

Air Force Job Qualification Standard (AFJQS)  
Unit Deployment Manager (UDM)  
(8U000)

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1. **PURPOSE.** As directed by AFI 10-403, *Deployment Planning and Execution*, this AFJQS identifies the minimum training required to become a UDM (both military and civilian). This AFJQS also applies to additional duty UDM's where appropriate. This AFJQS is a stand-alone product and does not require an accompanying Master Training Plan (MTP) and/or Individual Training Plan (ITP). This AFJQS applies to the Total Force and may be supplemented to capture unique requirements not common across the Total Force. This AFJQS will remain in effect until superseded or rescinded.

2. **TASK QUALIFICATION.** All personnel authorized to sign off tasks (trainee, trainer, and supervisor, as a minimum) in the AFJQS must be listed in the identification block. UDMs will be qualified to the GO/NO GO standard for all tasks listed in this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions or other procedural guidance. If required training listed in Part II of this AFJQS is provided through OJT, in-residence, distance learning (DL), or web-based courses, a supervisor/trainer from that respective functional area (e.g. a supervisor assigned to the Command Post certifying SORTS training) and/or a supervisor/trainer assigned to Plans & Integration will complete the trainer's block to document training completion. Airmen serving as UDMs in special duty 8U000 and those appointed in an additional duty capacity must complete all duty position qualifications within 12 months of initial appointment.

3. **ADDITIONAL DUTY or TASK.** If a UDM is assigned an additional duty or task not listed in this AFJQS, the supervisor will develop an AF IMT 797, *Job Qualification Standard Continuation/Command JQS*. The supervisor/trainer will then develop a plan for the UDM to receive training and become duty position qualified.

4. **RECERTIFYING.** For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column followed by the trainee's initials in the trainee column and the current supervisor's/trainer's initials in the trainer column.

5. TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION. Document training required by this AFJQS in accordance with AFI 36-2201, *Air Force Training Program*. For civilians, document civilian training on Supervisor-Employee-Brief-971. All trainers authorized to sign off tasks in Part II of this AFJQS will be identified in the identification block of this AFJQS. There are no tasks requiring third-party certification.

6. This AFJQS has been coordinated with all applicable CFMs and MFMs. The overall POC for this AFJQS is HAF/A4LX, [af.a4lxworkflow@pentagon.af.mil](mailto:af.a4lxworkflow@pentagon.af.mil).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JOHN B. COOPER, Maj Gen, USAF  
Director of Logistics  
DCS, Logistics, Installations & Mission Support

This block is for identification purposes only		
<b>Name of Trainee:</b>		
<b>Printed Name (Last, First, Middle)</b>	<b>Initials (Written)</b>	<b>SSAN (last 4)</b>
Printed Names and Written Initials of Training and Certifying Officials		
N/I	N/I	
N/I	N/I	
N/I	N/I	

PART II. AFJQS UNIT DEPLOYMENT MANAGER TASK LIST				
TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
<b>1. GENERAL RESPONSIBILITIES: TR: AFI 10-403, AFI 10-401, AFI 10-244</b>				
1.1. Purpose				
1.2. Guidelines				
1.2.1. AFI and Applicable Supplements				
1.2.2. Installation Deployment Plan				
1.3. Leadership Roles				
1.3.1. Squadron Commander				
1.3.2. First Sergeant				
1.4. UDM Responsibilities and Relationships				
1.4.1. Deploying Member				
1.4.2. Commander				
1.4.3. Installation Deployment Officer				
1.4.4. Installation Personnel Readiness (IPR)				
1.4.4.1. Purpose				
1.4.5. Outside Agencies (A&FRC, IDRC, MDG, TMF, SFS, IPE, CES, MO)				
1.4.6. Functional Area Manager (FAM)				
1.4.7. Unit Deployment Control Center (UDCC)				
<b>2. SECURITY: TR: AFI 31-401</b>				
2.1. Critical Information List (CIL)				
2.2. Derivative Classification				
2.3. Information Security (INFOSEC)				
2.4. Access Requirements				
2.5. Classification Markings				
2.6. Receive Classified Material				
2.7. Safeguard Classified Material				
2.8. Transmit/Transport Classified Material				
2.9. Destroy Classified Material				
2.10. Communication Security (COMPUSEC)				
2.11. Operations Security (OPSEC)				
2.11.1. Responsibilities				
2.11.2. ADLS Training				
<b>3. DEPLOYMENTS: TR: AFI 10-403, AFI 10-401, AFI 24-203, AFMAN 24-204(IP)</b>				
3.1. Contingency Deployments				
3.2. Crisis Action Deployments				
3.3. Exercises				
3.4. Taskings Notification Process				
3.4.1. Tasking Validation Process				
3.4.2. Unit Level Reclama/Shortfall Process				
3.5. Volunteerism (ARC/Out of Cycle)				
3.6. AF Civilian Volunteer Requirements				
3.7. 365 Day Deployment Taskings (ITDY)				
3.8. Personnel Preparation				
3.8.1. Interpret Taskings				
3.8.2. Understand Validation Process				

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TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
3.9. Cargo Preparation				
3.9.1. Interpret Taskings				
3.9.2. Understand Validation Process				
3.10. Monitoring Personnel/Cargo				
3.11. Redeployment, Reintegration, Recovery and Reconstitution				
3.11.1. Reintegration/In-Processing Actions				
3.11.2. Post Deployment Leave/Down Time Policies				
3.11.3. Post Deployment Health Assessments (PHDA)				
3.11.4. Weapons/Classified/Equipment Accountability				
<b>4. UNIT TYPE CODE (UTC) MANAGEMENT: TR: AFI 10-403, AFI 10-401</b>				
4.1. Purpose				
4.2. Definition				
4.3. UTC Components (MISCAP/Equip/Manpower)				
4.4. Standard vs. Non-Standard UTC				
4.5. UTC Development and Validation				
4.6. Pilot/Non-Pilot Unit Responsibilities				
4.7. Functional Area Manager (FAM)				
4.7.1. Roles and Responsibilities				
<b>5. AIR AND SPACE EXPEDITIONARY FORCE (AEF) TR: AFI 10-215, AFI 10-244, AFI 10-401, AFI 10-403, AFI 36-3802, JP 3-35, JP 5-0, JP 1, AFDD 1, AFDD 2, DTR 4500.9R, Part I &amp; II</b>				
5.1. Cycle/Battle Rhythm				
5.2. AEF Posturing Codes				
5.3. AEF Substitution Rules				
5.4. Unit Level Reclama/Shortfall Process				
<b>6. CARGO READINESS: TR: AFI 10-403, AFI 10-401, AFI 24-114, DTR 4500.9-R (PARTS II, III, V), AFI 31-401, DODI 5200.01</b>				
6.1. LOGDET Management				
6.2. Deployment Documentation				
6.3. Personnel Training				
6.3.1. Increment Monitor				
6.3.2. Pallet Build-Up				
6.3.3. Weapons Courier				
6.3.4. Classified Courier				
6.3.5. Equipment Custodians				
6.3.6. Hazardous Cargo Preparation				
6.4. Cargo Tailoring				
6.4.1. Cargo Validation				
6.4.2. TCMD/Hazards				
6.4.2.1. Purpose				
<b>7. UNIT READINESS: TR: AFI 10-215, AFI 10-403, AFI 10-401, AFI 10-244</b>				
7.1. Purpose				
7.2. Personnel Tempo Band Assessment				

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	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
7.3. UTC Posturing				
7.3.1. Functional Prioritization and Sequencing Guidance (P&S)				
7.4. UTC Availability (UTA)				
7.5. Unit Manning Document (UMD)				
7.6. Compare UTA to UMD				
7.7. Monitor Readiness (ART/SORTS/DRRS)				
7.8. Understanding/Utilizing Deployment Availability (DAV) Codes				
7.9. Understanding/Utilizing Duty Status Codes				
<b>8. PERSONNEL READINESS: TR: AFI 10-403, AFI 10-401, AFI 33-332, AFI 36-2201</b>				
8.1. Air Force Deployment Folder (AFDF) Requirements				
8.1.1. Construction, Labeling, Storage and Protection				
8.1.2. AFDF Table of Contents and Required Documentation				
8.1.3. Commanders Letter of Selection to a Deployment Position				
8.1.4. AF Form 4005 Completion and Required Reviews				
8.2. Expeditionary Skills (ES) Proficiency Training Management				
8.2.1. Total Force Awareness Training (TFAT) Requirements Completion and Monitoring				
8.2.2. Tier 2A Expeditionary Skills (ES) Proficiency Training Completion and Monitoring				
8.2.3. Tier 2B Expeditionary Skills (ES) Proficiency Training Completion and Monitoring				
8.3. Access and Determine Deployment Eligibility				
8.4. Review Applicable Air Force Instructions				
8.5. Equipment Issues Process				
8.6. Government Travel Card (GTC)				
8.7. Defense Travel System (DTS)				
8.8. AOR Reporting Instruction				
8.8.1. Foreign Clearance Guide				
8.8.2. Translate Line Remarks				
8.9. Individual Medical Readiness (IMR) Status				
8.9.1. Aeromedical Services Information Management System (ASIMS)				
8.9.1.1. Immunizations				
8.9.1.2. Preventive Health Assessment (PHA)				
8.9.1.3. Dental Clearance				
8.9.1.4. Labs				
8.9.1.5. Profile/Duty Limiting Condition				
8.9.1.6. Deployment Health Assessment (DHA)				
8.10. Coordinate Travel				

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TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
8.11. Out Processing Requirements/Procedures				
8.12. Aircraft and Personnel Automated Clearance System (APACS)				
8.12.1. Purpose				
8.12.2. Filing Theater/Country Clearances				
8.12.3. Tracking Theater/Country Clearances				
8.12.4. Receiving Theater/Country Clearances				
<b>9. READINESS SYSTEMS/TOOLS: TR: AFI 10-244, AFI 10-201, DoDD 7730.65</b>				
9.1. AEF UTC Reporting Tool (ART)				
9.1.1. Purpose				
9.1.2. Functional Responsibilities				
9.1.3. Training Requirements				
9.1.4. UTC Assessment				
9.1.5. ART Reports				
9.1.6. Interpret ART Data				
9.2. Designed Operational Capability (DOC) Statements				
9.2.1. Purpose				
9.2.2. DOC Statements Measurements				
9.2.3. DOC Statements Requirements				
9.2.4. Interpret DOC Requirements				
9.3. Status of Resources and Training System (SORTS)				
9.3.1. Purpose				
9.3.2. Training Requirements				
9.3.3. Reporting Process				
9.3.4. Interpret SORTS Data				
9.4. Defense Readiness Reporting System (DRRS)				
9.4.1. Purpose				
9.4.2. Mission Essential Task List (METL) Definition				
9.4.3. Unit Assessment				
9.4.4. Interpret DRRS Data				
<b>10. TIME PHASED FORCE DEPLOYMENT DATA (TPFDD): TR: AFI 10-403, AFI 10-401, CJCSM 3122.05</b>				
10.1. Purpose				
10.2. Data Elements				
10.3. Classification Guidance				
10.4. Interpret/Execute Taskings				
10.5. Understanding Validation Process				
<b>11. INTEGRATED DEPLOYMENT SYSTEMS (IDS): TR: AFI 10-403, AFI 10-401, AFI 24-203, CJCSM 3150.16C</b>				
11.1. Logistics Module (LOGMOD)				
11.1.1. Definition				
11.1.2. Purpose				
11.1.3. LOGMOD Subsystems				
11.1.4. UDM Role in LOGMOD				

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TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
11.1.4.1. Manage Unit's Personnel				
11.1.4.2. Manage Unit's Cargo				
11.1.4.2.1. Identifying Suitable Substitute National Stock Numbers (NSN) and Nomenclatures				
11.1.4.2.2. Identifying Actual Weights and Dimensional Data (L x W x H)				
11.1.4.2.3. Identifying Accurate Load Planning Data (LPD)				
11.1.4.2.4. Identifying Accurate DD Form 1384, <i>Transportation Control and Movement Document</i> (TCMD) Data				
11.1.4.2.4.1. Updating TCMD Prime Data Card				
11.1.4.2.4.2. Updating TCMD Ammo Data Card				
11.1.4.2.4.3. Updating TCMD Miscellaneous Data Card				
11.1.4.2.5. Identifying Unit Commander Coordinated/Approved Increment Movement Priorities				
11.1.4.2.6. Identifying Tasked Quantities				
11.1.4.2.7. Identifying Hazard / Special Handling Indicator (SHI) codes				
11.1.4.2.8. Identifying Allowance Source Codes (ASC) for Deployable Equipment				
11.1.4.2.9. Identifying Accurate Cargo Category Codes (CCC)				
11.1.4.2.10. Identifying Accurate Increment Types				
11.1.4.2.11. Identifying Functional Account Codes and Titles				
11.1.4.2.12. Identifying Sensitive / Controlled Items using Increment Remarks				
11.1.4.3. Managing Chalks Assignment				
11.2. Create, Manage and Print Reports				
11.2.1. AF Form 245, <i>Locator Card</i>				
11.2.2. DB Verify Report				
11.2.3. Deployment Checklist Item (AF Form 4005) Report				
11.2.4. Deployment Requirements Manning (DRMD) Document				
11.2.5. Execution Hazard List Report				
11.2.6. Load List Report				
11.2.7. Materiel List Report				
11.2.8. Packing List Report				
11.2.9. Marshaling Placard Report				
11.3. Cargo Movement Operations Systems (CMOS)				
11.3.1. Definition				
11.3.2. Purpose				
11.4. Deliberate and Crisis Action Planning and Execution Segments (DCAPES)				



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	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
11.4.1. Definition				
11.4.2. Purpose				
11.4.3. DCAPEs Data Flow				
<b>11.5. Global Air Transportation Execution System (GATES)</b>				
11.5.1. Definition				
11.5.2. Purpose				
<b>11.6. Integrated Computerized Deployment System (ICODES)</b>				
11.6.1. Definition				
11.6.2. Purpose				
<b>12. IN-TRANSIT VISIBILITY (ITV) SYSTEMS: TR: AFI 24-203</b>				
12.1. Purpose				
12.2. ITV Process				
12.3. IDE/GTN Convergence (IGC)				
12.4. Single Mobility System (SMS)				
12.4.1. Use/Demonstrate Capabilities				
<b>13. INSTALLATION DEPLOYMENT READINESS CELL TR: AFI 10-403, AFI 10-401</b>				
<b>13.1. Deployment Control Center (DCC)</b>				
13.1.1. Activation Process				
13.1.2. IDO Responsibilities				
13.1.3. Concept Briefing				
<b>13.2. Cargo Deployment Function (CDF)</b>				
13.2.1. Purpose				
<b>13.3. Personnel Deployment Function (PDF)</b>				
13.3.1. Purpose				
<b>13.4. Unit Deployment Control Centers (UDCC)</b>				
13.4.1. Purpose				
<b>14. UDM Tools</b>				
14.1. AEF Online				
14.1.1. Definition				
14.1.2. Purpose				
14.2. AF Reporting Instructions Tool (AFRIT)				
14.2.1. Definition				
14.2.2. Purpose				
14.3. AEF Commander's Toolkit (CCTK)				
14.3.1. Definition				
14.3.2. Purpose				
14.4. Deployment Processing Discrepancy Reporting Tool (DPDRT)				
14.4.1. Definition				
14.4.2. Purpose				
14.5. Pre-Deployment Training Tool (PDTT)				
14.5.1. Definition				
14.5.2. Purpose				
14.6. Reclama Processing Tool (RPT)				
14.6.1. Definition				

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	START	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS
14.6.2. Purpose				
14.7. Security Forces Management Information Systems (SFMIS)				
14.7.1. Definition				
14.7.2. Purpose				
14.8. Automated Civil Engineer Systems (ACES)				
14.8.1. Definition				
14.8.2. Purpose				
14.9. Advanced Distributed Learning Services (ADLS)				
14.9.1. Definition				
14.9.2. Purpose				
14.10. Base Level Service Delivery Module (BLSDM)				
14.10.1. Definition				
14.10.2. Purpose				
14.10.3. DAV Code Reviews/Waiver Letters				