COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. It gives preparation guidelines to base focal points, monitors and auditors for Unit Training Assembly (UTA) pre and post actions using the Unit Training Assembly Processing System Website (UTAPSweb). It applies to all units assigned to the 944th Fighter Wing (944 FW), Luke Air Force Base (LAFB) and the geographically separated units (GSU). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847s through unit publications and forms managers. Ensure that all records created as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This revision removes responsibilities of Squadron Aviation Resource Management (SARM) of signing members in **para 13.2.5.1**, changes training requirement in **para 13.3.1** and revises **Attachment 10** – Sample UTAPSweb appointment letter for UTAPS Monitor/Auditor.

Chapter 13 (Added)

UNIT TRAINING ASSEMBLY PARTICIPATION MANAGEMENT

13.1. General: UTAPSweb process is to provide the means to account for all members assigned, code member appropriately, and run a UTAPSweb export in a timely manner. Includes pre and post actions in UTAPSweb needed to manage the UTA sign in/out effectively, and ensure pre-export Form 40, *Record of Individual Inactive Duty Training,* report is accurate before exporting to Finance to pay member correctly in a timely manner.

13.2. Key UTAPSweb Roles and Responsibilities:

13.2.1. **944 FW Base Focal Point** :

13.2.1.1. Point of contact (POC) for all 944 FW UTAPSweb users and GSUs appointed by the 944th Fighter Wing Commander (944 FW/CC). The Base Focal Point must be knowledgeable with UTAPSweb and the 944 FW's organizational structure in order to answer questions and provide assistance to the end user. UTAPSweb issues must be reported to the Base Focal Point prior to contacting the Help Desk.

13.2.2. **Unit Auditors** :

13.2.2.1. Superintendents, Senior Air Reserve Technicians (ART), or Commanders appointed by Unit/Group Commanders; primary (full timer) and alternates required, see sample letter in **Attachment 10**. 944 FW Base Focal Point will assign the auditor role in UTAPs upon appointment and electronic submission of Department of Defense (DD) Form 2875, *System Authorization Access Request (SAAR),* through the e2875 website, **https://e2875.us.af.mil/**.

13.2.2.2. Review the Sign-In Report, the AF Form 40 report, and exports to Reserve Pay Office (RPO) for their assigned unit accounts. Cannot acquire a monitor UTAPSweb role at same time, sign members in for duty or manage schedules.

13.2.2.3. Ensure exports are pushed Monday after UTA before 1000.

13.2.3. **Unit Monitors:**

13.2.3.1. Commander Staff Support personnel appointed by Unit/Group Commanders; primary (full timer) and alternates required, see sample in **Attachment 10**. 944 FW Base Focal Point will assign the monitor role in UTAPs upon appointment and submission of DD Form 2875 using e2875, **https://e2875.us.af.mil/**.

13.2.3.2. Perform all tasks necessary in the day-to-day management of UTAs, Readiness Management, Points Only Periods, etcetera. This includes availability of proper roles/role activation in UTAPs and inputs of all reschedules, readiness management periods (RMP), equivalent training (EQT), excusals, and constructively present/medical hold codes into UTAPSweb.

13.2.3.3. Ensure requesting member coordinates status (reschedule, RMP, EQT, Excusal) with their supervision prior to creating an AF Form 40A.

13.2.3.4. Responsible for signing in members and exporting transactions to the Unit Auditor.

13.2.3.5. Ensure pre and post actions are taken for the UTA according to checklist in **Attachment 9**.

13.2.4. **Certifying/Authorizing Officials:**

13.2.4.1. Certifying Officials must be assigned the Auditor role. UTAPSweb monitor will select the Certifying Official's name during the export process in UTAPSweb. The Certifying Official's signature block will generate on the AF Form 40 report after the export has been submitted to the RPO.

13.2.4.2. Authorizing Official per AFMAN 36-2136, is the Commander or representative designated in writing, see sample letter in **Attachment 12**. Authorizing Officials will authorize reschedules, RMP, EQT, Excusals, etcetera and must sign the AF Form 40A in Block III prior to the duty start date.

13.2.4.3. UTAPSweb monitors must set up signature blocks for both Certifying and Authorizing Officials in UTAPSweb. This task will be performed in the UTAPSweb navigation menu under the Configuration/Official Editor tab.

13.2.5. **SARMs/Certifiers:**

13.2.5.1. The SARM performs all tasks necessary in the day-to-day management of Additional Flying Training Periods/Additional Ground Training Periods (AFTP/AGTP) to include submitting transactions to the Certifier role. Certifier is to review export documentation for AFTP/AGTPs and submit to RPO. Both roles are appointed by Unit/Group Commander, see sample letter in **Attachment 11**. 944 FW Base Focal Point will assign the auditor role in UTAPs upon appointment and submission of DD Form 2875 using e2875, **https://e2875.us.af.mil/**. *NOTE:* An individual cannot hold both the SARM and Certifier roles.

13.3. **Training.**

13.3.1. UTAPS training slides will be located on the 944 FSS SharePoint Site. Recommend all new UTAPS monitor/auditor role assignments review slides.

13.3.2. 944 FW Base Focal Point will provide one-on-one training upon request.

13.4. **End of Year Close Out.**

13.4.1. All 944 FW Wing members will be required to perform all related inactive duty (UTAs, RMPs, EQTs, and Reschedules) in the FY in which it occurs.

13.4.2. The UTAPSweb will execute a Fiscal Year (FY) closeout with the first submission exported to pay on or after 1 October.

13.4.3. Unworked Duty.

13.4.3.1. Monitors will complete all necessary review and validations of the status on all outstanding schedules prior to 1 Oct.

13.4.3.2. Monitors must run an unworked RES and EQT report and a Work Status Report from the beginning to the end of the current FY. These reports will be used to verify all participation status codes. Verify unworked duty; if unknown, remove or excuse duty in UTAPsweb. Use an AF Form 40A in accordance with AFMAN36-2136, Sign-In Roster, etc. to document all changes before conducting the last FY export. *NOTE*: Unworked duty will convert to an unexcused automatically with the first export for FY closeout. This can effect promotions and/or other actions.

13.4.4. Monitors will establish the upcoming FY UTA schedule approved by 944 FW Commander and GSU Fighter Group Commanders in the UTAPSweb consolidated schedule calendar. This must be done prior to 1 Oct, or by the suspense date provide by 944 FW Base Focal Point.

MARK D. VAN BRUNT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFPD 36-26, *Total Force Development and Management,* 14 Apr 22

AFMAN 36-2136, *Reserve Personnel Participation,* 5 Sep 19

AFI 33-322, *Records Management and Information Governance Program*, 27 Jul 21

Luke AFB and Local 1547 AFL-CIO, *Labor Management Agreement,* 3 Dec 96

Adopted Forms

AF Form 847, *Recommendation for Change of Publication,* 14 Apr 22

DD Form 2875, System Authorization Access Request (SAAR), 6 May 22

AF Form 40A, *Record of Individual Inactive Duty Training,* 29 Apr 12

Abbreviations and Acronyms

AF—Air Force

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFTP—Periods Additional Ground Training Periods

AGTP—Additional Flying Training

ART—Air Reserve Technicians

DD—Department of Defense

EQT—Equivalent training

FY—Fiscal Year

GSU—Geographically Separated Unit

LAFB—Luke Air Force Base

OPR—Office of Primary Responsibility

POC—Point of Contact

RES—Reschedule

RDS—Records Disposition Schedule

RMP—Readiness Management Periods

RPO—Reserve Pay Office

SAAR—System Authorization Access Request

SARM—Squadron Aviation Resource Management

UTA—Unit Training Assembly

UTAPSweb—Unit Training Assembly Participation System Website

Attachment 9 (Added)

PRE AND POST UTA ACTION CHECKLIST

Table A9.1. PRE AND POST UTA ACTION CHECKLIST.

PRE UTA CHECKLIST	
.	**ROLE: BASE FOCAL**
	1. Ensure all members in the Transferred folder have been assigned. ~ *Monday prior to the UTA send out the list of members in transfer folder to UTAPs Monitors. Monitors will respond with new gains/transfers for Base focal to assign to unit in UTAPsWeb.*
	2. Ensure there are no valid unit accounts that have not been assigned to a Unit. (Configuration/Unit Editor)
	3. Ensure that every unit has Authorizing and Certifying Officials (Configuration/Official Editors)
	4. Ensure all monitors, auditors, RPO and MPF have access to correct unit accounts. *~All who has been appointed a role must have an approved e2875 and a appointment letter.*
	ROLE: MONITOR
	1. Ensure all members and validate new members are assigned to a flight before the UTA (Flight Editor) - *Provide new gains and transfers to Base Focal Point if not assigned.*
	2. Tuesday prior of the UTA, ensure all members have a UTA schedule built and coded accordingly prior to the UTA. For example: Code 00 (Available), Code 02 (Constructively Present-for members on a type of order), Code 5 (Medical Hold), etc. *~Pull UTA status report and a Constructively Present report in report builder/or check Schedule Explorer.*
	3. Tuesday prior of the UTA, ensure all exceptions have been entered in the Schedule Editor for members who are scheduled but will not be present (RES, EXE, UEX, EQT) ~ *Pull a RES and EQT report in report builder, and check Schedule Explorer.*
	4. Print a Sign-In Roster for each period of the UTA to be used as backup documentation should the UTAPs system go down during sign-in.
	After sign in/sign out print out absentee roster to validate all are accounted for. *Any late sign in or no shows, contact supervisor to provide status and complete proper documentation (Late ltr, No show contact log, etc. as required)*

	POST UTA CHECKLIST ***(Exports to be pushed Monday after UTA before 1000)***
	ROLE: MONITOR
	1. Ensure to preview the pre-export Form 40, correct discrepancies if any before submitting export to Auditor. *To pull pre-export Form 40 -- Under the Submit to Auditor menu, an option is given to pull pre-export Form 40. This pre-export Form 40 will not have the Certifying Official block at the end until the Auditor submits to the RPO. Review carefully for exceptions highlighted in yellow (the exceptions will not be highlighted if you have turned this option off). If you find a discrepancy, you can return to the Schedule Explorer and make corrections before completing your export.*
	2. Ensure to select a Certifying Official before you export to auditor. *Click the Certifying Official tab, select certifying official then click the Export button. You must wait for confirmation before leaving that screen. After export confirmation is received, you can return to Schedule Explorer and view your transactions. All exported transactions will still be in Current, but highlighted in yellow. Worked periods will not move to History until the Auditor submits to the RPO.*
	3. After the Auditor submits to the RPO, you can then go to the Reports menu, select Previous Form 40's, and print the approved export containing the Certifying Official block. Signed exports keep in your official records under T10-15 R15.00.
	ROLE: AUDITOR
	1. Auditors are given the opportunity to view FM 40 before submitting to RPO. View this form carefully for exceptions highlighted in yellow (the exceptions will not be highlighted if you have turned this option off). If submission is approved, auditor can export. If a discrepancy is found, auditor can go directly to Schedule Explorer and reject a specific record before continuing with the export: In Schedule Explorer, open the UTA date in the Current folder. Locate the member's record using the magnifying glass icon. Highlight the row (or rows) containing the period(s) to reject. Right-click on the highlighted rows, and then select Schedules and Reject Record from the pop-up menus. Or, if there are a large number of transactions that need correction, auditor can contact monitor to make corrections, monitor can resubmit export after the corrections are made. This will update the Form 40 with the corrections. After auditor is satisfied with the transactions on the Form 40, auditor can export.

Reasons for Reject in UTAPs

The DMO export process was changed to allow only one export FOR A PARTICULAR SCHEDULE in a given day.

The two criteria that have to be met to have a schedule blocked at the auditor:

1) Has the schedule EVER been exported before.

2) Is the current transaction date TODAY.

If any of the two criteria have been met, the export will be blocked on the date that the monitor LAST updated it.

If the member's UTA was RES and exported as an unworked RES - it met criteria number one.

If the member's UTA (RES to current date) was signed in and exported on the same date that is was signed in - so it was last updated on the same date as it was exported - it met criteria two.

That causes it to be blocked at the auditor for ONE DAY. If you leave it alone the auditor can release it to DMO the NEXT DAY. If you continue to try and update that schedule it will continue to be blocked for one more day past the day you last update it.

ROLE: RPO

1. When the RPO clicks on Collect Pay, all transactions available that have not been previously collected are gathered into one xml pay file. This may encompass several Form 40's from several units and is created at the moment when Collect Pay is selected. Note that the dates on the Form 40's you see are the dates that the monitor exported, and not the date that the Auditor submitted to the RPO. After RPO processed pay in DMO and RPO receive word that a member was not paid, the RPO can research this by selecting Previous RPO Pay files from the Reports menu. The RPO will see a list of xml files. Click on a file name and open the file. Search for the member by SSN to see if they are contained in your pay file. This will let the RPO know if the transaction actually ever reached the RPO or not. It could be that the RPO needs to reprocess this xml file if the RPO find that all transactions in this file were not processed in DMO.

Attachment 10 (Added)

SAMPLE – UTAPSWEB MONITOR/AUDITOR APPOINTMENT LETTER

Table A10.1. SAMPLE – UTAPSweb MONITOR/AUDITOR APPOINTMENT LETTER.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR 944 FW/FM

FROM: Unit Commander

SUBJECT: Unit Training Assembly Processing System Web (UTAPSweb) Monitors and Auditors

1. The individuals below are appointed as the UTAPSweb Monitors/Auditors for UNIT (s):

MONITORS

    Primary:
    Alternate (s):

    Primary:
    Alternate (s):

2. Point of contact for this unit is Rank/Name at DSN XXX-XXX. This memorandum supersedes previous memorandum, same subject.

                            FIRST / LAST NAME, RANK, USAF
                            Commander, Unit

Attachment 11 (Added)

SAMPLE – AGTP/AFTP APPROVING OFFICIAL AUTHORIZATION LETTER

Figure A11.1. SAMPLE – AGTP/AFTP APPROVING OFFICIAL AUTHORIZATION LETTER.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR 944 FW/FM

FROM: Unit Commander

SUBJECT: AGTPs/AFTPs Approving Official Authorization

1. The individuals below are appointed as the Certifiers for AFTP/AGTP UNIT (s): These individuals will need to be assigned a Certifier role.

> **Primary:**
> **Alternates (s):**

1. The individuals below are appointed as the SARMs for AFTP/AGTP UNIT (s): These individuals will need to be assigned a SARM role.

> **Primary:**
> **Alternates (s):**

2. Point of contact for this unit is Rank/Name at DSN XXX-XXX. This memorandum supersedes previous memorandum, same subject.

FIRST / LAST NAME, RANK, USAFR
Commander, Unit

Attachment 12 (Added)

SAMPLE – AUTHORIZING OFFICIAL APPOINTMENT LETTER

Figure A12.1. SAMPLE – AUTHORIZING OFFICIAL APPOINTMENT LETTER.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR 944 FW/FM

FROM: Unit Commander

SUBJECT: Unit Training Assembly Processing System Web (UTAPSweb) Authorizing Officials

1. The individuals below are appointed as the UTAPSweb Authorizing Official for UNIT (s):

       Primary:
       Alternates (s):

2. Point of contact for this unit is Rank/Name at DSN XXX-XXX. This memorandum supersedes previous memorandum, same subject.

                        FIRST / LAST NAME, RANK, USAFR
                        Commander, Unit