AIR FORCE JOB QUALIFICATION STANDARD (AFJQS) SPECIAL DUTY IDENTIFIER (SDI) 8H000

AIRMEN DORM LEADER



ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

SUMMARY OF CHANGES

This Job Qualification Standard (JQS) has been substantially revised and requires a review of every line item. The rewrite of the 8H000 Job Qualification Standard (JQS) is in response to updated references, to include AFI 32-6000, *Housing Management*, which superseded AFIs 32-6001, 32-6002, 32-6003, 32-6004, 32-6005 and 32-6007. Each task has been updated to better explain the roles and responsibilities required from an Airmen Dorm Leader.

AIR FORCE JOB QUALIFICATION STANDARD

AIRMEN DORM LEADER

SDI 8H000

TABLE OF CONTENTS

Part I

Section A –	Purpose	. 3
Section B –	Training Requirements Implementation	. 3
Section C	All Personnel (ADLs, UH Superintendents/Deputies) Training Standards	. 3
section C -	Task Qualification	1
	Performance Task	
	Knowledge Task	4
Section D –	Training Documentation	
	Air Force Training Record	4
	Identification	. 4
	Locally Required Tasks	
Part II		
Attachment	t	
	Attachment 1 – 8H000 Air Force Job Qualification Standard	. 5

OPR: AFCEC/COF

Certified by: HQ AFCEC/COF (SMSgt Phillip W. Acord)

Supersedes: AFJQS 8H000, 27 Apr 2016

Pages: 13

SECTION A – GENERAL INFORMATION

1. Purpose. This Air Force Job Qualification Standard (AFJQS) identifies tasks and duty requirements for individuals assigned as Airmen Dorm Leaders (ADLs) with the 8H000 Special Duty Identifier (SDI). It provides specific training requirements and standards necessary to successfully manage Unaccompanied Housing (UH). This AFJQS must be utilized at all installations with UH, and serves as a roadmap to develop the Master Training Plan (MTP) and the Individual Training Plan (ITP).

Note: Civilian personnel occupying associated positions may use this document as a guide to support duty position qualification training.

SECTION B – TRAINING REQUIREMENTS

2. Implementation. This document serves as a guideline for task qualification training in concert with Air Force Instruction (AFI) 32-6000, *Housing Management*. All Airmen Dorm Leaders must meet, at a minimum, all prescribed training requirements within this AFJQS to be considered fully qualified.

Note: This AFJQS identifies training requirements only. Refer to the Air Force Enlisted Classification Directory (AFECD) and the Special Duty Catalog (SPECAT) to view duties, responsibilities, and eligibility related information.

- **2.1. All Personnel (ADLs, UH Superintendents/Deputies):** All personnel are required to complete all prescribed training outlined in this AFJQS within 90 days of assignment.
 - **2.1.1.** All personnel must complete the Air Force Institute of Technology (AFIT) Civil Engineering (CE) School WMGT 402 Unaccompanied Housing Leadership Course within six months of assignment (within three months is highly encouraged and desired).
 - **2.1.2.** Personnel receiving assignment to Outside the Continental United States (OCONUS) remote locations are required to complete WMGT 402 prior to arriving to their overseas duty station, unless waived by the supporting MAJCOM Functional Manager (MFM). Completion of this course is still required at the soonest available date upon assignment.

SECTION C – TRAINING STANDARDS

3. Task Qualification. Task qualification training must be conducted, by a qualified person, to a standard that meets or exceeds local demands for proficiency, accuracy, and timeliness.

Note: A qualified person is defined as someone who has successfully demonstrated the ability to perform the task, is task certified in MyLearning and has completed the Air Force Training Course.

- **3.1. Performance task** training is considered complete when the Trainee is able to successfully demonstrate they can do all parts of the task on their own.
- **3.2. Knowledge task** training is considered complete when the Trainee can successfully identify why and when a task must be done and why each step is needed.

SECTION D – TRAINING DOCUMENTATION

- **4. Total Force Training Record.** As prescribed in AFI 36-2670, *Total Force Development*, the Civil Engineer Career Field Manager has made it mandatory for all ADL members regardless of duty assignment to use the automated training management system, MyLearning, to document technical qualification.
- **5. Identification.** In the automated training record User Profile section, the Unit Training Manager (UTM) will assist individuals in creating or re-assigning their training record and assign them to the correct work center upon in-processing into the unit.
- **6. Locally Required Tasks**. Use AF Form 797 Job Qualification Standard Continuation Sheet to record additional, locally required tasks specific to duty positions within the UH program.

CMSgt Robert N. Cullison Civil Engineer Career Field Manager

Attachment:

8H000 Job Qualification Standard

Attachment 1 8H000 Air Force Job Qualification Standard

Instructions:

- 1. Part I is self-explanatory.
- 2. Part II
 - Column 1. Task, Knowledge, and Technical Reference (TR) lists the most common tasks, knowledge, and technical reference(s) necessary for airmen to perform duties as an ADL.
 - Column 2. Record "Start Date" when task certification training is started.
 - Column 3. Record "Complete Date" when task certification training is completed.
 - Column 4. Trainee initials when task certification training is started.
 - Column 5. Trainer initials when task certification training is complete.

PART I. This block is for identification purposes only							
Name of Trainee:							
Printed Name (Last, First, Middle)	Initials (Written)	SSN (last 4)					
Printed Names and Written Initia	als of Training and Certif	ying Officials					
N/I	N/I						
N/I	N/I						
N/I	N/I						

PART II. AFJQS AIRMEN DORM LEADER (ADL) 8H000							
			CERTIFICAT	ΓΙΟΝ			
TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS			
1. GENERAL KNOWLEDGE & RESPONSIBILITIES: (ALL PERSONNEL) TR: AFI's 32-1001, 32-6000, 38-101 (Chapter 3), 33-322; DODI 4163-M, AFMAN 33-363, Enterprise Military Housing (eMH), FM/UH Playbook; Local Directives							
1.1 Understand the Purpose of ADL Program							
1.2 Guidelines							
1.2.1. Understand & Comply with Applicable Public Laws, DoD and AF Publications, Supplements & Local Directives							
1.2.2. Understand & Utilize Applicable Forms (via eMH)							
1.2.2.1. AF Form 4422, Sex Offender Disclosure and Acknowledgement							

1.2.2.2. DD Form 139, Pay Adjustment Authorization		
1.2.2.3. OF 1164, Claim for Reimbursement for Expenditures on Official Business		
1.2.2.4. DD Form 1149, Requisition and		
Invoice/Shipping Document		
1.2.2.5. DD Form 1348-1A, Issue		
Release/Receipt Document		
1.2.2.6. DD Form 577,		
Appointment/Termination Record-Authorized		
Signature		
1.2.2.7. DD Form 1131, Cash Collection Voucher		
1.2.2.8. DD Form 1391, FY_Military Construction Project Data		
1.2.2.9. AF Form 332, Base Civil Engineer Work		
Request		
1.2.2.10. AF Form 103, Base Civil Engineer		
Work Clearance Request		
1.2.2.11. AF Form 123, Request for Changed		
Use of Real Property		
1.2.2.12. AF Form 813, Request for		
Environmental Impact Analysis		
1.2.2.13. DD Form 200, Financial Liability		
Investigation of Property Loss		
1.2.3. Understand and Utilize Applicable		
Software Programs		
1.2.3.1. Enterprise Military Housing (eMH)		
1.2.3.1.1. Unaccompanied Housing Module		
1.2.3.1.2. AD-HOC Universe		
1.2.3.1.3. Info Center		
1.2.3.1.4. Inventory Change Request (ICR)		
1.2.3.1.5. Inventory & Utilization (I&U)		
1.2.3.1.6. Document Display		
1.2.3.2. NEXGEN IT		
1.2.4. Understand & Comply with Records		
Management & Safeguard of Privacy Act		
Information		
1.2.5. Understand & Manage Applicable		
Reporting Programs (MICT & eMH) as Required		
1.3. Organizational Structures		
1.3.1. Understand Specific Installation Structure		

1.3.2. Understand CE Structure (Emphasis on Sections Supporting UH Management Program)				
1.3.3. Understand & Utilize the Coordination Levels & Procedures Established with Commanders/First Sergeants at Squadrons, Groups & Installation Leadership Levels				
2. SPECIFIC SUPERINTENDENT/DEPUTY RESPONSI TR: AFI 32-6000, AFMAN's 34-135; 65-116, Vol 2; DoD 7 Chapter 7; USAF Dormitory Master Plan; Local Directive	000.14-R,	DoD Financial I	Managemen ^a	t Regulation, Volume 12,
2.1. Review Dormitory Master Plan (DMP) Database & Participate in Design Reviews for DMP, To Include (Renovation, Demo, New Construction) To Meet Current and Future Occupancy Requirements				
2.2. Understand & Maintain Daily Occupancy in eMH				
2.2.1. Understand the Facets of eMH in order to Achieve NLT 95% Utilization of the Dorms				
2.2.2. Generate Inventory and Utilization Reports				
2.2.3. Understand Get-Well Plan Process when <95%				
2.3. Understand & Forecast/Control Movement of Personnel Inbound and Outbound During Construction Phases & Govt Mandated Moves (PCS, Emergencies, etc.)				
2.3.1. Coordinate with FSS/FSP for Necessary Rosters				
2.4. Understand & Execute Report of Survey Process				
2.5. Understand & Execute ADL Responsibilities for Furnishings Management Program, To Include Review/input into the 5-Year Long Range Plan				
2.6. Understand & Execute Hardship Request Program				
2.6.1. Understand & Manage Annual Revalidation Process on Approved Hardships (Priority 1) for Installation Commander (IC) Review				
2.7. Understand & Coordinate on Reconnection Fee Process				
2.7.1 OP Form 1164				
2.8. Develop/Revise UH Brochure (Ensure Environmental Hazard Disclosures Included)				
2.8.1. Example Attachment in AFI 32-6000				

2.9. Develop/Revise ADL Continuity Book		
2.10. Understand & Comply with Dorm Council Requirements; Ensure ADLs Understand & Participate per Requirements		
2.11. Understand Monthly IC Morale Visit Program. Validate its Establishment and That Local Procedures Are In Place		
2.12. Understand IC Inspection Program. Validate/Support Establishment of Dormitory Inspection Criteria by IC		
2.13. Understand Charge of Quarters (CQ) Program		
2.14. Understand & Control the Management of First Sergeant Rooms		
2.15. Understand Inspection of 10% of Dorm Inventory on a Monthly Basis		
2.16. Develop & Brief Newly Assigned Installation Leadership on Dormitory Status and Specific Roles and Responsibilities, to Include AFI Changes		
2.17. Understand DSD and Local Hire Process for Military and Civilian Personnel		
2.18. Understand Local BAH Reconciliation Process		
2.19. Understand Facility and Capital Project Process		
2.20. Understand Capital Project Forms (DD1354, DD1391, AF123)		
2.21. Understand eMH Inventory Change Request (ICR) Submission, Process and Required Documentation		
2.22. Understand Supervisory Rules and Regulations to Civilian Employees		
3. UNACCOMPANIED HOUSING MANAGEMENT: (A TR: AFI's 32-6000, 48-104; Enterprise Military Housing (o	•	
3.1. General Unaccompanied Housing Managemen		
3.1.1. Understand & Brief UH Brochure		
3.1.2. Understand & Enforce Visitation Requirements		
3.1.3. Understand & Execute Key Control Program		
3.1.4. Understand & Enforce Tobacco Policy		
3.1.5. Understand & Enforce Locally Established Prohibited Weapons Policy		

3.1.6. Understand & Enforce Established Listing of Items Prohibited in Common Areas (Contraband, Obscene Materials, etc.)			
3.1.7. Understand & Enforce Locally Established Pet Policy			
3.1.8. Tracked Deployed Residents & Validate Locally Developed Process to Physically Inspect Rooms			
3.1.9. Understand & Execute Linen Program			
3.1.10. Understand Furnishings Management Program Within Dorms			
3.1.11. Understand & Perform Required Entries Within eMH System			
3.1.12. Understand Importance & Conduct Initial, Pre-Final & Final Room Inspections			
3.1.13. Understand and Enforce Locally Established Commercial Activities for UH Residents			
3.2. Eligibility, Assignment & Termination			
3.2.1. Understand Eligibility for Assignment to UH			
3.2.2. Understand & Assign Personnel to UH Based on Assignments Priorities (1-4) and Adequacy Standards			
3.2.3. Understand In-Processing Requirements & Execute In-Processing Program, To Include Room Set-Up			
3.2.4. Understand Sex Offender Policy Program & Follow Local Procedures to Complete Disclosure Documentation			
3.2.5. Understand Termination Eligibility, Out-Processing Requirements & Procedures. Execute Out-Processing Program to Include Resident Room Clearance Procedures & Identification of Change of Occupancy Maintenance (COM) Requirements.			
3.2.5.1. Understand Local Procedures for Removal or Disposal of Abandoned Property & Vehicles			
3.2.6. Understand & Utilize Hospitality Room for In/Outbound Use			
3.3. Wait Lists	1		
3.3.1. Understand & Manage Base Wide Basic Allowance for Housing (BAH) Wait Lists for Priority 2 Personnel by Seniority to Move Off Base			

			_	
3.3.2. Understand & Manage Wait List for Priority 2 Personnel Waiting for Assignment to UH (Insufficient Space/Constrained Housing Locations)				
3.3.3. Understand & Manage Wait List for Priority 3 & 4 Personnel desiring On-Base Quarters				
3.3.4. Understand & Manage List of Personnel Authorized to Live Off-Base W/O Allowance & Its Coordination with BAH Wait List				
3.3.5. Understand Requirements for Housing Flexibility Approval (Priority 4) and Support when Applicable				
4. FINANCIAL MATTERS: (ALL PERSONNEL) TR: AFI 32-6000, AFMAN 34-135, 23-220, 65-116 Vol 2; 1 12, Chapter 7; Joint Travel Regulation; Local Directives	DoD 7000.	14-R, DoD Fina	ncial Manag	ement Regulation, Volume
4.1. Understand & Manage BAH Certification Process using eMH Memo in Lieu of AF Form 594				
4.2. Understand & Support Quarterly BAH Reconciliation Process with FMF and MHO				
4.3. Complete Web-Based Training CFI 100: Certifying Officer & Accountable Official Course in MyLearning to Sign Financial Documents				
4.4. Understand the Use and Requirement of DD Form 577 Appointment/Termination Record				
4.5. Understand & Support Drayage & Storage of Household Goods Process using eMH Memo in Lieu of AF Form 150 with TMO and MHO				
4.6. Understand & Manage Voluntary Recoupment Process within Dorms				
4.7. Understand & Process Reimbursement Claims for Govt Mandated Moves				
4.8. Understand Report of Survey Process				
4.9. Understand & Coordinate on Civilian Rental Charge Process (Foreign OCONUS)				
4.10. Understand & Coordinate Local Service Contract Process				
4.11. Understand & Manage Supply Acquisition Responsibilities & Processes				
4.12. Understand & Execute Local TLA Process				
4.13. Understand Form 9 Process				
4.14. Understand Budget and Planning Execution (BEAST Inputs)				
4.15. Understand Entitlements (OHA, BAH, BAS, etc.)				

5. FACILITIES MANAGEMENT (ALL PERSONNEL) TR: AFI's 32-1001, 32-6000; Local Directives					
5.1. CE Facility Management					
5.1.1. Complete Local Facility Manager Appointment and Training Requirements					
5.1.2. Understand UH Facility Management Roles & Responsibilities					
5.1.3. Manage Work Order Process (Submission, Inquiries and Status Reports)					
5.1.3.1. Conduct Semi-Annual Review of All Submitted Service Requests					
5.1.3.2. Understand Process for Contractor by Request Work Requests					
5.1.3.3. Understand U-Fix-It (Self-Help) Process, Repairs & Requirements					
5.1.4. Understand CE Work Order Priority System					
5.1.5. Understand Facility Abuse Procedures (Graffiti, Damage, etc.)					
5.1.6. Understand & Execute Monthly 10% Dorm Room Condition Assessment Process					
5.1.6.1. Understand Resident Privacy Requirements					
5.1.6.2. Understand Installation Room Condition Inspection Checklist Items					
5.2 BAY ORDERLY PROGRAM: (ALL PERSONNEL)	ı				
5.2.1. Understand & Execute Bay Orderly Program					
5.2.2. Provide Overall Program Management & Supervise Residents Performing these Functions					
6. HAZARD & SAFETY PROGRAMS: (ALL PERSONNI TR: AFI's 32-1001, 32-2001, 32-6000, 90-821; AFMAN 32		A Publications	, Local Direct	tives	
6.1. Understand Environmental Hazards (Identification, Reporting & Notification) Includes: Asbestos, Mold, Lead/Lead-Based Paint & Radon					
6.2. Understand & Manage Pest Intrusion Reporting & Procedures					
6.3. Understand & Manage Storage & Use of Chemicals within the Dorm Facility					
6.4. Understand & Control Chemical Signs & Label Requirements with the Dorm Facility IAW Safety Data Sheet (SDS) Requirements					

6.5. Understand Local Fire Codes & Fire Inspection Procedures in Coordination with Fire Dept				
6.6. Understand & Manage Fire Alarm/Suppression System Outage Reporting & Fire Watch Procedures				
7. CRISIS, INTERVENTION & EMERGENCY RESPONS TR: AFI's 36-2706, 51-1201, 90-505; Local Directives & B		ERSONNEL)		
7.1. Coordinate with First Sergeants & Base Agencies (Chaplain, Airman & Family Readiness Center, etc.) to Assist Residents when Required				
7.2. Complete & Comply with Equal Opportunity Program (Military & civilian) & Human Relations Guidance				
7.3. Complete Air Force Resiliency Training				
7.4. Complete & Comply with Sexual Assault Prevention & Response Training Program				
7.5. Complete & Comply with Suicide Awareness & Response Training				
7.5.1. Complete if Locally Available: ASIST, Safe Talk & Mental Health Courses				
7.6. Complete CPR/AED Training				
7.7. Complete Local Security Forces Guidance & Training				
7.8. Complete Local AF Office of Special Investigations (AFOSI) Briefing				
7.9. Understand Military Rules of Inspection/Evidence Guidance				
7.10. Understand & Coordinate on Local Bio Hazardous Response Procedures				
7.11. Understand & Comply with Installation Emergency Actions (Active Shooter, Suspicious Package/Bomb Threats, Emergency Evacuation, Severe Weather, Rally Points, etc.)				
8. MENTORSHIP KNOWLEDGE: (ALL PERSONNEL) TR: AF Handbook 1; AFI's 36-2100, 36-2110, 36-2406, 36 Blue Book; Local Agencies/Directives & Briefings	5-2502, 36	-2606, 36-2624	., 36-2618, 3	6-3009, 36-2903; AF Little
8.1. Understand AF Core Values, History & AF Mentorship				
8.2. Understand AF Promotion Programs				
8.3. Understand Assignment Standards				
8.4. Understand Separation/Retention Programs				
8.5. Understand Education Benefits				
8.6 Understand MWR Programs	1			

8.7. Understand & Support Installation Mentorship Programs (Junior Enlisted Councils, Private Organizations, etc.)			
8.8. Understand DSD Process			
8.9. Understand Blended Retirement System			
8.10. Understand Local Support Agencies (Chapel, First Sergeants, A&FRC, etc.)			
8.11. Understand AF COOL Opportunities			
8.12. Understand Commissioning Programs for Enlisted Members			
9. UNACCOMPANIED HOUSING MANAGEMENT CO TR: AFI 32-6000; (Required for Superintendents/Depution	•	•	esired)
9.1. Complete AFIT/CE School WMGT 402 - UH Leadership Course			