

40A REQUEST SHEET

UNIT TRAINING ASSEMBLY (UTA) RESCHEDULE / EXCUSAL / READINESS MANAGEMENT PERIOD (RMP)

PRIVACY ACT STATEMENT

Authority: The Privacy Act of 1974, 5 Title 10 U.S.C. 12732 and Executive Order 13478.
 Purpose: Information will be used to request Inactive Duty Training (IDT) recorded on AF Form 40A.
 Routine Use(s): To substantiate requests and approval of IDT in the Unit Training Assembly Participation System (UTAPS).
 Disclosure: Voluntary; however, non-disclosure may result in disapproval of the IDT request.

SECTION I - PERSONAL INFORMATION

| | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------------|-----------------------------|
| Date | Last Name | First Name | Rank | Unit/Office Symbol | Phone | Air Reserve Technician | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

SECTION II - UTA RESCHEDULE

The approval official may not approve the Reschedule request based on: unsuccessful fitness test; upgrade training (UGT) with an end-of-course (EOC) test on file; UGT with an overdue Career Development Course volume; Professional Military Education course extension with an EOC test on file; or scheduled ancillary training class attendance.

| | | | |
|--|--------------------------|----------------------|-----------------------------------|
| Original Date and Period(s) of Missed UTA Day(s): | | | |
| Day 1 (Sat) Day and Month: <input type="text"/> | <input type="checkbox"/> | Period 1 | <input type="checkbox"/> Period 2 |
| Day 2 (Sun) Day and Month: <input type="text"/> | <input type="checkbox"/> | Period 3 | <input type="checkbox"/> Period 4 |
| Re-schedule Date(s) and Start / Stop Times: | | | |
| Period 1 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> |
| Period 2 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> |
| Period 3 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> |
| Period 4 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> |

INCOMPLETE TRAINING:

SECTION III- UTA EXCUSED/UNEXCUSED

| | | | | | |
|--|------------------------------------|----------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Excused | <input type="checkbox"/> Unexcused | <i>(Check One)</i> | <input type="checkbox"/> Equivalent Training (EQT) Unauthorized | <input type="checkbox"/> EQT Authorized | <i>(Check One) if UTA Excused</i> |
| Original Date and Period(s) of Missed UTA Day(s): | | | | | |
| Day 1 (Sat) Day and Month: <input type="text"/> | <input type="checkbox"/> | Period 1 | <input type="checkbox"/> Period 2 | | |
| Day 2 (Sun) Day and Month: <input type="text"/> | <input type="checkbox"/> | Period 3 | <input type="checkbox"/> Period 4 | | |
| EQT Date(s) and Start / Stop Times: | | | | | |
| Period 1 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> | | |
| Period 2 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> | | |
| Period 3 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> | | |
| Period 4 TO: Day and Month <input type="text"/> | Start: | <input type="text"/> | Stop: <input type="text"/> | | |

EXCUSAL/UNEXCUSAL REASON:

| | | | | | | |
|---|------------------------------|-----------------------------|------|------------------------------------|------------------------------------|---------------------------------|
| Was Member Contacted for Excusal/Unexcusal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How? | <input type="checkbox"/> In-Person | <input type="checkbox"/> Telephone | <input type="checkbox"/> E-Mail |
| Was Written Certified Mail Notification Required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | |

SECTION IV- RMP REQUEST

Requester avoids using RMP for personal training. The RMP Request is used to support the ongoing, day-to-day operation of the unit (e.g., accomplishing unit administration, training preparation, support activities, etc.).

| | | |
|---|---|---|
| RMP Date: <input type="text"/> | Start: <input type="text"/> | Stop: <input type="text"/> |
| <input type="checkbox"/> Inspection Preparation | <input type="checkbox"/> Inventory of Equipment and Supplies | Unit Administrative Support of: <input type="text"/> |
| <input type="checkbox"/> Aircraft Setup / Preparation for Training Missions | <input type="checkbox"/> Training Preparation | Completion of Additional Duties: <input type="text"/> |
| <input type="checkbox"/> Aircraft Briefing Preparation | <input type="checkbox"/> Pre / Post-UTA Meetings or Preparation | |
| <input type="checkbox"/> Deployment / Mobility Support | <input type="checkbox"/> Maintenance Functions | Other Special Projects (Points Only) <input type="text"/> |
| <input type="checkbox"/> Classroom Preparations / Setup for Meeting or Conference | <input type="checkbox"/> Funeral Honors (LABEL 106) | |

SECTION V- APPROVAL

| | | | | | | |
|--|---------------------------|--|-----------------------------------|-------------------------------------|--|---|
| MEMBER'S SIGNATURE <input type="text"/> | DATE <input type="text"/> | Member has: | <input type="checkbox"/> Excusals | <input type="checkbox"/> Unexcusals | <input type="checkbox"/> FY Reschedules: | <input type="checkbox"/> (Fill in All that Apply) |
| SUPERVISOR'S SIGNATURE <input type="text"/> | DATE <input type="text"/> | UTAPS/PARTICIPATION MONITOR'S SIGNATURE <input type="text"/> | | | DATE <input type="text"/> | |
| RESOURCE ADVISOR/TRAINING MANAGER'S SIGNATURE <input type="text"/> | DATE <input type="text"/> | COMMANDER'S SIGNATURE (Or Designee) <input type="text"/> | | | DATE <input type="text"/> | |