Reader](#).

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

Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - L... AROWS-R - Login... Microsoft PowerPoi...

8:21 AM



U.S. AIR FORCE

Select UTAPS

INFOCON: 3

UNCLASSIFIED

FPCON: Bravo

AROWS-R - Home :: - Internet Explorer provided by USAF

https://arowstr.afrc.af.mil/arows-r/cac/login.do

Live Search

AROWS-R - Home ::

Page Tools

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 10:19 EDT
Current Profile: Member

Please Select A Menu

Please Select A Menu

Member

UTAPS

AFRCFM.AROWSR@USAF.MIL

Home

Switch Profile

My Account

Logout

<Bottom>

Important Links

- » AFRC
- » JFTR/JTR Per Diem Tables
- » DoD FMR
- » DTD
- » 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](#)

<Top>

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

Live Search

AROWS-R - Home ::

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

Please Select A Menu

UTAPS Menu

[Login to UTAPS](#)

Home | Switch Profile | My Account | Logout

«Bottom»

Welcome **MICHELLE POLK** to the AROWS-R Home Page
Your current login was on Wednesday, September 21, 2011 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.

«Top»

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%



U.S. AIR FORCE


Continue to UTAPS

INFOCON: 3 UNCLASSIFIED HFCON: Bravo

AROWS-R - Login to UTAPS :: - Internet Explorer provided by USAF

https://arowsr.afrc.af.mil/arows-r/utaps_login_confirmation.do

AROWS-R - Login to UTAPS ::

 **Air Force Reserve Order Writing System [AROWS-R]**
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:28 EDT
Current Profile: Member

Please Select A Menu Home Switch Profile My Account Logout «Bottom»

Login to UTAPS

You are about to log out of AROWS-R and log into the UTAPS system.
If this is the desired action, click the continue button below.

[Continue to UTAPS](#)

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

/arows-r/utaps_redirect.do

Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - L... AROWS-R - Login... Microsoft PowerPoi... Document1 - Micro... 8:28 AM



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Accept the Terms

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

AROWS-R Login - Internet Explorer provided by USAF

https://utapsima.afrc.af.mil/utaps-ima/AROWSLandingPage.aspx?u=XuUxhwjqrVq6pjAxeZH6RUNZGgPsNnO

AROWS-R Login



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- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.
- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.
- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

Done

Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - I... AROWS-R Login - In... Microsoft PowerPoi... Document1 - Micro...

8:29 AM



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Validate Your Role

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/Home.aspx

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

Select your roles from the drop down menu

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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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

Internet | Protected Mode: On

90%

4:46 PM



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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 Certificate Error Live Search

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"; "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.

Supervisor Details:

First Name *: Last Name *:

Done

Internet | Protected Mode: On 90%

2 Mi... UTAPS 2 Int... 16 July... Micros... 4 Mi... UTAPS... 4:50 PM



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Manually Adding a Supervisor

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

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

Internet | Protected Mode: On 90% 4:59 PM



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Tour of Duty Certifier

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**

Tour of Duty Certifiers

Assigned (Click on name to view details below)	+ / -	Available (Click on name to view details below)
carson, michael	↔	ALEXANDER, MITTY allen, mark andersen, michael

Search by name
If you can not locate your Tour of Duty Certifier in the lists above us 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 Tour of Duty Certifier using the Search, click the "Add New Certifier" button to add a new one.

Add New Certifier

Certifier Details:

First Name *: Last Name *:

Email *:

Phone #: Clear Selections

Done Internet | Protected Mode: On 100% 8:02 AM



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Build your FY Duty Schedule

Select IMA/PIRR Schedule

[UTAPS Home](#)[IMA/PIRR Schedule](#)[Reports](#)[Configuration](#)[Help](#)[Log Off](#)

wrbfm96/UtapsWebv2-ima -- integrated security=SSPI;data source=wrbfm96,1339;initial catalog=UTAPSWebV2_90;Connect Timeout=90;

Roles: IMA/PIRR ▾

Contact Information
Email:
afrc.utapsweb@us.af.mil
Help Desk Toll Free:
1-877-294-5822 Option
2
Help Desk DSN:
497-0166 Option 2
FAX Comm:
(478) 327-0519
FAX DSN:
497-0519
0730 - 1700 EST
Monday - Friday

- UTAPSweb will be down 03 July 13, from approximately 1200 to 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 to 1230, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the UTAPSweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule around your participation and mobilization readiness requirements (e.g. PHA, Dental, Fitness Assessment, etc.). For assistance on scheduling your IDTs for next fiscal year, contact the UTAPS Help Desk.
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb calendar for 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 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 calendar for 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 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.



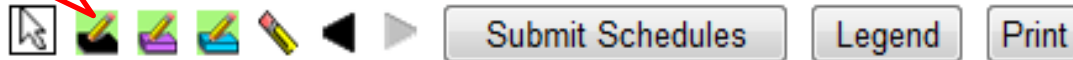


U.S. AIR FORCE

Schedule Build Indicators

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

IMA/PIRR Calendar



Legend:

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



U.S. AIR FORCE

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	10	11	12	13	14	15	16	17	18	19	20	21	22	
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													

IDT

0

RMP

0

FHD

0

PNT

0

AFTP

0

AGTP

0

Manday

0

Conflict

0

Split

Built

Pending

Rejected

Approved

Worked

Paid



U.S. AIR FORCE

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: *

- ☐ Use Home of Record Location (Telecommute)
- ☐ Search by city/base
- ☒ Search by zipcode

Enter a zipcode/APO, then click Search for a list of matching locations:

Enter Zipcode/APO *: 31093

Select Region: * North America United States Search

City/Base *: [31093] GA - Warner Robins, Houston

Location Selected: [31093] GA - Warner Robins, Houston

Comment *: HQ/RMG (Max 50 characters)

Require Subsistence? *: ☒ No ☐ Yes

Require Lodging? *: ☐ No ☒ Yes

Select A Validator *: cremeans, charles - Supervisor

OK Cancel

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

Done Local intranet | Protected Mode: Off 105%



U.S. AIR FORCE

Review Schedule

Review your
days and click
“Save and
Close”

IMA Schedule Editor - Internet Explorer provided by USAF

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"/>

Done Local intranet | Protected Mode: Off 70%



U.S. AIR FORCE

Schedule Built Successfully

IMA/PIRK Schedule

IMA Schedule Editor - Internet Explorer provided by USAF

Schedule Type: IDT Participation Status Code: 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"



U.S. AIR FORCE

Calendar with Projected IDT's Built

IMA/PIRR Calendar



Submit Schedules

Legend

Print

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






U.S. AIR FORCE

Submit Schedule

IMA/PIRR Calendar



	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"



U.S. AIR FORCE

Pending IDT's

IMA/PIRR Calendar



Submit Schedules

Legend

Print

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

Your
dates will
now turn
YELLOW



U.S. AIR FORCE

Approved Schedule (green)

IMA/PIRR Calendar

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														

		Q
	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



U.S. AIR FORCE

IDT Worked (gray) signing in/out

IMA/PIRR Calendar

IMA Schedule Editor - Internet Explorer provided by USAF

Submit Schedules Legend Print

Select the days worked, and this window will open. You will click on the open space below under "Work Date" and sign in

Request Cumulative

Schedule Type: Participation Status Code:

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

Telecommute: ☐ End Date: End Time: 0000

Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/01/2013	0800	12/01/2013	1200	IDT	00	False			Approved	<input type="button" value="Comment"/>
2	12/01/2013	1300	12/01/2013	1700	IDT	00	False			Approved	<input type="button" value="Comment"/>



U.S. AIR FORCE

Signing In: Select Work Date

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

UTAPWeb2 - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMASchedule.aspx

UTAPWeb2

IMA Schedule Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx

Start Date: Schedule Period: Start Time: 0000 End Date: End Time: 00

Validator: Add

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	<input type="button" value="Comment"/>
1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	<input type="button" value="Comment"/>

Cancel

Done

Internet | Protected Mode: On 120%

PNT

Built

Pending Request

Rejected

Approved

Worked

Sent To Pay

February 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28

March 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

April 2011

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

May 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

June 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4

5 6 7 8 9 10 11

July 2011

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

August 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6

7 8 9 10 11 12 13

September 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3

4 5 6 7 8 9 10

Internet | Protected Mode: On 100%

4:13 PM



UTAPSweb2 - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMASchedule.aspx

UTAPSweb2

IMA Schedule Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx

10/16/2010

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 Add

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

Save and Close Cancel

Internet | Protected Mode: On 100%

February 2011 March 2011 April 2011 May 2011

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 1 2 1 2 3 4 5 6 7

6 7 8 9 10 11 12 6 7 8 9 10 11 12 3 4 5 6 7 8 9 8 9 10 11 12 13 14

13 14 15 16 17 18 19 13 14 15 16 17 18 19 10 11 12 13 14 15 16 15 16 17 18 19 20 21

20 21 22 23 24 25 26 20 21 22 23 24 25 26 17 18 19 20 21 22 23 22 23 24 25 26 27 28

27 28 27 28 29 30 31 24 25 26 27 28 29 30 29 30 31

June 2011 July 2011 August 2011 September 2011

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

5 6 7 8 9 10 11 3 4 5 6 7 8 9 7 8 9 10 11 12 13 4 5 6 7 8 9 10

Internet | Protected Mode: On 100%


Inbox - Mi... 5 Micros... 3 Interne... May 11 Microsoft ... Microsoft ... 4:16 PM



U.S. AIR FORCE


Submit Schedule

IMA/PIRR Calendar



Submit Schedules Legend Print

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



U.S. AIR FORCE

Reports: Printing 40As

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/home.aspx 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

Automated Form40s

Roles: IMA/PIRR



Done Internet | Protected Mode: On 100% 10:35 AM



U.S. AIR FORCE

Select Your Name

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- MARTIN, JOHN
- N
- O
- P
- Q
- R
- S
- T

Personal Data Signing Officials Combine Form 40As Training Data

NAME:

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%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:38 AM



U.S. AIR FORCE

Verify Personal Data

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- 10/10/2010 - Period 1
- 10/11/2010 - Period 1
- 10/12/2010 - Period 1
- 10/13/2010 - Period 1
- 10/14/2010 - Period 1
- 10/15/2010 - Period 1
- 10/16/2010 - Period 1
- 5/16/2011 - Period 1**
- 5/17/2011 - Period 1
- 5/18/2011 - Period 1
- 5/19/2011 - Period 1

Personal Data

NAME: SMSgt MARTIN, VERONICA

RPO/UNIT: RMG/FM

Incentive/Speciality 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... 5 Micro... 3 Intern... 10:41 AM



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Select Authorizing/Certifying Official(s)

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

10/12/2010 - Period 1

10/13/2010 - Period 1

10/14/2010 - Period 1

10/15/2010 - Period 1

10/16/2010 - Period 1

5/16/2011 - Period 1

5/17/2011 - Period 1

5/18/2011 - Period 1

5/19/2011 - Period 1

Personal Data **Signing Officials** Combine form 40As Training Data

Authorizing Official

Authorizing Official: ronnel horner

Certifying Official

* Not required to create the Form40A.

Certifying Official: Select An Official

Done

Internet | Protected Mode: On 100%

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



U.S. AIR FORCE

Save Record and Confirm

The screenshot displays the UTAPS Web application interface within an Internet Explorer browser. The browser's address bar shows the URL <https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx>. The page header includes the text "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". The user is identified as "MARTIN, VERONICA" with the role "IMA/PIRR". The main navigation bar contains links for "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration", "Help", and "Log Off". A green arrow points to the "Save" button in the top toolbar. The left sidebar shows a tree view of folders labeled A through M, with "MARTIN, VERONICA A" expanded to show a list of dates from 10/10/2010 to 10/16/2010, each followed by "Period 1". The main content area has tabs for "Personal Data", "Signing Officials", "Combine Form 40As", and "Training Data". A "Record Saved -- Webpage Dialog" is open in the center, displaying the message "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".



U.S. AIR FORCE

Combining 40a 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

10/11/2010 - Period 1

10/12/2010 - Period 1

10/13/2010 - Period 1

10/14/2010 - Period 1

10/15/2010 - Period 1

10/16/2010 - Period 1

5/16/2011 - Period 1

5/17/2011 - Period 1

5/18/2011 - Period 1

5/19/2011 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

Combine Form40As

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

5/19/2011-Period2

Remove Combine/Save

Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:53 AM



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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 Certificate Error Live Search

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

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



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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

Automated Form 40s

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 Micro... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:16 AM



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Help Menu

IMA.v.4.0.1.4230

HelpLog Off

IMA/PIRR Tutorials

IMA/PIRR Help

Contact Helpdesk

About UTAPSweb

UTAPS for IMA Cheat Sheet

UTAPS for IMA Known Issues

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January

Tue Wed Thu Fri Sat

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12

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17

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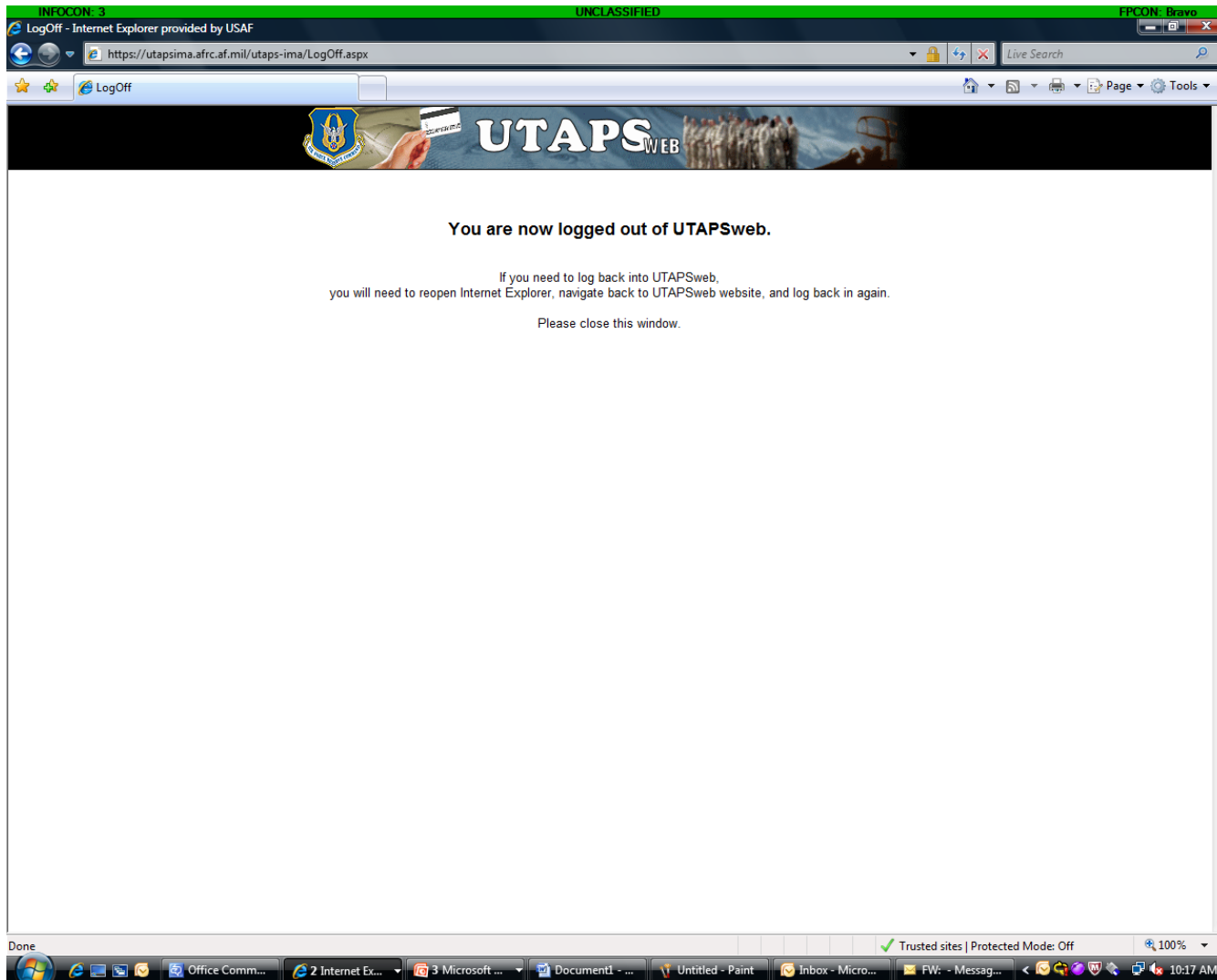
20

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U.S. AIR FORCE

Log Out





- **UTAPS Link**

<https://utapsweb.afrc.af.mil/utapsweb/>

- **UTAPS Help Desk**

afrc.utapsweb@afrc.af.mil

- **Help Desk Contact Info:**

Comm: 1-877-294-5822 Option 2

DSN: 497-0166 Option 2

- **Help Desk Hours: 0730 - 1700 EST Monday – Friday**

- **UTAPS (Accessing UTAPS via AROWS-R)**

<http://www.youtube.com/watch?v=GEzjr-SeLuk>

- **UTAPS (Inputting your Schedule Part II)**

<http://www.youtube.com/watch?v=aW-02V77Mwk>



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Questions ?
