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## RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING

(Use to report days within the same month)

### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C., Section 12732 and Executive Order 9397.

**PRINCIPAL PURPOSES:** To record Reserve Member's inactive duty training (IDT) for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.

**ROUTINE USES:** Information may be disclosed to individuals' employers to verify military duty.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.

#### I. PERSONAL/PAY DATA (Type or print clearly in ink)

RANK	NAME (Last Name, First, MI)	HOME MAILING ADDRESS	<input type="checkbox"/> CHECK IF NEW
SSN	RPO (IMAs) UNIT (Unit Reservists)		

PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DPPKB applies to IMAs Only.)	<input type="checkbox"/> PAY	<input type="checkbox"/> NON-PAY
INCENTIVE/SPECIALTY PAY	<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)	<input type="checkbox"/> Hazardous Duty Incentive (HDIP) (Provide authorizing documents)
TYPE OF TRAINING	<input type="checkbox"/> Training Period	<input type="checkbox"/> Equivalent Training
	<input type="checkbox"/> Constructively Present	<input type="checkbox"/> Points Only
	<input type="checkbox"/> Excused	<input type="checkbox"/> Unexcused
<input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Reschedule
		<input type="checkbox"/> Readiness Management

#### II. TRAINING DATA (List each day of training separately)

DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	RETENTION/RETIREMENT (R/R) DATE  TRAINING LOCATION/REMARKS
0	TOTAL NUMBER OF HOURS			0
				TOTAL NUMBER OF

#### III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Complete and return to reservist prior to the reservist reporting for scheduled training.)

See AFI 34-246, Air Force Lodging Program, and AFI 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/ attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the full food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.

LODGING AUTHORIZED	SUBSISTENCE AUTHORIZED	AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE	DATE (Must be same or prior to first date of training.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		

#### IV. CERTIFICATION (Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)

The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 2871). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.

RESERVIST'S NAME & PHONE NO. (Type or Print legibly in Ink)	RESERVIST'S SIGNATURE (In Ink)	DATE
CERTIFYING OFFICIAL'S (Type or Print legibly in Ink)	OFFICIAL'S SIGNATURE (In Ink)	DATE

#### V. DISTRIBUTION

The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, HQ ARPC/DPPKB (IMAs and IRRs only) 6760 E Irvington Pl, Denver CO 80280, for Non-Paid IDTs not later than 2 days for unit members and 30 days for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging. For Unit Assigned Reservist UTAPS electronic generated AF IMT 40A will be used to the maximum extent possible.

When manual AF IMT 40A is used, duty information must be entered into UTAPS before actual performance of the duty.