

APPENDIX A

UNIT MOVEMENT OFFICER (UMO)

A. GENERAL

In each company-size (troop, battery, squadron, or detachment) unit, a UMO and an alternate UMO must be appointed. (A senior non-commissioned officer may be appointed.) These individuals must be trained and thoroughly familiar with:

1. Service or Major Command mobility planning, unit movement planning; and military traffic management regulations.
2. Organization structure (e.g., Air Force, Army, and terms pertaining to air and/or surface operations).
3. The transportability of the unit's organic equipment and cargo.
4. Characteristics and capabilities of the type of asset the unit requires (e.g., containerized cargo requiring flatcars versus box cars, C-5/C-17 aircraft versus C-130, container ship versus cargo and/or Roll-On/Roll-Off ship).
5. Hazardous materials certification process.
6. The contents of this regulation.

NOTE: The term "UMO" includes deployment officer or embarkation officer.

B. UMO

The UMO will:

1. Act as the representative of the transported unit commander.
2. Supervise and ensure movement training of the unit for all modes of transportations is conducted. Supervise and ensure movement training of unit personnel is conducted for deployment, retrograde, rotation, and redeployment missions.
3. Prepare movement plans to support all task plans, modes of transportation, and ports of departure.
4. Coordinate and supervise marshalling and outloading of the unit.
5. Maintain liaison with the supporting mobility unit, installation mobility/deployment officer, clearance authority, Arrival/Departure Airfield Control Group, Military Sealift Command port activity, and the railroad representative as required for the specific movement. Provide personnel augmentation for loading operations, and to act as senior unit representative in Aerial/Seaport Port of Embarkation and Aerial/Seaport Port of Debarkation (A/SPOD).
6. Assist in unit off-loading and reassemble in theater.
7. Maintain an updated UMO turn-over or continuity folder.

8. Ensure unit cargo is marked and cleared for movement IAW Appendix H and this Regulation, Part II, Cargo Movement.
9. Help prepare the unit's passenger or cargo manifest based on mode of transportation, planned transport vehicles allocated.
10. Inspect cargo, equipment, and passenger manifests for accuracy.
11. Coordinate necessary communications.
12. Keep the commander informed of all aspects of operation.
13. For air shipments:
 - a. Ensure all cargo and equipment is prepared to pass the joint airlift inspection. DD Form 2133, Joint Airlift Inspection Checklist (See Figure O-1), is used within the deploying unit (as a guide) prior to the joint airlift inspection. (See Appendix O.)
 - b. Ensure all requirements contained in Appendix O are met.
 - c. Ensure the planeload or troop commander understands responsibilities and conducts the required briefing of troops. (See Appendix T.)
14. Know the Unit Line Number (ULN) and relay the ULN to the passenger agent for manifesting.
15. Ensure an electronic manifest list is built and the manifest is sent in accordance with Department of Defense criteria to the Global Transportation Network.
16. Establish unit procedures to ensure accountability is maintained for all shipping containers, pallets, and nets used in the movement until that equipment is returned to the Defense Transportation System through the A/SPOD.
17. Ensure transportation documentation training is provided to unit Government Purchase Card holders who will deploy with or support deployed forces. Ensure unit Government Purchase Card holders have the latest Department of Defense Address Activity Code and "mark for" shipping instruction information for all unit deployed forces.

C. UMO FOLDER

Each UMO will maintain all documents needed for air movement. One suggested format is a folder, divided into two sections: an administrative and an operational section (See [Figure A-1](#)).

- a. ADMINISTRATIVE SECTION: The administrative section contains the following:
 - (1) Index section.
 - (2) Unit standard operating procedures for air movement including notes from previous operations.
 - (3) Unit order appointing the UMO and assistant.
 - (4) List of pertinent references.
 - (5) Names and orders of personnel who are school-trained or otherwise qualified to certify hazardous loads (Air Force Manual 24-204(I), Technical Manual 38-250, Marine Corps Order P4030.19I, Naval Supply Pub 505, Defense Logistics Agency Instruction 4145.3, and Defense Contract Management Agency Directive 1, CH 3.4 (HM24) Preparing Hazardous Materials for Military Air Shipments).
 - (6) Point of contact and telephone numbers for key personnel to ensure deconfliction of problems and smooth movement of passengers, supplies, and equipment.
- b. OPERATIONAL SECTION: The operational section contains the following:
 - (1) Index cover sheet.
 - (2) Air movement planning work sheet.
 - (3) Weight and dimensions data on unit vehicles and equipment.
 - (4) Manifest forms with copies.
 - (5) Planning data on transport aircraft, transport ships, rail cars, and trucks.
 - (6) Any other data required for movement of the unit.

Figure A-1. UMO Folder

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