

**BY ORDER OF THE COMMANDER
910 AIRLIFT WING**

910 AIRLIFT WING INSTRUCTION 36-2201

6 NOVEMBER 2013



Personnel

**UTAPS ROLES AND TASK TRACKING
PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the organization and responsibilities of the process for Unit Training Assembly Processing System (UTAPS) task tracking. It applies to all military personnel assigned to the 910 Airlift Wing (910AW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) IMT Form 847, *Recommendation for Change of Publication*; route the AF Form 847 directly to the 910 AW/Financial Management (FM) office at Youngstown Air Reserve Station, Vienna, Ohio. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). **NOTE:** All records and forms created as a result of this process and showing or identifying Personal Identifying Information (PII) must be protected and maintained in strict accordance with all restrictions of 5 U.S.C. 552a, *Federal Privacy Act*, and Air Force Instruction (AFI) 33-332 *Air Force Privacy Act and Civil Liberties Program*. All records maintained in unit level Air Force Records Information Management System (AFRIMS) must be appropriately coded in all organizational manual and electronic files.

1. General. The effectiveness of an organization is directly related to its ability to provide and receive training and meet its requirements as directed. Improving visibility of and removing inconveniences to completing these requirements leads to greater compliance and capability of the unit and its airmen. Command oversight is vital to achieving that goal. The process outlined

in this directive will aid commanders and supervisors in preparing their airmen to perform their duty and will enable the unit to carry out its missions.

2. Command Responsibilities.

2.1. Commander, 910AW (910AW/CC) will:

2.1.1. Provide resources, direction and training to enable process effectiveness.

2.1.2. Identify wing-level programs to track and monitor comments in UTAPS, as necessary.

2.1.3. Provide oversight to ensure achievement of wing program goals.

2.2. Group Commanders will:

2.2.1. Provide oversight to ensure effective and efficient use of UTAPS by units under their command to meet requirements.

2.2.2. Provide UTAPS Base Focal Point with UTAPS appointment letter for Group Administrators, also known as Wing Administrators, in UTAPS.

2.3. Group Administrator(s) also known as Wing Administrator(s) will:

2.3.1. Review UTAPS Personnel Explorer and view comments.

2.3.2. Brief Group Commanders on status at Group Commanders discretion.

2.4. Squadron and Flight Commanders on "G" series orders will:

2.4.1. Provide Base Focal Point with appointment letter for primary and alternate unit monitors and auditors. Primary monitors should be full-time personnel.

2.4.2. Identify unit processes to track and monitor comments in UTAPS, as necessary to meet wing program goals.

2.4.2.1. Provide oversight to ensure effectiveness of the program.

2.4.2.1.1. Review UTAPS monitor comment updates at the end of each sign in and sign out period to determine the participation status of the member.

2.4.3. Excuse or Unexcuse members as appropriate.

2.4.4. Ensure personnel in the UTAPS process understand the process, to include levels of authority.

2.4.4.1. Ensure supervision is engaged in the UTAPS process.

2.4.4.2. Give proper level of authority to supervisors and designated representative.

2.4.4.3. Give proper level of authority to monitors to enter/remove comments.

2.4.5. Ensure unit Commander or designated representative is present at each UTAPS station at every sign in and sign out.

2.5. Unit First Sergeant or Commander's Designated Representative will:

2.5.1. Be present at a UTAPS station at sign in and sign out.

2.5.2. Manage the sign in and sign out process to minimize inconvenience to the unit members.

2.5.3. Reinforce commander oversight and validate rationale for non-compliance for those with comments at sign in and sign out.

2.5.4. Determine future course of action with commander or commander's designated representative.

2.5.5. Authorize monitor to remove completed tasks.

2.5.6. Update commander on remaining comments at end of each sign in and sign out period.

2.6. Unit (or element) Supervisors will:

2.6.1. Generate requests for Reschedules or Equivalent Training (EQT) using AF Form 40A.

2.6.1.1. Ensure all Reschedules and EQTs are aligned with appropriate resources to fulfill training completion.

2.6.2. Ensure Unit Training Assembly (UTA) duty is performed by member.

2.6.3. Inform commander of extenuating circumstances for non-compliance.

2.6.4. Update comments through UTAPS monitor.

2.7. Member will:

2.7.1. Sign in, sign out at UTAPS station or submit completed 40A, as appropriate.

2.7.2. Coordinate with supervisor on UTAPS comments.

2.7.3. Perform required tasks(s) avoid overdue requirements.

2.7.4. Obtain written verification of completion and turn it in to supervisor.

2.7.5. Notify supervisor when tasks are completed, provide documentation.

3. UTAPS Program Responsibilities.

3.1. Base Focal Point will:

3.1.1. Provide UTAPS appointment letters to the wing appointment letter manager.

3.1.2. Train the Wing Administrators, Monitors and Auditors.

3.1.3. Transfer members to new units.

3.1.4. Build annual consolidated UTA schedule into UTAPS.

3.1.5. Build schedule for new members as they in-process into the wing.

3.1.6. Investigate and mediate UTAPS discrepancies with AFRC.

3.1.7. Work with FM on pay issues.

3.1.8. Assign roles to UTAPS users.

3.1.9. Review reports and view comments.

- 3.1.10. Brief Wing Commander on status at the Commander's discretion.
- 3.2. Wing Administrator (Group Administrator) will:
 - 3.2.1. Run Equivalent Training/Absentee Report, Reschedule Report, Readiness Management Period Report, FY Quarterly Count Report, and Exceed Quarterly Count Report on all wing personnel.
 - 3.2.2. Enter Wing wide comments when authorized.
 - 3.2.2.1. Comments will be entered by Wednesday prior to UTA.
 - 3.2.2.2. Task status updates will be completed by Friday after UTA.
 - 3.2.3. If assigned as a Group Administrator or Wing Administrator, will act as the group focal point for unresolved UTAPS issues before elevating those issues to the base focal points.
- 3.3. Unit auditor(s) will:
 - 3.3.1. Not be a UTAPS monitor.
 - 3.3.2. Review export.
 - 3.3.3. Review rejection and notifies monitors.
 - 3.3.4. Submit audited export to the Reserve Pay Office (RPO).
- 3.4. Reserve Pay Office RPO will:
 - 3.4.1. Pull Exports from UTAPSWeb to import to Defense Milpay Office (DMO).
 - 3.4.2. Immediately notify auditors and monitors of pay rejects.
 - 3.4.3. Post report to pay system.
- 3.5. Unit monitor(s) (in accordance with [Paragraph 2.4.4.3](#) of this publication) will:
 - 3.5.1. Not be a UTAPS auditor.
 - 3.5.2. Adjusts training or duty schedule as directed by commander or commander's representative.
 - 3.5.3. Prior to UTA, download sign in roster (AF Form 40) as a backup, in case the system is inaccessible.
 - 3.5.4. Obtain approval to excuse or unexcuse members from the commander/designated representative.
 - 3.5.5. Accomplish AF Form 40's (from inside UTAPS).
 - 3.5.6. Maintain the current participation code status of members.
 - 3.5.7. Operate Sign in/Sign out station as directed.
 - 3.5.7.1. If a task is not complied with, but member is still authorized to sign in or sign out, monitor will manually sign in or sign out the member each period.

- 3.5.8. Run Reports – Equivalent Training/Absentee Report, Reschedule Report, Readiness Management Period Report, FY Quarterly Count Report, and Exceed Quarterly Count Report.
- 3.5.9. Export to Auditor and follow up with Auditor upon export.
- 3.5.10. Get Authorizing Official's (AO) signature on AF Form 40a's prior to duty.
- 3.5.11. Must manually track who has comments remaining in UTAPS.
- 3.5.12. Notify member of comment.
- 3.5.13. Review AF Form 40's prior to export to avoid problems.
- 3.5.14. Files exported AF Form 40's for unit via AFRIMS ERM.
- 3.6. 910th Force Support Squadron (FSS) Military Personnel Flight (MPF) will:
 - 3.6.1. Produce and disseminate the Participation Report.
 - 3.6.2. Ensure that the Military Personnel Data System (MILPDS) is updated.
 - 3.6.3. Send Part 1 of the Participation Report to unit commanders and Orderly Rooms.

JAMES D. DIGNAN, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Air Force Privacy and Civil Liberties Program*, 5 June 2013
AFI 36-2201, *Air Force Training*, 15 September 2010
AFI 36-2254_Vol 1, *Reserve Personnel Participation*, 26 May 2010
AFI 36-2254_Vo1 2, *Reserve Personnel Training*, 9 June 2010
AFMAN 33-363_AFGM1.1, *Management of Records*, 9 April 2012
AFMAN 65-116_V3, *Defense Joint Military Pay System-Reserve Component*, 15 March 2007
AFRCI 36-2203, *Developing, Managing, and Conducting Reserve Training*, 7 June 2006

Adopted Forms

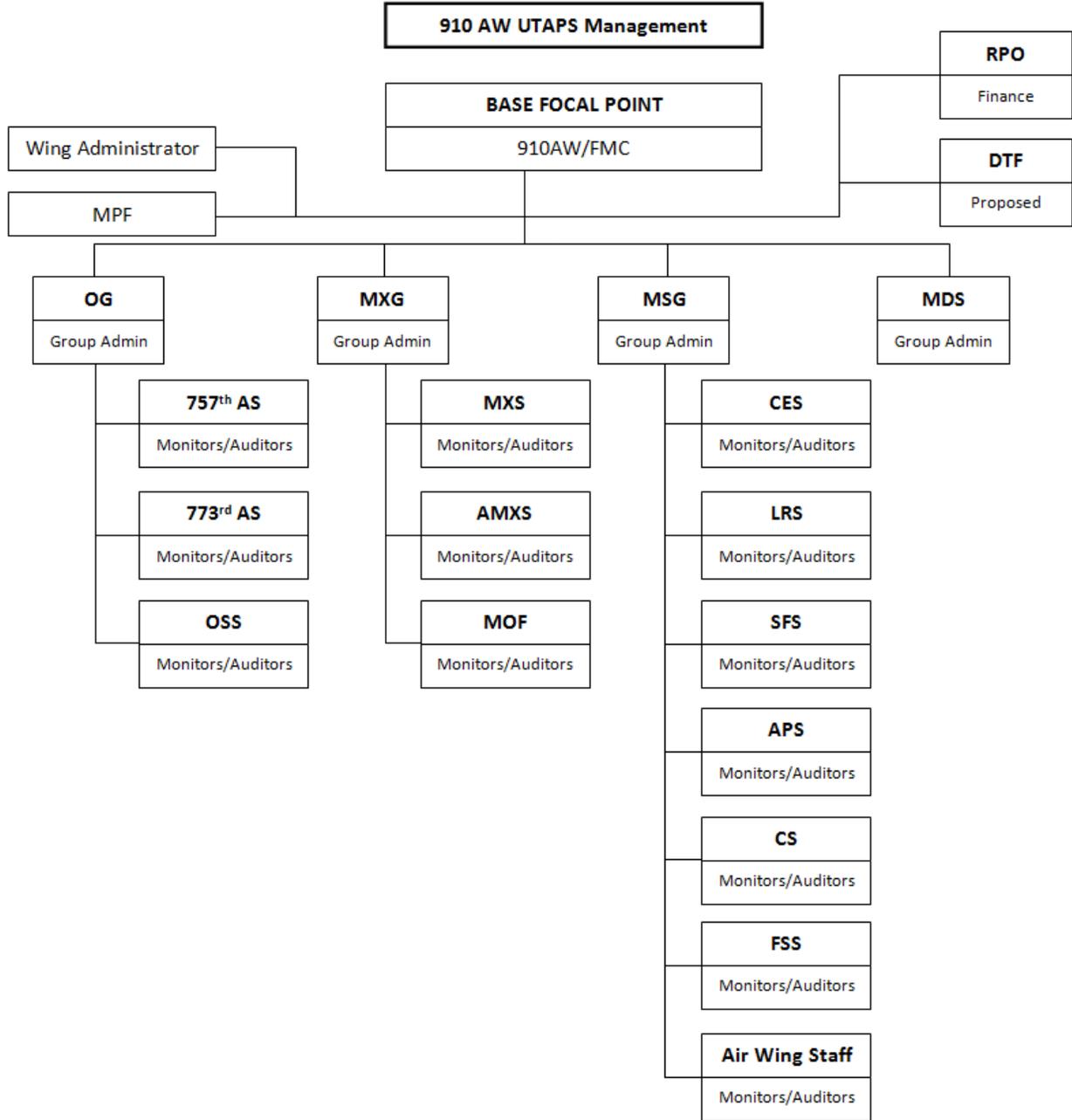
AF Form 40, *Authorization for Inactive Duty Training*
AF Form 40a, *Record of Individual Inactive Duty Training*
AF Form 847, *Recommendation For Change of Publication*

Abbreviations and Acronyms

AF—Air Force
AW—Airlift Wing
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
CC—Commander, 910AW
DMO—Defense Military Pay Office
FM—Financial Management Office
FSS—Force Support Squadron
MILPDS—Military Personnel Data System
MPF—Military Personnel Flight
PII—Personal Identifying Information
RDS—Records Disposition Schedule
U.S.C.—United States (Federal) Code
UTA—Unit Training Assembly
UTAPS—Unit Training Assembly Processing System

**Attachment 2
UTAPS STRUCTURE**

Table A2.1. UTAPS Structure.



Attachment 3

UTAPS TASK TRACKING PROCESS

Table A3.1. UTAPS Task Tracking Process.

