UTAPS USER INSTRUCTIONS

U.S. AIR FORCE

INACTIVE DUTY TRAINING (IDT)

| BUILD IDT | Select to build IDT. | | SUMBIT TRAINING | Select to submit IDT for approval. | | SUMBIT WORKED | Select to submit worked IDT for approval. |

| DELETE IDT | Select to delete pending or submitted IDT |
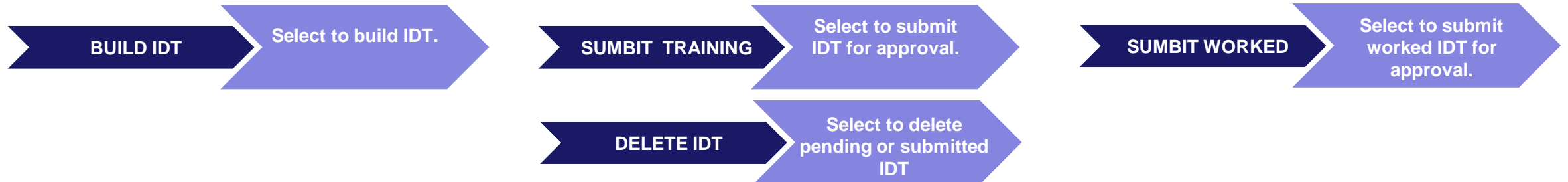
IDT PERIOD FOR POINTS ONLY (PNT) TRAINING

| BUILD PNT | Select to build PNT. | | SUMBIT TRAINING | Select to submit PNT for approval. | | SUMBIT WORKED | Select to submit worked PNT for approval. |

| DELETE PNT | Select to delete pending or submitted PNT |
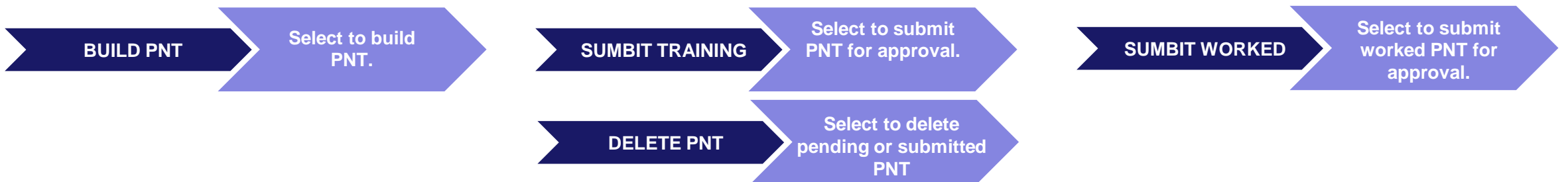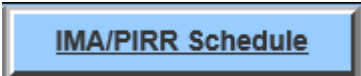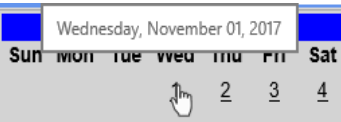
OTHER INSTRUCTIONS/INFORMATION

| PRINT 40A | Select to Print 40A | | CHANGE SUPERVSIOR | Select to change your supervisor. | | UTAPS HELPDESK | Select to access UTAPS Helpdesk information. |

Fly, Fight and Win...

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Navigate to the desired month and year by selecting the left and right arrows at the top center of the page.	Step 4a.	November 2017
Step 5:	Select the Inactive Duty Training (IDT) icon at the top center of the page.	Step 5a.	
Step 6:	Select the desired date you wish to perform training.	Step 6a.	Wednesday, November 01, 2017

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Step 7:	**Enter the number of consecutive periods you wish to work.** *Note: 1 day = 2 consecutive periods* *(1 Period – 0800 – 1200) (1 Period – 1300 – 1700)*	**Step 7a.**	*Note: You will need the assistance of the UTAPS Helpdesk, if you enter more than 2 consecutive periods and require future deletion. You only have authorization to delete 2 or less consecutive periods.* **IDT Date** . 11/1/2017 **Number of Consecutive Periods** * 2
Step 8:	**Select the desired number of Schedule to Work Period.**	**Step 8a.**	**Starting Schedule to Work Period** * 1 ∨
Step 9:	**Select the Search by city/base option.**	**Step 9a.**	**Select one of the Location Options below:** * ○ Use Home of Record Location (Telecommute) ◉ Search by city/base ○ Search by zipcode
Step 10:	**Enter City/Base: Camp Smith**	**Step 10a.**	**Enter a city/base by region and country, then click Search for a list of matching locations:** * **Enter City/Base:** * CAMP SMITH, HI
Step 11:	**Select Hawaii from the city dropdown and select Search.**	**Step 11a.**	**Select Region:** * North America ∨ United States ∨ Hawaii ∨ Search

Step 12:	**Select Camp Smith, HI 96861, Honolulu from the City/Base dropdown.**	**Step 12a.**	City/Base: * `Camp Smith, HI 96861, Honolulu` ∨
Step 13:	**Enter in Comment: Special Operations Command J-Code.** **Note: Enter your specific J-Code, i.e. J1, J2, J3.**	**Step 13a.**	Comment * (Max 50 characters) `Special Operations Command J-Code`
Step 14:	**Select if you do or do not require subsistence** **Note: BAS .**	**Step 14a.**	Require Subsistence? * ⦿ No ○ Yes
Step 15:	**Select if you do or do not require lodging.**	**Step 15a.**	Require Lodging? * ⦿ No ○ Yes
Step 16:	**Ensure the correct supervisor is selected.** **Note: If incorrect Supervisor is not showing, select the correct supervisor from the dropdown.**	**Step 16a:**	Select A Validator * `SMITH, JOHN - Supervisor` ∨
Step 17:	**Select OK.**	**Step 17a:**	OK

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Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	11/6/2017	0800	11/6/2017	1200	IDT	00	False				Comment
2	11/6/2017	1300	11/6/2017	1700	IDT	00	False				Comment

Save and Close   Cancel

Step 18:	**Select Save and Close.**	**Step 15a:**	
Step 19:	**Note: Calendar will update and selected date will display blue border.**	**Step 16a:**	**November 2017** Sun Mon Tue Wed Thu Fri Sat 1 2 3 4

BUILD IDT(S) ROUTING PROCESS

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Build Training 1 → Member build training. → **Pending Training** 2 → **Rejected Training** ★ 2a → **Approved Training** ★ 2b → **Worked Training** 3 → **Paid Training** ★ 3a

1. Build Training – Member Built IDT, FHD or PNT in UTAPS. Calendar date will display white.	
2. Pending Training – Member submitted IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display yellow.	
★ **2a. Rejected Training – Supervisor disapproved submitted IDT, FHD or PNT in UTAPS. Calendar date will display red.**	*NO ACTION FROM MEMBER*
★ **2b. Approved Training – Supervisor approved submitted IDT, FHD or PNT in UTAPS. Calendar date will display green.**	*NO ACTION FROM MEMBER*
3. Worked Training – Member submitted worked IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display gray.	
★ **3a. Paid Training – Supervisor approved worked IDT, FHD or PNT to RIO Pay in UTAPS. Calendar date will display black.**	*NO ACTION FROM MEMBER*

Fly, Fight and Win…

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Navigate to the desired month and year by selecting the left and right arrows at the top center of the page.	Step 4a.	**November 2017**
Step 5:	Select the Funeral Honors Duty (FHD) training icon at the top center of the page.	Step 5a.	
Step 6:	Select the desired date you wish to perform training.	Step 6a.	Wednesday, November 01, 2017

Step 7:	**Enter the number of consecutive periods you wish to work.** *Note: 1 day = 2 consecutive periods* *(1 Period – 0800 – 1200) (1 Period – 1300 – 1700)*	**Step 7a.**	*Note: You will need the assistance of the UTAPS Helpdesk, if you enter more than 2 consecutive periods and require future deletion. You only have authorization to delete 2 or less consecutive periods.* **Build PNT Schedule** PNT Date — 11/1/2017 Total Number of Consecutive PERIODS * [ ]
Step 8:	**Select the desired number of Schedule to Work Period.**	**Step 8a.**	**Starting Schedule to Work Period *** [1 ∨]
Step 9:	**Select the Search by city/base option.**	**Step 9a.**	Select one of the Location Options below: * ○ Use Home of Record Location (Telecommute) ● Search by city/base ○ Search by zipcode
Step 10:	**Enter City/Base: Camp Smith**	**Step 10a.**	Enter a city/base by region and country, then click Search for a list of matching locations: * Enter City/Base: * [CAMP SMITH, HI]
Step 11:	**Select Hawaii from the city dropdown and select Search.**	**Step 11a.**	Select Region: * [North America ∨] [United States ∨] [Hawaii ∨] [Search]

Step 12:	Select Camp Smith, HI 96861, Honolulu from the City/Base dropdown.	**Step 12a.**	City/Base: * **Camp Smith, HI 96861, Honolulu** ⌄
Step 13:	Enter in Comment: Special Operations Command J-Code. **Note: Enter your specific J-Code, i.e. J1, J2, J3.**	**Step 13a.**	Comment * (Max 50 characters) — Special Operations Command J-Code
Step 14:	Select OK.	**Step 14a:**	OK
Step 15:	Select Save and Close.	**Step 15a:**	(table below)
Step 16:	**Note: Calendar will update and selected date will display blue border.**	**Step 16a:**	(calendar below)

Step 15a table:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	11/2/2017	0800	11/2/2017	1200	PNT	00	False				Comment
2	11/2/2017	1300	11/2/2017	1700	PNT	00	False				Comment

Save and Close   Cancel

Step 16a calendar:

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4

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BUILD PNT(S) ROUTING PROCESS

Build Training 1 → Member build training. → **Pending Training** 2 → **Rejected Training** 2a → **Approved Training** 2b → **Worked Training** 3 → **Paid Training** 3a

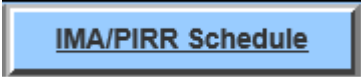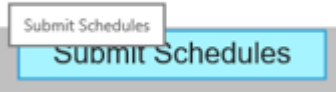1. **Build Training** – Member Built IDT, FHD or PNT in UTAPS. Calendar date will display white.

2. **Pending Training** – Member submitted IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display yellow.

★ 2a. **Rejected Training** – Supervisor disapproved submitted IDT, FHD or PNT in UTAPS. Calendar date will display red.   *NO ACTION FROM MEMBER*

★ 2b. **Approved Training** – Supervisor approved submitted IDT, FHD or PNT in UTAPS. Calendar date will display green.   *NO ACTION FROM MEMBER*
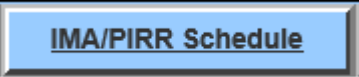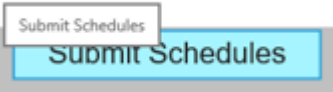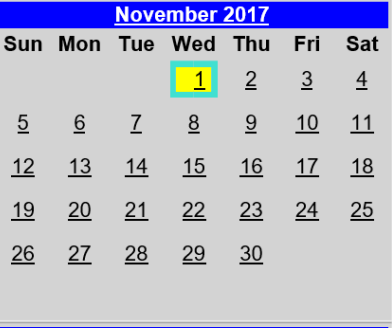
3. **Worked Training** – Member submitted worked IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display gray.

★ 3a. **Paid Training** – Supervisor approved worked IDT, FHD or PNT to RIO Pay in UTAPS. Calendar date will display black.   *NO ACTION FROM MEMBER*

Fly, Fight and Win...

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Select Submit Schedules at the top of the page.	Step 4a.	Submit Schedules / Submit Schedules
Step 5:	**Note: Calendar will update and selected date will display yellow border.**	Step 4a.	**November 2017** 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

SUBMIT IDT(S) ROUTING PROCESS

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Build Training (1) → Member submit training. → **Pending Training** (2) → **Rejected Training** ★ (2a) → **Approved Training** ★ (2b) → **Worked Training** (3) → **Paid Training** ★ (3a)

1. Build Training – Member Built IDT, FHD or PNT in UTAPS. Calendar date will display white.

2. Pending Training – Member submitted IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display yellow.

★ **2a. Rejected Training** – Supervisor disapproved submitted IDT, FHD or PNT in UTAPS. Calendar date will display red.   *NO ACTION FROM MEMBER*

★ **2b. Approved Training** – Supervisor approved submitted IDT, FHD or PNT in UTAPS. Calendar date will display green.   *NO ACTION FROM MEMBER*

3. Worked Training – Member submitted worked IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display gray.

★ **3a. Paid Training** – Supervisor approved worked IDT, FHD or PNT to RIO Pay in UTAPS. Calendar date will display black.   *NO ACTION FROM MEMBER*

Fly, Fight and Win...

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Select Submit Schedules at the top of the page.	Step 4a.	Submit Schedules Submit Schedules
Step 5:	**Note: Calendar will update and selected date will display yellow border.**	Step 4a.	**November 2017** 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

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SUBMIT PNT(S) ROUTING PROCESS

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| Build Training ① | → | Pending Training ② | Member submit training. → | Rejected Training ★ 2a | → | Approved Training ★ 2b | → | Worked Training 3 | → | Paid Training ★ 3a | → |

1. **Build Training** – Member Built IDT, FHD or PNT in UTAPS. Calendar date will display white.

2. **Pending Training** – Member submitted IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display yellow.

★ 2a. **Rejected Training** – Supervisor disapproved submitted IDT, FHD or PNT in UTAPS. Calendar date will display red. *NO ACTION FROM MEMBER*

★ 2b. **Approved Training** – Supervisor approved submitted IDT, FHD or PNT in UTAPS. Calendar date will display green. *NO ACTION FROM MEMBER*

3. **Worked Training** – Member submitted worked IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display gray.

★ 3a. **Paid Training** – Supervisor approved worked IDT, FHD or PNT to RIO Pay in UTAPS. Calendar date will display black. *NO ACTION FROM MEMBER*
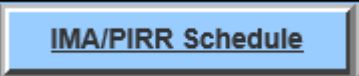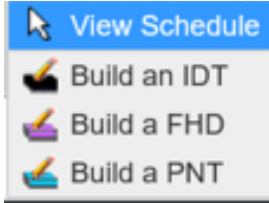
Fly, Fight and Win...

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Select desired approved training.	Step 4a.	**November 2017** 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
Step 5:	Select the white space under Work Date.	Step 5a.	(table below)

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	11/6/2017	0800	11/6/2017	1200	IDT	00	False				Comment
2	11/6/2017	1300	11/6/2017	1700	IDT	00	False				Comment

Save and Close   Cancel

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SUBMIT WORKED IDT(S) ROUTING PROCESS

Build Training **1** → Pending Training **2** → ★ Rejected Training **2a** → ★ Approved Training **2b** → Worked Training **3** — Member submit worked training. → ★ Paid Training **3a**

1. Build Training – Member Built IDT, FHD or PNT in UTAPS. Calendar date will display white.

2. Pending Training – Member submitted IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display yellow.

★ **2a. Rejected Training** – Supervisor disapproved submitted IDT, FHD or PNT in UTAPS. Calendar date will display red. *NO ACTION FROM MEMBER*

★ **2b. Approved Training** – Supervisor approved submitted IDT, FHD or PNT in UTAPS. Calendar date will display green. *NO ACTION FROM MEMBER*

3. Worked Training – Member submitted worked IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display gray.

★ **3a. Paid Training** – Supervisor approved worked IDT, FHD or PNT to RIO Pay in UTAPS. Calendar date will display black. *NO ACTION FROM MEMBER*

Fly, Fight and Win...

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Select desired approved training.	Step 4a.	View Schedule / Build an IDT / Build a FHD / Build a PNT
Step 5:	Select the white space under Work Date.	Step 5a.	(table below)

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	11/6/2017	0800	11/6/2017	1200	IDT	00	False				Comment
2	11/6/2017	1300	11/6/2017	1700	IDT	00	False				Comment

Save and Close   Cancel

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SUBMIT WORKED PNT(S) ROUTING PROCESS

Build Training 1 → **Pending Training** 2 → ★ **Rejected Training** 2a → ★ **Approved Training** 2b → **Worked Training** 3 → Member submit worked training. → ★ **Paid Training** 3a
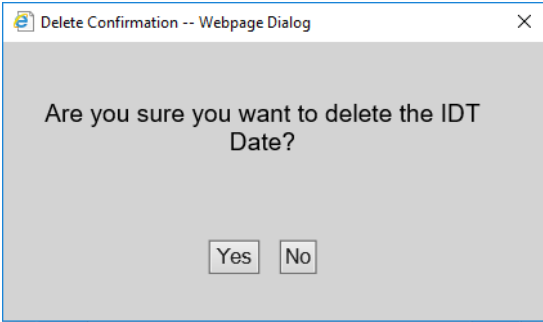
1. Build Training – Member Built IDT, FHD or PNT in UTAPS. Calendar date will display white.

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★ **2b. Approved Training** – Supervisor approved submitted IDT, FHD or PNT in UTAPS. Calendar date will display green.   *NO ACTION FROM MEMBER*

3. Worked Training – Member submitted worked IDT, FHD or PNT to supervisor in UTAPS. Calendar date will display gray.

★ **3a. Paid Training** – Supervisor approved worked IDT, FHD or PNT to RIO Pay in UTAPS. Calendar date will display black.   *NO ACTION FROM MEMBER*
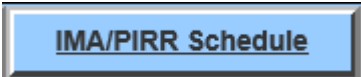
Fly, Fight and Win...

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Navigate to the desired month and year by selecting the left and right arrows at the top center of the page.	Step 4a.	◀ ▶ November 2017 calendar
Step 5:	Select the pencil icon to delete.	Step 5a.	(pencil icon)
Step 6:	Select the desired date you wish to perform training.	Step 6a.	Wednesday, November 01, 2017

Step 7:	**Select the desired pending or approved IDT date.**	**Step 7a.**	**November 2017** 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
Step 8:	**Delete Confirmation dialog box will appear. Select Yes.**	**Step 8a.**	Delete Confirmation -- Webpage Dialog ✕ Are you sure you want to delete the IDT Date? Yes　No
Step 9:		**Step 9a.**	

Step 1:	Navigate to the UTAPS site.	Step 1a.	**CLICK HERE TO ACCESS UTAPS**
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the IMA/PIRR Schedule at the top of the page.	Step 3a.	IMA/PIRR Schedule
Step 4:	Navigate to the desired month and year by selecting the left and right arrows at the top center of the page.	Step 4a.	November 2017 calendar
Step 5:	Select the pencil icon to delete.	Step 5a.	(pencil icon)
Step 6:	Select the desired date you wish to perform training.	Step 6a.	Wednesday, November 01, 2017

Step 7:	Select the desired pending or approved IDT date.	Step 7a.	**November 2017** 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
Step 8:	Delete Confirmation dialog box will appear. Select Yes.	Step 8a.	Delete Confirmation -- Webpage Dialog ✕ Are you sure you want to delete the IDT Date? Yes No
Step 9:		Step 9a.	

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select Reports at the top of the page.	Step 3a.	Reports ▾
Step 4:	Select Automated Form40s from the dropdown to display the Form 40As viewing tree.	Step 4a.	Automated Form40s
Step 5:	Select the plus sign next to your name.	Step 5a.	⊞ 👤 SMITH, JOHN E.
Step 6:	Click on desired date to prepare your 40A for printing.	Step 6a.	💾 9/27/2019 - Period 9
Step 7:	Select the Personal Data tab.	Step 7a.	Personal Data

Step 8:	**Review your information in the Personal Data tab and ensure correct information is annotated and selected.**	**Step 8a.**	NAME: TSgt SMITH, JOHN 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:** (9/23/2019- Period 9) IDT **Participation Status Code:** 00 - Available **Telecommute:** No Camp Smith, HI 96861
Step 9:	**Select the Signing Officials tab.**	**Step 9a.**	**Signing Officials**
Step 10:	**Select your Authorizing Official (Supervisor) from the dropdown menu.**	**Step 10a.**	**Authorizing Official** Authorizing Official: Select An Official ⌄
Step 11:	**Select the Combine Form 40As tab.**	**Step 11a.**	**Combine Form 40As**

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Step 12:	**Review your Periods in the Combine Form 40As tab and ensure correct Periods are displayed and select Combine/Save.** **Note: You may remove Periods by selecting desired period and select Remove.**	**Step 12a.** **Step 12b.**	**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 9/23/2019-Period1 9/23/2019-Period2 9/24/2019-Period3 9/24/2019-Period4 9/25/2019-Period5 9/25/2019-Period6 Remove Combine/Save
Step 13:	**To save, select the Save icon in the top left corner.**	**Step 13a.**	
Step 14:	**To print, select the Print button the top left corner.**	**Step 14a.**	Print
Step 15:	**To preview the 40A, select the Print Preview button in the top left corner.**	**Step 15a.**	Print Preview

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Step 16:	**Select Yes or No if you would like to mask the SSN on the AF Form 40A and AF Form 40B.**	**Step 16a.**	Mask SSN on AF Form 40A and AF Form 40B? Yes No
Note:	**AF Form 40A will automatically populate.**		

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select the Configuration tab at the top of the page.	Step 3a.	Configuration ▽
Step 4:	Select IMA/PIRR Member Editor from the drop down arrow.	Step 4a.	IMA/PIRR Member Editor
Step 5:	Type Evins, Audrey in the Search by name box and select Search.	Step 5a.	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) Evins, Audrey ✕ Search (Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")
Step 6:	Select icon next to email.	Step 6a.	Name | Email | Select Evins, Audrey | audrey.evins@us.af.mil | 👤

Step 7:	**New supervisor details will populate in the Supervisor Details box.**	**Step 7a.**	**Supervisor Details:** First Name *: AUDREY Last Name *: EVINS Email *: audrey.evins@us.af.mil Phone # *: [ ] Clear Selections
Step 8:	**Select Save Changes.**	**Step 8a.**	SAVE CHANGES - Assign Supervisor

UTAPS HELPDESK

Email:	**afrc.utapsweb@us.af.mil**
Toll Free:	**1-877-294-5822 Select Option 2**
DSN:	**497-0166 Select Option 2**
Comm. FAX	**478-327-0519**
DSN FAX:	**497-0519**
	Hours of Operation and Limited Weekend Support: **Monday-Friday 0800-1700 EST/EDT** **Limited Weekend Support: 1-877-294-5822** **Excluding Holidays - Prior Notification will be required from any base requiring support on federal holidays.**

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