

AT and IDTs in Conjunction

A Quick Guide from HQ RIO

For IMAs who perform their IDTs in conjunction with their AT

Many IMAs choose to perform their FY requirement of 12 AT days and 24 or 48 IDT periods all at the same time. Sometimes this is done because the scheduling works out best for the unit and/or the IMA, but many times it's done to assist IMAs with the cost of travel to and from their assigned unit.

Unless an IMA's duty AFSC is on the [Critical Skills List](#), travel to and from IDTs is not reimbursed. However, round-trip travel *is* reimbursed for Annual Tour. By performing the IDTs in conjunction with the AT, the round-trip travel entitlement is applied to the end of the trip, after the IDTs are performed. (AT travel reimbursement covers getting to and from the duty location, as well as a rental car during the AT days, if justified and requested). Here are some things to keep in mind when it comes to planning your AT and IDTs in conjunction:

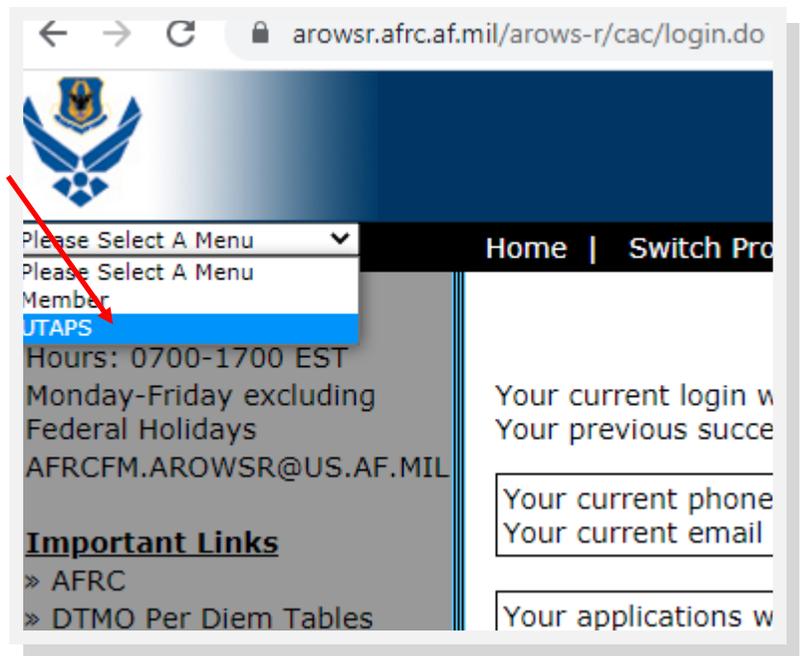
1. It's strongly recommended to complete your AT days BEFORE your IDT days. In the event you travel to your duty location to perform IDTs first, but something happens that requires you to travel home prior to performing any portion of your AT, your orders will be cancelled and you will not be reimbursed for any travel or transportation expenses you incurred. By completing your AT first, you eliminate that possibility. In addition, sometimes funding means orders can't be cut until close to the start date of the AT, so doing your IDTs prior to the AT start date could cause issues for that reason as well. If you must perform your IDTs prior to AT due to mission requirements, get justification from your AC supervisor and contact your detachment so your orders can be approved prior to your IDTs starting.
2. If your duty location is not within commuting distance of your HOR, you will be reimbursed for IDT lodging; this applies to paid and points-only IDT periods. IDT lodging is reimbursed for the night prior to your first IDT day through the night prior to your last IDT day, but only if the periods are consecutive. You need to work with your unit to schedule AT LEAST one paid or unpaid IDT period (4 hours) each day, including weekends and holidays. If you are unable to travel home on your last IDT day and require lodging that night, you will need to request an MFR from your AC and Det CC and provide that memo with your IDT lodging claim. [HERE](#) is a template.
3. If you request and are approved for a rental car for your AT, it will be noted on your orders. However, rental car reimbursement is not authorized for IDT days. When you make your travel arrangements through the CTO, you can rent a car at the government rate for your entire trip if you wish; however, you will only be reimbursed for the AT days, not the IDT days. You can also only rent the car for your AT days and do without or make alternate arrangements (U-drive-it, borrow from a friend, etc.) for your IDT days. Unless you provide justification for a larger vehicle, you will be renting a compact car.
4. "In conjunction" means no break! Don't finish your AT on a Friday and start IDTs on a Monday—that doesn't count. The IDTs need to start the day after your AT ends.

SCHEDULING AND PLANNING YOUR AT AND IDTs

1. Go into UTAPSweb and schedule your IDT periods. The best way to get into UTAPSweb is to log in to [AROWS-R](#) first and select UTAPS from the drop down menu.

Remember that to access UTAPS, you need to use Chrome or Edge in “Internet Explorer (IE) Mode.”

2. Make sure you’re putting AT LEAST one IDT period each consecutive day, including weekends and holidays, to ensure your lodging will be reimbursed.



3. For instructions on how to schedule and submit your IDTs in UTAPSweb, use the [UTAPS Calendar Build Quick Guide](#).

4. Once you’ve built your IDT days in UTAPS, log into [myPers](#) to request your AT orders. For detailed instructions on requesting your orders, use the [myPers Orders Request Quick Guide](#).

5. As you submit your request, you’ll be asked to input the dates you are performing your IDTs into the myPers request. This allows the in-conjunction IDTs to be noted on page 2 of your orders.

1. THE MEMBER WILL BE IN AN INACTIVE DUTY DRILL STATUS FROM 20210807 THRU 20210820 IN CONJUNCTION WITH THIS PERIOD OF DUTY. WHILE IN AN INACTIVE DUTY DRILL STATUS, NO PER DIEM OR TRAVEL REIMBURSEMENTS ARE AUTHORIZED. ELAPSED TIME MUST BE REFLECTED ON YOUR DD 1351-2 (JTR 7355).

m. PER AFI24-101, USE OF TMO/CTO TO ARRANGE OFFICIAL TRAVEL IS MANDATORY DOD POLICY.

6. Travel reimbursement for AT orders in conjunction with IDTs is done through RTS (myPers submission). To make your travel arrangements, contact your unit’s servicing CTO. For more information on travel arrangements, read this [section](#) of the HQ RIO website.

GETTING PAID FOR YOUR AT AND IDTs

1. Because your AT orders are for fewer than 30 days, you must use the AROWS-R Tour of Duty Certification process to certify your orders for pay.
2. While normally you would do this on your last day of orders, in this case you will need to wait until your last IDT day, since you won't travel home until then.
3. For detailed instructions on doing the TODC, use the [AROWS-R TODC Quick Guide](#).
4. If your supervisor/certifier has any issues, there are instructions and troubleshooting tips on the [TODC Certifiers Quick Guide](#).
5. To get paid for your IDTs, you'll need to go to UTAPSweb and mark the days as WORKED. Then your supervisor will mark them PAID. The [UTAPSweb Calendar Build Quick Guide](#) has full instructions.

GETTING REIMBURSED FOR TRAVEL FOR YOUR AT AND IDTs

1. You will need to file two COMPLETELY SEPARATE myPers tickets — one for your AT travel voucher, and one for your IDT lodging reimbursement.
2. For detailed instructions for filing your AT travel voucher, use the [RTS Travel Voucher Quick Guide](#). It's also a good idea to look over our [Top Reasons for Voucher Returns](#) and make sure you've done everything correctly.
3. For detailed instructions for filing for IDT lodging reimbursement, use the [IDT Lodging Reimbursement Quick Guide](#).

IN GENERAL:

Remember that there are four separate actions you'll need to perform:

- **AT pay**—AROWS-R TODC
- **IDT pay**—UTAPS
- **AT travel**—myPers RTS voucher
- **IDT lodging**—myPers travel reimbursement request