

**BY ORDER OF THE COMMANDER  
18TH WING (PACAF)**

**18TH WING INSTRUCTION 90-201**

**28 SEPTEMBER 2012**

***Special Management***



**KADENA INSPECTOR GENERAL  
INSPECTION ACTIVITIES/EXERCISE PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction extends the guidance of Air Force Policy Directive (AFPD) 90-2, 26 Apr 2006, *Inspector General - The Inspection System*, Air Force Instruction (AFI) 90-201, 23 Mar 2012, *Inspector General Activities*, and the Pacific Air Forces (PACAF) supplement to AFI 90-201, 17 Jul 2010. It provides guidance and procedures for 18th Wing (18 WG) readiness and compliance inspections and exercises and defines the Unit Self-Inspection Program (USIP). It establishes procedures for planning, conducting, evaluating and reporting exercises and inspections and defines the Exercise Evaluation Team (EET) structure, ground rules, and evaluation criteria, analysis, and reporting process. This instruction applies to all 18 WG and partner units at Kadena Air Base that participate in 18 WG exercises and inspections. E-mail to the Office of Primary Responsibility (OPR) at [18WG\\_XP@kadena.af.mil](mailto:18WG_XP@kadena.af.mil). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm).

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Change in Offices of Primary Responsibility (OPR) for operational aircraft, Base X scenarios added and updated, revised appointment letters and simulation letters, Kadena exercise

maps updated, revised USIP monitor duties, Base X procedures clarified, Fight the Base (FTB) scenarios added and updated.

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## Chapter 1

### GENERAL GUIDANCE

#### 1.1. Policies.

1.1.1. The 18 WG/XP is the OPR for local exercises and evaluations conducted under the authority of AFI 90-201, *Inspector General Activities*, the PACAF supplement to AFI 90-201, and AFI 10-2501, *AF Emergency Management (EM) Program Planning and Operations*.

1.1.2. This document is effective for planning upon receipt. Supporting plans are not required; however, each unit should develop checklists, procedures, etc. as appropriate to support this instruction. This instruction is based on planning factors available at the time of preparation and is subject to modification during a specific exercise contingency. Letters of Instruction (LOIs) will be used to further script scenario constraints as necessary. The 18th Wing Commander (18 WG/CC) and 18 WG Command Staff may also issue Command Staff Directives (CSDs) for more precise scenario formulation. Additional documents such as PACAF Standard Simulations (PACAF Sims) and 18 WG approved simulations may supplement this instruction.

1.1.3. Exercises will be conducted to evaluate the wing's capability to perform its wartime mission and are based upon the wing's Designed Operation Capability (DOC) statements, and higher headquarters (HHQ), Operations Plan (OPLAN), and Concept Plan (CONPLAN) taskings. In addition to major exercises, 18 WG/XP may conduct limited inspections of functional areas as directed by the 18 WG/CC. For example, an evaluation of mobility folders for a particular unit may be conducted outside of a mobility exercise.

1.1.4. Exercise policies at a minimum will focus on competency of and compliance with the requirements listed in Kadena AB Comprehensive Emergency Management Plan (CEMP) 10-2, Contingency Response Plan (CRP), Kadena AB Installation Deployment Plan (IDP), Kadena AB In-Garrison Expeditionary Site Plan (IGESP), the Kadena AB Anti-Terrorism Plan, and 18th Medical Group (18 MDG) Medical Contingency Response Plan (MCRP). Exercises must evaluate and reinforce the capabilities to meet those requirements. Additional exercise requirements are listed in paragraph 1.4 and Chapters 3-4.

**1.2. Objectives.** The 18 WG exercise and inspection program is structured to meet the following objectives:

1.2.1. Provide realistic, integrated, large-scale training opportunities for 18 WG and partner units.

1.2.2. Evaluate the wing's performance and capability to respond, operate, and recover from combatant and noncombatant contingency operations and security threats.

1.2.3. Maximize the benefits gained through exercises to improve mission readiness, enhance emergency management and crisis response, and enable units to master OPLAN/CONPLAN taskings.

1.2.4. Report results and provide feedback to units and commanders for planning, preparation, and training purposes.

1.2.5. Follow up on corrective actions.

### **1.3. Responsibilities.**

#### 1.3.1. Group Commanders:

1.3.1.1. Appoint in writing EET Group Lead and alternate to ensure critical mission supporting areas are properly evaluated and assessed (see appointment letter template at Attachment 13).

1.3.1.2. Formulate and recommend exercise focus areas, objectives, or inspection areas to 18 WG/XP.

1.3.1.3. Ensure group representatives properly track, monitor, and update deficiency status IAW 18 WG/XP direction.

1.3.1.4. Ensure unit commanders and staff agency chiefs appoint experienced squadron, functional area chiefs and EET members to accurately evaluate functions and activities.

#### 1.3.2. Unit Commanders and 18 WG Staff Agency (WSA) Chiefs:

1.3.2.1. Ensure team positions are filled IAW Chapter 2 and replacements identified when required.

1.3.2.2. Appoint in writing EET members (see appointment letter template at Attachment 12). Commanders/agency chiefs should appoint their most qualified managers, leaders, and technicians to provide an effective evaluation of the unit's capabilities and objectives.

1.3.2.3. Investigate, monitor, and correct deficiencies and recommended improvement areas (RIAs).

#### 1.3.3. Partner units:

1.3.3.1. Coordinate all exercises involving wing assets through 18 WG/XP.

1.3.3.2. Appoint unit members to attend Scenario Working Group (SWG) meetings, and act as liaisons and EET members during exercises involving partner units.

1.3.3.3. Assist, plan, and participate in Emergency Management Exercises (EMEs).

#### 1.3.4. 18 WG/XP (Plans, Programs, Exercises, and Inspections).

##### 1.3.4.1. 18 WG/XPE (Exercises).

1.3.4.1.1. Provide the wing commander with an objective assessment of the wing's ability to deploy, perform wartime taskings, and conduct AF Incident Management System operations.

1.3.4.1.2. Schedule and execute Local Operational Readiness Exercises (LOREs).

1.3.4.1.3. Track and close inspection deficiencies, coordinate PACAF/Inspector General (IG) visits, and coordinate changes to inspection policies/instructions.

1.3.4.1.4. Train 18 WG EET members to plan and execute wing exercises and assess wing readiness.

##### 1.3.4.2. 18 WG/XPI (Inspections).

- 1.3.4.2.1. Implement and manage the Unit Self-Inspection Program (USIP).
- 1.3.4.2.2. Schedule and direct unit self-inspections.
  - 1.3.4.2.2.1. Schedule and execute Emergency Management (EM) and response exercises.
  - 1.3.4.2.3. Serve as the single point of contact (POC) to PACAF/IG for: Gatekeeper functions, PACAF/IG Augmentees, tracking and closing inspection deficiencies, inspection simulation requests, Command Interest Items (CII), and Special Interest Items (SII).
- 1.3.4.3. Schedule and conduct exercise planning meetings. The Chief of Wing Exercises will act as SWG chairperson and exercise Warlord. This duty may be delegated as required.
- 1.3.4.4. Oversee set up of the IG work center and supervise administration support augmentees and EET activities.
- 1.3.4.5. Perform EET member duties in areas determined by the Warlord.
- 1.3.4.6. Determine when Chemical Warfare Defense Ensemble (CWDE) will be worn by EET members.
- 1.3.4.7. Review exercise scenario objectives to ensure they meet requirements and standards from respective plans and instructions.
- 1.3.4.8. Validate exercise deficiencies and formalize report after exercise completion.
- 1.3.4.9. Maintain online reference library, reports, and general support material current and accessible to all EET members.
- 1.3.4.10. Manage Remedial Action Program (RAP) IAW Chapter 4 to include approve deficiencies, suspense and validate corrective actions, and conduct open deficiencies reviews with group representatives and unit EET members, as required.
- 1.3.5. EET Group Leads. These positions must be filled by officers or senior NCOs (or civilian equivalent) in order to effectively manage group exercise activities such as script writing, evaluations, report writing, and deficiencies. This position is central to the unit's overall mission readiness effort. Specifically, group leads will:
  - 1.3.5.1. Serve as group exercise evaluation program principal POC.
  - 1.3.5.2. Gather exercise objectives and scenario input recommendations from group commanders and subordinate units.
  - 1.3.5.3. Maintain EET book/e-records with EET appointment memorandums, member training status, PACAF and 18 WG simulations, OIs and supplements, functional area checklists, etc.
  - 1.3.5.4. Attend EET and SWG meetings.
  - 1.3.5.5. Schedule group EET members to cover exercise time periods consistent with the exercise script and timetable.
  - 1.3.5.6. Oversee group exercise activities to ensure complete coverage and evaluation of graded areas.

- 1.3.5.7. Internally validate report deficiencies and observations with EET members and exercise players. Brief/discuss proposed deficiencies with appropriate commanders and staff prior to recommending exercise report deficiencies.
  - 1.3.5.8. Compile exercise report inputs and input data into the 18 WG/XP exercise database on a daily basis but NLT 72 hours following ENDEX.
  - 1.3.5.9. Write Group exercise report and route through group commander for approval prior to submission to 18 WG/XP. Group exercise reports are due to 18 WG/XP NLT 7 days from exercise completion.
  - 1.3.5.10. Grade group's evaluated areas for inclusion in the final exercise report.
  - 1.3.5.11. Identify and recognize unit outstanding performers and outstanding teams.
  - 1.3.5.12. Manage RAP program for the group. Review and consolidate deficiencies, approve squadron corrective actions, and conduct quarterly open deficiency reviews with 18 WG/XP, as required.
- 1.3.6. EET Unit Leads. This position is normally filled by the ranking EET member at squadron or staff agency level.
- 1.3.6.1. Act as subject matter experts (SME) for a specific area or operation.
  - 1.3.6.2. Participate as SWG member providing advice/inputs specific to functional area.
  - 1.3.6.3. Assist EET group lead with EET member shift assignments, validating deficiencies, and determining grade recommendations for formal report.
  - 1.3.6.4. Maintain EET book/e-records with EET appointment memorandums, PACAF and 18 WG simulations, OIs and supplements, and functional area checklists.
  - 1.3.6.5. Manage unit's RAP program. Review and consolidate deficiencies; approve and validate corrective actions; and reconcile open deficiencies with EET group lead.
- 1.3.7. EET (Team) members:
- 1.3.7.1. Attend planning meetings and assist with planning and coordinating exercise scenarios, if required.
  - 1.3.7.2. Guard exercise information in strict confidence. Exercise details will not be shared with anyone without the Warlord's approval.
  - 1.3.7.3. EET duties will commence upon LORE WARNORD or upon Chief of Exercise direction for any other exercise/scenario. Remain available throughout the exercise, validation period, and report writing phase, to include telephone standby during off-duty periods.
  - 1.3.7.4. Fulfill EET duties until released by group lead or Warlord. Members must promptly validate exercise discrepancies, write observations and provide to unit lead.
  - 1.3.7.5. Conform to exercise uniform requirements IAW 18 WG/XP guidance.
  - 1.3.7.6. Maintain current CWDE training qualification and gear including mask. Be prepared to demonstrate and wear CWDE during Phase II Combat Employment exercises as directed by the Warlord.

1.3.7.7. Conduct evaluations according to scenario guidelines and evaluation checklists.

1.3.7.8. Enforce safety.

1.3.7.8.1. Stop unsafe acts or situations and correct situation on the spot if possible. Elevate unsatisfactory conditions to supervision when warranted.

1.3.7.8.2. Assist units with risk management to prevent accidents or abate hazardous situations.

1.3.7.9. Ensure protection of classified information and equipment. Immediately intervene and take measures to prevent unauthorized release or compromise of classified information.

1.3.7.10. Complete all necessary training IAW Chapter 2.

1.3.7.11. Stay current on AFSC-related tasks and expeditiously master new processes, procedures, or equipment that impacts each respective area.

1.3.7.12. Assist unit and group leads with RAP management. Ensure OPRs provide clear and concise corrective actions. Monitor discrepancies monthly until completion.

1.3.8. EET Augmentees:

1.3.8.1. Report to the XP White Cell when directed.

1.3.8.2. Participate as exercise role players as directed by the Warlord.

1.3.9. Administration Support Personnel:

1.3.9.1. Report to the XP White Cell when directed.

1.3.9.2. Provide administrative support throughout the exercise and validation period until released by the XP Chief or shift manager.

1.3.10. Trusted Agents:

1.3.10.1. Provide specific direction and expertise to the 18 WG/XP staff and exercise planners when requested. For example, the Installation Deployment Officer (IDO) may be called upon to assist in the development of the exercise mobility tasking and airflow.

1.3.10.2. Protect exercise details and do not release to anyone without Warlord's approval.

#### **1.4. Exercise Requirements.**

1.4.1. White Cell (18 WG/XP/EET or PACAF/IG) will act as all HHQ agencies above the Installation Control Center (ICC) level and all other agencies outside the 18 WG for the purpose of tasking the wing, coordinating actions, or issuing approval for requested actions. White Cell will also coordinate all simulated attacks against the base. The 18 WG/XP will request HHQ participation in wing inspections and LOREs to integrate key command agencies into wing combat skills training, where feasible.

1.4.2. XP Work Center.

1.4.2.1. During LOREs, 18 WG ADPLAN 502 may be implemented. The XP Work Center will be set up and all support equipment must be in place NLT 6 hours prior to STARTEX in the Schilling Recreation Center, Bldg. 455, or as directed by 18 WG/XP.

The Work Center will be manned for 24-hour operations at the direction of 18 WG/XP. The Work Center will close approximately 4 hours after ENDEX. Point of contact for the XP Work Center will be the 18 WG/XPI Superintendent.

1.4.2.2. Personnel Requirements. The 3D0X1 functional manager (18 CS/SCOK) will provide the XP Work Center with six knowledge operators to facilitate 24-hour work center coverage (minimum grade - A1C). Personnel must be LAN/admin qualified and available to begin duty shifts NLT 0800 1 day prior to STARTEX; additionally, knowledge operators must be on the Access Control Letter.

1.4.2.3. The 18 WG/XP Work Center will function as the exercise operations center (Hawk Control). Hawk Control will coordinate with 7 AF, 5 AF, and/or 13 AF when required.

1.4.2.4. The 18 WG Command Staff must coordinate all tasking changes, requests for simulations (IAW PACAF supplement to AFI 90-201), or requests for higher level guidance with Hawk Control. Telephone requests are acceptable; however, Hawk Control may request a follow-up message, e-mail, or memo depending on the nature of the request and the method normally used to make such a request.

1.4.3. Simulations. All simulations of personnel, equipment, and procedures will be kept to a minimum and must be coordinated with 18 WG/XP prior to STARTEX. Submit all simulations to 18 WG/XP endorsed by group CC/WSA chief, IAW the template in Attachment 10. 18 WG/XP will submit simulations to 18 WG/CC for approval and track disposition.

1.4.4. Deliverables. 18 WG deliverables will be IAW HQ PACAF LOIs. Any variations to the deliverables for a specific exercise will be listed in 18 WG LOIs or coordinated through 18 WG/XP.

1.4.5. Exercise Munitions.

1.4.5.1. Exercise munitions accounts will be established and maintained IAW 18WGI 21-202, *Munitions Accountability Customer Guide*. Authorizations will be established IAW AFCAT 21-209 Vol 1, *Ground Munitions*.

1.4.5.2. Courtesy storage of 18 WG/XPE munitions will be provided by 18 MUNS. 18 WG/XP will submit a 5-year requirement forecast annually to 18 MUNS.

1.4.5.3. Ground burst simulators (GBS) or the Boom machines will be used to simulate detonations/explosions of missiles, bombs, rockets, mortars, and artillery shells. Smoke grenades will be used to simulate fires and impact areas.

1.4.5.4. Only qualified personnel will be authorized to expend/detonate exercise munitions used during local exercises.

1.4.5.4.1. The 18 WG/XPE will schedule and conduct initial/recurring training for EET members and XP augmentees to handle/detonate exercise munitions.

1.4.5.4.2. 18 WG/XPE will issue AF Form 483, Certificate of Competency, once personnel successfully complete the required training (GBS/Smoke/Boom Machine). The boom machine is used in-place of GBSs when safe distances from structures cannot be achieved.

1.4.5.4.3. Personnel will comply with all safety requirements in AFMAN 91-201 *Explosive Safety Standards and Storage of Exercise Munitions*.

## Chapter 2

### EXERCISE EVALUATION TEAM (EET) PROGRAM

#### 2.1. EET Members.

2.1.1. All EET members are trusted agents and will have access to privileged information regarding exercise planning. This information includes, but is not limited to: exercise start (STARTEX) times, scenarios, specific areas for evaluation, exercise end (ENDEX) times, etc. Divulging such information adversely affects exercise objectives and will result in removal from the EET and possible disciplinary action.

2.1.2. EET members will be treated as XP members during exercises. It is essential that evaluators be cleared into restricted/controlled areas as quickly as possible without compromising security requirements. Once properly identified for access authority, evaluators are not to be restricted in their locations or actions within the restricted/controlled areas except in the interest of safety or security.

2.1.3. EET members will not attempt to surreptitiously enter a restricted/controlled area through the use of bogus or other falsified identification. However, evaluators will otherwise take advantage of every opportunity to exploit lax security procedures. In so doing, EET members will not attempt to enter areas for which they do not possess clearance. See AFI 31-301 for specifics.

#### 2.2. EET Nomination/Responsibilities.

2.2.1. Unit EET members are responsible for developing exercise scenarios based on unit needs, commander inputs, previous deficiencies, and as required to demonstrate critical combat processes. In addition, they are responsible for ensuring all deficiency responses appropriately answer report/evaluation deficiencies.

##### 2.2.2. Appointment of EET members.

2.2.2.1. Mandatory membership is listed in AFI 10-2501, *Installation Functional Support* and CEMP Plan 10-2.

2.2.2.2. Each Group Commander will identify an EET group lead. Group leads will be responsible for coordinating all exercise inputs within the group. In addition, they will work closely with their Group Commander to ensure all quarterly open deficiency responses from the group appropriately answer the deficiencies.

2.2.2.3. Squadron Commanders will identify highly qualified unit personnel for assignment to the EET, including an EET unit lead. Personnel assigned to EET should have a minimum of one year remaining at Kadena to maintain continuity and sufficient availability to prevent large turnover rates before major inspections. Unit EET members will work as a team to ensure appropriate scenarios are developed for testing the unit mission.

2.2.2.4. Personnel selected for assignment to the EET should attend initial training by 18 WG/XP at least 30 days before utilization as an EET member.

2.2.2.5. Units will forward a letter of appointment to 18 WG/XPE any time there is a change in EET membership. Each letter of appointment will list all team members currently assigned, team members being added, and those being relieved. Partner units are encouraged to participate in the 18 WG inspection process to include participation as EET members.

2.2.3. EET members are responsible to the Chief of Wing Exercises/Warlord for planning, conducting, evaluating, and reporting the results of wing exercises. EET members are also required to validate deficiencies with and solicit ideas from Group and Squadron Commanders, OICs, and superintendents for areas requiring additional attention or re-evaluation.

### **2.3. EET Training Requirements.**

2.3.1. EET members will accomplish all applicable training IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, Table 6.3. EET training consists of an initial training class, which is required, before duties as an evaluator are permitted. Training documents will be maintained by 18 WG/XPE IAW AFI 10-2501.

2.3.2. Initial EET training is approximately 3 hours and covers the following topics:

2.3.2.1. Chain of Command and personal responsibility.

2.3.2.2. Rules of engagement and exercise ground rules when conducting an inspection.

2.3.2.3. Exercise planning and coordination.

2.3.2.4. Script preparation and implementation during exercises.

2.3.2.5. Team integrity and personal appearance.

2.3.2.6. Developing Discrepancies, Recommended Improvement Areas (RIA), and Strengths for the final report.

2.3.2.7. Verification/Validation process for Discrepancies.

2.3.2.8. Key evaluation areas for UXOs, deployment, Force Protection Conditions, safety, and other key areas.

2.3.2.9. Safety related items concerning exercise conduct and training aids such as GBS and smoke grenades. Safety maps and GBS drop zones will be established by the 18 WG/XP office.

2.3.3. Evaluators must be trained on the use of smoke and GBS before initial use per AFMAN 91-201, *Explosives Safety Standards*, paragraph 7.26. The 18 WG/XPE office will maintain a list of EET members who have been trained with pyrotechnic devices.

2.3.4. Additional training for EET members that will be tasked to evaluate Shelter Management Team (SMT), Contamination Control Team (CCT), and/or Emergency Operations Center (EOC) is required. Individual EET members will be responsible for acquiring the additional training and maintaining certifications. Reference AFI 10-2501 para. 6.6.9.

2.3.5. Recurring training

2.3.5.1. EET classroom, EET CBT, and AERO Command and Control will be accomplished every 20 months.

#### **2.4. EET Training Materials.**

- 2.4.1. Simulated UXOs (OPR: 18 CES/CED)
- 2.4.2. Exercise Scenario (OPR: 18 WG/XP)
- 2.4.3. Local base grid maps, scaled cordon overlay, Kadena/Base X, and appropriate off-base maps (OPR: 718 CES)
- 2.4.4. Mannequins (OPR: 18 CES/CEF)
- 2.4.5. Evaluator identification badge (OPR: 18 WG/XPE)
- 2.4.6. Moulage kit to simulate wounds and injuries (Maintained at Clinic) (OPR: 18 MDG)
- 2.4.7. Material to simulate contamination (OPR: 18 CES/CEX)
- 2.4.8. Smoke grenades, GBS and boom machine (OPR: 18 WG/XPE)
- 2.4.9. Provide operational aircraft required for individual exercises (OPR: 18 MXG)

**NOTE:** Coordination must be made with the OPR before the exercise to ensure availability of materials.

#### **2.5. EET Ground Rules.**

- 2.5.1. Specific ground rules established in AFI 10-2501, PACAF supplement to AFI 90-201, this instruction, and exercise LOIs will be followed. Additionally, for 18 WG EET, these local ground rules apply.
- 2.5.2. Dress Code for Evaluators. Members will wear Individual Protective Equipment (IPE) and field gear as directed by the Warlord. EET badges will be clearly displayed.
- 2.5.3. Consider the safety of all operations. Location of smoke grenades and GBSs must be planned to minimize the possibility of creating hazards or obstructions to essential operations. Safety equipment will be readily available and, upon completion of the exercise, the site will be policed by EET for foreign objects and leftover debris.
- 2.5.4. Effective establishment of a cordon area and evacuation of the area must be demonstrated within a reasonable length of time. Once objectives have been met, EET may direct the cordon be taken down. During inclement weather, personnel inside an effective cordon can be evacuated to a facility close by for safety purposes. Contractors working inside the cordon will not be evacuated.

## Chapter 3

### EXERCISE PLANNING

#### 3.1. Operations to be Conducted.

3.1.1. During LOREs, units within the 18 WG will be evaluated on their ability to prepare, mobilize, and deploy IAW selected OPLAN/CONPLAN and/or DOC statement(s). Units will also be evaluated on their ability to conduct combat operations using their Readiness Spares Packages (RSP), operate in a high-threat environment, and respond to simulated air/ground conventional, chemical, and biological attacks.

3.1.2. Early phases of an exercise will primarily focus on Noncombatant Evacuation Operations (NEO)/Okinawa Area Emergency Evacuation Plan (OAEPP), mobility/deployment, reception of forces, and generation of combat airpower. Subsequent phases will shift to combat employment, force sustainment and the Ability to Survive and Operate (ATSO). Units will allocate resources to the pursuit of the mission objectives assigned by HHQ, 18 WG/CC, and as unit tactical circumstances dictate.

3.1.3. Overall Exercise Construct. The 18 WG may be tasked to support a number of different contingencies. Regardless of the scenario, 18 WG training will focus on building and honing combat skills for all wing members as well as participating partner units. All 18 WG members (deployed and non-deployed) participating in the exercise, as well as participating partner unit members, will respond to base Alarm Conditions and IPE uniform requirements and all command directives issued from the Kadena ICC. Unless otherwise directed, the wing will use a fight-the-base exercise environment to maximize training (see paragraph 4.6 for information on other scenarios). All exercise participants will be tasked by one of three methods:

3.1.3.1. Units Deploying Via the Relevant OPLAN/CONPLAN Time-Phased Force Deployment Data (TPFDD). Personnel and equipment will deploy to their designated location (simulated) and start operations out of their “deployed” operating location at Kadena. Due to manpower constraints, the “deployed” unit will still receive and respond to all directions from the Kadena ICC.

3.1.3.2. DOC Statement Taskings. Units not scheduled to deploy as part of relevant OPLAN/CONPLAN TPFDD but given DOC statement deployment tasking (Flexible Deterrent Option, etc.) will proceed through the mobility process (cargo build-up/marshal/load/personnel processing) and upon completion of cargo load and/or take-off time for deployment mission, will return to their garrison facilities on Kadena and operate in place at Kadena for the remainder of the exercise.

3.1.3.3. Other members who remain in garrison for the directed OPLAN/CONPLAN will operate from their Kadena garrison facilities and must consider their unit within the threat ring of the anticipated enemy.

3.1.4. NEO/OAEPP/SAFE HAVEN. The 18 WG may be tasked to execute NEO/OAEPP/SAFE HAVEN operations either separate from or in conjunction with the other mission objectives depending on the scenario set by the 18 WG/XP.

3.1.5. Mobility/Deployment. The 18 WG may be tasked to mobilize and deploy IAW KAB IDP via an exercise TPFDD, Flexible Deterrent Option (FDO), or as directed by the 18 WG/XP.

3.1.5.1. All tasked equipment and support personnel on the exercise TPFDD will be provided by the respective work centers at Kadena; real-world taskings and shortfalls must be considered. Common sense and good faith efforts to operate IAW the IGESP and TPFDD are expected while applying this instruction. 18 WG personnel deployed for real-world taskings (AEF, TDY) and on leave status will not be counted as available for the exercise and must be backfilled or shortfalled if they are unable to contribute to mission accomplishment from their deployed location. 18 WG will demonstrate personnel actions to backfill personnel shortfalls or secure return of members in TDY, AEF, or leave status.

3.1.5.2. The 18 WG Command Staff will coordinate shortfalls with simulated HHQ (13 AF, 5 AF, 7 AF as required) following receipt of the exercise TPFDD. "White Cell" may suspense 18 WG for shortfalls through message traffic over secure media.

3.1.5.3. Deploying Assets. Any mobilized equipment, supplies, or personnel will be isolated after takeoff time of their respective simulated airlift mission for the duration of the simulated flight as required by the scenario.

3.1.6. Generation of Combat Airpower. Generation taskings will normally mirror those of the OPLAN/CONPLAN being exercised, and will be graded IAW the PACAF supplement to AFI 90-201. Off-station aircraft will normally be shortfalled and not counted as generated (may be counted as generated assets at XP discretion and if MOC can demonstrate a Code 1 FMC capability at their deployed location). Depending on the scenario and Desired Learning Objectives (DLO), the 18 WG/XP may elect to adjust the number of tasked aircraft.

3.1.7. Reception of Forces. The 18 WG units will be prepared to demonstrate all aspects of the reception and beddown of inbound forces, equipment, and aircraft as dictated by the exercise TPFDD- or XP-directed scenario. Inbound personnel may be simulated using XP augmentees. 18 WG will supply both rolling stock and palletized cargo to be used for exercise reception IAW the PACAF supplement to AFI 90-201 or 18 WG/XP directives.

3.1.8. Combat Employment. Forces will be utilized IAW the plan being implemented or as directed by ATO. Simultaneous employment operations from Kadena Air Base and the simulated deployed locations may occur.

3.1.9. Defense of the Base. Base defense scenarios consisting of both on- and off-base threats may be incorporated into the exercise scenario. Simulated attacks by ground forces may be exercised at any time during the exercise.

3.1.10. Forces Assigned. Operations will be conducted utilizing those forces assigned to the 18 WG and any forces agreeing to participate and designated for augmentation in the specific plan being executed.

3.1.11. Supporting Instructions. Each unit/work center is encouraged to publish instructions or a Concept of Operations (CONOPS) supporting this document. These CONOPS will be closely aligned with the baseline instructions and should be referenced during exercise operations.

**3.2. Special Events.** During each LORE, the 18 OG may support exercise events (e.g., Aircrew Extractions, Barrier Engagement, and Aircrew Decontamination) that require special coordination to ensure proper execution. Dates and times for these events should be coordinated by EET/XP using the Master Sequence of Events Listing (MSEL) or CSD. A list of sample requirements for each group/unit is located in Attachment 4.

**3.3. Scenario Development.**

3.3.1. 18 WG/XP will:

3.3.1.1. Coordinate and gain approval from 18 WG/CC or CV on the proposed date and timeline for the exercise.

3.3.1.2. Determine primary exercise objectives in conjunction with EET group leads and owning agencies by reviewing taskings, procedures in applicable OPLANs and CONPLANs, previous exercise reports, Air Force SIIs, PACAF CIIs, and deficiencies from other bases.

3.3.1.3. Determine a basic scenario IAW AFI 10-2501, *Air Force EM Program Planning and Operations*, Table 7.1 that will satisfy the objectives.

3.3.1.4. Coordinate with the MDG EET lead to determine the number and type of simulated casualties and Self-Aid Buddy Care (SABC) events. Task groups to provide the number of casualties required.

3.3.1.5. Coordinate with the Civil Engineer Readiness (CEX) EET lead to develop attack/exercise scenarios for all wing exercises (meteorological data for attacks, type of agent, method of delivery, type of release, hazard footprint and persistency).

3.3.1.6. Convene SWG as necessary to develop the scenario, refine objectives, and build the MSEL.

3.3.1.7. Ensure no exercise prop will cause a Foreign Object Debris (FOD) hazard.

3.3.2. Group EET Leads will:

3.3.2.1. Assist 18 WG/XP with development of exercise scenarios appropriate to their Group responsibilities.

3.3.2.2. Act as the focal point for their Group. Group leads will also be responsible for providing exercise players as tasked by 18 WG/XP.

3.3.2.3. Attend all SWG and exercise planning meetings and all EET meetings during exercises.

3.3.3. Team Members will:

3.3.3.1. Provide inputs for their portion of the exercise. Team members are responsible for ensuring scripts contain appropriate inputs to complete exercise objectives. Scenario inputs will be due to the Warlord by the established suspense, normally, a minimum of 2 weeks before the exercise.

3.3.3.2. The 18 WG/CP senior member on duty is responsible for arranging the use of the base Giant Voice system.

- 3.3.3.3. Unit EET leads and assigned EET members will develop and maintain detailed checklists for their respective area of evaluation to specifically evaluate locally established procedures contained in applicable OPLANs and other local CONPLANs.
- 3.3.3.4. Unit EET leads will coordinate all unit EET activities, attend all EET meetings during exercises, and attend SWG and exercise planning meetings as appropriate for the scenario.
- 3.3.4. The 18 WG XP/XPE and EET will develop exercise scenario ground rules to ensure scenarios are designed to simulate the stress and pressure that would occur during a real incident.
- 3.3.5. There are many attack response exercises that will be conducted to test the wing's ability to survive, operate, and recover from the effects of attacks by hostile forces. These attacks may range from terrorist activities and sabotage to acts of general war. Exercise attack situations will be built around a credible intelligence scenario that accurately portrays the potential enemy threat in our area of operation. Exercises are intended to provide as much realism as possible. The following resources and munitions will be used to enhance exercise situations.
- 3.3.6. Red Air/Faker Aircraft. When available, aircraft will be used to conduct air attacks against Kadena based aircraft. If outside agency assistance is unavailable, simulated attacks will be added to the scenario.
- 3.3.7. Infiltrators. Inspection team members and augmentees may be used as perpetrators during infiltrator exercises. In these instances EET will not surreptitiously use their credentials as an EET member to allow access or confuse personnel attempting to apprehend them. Where possible, EET should use a third party to play infiltrators.
- 3.3.8. EET personnel that require GBS/smoke for their input will coordinate with 18 WG/XP during SWG meetings. Smokes will be placed in a can when in high concrete areas (i.e., CP Building, Fitness Center, Clinic).
- 3.3.9. Damaged/Destroyed/Contaminated Status Labels. EET input damage forms will be used to designate damaged, destroyed, or contaminated facilities, equipment, vehicles, areas. A brief narrative description will be included to clarify exact damage, destruction or contamination. Attrition information and fire fighting information will also be posted, as applicable.
- 3.3.10. Simulated Casualties (wounded or dead). Mouflage is the preferred method of simulated casualties. When mouflage is not possible, inject cards will be used to identify casualties. Casualties should not be confused with personnel attrited for improper IPE or inadequate attack response. All casualty requests must be coordinated through MDG EET.
- 3.3.11. Simulated UXOs. Inert munitions used to simulate UXOs will be supplied by 18 CES/CED to the XP White Cell via the deliverables document. All UXOs must be signed out via a hand receipt.
- 3.3.12. Simulated Craters. Bomb/rockets craters will be marked on runways, taxiways, and parking aprons with traffic cones. Cones can be used to mark craters in the middle of the taxiway providing aircraft are not taxiing and airfield management is notified through proper command channels. Airfield management will decide whether to close taxiway. Aircraft and

vehicles will not be allowed to traverse through simulated craters. Vehicles operating within coned off areas may become disabled based on EET on-scene determination.

3.3.13. Chemical Agent Simulation. PACAF Standard Simulations guide, *Simulated Use of Real-World M8 Chemical Agent Detection Paper and M9 Detection Agent*, Sim 2.18, will be utilized to provide a suitable material to be used as M-8 or M-9 paper to show chemical agent presence. Simulated materials will be created by EET members and used in areas subjected to chemical attacks. Chemical monitoring, decontamination and contamination avoidance procedures should be implemented in these areas.

3.3.14. Communication Outages. Throughout the exercise, various communications systems will be removed to see the wing's capability for back-up systems. COMM-OUT procedures will be carried out until sufficient procedures have been followed to restore communications. During COMM-OUT procedures, great care will be taken to avoid emergency lines such as 911, and critical real-world command and control hubs such as Command Post Emergency Action (EA) Cell.

## Chapter 4

### EXERCISE PROCEDURES

#### 4.1. Safety and Security.

4.1.1. All participants share responsibility to ensure exercise operations are conducted safely and that security is not compromised. If a safety or security violation appears imminent, immediate action must be taken to prevent injury to personnel, inadvertent release of classified information, or damage to equipment. Should an actual accident/incident occur, or if someone is injured during the exercise, delay or put on hold that portion of the exercise while appropriate action is taken.

4.1.2. Depending on the nature of the accident and/or injuries, if participants deem it necessary to put the exercise on hold, they will transmit the following message over appropriate communication channels “REAL WORLD, KNOCK IT OFF, KNOCK IT OFF, KNOCK IT OFF.”

4.1.3. The 18 WG/XP should be notified of safety and/or security incidents immediately through Command Post or other channels. If the severity of the incident warrants, 18 WG/XP may terminate the exercise after consulting wing leadership.

#### 4.2. OPSEC/COMSEC/COMPUSEC. OPSEC/COMSEC are a must and are graded items during LOREs and HHQ inspections.

4.2.1. Digital Encryption System (DES). DES-equipped radios are not cleared for transmitting classified information. Personnel needing to discuss classified activities must use an operational/keyed Secure Terminal Equipment (STE) or Voice over Secure Internet Protocol (VoSIP). Exercise/wartime flying schedules will be transmitted via secure means Secret Internet Protocol Router Network (SIPRNet), Theater Battle Management Core System – Unit Level (TBMCS-UL), or Tactical Aircrew Scheduling and Airspace Management System (TASAMS).

4.2.2. Critical Information (CI). CI is information about friendly operations and activities which, individually or when pieced together, reveals sensitive details about capabilities and intentions. It requires protection from external collection and exploitation. CI should never be discussed over non-secure telephones, in public places, or anywhere that might lead to unwarranted disclosure. Follow published guidance from the OPSEC program office on handling procedures for CI.

#### 4.3. Communications.

4.3.1. All radio, telephone, message, and report communications required for the purpose of exercise realism will begin and end with the word “EXERCISE.” Exercise inject cards are developed accordingly. If it is necessary to interject an actual message, use the appropriate phrase, “THIS IS A REAL WORLD \_\_\_\_\_ (event).”

4.3.2. Reports. Required operational reports (voice and message) such as OPREPs, SITREPs, etc. will be prepared, but not transmitted. Prepared reports will be given to the EET member evaluating the functional area submitting the report or will be sent via e-mail to

the XP “White Cell”. Additionally, the events log in the EOC and other base control centers will be made available for review after the exercise.

4.3.3. Messages. All message traffic that would normally be dispatched during the exercise will be sent via 18 WG/XP “White Cell”. Functional areas are responsible for submitting their own messages and should not use command post to transmit them. The command post only needs to be courtesy copied on the messages sent. All reports must be routed through the appropriate chain of command prior to being released to the 18 WG/XP “White Force” (HHQ). The release chain for messages goes from the duty section to the Squadron Commander, then forwarded to the Group Commander, once approved by Group Commander, he/she releases through the EOC to 18 WG/XP “White Cell”. These reports will not be sent off-base.

**4.4. Exercise Execution.** The 18th Wing exercises responding to scenarios ranging from an increase in readiness posture to full-scale employment operations.

4.4.1. Exercise Initiation. 18 WG/XP will initiate all exercises. Unit team leads are responsible for managing their respective areas of evaluation and may take initiatives as they see fit within the guidelines of the scenarios, sequence of events, and ground rules.

4.4.2. Exercise Actions. Actions directed by these instructions will commence upon receipt of a HHQ inspection, exercise alerting, warning message, or when directed by the 18 WG/CC.

4.4.2.1. Command and Control (C2). The Kadena ICC will stand up at the direction of the 18 WG/CC in the 18 WG Command Post.

4.4.2.2. Specific ICC functions such as the Crisis Action Team (CAT), EOC and Unit Control Centers (UCCs) will stand up at the direction of the 18 WG/CC IAW Kadena Air Base Instruction 10-2501, *Installation Control Center Operations*.

**4.5. Ground Rules.**

4.5.1. IPE/Field Gear. Exercise players will assume the IPE configuration directed by CSD. IPE and field gear will be marked and have M9 properly placed IAW AFPAM 10-100, *Airman’s Manual*, page 27 and 28, and as directed by CSD. Variations to uniform wear requirements, due to weather conditions or other reasons, will be approved by the 18 WG/CC and also published via CSD.

4.5.1.1. Personnel will use training CWDE gear during the exercise to simulate use of the real-world C-1 bag (bags may be palletized depending on scenario).

4.5.1.2. Emergency-essential civilian employees will comply with the same field gear and IPE requirements. Non-emergency essential civilians are exempt.

4.5.1.3. Civilians who deploy with units must wear appropriate IPE as directed by the deployed installation commander.

4.5.1.4. Contractor personnel deploying with US Armed Forces must wear appropriate IPE as prescribed by DODI 3020.41, paragraph 6.2.7.6, and their respective Performance Work Statement.

4.5.1.5. During a Base X scenario, Kadena personnel deployed to Base X will don IPE/field gear upon arrival at Base X. They will also wear appropriate Mission Oriented

Protective Posture (MOPP) gear for the current MOPP level, which will be briefed upon arrival at Base X. For ease of identification, IPE gear will differentiate personnel deployed to Base X from Kadena personnel during Phase I.

#### 4.5.2. Exercise Participation – Players and Non-Players.

4.5.2.1. Emergency Response Personnel. Emergency response personnel are exempt from exercise participation for the duration of the emergency. The 18 WG EET members will in no way hinder or delay responding emergency personnel.

4.5.2.2. Commanders will ensure maximum participation by unit personnel.

4.5.2.3. Members unable to assume full IPE and MOPP levels will be non-players in the exercise or inspection unless coordinated through their respective group CC and approved by 18 WG/XP. These members may serve as augmentees to the XP team according to their profile restrictions.

4.5.2.4. Personnel in-processing or out-processing the base, in conjunction with a PCS are exempt from play, and will wear blues to their appointments to signify their non-player status.

4.5.2.5. The 18 WG members returning from AEF deployments are exempt from play during post-deployment relief and compensation time.

4.5.2.6. Partner unit members across the base who are not participating in the exercise will remain in their duty uniform.

4.5.2.7. 18 WG members in duty uniform, but in an approved no-play facility, are exempt from responding to exercise injects, alarm conditions, or uniform/IPE changes. The no-play facility listing will be posted on the XP SharePoint site prior to each LORE.

4.5.2.8. For LOREs conducted while PME is in session, all students at NCOA, ALS, FTD, and FTAC are exempt from play. When PME is not in session, instructors will participate as players in the exercise.

4.5.2.9. Non-Player Identification. Members not participating in the exercise include a significant portion of the population of Kadena AB. Non-player personnel will be recognized by the following:

4.5.2.9.1. Civilian clothes

4.5.2.9.2. USAF “Blues”

4.5.2.9.3. Other service uniforms

4.5.2.10. Members participating in the exercise will be identifiable by IPE gear, utility uniforms, and location in a mission-related duty area. The 18 WG/CC will coordinate with partner units to request minimal presence of non-players in the 18 WG play area.

#### 4.5.3. Play/No-Play Areas.

4.5.3.1. All facilities on Kadena are normally considered play areas with exceptions noted below. During Phase II of a Base X scenario, facilities within the confines of Base X are considered play areas. The following facilities will be no-play areas at all times:

4.5.3.1.1. DoDDS Facilities

- 4.5.3.1.2. Designated Medical Treatment Areas in the Clinic
- 4.5.3.1.3. Child Development Centers
- 4.5.3.1.4. Partner Unit Facilities (when not participating)
- 4.5.3.1.5. Designated facilities approved by group CCs with 18 WG/XP concurrence
- 4.5.3.1.6. Boeing V2 Operations Building

4.5.3.2. Members will not be required to respond to exercise/inspection events within the confines of an approved No-Play Area, unless in a designated Play facility. The areas south of Douglas Blvd and southwest of McKennon Ave (north of Douglas Blvd, including the golf course and the Washington Heights/Clark Vista housing areas) are No-Play Areas for ATSO events. 18 WG/XP will maintain a list of Play facilities within the No-Play Area. No-Play facilities within the play area will be kept to an absolute minimum. Operational requirements or the diverse customer needs of these locations precipitate their No-Play status.

4.5.3.3. Personnel who work at a Play facility outside the Play Area will don the appropriate MOPP gear based on the information they had leaving their home and/or upon entering the base. NBC Reconnaissance Teams will not respond to attacks outside the play area; however, individual Play facilities will perform the necessary post-attack actions and reporting. Furthermore, the Kadena ICC will maintain and report current MOPP levels for the No-Play Areas.

4.5.3.4. Work areas which include only non-emergency-essential civilians and Master Labor Contract (MLC) employees will be treated as uninhabited facilities. If exercise mission requirements (i.e., bugout) drive uniformed members to work in one of these facilities, they will be required to sweep the building, post signage and M-8 stands as appropriate. When establishing operations in these facilities after the base has experienced a simulated attack during a period of simulated chemical weapons threat, uniformed personnel will assume the 10/24 rule is in effect until verification is received of no chemical attack in that sector and/or NBC Reconnaissance Teams verify the building is not contaminated. Facilities which fit this category are still deemed as Play Areas.

4.5.3.5. Boeing V2 Operations contractors and visiting personnel working in the V2 ops building will be allowed to park their official government, contractor, and POVs in the parking lot adjacent to V2 ops building. They are exempt from configuring their vehicles for the exercise scenarios. Visiting personnel escorted by Boeing V2 personnel will be allowed unimpeded access to their flight line operations in the V2 ops building. To avoid unnecessary delays for these personnel, ECP monitors should be made aware of their presence via EAL.

#### 4.5.4. Personnel Entering/Exiting Play.

4.5.4.1. Members will update base field status before arriving at their duty sections using any available means, to include:

- 4.5.4.1.1. Commander's Action Channel (CAC) for on-base personnel with cable television access

4.5.4.1.2. Base status signs located at the installation gates for off-base personnel without access to the CAC

4.5.4.1.3. Phone calls to their duty section prior to departing for their shift when practical

4.5.4.1.4. Passing the transition points that define the "Play" area

4.5.4.2. All 18 WG personnel will enter the play area through MOPP transition points. Due to inadequate parking facilities at those transition points, personnel will continue to their duty section regardless of current Alarm/MOPP condition and park their POV. After parking their POV, personnel will expeditiously don the appropriate field and/or IPE gear for the current Alarm/MOPP condition. Members may drive to work in UOD, AF PT Gear, or the BDO/CPO, as determined by 18 WG/CC, to facilitate the donning process. After donning the appropriate field and/or IPE gear, proceed as follows:

4.5.4.2.1. For personnel with operational air conditioners in their vehicles, the following rules apply upon arrival at their duty section: If the sector is in Alarm BLUE/RED or BLACK MOPP 4, lower the window slightly then turn off car and air conditioner for 5 minutes to demonstrate MOPP proficiency. After 5 minutes, member may turn on car and air conditioner (while remaining in appropriate MOPP) until Alarm GREEN. After Alarm GREEN is declared the member is cleared to assume the new MOPP for their sector and proceed into work (if in doubt proceed in MOPP 4 until able to verify status). If there is no MOPP level, personnel will remain in their car until Alarm GREEN.

4.5.4.2.2. For personnel without operational air conditioners in their vehicles, the following rules apply upon arrival at their duty section: If the sector is in Alarm BLUE/RED or BLACK MOPP 4, members will exit their vehicle, expeditiously don appropriate MOPP gear and proceed into their place of work, sweeping for UXOs. Members will use shuffle boxes and decontaminate the door prior to using sign/countersign or another identity verification procedure to gain entrance into the building. If there is no MOPP level, members will exit their vehicle, expeditiously don field gear and proceed into their place of work, sweeping for UXOs.

4.5.4.3. 18 WG personnel will remain at their duty station until Alarm GREEN. Personnel may then depart while adhering to the current MOPP level, 10/24 rule if applicable, and proceed to their POV, if used. Comply with the requirements in paragraph 4.5.5, POV Play.

#### 4.5.5. POV Play.

4.5.5.1. Members will minimize use of POVs to the maximum extent possible for official duties. While operating POV, 18 WG members will not respond to airfield attack cues. Additionally, members will not operate POVs in MOPP 4 to minimize risk of vehicle accidents and injury to personnel.

#### 4.5.5.2. POV Contamination.

4.5.5.2.1. To mark a vehicle as contaminated, an EET or XP member will tape M-8 paper with simulated contamination to the vehicle windshield using scotch tape or

masking tape (not duct tape) or the EET or XP member will inform the individual that the POV has been contaminated.

4.5.5.2.2. Personnel leaving work during Alarm GREEN or YELLOW MOPP-2, who find their POV contaminated, will move at least 10 feet away from their POV, don MOPP-4 gear, and demonstrate an operational decon of the POV. Additionally, personnel must be prepared to describe required follow-on actions, such as filling out the STANAG marker, marking the vehicle and applying the 10/24 rule if the POV is still going to be used. After all steps are completed to the satisfaction of EET/XP personnel, EET/XP will terminate the task-eval. The POV will no longer be considered contaminated and will be available for normal use.

4.5.5.2.3. Personnel leaving work during Alarm GREEN or YELLOW MOPP-4 who find their POV contaminated will begin with the operational decon of their POV and then proceed as outlined in the previous paragraph. Additionally, if members are leaving a facility in MOPP-4 due to Phase I of the 10/24 rule, it is recommended they remain in MOPP-4 until confirming that their POV is not contaminated.

4.5.5.2.4. If no EET/XP member is visibly present, Airmen will complete all steps through the operational decon. If there is still no EET/XP present at this point, then Airmen may consider the task-eval terminated, doff MOPP gear (assuming their shift has ended), and depart in their POV.

4.5.6. Bugout Procedures. Each 18 WG unit will identify an alternate facility to which personnel will “bugout” in the event of simulated damage to their primary operating location. Units will ensure that these facilities are appropriate for the accomplishment of their mission and will coordinate use of these facilities prior to the start of a LORE/ORI. Upon arrival at the alternate facility, units will establish an ECP and take accountability. UCCs will notify the EOC of their alternate location as soon as possible after a bugout occurs.

4.5.7. Services Facilities. Services facilities will normally be placed off limits for on-duty exercise participants upon direction of the 18 WG/CC. After issuance of off-limits order, participating exercise members will be restricted from all services facilities while in uniform to sanitize No-Play Areas to the max extent possible (Dining Facilities, Child Development Centers (CDC), and DoD schools (DoDDS), are notable exceptions). Members desiring to visit services facilities will do so after changing into civilian clothes at their quarters.

4.5.7.1. Members will obtain their meals during duty periods from base dining halls, “brown bag,” or MREs pre-staged in the dining halls for purchase. No food deliveries or “food-runs” to services facilities will be allowed while members are on duty.

4.5.7.2. The 18 WG warriors will maintain singular focus on demonstrating their combat skills in a contingency setting by allocating the bulk of their time to their work center, a dining facility, or quarters.

4.5.8. Master Labor Contract Employees and ATSO Play. MLC workers on Kadena comprise a significant portion of the workforce. For instance, aircrew transportation is manned by MLC drivers. These members will continue to serve during exercises although they do not have IPE/field gear or receive ATSO training due to political sensitivities and contractual issues. As inbound forces arrive, IAW the exercise TPFDD, these forces would be used to fill driver requirements and MLCs would be placed on administrative leave.

#### 4.5.9. Attrition Procedures.

4.5.9.1. In addition to simulated combat deaths and injuries planned during the exercise scenario, EET/XP members may identify additional personnel whose actions could result in death or injury during an actual conflict. These individuals may be designated as simulated deaths or attrition. Some example reasons for attrition are failure to wear MOPP gear properly, lack of a sense of urgency, violating CSDs, and/or safety violations.

4.5.9.2. EET members will record the following information: name, rank, squadron, phone number, and time and date of infraction. Violator names will be immediately provided to the XP work center and the 18th Wing Exercise Attrition form will be filled out and turned into White Cell. This attrition form can be located on the XP SharePoint site via Attrition Card.

4.5.9.3. Personnel attrited by EET members will be treated as either injured or deceased (via attrition card) and processed through the medical facility and/or morgue appropriate to their respective injury. Attrited personnel will be transported by their unit to all required locations.

4.5.9.4. Once attrited personnel have processed through the medical facility, and/or morgue, they will report to the 18 WG/XP work center (White Cell) for duty until the end of their shift. The 18 WG/XP may use attrited personnel in an augmentee capacity to process through the Casualty Collection Area/Decontamination Line or perform other required tasks. Upon conclusion of their shift, attrited personnel will report to their unit commander to relay the details of their attrition. Attrited individuals will not usually perform normal duties until their next shift.

#### 4.6. LOREs with Base X Implementation.

4.6.1. Base X Scenario. In the event the 18 WG is tasked with a cadre/ADVON deployment scenario, an isolation area (Base X) may be directed. This exercise construct remains a viable simulation to be employed at the discretion of the 18 WG/CC. Under a Base X scenario, the wing will utilize Exercise Entry Points (EEP) and direct individual units who deploy to establish a deployed operating location different than their garrison facility on Kadena. In the event of an exercise involving Base X, 18 WG/XP will publish an LOI delineating the boundaries of Base X and specifying in-place facilities and assets. 18 WG/XP may request group commanders to submit lists of assumed in-place assets for approval prior to the exercise. These lists should be based on the IGESP for the OPLAN being exercised. Units which do not deploy in the scenario will continue to operate from their garrison locations at Kadena.

4.6.2. General Base X CONOPS. The 18 WG will deploy cadre to prepare the Base X play area for exercise/inspection operations. The cadre operates according to PACAFI 10-405 and has the following general responsibilities:

4.6.2.1. Contact host nation/USAF caretakers and Collocated Operating Base (COB) staff for the base and accept responsibility for facilities and assets. For Base X, this means contacting the COB staff to receive listings and locations of in-place assets.

4.6.2.2. Establish initial command and control at the deployed location, including contacting HHQ and host nation counterparts as defined in applicable OPLANs. For exercise purposes, cadre members will contact White Cell to simulate those contacts.

4.6.2.3. Activate facilities and beddown arriving forces. The cadre receives, in-processes, beds down, and integrates incoming forces into the deployed AEW structure. Cadre operations emphasize turning over operations to incoming forces as soon as enough people have been deployed to sustain operations. Once that point has been reached, the cadre assimilates into the deployed wing organization unless tasked to re-deploy as required by the cadre/CC and 18 AEW/CC. The cadre also prepares the base for hostilities, including initiating logistics plans for weapons systems operating from the deployed location. It also includes initiating planning actions for air base ground defense and passive defense procedures.

4.6.3. Command and Control. For LOREs in which a cadre/ADVON team forward deploys, the wing will normally use two separate ICC agencies during Phase I/II.

4.6.3.1. Phase I. Deploying units will follow command directives from the Kadena ICC until arriving at their deployed location. At that time, the deployed units will follow command direction from the simulated Base X ICC. Units remaining at Kadena will continue to follow command guidance from the Kadena ICC.

4.6.4. Base X deployment. Any aircraft returning from a simulated deployment mission will be recovered and placed in Base X under control of Base X maintenance, Maintenance Readiness Center, and Base X operations. Any deploying personnel who arrive at Base X prior to Phase II will wear IPE/field gear and assume MOPP and alarm conditions for Base X as directed by the deployed command post and will limit face-to-face interaction with in-garrison personnel in the conduct of their mission activities.

4.6.4.1. Example 1 – Unit Deployment under Base X: An OG flying unit tasked to deploy in an OPLAN will pick up and move to an alternative facility on Kadena and will establish operations from that new facility after logistics movement is complete. The deployed unit will follow direction of the Base X ICC during Phase I and II.

4.6.4.2. Example 2 – Partial Unit Deployment under Base X: An 18 CS UTC tasked to deploy in an OPLAN will pick up and move to an alternative facility at Base X and will establish operations from that new facility after logistics movement is complete. The deployed section will follow direction of the Base X ICC. The remaining members of the 18th CS will stay in place at their Kadena facility and operate under the direction of the Kadena ICC throughout the entire exercise. They will respond to all Alarm Conditions and IPE changes as directed by the Kadena ICC.

4.6.5. EEP Use. During deployment scenarios in which the 18 WG/CC does not elect to follow a FTB construct, EEPs will be utilized to enter and exit Base X during employment operations.

4.6.5.1. All EEPs will be manned to control access in/out of the play area. The 18 MSG/CEM will be responsible for preparing, manning, and equipping all EEPs. 18 MSG/MDG/SFS will provide the following personnel/equipment to support requirements for establishing and manning EEPs and restricted entry/exit points.

- 4.6.5.1.1. MSG: Dayshift (0600-1800) two SNCOs (supervisor) and five Airmen/NCOs to man EEP 1. A minimum of two Airmen/NCOs to man all other EEPs. Manning will be adjusted as required.
- 4.6.5.1.2. MDG: Nightshift (1800-0600) two SNCOs (supervisor) and five Airmen/NCOs to man EEP 1. A minimum of two Airmen/NCOs to man all other EEPs. Manning will be adjusted as required.
- 4.6.5.1.3. The 18 SFS will provide portable “gate shacks” for the intersection of Fairchild Blvd and Collison Ave. The 18 SFS will man the gate shack during the entire exercise.
- 4.6.5.1.4. MSG/MDG will provide EEP augmentee names and phone numbers to 18 MSG/CEM NLT 1200, 2 weeks prior to STARTEX.
- 4.6.5.2. Vehicle Pass Control and Accountability.
- 4.6.5.2.1. Base X military vehicle availability is based upon assets authorized and assigned on the Base X Vehicle Authorization List as well as military vehicles on inbound UTCs. Units will provide all vehicles involved in Base X exercises. The Base X 18 LRS vehicle representative and unit VCOs maintain current authorized and assigned listings for all functional areas.
- 4.6.5.2.2. All vehicles on Base X must have a pass issued by 18 LRS upon initiation of Phase II. Passes are controlled items and units will send a representative to sign for passes when they deploy to Base X. Passes must be returned to 18 LRS immediately after ENDEX. Passes will be issued based on the Base X Vehicle Authorization List; however, units may use reasonable substitutes and asset realignments that reflect real-world capabilities. The 18 WG/XP will make the final determination on any disputed substitutions. Base X vehicle passes will be randomly checked to ensure only approved assets are used. Units should request vehicle passes at the earliest possible date, but NLT 1500 hours 3 workdays prior to STARTEX. Submit vehicle pass requirements to the cadre Transportation Representative.
- 4.6.5.2.3. Each unit is provided with two types of vehicle passes, restricted and unrestricted. All passes must be used IAW the guidelines listed below. The 18 WG/XP will resolve questions pertaining to the type of passes to be issued. The following types of vehicle passes will be issued:
- 4.6.5.2.3.1. Restricted Passes. Will vary in color. Any vehicle issued this type of pass must stay within the confines of Base X at all times, except for real-world medical or CCA transport.
- 4.6.5.2.3.2. Unrestricted Passes. Will vary in color. The 18 WG/XP is the approval authority for these passes. The 18 WG O-6 GOVs and 18 WG/CC have blanket authorization. Any vehicle issued this type of pass may only leave Base X for OFFICIAL reasons and may not stop at unauthorized locations while outside of Base X. Group VCOs will submit a vehicle list to 18 WG/XP which reflects the vehicle type, license number, unit, and purpose of the unrestricted pass.

4.6.5.2.4. Emergency vehicles (fire, medical, safety, security, barrier maintenance, wrecker, mobile maintenance, airfield management, etc.) will have unlimited access rights when responding to real-world situations.

4.6.5.2.5. EEP workers will allow the following vehicles access to Base X and POVs will not be allowed on Base X except as noted below:

4.6.5.2.5.1. Transportation buses ferrying Base X personnel to/from EEPs.

4.6.5.2.5.2. XP/EET evaluators displaying an XP/EET badge may enter in their GOV.

4.6.5.2.5.3. USMC/353 SOG personnel in uniform and civilian personnel working in facilities located in the Play Area who are not participating in the exercise may enter in their POV/GOV.

4.6.5.2.5.4. Vehicles with unrestricted passes or emergency vehicles.

## Chapter 5

### ANALYSIS AND REPORTING

**5.1. Exercise Evaluation:** Evaluators will document and collect exercise details and observations immediately from STARTEX to facilitate report writing and classifying observations (e.g. deficiencies, strengths, etc.). Group representatives are at the core of this process. They obtain inputs from EET member during the course of the exercise and collectively determine and classify observations as follows:

5.1.1. Deficiencies. By definition, a deficiency is normally a *Critical, Significant (Major)*, or *Minor* deficiency. These are usually associated with non-compliance with tech data, OPLAN, manuals, timelines, etc., of policy or technical nature. It corresponds to a unit's inability to comply with published guidance.

5.1.2. Recommended Improvement Areas (RIAs). RIAs are not deficiencies; instead they are an identified process, product, or capability which could be improved by a suggested course of action. RIAs are included in exercise reports under Areas for Improvement without a deficiency number assigned.

5.1.3. Strengths. Strengths are programs, processes, products, or teams that clearly exceed minimum standards or are key to a unit's success.

5.1.4. EET Post-Exercise Activities. Following ENDEX, 18 WG/XP will establish a meeting place and time for the following:

5.1.4.1. Initial EET "Hotwash". This meeting will be attended by all functional area EET team leads and will normally be scheduled for 2 hours after ENDEX. The purpose of this meeting is to facilitate the flow of information between EET members, helping to build the "big picture" of what happened and to help identify wing-wide trends. All exercise inputs will be due IAW suspense's established by 18 WG/XP personnel.

5.1.4.2. Debriefing. A debrief will be scheduled for all IRREs/CEREs/OREs. This debrief will give the 18 WG/XP an opportunity to present all inputs to the WG/CC, WG/CV, group commanders, participating partner unit commanders, and unit commanders with reported discrepancies prior to publishing the report. All Group EET leads will attend the debrief.

### 5.2. Reporting Exercise Deficiencies.

5.2.1. All wing deficiencies should be reported to 18 WG/XP through the 18 WG/XP deficiency database. EET members should gather all facts concerning these deficiencies and try to ascertain the root problem. Deficiencies should be submitted by highlighting the root cause, with underlying symptoms (observation) listed as sub-bullets. Interaction with other EET members is critical in establishing core problems.

5.2.2. Validation. Validating deficiencies is an important element of the integrity of the inspection and should be conducted with affected units as soon as possible. Face-to-face validation is preferred, but not required; telephone validations are also authorized. Effective validation is accomplished through open and frank discussions between the EET and inspected units.

5.2.3. If an observation involves a functional area outside that of the evaluator submitting the observation, they must discuss it with EET members from that respective area prior to submitting to the database.

5.2.4. Evaluators should validate the deficiency with the supervisor or unit member who can fix the problem. Validating is not an acknowledgment of guilt; it is simply verifying that the observation identifies a suspected problem area. Evaluators must address the cause of the problem. They must confirm the facts and identify references. A review of what is believed to be the conditions, impact, and cause should be done with the responsible individual and his/her boss. The purpose of the validation process is to identify potential problems before writing them in the report.

### **5.3. Guidance for Writing Observations.**

5.3.1. Commendable. Should be used for recognizing individuals, as well as work centers and units, for truly exceptional performance, well above and beyond normal duties. Evaluators must remember to include the grade and full name(s) of individual(s) and office symbol of work centers or units. All commendable inputs must have sub-bullet statements justifying the inputs.

5.3.2. Strengths. Should be used to document a unit's strong areas. Strengths should also identify areas that were innovative and creative which allow the respective unit to accomplish their mission in an easier, more efficient manner. An OPR/OCR is not required.

5.3.3. Deficiencies. An observation is a deficiency if it involves a failure to comply with AFI, failure of a critical process, a major safety violation, a repeat deficiency, or requires higher headquarters involvement. Evaluators will cite the governing instruction/regulation and provide an OPR. If the 18 WG/CC is designated as the OPR, an OCR is also required.

5.3.4. Recommended Improvement Area (RIA). A weakness or observation, not serious enough to be considered a deficiency, which could be improved with a suggested course of action at the unit level.

5.3.5. Grading Criteria. To standardize the rating system applied to exercises, EET will use the same grading criteria as the PACAF/IG. The five-tier rating system in AFI 90-201 will be used.

5.3.6. Group leads assist 18 WG/XP with determining ratings within their assigned area based on compliance with published procedures and compliance with safety procedures. They will prepare written comments with justification for ratings above and below SATISFACTORY. However, EET members should allow the event being evaluated to take its natural course and should not interfere as long as valuable training can be safely gained.

**5.4. Hot-Wash.** At the Wing Commander's discretion, immediately after ENDEX, an exercise hot wash may be conducted to provide immediate feedback to commanders. The hot wash will be a broad overview of the exercise scenario, lessons learned, and observations without including specific deficiencies. If conducted, participants include squadron/group commanders, group representatives, area chiefs, staff agency chiefs, and key personnel from evaluated areas.

**5.5. Validation Process.** Group representatives will meet with evaluators and/or exercise players as soon as practical and discuss observations/deficiencies and validate each accordingly.

5.5.1. Deficiencies will be validated at ENDEX with individual unit commanders. Units will be given an opportunity to clarify/rebut observations and conclusions to avoid misunderstandings and improve accuracy.

5.5.2. Disagreements that cannot be resolved during the validation process will be elevated to the Team Chief for further consideration. Note that an area for improvement or observation is not final until the report is published.

#### **5.6. Report Writing:**

5.6.1. The Team Chief is the OPR for producing the report NLT 15 days from ENDEX.

5.6.2. Each Group Representative will input their portion in the provided exercise report shell as validated data becomes available, but NLT 72 hours after ENDEX. Each objective must be properly evaluated and rated accordingly. During exercises, the Administrative Support personnel may assist group representatives with this task.

5.6.3. The report will provide specific reporting and closure instructions. The Team Chief and respective group representatives will track deficiencies until closure and maintain a record of all exercise reports and replies.

## Chapter 6

### OPERATIONS

**6.1. Purpose.** This chapter outlines how the 18th Operations Group exercises its war-fighting capabilities. It is written in general terms so as to apply to a variety of potential taskings. This information is intended to provide guidelines only and is not regulatory in nature.

**6.2. General CONOPS.** This section contains information applicable to all 18 OG units during LOREs/ORIs.

6.2.1. Combat Plans Cell. The CPC works directly for the wing weapons officer. The 18 WG Weapons Officer, or designated representative, will coordinate with HHQ (White Cell/EET) on all flying-related matters. In addition, the CPC breaks out the ATO and produces the flying schedule, monitors WRM inventory, mission plans, coordinates with outside units, and briefs aircrew on mission specifics. CPC will attend and brief details at the command staff meetings as required.

6.2.1.1. The CPC will download the daily ATO via secure means (SIPRNet, secure fax).

6.2.1.2. The CPC will build the flying schedule (shell) based on the ATO and distribute the schedule via secure means: TASAMS (primary), SIPRNet, secure fax, hand carry, etc. Individual-tasked flying squadrons (and/or OSS tanker scheduling) will build flying schedules based on the ATO and input into TASAMS in the event of CPC loss.

6.2.1.3. The CPC will build a GAT flow and ensure a copy is sent to all relevant agencies. Individual tasked flying squadrons (and/or OSS tanker scheduling), MOC, and Shogun Control will fill the TASAMS shell with additional scheduling information as required.

6.2.1.4. If unable to receive/send the schedule via secure means, it is the individual unit's responsibility to coordinate alternate means of transmitting the relevant information.

6.2.2. Command and Control of Aircraft Assets.

6.2.2.1. TASAMS will be used as the primary flight following system during the execution phase. All units' players should provide timely input of relevant data into TASAMS to aide C2. The SOF is responsible for inputting takeoff and land times. Base operations will input takeoff and land times when the SOF is not on duty or SOF workload does not allow input of the times (i.e., event time plus five minutes).

6.2.2.2. Shogun Control.

6.2.2.2.1. Manning. Shogun Control will be manned during flight operations by a minimum of one fighter pilot and either an AWACS crew member or tanker crew member.

6.2.2.2.2. Responsibilities. Shogun Control is the liaison between White Cell, the command staff, and flight operations. It will operate on a UHF frequency listed in the 18 WG Exercise In-flight Guide and on SATCOM frequencies as coordinated. Secure communication is required and should be provided by the 18th Communications Squadron. Shogun Control will perform the following tasks:

6.2.2.2.2.1. Provide mission execution and fleet status reports for the command staff.

6.2.2.2.2.2. Direct Alert Scrambles. Shogun Control will receive the alert/scramble order from White Force and pass to the appropriate flying operations center, Ramp Rat, and directly to the aircrew/aircraft (if able) to expedite the order. After aircraft check-in, Shogun Control will pass further scramble instructions directly to the aircraft. If unable to meet a tasking, Shogun Control will notify the 18 OG/CC (and White Force as directed by the OG)..

6.2.2.2.2.3. Work with each flying operations center and MOC to determine asset status and availability.

6.2.2.2.2.4. Supervise execution of the daily ATO. Shogun Control will conduct flight-following by tracking takeoffs, landings, diverts, and overdue aircraft.

6.2.2.2.2.5. In the event any MDS operations center is damaged or destroyed, Shogun Control will act as their communications liaison until they can re-establish operations at their alternate facility.

6.2.2.2.3. Location. Shogun Control will operate out of the ICC. Requirements for the facility include a UHF secure-comm capable radio, SATCOM capability, SIPR/NIPRNet computer, and STE phone. Shogun Control POC will pre-position all checklists and materials necessary to accomplish Shogun Control's duties in both primary and alternate facilities.

6.2.3. Flying Unit Ops Desks. Flying operations sections are tasked to execute the daily flying schedule. The MDS specific ops desk serves as a single POC for all MDS-specific flying and maintenance-related issues. All MDS ops desks will be manned as necessary to accomplish mission related to include, but not limited to:

6.2.3.1. Scheduling aircraft and aircrew while managing crew rest/recalls

6.2.3.2. Providing updated names and tail numbers to Shogun Control

6.2.3.3. Managing the flight line through the Ramp Rat/Standby Duty Officer (SDO)

6.2.3.4. Coordinating with the CPC on future ATO taskings

6.2.3.5. Providing CPC augmentation as required

6.2.3.6. Coordinating flight line transportation as required

6.2.4. CSAR. White Force provides CSAR tasking to Shogun Control by simulating the Joint Search and Rescue Center (JSRC). Shogun Control will contact the local rescue ops desk via STE, VOSIP secure chat, or over a pre-briefed frequency for airborne SAR aircraft.

6.2.5. SOF. The 18 WG SOF will be performed by a SOF qualified F-15 pilot.

6.2.5.1. The 909 ARS and 961 AACS Operations Supervisors and Standby Duty Officers (SDO) will function as an 18 WG/SOF for their respective aircraft operations.

6.2.5.2. The SOF should remain vigilant of base conditions and ensure the current threat, Alarm, and MOPP conditions are posted on ATIS.

6.2.6. Weather.

6.2.6.1. Weather personnel will conduct 24-hour operations during LOREs/ORIs. The weather team is responsible for providing weather information for local and deployed aircrew and command staff. The deployed Tactical Standard Operating Procedures are included in the deployment package.

6.2.6.2. CPC will coordinate a weather brief for all E-3 and KC-135 takeoffs via secure means. Weather personnel will provide a weather brief to CPC no later than 1 hour prior to crew briefing times.

6.2.6.3. The weather shop will provide weather slides as requested to support XP/EET meetings.

6.2.7. Intelligence. The Senior Intelligence Officer (SIO) directs the Contingency Intelligence Network (CIN) that includes the Combat Intelligence Center, the ICC Intelligence representative, the intelligence cells in flying squadrons, and all other intelligence elements in the Wing. The CIN integrates intelligence into the command and control, mission planning, air operations, and base defense/force protection of the Wing. The SIO also serves as the co-chair of the Threat Working Group.

6.2.8. Aircrew Flight Equipment. The 18 OSS AFE personnel attached to flying units will maintain aircrew life support equipment and weapons. When directed by the command staff and in coordination with the EOC/CBRN, AFE personnel will establish aircrew chemical defense operations utilizing OSS assets.

6.2.9. SERE instructors will evaluate aircrews in the field during SAREXs. Cooperation between White Force/EET, Intel, and Rescue EET will ensure all aspects of a SAREX are properly coordinated and evaluated. All 18 WG mission-ready aircrews are eligible for short-notice SAREX tasking.

6.2.10. Deploying Units. Certain OG units will deploy under both FTB and Base X scenarios. They include elements of the 18 AES, 31 RQS, and 33 RQS. The 909 ARS and 961 AACCS may deploy in either scenario.

6.2.10.1. Tasking for deploying elements of the above units in a FTB scenario will be provided by White Cell, simulating each unit's actual command chain during the employment phase. The 18 WG will continue to provide C2 decisions regarding FPCON, GDP, MOPP levels, alarm conditions, INFOCON, etc., for deployed units. Each unit will react to given attack/MOPP conditions for their location as depicted on the Kadena Air Base chem zone map. Each UCC will report to the Kadena EOC. The 18 WG Command Staff attendance by both the home and simulated deployed locations leadership will be on an as-capable basis.

### **6.3. Unit-Specific CONOPS.**

#### **6.3.1. 18 AES CONOPS.**

6.3.1.1. The 18 AES real-world alert crews will not participate and are exempt from exercise play. The scheduler on-call, SDO, line driver(s) and all other personnel involved in real-world mission execution are exempt from exercise play while performing real-world duties.

6.3.1.2. Initial Response (Phase I). During Phase I, the 18 AES UCC will operate from its garrison location on a schedule directed by EOC/CSD.

- 6.3.1.2.1. Recall/UCC. The 18 AES will initiate personnel accountability/recall procedures and activate a 24-hour UCC when directed by the 18 WG/CC. Crews will be placed in crew rest for alert status or immediate launch and day/night shift staff rotations will begin as required.
- 6.3.1.2.2. Facility Hardening Plan. The 18 AES facilities will be hardened IAW the Kadena CE Hardening Plan. The unit will supplement the plan with additional hardening measures to protect mission-essential vehicles and protect key parts of the building. The hardening plan will be documented and applicable supplies will be maintained in the facility.
- 6.3.1.3. Transition to Fight the Base (FTB) or Base X Operations. During any transition period, the UCC will maintain 24/7 operations.
- 6.3.1.4. Employment (Phase II). The 18 AES in coordination with 18 WG/XP may provide/demonstrate one or a combination of the following capabilities during Phase II:
- 6.3.1.4.1. Mobile Aeromedical Staging Facility (MASF). Regardless of its physical location, the MASF may be considered deployed. Base support services will be responsible for all facilities, equipment and services to the MASF when located at in the 18 AES garrison facility IAW the unit's DOC statement and applicable OPLAN.
- 6.3.1.4.2. Aeromedical Evacuation Liaison Team (AELT). If exercised, the AELT will verify and coordinate physiology of flight issues and patient flight movement requirements. The AELT will locate itself with the primary medical provider of Base X and align itself to their contingency plans.
- 6.3.1.4.3. Aeromedical Evacuation Operations Team (AEOT). The AEOT will demonstrate its ability to successfully manage AE crews and launch/recover missions. The AEOT will conduct operations from the 18 AES garrison facility.
- 6.3.1.4.4. Aeromedical Evacuation Crew. The AECS will provide command of assigned AE forces, including ADCON and OPCON of the AELT, AEOT, UCC, MASF and exercise AE crews. It will also advise the 18 WG/CC, OG/CC, MDG/CC, as well as other agencies on AE capabilities and requirements. The AECS will be co-located with the UCC. Communication to and from the AECS, 18 WG/EOC, and White Force will be through the UCC.
- 6.3.1.4.5. Aeromedical Evacuation Command Squadron. The 18 AES exercise AECs are under the direction of the AECS/AEOT, managed by the scheduler on-call and EET. Once crews are alerted for exercise missions, all AE crew members will attend an intel briefing prior to completing mission preparation. Upon completion of an intel briefing, all AE crew members will continue with the mission preparation based upon geographical orientation and availability of aircraft. The 18 AES Current Operations will alert the medical crew director and coordinate with the SQ tasked to provide airlift. The medical crew director will alert the rest of the AE crew members.
- 6.3.2. 31/33 RQS CONOPS.
- 6.3.2.1. Initial Response (Phase I).
- 6.3.2.1.1. Chain of Command. No changes to garrison Chain of Command.

6.3.2.1.2. C2 Relationships. Upon WARNORD, the 31 RQS and 33 RQS mobility sections will deploy all UTCs in support of the scenario.

6.3.2.1.3. UCC. The 31 RQS, 33 RQS, and 33 AMU will operate a combined UCC.

#### 6.3.2.2. Transition to FTB or Base X Operations.

6.3.2.2.1. 31 RQS. After completion of the deployment/mobility process through the Installation Deployment Readiness Cell (IDRC), 31 RQS FTB personnel will transfer all FTB operations to designated play areas. The 31 RQS FTB UCC will maintain 24/7 operations until all UCC duties have been transferred to the deployed location. At this point, the garrison facility will be off limits to 31 RQS FTB personnel. Any 31 RQS personnel not deploying will be absorbed into the 18 OSS to FTB and/or perform 31 RQS URM duties.

6.3.2.2.2. 33 RQS/33 AMU. The 33 RQS and AMU personnel will report to Base X at the beginning of their next shift following processing through the IDRC. The 33 RQS and AMU personnel not deploying to Base X will be absorbed into the OG/MXG's personnel augmentation pool.

#### 6.3.2.3. Employment (Phase II) FTB.

6.3.2.3.1. Chain of Command. The 31 RQS's FTB personnel will operate under the command and control of the 31 RQS.

6.3.2.3.2. UCC. The 31 RQS and 33 RQS FTB UCC will operate as a single entity.

6.3.2.3.3. FTB Play Areas/ No-Play Areas will be designated prior to STARTEX.

#### 6.3.2.4. Employment (Phase II) Base X.

6.3.2.4.1. Deployed Chain of Command. Base X personnel will operate under the C2 of the 18 ERQS. All ERQS personnel deployed to Base X will stage and operate out of a Base X Play Area.

6.3.2.4.2. The STE phone and TBMCS computer located in the UCC area are considered base support equipment and their use is limited to the Base X UCC.

6.3.2.4.3. Perimeter Sweep team duties will be accomplished by whatever unit is occupying a given facility. Base X personnel are not responsible for manning a base security perimeter.

6.3.2.4.4. A minimum of one Airman with an LMR is required at any ECP.

6.3.2.4.5. Where available, all Base X personnel will use pre-existing secure/non-secure communications infrastructure.

6.3.2.4.6. Additional planning time considerations will be factored into mission planning to facilitate movement of pararescue personnel between Play Areas during base alarm conditions.

#### 6.3.3. 44/67 FS CONOPS.

##### 6.3.3.1. Definitions.

6.3.3.1.1. Operations Supervisor. The ops sup is the primary POC for fighter scheduling, and works with the duty scheduler if one is present. When accomplishing

the ATO, the ops sup and Ramp Rat will work in conjunction with maintenance and Shogun Control to prioritize and execute missions as required due to fallout, ATO changes, or HHQ taskings. The ops sup tasks pilots while they are inside the fighter ops building and while in transit to and from aircraft. Once pilots have started engines, their command authority becomes Shogun Control. Pilots who have started engines will continue to work maintenance issues through the ops sup and Ramp Rat.

6.3.3.1.2. Ramp Rat. The Ramp Rat works for fighter ops and will be manned with an F-15 qualified pilot and a maintenance production superintendent. The Ramp Rat is the ops sup's representative on the flight line. Ramp Rat passes information to pilots as required (including alert scramble notifications), manages the availability of FMC aircraft, and ensures expenditures are passed to flight line maintenance to expedite re-supply/loading of missiles.

6.3.3.1.3. Gopher. The Gopher works for fighter ops, primarily to transport pilots to and from the Upper Fighter Ramp. Additional duties are as required by the ops sup. Gopher may be manned with any person assigned to the 44 FS, 67 FS, or respective AMU. The Gopher will possess a flight line driver's license for Kadena AB.

#### 6.3.3.2. Initial Response (Phase I) FTB.

6.3.3.2.1. Operating Location. Both fighter squadrons will utilize a single operating facility for all fighter ops in a FTB scenario.

6.3.3.2.2. Recall Procedures. The ops sup on duty is primarily responsible for initiating a recall to fighter personnel when informed to do so. Recall procedures will be IAW 18 WG guidelines. Normally the ops sup will initiate a complete recall upon receipt of a DEPORD, to bring personnel to fighter ops for a situation brief by unit Intel and SQ/CCs. Variations may apply, based on taskings, pilot rest requirements, and other considerations.

6.3.3.2.3. Facility Hardening Plan. Both fighter squadron facilities will be hardened IAW the Kadena CE Hardening Plan. The unit will supplement the plan with additional hardening measures to protect mission-essential vehicles and protect key parts of the building. The hardening plan will be documented and applicable supplies will be maintained in the facility.

#### 6.3.3.3. Employment (Phase II) FTB.

6.3.3.3.1. Sweep procedures. UCC will accomplish building sweeps. If short-manned and with DO or CC approval, augment sweep teams with duty scheduler. In all cases, minimize unnecessary risk to mission-ready pilots.

6.3.3.3.2. Bugout Procedures. Upon arrival at the new location, UCC will set up door checks to maintain personnel accountability, and ensure appropriate ATSO posture.

6.3.3.3.2.1. During a bugout of fighter ops, the ops sup will hold responsibility for bringing necessary materials to continue his/her job on the move and at the new location. Classified material will be locked up before leaving. COMSEC, KY-58 crypto, and classified hard drives will be secured in a safe. The alternate fighter ops

location will be equipped with identical classified material to preclude having to transport it. WDO is responsible for securing vault safes and doors.

6.3.3.3.3. Aircraft Acceptance, Alert Status, and Crew Ready Procedures. Fighter ops-MX LOAs establish the following standards. For this document, the abbreviation “MX” refers to the combined 67/44 AMUs.

6.3.3.3.3.1. Definitions. For definitions of generation and acceptance terminology (e.g., Hot-Cocked, On-Status, Cold Acceptance, etc.) reference the F-15 Exercise IFG.

6.3.3.3.3.2. Aircraft Generation. When MX begins generating aircraft IAW a DEPORD, fighter ops will begin scheduling ops sups and pilots for the purpose of accepting generated aircraft. All pilot acceptances will be via cold acceptance. Reference the F-15 Exercise IFG for the Cold Acceptance Checklist.

6.3.3.3.3.3. Hot pre-flights and hot acceptances will be by exception only, as requested by MX or 18 WG/XP. As the generation approaches completion, the ops sup will seek to begin hot-cocking already accepted aircraft based on known or anticipated alert commitments.

6.3.3.3.3.3.1. Acceptance/Hot-Cock Timeline. To the max extent possible, MX and the ops sup will strive to step alert pilots to jets that have already been hot-cocked. These pilots will step NLT 30 minutes prior to their fragged on-status time. If stepping an alert pilot to a jet that has not been hot-cocked, pilots should be given a minimum of 60 minutes to run the aircraft, hot-cock it, and call “On Status” by the required time.

6.3.3.3.3.3.2. Alert Scramble. Shogun Control is the conduit through which alert posture changes or alert scramble orders will be issued. See F-15C Alert Standards for more details on alert status and scramble starts.

6.3.3.4. Initial Response (Phase I) Base X.

6.3.3.4.1. Operating Location. During a Base X scenario, Base X fighter operations will use the 44th FS building and in-garrison fighter operations will use 67 FS building.

6.3.3.4.2. Recall Procedures are the same as a FTB scenario.

6.3.3.4.3. Facility Preparation is the same as a FTB scenario.

6.3.3.4.4. Aircraft deployment to Base X. Fighters at Base X are identified by a gap in parking spots between newly arrived Base X jets and those still at Kadena. All jets start in the flow-throughs on the upper fighter ramp at Kadena. The first 12 jets that deploy to Base X will usually launch from Flows 1-12 and recover in the protective aircraft shelters (PAS)/hard stands away from the upper fighter ramp when they chock-in at Base X. As more jets launch from Kadena flows 13-50, recovery will begin at Flow 1. Jets that do not make the launch because of maintenance problems are towed to the high-numbered flows to free up parking spots for Base X to expand.

6.3.3.5. Employment (Phase II) Base X. Base X employment will be the same as a FTB scenario.

#### 6.3.4. 623 ACF CONOPS.

6.3.4.1. The 623 ACF CONOPS are the same for FTB and Base X scenarios.

6.3.4.2. Initial Response (Phase I). The 623 ACF (Lightsword) will participate and complete all portions of Initial Response (Phase I) from its assigned facilities on Kadena AB.

6.3.4.2.1. Recall/UCC. The 623 ACF will initiate personnel accountability/recall procedures and activate a 24-hour UCC when directed by the 18 WG/CC.

#### 6.3.4.3. Employment (Phase II).

6.3.4.3.1. The 623 ACF will operate from JASDF, Southwestern Direction Center facility at Naha AB during all portions of Phase II. From this location 623d Theater Control Operations Teams (TCOTs) will provide maximum vulnerability period coverage in support of ATO tasking. Crews will transit between Kadena AB and Naha AB daily in assigned GOVs.

6.3.4.3.2. Due to local political sensitivities, the 623 ACF will not wear IPE/CWDE outside Kadena AB or while working inside Naha Air Base. The 623d TCOTs will be considered non-players and will not respond to alarm conditions beginning when within 10 feet of the GOV they are using to transit to Naha and they are in the process of removing their IPE in preparation for departing for Naha. They will be full players at all other times they are on Kadena IAW para 1.12. Crews will utilize the 18 OSS or other designated location to receive the Combat Plans brief. Once the briefing is received, the parking lot of the designated location will serve as the transition point for doffing IPE gear in preparation for transit. Upon completion of their mission tasking and reentering the play area, 623 ACF personnel will assume the proper MOPP level for their work area and proceed with the debrief.

6.3.4.3.3. To facilitate mission planning, two 623d personnel will be assigned to the 18 OSS CPC to deliver and produce required mission planning products and briefings to 623d TCOTs. TCOTs will utilize Bldg. 728, Bldg. 3384, or other designated location to receive the Combat Plans brief. Post mission briefing, the parking lot of the designated location will serve as the transition point for doffing IPE gear in preparation for transit. Upon completion of their mission tasking and reentering the play area, 623 ACF personnel will assume the appropriate MOPP level and resume full player status.

#### 6.3.5. 909 ARS CONOPS.

##### 6.3.5.1. Initial Response (Phase I).

6.3.5.1.1. The 909 ARS will participate in all portions of the Initial Response (Phase I) and Employment (Phase II) from its garrison location on Kadena AB.

6.3.5.1.2. Recall/UCC. The 909 ARS will initiate personnel accountability/recall procedures and activate a 24-hour UCC when directed by the 18 WG/CC. Crews will be placed in crew rest for alert status or immediate launch and day/night shift staff rotations will begin as required.

6.3.5.1.3. Facility Hardening Plan. The 909 ARS facilities will be hardened IAW the Kadena CE Hardening Plan. The unit will supplement the plan with additional hardening measures to protect mission-essential vehicles and protect key parts of the building. The hardening plan will be documented and applicable supplies will be maintained in the facility.

6.3.5.1.4. Deployment Operations. The 909 ARS may initially be tasked to demonstrate its internal UTC deployment process and capability for exercise/inspection purposes. The 909 ARS will work with the IDRC for the initial pre-processing of aircrews once a WARNORD has dropped. Organic and ROTÉ chalks will be generated, equipment palletized and processed by the IDRC for deployment. Sorties simulating deployment aircraft departures may be flown. The scenario may require the KC-135 to depart home station and employ en route to Base X. Once the deployment process has successfully been demonstrated, the 909 ARS will transition to a FTB scenario. Upon transition to FTB, all the personnel and equipment that were simulated to be deployed will return to the squadron and be available to support the FTB scenario. For training purposes and to simulate reach-back capability, those personnel not deployed on the UTC will also return to the squadron to be available for the FTB scenario.

#### 6.3.5.2. Employment.

6.3.5.2.1. Flying Operations. The 909 ARS will support ATO-tasked flying operations.

6.3.5.2.2. Reception of Forces/Cargo. Reference the 909 ARS supplement to the Kadena BSP 10-404 and IGESP for the reception and hosting of visiting units.

6.3.5.2.3. For real-world missions, the ops sup, Operations Representative, and aircrew will be exempt from exercise participation. They will not be required to bug-out.

#### 6.3.6. 961 AACS CONOPS.

##### 6.3.6.1. Initial Response (Phase I)

6.3.6.1.1. The 961 AACS will participate in all portions of the Initial Response (Phase I) and Employment (Phase II) from its garrison location on Kadena AB.

6.3.6.1.2. Recall/UCC. The 961 AACS will initiate personnel accountability/recall procedures and activate a 24-hour UCC when directed by the 18 WG/CC. Crews will be placed in crew rest for alert status or immediate launch and day/night shift staff rotations will begin as required.

6.3.6.1.3. Facility Hardening Plan. 961 AACS facilities will be hardened IAW the Kadena CE Hardening Plan. The unit will supplement the plan with additional hardening measures to protect mission-essential vehicles and protect key parts of the building. The hardening plan will be documented and applicable supplies will be maintained in the facility.

6.3.6.1.4. Deployment Operations. The 961 AACS may initially be tasked to demonstrate its internal UTC deployment process and capability for exercise/inspection purposes. The 961 AACS will work with the IDRC for the initial pre-

processing of aircrews once a WARNORD has dropped. Organic and ROTE chalks will be generated, equipment palletized and processed by the IDRC for deployment. Sorties simulating deployment aircraft departures may be flown. The scenario may require the E-3 to depart home station and employ en route to Base X. Once the deployment process has successfully been demonstrated, the 961 AACS will transition to a FTB scenario. Upon transition to FTB, all personnel and equipment that were simulated to be deployed will return to the squadron and be available to support the FTB scenario. For training purposes and to simulate reach-back capability, those personnel not deployed on the UTC will also return to the squadron to be available for the FTB scenario.

#### 6.3.6.2. Employment.

6.3.6.2.1. Flying Operations. The 961 AACS will support ATO-tasked flying operations.

6.3.6.2.2. Reception of Forces/Cargo. Reference the 961 AACS supplement to the Kadena BSP 10-404 and IGESP for the reception and hosting of visiting units.

6.3.6.2.3. For real-world missions, the ops sup, Operations Representative, and aircrew will be exempt from exercise participation. They will not be required to bug-out.

#### 6.3.7. 18 OSS CONOPS.

6.3.7.1. The 18 OSS will participate in all portions of the initial response (Phase I) and employment (Phase II) from its in-garrison locations around Kadena AB. These include the 18 OSS Command Bldg., 18 WG Command Post, Radar Approach Control, Control Tower, the Kadena Passenger Terminal, the AFE main shop, and all AFE sections in the 31 RQS, 33 RQS, 44 FS, 67 FS, 909 ARS, and 961 ACS. All facilities are considered splinter protected with walls in excess of 6 inches of concrete.

6.3.7.1.1. Recall/UCC. The 18 OSS will initiate personnel accountability/recall procedures and activate a 24-hour UCC when directed by the 18 WG/CC.

6.3.7.1.2. Facility Hardening Plan. The 18 OSS facilities will be hardened IAW the Kadena CE Hardening Plan. The unit will supplement the plan with additional hardening measures to protect mission-essential vehicles and protect key parts of the building. The hardening plan will be documented and applicable supplies will be maintained in the facility.

6.3.7.2. Other Unit Support. The main 18 OSS bldg will serve as a bug-out location for fighter ops and safety in case of emergency. EALs will be obtained and authenticated prior to Phase II operations for these units.

6.3.7.3. During exercises, personnel working real-world operational requirements will don protective MOPP gear and continue to play until mission success/timing is threatened.

6.3.7.4. The 18 OSS Base X Procedures. In the event of a Base X scenario, OSS procedures will be the same as for a fight-the-base scenario.

## Chapter 7

### AIRCRAFT MAINTENANCE

#### 7.1. FTB.

7.1.1. The MXG/CC will have control of the entire maintenance operation.

7.1.2. Maintenance SQ/CCs are responsible for ensuring the 18 WG's war-time mission is fully supported by all maintenance personnel.

7.1.3. The 18 AMXS and 718 AMXS Maintenance Operations Officer (MOO)/Superintendent responsibilities include:

7.1.3.1. Monitor status of aircraft and brief status at all Command Staff meetings.

7.1.3.2. Coordinate the repair of aircraft that have diverted to other airfields.

7.1.3.3. Ensure CANN aircraft are monitored.

7.1.3.4. Monitor the ATO for impact on maintenance operations.

7.1.3.5. Ensure coordination of maintenance support.

7.1.4. The 18 AMXS Generation Super will coordinate pre-generation line-up on the AF Form 2409 with the MOC at PTDO. The generation line-up will finalize and provide to the MOC and Ammo Control (via Weapons Super) as soon as possible after EXORD.

7.1.5. Aircraft Parking Plan.

7.1.5.1. During generation, F-15s will utilize the flow-throughs and PASs as required.

7.1.5.2. KC-135 and E-3 aircraft will generate in their normal parking areas on the north side (Nancy/Lima/Mike Rows).

7.1.5.3. HH-60s will generate in front of Hangar 3534, 33 RQS/AMU (Helo 1-3 and Papa Row). The 33 RQS will demonstrate deployment by recovering on CME ramp next to Hangar 3490 and will operate from this location for the duration of the exercise.

7.1.6. Pilot and EET aircraft acceptance procedures.

7.1.6.1. Aircraft will be considered generated/regenerated IAW the PACAF supplement to AFI 90-201.

7.1.6.2. Units must advise the MOC when an aircraft is ready for EET acceptance. The MOC timekeeper will record the time and notify EET of aircraft line number and time of request. IAW the PACAF supplement to AFI 90-201, the time EET is notified the aircraft is ready for acceptance will be the official time for the generation. EET will immediately advise MOC of their ETA to the aircraft, record the time of request, and dispatch EET evaluators to accomplish the acceptance inspection. NOTE: Exceptional release and aircrew acceptance must be annotated prior to EET beginning generation/regeneration acceptance inspection on all MDS.

7.1.6.3. Maintenance EET and weapons EET will inspect all aircraft with a single aircraft acceptance inspection. When the number of days allotted for the exercise does not facilitate a Pause Ex, these inspections may be performed separately. If performed

separately, once the aircraft is accepted by Weapons EET and all proper documentation has been entered in the aircraft forms (per para 3.3.3.1), the owning AMU/SQ can reconfigure/download the aircraft for employment. If either weapons or maintenance EET acceptance inspections identify a safety of flight or system reliability discrepancy, the aircraft will be rejected. For an aircraft to meet acceptance requirements, both Maintenance and Weapons EET acceptance inspections must be completed within the allotted time. Rejected aircraft will be graded IAW the PACAF supplement to AFI 90-201.

7.1.6.4. Maintenance EET and weapons EET will annotate an INFO NOTE in the applicable AFTO Forms 781A stating: aircraft accepted by Maintenance/Weapons EET, date, time, applicable findings and collect data for tracking purposes. EET members will enter all discrepancies noted during the inspection in AFTO Form 781A. Maintenance and weapons EET will brief the respective Production Superintendent on any discrepancies found on aircraft regardless of whether the aircraft was accepted or rejected.

7.1.6.5. EET will log discrepancies identified during inspections and provide collected information as an integral part of the LORE inspection report.

7.1.6.6. F-15 MX will affix an AF Form 2409, *Generation Sequence Action Schedule*, to the outboard surface of the left vari-ramp. A cone will be placed in front of all generated F-15s when it is pilot accepted and ready for EET. No further maintenance is allowed on the aircraft without coordination of the cell boss or Production Superintendent. If maintenance is performed, the aircraft must have its exceptional release re-accomplished and a pilot must re-accept the aircraft.

7.1.6.7. The DCC or ADCC, if possible, will provide aircraft's AFTO Form 781 binder to the EET evaluator upon arrival. The DCC, ADCC or Cell Boss should accompany EET during aircraft acceptance inspection.

7.1.6.8. The 33 RQS will provide a flight engineer to observe the EET evaluator inspection. A flight engineer will be present during all alert aircraft inspections. The DCC will provide an AF Form 2408, *Generation Maintenance Plan*, AF Form 2409, *Generation Sequence Action Schedule*, and aircraft's AFTO Form 781 binder to the EET evaluator upon arrival.

7.1.6.9. The 909 ARS will provide an aircrew member to observe the EET evaluator inspection actions to maintain integrity of the aircraft. The DCC will provide the aircraft's AFTO Form 781 binder, AF Form 2408, and AF Form 2409 to the EET evaluator upon arrival.

7.1.7. The 909 AMU KC-135R/961 AMU E-3 Real-World HHQ Missions or Alert Missions CONOPS. Reference the 18 WG simulations for real-world mission ROE.

7.1.8. Munitions Operations During Aircraft Generation.

7.1.8.1. All appropriate fire symbol placards will be placed on the front of the PAS (if used) as soon as munitions are delivered to that location.

7.1.8.2. All munitions deliveries will be coordinated to ensure appropriate agencies are notified. The 18 MUNS will notify the MOC prior to leaving the munitions area. MOC will notify the fire department of pending munitions delivery and coordinate evacuation

of non-related personnel IAW AFMAN 91-201, 18 WG Sup 1, *Explosives Safety Standards*. The F-15 weapons superintendent will notify MOC of the location of munitions trailers by spot number upon acceptance of delivery and will coordinate all munitions movements between aircraft with Munitions Control. The HH-60 weapons expeditor will coordinate with Munitions Control at home station. Deployed weapons expeditor will coordinate with deployed munitions personnel for re-supply.

7.1.8.3. Unless specifically authorized by the weapons load crew chief, no concurrent maintenance actions will be conducted during weapons loading. The weapons load crew chief will direct nonessential personnel out of the weapons loading area and provide a safety briefing to all members required to remain in the area.

7.1.8.4. Gun systems will be configured cold (Pins/Holdback tools installed/Rounds limiter to limit/990) until immediately prior to weapons supervisor post load inspection. At that time, missiles will be connected and gun will be configured hot (Pins reversed/Holdback tools removed/Rounds limiter to "no-limit" and rounds counter set IAW 1F-15-33-1-2, *Non-nuclear Munitions Loading Procedures*).

7.1.8.5. Following Weapons EET acceptance, crews will download all live tactical missiles and reconfigure aircraft with training missiles. This may occur prior to pilot and EET acceptance. Guns will be returned to cold status and aircraft reconfigured to meet Phase II configuration requirements after aircraft and weapons EET acceptance inspections are completed. AFI 11-214, *Air Operations Rules and Procedures*, contains tactical missile flight restrictions.

7.1.8.6. To the maximum extent possible, 18 MUNS will ensure fully loaded UALS/LALS, and empty UALS/LALS are positioned in each loading area (44th/67th) to support loading/downloading operations. No more than two belts will be downloaded into each UALS/LALS.

7.1.8.7. The 18 MUNS will ensure the mobile TMJ-72, Argon Bottle Charger, is positioned on the flight line and available when needed. NOTE: Using CATM argon bottles in live missiles is prohibited.

#### 7.1.9. Aircraft Regeneration (Phase II) and Munitions Re-supply Procedures.

7.1.9.1. Reloading will be accomplished for pilot reported expenditures and any EET injects. Pilots will squawk simulated expenditures to expedite re-supply and document simulated expenditures in the aircraft AFTO Form 781A.

7.1.9.2. All weapons BPO inspections, actual or simulated, will be accomplished by the applicable AMU or Armament Flight Rapid Response Team and documented in the aircraft forms. Tools/equipment needed to complete the task will be available on the spot for both simulated and actual inspections.

7.1.9.3. F-15 weapons load crews will conduct reloading operations using half-up/half-down procedures as follows: All half-up/-down procedures will be completed from aircraft preparation through simulated cartridge installation and post-load. Each missile must be returned to the trailer before being uploaded on another station. Once all required munitions are loaded, perform a weapons post-load, and then download munitions (crew members may prepare missiles for download as soon as load crew chief

performs a post load on that station). Document reloads in the aircraft AFTO Form 781A.

7.1.9.4. F-15 aircraft gun procedures. Reload when the system falls below 50 percent capacity based on pilot-reported expenditures (simulated or actual). Gun load simulation includes connecting the loading system, pneumatic gun and flex drive to the aircraft and waiting 5 minutes before disconnecting. Document the aircraft AFTO Form 781A and the UALS/LALS upload/download forms when complete.

7.1.9.5. F-15 chaff/flare procedures. Reload will be accomplished when the system falls below 50 percent capacity based on pilot reported expenditures (simulated or actual). All aircraft will be fully replenished with chaff/flare prior to the first sortie of each flying day.

7.1.9.6. HH-60 chaff/flare procedures. Reload will be accomplished when system falls below 50 percent capacity based on pilot reported expenditures (simulated or actual).

7.1.9.7. Reconciliation will be accomplished with line delivery not later than 2 hours after the last aircraft downtime (unless impeded by Alarm Black/MOPP 4 at which time reconciliation will be accomplished as soon as possible when cleared to continue working). If the flying day exceeds 2400 hours, reconciliation will be accomplished not later than 0200, with expenditures for that day ending at 2400 hours.

7.1.9.8. Weapons expediters will track simulated and actual expenditures on separate 18 WG Forms 62, *Munitions Configuration and Expenditure Document*, and will provide copies to 18 MUNS for expenditure tracking, Armament Flight for rounds fired, and the MRC to meet XP deliverable requirements.

7.1.10. Maintenance Communications. The MOC possess overall responsibility to assign and change LMR frequencies during FTB exercises. Table 3.1 contains assignments for maintenance radio nets during exercise operations.

7.1.10.1. If frequency jamming occurs, MOC will notify the 18th Communications Squadron of the date, time, and net on which the jamming occurred. MOC should direct affected units to alternate nets. Backup communication devices will be telephone or runner.

7.1.10.2. MOPP 4 Communications. Maintenance personnel should make use of air horns, voice emitters, etc., to ensure effective communication is maintained during MOPP 4 conditions. Vehicles equipped with flags will ensure the correct alarm condition flag is displayed at all times and will blow their vehicle horns at alarm condition changes to alert personnel. Maintenance aircraft tow teams must use air horns instead of whistles during MOPP 4 towing operations.

**Table 7.1. LMR Frequency Plan (FTB)**

<b>MOC Coordinator</b>	<b>NET 1 TDY Net</b>	<b>NET 2 Blue Board</b>	<b>NET 3 Red Board</b>	<b>NET 4 MX Board</b>	<b>NET 5 Heavy Board</b>	<b>NET 6 Tanker Net</b>
<u>Phase I</u>	TDY Units On Kadena	44th Generation Operations	67th Generation Operations	EMS CMS MUNS	961 AMU 33 AMU 82 RS	909 AMU
<b>MOC Coordinator</b>	<b>NET 1 TDY Net</b>	<b>NET 2 Blue Board</b>	<b>NET 3 Red Board</b>	<b>NET 4 MX Board</b>	<b>NET 5 Heavy Board</b>	<b>NET 6 Tanker Net</b>
<u>Phase II</u>	TDY Units On Kadena <b>33 AMU Deployed</b>	44 AMU	67 AMU	EMS CMS MUNS	961 AMU 33 AMU	909 AMU

7.1.10.3. Aircraft maintenance personnel requiring communication with aircrew or ground run personnel while in MOPP 4 should utilize the chemical mask microphone adapter (if available or operational).

7.1.11. End of Runway (EOR) Operations. Aircraft arming/de-arming may be conducted in chocks when directed by the 18 MXG/CC. When directed, two weapons EOR qualified personnel (one weapons individual must be checklist certified) are required to arm/de-arm aircraft in the aircraft parking location. All ground safety pins installed in live and inert loaded stations, inboard and centerline carted stations guns and chaff/flare will be removed. EOR operations will not be cancelled if arming in chocks is ordered. Normal EOR functions will proceed per AFI 21-101.

7.1.12. Support Sections. Squadron Commanders must develop dispersal plans for equipment.

7.1.13. Fuel System Repair Areas. For all aircraft, fuel system repair areas will be IAW 18 WGI 21-149, Primary and Alternate Fuel Repair Areas and Procedures.

7.1.14. General Support of Flight Line Maintenance. The 18 AMXS and 718 AMXS will coordinate the following support with the agencies listed below:

7.1.14.1. Water buffalo set-up: Contact CES/CEOIU 30 days prior to STARTEX (if needed).

7.1.14.2. Port-a-Potty set-up: Contact CES/CEEC 30 days prior to STARTEX.

7.1.14.3. Cooling tent set-up: Contact CES/CEOF 30 days prior to STARTEX (if needed).

## 7.2. Base X.

7.2.1. The deployed MXG/CC will have control of the entire deployed maintenance operation.

7.2.2. When the 18 WG deploys an Alpha and/or Bravo AMU F-15 maintenance team, the Alpha AMU OIC is responsible for ensuring the deployed 18 WG F-15 mission is fully supported by all deployed maintenance personnel.

7.2.3. The duties of the Alpha AMU OIC will include:

7.2.3.1. Monitor status of aircraft and brief status at all Command Staff meetings.

7.2.3.2. Coordinate the repair of aircraft that have diverted to other airfields.

7.2.3.3. Designate/monitor CANN aircraft to eliminate duplication of effort.

7.2.3.4. Ensure CANN aircraft are monitored.

7.2.3.5. Monitor the ATO for impact on maintenance operations.

7.2.3.6. Ensure coordination of maintenance support.

7.2.3.7. Coordinate any requests to home station for maintenance support.

7.2.4. Aircraft Parking Plan.

7.2.4.1. Fighters will utilize the flow throughs and PASs as required. Fighters will simulate parking at Base X. For flow thru requiring simulated walls, use rope between the spots. On the back side of the flow thru, use cones to simulate the wall. Put the cones aside during launch operations and after launch, return the cones to simulate the back wall. A minimum of three cones per spot will be used to simulate the back wall.

7.2.4.2. KC-135 and E-3 aircraft will park in their normal parking areas on the north side of the runway.

7.2.4.3. Deployed HH-60s will park on the CME ramp next to Bldg. 3490 on the south side of the runway.

7.2.5. Munitions operations during aircraft generation. Weapons 2W1/2W0 cadre personnel will initiate paperwork to establish a munitions account at Base X.

7.2.6. Aircraft Regeneration (Phase II) and Munitions Resupply Procedures.

7.2.6.1. F-15 aircraft landing at Base X are simulated loaded live with a full combat SCL provided aircraft was generated at point of origin. Aircraft will be serviced, inspected, and loaded/reloaded (as applicable) for ATO tasking or "Alert" status as directed.

7.2.6.2. For regeneration of Base X sorties prior to transition day, the 44/67 AMUs will only be required to refuel the number of aircraft needed for the post-regeneration sorties. For example, if only eight sorties are to be launched after the regeneration, then only 10 aircraft (eight primaries and two spares) need to be refueled at Base X. This will reduce the number of de-fuels required at the beginning of transition day or ENDEX.

7.2.6.3. Deployed personnel will use only the equipment/tools that were deployed, or are already in-place at Base X. Any shortfalls will be procured using the proper support/supply channels.

7.2.7. Maintenance Communications. The MOC possess overall responsibility to assign and change radio frequencies during Base X operations. The following are assignments for maintenance radio nets during exercise operation.

7.2.7.1. Deployed radios. SQs will deploy with their own radios to augment the MOC's radios. MOC will coordinate with squadrons and develop a plan to process these radios through MOC-LMR or Base LMR for simulated rechanneling. This rechanneling will take place prior to departure for Base X. Radios can either be hand carried or processed as part of each SQ's mobility package. Each SQ will provide MOC with a list of radio serial numbers prior to STARTEX. The MOC will use this list to verify serial numbers prior to rekeying any radio.

7.2.7.2. Deployed cellular phones. Personnel may deploy with government issued cellular phones. Upon arrival at Base X these cell phones will be considered simulated issued by 18th Contracting Squadron.

**Table 7.2. LMR Frequency Plan (Base X)**

<b>MOC Coordinator</b>	<b>NET 1 TDY Net</b>	<b>NET 2 Blue Board</b>	<b>NET 3 Red Board</b>	<b>NET 4 MX Board</b>	<b>NET 5 Heavy Board</b>	<b>NET 6 Tanker Net</b>
<u>Phase I</u>	TDY Units Base X	44th Generation Operations	67th Generation Operations	EMS CMS MUNS	961st AMU 33rd AMU 82nd RS	909th AMU
<b>MOC Coordinator</b>	<b>NET 1 TDY Net</b>	<b>NET 2 Blue Board</b>	<b>NET 3 Red Board</b>	<b>NET 4 MX Board</b>	<b>NET 5 Heavy Board</b>	<b>NET 6 Tanker Net</b>
<u>Phase II</u>	TDY Units All non- deployed fighter aircraft (Kadena) 33rd AMU Deployed	44th AMU (Base X)	67th AMU (Base X)	EMS CMS MUNS (Base X)	961st AMU 33rd AMU	909th AMU (Base X)

7.2.8. Hazardous Waste Accumulation Points at Base X.

7.2.8.1. Forty-five (45) days prior to STARTEX each unit intending on setting up a HWAP at Base X must notify CEV.

7.2.8.2. Thirty (30) days prior to STARTEX, Hazardous material shall be reported to Haz-Mart Pharmacy indicating the intent to deploy hazardous material (include barcodes). All hazards must deploy IAW AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*.

7.2.8.3. Trained/qualified HWAP Managers must deploy to Base X to set-up AP and serve as AP managers.

7.2.8.4. AP equipment is already available at Base X and does not need to be deployed.

7.2.8.5. Upon arrival at Base X, AP managers will coordinate initial hazardous waste disposal and AP set up with deployed CEV.

7.2.8.6. Deployed HWAP managers must continue to follow procedures IAW Japanese Governing Standards and applicable AFIs and directives.

7.2.9. Host-Base Support. Each deploying SQ will be authorized to use their own vehicles, as close as possible matching the list maintained by LRS. The AMU OIC will decide what SQ vehicles will be pre-positioned at Base X and will submit a list to XP for approval with the Base X LOI prior to the exercise.

7.2.10. Deployed Staging Areas.

7.2.10.1. The 18 MXG will supply a DSAP to XP no later than 1 week prior to STARTEX. The DSAP will list aircraft parking plan, 18 AMXS support section, fuel cell, MUNS, and EMS/CMS deployed locations. The DSAP will be coordinated with Airfield Management where appropriate.

7.2.10.2. All aircraft weapons loading operations will be conducted in authorized locations as outlined in AFMAN 91-201, 18 WG Sup 1, *Explosives Safety Standards*.

7.2.11. F-15 Hot Pit Operations. F-15 hot pit operations at Kadena will be conducted IAW the standard operating procedures. The Hot Pit area will remain a no-play area.

7.2.12. Helicopter Hot Pit Operations. Helicopter hot pit operations at Futenma MCAS will be conducted IAW the Futenma standard operating procedures. The SARDO will be responsible for coordination.

7.2.13. Support Sections.

7.2.13.1. While deployed, squadrons must develop dispersal plans for equipment.

7.2.13.2. During transition day (if applicable) and before the start of Phase-II, AMU support sections will relocate to their normal operating buildings.

## Chapter 8

### MEDICAL AND CHAPLAIN

#### 8.1. Responsibilities.

8.1.1. The 18 MDG working with SQ Medical Elements (SMEs) will:

8.1.1.1. Comply with Kadena's Installation Deployment Plan (IDP), Fight the Base Concept of Operations (CONOPS), and other applicable local directives in order to provide the required base medical support for Kadena AB personnel.

8.1.1.2. Support a primary and if necessary an alternate medical facility. To adequately support the alternate medical facility, the 18 MDG may simulate a pre-positioned Air Transportable Clinic and a Patient Decon Tent near the alternate facility.

8.1.1.3. Ensure any medical vehicle requirements are supported using resources assigned to the 18 MDG.

8.1.1.4. Expand medical operations when needed and as directed by the 18 MDG/CC to provide medical personnel in sufficient quantity.

8.1.2. The Military Treatment Facility (MTF) Commander will:

8.1.2.1. Provide two (2) hand-held radios, as required by the SME.

8.1.2.2. Ensure all exercise participants are familiar with real-world medical care procedures as outlined in below.

#### 8.2. Real-world Patient Care.

8.2.1. Real-world Patient Care. Direction for exercise participants needing real-world medical care will be published in a Command Staff Directive. In the event of a real-world emergency, the first person on-scene should contact 911 immediately. Ambulance services will coordinate the necessary care through normal channels and follow directed procedures to either transport the patient to the US Naval Hospital Okinawa Emergency Department or to the Kadena AB Clinic.

8.2.2. The entire east side of the Medical Facility is used for real world; inside for patient care by providers, and outside for patient parking. The east side of the building covers from the front entrance around the east of the building to the covered parking area.

#### 8.3. 18 MDG CONOPS.

8.3.1. FTB.

8.3.1.1. The Medical Security Team will be required to conduct external sweeps for the entire MDG perimeter. A portion of the third floor of the MDG is a no-play area due to infection control issues with Area Dental Laboratory. Signage will be used to mark both play and no-play areas on each floor. Inside the facility, the Security Team will sweep the occupied basement area. Security will also sweep all play areas on the second and third floor.

8.3.1.2. The Aeromedical Staging Facility may demonstrate the ability to prepare for incoming forces by assembling a minimum of 20 percent of the Contingency Aeromedical Staging Facility.

8.3.1.3. The MDG is a Casualty Collection Point and will ensure medical personnel are available to receive casualties on a 24-hour basis.

8.3.1.4. The following capabilities will have 24-hour in-house coverage: NEO, OAEPP, Medical Control Center, Security, Public Health (during initial Mobilization phases) Patient Care, Patient Administration, Manpower, Transportation, real-world flight line and emergency response capability, Sick Call/Acute Care Clinic, and EOC support.

8.3.1.5. To facilitate a common use of MDG terms, the following definitions should be used:

8.3.1.5.1. Casualty is defined as: A living individual that has been wounded and requires medical attention immediately.

8.3.1.5.2. Deceased is defined as: An individual that has been declared dead by competent medical authority. A physician can declare an individual deceased on scene or in the morgue.

8.3.1.6. Casualty care will be provided at the Kadena Clinic.

8.3.1.7. Casualty Processing. All casualties will be transported to the CCP using vehicles of opportunity. Units will notify their MCC when transporting their simulated casualties. Initially, casualties will be brought to the CCP and will be triaged. The Manpower team will support the arrival of casualties if directed to respond by the MCC. If there is a possible presence of contamination, the casualty will be triaged as contaminated versus uncontaminated. After appropriate decontamination, simulated casualties will be brought into the building for treatment. Simulated patients then enter the building for simulated care and then are discharged with the desired exercise input of return to duty, deceased, requiring aeromedical evacuation, or transport to USNHO. The CCP will have administrative personnel perform the appropriate patient administration functions to medically process and properly record disposition of the patient. The administrative paperwork collected by the Patient Administration Team will be used to report personnel status to PERSCO. After the established holding period, disposition will occur as defined.

8.3.1.8. Squadron Medical Elements using an Air Transportable Clinic, or other facilities, can also support flight line operations. The SME level of involvement in support of 18 MDG operations will vary based on exercise and real-world mission requirements. SMEs, as per standard CONOPS, become assets of the MTF.

8.3.1.9. The SME teams will provide patient care to the maximum extent possible; however, care may be extremely limited without the main clinic. Emphasis will be placed on protecting patients and staff from potential contaminants and to transporting casualties to USNHO for inpatient care.

8.3.1.10. Unit personnel will perform SABC prior to transporting casualties via vehicles of opportunity to the appropriate CCP for triage. All available, uncommitted vehicles can

and should be used to transport casualties to the CCP. The 18 MDG/CC or designated representative will make the decision to dispatch vehicle assets should the situation call.

8.3.1.11. Inpatient casualty care is not available on Kadena. Any patients with injuries or illnesses that would require inpatient care will be simulated transported to USNHO.

8.3.1.12. If fatalities are identified at a CCP, the Patient Care Team will notify the MCC to contact mortuary affairs. Mortuary affairs personnel will report to the appropriate CCP with their vehicle to take charge of fatalities once the medical authority releases them.

8.3.1.13. All casualties will remain under the jurisdiction of medical personnel or mortuary affairs until released by medical/mortuary affairs authorities and an EET/XP member.

8.3.1.14. Any equipment that must remain with the patient (for example, litters and moulage supplies) will be properly marked by the owning organization. All equipment will be returned to the owning unit following termination of the scenario.

8.3.1.15. Patient Time Out. All casualties requiring hospitalization, aeromedical evacuation, or expiring during exercise play will not be eligible to return to play until the start of their next shift. This does not include minimally injured personnel who are returned to duty by a medical provider. Medical providers, via the MCC and Medical EOC Rep, will consult the MCBRNE EOC Rep (Bioenvironmental Engineering) to determine when casualties affected by threshold (non-lethal) concentrations of CBRN agents can effectively return to duty.

8.3.1.16. Weapons:

8.3.1.16.1. Weapons under the control of combatant (non-medical) personnel are not allowed in the medical facility. Whenever possible, combatant personnel should secure their weapons at their work site before reporting for medical care. If a casualty does arrive armed, the Medical Security Team will secure the weapon(s) and notify the MCC. The MCC will contact the EOC to coordinate retrieval or disposition of the weapon(s).

8.3.1.16.2. The Medical Security Team is more likely to be issued weapons before other non-combatants for the purpose of defense of patients and medical staff. Weapons will be issued to the Medical Security Team if the local potential of insurgents or enemy forces may present a potential threat to staff or patients.

8.3.1.16.3. Bioenvironmental Engineering personnel assigned as MCBRNE teams are also more likely to be issued weapons before other non-combatants for the purpose of self-defense. MCBRNE teams are at a much higher risk of being engaged by insurgents or enemy forces, as they are multisector roving teams. Weapons will be issued to the MCBRNE teams based on threat of insurgents or enemy forces to the entire installation or local area of responsibility, and not based solely on the potential threat to staff or patients at the medical facility.

8.3.1.17. Combatant Status.

8.3.1.17.1. Medical care providers (direct patient care and ancillary service providers and technicians) will not normally be assigned duties that could jeopardize their status as non-combatants.

8.3.1.17.2. Medical personnel assigned to routine duties inside the EOC (Medical EOC Rep and Bioenvironmental Engineering/MCBRNE EOC Rep) are considered combatants for the duration of the exercise, as the EOC is a legitimate C2 target.

8.3.1.17.3. MCBRNE teams co-located with, operating jointly with (i.e., not as an independent team), or in direct support of Civil Engineer Readiness CBRN Recon Teams, will be considered combatants for the duration of the exercise IAW HQ/USAF JAI Letter, *Utilizing Bioenvironmental Engineering (BEE) Personnel as Members of Nuclear-Biological-Chemical Teams*, dated 23 May 2000.

### 8.3.2. Treatment of Contaminated Patients.

8.3.2.1. Unit personnel will implement SABC procedures, including the administration of nerve agent/antidote, if warranted. Casualties will be decontaminated in the field to the maximum extent possible prior to arrival at MDG's contaminated patient CCP. During Alarm Black, the casualties will be collected and will be transported to the CCP as the route is reported clear.

8.3.2.1.1. Primary Decontamination: The responsibility for field decontamination lies with the first responders performing SABC.

8.3.2.1.2. Secondary Decontamination: A patient decontamination team will be located in the parking lot adjacent to Bldg. 626. The decontamination team will be an appropriate distance from the Contaminated CCP. The patient decontamination team at the clinic is not supplied with new chemical protective gear for re-issue. The MCC will identify to the EOC the number of personnel requiring re-issue of chemical protective gear, to include the appropriate sizes of protective gear.

8.3.2.1.3. At the Contaminated CCP, the casualties will be triaged outside in chemical protective gear once the "all clear" has been given.

8.3.2.1.4. The patient decontamination team is not mobile. All contaminated patients must be transported to the clinic via vehicles of opportunity.

8.3.2.2. All casualties who are not immediately returned to duty will be reported to PERSCO.

8.3.3. Patient Transportation. Medical assets are available during exercises, but that does not replace the importance of SABC. In order not to risk or disrupt real-world emergency response capability, the real-world ambulance will not be dispatched during the exercise, unless an exercise scenario becomes real world.

### 8.3.4. Nerve Agent Antidote Issue Procedures.

8.3.4.1. The Personnel Deployment Function (PDF) will process personnel deploying. Personnel will receive the necessary nerve agent/antidote simulation cards on the mobility processing line. Each card simulates a full complement of Biological Warfare (BW) and/or Chemical Warfare (CW) protection. Medical Logistics will issue the cards either individually or to the chalk troop commander depending on the scenario. Public Health personnel will describe and demonstrate the use of prophylactic medication and auto injectors as part of the pre-deployment briefing.

8.3.4.2. If the PDF is not operational, unit UDMs will make arrangements through Medical Logistics to obtain the supplies for their personnel. Medical Logistics will provide these individuals with necessary simulation cards. Issuance instructions will be provided in the form of a CSD.

8.3.4.3. The decision to begin, continue, or discontinue administration of nerve agent prophylactic medication, IAW AFJMAN 44-149, *Treatment Of Chemical Agent Casualties And Conventional Military Chemical Injuries* will be made by the wing commander. The MDG/CC, his representative, SMEs, medical intelligence officer and Civil Engineering Emergency Management, will serve in an advisory capacity.

#### 8.3.5. Heat Injury Prevention/Work/Rest Cycles.

8.3.5.1. Work/rest cycles and flag conditions will vary according to the Wet Bulb Globe Temperature (WBGT). Bioenvironmental Engineering (BEE) personnel will monitor the WBGT conditions throughout any exercise.

8.3.5.1.1. Information will be passed through the EOC and Command Staff, and posted on the heat stress web page via the Kadena Homepage for base-wide access. Heat stress conditions will be reported for both non-exercise players as well as exercise players. Conditions will account for MOPP and individual protective gear (body armor and helmet) as well as variations (such as the ventilation option and no-BDU option) in effect per CSD. Work-rest cycles posted on the heat stress webpage will be observed based on the current flag condition in effect.

8.3.5.1.2. In the event the webpage is not operational, BEE will recommend work/rest cycles to the EOC. Work/rest cycles will then be released by CSD.

8.3.5.2. Injects may occur that simulate medical symptoms of heat stress illnesses for the purposes of evaluating unit SABC ability.

8.3.5.3. The workplace or line supervisor or wingman is authorized to remove an individual's MOPP gear (including the gas mask) in the event of, or in the immediate danger of a real-world medical emergency. When the situation allows, the nearest EET/XP member will be notified and real-world emergency services will be activated. For non-emergency situations, any unit CC is authorized to determine an individual's ability to continue in the exercise, and may request medical assistance in making said determination. Individuals deemed unable to continue with the exercise will remove MOPP gear as required, and be directed to report immediately to the MTF as a real-world patient. Unit CC's will notify the EOC and EET/XP. Medical providers will determine when the individual may return to duty, and notify the unit CC. The individual's unit control center will notify the EOC of when the individual is expected to return to their unit.

#### 8.3.6. MCBRNE Team.

8.3.6.1. The MCBRNE team will stage and operate out of Bldg. 428 unless re-positioned closer to flight line at the request of the EOC or Command Staff. Operational control of the MCBRNE team will be the responsibility of the MCBRNE/BEE EOC Representative.

8.3.6.2. All members of the MCBRNE team will be provided improved individual protective equipment as soon as reasonably available.

8.3.6.3. The MCBRNE team will maintain flight line access (restricted area badges and flight line drivers training) as soon as in-processing the Bioenvironmental Engineering Flight. Personnel are authorized to apply for MOPP 4 driver certification. In the event no personnel on the current shift are qualified to drive in MOPP 4, the driver of the team may remove gas mask for safety purposes while driving. Upon arrival at destination, the driver will resume MOPP 4 before proceeding with the assessment mission.

8.3.6.4. EET/XP will ensure simulated sample results are provided to the MCBRNE team once the assessment portion is accomplished. Sample results collected successfully will be consistent to the type and degree of agent used during the attack.

8.3.6.5. For the purposes of time compression, exercise health risk assessments will be considered completed when the EOC has provided EET/XP reasonable solutions for each of the following criteria:

8.3.6.5.1. Immediate actions to protect personnel from further residual exposure.

8.3.6.5.2. Actions that would be taken to maintain operational effectiveness despite manning degradation from exposures (if any occur based on EET inject).

8.3.6.5.3. Plan to mitigate or reduce residual agent hazard (based on MCBRNE and CEX recommendations) and minimize future potential personnel exposure.

8.3.6.6. If armed and in non-combatant status, MCBRNE team members will display medical insignia and observe Law of Armed Conflict principles. Members may report, but not engage, hostile forces unless fired upon first.

8.3.6.7. Due to extreme cost and sensitivity, advanced detection equipment used by the MCBRNE team will not be subjected to decontamination for the purpose of exercises. The MCBRNE team will demonstrate knowledge of decontaminating their equipment.

#### **8.4. Base X.** This section only addresses differences from the FTB construct.

8.4.1. Ambulance support for real-world in-flight emergencies (IFEs) will be provided by Kadena AB Clinic assets.

8.4.2. The notional Expeditionary Medical Support system (EMEDS) must operate in a high-threat environment and respond to simulated air/ground conventional, chemical, and biological attacks.

8.4.3. The 18 MDG EMEDS will simulate an EMEDS +25 at Bldg. 920. For purposes of the exercise, the notional EMEDS +25 provides simulated 24-hour medical care commensurate with an EMEDs +25 including MCC, aeromedical evacuation preparation, and Team Aerospace Services (SGPB and SGPF).

8.4.4. The following medical functions will support Base X medical functions: MCC, Patient Decontamination, SMEs, Bioenvironmental Engineering, and Patient Administration. Patients will enter EMEDS, and at appropriate time intervals then be discharged with the desired exercise input of RTD, deceased, or requiring aeromedical evacuation. Patient status will be immediately provided to PERSCO and Mortuary Affairs to facilitate their respective parts of the LORE.

8.4.5. Casualty Processing. All casualties will be transported to the EMEDS CCP using vehicles of opportunity. The expectation will be that units will transport their simulated

casualties to the EMEDS +25. Initially, casualties will be brought to the CCP and will be triaged as contaminated versus uncontaminated. After appropriate decontamination simulated casualties will be brought into the EMEDS +25 (Bldg. 920) for treatment. Simulated patients then enter the EMEDS for simulated care, and then are discharged to the three categories as above (returned to duty, deceased or aeromedically evacuated to higher echelons of care). The EMEDS +25 will have administrative personnel to perform the appropriate patient administration functions to medically process and properly record a disposition the patient. The administrative paperwork collected by the Patient Administration Team will be used to report personnel status to PERSCO after NLT 60 hours. After the established holding period, disposition will occur as defined above.

8.4.6. EMEDS Leadership. Base X medical assets will fall under the control of the Base Director of Medical Services. EMEDS +25 will have a Deputy EMEDS Commander (DEC) who will oversee EMEDS +25 operations at Bldg. 920 and all other medical assets at that location. The DEC will make the final casualty disposition decision in conjunction with the EET needs to support the exercise. DEC's do not have to be providers, but will be officers and competent medical authorities. Proper processing of these casualties will be performed IAW established protocols from the MDG/CC.

8.4.7. Inpatient hospital facilities will be simulated to be an EMEDS facility at Bldg. 920 with definitive care services available. Any patients with injuries or illnesses that would require inpatient care would be simulated transported to this facility.

8.4.8. The SME teams will provide patient care to the maximum extent possible; however, care may be extremely limited without the hospital. Emphasis will be placed on protecting patients and staff from potential contaminants and to transporting casualties to a higher echelon medical facility 60 minutes away.

8.4.9. Under no circumstances will exercise casualties be brought to the 18 MDG Clinic, Bldg. 626 on Kadena AB.

8.4.10. The 44 PAX Ambulatory Bus (AMBUS) located at the Base X EMEDS will only be used to support relocation of EMEDS personnel to their alternate facility. There is no patient transportation capability at the Base X EMEDS.

**8.5. Chaplain.** The responsibilities, needs and uses of Chapel Service Team (CST) are as follows:

8.5.1. Establish a centralized high-visibility office between the CST and the Kadena community. The office will afford privacy and confidentiality for counseling on a 24-hour basis.

8.5.2. Due to Kadena's large area and the necessity for immediate response to areas of greatest need, a vehicle should be provided to the chaplain staff to support their various ministries.

8.5.3. Due to the continual need for a chaplain's presence at a moment's notice, day or night, it is requested that two (2) LMRs be issued to the Senior Chaplain assigned. These radios will expedite a quick response from any location on the base in case of an emergency. To foster coordination with the medical team, it is recommended these LMRs be programmed with the Medical Network frequencies.

8.5.4. Additional services provided by the CST will include worship service opportunities, individual counseling, sacraments and rites, and the distribution of religious and morale-lifting literature.

8.5.5. IAW AFI 52-101, paragraph 2.1.3, Chaplains and Chaplains Assistants are non-combatants and will not be placed in any duty status that compromises their status as non-combatants. IAW AFI 52-101, paragraph 2.2.2., Chaplain Assistants are combatants and are responsible for providing security for chaplains. As such, IAW AFI 52-101, paragraph 2.2.1, Chaplain Assistants are exempt from details or duties that impede Chaplain Service mission accomplishment.

## Chapter 9

### LOGISTICS

#### 9.1. FTB.

##### 9.1.1. Supply.

9.1.1.1. In order to ensure proper and accurate processing of supply transactions between the deployed Combat Supply Activity and the Standard Base Supply System (SBSS), these instructions contain guidance and responsibilities for the following programs: readiness spares package (RSP) replenishment, mission capability (MICAP), evacuation of repairables, storage aid issue of chemical warfare defense equipment (CWDE), fuel support, and equipment management element destroyed/damaged assets. Procedures for weapons/ammunition control will be covered in Chapter 14.

9.1.1.2. These instructions are designed to specifically address operations for which home station replenishment and MICAP support have been declared. Where EXPlan or OPLAN procedures conflict with day-to-day operations, the EXPlan/OPLAN instructions will take precedence.

9.1.1.3. These instructions assume that a post-post operation under the Combat Oriented Supply Operation (COSO) concept will be utilized. Manual accounting procedures are contained in AFMAN 23-110 and will be used when the SBSS is inoperative for an extended period. The Post-Post Control Team Chief will declare conversion from manual accounting to the CPS and vice-versa.

##### 9.1.1.4. Requirement Submissions to Customer Service.

9.1.1.4.1. Supply requirements will be satisfied by Customer Service on a fill-or-kill basis.

9.1.1.4.2. For aircraft MICAP zero-balance conditions, the Support Section will adhere to PACAF Regional Supply Squadron (RSS) procedures set forth in PACAFI 23-207. Message submission requirements will be formatted IAW AFMAN 23-110's manual accounting procedures.

##### 9.1.1.5. EME Destroyed Equipment Replacement.

9.1.1.5.1. All equipment assets are subject to being listed as destroyed equipment.

9.1.1.5.2. The custodian will notify the supply equipment representative upon discovery or notification of destroyed or damaged equipment assets. The representative will require the NSN, Equipment Detail, quantity, and serial number of the equipment. Supply personnel will conduct priority sourcing to obtain a replacement for the unserviceable asset. A message will be sent to 7 AF/LGS, PACAF CAT, 18 LRS/LGRSC, or PACAF RSS/LGSME requesting emergency replacement of the indicated assets. Equipment custodians will be notified and required to sign for receipt of replacement equipment assets upon their arrival.

9.1.1.6. Post-Post Processing. After the exercise is terminated, the Aircraft Parts Store/Readiness Spares Package Element (18 LRS/LGRMA-1/2) will ensure any and all

post-post transactions are processed into the Kadena SBSS. Real-world deployments take precedence over exercises.

#### 9.1.1.7. CWDE C-Bag.

9.1.1.7.1. Bulk CWDE replacements assets will be palletized and tariff-sized by the 18 LRS personnel.

9.1.1.7.2. MICAS will be utilized to account for all bulk CWDE assets. If the MICAS program is not available, AF Forms 1297 will be used to issue, track, and account for bulk assets.

#### 9.1.1.8. Communication Requirements.

9.1.1.8.1. The 18 LRS requires one Class A line in each office and two in the warehouse. Two RJ-45 data grade lines are also required in the warehouse.

### 9.1.2. Fuels.

9.1.2.1. In the event the primary, alternate and tertiary fuels locations are damaged/destroyed, line supervisors/expeditors will perform command and control functions from mobile general-purpose vehicles or best available facility. Fuels support requests will then be made through the Fuels line supervisors/expeditors via mobile radios. Refueling assets will be dispersed to key locations, thus ensuring asset protection and rapid response.

9.1.2.2. Liquid Oxygen (LOX) and Liquid Nitrogen (LIN) cart fills remain a maintenance responsibility. The 18 WG LRS/LGRF may provide fire guard assistance if manning allows.

9.1.2.3. When refueling units are not in use, they will be dispersed as determined by the POL supervisor to different locations. Due to the limited number of aircraft shelters, the refuelers will park in any vacant protective aircraft shelter, flow-through or hard stand.

9.1.2.4. Bldg 3135 will be the primary location for lab personnel to analyze samples. The Area Lab in Bldg. 845 can be used as an alternate facility.

9.1.2.5. Upon notification of Alarm BLUE/RED, all fuels personnel will take immediate cover and, if a MOPP level is declared, don appropriate CWDE ensemble. If Alarm BLUE/RED occurs during a fuel servicing operation, personnel will immediately cease operations (unless providing real support), close truck vents, shut-off engine, and ensure the single point nozzle is disconnected from the aircraft prior to taking cover and donning CWDE ensemble. If driving, the vehicle operator will find the nearest safe area to park, (i.e. designated protective shelter, revetment, or edge of the taxi way) remain in the vehicle, and don CWDE ensemble avoiding interference with aircraft movement. All personnel will remain under cover until notified that a change in operation conditions has occurred.

### 9.1.3. Transportation.

9.1.3.1. Phase I consists of mobility, support for the Passenger Deployment Function (PDF), the Air Passenger Terminal (APT), and the Cargo Deployment Function (CDF). Additionally, Emergency Management Exercise (EME), NEO, and Reception Processing Unit (RPU) require substantial transportation support. The Sub Motor Pool (SMP) is

established and works out of Vehicle Operations, to support ground transportation for the aforementioned functions and reports to the ID/RCC.

9.1.3.2. The complete range of transportation support for Phase I (TMO, Vehicle Maintenance, Vehicle Operations, Combat Readiness) is provided as needed. 18 LRS is the process owner for the APT, CDF and SMP and provides personnel/equipment resources. Additional equipment will be sourced by Fleet Management to meet operational requirements.

9.1.3.3. Arriving forces will be transported by the SMP from the aircraft to the RPU. SMP will provide a representative to the RPU to coordinate all transportation requirements from the RPU to individual's lodging/work centers. Additionally, Vehicle Operations will establish a shuttle to transport personnel between their lodging locations and work centers. The amount of shuttles, locations of stops, and duration are predicated on the number of personnel arriving, lodging/work center locations, and length of contingency, respectively.

9.1.3.4. All personnel baggage (and training C-1 bag if approved) will be turned into the Personnel Deployment Function (PDF) for pallet processing. PAX and pallets will be moved as directed by SMP. At the conclusion of the exercise, it is each unit's responsibility to ensure all baggage pallets and nets are returned to their proper location. If units lack the capability to return baggage pallets/nets or other cargo, contact transportation.

#### 9.1.4. Vehicle Maintenance.

9.1.4.1. In the event the primary, alternate and tertiary locations for vehicle maintenance are damaged/destroyed, command and control functions will be performed from the mobile maintenance teams or best available facility. Vehicle support requests will be taken via mobile radios or other available means. Mobile trucks will be dispersed to key locations to expedite response.

9.1.4.2. Vehicles which require towing will be retrieved and turned into Vehicle Maintenance by Vehicle Operations personnel. Those vehicles which require maintenance, but can still be operated, will be turned in for maintenance by the owning unit.

9.1.4.3. Vehicle Maintenance will use the current base Vehicle Authorization List for vehicle requirements.

9.1.4.4. Vehicle Operator Responsibilities. All operators are responsible for identifying, marking, and reporting contaminated vehicles. Contamination markers will be affixed. The following information will be entered into the vehicle's Operator's Inspection Guide and Trouble Report (AF 1800): date and time contamination occurred, type of contamination, location of vehicle, and where contamination is located on the vehicle if possible. Operators will report contaminated vehicle numbers to their organization's UCC. The report will include registration number, type of vehicle, date and time contamination occurred, type of contamination, and where contamination is located on the vehicle if possible.

9.1.4.5. Unit Responsibilities. Vehicle using organizations are responsible for reporting their contaminated vehicles by registration number to the EOC.

9.1.4.6. EOC Responsibilities. The EOC is responsible for compiling reported data on contaminated vehicles and forwarding the data to the LRS or equivalent UCC.

9.1.4.7. LRS UCC Responsibilities. The LRS or LRS-equivalent UCC is responsible for providing contaminated vehicle data reports to both vehicle management and vehicle operations. The LRS UCC will provide a minimum of daily updates to the list.

9.1.4.8. Mission-Critical Contaminated Vehicles. Critical vehicles required for mission essential activities may be determined usable by the 18 WG/CC. Sortie generating, sortie sustaining, emergency response, and force protection vehicles are examples of such assets. Contaminated vehicles identified as mission essential will be operated and serviced under the same requirements as when performing contingency maintenance

## 9.2. Base X.

### 9.2.1. Supply.

9.2.1.1. Applicability: This section applies to deployed supply resources within Base X and home station activities in support of Base X functions, and only addresses areas that differ from the FTB construct.

9.2.1.2. These instructions are designed to specifically address deployed operations for which home station replenishment and MICAP support have been declared. Where EXPLAN or OPLAN procedures conflict with day-to-day operations, the EXPLAN/OPLAN instructions will take precedence.

9.2.1.3. Combat Supply Activity (CSA). The Chief of Supply (COS) will deploy a CSA supervisor and at least two additional qualified 2S0X1 whenever an RSP is deployed. Personnel simulated as in place forces will assist in RSP management until deploying RSP personnel have arrived to cover both shifts.

9.2.1.3.1. Supply requirements will be satisfied from the CSA-deployed assets first and on a “fill or kill” basis.

9.2.1.3.2. For aircraft MICAP zero balance conditions, the deployed Support Section will adhere to PACAF Regional Supply Squadron (RSS) procedures set forth in PACAFI 23-207. (NOTE: The CSA will perform interim duties of the FSSS if arriving at the deployed location prior to FSSS personnel.) Message submission requirements will be formatted IAW AFMAN 23-110’s manual accounting procedures.

9.2.1.4. Issue of Tanks, Racks, Adapters, and Pylons (TRAP). Supply personnel will prepare all issue documentation and obtain signature from requiring organizational representative. If an out-of-balance condition exists for a required TRAP asset, personnel will conduct priority sourcing to locate assets. A message will be transmitted to PACAF/Osan and customer will be notified upon arrival of required assets. AMU production supervision needs to immediately notify supply personnel whenever there is external fuel tank expenditure. The maintenance representative responsible for tank build-up team personnel must know the external fuel tank requirements prior to tank build-up team employment.

9.2.1.5. Parts availability. For forward deployed aircraft, if the part is in the MRSP it will be made available to the requestor immediately. If the part is not in the MRSP, but is available at Kadena, the part will be made available immediately but the aircraft will not be made available for exercise use until after an additional 12 hour part delivery simulation is enforced. Parts will be made available to the requestor immediately for units not tasked to deploy during the exercise.

9.2.1.6. CWDE C-Bag.

9.2.1.6.1. Bulk CWDE replacements assets will be palletized and tariff sized for bulk shipment to Base X by the 18th LRS personnel. Pallets will be moved from 18 LRS directly to K5-Right for scheduled marshaling.

9.2.1.6.2. The Base X EOC will coordinate through the LRS control center for the movement of bulk CWDE assets to the designated decontamination center.

9.2.2. Fuels. This section contains guidance for fuels operations at Base X.

9.2.2.1. Deployed Fuels Organization: The LRS/CC will deploy a senior 2F0XX as the POL supervisor. The POL supervisor will be directly subordinate to the deployed LRS/CC. Until the arrival of the senior ranking 2F0XX, the Fuels cadre team member will fill this position. This will ensure prompt response to aircraft fuel requests upon arrival at the deployed location.

9.2.2.2. During Phase II, Fuels personnel working inside the confines of Base X will play as in-place personnel deployed personnel from a number of notional bases.

9.2.3. Transportation.

9.2.3.1. Transition from Phase I to Phase II (Base X Support). Transportation support provided during PHASE II (Base X) must be specifically defined. The following guidelines apply.

9.2.3.1.1. All personnel baggage (and training C-1 bag if approved) will be turned in to the PDF) for pallet processing. Once built, the pallets will be moved directly to the Base X reception/processing area. Mobility personnel will be transported from the PDF to the Base X reception/processing area at PAX load start time. APT representative will call the IDRC Transportation Rep and schedule a bus for PAX pick-up at load time. Base X resources will be used to disperse personnel from the processing area to their work centers inside of Base X. At the conclusion of the exercise, it is each unit's responsibility to ensure all baggage pallets and nets are returned to their proper location. If units lack the capability to return baggage pallets/nets or other cargo, contact Base X transportation.

9.2.3.1.2. Mobility Cargo. Cargo will remain at the cargo yard, K-5 Right, until projected aircraft departure time or released by XP. The SMP will deliver cargo in chalk sequence.

9.2.3.1.2.1. Baggage will be delivered to the Base X Personnel Reception Area. A Placard will be placed on the cargo/bags by CDRF personnel stating "Aircraft Simulated in flight will arrive Base X at \_\_\_\_\_, do not open until then." The simulated flight time will be 2 ½ hours.

9.2.3.1.2.2. Base X transportation personnel will deliver cargo to designated locations. It is still the owning unit's responsibility for transporting rolling stock from K5-Right to their work area. Baggage will be delivered to the Base X personnel reception area. Bags must be dropped off at Base X in an orderly manner (no mixing between chinks). Also, bags need to remain weather protected until claimed (under a shelter or wrapped).

9.2.3.1.2.3. Deploying personnel should claim their bags immediately upon completion of in-processing prior to departing for crew rest.

9.2.3.1.2.4. At the conclusion of the exercise, transportation personnel will return baggage pallets/nets to Bldg. 792 and cargo pallets/nets to Bldg. 780 (Hangar 2). The transportation supervisor at Base X will direct this activity and ensure all pallets and nets are returned to their proper location.

9.2.3.2. Phase I transportation manning requirements normally take precedence over Phase II requirements. When Phase I and the standup of Base X are occurring simultaneously, Phase I requirements will receive priority based on cadre/CC, MSG/CC, and 18 WG/CC coordination. Base X manpower is sourced from Kadena resources to represent UTC capabilities which would be sourced from other locations. During these situations, Base X will be minimally manned to support reception of cargo and personnel. Full Base X manning will not occur until Phase I is complete and personnel have been provided required rest.

#### 9.2.3.3. Base X Transportation CONOPS.

9.2.3.3.1. One cadre member and three permanent party transportation personnel are available at the COB. Together, these limited transportation resources at Base X cannot provide the basic services needed to approximate the operating conditions at the COB. The majority of transportation manpower UTCs identified for the COB is sourced from locations other than Kadena. However, based on TPFDD data, a substantial number of these resources will be available to support COB operations early during a contingency. The following is a total list of transportation personnel resources who will be identified as Base X players to ensure at least minimum transportation support capabilities exist within Base X

##### 9.2.3.3.1.1. Personnel located at Base X:

9.2.3.3.1.1.1. 2T370 (1) Vehicle Maintenance QAE

9.2.3.3.1.1.2. 2T357 (1) Vehicle Maintenance Controller

9.2.3.3.1.1.3. 2T151 (1) Vehicle Operator

##### 9.2.3.3.1.2. Personnel deploying from Kadena to Base X:

9.2.3.3.1.2.1. 2T151 (1) cadre Vehicle Operations

9.2.3.3.1.2.2. 2T251 (4) Air Transportation Personnel

##### 9.2.3.3.1.3. Personnel at Base X to simulate incoming TPFDD forces:

9.2.3.3.1.3.1. 2T151 (10) Vehicle Operator (These personnel will folder-only process the PDF)

9.2.3.3.1.3.2. 2T354 (1) General Purpose Mechanic

9.2.3.3.1.3.3. 2T351 (1) Special Purpose Mechanic

9.2.3.3.2. All transportation functions with the exception of Traffic Management will participate in Base X play. Vehicles which require towing will be retrieved and turned into Kadena Vehicle Maintenance by Base X Vehicle Operations personnel. Those vehicles which require maintenance, but can still be operated, will be turned in for maintenance by the owning unit.

9.2.3.3.3. Base X Vehicle Requirements and Use Policy. Base X specific requirements will include a separate Vehicle Authorization List.

9.2.3.3.3.1. It is assumed that all authorized vehicles which are not military unique are available on Base X. Vehicles that are military unique are restricted to the number of assets actually assigned, along with any that are identified as part of inbound UTCs. Examples of military unique vehicles include aircraft tow tractors and MHE.

9.2.3.3.3.2. All substitutes and asset realignments will reflect real-world capabilities (i.e. a pickup can sub for a metro, a bobtail cannot sub as a pick-up, an MB4 cannot sub as an MB2, etc.). EET has final say on any substitution disagreements.

9.2.3.3.3.3. Base X Fuels cadre members control vehicle refueling procedures. Base X units should contact Base X Fuels for times and locations for vehicle refueling.

9.2.3.3.4. The 18 LRS will establish shuttle bus services as necessary for transportation of personnel around Base X.

## Chapter 10

### MANPOWER AND PERSONNEL

#### 10.1. FTB.

10.1.1. Concept. The Installation Personnel Readiness will provide in-garrison accountability and PERSCO support to all forces on Kadena. The IPR will be augmented by MPS and Manpower personnel resources when available. Manpower will work in conjunction with the IPR to process incoming/outgoing force packages IAW AFI 38-205 and the current IGESP for Kadena.

#### 10.1.2. RPU Operations.

10.1.2.1. The FSM Commander will establish the RPU in an appropriate location. All in and out-processing will occur immediately upon bus arrivals at the designated location.

10.1.2.2. RPU in-processing operations will be led by the RPU NCOIC or designated representative. The in-processing line will consist of at least the following mandatory stations:

10.1.2.2.1. Sign-in. Personnel specialists will request the AF Form 245, Employment Locator Card, and one copy of TDY orders (simulated for exercise purposes). This station will verify both TDY orders (name and SSN) and AF Form 245 for accuracy.

10.1.2.2.2. Representatives from Legal, Customs, Services (lodging), Finance, Medical, and Chaplain Services will be available when activated. RPU representatives should brief peculiarities of the local area such as health factors, off-limit areas, and other items relevant to deployed personnel.

10.1.2.2.3. Transportation. In-processing personnel will be provided written information or briefings on transportation. Briefings will be accomplished by RPU personnel.

10.1.2.2.4. Lodging. Services representatives will annotate AF Form 245 with lodging assignments. The completed AF Form 245, with lodging information, will be provided to the IPR NCOIC for loading in DCAPES or locally devised product and lodging rosters will be produced for First Sergeant or Lodging Representatives. Once assigned, lodging arrangements will not be changed except by the First Sergeant or designated representative. RPU (lodging) will not change room assignments based solely on the member's request.

10.1.3. Strength Accountability. The IPR will demonstrate strength reporting to HHQ as well as supporting bases as outlined in AFI 10-215. The IPR Chief will coordinate on the Personnel Section of the 18 WG/CCs SITREP.

10.1.4. Operations. The IPR will incorporate inbound PERSCO teams to assist with strength accountability. The following actions will be accomplished:

#### 10.1.4.1. Maintain an IMPRC.

10.1.4.1.1. The IPR Chief will assume the duties of IMPRC Director.

10.1.4.1.1.1. Brief status of personnel issues to Wing Command Staff as requested.

10.1.4.1.1.2. Establish lines of communication with other base-level IPRs, Air Component Command IMPRC, and MAJCOM IMPRC.

10.1.4.1.2. Data Systems Branch (DCAPES).

10.1.4.1.2.1. Provide accountability reports and retrievals to support manpower and personnel specialists' needs.

10.1.4.1.2.2. Maintain DCAPES data systems and databases.

10.1.4.2. Out-processing procedures. Out-processing through the IPR is mandatory for emergency leave personnel, those forward deploying, or other permanent departures from Kadena. Units will ensure:

10.1.4.2.1. Personnel complete out-processing through the IPR or PERSCO.

10.1.4.2.2. Issued equipment is turned in. IPR will ensure:

10.1.4.2.3. Personnel are updated as departed in DCAPES or locally devised product. The Strength Report will be adjusted accordingly and a departure message sent to the gaining base.

10.1.5. Manpower will work in conjunction with IPR to process incoming/outgoing force packages IAW AFI 38-205 and current IGESP for Kadena.

10.1.6. Manpower will integrate with the IPR and conduct operations from Bldg. 792/IDRC. During FTB operations, manpower continues to conduct normal contingency operations.

## **10.2. Base X.**

10.2.1. In-Processing Operations.

10.2.1.1. The CADRE or PERSCO Team Chief will establish a PERSCO facility at Base X. All in- and out-processing will occur immediately upon arrival at the designated PERSCO location.

10.2.1.2. At a minimum, the PERSCO Team will provide a strength report by AFSC and grade to the deployed commander. Additional reports may be required and are at the direction of the deployed commander.

10.2.1.2.1. Sign-in. Personnel specialists will request the AF Form 245, Employment Locator Card, and two copies of TDY orders (simulated for exercise purposes). This station will verify both TDY orders (name and SSN) and AF Form 245 for accuracy.

10.2.1.2.2. In-processing brief. A representative from the deployed site should be available to brief inbound personnel on items such as transportation, health factors, off-limits areas, and other relevant information.

10.2.1.2.3. Lodging. A Services representative will annotate AF Form 245 with lodging assignments and collect one copy of AF Form 245 for locator files. Once completed, lodging information will be loaded in DCAPES or locally devised product and lodging rosters will be produced for First Sergeants or a Lodging representative.

Once assigned, lodging arrangements will not be changed except by the First Sergeant or designated representative. Lodging will not change room assignments based solely on the member's request. Lodging will notify PERSCO of any changes to room assignments.

10.2.2. Operations. The PERSCO Team must process on the first chalk load in order to ensure accountability is maintained. One manpower specialist may deploy with PERSCO Team to identify DRMD disconnects and report them to the Air Component Command. Additionally, PERSCO operations should be located near the arrival location to ensure personnel efficiently process upon arrival at the deployed site and casualty information is effectively received. After the initial in-processing surge, the PERSCO Team will continue to maintain accountability and accomplish casualty reporting as required.

10.2.3. Manpower and Organization. If the MO team is tasked to deploy, they report directly to the deployed 18 WG/CC as a staff member. The MO will advise the deployed 18 WG/CC on all manpower and organization issues, to include:

10.2.3.1. Organizational structure issues associated with creation of wartime provisional units. MO will provide daily organizational alignment briefings illustrating which organizations are operational, strength versus requirements, and chain of command. Also, MO will provide comparisons of current organization versus required organization (by OPLAN, CONPLAN, or DRMD).

10.2.3.2. Status of manpower issues.

10.2.3.3. Acting as a "troubleshooter" to investigate problem areas, making recommendations to alleviate those problems based on available manning, wartime manning standards, and mission objectives. They will also perform requested analysis studies.

10.2.3.4. Effective use of available manpower resources and proper placement of employed personnel.

10.2.3.5. Ensuring that organizational (and functional) command and control relationships conform to alignments established by the supported command. Advise commanders and functional managers on status of manpower and organizational planning.

10.2.3.6. Highlighting disconnects and anomalies between expected resources (from TPFDD, OPLAN, etc.) and assigned resources and impact on organization structure and mission accomplishment.

10.2.3.7. Performing requested process improvement and consulting services.

10.2.3.8. Providing provisional organization chart by ULN and documentation of total manpower needs, and available manpower resources to commanders and functional managers.

10.2.3.9. Use of Air Reserve Component (ARC) units and individuals, augmentation forces, host nation support, and contract support in wartime and contingency situations. MO will advise on how to integrate these forces into the active force structure, including advice on operational vice administrative control and chains of command.

10.2.3.10. Establishing manpower requirements processing procedures, lines of communication, and PACAF and MAJCOM POCs.

10.2.3.11. Processing manpower plan changes through PACAF staff.

10.2.3.12. Assessing impact of new operating requirements, force beddown changes, functional reassessments, aircraft and personnel attrition, and changes driven by PACAF staff on manpower needs.

10.2.3.13. Assisting in crisis management, as required.

10.2.4. Operations. If a MO specialist deploys, then he/she will co-locate with PERSCO to take advantage of equipment and close working relationships with the PERSCO team. After the initial in-processing surge, the following actions will be accomplished:

10.2.4.1. Monitor incoming forces to ensure DRMD requirements are satisfied.

10.2.4.2. Identify, monitor, and report post-mobilization changes in force beddown.

10.2.4.3. Compare daily strength to DRMD requirements. Review shortfall list with Personnel representatives and CSS/Command Staff representatives to identify possible sourcing candidates; sourcing where possible. Report unresolved requirement shortfalls, shortages, overages, and AFSC mismatches to deployed commander and PACAF MPRC.

10.2.4.4. Monitor and identify manpower requirements associated with base support and augmentation teams.

10.2.4.5. Utilize DCAPES database to develop DRMDs and in-place ERMDs.

10.2.4.6. Convert deployed forces to permanent authorizations in sustainment phase of conflict, merging ERMD/UMD resources and initiating UMD changes.

10.2.4.7. Prepare contingency G-Series orders as directed by PACAF MPRC.

10.2.4.8. Establish E/DRMD maintenance procedures and forward them to PACAF MPRC or MAJCOM MPRC.

10.2.4.9. Work with PERSCO to validate requirements for realignment actions, backfill actions, and declaration of shortfalls and/or overages.

10.2.4.10. Provide Manpower and Data Systems capabilities to PERSCO as required.

10.2.4.11. Verify attached (PAS) for all arriving forces and ensure they match the E/DRMD. They will resolve mismatches with the PACAF MPRC.

## Chapter 11

### SERVICES

#### 11.1. FTB.

11.1.1. Services' primary mission is to provide combat support for a FTB scenario as outlined in the IGESP, Chapter 15. Services combat support includes Command, Control and Communication (C3), Lodging, Laundry, Food Service, Mortuary Affairs, and Recreation and Fitness. Services will demonstrate requirements outlined in the IGESP wherever possible in order to validate its knowledge and ability to execute combat support at Kadena.

11.1.2. C2. The Services Commander will maintain overall C2 for all Services operations. Services EOC and UCC operations are equipped with, and will transmit directives through, TBMCS and SIPRNet e-mail. Communication between all operations will be made via phones, secure computer transmission and/or runners.

11.1.2.1. UCC. The UCC is responsible for C2 of all Services activities. The UCC will maintain accountability, declare alarm/MOPP conditions, and act as the conduit of information between Services activities and the Services EOC (who will in turn disseminate information to appropriate EOC reps). The UCC will disseminate CSDs to all pertinent operations by phone or word-of-mouth (when unclassified) or through person-to-person word-of-mouth (when classified, in order to eliminate OPSEC/COMSEC violations).

11.1.3. Lodging. Services Lodging personnel will continue to operate lodging functions and participate in the RPU. Lodging personnel will implement a primary and backup locator system, using existing software to the extent possible.

11.1.3.1. Beddown. Services and CE Unaccompanied Housing will assign lodging rooms, dormitories, and contingency bed spaces to incoming forces based on beddown capacities outlined in the IGESP, Chapter 15. Services and CE personnel will simulate assigning rooms/space and issuing keys during RPU process.

11.1.4. Laundry. Laundry facility at Camp Kinser will continue to be the main laundry support. Contingency washer/dryer capacities located in Kadena dormitories are discussed in detail in the IGESP, Chapter 15.

11.1.5. Food Service.

11.1.5.1. Marshall Dining Facility. The Marshall Dining Facility will continue to serve as the primary facility for providing food service support for Kadena (reference IGESP, Chapter 15). Exercise players will react IAW current PACAF Sims.

11.1.5.2. Johnson Dining Facility. The Johnson Dining Facility will continue to serve as the secondary facility for providing food service support for Kadena. Exercise players will react IAW PACAF Sims.

11.1.5.3. Strickland Dining Facility. The Strickland Dining Facility is currently a test feeding facility targeted more to serve north-side personnel. Exercise players will react IAW PACAF Sims.

11.1.5.4. Meals Away from the Dining Facilities. MREs are available at both the Marshall and Johnson Dining Facilities.

11.1.5.5. Hours of Operation. (To be distributed via CSD following STARTEX)

11.1.6. Subsistence Sourcing, Transportation and Accountability. Services personnel will continue to order all subsistence from Prime Vendor and use Corporate Food Service software for true sourcing, transportation and accountability.

11.1.7. Mortuary Affairs. The primary facility for port mortuary operations is located at Camp Kinser, Bldg. 115. (reference IGESP, Chapter 15, for detailed operation/capabilities). For exercise purposes, a mortuary facility will be identified and will show “bag, tag, and ship” capability only.

11.1.7.1. Transporting Casualties. The primary method of transporting casualties to the CCP is the buddy system. Remains must be pronounced dead by a competent medical authority and will not be transported to the mortuary facility until all required declaration actions are accomplished.

11.1.7.1.1. Upon notification from the MCC, mortuary personnel will recover remains from the CCP and transport them to the exercise mortuary facility. When directed by the UCC, mortuary personnel will also recover fatalities from a site where a competent medical authority has already made a declaration of death and all required declaration actions are accomplished.

11.1.7.2. Remains Transportation to CONUS. Services mortuary personnel will notify the UCC of the number of remains that require transport as required or when refer space reaches 50% capacity, whichever comes first. The UCC will prepare a combined Initial Death Notification and Request for Disposition/Transportation message for simulated transmission to 7AF/13AF thru the ICC via “White Force.”

11.1.7.3. Temporary Internment. Upon notification that remains transportation is not possible, mortuary personnel will demonstrate temporary gravesite layout and burial operations, IAW Joint Publication 4-06, AFI 34-242, WMP Annex GG, at the general vicinity of the Banyan Tree golf driving range. Kadena map grid coordinates E1-A6 (127° 45'E Longitude and 26° 20'N Latitude) have been pre-plotted for both “clean” and “contaminated” mass casualty internment sites (upon approval from HQ 7 AF/13 AF thru the ICC via “White Force”). Mortuary personnel, thru the UCC and ICC, will contact 18 CES/CEOHH for back-hoe digging support (simulate digging).

11.1.7.4. Graves Registration. Upon notification from the Theater Commander, Services will implement the Graves Registration program. The Services OIC will coordinate with CE to establish burial location and groundbreaking requirements as needed. Internment procedures will mirror those above.

11.1.8. Recreation, Fitness & Exchange Operations. Kadena Services and Exchange facilities will continue to provide services as manpower availability permits. Risner Fitness Center will continue to be the main fitness facility. Reference the IGESP, Chapter 15, for detailed capacities.

11.1.9. Utilities. All utilities will continue to be provided through normal Kadena AB channels. Reference the IGESP for potable water, electricity, waste disposal and fuel responsibilities required.

## 11.2. Base X.

11.2.1. Services' primary mission is to provide combat support in a Base X concept as outlined in Chapter 15, *Base Support Plan* 10-404-02. Services combat support includes Command, Control and Communication (C3), Lodging, Laundry, Food Service, Mortuary Services, Recreation and Fitness. Services will demonstrate requirements outlined in the BSP wherever possible, in order to validate its knowledge and ability to execute combat support at Base X.

11.2.2. C2 does not change from a FTB scenario.

11.2.3. Lodging. Services Lodging personnel will continue to operate the lodging functions and assist the RPU process. Lodging will be augmented by Services in-bound personnel. Lodging personnel will implement a primary and backup locator system, using existing software to the extent possible.

11.2.3.1. Beddown. Services will assign rooms and contingency bed spaces to incoming forces based on beddown capacities outlined in the Base X BSP. Services personnel will simulate assigning rooms/space and issuing keys during RPU process.

11.2.4. Laundry. Laundry capability will not be demonstrated.

11.2.5. Food Service.

11.2.5.1. Base X Dining Facility. Primary facility for providing food service support for Base X (reference Base X BSP) will be simulated at the Johnson Dining Facility.

11.2.5.2. Meals Away from the Dining Facilities. MREs are available at both the Marshall and Johnson Dining Facilities.

11.2.5.3. Hours of operation will be distributed via CSD following STARTEX.

11.2.5.4. Subsistence Sourcing, Transportation and Accountability. Services personnel will continue to order (simulated or real-world) all subsistence from Prime Vendor and use Corporate Food Service software for true sourcing, transportation and accountability.

11.2.6. Mortuary Affairs. The mortuary facility will be set up at an appropriate facility and will show capability to "bag, tag, and ship." Casualty transportation, transportation of remains, and internment procedures will be the same as a FTB scenario.

11.2.7. Recreation, Fitness & Exchange Operations. This capability will not be demonstrated. Reference the Base X BSP, Chapter 15, for detailed information and capacities.

11.2.8. Utilities. All utilities will continue to be provided through normal Kadena AB channels. Reference the Base X BSP for potable water, electricity, waste disposal and fuel responsibilities required.

## Chapter 12

### MUNITIONS

#### 12.1. FTB.

##### 12.1.1. Phase I Aircraft Generation.

12.1.1.1. Initial Response. Upon recall notification, the Production Flight Supervision will attend an initial generation (STRIKE) meeting at the MXG. Every effort will be made to gain a copy of aircraft line up.

##### 12.1.1.2. Conventional Maintenance Section.

12.1.1.2.1. Assemble/prepare tow teams and provide Munitions Control with names and call signs.

12.1.1.2.2. Request Munitions Storage to break out WRM or training chaff/flare/squibs/20mm/small arms. Deliver 20mm to Bldg. 47818 (Alternate Conventional Maintenance) and chaff/flare/squibs to Bldg. 46810 (Primary Conventional Maintenance).

12.1.1.2.3. Configure an appropriate number of trailers for chaff/flare.

12.1.1.2.4. Load UALS/LALS IAW current approved PACAF Sims.

12.1.1.2.5. Prepare small arms if tasked.

##### 12.1.1.3. Precision Guided Munitions Section.

12.1.1.3.1. Request Munitions Storage to break out and/or deliver WRM tactical AIM-9s/stubbies to required location. The missile build will be performed IAW the current approved PACAF simulation.

12.1.1.3.2. Request Munitions Storage to break out and/or deliver AIM-120s to required location to meet additional aircraft generation requirements should tasking exceed pre-built quantities.

12.1.1.3.3. Forward Tactical Missile Records System (TMRS) report All-up Round (AUR) tail number to National Stock Number (NSN) listing and exercise alert trailer inventory to munitions control.

##### 12.1.1.4. Equipment Maintenance Section.

12.1.1.4.1. Equipment Maintenance will prepare mobility asset taskings as required.

##### 12.1.1.5. Munitions Control:

12.1.1.5.1. Dispatch Line Drivers to pick up all AIM-9 captive flight missiles, chaff and flare modules and UALS/LALS used for daily flying as directed by Munitions Control.

##### 12.1.2. Phase II Operations.

12.1.2.1. Conventional Maintenance Section. Support mission according to ATO.

12.1.2.1.1. Chaff and Flare Operations. Support mission according to ATO.

12.1.2.1.1.1. Request Munitions Storage to break out WRM or training chaff/flare/squibs for resupply IAW the current approved PACAF Sims and deliver to 46810 (Conventional Maintenance) as required for aircraft generation sustainment.

12.1.2.2. 20MM Operations.

12.1.2.2.1. Request Munitions Storage break out WRM or training 20mm for resupply IAW the current approved PACAF Sims and deliver to Bldg.. 47818 (Alternate Conventional Maintenance) as required for aircraft generation sustainment.

12.1.2.2.2. Support mission according to ATO.

12.1.2.2.3. Reconstitute, account for, and prepare for reutilization of munitions in support of ATO.

12.1.2.2.4. Track munitions net explosive weight real world and simulated as required, and update Munitions Control.

12.1.2.3. Precision Guided Munitions Section.

12.1.2.3.1. Missile Build-up/Re-supply Operations.

12.1.2.3.1.1. Request Munitions Storage to break out required missiles IAW the current approved PACAF simulation and deliver to Bldg. 47801, PGM, as needed. If required, Pad 46001 (Preload Pad 1 will be used as Alternate Missile break-out site).

12.1.2.3.1.2. Stubby builds and loading of missile trailers will be performed IAW the current approved PACAF Sims.

12.1.2.3.1.3. All-up Round Containers (AURCs) demonstrating both full and empty missile containers must be moved to the appropriate area on the build pad to demonstrate the proper flow of munitions during trailer re-supply/loading.

12.1.2.3.1.4. Support mission according to ATO.

12.1.2.3.1.5. Reconstitute, account for, and prepare for reutilization of munitions in support of ATO.

12.1.2.3.1.6. Track munitions net explosive weight, real world and simulated as required, and update Munitions Control.

12.1.2.4. Munitions Receipts.

12.1.2.4.1. Munitions Receipts via Air Shipment.

12.1.2.4.1.1. Upon notification, Munitions Control will coordinate with Storage to dispatch 40-foot/MHU-110 trailers and drivers to pick up shipment. Empty AURCs or munitions containers will be pre-positioned on trailers.

12.1.2.4.1.2. Drivers and shotguns will proceed to Hot Cargo Pad Bravo to pick up munitions. The 18 LRS will provide forklift support for this operation. NOTE: Munitions Operations personnel authorized in writing will inventory assets and receive them on accountable record.

12.1.2.4.1.3. After arrival at the cargo pad, assets will be half-up/downloaded to

demonstrate loading of trailers. Once completed, drivers will deliver loaded trailers to Bldg. 47801, PGM, or designated operating location, if required for immediate build-up or to the appropriate dispersal location(s) for storage. Assets will be half-up/downloaded to demonstrate delivery. This procedure will be repeated as many times as necessary to demonstrate delivery of all munitions to the storage area.

#### 12.1.2.4.2. Munitions Receipts via International Organization Standardization (ISO) Shipment.

12.1.2.4.2.1. A predetermined quantity of ISO containers will be pre-stuffed prior to ORE/I STARTEX and staged where space and net explosive weight limits allow. Munitions loads will replicate a mix of PGM, complete round configurations, and bulk conventional munitions to the greatest extent possible.

12.1.2.4.2.2. Upon execution of tasked OPLAN, ensure 18 LRS coordinates ISO shipment operations at Tengan Pier with US Army's 1315th Medium Port Command and contract ground transportation to line haul from the pier.

12.1.2.4.2.3. TMO (18 LRS), Munitions Operations and Inspection will be at In-check to receive incoming assets.

12.1.2.4.2.4. Delivery priority of received munitions. If assets require immediate build-up, drivers will deliver ISO containers to operating locations for download, de-stuff and build. ISO containers can be placed where space and net explosive weight limits allow. If not needed for current operations, munitions should be de-stuffed and stored in appropriate storage location.

12.1.2.4.2.5. Empty ISO containers and blocking/bracing will be removed and delivered to the PACAF CE Silver Flag area.

#### 12.1.2.5. Munitions Shipments.

##### 12.1.2.5.1. Munitions Shipments via Airlift.

12.1.2.5.1.1. At the direction of 18 MUNS supervision, build up of pallet trains (T-2) or any other anticipated air out load assets may be directed.

12.1.2.5.1.2. Utilize the warning period to conduct minimal, low visibility build-up of these time critical air takings.

12.1.2.5.1.3. Quantities and munitions types for pallet build-up will be determined at warning order. To the maximum extent possible, air out load TPFDD assets (as well as some other expected out load assets) may be kept in a pre-palletized condition. Therefore, no additional build-up of some assets will actually be needed.

12.1.2.5.1.4. When possible, it is recommended to require the build-up of some assets from stocks to verify capability, proficiency, logistics and planning, and provide adequate training.

12.1.2.5.1.4.1. If no munitions are available in stock for build-up, a teardown and build up of existing items may be needed to accomplish this.

12.1.2.5.1.4.2. An alternative would be to use empty AUR containers (AURC) to simulate live assets (requires coordination with EET).

12.1.2.5.1.5. Procedures. Lot selection will be performed by Munitions Storage, Inspection and Operations personnel immediately upon receipt of any air out load tasking.

12.1.2.5.1.5.1. Once selection is accomplished for the first UTC, Munitions Operations will immediately generate shipment documentation.

12.1.2.5.1.5.2. Precision Guided Munitions will provide TMRS support for outbound shipments. Lot selection for the remaining UTCs can occur simultaneously with multiple selection teams; however, the objective is to complete lot selection as soon as possible without delaying the process for the initial UTCs.

12.1.2.5.1.5.3. Materiel Flight personnel will conduct pallet build-up operations at the structures that contain the missiles being out loaded or as an option, may deliver AURCs to other operating locations (Bldg. 43811, 43812, etc.) for palletization and chain-gating.

12.1.2.5.1.6. Building pallet trains on dunnage is the preferred method.

12.1.2.5.1.6.1. In the event that 22K forklift support is unavailable, aircraft pallet trains will be pre-positioned on 40-ft rollerized trailers and personnel will upload AURCs onto pallet trains only. Non T-2 pallets for air out load may be loaded on flatbed 40-ft trailers (requires pallet handling support on flight line), but preferred mode is by rollerized trailer.

12.1.2.5.1.7. Start and stop times for pallet build, marshalling, JI and delivery will be called into Munitions Control for tracking of status.

12.1.2.5.1.8. Munitions Control will ensure the DRCC is notified of all start and stop times to facilitate 18 LRS Marshal and 733 AMS JI support.

12.1.2.5.2. Munitions Shipments via Break Bulk.

12.1.2.5.2.1. For break bulk taskings, no movement is required unless 18 WG EET/XP indicates that the ship is at the pier ready to load munitions.

12.1.2.5.2.2. Only lot selection, verification, documentation, and labeling of the tasked munitions are necessary. Lot selection will be performed by Munitions Storage, Inspection, Operations and Conventional Maintenance.

12.1.2.5.2.3. If pier delivery operations are directed, the requirements for personnel and vehicles needed along the route and at the pier will be set aside as a simulation.

12.1.2.5.2.4. The 18 WG EET/XP is required to serve as Pier Controllers, and request each asset be delivered, as determined by its cube, type, etc. Only at this point will TMO, Munitions Inspection and Munitions Operations personnel man the in-check station. Munitions will be half-loaded onto trailers, secured, placarded, and then immediately downloaded back to the storage location.

12.1.2.5.2.5. As an exception, the first 10 trailer loads may be fully loaded and routed through in-check for inspection.

12.1.2.5.3. Munitions Shipments via ISO Container.

12.1.2.5.3.1. ISO/CADS. Lot selection will be performed by Munitions Storage, Inspection, Operations Conventional Maintenance and Fabrication.

12.1.2.5.3.2. The exercise tasking for ISO out load can be met by using pre-built/pre-stuffed ISOs, stuffing ISOs with munitions using pre-built blocking & bracing, and/or building blocking & bracing from wood supplies then stuffing ISOs with munitions.

12.1.2.5.3.2.1. All tasked quantities will be placed in the ISOs, inspected, documented, placarded and moved to a properly sited staging area.

12.1.2.5.3.3. Any stenciling requirements for labeling ISOs will typically be demonstrated with masking tape and markers.

12.1.2.5.3.4. Delivery is not required unless 18 WG EET/XP directs that a ship is at the pier ready to begin loading operations. Only at that point will TMO, Munitions Inspection and Munitions Operations personnel man the in-check station.

12.1.2.5.3.5. Personnel and vehicles needed along the route and at the pier will be set aside as a simulation.

12.1.2.5.3.6. ISOs will be loaded onto the ISO trailers. The first ISO of each Cargo Increment Number may be routed through in-check, inspected, then return to the storage location for download.

12.1.2.5.3.7. To demonstrate delivery of the tasked ISOs to the pier, the procedures in para 12.1.2.6.2. will be followed.

12.1.2.6. Simulated Delivery of Outload Munitions.

12.1.2.6.1. Simulated delivery of air deployed munitions.

12.1.2.6.1.1. Minimal movement of munitions is expected to reduce mishap potential. However, a limited movement may be directed to demonstrate build-up completion, delivery capability, procedures, and adequate resources.

12.1.2.6.1.2. Unless otherwise directed, loaded T-2 trailers will only be used to demonstrate delivery to the flight line. All other assets will be half up/down loaded and remain at the build-up/marshalling site, and their delivery will be demonstrated with an empty trailer. Deliveries to the flight line will be demonstrated by directing the required crew, with tractor/trailer, to a designated location. They will remain there for the time it would take to deliver, offload, and return to the Munitions Storage Area (MSA). This time will be one hour from arrival. Other locations may be needed to prevent compatibility or net explosive weight violations.

12.1.2.6.1.3. EET evaluators may conduct acceptance inspections at any location. Once released, palletized missiles may be returned to original facility and be

broken down.

12.1.2.6.1.4. The number of demonstrated “deliveries” must match the total air out load tasking.

12.1.2.6.2. Simulated delivery of surface (sea) deployed munitions (Break Bulk and ISO).

12.1.2.6.2.1. Minimal actual movements should be conducted. Also, as stated previously, this paragraph only applies if pier operations have begun, as directed by 18 WG EET/XP.

12.1.2.6.2.2. After a real load is processed through in-check then downloaded back at its original holding/storage area, the tractor, trailer and delivery crew will be held in a designated area for the time needed to demonstrate delivery, offload and return from the pier.

12.1.2.6.2.3. Materiel Flight Supervision will designate this holding area and inform Munitions Control. The demonstrated hold time will be 2 hours for all sea out loads to Tengan pier. The time will be determined for other locations as required.

12.1.2.7. Munitions Accountability.

12.1.2.7.1. Munitions accountability will be accomplished using the Combat Ammunition System (CAS). Higher headquarters shall determine the format and content of required items for Munitions Reporting (MUREP) and shall forward this information to Munitions Operations personnel. Munitions Operations personnel shall complete this report as often as requested by higher headquarters (typically once per day) and forward it in the correct format.

12.1.2.7.2. Accountability of expended missiles will be maintained with a communications triad consisting of Munitions Control, Alternate Control and Flight line Super/Viper/Weapons Super. The Weapons Super unit will request specific re-supply requirements from control by code name and all information will be documented simultaneously by the triad. Munitions Control and Alternate Control will log all missile uploads to include spot and trailer number. Quantities will be verified upon reload of trailers at the missile re-supply location.

12.1.2.7.3. Reconciliation will be accomplished not later than two hours after the last aircraft down (unless impeded by simulate airfield attacks, at which time reconciliation will be accomplished as soon as possible when cleared to continue working). Weapons expeditors will track simulated and actual expenditures on separate 18WG Forms 62, Munitions Configuration and Expenditure Document (one clearly marked “Exercise” and one “Real World”). If there are discrepancies noted on the 18WG Form 62, Flight Line Super/Viper and Weapons Super will compare information to transaction histories, expenditure reports or the AF IMT 4331, Munitions Transaction Sheet. The munitions superintendent will keep the Operations and Maintenance Group Commanders informed of on-hand balances and re-supply when needed.

12.1.2.7.4. Missile expenditures and uploads to aircraft will be called in to Munitions Control by missile tail number. Air-to-ground expenditures and uploads to aircraft will be called in to Munitions Control by build code.

12.1.2.7.5. All real-world chaff/flare/20mm expenditures will be processed in real CAS following normal day-to-day procedures. Simulated air-to-air and air-to-ground expenditures will be processed in training CAS. Munitions Operations will collect the necessary expended quantities from both databases to accomplish the MUREP.

#### 12.1.2.8. Emergency Destruction of Munitions.

12.1.2.8.1. Procedures IAW T.O. 11A-1-42, *General Instructions-Disposal of Ammunition*, will be adhered to.

12.1.2.8.2. All demolition munitions required for emergency destruction of munitions will be demonstrated by any suitable material.

12.1.2.8.3. All actions required at each location will be carried out to the fullest extent.

12.1.2.8.4. Missile trailers will be assembled in close proximity to pallets of MK-82 general purpose bombs. Munitions storage igloos and magazines will have a pallet of MK-82 general purpose bombs placed inside.

12.1.2.8.5. Non-electric trains will be used. Bomb fuse wells will be stuffed with C-4. If time is short, several knots will be tied in DET Cord and inserted into the C-4 or a blasting cap will be used if available. Time fuse will be used and a test burn of twelve inches will be conducted. A length sufficient to cover not less than 10 minutes will be used IAW T.O. 11A-1-42, *General Instructions-Disposal of Ammunition*.

12.1.2.8.6. Chaff/flare/squibs/20mm will also be burned with missiles if time allows. If time is short, these assets will be collected into a pile on top of available UAL/LALS and ignited with an incendiary grenade, AN M14, NSN 1330002198557.

12.1.2.8.7. Once direction is given to prepare for emergency destruction of munitions, authority to detonate will be dispatched by the 18 WG/CC or senior ranking on scene. The EOC will be kept informed frequently on status of preparations and when they are completed. Prior to detonation, all nonessential personnel will be evacuated to a safe distance.

#### 12.1.2.9. Reception and Beddown.

12.1.2.9.1. Reception and Beddown Plan: Munitions Support Element UTCs deploying to Kadena AB can anticipate integration into the 18 MUNS munitions operation. For those units staging at Kadena AB for forward deployment, every effort will be made to retain unit identity and integrity. In either case, processing will be conducted as follows:

12.1.2.9.2. CONOPS. Following base in processing, inbound munitions personnel will process through Munitions Training at Bldg. 43131. Personnel will be integrated into the unit and assigned to existing maintenance shops based on documented (AF Form 623, Individual Training Record Folder) training skills. Equipment will be in-checked at Bldg. 46806, Equipment Maintenance, then staged at Bldg. 46001, Preload

Pad 1, and Bldg. 46002, Preload Pad 2, pending redeployment or employment. Should redeployment become necessary, personnel and equipment will flow through the CPC to the wing Deploying Processing Unit.

12.1.2.9.3. Procedures:

12.1.2.9.3.1. Personnel Processing. Upon notification of inbound forces, Munitions Control will notify the following agencies to assemble at Munitions Training to set up the processing line: Unit Reception Monitor (URM), Maintenance Supervision, Production Flight Chief, Training Element (MXWKD), and Security (MXWKC).

12.1.2.9.3.2. The 18 MUNS URM will set up a processing line at Bldg. 43131, 18 MUNS training, to receive inbound forces. Bus transportation from the reception site to Bldg. 46703 and billeting sites will be arranged by Munitions Control using the 18 MUNS bus. The following stations will collect and provide information as follows:

12.1.2.9.3.2.1. URM: Locator card, emergency data, squadron info handout, and mobility folders.

12.1.2.9.3.2.2. Maintenance Supervision. Work assignments for SNCOs and Officers.

12.1.2.9.3.2.3. Materiel and Production Flight Representative: Collect AF Forms 623, Individual Training Record Folder and make AMN and NCO work assignments (incoming personnel will not be held while work assignments are determined).

12.1.2.9.3.2.4. Training Section. Schedule personnel for drivers training; check for current explosive safety training, schedule local conditions training.

12.1.2.9.3.2.5. Security. Record line badge information for access; check security clearance.

12.1.2.9.3.3. Immediately following processing, personnel will be transported to their assigned lodging for a minimum of 12 hours of uninterrupted rest.

12.1.2.9.3.4. Equipment processing:

12.1.2.9.3.4.1. Munitions Control will dispatch appropriate Materiel or Production Flight equipment and crews to receive and beddown inbound equipment.

12.1.2.9.3.4.2. Equipment will be in-checked through Bldg. 46806, Equipment Maintenance. In-checkers will provide a copy of the equipment list to Munitions Control for tracking.

12.1.2.9.3.4.3. Equipment will be delivered to Bldg. 46001, Preload 1, and Bldg. 46002, Preload Pad 2, as appropriate to be staged for future deployment or integration into 18 WG assets.

12.1.2.9.3.4.4. Beddown of ISO containers. TMO (18 LRS), Munitions Operations and Inspection will be at In-check to receive incoming assets. If

assets require immediate build-up, drivers will deliver ISO containers to build locations, otherwise, ISO containers will be placed at appropriate locations, based on hazard class division.

## 12.2. Base X.

### 12.2.1. Phase II Operations.

12.2.1.1. Procedures for Missile In-shipments at Forward Operating Location will replicate FTB procedures.

12.2.1.1.1. Once completed, drivers will deliver loaded trailers to PAS 10 and 11, if required for immediate build-up, or to the outside of Bldg. 46303 for storage and again be half-up/downloaded to demonstrate delivery. This procedure will be repeated as many times as necessary to deliver all missiles to the storage area.

### 12.2.1.2. Missile Build-up/Resupply Operations.

12.2.1.2.1. PGM will establish a missile build-up/resupply area at Pad 46001 (Preload1).

12.2.1.2.2. Munitions Storage will break out required missiles IAW the current approved PACAF simulation and deliver to PAS 10 and/or 11.

12.2.1.2.3. Shift supervisor will keep a log showing current quantities of missiles located at build-up site, on trailers, and in storage and update Munitions Control with changes.

### 12.2.1.3. Chaff and Flare Operations.

12.2.1.3.1. Shift supervisor will keep a log showing current quantities of chaff/flare/squibs located at build-up site, on trailers, and in storage and update Munitions Control with changes.

### 12.2.1.4. 20MM Operations.

12.2.1.4.1. Shift supervisor will keep a log showing current quantities of 20mm located at build-up site, on trailers, and in storage and update Munitions Control with changes.

12.2.2. All required vehicles and support/test equipment are assumed serviceable upon arrival of deployed forces. See Table 8-1, Pre-positioned MUNS Equipment/Personnel at Base X.

**Table 12.1. Pre-positioned MUNS Equipment/Personnel**

<u>EQUIPMENT:</u>			
<u>Qty</u>	<u>Type</u>	<u>Qty</u>	<u>Type</u>
2	GCU-30 Re-charger Unit	2	MC-7 Air Compressor
2	MHU-110 Trailers	8	MHU-32 Missile Stands
9	MHU-141 Trailers	2	AIM-9 Storage Stands
3	TS-4108/B Test Sets	2	MC-1A Air Compressor
2	TS-4044 Test Sets (AIM-9)	10	NF-2 Lite All
2	DSM-162/B Test Sets (AIM-7)	1	MD-2 Generator
2	DSM-157 Test Set (AGM-65A/B)	2	ADU-432
1	MHU-83 Bomb lift	80	Universal Chocks
2	AC-2 Air Compressor	4	Sets M10 Trees
1	MAC	2	AIM-9 High Density Stands
 <u>PERSONNEL:</u>			
<u>AFSC</u>	<u>Number Assigned</u>		
2W071	2		
2W051	2		

## Chapter 13

### ABILITY TO SURVIVE AND OPERATE (ATSO)

#### 13.1. General.

13.1.1. Detailed ATSO procedures are contained in AFPAM 10-100. All players will comply with ATSO directives in those publications.

13.1.2. Notification of attacks will be via White Force acting as HHQ C2. All attacks against exercise participants will be initiated by either of two means:

13.1.2.1. White Force will initiate ground-based attacks using ground burst simulators, simulated attacking forces, or with input cards.

#### 13.2. Pre-Attack.

13.2.1. The EOC will:

13.2.1.1. Implement 18 WG/CC and ICC directives. These may include elements of the Wing Dispersal Plan or Wing Hardening Plan.

13.2.1.2. Determine the location of contaminated waste disposal areas.

13.2.1.3. Test C2 and Warning Systems.

13.2.1.4. Keep unit members informed of the current MOPP level, sign/countersign, contaminated area locations, and CCPs.

13.2.2. Facility Manager Actions:

13.2.2.1. Post adequate zone maps throughout zone facilities and vehicles.

13.2.2.2. Contaminated waste collection points will be identified by the EOC. All contaminated waste must be taken to one of these points. Facility owners are responsible for setting up a collection area IAW Facility Manager's Guide.

13.2.2.3. Ensure all unit facilities have: hand & foot wash troughs, SABC kits, plastic/tarps, duct tape, litter or material to construct one, M-8 "Bird-stands" for at least four corners of facility. GDP signs & checklist, material to black-out windows, enough sandbags to simulate facility hardening & to construct bunkers, UXO marking kits, and any unit specific requirements; refer to the *Kadena Air Base Exercise Facility Setup Guide* for complete details.

13.2.2.3.1. The following items are recommended as a minimum for UXO marking kits: basic first aid supplies, CBRN Contaminated waste and UXO markers, M8 tape, one each ammunition can or bag for kit contents, five (5) rolls of red surveyors tape (NSN 9905-00-542-4504), ten (10) each ground stakes (NSN 6260-01-230-8555), three (3) boxes of red cylume glow sticks (NSN 6260-01-178-5559), ten (10) each UXO STANAG markers, Flashlight, Airman's Manual, and radio.

13.2.2.4. Notify units to perform post-attack assessments after chemical/biological contamination hazards have been isolated.

13.2.3. Hardening:

13.2.3.1. There are no hardened facilities (at Kadena or Base X).

13.2.3.2. Protective Aircraft Shelters (PAS) are considered semi-hardened.

13.2.3.3. If a unit expediently hardens a building, then it will be considered splinter protected.

13.2.3.4. Facility users are responsible for obtaining necessary materials and constructing facility and equipment expedient hardening IAW the standard PACAF simulation and Kadena Facility Guide.

13.2.3.5. Units are required to obtain and fill their own sandbags. See the Wing Hardening Plan and the Kadena Base Civil Engineer Contingency Response Plan for further instruction.

13.2.3.6. Only the 18 WG/CC can declare what can or cannot be worn in a facility. Unless otherwise directed, semi-hardened facilities require wear of IPE gear IAW the current MOPP level and CSD.

#### 13.2.4. Contamination Preparation:

13.2.4.1. All dispersed assets must be double wrapped with plastic sheeting, pallet bags, or tarps, or placed in covered storage if available IAW standard PACAF Sims.

13.2.4.2. Facility preparation will be IAW Facility Manager's Guide.

13.2.4.3. Decontamination fluid (5% bleach solution) will be simulated by using tap water.

13.2.4.4. EOC will determine the location of contaminated waste disposal areas.

13.2.5. Blackout. Likely threats (to Kadena and Base X) are from SOF and possible missile attacks. Blackout procedures are not standard in the event of these attacks.

#### 13.2.6. General Protective Actions:

13.2.6.1. Ensure personnel working outdoors have quick access to overhead cover, vehicles, or personal covering such as plastic, tarps, raincoats, etc.

13.2.6.2. Vehicle operators, when parking vehicles, will close all vents and windows; they will remain closed until vehicles are needed.

13.2.6.3. All aircraft will be sheltered using the best available resources. If shelter and/or overhead cover is not available, and launching prior to the attack is not feasible, the aircraft will potentially be contaminated during a chemical attack, and will be treated as such until proven otherwise. The 10' Rule will be implemented for these resources.

### 13.3. Trans-Attack.

13.3.1. Changes in Alarm Conditions or MOPP will be transmitted by all available means (radio, telephone, flags, runners, local media, etc.).

13.3.2. The ICC/EOC/Shogun Control will:

13.3.2.1. Pass the alarm notification by all means available and assume appropriate MOPP level.

13.3.2.2. Ensure inbound aircraft are notified of the attack warning and possibly divert.

### 13.3.3. Individuals will:

13.3.3.1. Pass the attack warning to other personnel in work area/facility.

13.3.3.2. Take cover and assume directed MOPP level.

13.3.3.3. If unable to get inside a facility or vehicle or under overhead cover, attempt to cover themselves with a poncho, tarp, or plastic sheeting to prevent contamination to suit. Taking cover inside a vehicle is only acceptable during missile attacks.

13.3.3.4. If outside, observe the attack for any indications of chemical/biological agent use (i.e. low order detonations, liquid dispersal, chemical rain, suspected powder or liquid, dead or dying animals, personnel exhibiting chemical agent exposure symptoms, etc.).

13.3.3.5. Remain under cover until released by EOC.

13.3.3.6. Personnel observing ground force attack actions must warn by any means available those personnel within their area and report the incident to their UCC.

13.3.3.7. Report all visual observations of release activity (i.e., missile air burst, ground burst, SOF backpack spray attacks, etc.) to UCC.

13.3.3.8. Aircrew Protective Postures. Aircrew not performing flight duties will wear the ground crew ensemble as noted above. Aircrew will simulate MOPP levels IAW PACAF Sims.

## 13.4. Post-Attack.

13.4.1. General. Once an attack has ended, the primary concern is to restore the base to an operational status. This includes identifying chemical-biological agents, battle damage, repairing the runway and critical facilities, treating injured personnel, expedient decontamination, and rendering safe unexploded ordnance.

13.4.2. Procedures. When the attack is over, the 18 WG/CC will direct Alarm Signal and MOPP Level.

13.4.2.1. "Alarm Black, MOPP 4" or "Alarm Black, MOPP 4, PAR Team Release". No movement is allowed outside of facilities and or shelters, unless specifically authorized by 18 WG/CC.

13.4.2.2. "Alarm Black, MOPP 4".

13.4.2.2.1. Airfield Damage Assessment Teams (ADAT), NBC Recon Teams, EOD Teams and other specialized teams will be released to perform their mission.

13.4.2.2.2. Teams will report indications of chemical agent presence found on M-8 paper after each attack. After reporting is complete, immediately replace contaminated M-8 paper. Discard old M-8 paper by triple bagging and placing in contaminated waste containers.

13.4.2.2.3. Movement of individuals not on specialized teams during "Alarm Black, MOPP 4" should not occur unless release is given by the ICC.

13.4.2.3. "Alarm Black, MOPP 4, PAR Team Release".

13.4.2.3.1. Facility PAR teams are released; they will report contamination, battle damage and hazards to their UCCs. UCCs in turn will notify EOC.

13.4.3. Once a battle damage profile is developed, the ICC/EOC will establish repair and UXO disposal priorities.

### **13.5. FTB Specific Procedures.**

13.5.1. FTB Contamination Control Area (CCA) Procedures.

13.5.1.1. All contaminated personnel will process through the CCA.

13.5.1.2. CCA Locations will be pre-identified by the EOC. CCA will be mobile for first chemical attack only. For all ensuing attacks CCA operations will be stationary.

13.5.1.3. The CCA will not be available for processing until at least one hour after contamination is detected and determination to set up CCA is made.

13.5.1.4. CCA Support will be as follows: CE will provide one Water Buffalo and MXG or MSG will supply two (2) Light Alls.

13.5.1.5. In a real-world environment, the CCA site will not be known in advance due to a variety of factors. For exercise purposes only, potential CCA sites will be identified throughout the base.

13.5.1.6. Aircrew Flight Equipment will be given space to process aircrew members at the CCA site.

13.5.1.7. Unit commanders and supervisors will establish procedures for rotating people through the CCA on their shifts.

13.5.1.8. After processing the CCA, participants may pick up water and an MRE.

13.5.2. FTB EOD/ADAT Procedures.

13.5.2.1. Operations. ADAT exercises will take place in specified airfield locations. Explosive tools will be utilized IAW AFMAN 91-201. Procedures will be performed with an EOD EET member on site and concurrence of the EOC Director.

13.5.2.2. Rapid removal of sub-munitions using the ARTS will be performed at the SILVER FLAG site or on an inactive taxiway selected by the EET.

13.5.2.3. C2 of ADATs will be by the EOC Director through the EOD/CE EOC representatives. Communication flow will be from ADAT teams through EOC to the MOS selection teams. If contact is lost with the EOC, the ADATs will deliver worksheets to the EOC and post them upon completion of predetermined routes.

13.5.2.4. Bomb Removal Teams (BRTs). Kadena will provide BRTs to remove unexploded ordnance once it has been safed by EOD.

13.5.2.5. Tracking and Recording Damage Assessment. The ADAT/DAT report form will be used by ADATs and the CE/EOD EOC members for tracking and recording damage assessment to runways and taxiways.

### **13.6. Base X Specific Procedures.**

13.6.1. Base X Contamination Control Area (CCA) Procedures.

13.6.1.1. Base X CCA/TFA operations are not intended to simulate long-term stay at the Toxic Free Area location. Emergency Management must develop a long-term plan.

13.6.1.2. CCA/TFA operations for Base X are based on the following assumptions:

13.6.1.2.1. The number of people at Base X is limited. A processing rate of 60 people per hour will support Base X adequately. Supervisors and commanders will stagger shifts, ensuring this rate is maintained.

13.6.2. Base X EOD/ADAT Procedures.

13.6.2.1. In order to maintain 24-hour coverage and to realistically replace those forces which would already be in place, personnel not participating in the LORE deployment will act as EOD personnel already at Base X. This requires all EOD personnel have access to Base X.

13.6.2.2. Bomb Removal Teams (BRTs). BRTs provide support as deployed teams and require access to Base X. These teams will also be required to provide vehicles and equipment for Base X support operations.

## Chapter 14

### COMMUNICATIONS

#### 14.1. General.

14.1.1. For the purpose of FTB scenarios, all in-garrison 18 WG agencies and partner units will coordinate their requirements through 18 CS using the appropriate customer service point for requests. Any deployed units staying on Kadena will follow the same procedures as in-garrison personnel by coordinating through 18 CS.

14.1.2. The primary means of contact for communication systems problems is the Communications Focal Point (CFP), 634-2666. If it is an exercise related outage or issue, contact the 18 CS UCC.

#### 14.2. Preparatory Guidelines.

14.2.1. Existing phones and jacks will be used to the max extent possible.

14.2.2. All exercise injects/real-world outages/requests for maintenance will be channeled through the 18 CS UCC.

14.2.3. All communications requirements (i.e., equipment procurement, network connections, telephone drops) must be submitted NLT 30 days prior to STARTEX to allow for sufficient coordination via the Work Order Management System (WOMS).

14.2.4. LMR nets. Users are required to use their own LMR equipment. The unit PWCS custodian is the primary POC for LMR issues.

14.2.5. Secure communications. Users are responsible for their own STEs and appropriate keys. Other equipment requiring COMSEC material for encryption is a user responsibility. This includes equipment provided by the 18 CS which is turned over to users for operation (this ensures compatibility with other systems operated by the users).

14.2.6. MOPP 4 Communications. All key personnel should make use of bullhorns, voice amplifiers, etc., to ensure that effective communication is maintained while operating in MOPP 4 conditions. Communications personnel are not required to provide such devices.

#### 14.3. Message Handling Procedures.

14.3.1. Unit-generated EXERCISE BEVERLY HIGH messages.

14.3.1.1. If a unit has AMHS access and users have an account established through 18 CS/SCOO, the unit can send and receive messages via the web based e-mail system on NIPRNet or SIPRNet as required.

14.3.1.2. Hand-printed messages or messages typed on plain bond paper are permissible only in an emergency or time-critical situation (immediate precedence or above). Hand-printed or typed messages will not be used to circumvent normal message preparation procedures. When hand-written, only messages legibly printed in block letters will be accepted. The drafter must remain with the message(s) through transmission for data accuracy verification. Do not time stamp hand-written messages.

14.3.2. Any outgoing EXERCISE BEVERLY HIGH messages requiring immediate response from the Inspection Team should be hand-carried or sent via e-mail to the XP work center.

#### **14.4. Radio Frequencies.**

14.4.1. The number and type of frequencies available (simplex vs. repeater, HF/UHF/VHF, etc.) can be further clarified by the 18 WG Spectrum Manager.

14.4.2. Temporary frequency requests will be processed through the base frequency manager via WOMS. The normal lead time is 90 days for MAJCOM and host-nation approval. Unless specifically authorized, no unit shall power-on or operate RF equipment.

#### **14.5. Base X Theater Deployable Communications.**

14.6.1. For the purposes of LORE s and ORIs, it is assumed that the 18th Wing will deploy to a base with an existing fixed communications infrastructure.

14.6.2. Personnel using existing phones must coordinate with 18 CS/SCO via the 18 CS CFP at least 30 days prior to STARTEX to ensure these numbers are annotated in the Base X telephone directory (which will be published on TBMCS). New communications requirements (e.g. previously deploying units occupying new facilities at Base X, new capabilities deploying, etc.) must identify new requirements to 18 CS/SCO at least 30 days prior to STARTEX to permit installation and testing of new circuits and instruments and switch programming to mirror the deployed location.

14.6.3. All communications-related exercise scenarios will be played out using deployed and in-place communications personnel only.

14.6.4. LMR nets. Users are required to use their own LMR equipment in Base X and are required to program their instruments using authorized frequencies for the Base X area. Base X is a fictional forward deployed location with different frequencies than Kadena Main Base. Kadena frequencies should not be used in the Base X area unless specifically approved by EET/XP.

14.6.5. Re-key of LMRs at Base X will be accomplished by MOC.

14.6.6. Secure Communications. Users are responsible for bringing their own STEs and appropriate fortezza cards. Other equipment requiring COMSEC material for encryption is a user responsibility; this includes equipment provided by the 18 CS which is turned over to users for operation (this ensures compatibility with other systems operated by the users).

14.6.7. Communications services at Base X will be tailored to match deployed location as much as possible. All efforts will be made to simulate the real environment; in some cases this may result in a loss of service in several Base X areas. Certain functions, such as the EOC and ICC, require initial communications preparations before the exercise begins to provide pre-positioned capabilities. This coordination must take place at least 30 days prior to STARTEX to permit circuit tests, etc. All agencies installing and operating their own communications equipment must coordinate with deployed communicators to prevent unauthorized use and interference with other equipment.

14.6.8. Equipment Installation/Support. Any requests to change existing Kadena infrastructure or modify existing setups to support BASE X operations must be submitted to

appropriate work centers NLT 30 days prior to STARTEX. Requesting unit will fund any costs associated with these installations or moves.

14.6.9. Data Processing. Personnel will bring computer components they require. Use of existing computers is allowed only when pre-positioned systems are available and must be coordinated with the owning organization.

14.6.10. Communications Maintenance. Deployed 18 CS personnel will handle all requests for communications service. Requests are initially made through the cadre representative until a CFP function is established. The following assets are expected to be available during a Base X scenario, but may not be functioning immediately after 18 WG arrival:

14.6.10.1. UHF satellite communications. Link between deployed ICC and the Theater Ballistic Missile Warning Network.

14.6.10.2. VHF/UHF radio communications. Link between deployed "Eagle Control" and deployed aircraft.

14.6.10.3. SHF satellite communications. Provides inter-site communications access.

14.6.10.4. Official message traffic will be sent through DMS.

14.6.10.5. Tactical switchboards. Provides intra-site telephone capability as well as access to DSN services as a backup to existing communication capabilities.

14.6.10.6. Other services. Additional capabilities are limited due to asset availability or manpower support required. Requests are accepted through the communications focal point and prioritized based on workload. NOTE: Some of the above capabilities require a minimum of 30 to 90 days lead time to gain approval for operational use (i.e., SATCOM coordination). If approval is not granted, all efforts will be made to simulate as many services as possible.

14.6.11. Communications Center Support. When tasked, a deployable network communications center will be set up for Base X use. Organizations requiring message support must adhere to the same policies/procedures available at Kadena AB. Users requiring message formats other than the Defense Messaging System must coordinate with communications personnel in advance. All efforts must be made to utilize DMS for official message traffic.

14.6.12. LMR frequencies. The following organizations/functions have permanent frequencies assigned under base support agreements which entitle them to LMR use at Base X: MOC 1, MOC 2, MOC 3, MOC 4, MOC 5, MUNS, Airfield Management Operations, Fire, Security Net, OSI, Intel, Eagle Net, POL, CES, EOD, Medical, Readiness, COMM, ALCE, ATOC, CE Alarm, and Deployed Giant Voice.

14.6.13. Communications Personnel. As per OPLAN TPFDD, communications personnel are already in-place at the forward deployed. These "in-place forces" personnel shall be IAW Table 14-1 (however, not necessarily limited to this exact composition). AFSC substitutions and totals deviations are permitted.

## Chapter 15

### SAFETY

**15.1. Wing Safety Duties During Exercises.** Wing safety personnel will utilize their current office space, office equipment, and vehicles due to real world and exercise roles during exercises. Real world response will be accomplished without exercise MOPP gear utilizing Safety Observer Passes. Safety personnel can be reached 24/7 through the Command Post and, when manning permits, a safety evaluator will be on-duty around the clock to monitor exercise operations.

#### **15.2. Personal Safety**

15.2.1. Visibility. All personnel will wear reflective belts from dusk to dawn and during periods of reduced visibility around the main base area as well as the flight line (SFS personnel exempt at the request of the SFS/CC). Additionally, all personnel will wear reflective belts when exposed to traffic.

##### 15.2.2. Hydration/Illness.

15.2.2.1. Supervisors will ensure personnel are supplied water and that they consume the required amount per the water intake criteria issued by medical personnel. Supervisors will implement administrative controls to include breaks for fluid and food intake, and shift work to take advantage of cool mornings, evenings, and nights.

15.2.2.2. Supervisors must also ensure their personnel are familiar with the signs/symptoms of hot/cold weather related injuries/illnesses like dehydration, heat stress, heat exhaustion, sun burn, frostbite, and hypothermia and implement a “Buddy System” to help detect signs of injury/illness in others.

#### **15.3. CWDE Wear Awareness.**

15.3.1. Visibility is greatly restricted when wearing CWDE. The M-50 mask has good visibility, but peripheral vision is reduced. All personnel must expect persons wearing masks to have limited vision and decreased dexterity. Personnel wearing masks must frequently turn their heads to make up for the lack of peripheral vision. Night vision is also reduced while wearing the masks and hearing will be affected.

15.3.2. Operations in CWDE may result in hyperventilation, heat injuries/illnesses, or even claustrophobia which may result in personnel fainting or becoming ill. Furthermore, mishaps become more likely due to restricted visibility and general clumsiness of operating in CWDE. Supervisors, “Buddies,” (and EET members), must be alert to detect potential mishap situations and provide guidance necessary to negate the mishap potential.

15.3.3. Drivers must be trained to operate vehicles in chemical environments. Personnel will not operate GOVs in CWDE gear unless properly trained and certified.

15.3.4. Medical personnel will ensure supervisors are made aware of adverse working conditions and the effect CWDE/PPE will have on personnel so they can implement adequate work-rest cycles. Tables found in AFOSHSTD 91-216 (Hot Weather, the Wind Chill Temperature Chart, and the Heat Index Chart) assist Medical personnel in providing appropriate information to wing leadership.

**15.4. Base X Specific Procedures.**

15.4.1. The Chief of Safety is tasked to provide safety support, consultation, inspection, and mishap reporting, for the deployed commander in support of deployed operations.

15.4.2. The deployed safety office will assist in briefing Right Start, Local Conditions, Newcomers, and Local Orientation at the request of the deployed commander.

15.4.2.1. Deployed safety personnel will respond to exercise inputs, deployed safety inspections, and exercise briefings as players in exercise/MOPP gear as appropriate.

15.4.2.2. All 18th Wing Safety personnel are authorized unrestricted access to Base X to monitor real-world safety concerns during the exercise. Non-deployed safety personnel are not required to react to Base X attacks. Safety will have three (3) unlimited vehicle passes in order to accomplish the mission.

15.4.2.3. Deployed unit commanders will forward names of all safety trained personnel to the deployed safety office. These individuals will assist the deployed 18 WG/CC and individual deployed unit commanders in preventing mishaps and ensuring safe mission accomplishment.

15.4.3. Any unit storing explosives at a separate Base X location will be required to possess an Explosives Facility License approved by 18 WG/SEW and posted at the storage location.

## Chapter 16

### SECURITY

#### 16.1. FTB.

16.1.1. Enemy Forces: Kadena represents a level I and II high-threat environment, including a chemical threat. Resources and personnel are subject to ground and air attacks.

16.1.2. Friendly Forces:

16.1.2.1. Inbound forces will not be physically available for exercise play. Additional 18 SFS personnel may be used to simulate inbound forces. The exterior of the base is protected/defended by simulated defense forces of the host nation.

16.1.2.2. On-duty security forces are available for armed response to real-world security situations. All exercise play will stop until real-world responses have been terminated.

16.1.2.3. MOPP Play. MOPP gear will be on hand and worn as required, with strict compliance with work/rest schedules. All posted/on-duty SF personnel will be exempt from wearing chemical gear for real-world responses and must not wear chemical gear for any off-base response. Appropriate MOPP response will be assumed once processing of a real-world incident has been completed.

16.1.3. The size and safety constraints of Kadena AB limit the scope of ABD/combat skills that can be realistically exercised (digging positions, laying communication wire, force-on-force training, etc.). To meet training objectives, security forces will establish a defensive area in an approved location for convoying and dismounted patrol training.

16.1.4. Depending on the scenario, Security Forces may be tasked to establish a defensive area independent of main base to practice ABD common core tasks.

16.1.5. 18 SFS Exercise Activities.

16.1.5.1. The NCOIC, 18 SFS/SFMQ, will be the exercise monitor for SFS. Direct any questions or requests for clarification to the NCOIC.

16.1.5.2. The 18 SFS will not up-channel or otherwise transmit off base any communications pertaining to the exercise.

16.1.5.3. Host-nation forces will not be employed during LOREs. XP/EET, acting as HHQ, will be advised of notifications that would be made to host-nation forces.

16.1.5.4. Handling of firearms and use-of-force procedures must be consistent with local requirements and USAF policy contained in AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

16.1.5.4.1. Bayonets will not be affixed to weapons, or carried by any person.

16.1.5.4.2. Knives, clubs, and other weapons (other than approved-issue weapons) are prohibited. Any approved knife will remain in its sheath during all attack scenarios so as not to give the impression of intent to use the weapon.

16.1.5.4.3. The 18 SFS Force-on-Force scenarios involving the use of weapons with blank ammunition will only be conducted in a separate area established for those scenarios (Sliver Flag Area or Area #1).

16.1.5.4.4. Firefights will not be conducted on any of the taxiways, runways, or aircraft parking aprons and structures. SFS exercise fire and maneuver tactics will only be conducted in the SF ABD approved play areas.

16.1.5.4.5. Physical contact between OPFOR and friendly forces is prohibited unless used in conjunction with enemy prisoner of war searches.

16.1.5.5. All exercise communications (excluding radio transmissions), situation cards, and status reports will be preceded and followed by: "THIS IS AN EXERCISE." All radio transmissions will begin and end with the word "EXERCISE".

16.1.5.6. Scenarios.

16.1.5.6.1. Effective mission execution, commensurate with sound safety practices, is of paramount concern. Scenario deviations, noted procedural violations, or potentially dangerous situations developing will be cause for immediate termination of any exercise scenario. The safety of all participants, observers, and evaluators will be maintained.

16.1.5.6.2. No property will be intentionally destroyed, with the exception of minor OPFOR activity (e.g. cutting field phone wire, fences, concertina, or other obstacles).

16.1.5.6.3. Evaluators and OPFOR may use actual or simulated weapons; however, they will use blank ammunition and adapters.

16.1.5.6.4. On-scene command/EET are responsible for control of exercise scenarios.

16.1.5.6.5. When a perpetrator is involved in an exercise inject, all posts and patrols must be advised. Responding patrols must acknowledge their understanding that a perpetrator is an expected element of the exercise.

16.1.5.6.6. Pistols will remain holstered throughout the exercise. On-duty personnel armed with the M-16/M-4 will have the magazine inserted but no rounds of ammunition will be chambered. Weapons are not to be pointed at individuals at any time.

16.1.5.6.7. When responding to a simulated situation wherein SFS personnel could reasonably expect to immediately encounter an armed adversary (a perpetrator is part of exercise), they should do so with weapons ready; that is, at Port Arms (chamber empty, on safe, finger not in trigger guard). On-duty forces will not unload their assigned weapons for exercises.

16.1.5.7. Military Working Dogs (MWD).

16.1.5.7.1. During all exercises, the on-scene commander must be aware of the strengths and weaknesses of utilizing MWD teams. If, for instance, the large number of personnel present easily agitates a MWD, the use of a muzzle may be appropriate. Supervisors must also know how to respond to MWD teams should assistance be required.

16.1.5.7.2. All military working dogs will remain on a leash and controlled by their handlers at all times when out of their kennel.

16.1.5.7.3. When conducting a search during an exercise, all personnel must understand that perpetrator(s) are an expected element of the exercise and must ensure that the perpetrator is protected should the MWD be released.

16.1.5.7.4. Before conducting searches of buildings, personnel, etc., appropriate warnings must be given. All exercise participants prior to the exercise should understand loose-dog procedures.

**16.2. Base X.** This section only addresses only aspects of 18 SFS Base X exercise play that differ from FTB play.

16.2.1. Access.

16.2.1.1. Personnel who do not have an AF Form 1199, but require unescorted access during local OREs should be issued Contingency/Exercise Area AF Form 1199 Badges through their unit security managers IAW 18WGI 31-101, para. 6.2. Upon initial arrival and when reporting for subsequent shifts, all deployed personnel gain access to Base X through approved EEPs. Personnel without a Restricted Access Badge must be escorted while in restricted areas.

16.2.1.2. Personnel deployed to Base X who do not strictly adhere to the boundaries of Base X will be dealt with as real-world security violations.

16.2.1.3. Personnel who do not meet ICC/EOC unescorted entry requirements will be escorted by an authorized escort official.

16.2.2. Upon initiation of an exercise involving Base X, Security Forces will be tasked to deploy personnel to Base X, IAW tasked OPLANs/CONPLANs.

16.2.3. Depending on the scenario, Security Forces may be tasked to deploy to other areas independent of Base X to practice ABD common core tasks.

16.2.4. The 18 SFS will be responsible for supply of deployed security forces. Only equipment and facilities expected to be at the Base X will be utilized. WRM vehicle assets and Kadena Security Forces vehicles may be used as simulated in-place supplied vehicles.

16.2.5. The size, location, and safety constraints of Base X limit the scope of ABD skills that can be exercised. To meet training objectives security forces will establish a defensive area in the Silver Flag Area or utilize Area 1 for convoying and dismounted patrol training.

16.2.6. Personnel will not deploy with live ammunition. The only personnel authorized to enter Base X with live ammunition are aircrew members required to be armed in-flight for real world requirements and Security Forces personnel for real-world requirements.

16.2.7. Real-world forces will maintain the capability to respond to incidents within 5 minutes. Personnel required to transit the Base X area with live ammunition must be thoroughly briefed and strictly prohibited from engaging in live exercise intruder play.

## Chapter 17

### CIVIL ENGINEERING

#### 17.1. FTB.

##### 17.1.1. Facility Access.

17.1.1.1. The 18 CEG personnel are authorized access to CE facilities to withdraw equipment for exercises as necessary.

17.1.1.2. If 18 CEG is selectively armed, the primary CE armory will be at Bldg. 1461, and the alternate CE Armory is located at Bldg. 939.

##### 17.1.2. C2.

17.1.2.1. Direct line telephones and the CE radio net will be utilized as the primary CE communication links.

17.1.2.1.1. The 18 CEG will use this equipment to facilitate C2 and control between team chiefs, Damage Control Center (DCC) and the EOC. EOC/DCC traffic will be confined to secure telephone when necessary to protect critical information.

17.1.2.2. EOC/Alt EOC: The EOC/Alt EOC will include CE personnel to assess airfield damage, select Minimum Airfield Operating Strips (MAOS), and manage all CE operations. CEX will man the CBRN Cell. FD and EOD will staff the EOC with one member each to operate their area of control.

17.1.2.3. DCC/Primary/Alternate/Tertiary DCC: The DCC will be manned to direct all CE operations such as ADR and facility/utility damage assessment and repair. A CE net radio, STE, SIPRNet and Fax will be installed at the DCC. The alternate DCC will have a CE net radio.

##### 17.1.3. Firefighters. Refer to 18 CES/CEF SOP 32-100 for wartime roles.

17.1.3.1. All fire stations and personnel will be considered Kadena exercise facilities and will participate in all scenarios under the direction of the Senior Fire Officer (SFO).

17.1.3.2. At STARTEX, military firefighters will be placed on two 12-hour shifts and will provide around-the-clock fire protection services from their dispersal locations. Shifts will rotate at intervals determined by the SFO.

17.1.3.2.1. Civilian firefighters will remain on a standard 24-hour work schedule. They will be placed on vehicles that limit their responses to exercise scenarios after 2200 hrs.

17.1.3.2.2. Real-world emergencies and stand-by will take precedence over any exercise scenario. The SFO will determine continuance of fire and emergency service play.

17.1.3.2.3. Firefighters will primarily use the Crash Net for communications, with the Fire Net as backup. Either net is subject to be used at any time depending upon availability.

17.1.3.2.4. Personnel and equipment will respond to exercises from their dispersed locations as directed by the SFO, under the guidance of the EOC director through the SFO in the EOC.

17.1.3.2.5. Attrition. Firefighters will not be attrited for any reason, due to real-world obligations and response requirements. However, EET/XP may document any incidents that would normally result in attrition.

17.1.3.2.6. Fire department air bottles and foam reserves will be dispersed with vehicles at various locations.

#### 17.1.4. Damage Assessment.

17.1.4.1. Airfield Damage Assessment Teams (ADATs) require the use of taxiways to realistically test surveying, identifying, recording, and reporting UXO and airfield damage information to the EOC for the purpose of MAOS selection and aircraft recovery.

17.1.4.2. Damage Assessment and Repair Teams (DARTs) will survey, identify, record, and report damage on critical facilities and utility systems to the DCC.

17.1.5. MAOS Plotting and Selection: Plotting of airfield damage will be performed at the EOC. MOS selection will be performed at the EOC. Airfield damage information used to determine the MAOS will be reported by the ADATs. Damage and repair priorities will be provided to the DCC for action.

17.1.5.1. MAOS stripping teams will use water instead of paint to stripe MAOS. Using actual paint for stripping and then removing is not cost efficient.

17.1.6. Airfield Damage Repair (ADR) Task Evaluations. All ADR requirements will be accomplished at the Silver Flag site. ADR includes Mobile Aircraft Arresting System (MAAS), Emergency Airfield Lighting Systems (EALS), and marking the MAOS to include paint stripping. The MOPP level at Silver Flag (simulated runway) area should be the same as the simulated damage area of the actual runway.

17.1.6.1. Crater/Spall Repair: Actual crater/spall repair will be accomplished at the Silver Flag site.

17.1.6.2. FOD Covers: FOD cover installation will be accomplished at the Silver Flag site.

#### 17.1.7. Other Requirements.

17.1.7.1. Facility Hardening. CE will demonstrate capability to expediently harden one facility with available assets. See the Wing Hardening Plan and the Kadena Base Civil Engineer Contingency Response Plan for further instruction.

17.1.8. Utility Outage Plans. The following procedures will be used in the event of outages.

17.1.8.1. Electrical system outage.

17.1.8.1.1. Generators will be either pre-positioned or permanently installed to provide back-up power to all critical facilities. The DCC maintains the generator priority list.

17.1.8.1.2. Building/generator custodians are responsible for generator operation (start-up, refueling, etc.). Building/generator custodians should perform an operational check/test immediately on deployment and report status to the DCC. Building custodians should contact the DCC for training on generator operation or maintenance.

17.1.8.2. Potable water trailers (if required) and Port-a-Johns will be positioned throughout the base. Building latrines should not be used unless a water source is available. Contact the DCC for servicing of Port-a-Johns, water trailers, or for trash collection. One CE person will be utilized as an escort for the contractor to service Port-a-Johns and collect trash. The escort will be exempt from participation in attack responses.

17.1.9. Base Recovery. It is assumed that at least 1 EA, 2 EB and 2 EP teams are deployed, and that contractors will supplement deployed CE forces. Contractor capability will be limited to four airfield craters within 24 hours and permanent repairs or replacement of damaged facilities under normal contracting timeframes.

17.1.10. Hazardous Waste Accumulation Points. The approved accumulation point is identified/marked in the base map and is located in the DCC.

**17.2. Base X.** This section only addresses areas that differ from the FTB scenario.

17.2.1. Mobility processing and the number of Prime Base Engineer Emergency Force (BEEF) teams deploying will be IAW the OPLAN being exercised. Mobility equipment and personnel will be moved into Base X after the take-off and simulated flight time of their respective simulated airlift mission.

17.2.2. Weapons/Ammo. Prime BEEF pallets will be loaded with real-world weapons (M-16/M-9) and ammunition. The unit will actually process and safeguard live ammunition/munitions during generation and mobility. After cargo marshalling is complete and the equipment is released at the POD, live munitions will be returned to storage and the training munitions may be deployed and employed. Only sufficient amounts of live ammunition to safeguard unit weapons will be deployed. Upon arrival at Base X, field armories will be established inside and outside of Base X to provide security for the weapons. The pallets will remain in Base X for use by the deploying teams.

17.2.3. C2. Direct line telephones and the CE radio net will be utilized as primary communication links. The 18 CEG will use this equipment to facilitate communications for C2 between Base X team chiefs, DCC, and the EOC. EOC/DCC traffic will be confined to secure telephone when necessary to protect critical information.

17.2.4. Phase I.

17.2.4.1. Fire Department personnel will deploy as part of their respective Prime BEEF teams. Upon completion of processing into Base X, fire department personnel will be released back to the Kadena fire department.

17.2.4.2. Fire Station #2, Bldg. 3300, will remain a Kadena facility until the official start time of Phase II or when sufficient numbers of firefighters have processed into Base X. This action allows for an organized transition of deployed firefighters into the facility.

Furthermore, this action will allow Kadena military and civilian firefighters to relocate to other fire stations without disruption of real-world fire service from Fire Station #2.

#### 17.2.5. Phase II.

17.2.5.1. At initiation of Phase II, military firefighters will be placed on 12-hour shifts.

17.2.5.2. Civilian firefighters will remain on a standard 24-hour work schedule.

17.2.5.3. Military personnel assigned to Fire Headquarters, Fire Station #2 and Fire Station #3 will support Base X operations, if manning permits. Bldg. 739, the alternate Fire Dispatch Center, will be the responsibility of Base X personnel. Home Station firefighters will be responsible for stand-bys and exercises that are not involved in Base X.

17.2.5.4. Real-world emergencies will take precedence over any exercise either in or out of Base X. The SFO will determine continuance of fire and emergency service play.

17.2.5.5. Base X firefighters will primarily use the Fire Net, and Kadena AB firefighters will primarily use the Crash Net for communications. Either net is subject to being used by Base X or Kadena depending upon availability.

17.2.5.6. Vehicles used as Base X assets will mirror COB vehicle assets to the extent possible. However, vehicle manning and usage will not fall below the minimum required to maintain adequate fire protection coverage for actual emergency responses.

17.2.5.7. At Base X, personnel, support equipment and vehicles will normally be dispersed upon notification of Alarm Condition Yellow. Personnel and equipment will respond to exercises from their dispersed positions as directed by the SFO.

17.2.6. Damage Assessment. To accommodate flying operations and safety concerns, ADATs will use a 1,000-ft section of Taxiway L as the simulated Base X runway.

17.2.7. MAOS Plotting and Selection. Plotting of airfield damage will be performed at the Base X SCR and DCC. MOS selection will be performed at the Base X EOC. Airfield damage information used to determine the MAOS will be reported by the ADATs.

17.2.8. Facility Hardening. CE will demonstrate capability to expediently harden one facility.

17.2.9. Utility Outage Plans. The main electrical power and water supply to Base X is distributed from local sources through Kadena AB distribution systems. The following procedures will be used in the event of outages.

17.2.9.1. Electrical system outage. Generators will be pre-positioned within Base X to provide back-up power to critical facilities. The DCC maintains the generator priority list.

17.2.9.2. Potable water trailers (if required) and Port-a-Johns will be positioned throughout Base X. Building latrines should not be used unless a water source is available. Contact the DCC for servicing of Port-a-Johns, water trailers, or for trash collection. One CE Base X person will be utilized as an escort for the contractor to service Port-a-Johns and collect trash. The escort will be exempt from attacks.

17.2.10. Base X Recovery. It is assumed that at least 1 EA, 1 EB and 1 EP teams are deployed, and that contractors will supplement deployed CE forces. Contractor capability will be limited to four airfield craters within 24 hours and permanent repairs or replacement of damaged facilities under normal contracting time frames.

17.2.11. Hazardous Waste Accumulation Points. Base X has no approved facilities for hazardous waste accumulation. To decrease potential for hazardous waste spills, Civil Engineer personnel may temporarily leave Base X and use the 18 CES Generator Maintenance Section approved accumulation point. They must contact Generator Maintenance Shop personnel to assist in disposal; they must immediately re-enter Base X.

## Chapter 18

### WEAPONS AND AMMUNITION

**18.1. General.** This chapter describes the responsibilities for issuing, storing, safeguarding, and turning in weapons and ammunition during LOREs/ORIs. Each organization is responsible for knowing, understanding, and complying with these procedures. Furthermore, each unit is responsible for having sufficient quantities of weapons and ammunition readily available for each member.

**18.2. Responsibilities.** The 18th Wing weapons are owned and maintained in serviceable condition by individual organizations. Generally officers are assigned a 9mm pistol and two 15 round clips of ammunition, while enlisted members will be assigned an M-16 and two 30 round clips. The amount of ammunition authorized for individual organizations may vary; check AFC 21-209. Except when other provisions are made, all weapons are stored in Base Supply.

#### **18.3. FTB.**

18.3.1. Each unit will have a weapons account custodian and courier to receipt for the weapons associated with their assigned position.

18.3.2. Ammunition. Personnel issued weapons will not be issued live ammunition unless they are providing courier service for deployed mobility weapons. The only other personnel authorized to carry live ammunition are aircrew members required to be armed in-flight for real-world requirements, real-world on-duty Security Forces, and personnel performing real-world resource protection (e.g. 33 RQS guarding helicopter guns). Persons carrying weapons with live ammunition will not have their weapons, magazines or holsters marked in any way.

18.3.3. Real-world forces will maintain the capability to respond to security incidents within 5 minutes. If an emergency situation occurs, STOP-EX will be initiated. Exercise participants will depart the affected area and rally for accountability at a designated point as soon as real-world forces have control of the situation.

18.3.4. Marking Weapons. Persons carrying exercise weapons will have their weapons clearly marked, whether unloaded or loaded with blank ammunition. M-60/M-249/M-16/M-4 will be marked with bright white tape around the butt of the weapon. M-9 pistols will be marked with bright white tape affixed to the holster exterior. Persons armed with the M-9 pistol during LOREs/ORIs will not remove the weapon from its holster to engage in exercise intruder play. Weapons (M-60/M-249/M-16/M-4) with blank ammunition must have a red or yellow blank adapter affixed to the flash suppresser, which may not be covered or camouflaged. For blank adapters with rings in the tightening mechanism, tape may be used to ensure noise discipline is maintained; however, this tape may not cover or conceal the red adapter. For personnel engaged in tactical portions of exercises where blank ammunition is authorized, white tape will be affixed to the exposed portion of the magazine once inserted. For all personnel other than those in tactical exercises where blank ammunition is used, magazines will not be inserted into weapons.

18.3.5. If Security Forces deploy to areas outside of Kadena AB to practice ABD common core tasks, blank ammunition may be used to provide a realistic training experience. Strict

issue, control and accountability procedures will be established prior to the use of blank ammunition to avoid live and blank ammunition being mixed.

18.3.6. Arming Points. Kadena AB will employ multiple arming points to maximize dispersal/issue actions.

18.3.6.1. Maintenance Group arming point is Bldg. 46105

18.3.6.2. Mission Support Group arming point is Bldg. 3382.

18.3.6.3. Civil Engineer Group arming point is Bldg. 939.

18.3.6.4. Operations Group arming points are individual squadron AFE areas.

18.3.7. Weapon Storage Responsibilities. Each Group is responsible for the following actions. Units not associated with a Group may place weapons in the Security Forces or the 18 LRS armory.

18.3.7.1. Weapon Storage personnel must be well versed in all storage/arming procedures. Weapons Storage personnel will be unarmed, or their weapons will not contain live ammunition, when issuing simulated weapons or weapon crates. Personnel will be armed if live weapons are involved, whether the issuance is simulated or not.

18.3.7.2. Groups will provide, in writing, Weapons Vault Authorization Letters to 18 LRS, Security Forces, and Munitions listing couriers who are authorized to receipt for weapons and ammunition. The same personnel may be authorized to receive weapons and ammunition.

18.3.7.3. Group Weapon Storage personnel will prepare and man arming points.

18.3.7.4. Individual groups will provide transportation and couriers to receive weapons and ammunition.

18.3.7.5. Group Weapon Storage personnel will maintain 100 percent positive control of weapons and ammunition.

18.3.7.6. Group Weapon Storage personnel will issue weapons and ammunition to individuals/units within each Group when directed by CSD. They will adhere to all procedures in DOD 5100.76-M, AFI 31-207, AFI 31-101, AFI 31-229, and AFI 36-2225.

18.3.7.7. Failure to comply will result in 18 LRS not being able to issue weapons or authorize their release IAW AFM 23-110 and applicable resource protection directives.

18.3.8. Supply Responsibilities. Supply personnel are responsible for receiving and storing weapons until a dispersal order is received via CSD. Exceptions include Security Forces, Civil Engineers, cadre, pilots, general officers, and others who have made special arrangements to maintain their own weapons.

18.3.9. Armory Personnel Responsibilities.

18.3.9.1. Armory personnel must be well versed in all armory/arming procedures. Armory personnel will be unarmed, or weapon will not contain live ammunition when issuing simulated weapons. Personnel will be armed if live weapons are involved, whether or not the issuance is simulated.

18.3.9.2. Armory personnel will notify Security Forces of all weapon movements prior to and upon completion of those movements. They will provide weapons type, quantity, building location, and final destination of weapon movements. Group weapons custodians must maintain positive control and have the means for sounding an alarm (i.e., radio, cell phone, etc.) when guarding or transporting weapons.

#### 18.3.10. Dispersal of Weapons.

18.3.10.1. Dispersal of weapons will be directed via CSD. Once the dispersal order is received, each affected unit will immediately dispatch authorized weapons custodians and couriers to Supply to obtain unit weapons.

18.3.10.2. When transporting 16 or more weapons, weapons must be moved under the protection of armed guard surveillance (two drivers, one of whom is armed). Armed couriers will escort weapon shipments until their return to the 18 LRS Weapons Vault. Weapons are issued and controlled via serial number through a series of hand receipts and signature tally records.

18.3.10.3. Each individual Group is responsible for positive control, storage, safekeeping, and issue of weapons through their own arming point. Constant surveillance is required for all weapons, unless an approved alarmed facility is available. Group deployed weapons custodians are responsible for knowing and understanding all armory/arming procedures.

#### 18.3.11. Arming.

18.3.11.1. Arming/selective arming will be directed via CSD.

18.3.11.2. All weapons will be returned to the arming point at the end of a shift, unless otherwise directed by the 18 WG/CC.

18.3.12. Weapons Turn-In. At ENDEX, all weapons received from 18 LRS must immediately be returned. Group weapons couriers are required to assist with inventories.

18.3.13. The 18 SFS will write detailed armory/arming procedures and provide technical assistance to units establishing arming facilities. Furthermore, they will develop a working relationship with Base Supply armory personnel and other arming points to ensure firearm safety among all armory personnel.

#### 18.3.14. 18th Munitions Squadron (18 MUNS) Responsibilities.

18.3.14.1. The 18 MUNS will provide annual munitions forecasting instructions to all 18th Wing organizations and consolidate wing munitions forecast.

18.3.14.2. The 18th Wing units in support of the 44th and 67th Fighter Squadrons will have 60 rounds of 5.56mm per primary mobility enlisted personnel assigned or 30 rounds of 9mm per primary mobility officer personnel assigned, provided by 18 MUNS. These rounds will be stored until the order to arm is received. They will be bulk issued to designated Group representatives.

18.3.14.2.1. 1 Units with requirements other than the standard aviation package of 60 rounds of 5.56mm or 30 rounds of 9mm must make independent arrangements. In either case, the unit requiring the munitions is responsible for ensuring their requirements are properly forecast and shipped from 18 MUNS.

18.3.14.3. At ENDEX, all units that received ammunition from 18 MUNS must immediately return the ammunition for shipment back to long term storage.

**18.4. Base X.** Unless otherwise specified, all provisions of the FTB section apply during a Base X scenario with the following additional guidelines.

18.4.1. Due to security considerations and space limitations, shipment of mobility weapons maintained by 18 LRS to Base X will be simulated unless otherwise directed. The 18 LRS is the lead unit for shipment of mobility weapons and 18 MUNS is the lead unit for shipment of ammunition. Each organization, however, must follow the guidelines in the 18th Wing IDP to ensure their weapons and ammunition are properly deployed/redeployed in a timely manner.

18.4.2. All deployable weapons will be palletized and marshaled at K5-Right for shipment. Aircrews, Security Forces, and Civil Engineers may also simulate weapons movement to Base X. All pallets of weapons will be immediately returned to Base Supply Armory once released by K5-Right. Ammunition will also be marshaled to K5-Right, however once cleared, the ammunition will be returned to its bunker within MUNS (which is considered a Base X play area).

18.4.2.1. Each unit will have a weapons account custodian and courier deploy to Base X to receipt for the weapons associated with their assigned mobility position.

18.4.3. Personnel deployed to Base X will not deploy with live ammunition unless they are providing courier service for deployed mobility weapons. The only personnel authorized to enter the Base X area with live ammunition are aircrew members required to be armed in flight for real-world requirements and real-world on-duty security forces.

18.4.4. No force-on-force training or OPFOR scenarios using blank ammunition will take place in Base X due to security and weapon safety requirements, limitations on using blank ammunition on or near taxiways and runways, and to avoid mixing live ammo and blank ammo. Persons carrying exercise weapons, unloaded or loaded with blank ammunition, will have their weapons clearly marked IAW with the FTB section of this chapter.

18.4.5. Weapon storage personnel will ensure the weapons account custodian reports to the 18 LRS Equipment Management Element to have a deployment indicator placed on weapons to be shipped. They will notify Base Supply Weapon Storage personnel when completed.

18.4.6. All units deploying from Kadena with munitions will advise 18 MUNS Munitions Operations of the exact munitions they are deploying with prior to departure. Upon arrival at Base X, they will advise Base X Munitions Operations within 24 hours of all munitions in their possession.

## Chapter 19

### UNIT SELF-INSPECTION PROGRAM

#### 19.1. Purpose.

19.1.1. The purpose of this section is to assist in conducting USIP inspections and preparing for wing and HHQ inspections.

19.1.2. The objective of a USIP is to identify deficiencies that preclude or inhibit mission accomplishment. The primary focus of the USIP is to assess unit's fundamental compliance and mission performance activities required by law and governing directives. The USIP encourages continuous improvement within wing organizations.

#### 19.2. Definitions.

19.2.1. Discrepancy: Noncompliance ("NO" response to any checklist item).

19.2.2. Limiting Factor (LIMFAC): A discrepancy that limits or impedes the unit's ability to accomplish its mission. This type of discrepancy is normally beyond the unit's ability to correct and must be identified to higher levels of command.

19.2.3. Deficiency: A discrepancy which does not comply with policy or other regulatory guidance and limits or impedes the unit's ability to perform its mission, but correction is within the unit's capability.

19.2.4. Recommended Improvement Area: A discrepancy, which does not comply with policy or other regulatory guidance, but does not limit or hinder the unit's ability to accomplish the mission.

#### 19.3. Responsibilities.

19.3.1. The primary responsibility for implementing the USIP rests with 18th Wing Group Commanders and Wing Staff Agency chiefs.

19.3.2. Acting as the 18 WG/CC's agent to evaluate compliance, the 18th Wing Inspections Office (18 WG/XPI) will:

19.3.2.1. Administer the USIP by providing guidance for conducting the USIP using the Unit Self-Inspection Program Web Application USIP(WA).

19.3.2.2. Provide the wing commander with a consolidated, annual summary of the wing's USIP (WA) results NLT 31 October.

19.3.2.3. Maintain an XP web page consisting of inspection reports, cross-feed information, Special Interest Items (SIIs), Common Core Compliance Area (CCCA) Application, and other pertinent information.

19.3.2.4. Ensure Technical Implementation and Support (TIS) personnel receive annual training.

19.3.2.5. Manage the USIP(WA) IAW this instruction.

19.3.3. Group Commanders and Wing Staff Agency Chiefs will:

19.3.3.1. Appoint a primary and alternate USIP(WA)/TIS monitor and provide 18 WG/XPI with the current appointment letter (see Attachment 9).

19.3.3.2. Ensure USIP(WA) monitors consolidate and forward annual self-inspection results to 18 WG/XPI NLT 15 October IAW Attachment 5.

19.3.3.3. Review/maintain all squadron/unit action plans and ensure monthly follow-ups on open write-ups are conducted.

19.3.3.4. Notify the wing commander and 18 WG/XPI of all discrepancies categorized as a LIMFAC, trend, or deficiency beyond the group's ability to correct.

19.3.3.5. Manage administrative implementation of the USIP(WA) by creating/maintaining checklists and determining users' level of access.

19.3.4. Squadron/unit commanders are responsible for implementing the USIP(WA) within their units. The USIP(WA) should be managed at the lowest applicable management level. Squadron/unit commanders will:

19.3.4.1. Appoint primary and alternate USIP(WA) monitors and provide an updated appointment letter to their respective groups whenever monitors change (see Attachment 9).

19.3.4.2. Conduct annual unit self-inspections and provide a report to their Group Commanders NLT 30 September IAW Attachments 4 and 5.

19.3.4.3. Establish detailed Action Plans for all open discrepancies IAW Attachment 7. Action Plans will be reviewed by the first duty day of each month and maintained at the group level.

19.3.4.4. Conduct monthly follow-ups on all open discrepancies (i.e., Area For Improvement, Deficiency, LIMFAC). Review most current USIP(WA) results and update status using USIP(WA) by the last duty day of each month.

19.3.4.5. Notify their group commanders of discrepancies requiring more than 90 days to complete and any discrepancy categorized as a LIMFAC or trend.

19.3.4.6. Ensure current and applicable checklists are assigned against appropriate work centers.

19.3.4.7. Manage and control access to the USIP(WA).

19.3.5. USIP(WA) Monitors will:

19.3.5.1. Ensure a USIP(WA) book is maintained IAW Attachment 8.

19.3.5.2. Ensure the most current versions of the Mission Performance Checklists are in use.

19.3.5.3. Ensure each new element chief reviews the most recent self-inspection of his or her duty section within 60 days of arrival.

19.3.5.4. Distribute cross-feed material and other units' inspection reports to appropriate functional personnel in their unit and document review of these items for similar deficiencies and/or inclusion of applicable best practices into unit processes.

19.3.5.5. Coordinate with units to obtain information necessary to configure the USIP(WA) data source.

19.3.5.6. Provide the Technical Implementation and Support personnel with the following information:

19.3.5.6.1. Organization structure – Functional Address Symbol (FAS) and name designation of each flight and element.

19.3.5.6.2. Answer-key information – Pre-loaded responses for the five questions required to be answered for each checklist item. The five answer-key categories are:

19.3.5.6.2.1. Who ensures compliance?

19.3.5.6.2.2. What is done to ensure compliance?

19.3.5.6.2.3. How often is it done?

19.3.5.6.2.4. Evidence of compliance?

19.3.5.6.2.5. Where is documentation kept?

19.3.6. Technical Implementation and Support responsibilities are:

19.3.6.1. Update the USIP(WA) data source(s) with the required information.

19.3.6.2. Maintain the USIP(WA) data source(s) schema and application source code, as specified by the 18 WG USIP(WA) Program Manager.

19.3.6.3. Archive the USIP(WA) data source(s) after completion and validation of the current inspection. The archive data will be maintained for a period of 3 years or since last Unit Compliance Inspection (UCI), whichever is longer.

19.3.6.4. Format locally developed checklist to align with the USIP(WA) data source schema.

#### **19.4. Exceptions.**

19.4.1. Contracting and Comptroller Squadron will conduct their USIP(WA) during the month of October, with the reports being submitted to 18 WG/XPI no later than 15 November.

19.4.2. Units with a different HHQ assigned unit self-inspection schedule may use the schedule assigned by that HHQ to determine when to conduct their annual self-inspection. They will provide a report of their self-inspection results to their group commander, USIP(WA) monitor, and 18 WG/XPI at the times specified above.

#### **19.5. Source Documents.**

19.5.1. Documents used to accomplish and support basic unit self-inspections include but are not limited to:

19.5.1.1. Common Core Compliance Area (CCCA) applications contained in AFI 90-201, Attachment 6.

19.5.1.2. PACAF Mission Performance Checklists (PACAF DIR 90-201 through 226).

19.5.1.3. Local checklists developed for items not covered by PACAF Mission Performance Checklists.

19.5.1.4. Air Force, PACAF, and local SIIs.

19.5.1.5. Inspection and Staff Assistance Visit (SAV) reports from HHQ.

19.5.1.6. Articles and checklists from “The Inspector General (TIG) Brief” or other official publications specific to the organization that provide information on best practices, lessons learned, or other improvements in functions or capability.

19.5.1.7. Cross-feed items from other units’ inspections and SAVs.

19.5.1.8. Wing internal inspection and exercise documents and reports.

## **19.6. Reporting Requirements.**

19.6.1. Squadrons/units will provide the results of their annual self-inspection to their group commanders using the format specified in Attachment 5 and 6. Groups will consolidate their units’ annual USIP(WA) reports and forward them to the 18 WG/XPI NLT 15 October.

19.6.2. Wing Staff Agencies will provide their reports directly to 18 WG/XPI NLT 15 October .

19.6.3. Checklist items answered “YES” will be considered “CLOSED” and a “NO” response will be considered “OPEN” and called a discrepancy (Area For Improvement, Finding, or LIMFAC). In the case of two-part questions, if either part is “NO”, the overall checklist item is “OPEN”.

19.6.4. All SIIs and CCCAs, to include deficiencies and “get-well” information, will be reported to the group commander and 18 WG/XPI on the annual self-inspection report (see Attachment 5).

## **19.7. Unit Self-Inspection Validation.**

19.7.1. Unit Self-Inspection Validations (USIVs) are conducted 90-days prior to a HHQ UCI, and other times as requested by the 18th Wing Commander. The 18 WG/XPI will conduct an out-of-cycle USIV inspection of units’ self-inspection programs. These inspections will validate mission critical “OPEN” checklist items and other random checklist items.

19.7.2. To facilitate cross-tell or sharing of superior programs base wide, 18 WG/XPI may elect to utilize the Wing’s Exercise and Evaluation Team (EET) members and partner units expertise to conduct SAV and/or USIV inspections.

19.7.3. The 18 WG/XPI will notify groups/units when validation inspections are planned.

## **19.8. Web and Data Source Management.**

19.8.1. The 18 WG USIP(WA) Program Manager will:

19.8.1.1. Be the primary administrator for the USIP(WA) server.

19.8.1.2. Manage the USIP(WA) Web and data source.

19.8.1.3. Maintain a current list of USIP(WA) access groups. The USIP(WA) access groups will be used to control permissions to the USIP(WA) Web directories.

19.8.1.3.1. The USIP(WA)-group name will use the following format: SI- [UNIT] [FLIGHT-FAS], i.e., SI-18WG XPI.

19.8.1.3.2. Coordinate with 18 CS Network Control Center to create and delete USIP(WA)-groups for the Kadena Domain.

19.8.1.3.3. Respective USIP(WA)/TIS representatives are responsible for providing the names of their individual USIP(WA) users to the USIP(WA) Program Manager.

19.8.1.3.4. Group TIS personnel will be provided administrative privileges at the group level.

19.8.2. The USIP(WA) Web and data source will be:

19.8.2.1. Managed by the 18 WG USIP(WA) Program Manager.

19.8.2.2. Configured as a standard Web and data model that will be utilized by all 18th Wing groups and Wing Staff Agencies.

19.8.2.3. Configured with the appropriate data for each upcoming inspection NLT 15-days prior to the start of the Unit Self Inspection.

19.8.2.4. Updated by 18th Wing group TIS personnel after validation of each inspection.

19.8.2.5. Maintained by respective 18th Wing groups and Wing Staff Agencies TIS.

19.8.2.6. Refreshed annually, by 15 August, before the scheduled 1 September scheduled Unit Self Inspection. This action will wipe out all previous USIP(WA) data source responses. Unit Group Work Group Managers MUST ensure the previous USIP(WA) data source results are archived prior to this action.

MATTHEW H. MOLLOY  
Brigadier General, USAF  
Commander, 18th Wing

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References:**

*Inspector General - The Inspection System*, AFPD 90-2, 26 Apr 2006,

*The Air Force Inspection System*, AFI 90-201, 23 Mar 2012

*Inspector General Activities*, PACAF supplement to AFI 90-201, 17 Jul 2010

**Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

**Abbreviations and Acronyms**

**ABD**—Air Base Defense

**ABM**—Air Battle Management

**ADVON**—Advanced Echelon

**AEF**—Air and Space Expeditionary Force

**AFI**—Air Force Instruction

**AFIA**—Air Force Inspection Agency

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AGE**—Aerospace ground Equipment

**ALS**—Airmen Leadership School

**AMHS**—Automated Message Handling System

**ANG**—Air National Guard

**AOR**—Area of responsibility

**AR**—Air Refueling

**ATO**—Air Tasking Order

**ATSO**—Ability to Survive and Operate

**BDP**—Base Support Plan

**BDU**—Battle Dress Uniform

**BSP**—Base Support Plan

**C2**—Command and Control

**C3**—Command, Control and Communication

**CAS**—Close Air Support

**CBRNE**—Chemical, Biological, Radiological, Nuclear, high-yield Explosives

**CCCA**—Common Core Compliance Area  
**CCP**—Casualty Collection Point  
**CDC**—Child Development Center  
**CERE**—Combat Employment Response Exercise  
**CERI**—Combat Employment Readiness Inspection  
**CII**—Command Inspection Item  
**CI**—Critical Information  
**CO**—Contracting Officer  
**COB**—Collocated Operating Base  
**CDC**—Child Development Center  
**COMPUSEC**—Computer Security  
**COMSEC**—Communications Security  
**CONOPS**—Concept of Operations  
**CONUS**—Continental United States  
**CONPLAN**—Contingency Plan  
**CSAR**—Combat Search and Rescue  
**CSD**—Command Staff Directive  
**CWC**—Chemical Weapons Compliance  
**CWDE**—Chemical Warfare Defense Equipment  
**DAC**—Damage Assessment Cards  
**DART**—Damage Assessment Repair Team  
**DCA**—Defensive Counter Air  
**DCU**—Desert Camouflage Uniform  
**DES**—Digital Encryption System  
**DFC**—Defense Force Commander  
**DMS**—Defense Management System  
**DOC**—Designated Operation Capability  
**DoD**—Department of Defense  
**DoDDS**—Department of Defense Dependents School  
**DMS**—Defense Message System  
**DRMD**—Deployment Requirements Manning Document  
**DV**—Distinguished Visitors

**EAL**—Entry Authorization List  
**ECM**—Electronic Counter Measures  
**EET**—Exercise Evaluation Team  
**ENDEX**—End of Exercise  
**ECD**—Estimated Completion Date  
**ECP**—Entry Control Point  
**EEP**—Exercise Entry Point  
**EME**—Emergency Management Exercise  
**EOC**—Emergency Operations Center  
**EOD**—Explosive Ordnance Disposal  
**ERMD**—Employment Requirements Manning Document  
**FDO**—Flexible Deterrent Option  
**FOD**—Foreign Object Damage  
**FPCON**—Force Protection Condition  
**FTAC**—First Term Airmen Center  
**FTB**—Fight the Base  
**FTD**—Field Training Detachment  
**GAT**—Guidance Apportionment and Targeting  
**GBS**—Ground Burst Simulator  
**HHQ**—Higher Headquarters  
**HSI**—Health Services Inspection  
**ICC**—Installation Control Center  
**IGESP**—In-Garrison Expeditionary Site Plans  
**INFOCON**—Information Condition  
**INT**—Interdiction  
**IPE**—Individual Protective Equipment  
**IRRE**—Initial Readiness Response Exercise  
**IRRI**—Initial Response Readiness Inspection  
**ITO**—Integrated Tasking Order  
**KAB**—Kadena Air Base  
**LAN**—Local Area Network  
**LIMFAC**—Limiting Factors

**LOI**—Letter of Instruction  
**LORE**—Local Operational Readiness Exercise  
**LRS**—Logistics Readiness Squadron  
**LSET**—Logistics Standardization and Evaluation Team  
**LMR**—Land Mobile Radio  
**LOI**—Letter of Instruction  
**MCC**—Mortuary Control Center  
**METL**—Mission Essential Task List  
**MESL**—Mission Essential Subsystem List  
**MLC**—Master Labor Contract  
**MO**—Manpower and Organization  
**MOC**—Maintenance Operations Center  
**MOPP**—Mission-Oriented Protective Posture  
**MPC**—Mission Performance Checklist  
**MPA**—Military Personnel Appropriation  
**MPRC**—Manpower and Personnel Readiness Center  
**MPS**—Military Postal Service  
**MRE**—Meals Ready to Eat  
**NEO**—Non Combatant Evacuation Operations  
**NCOA**—Non Commissioned Officer Academy  
**OCA**—Offensive Counter Air  
**OG**—Operations Group  
**OIC**—Officer in Charge  
**OPLAN**—Operational Plan  
**OPSEC**—Operations Security  
**OPR**—Office of Primary Responsibility  
**ORE**—Operational Readiness Exercise  
**ORI**—Operational Readiness Inspection  
**PAK**—Personnel Accountability Kits  
**PGM**—Precision Guided Munitions  
**PME**—Professional Military Education  
**POL**—Petroleum, Oil, Lubricants

**PRF**—Personnel Readiness Function  
**PRU**—Personnel Reception Unit  
**PWS**—Performance Work Statement  
**QAP**—Quality Assurance Personnel  
**QASP**—Quality Assurance Surveillance Plan  
**RAP**—Remedial Action Program  
**RPU**—Reception Processing Unit  
**RSP**—Readiness Spares Packages  
**SABC**—Self Aid & Buddy Care  
**SAF**—Secretary of the Air Force  
**SARDO**—Search and Rescue Duty Officer  
**SAV**—Staff Assistance Visit  
**SEAD**—Suppression of Enemy Air Defenses  
**SII**—Special Interest Item  
**SIPRNet**—Secret Internet Protocol Router Network  
**SME**—Squadron Medical Element  
**SOA**—Statement of Assurance  
**SOFA**—Status of Forces Agreement  
**SORTS**—Status of Resources and Training System  
**SOF**—Supervisor of Flying  
**SOW**—Statement of Work  
**SPINS**—Special Instructions  
**STARTEX**—Start of Exercise  
**STE**—Secure Telephone Equipment  
**TASAMS**—Tactical Aircrew Scheduling and Airspace Management System  
**TBMCS**—Theater Battle Management Core Systems  
**TFA**—Toxic Free Area  
**TIS**—Technical Implementation and Support  
**TPFDD**—Time Phased Force and Deployment Database  
**UCC**—Unit Control Center  
**UCI**—Unit Compliance Inspection  
**URM**—Unit Reception Monitor

**USIP**—Unit Self Inspection Program

**UTC**—Unit Task Code

**VCO**—Vehicle Control Officer

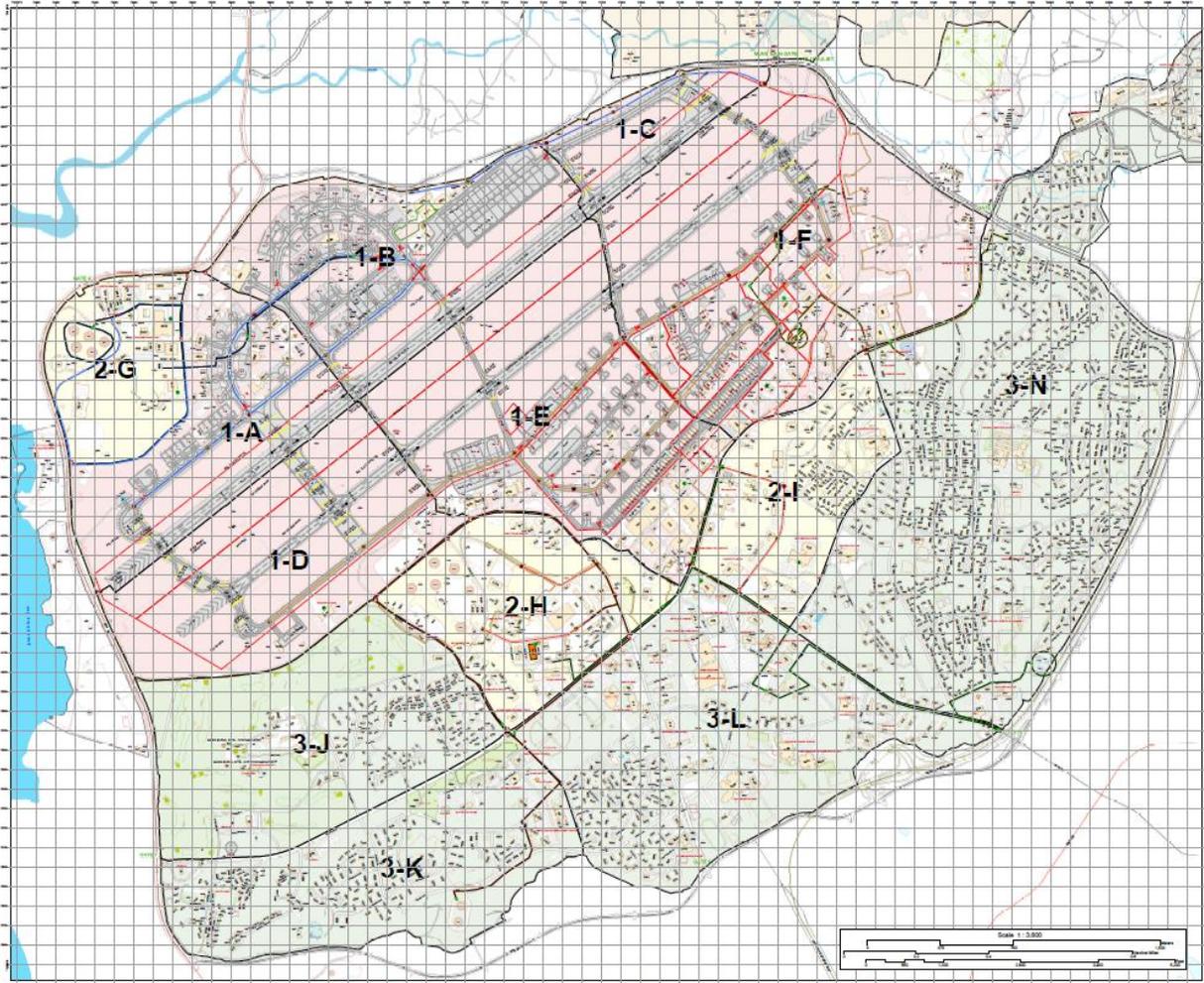
**VOSIP**—Voice Over Secret Internet Protocol

**WDO**—Weapons Duty Officer

Attachment 2

KADENA EXERCISE MAP (MAIN BASE)

Figure A2.1. Kadena Exercise Map (Main Base)



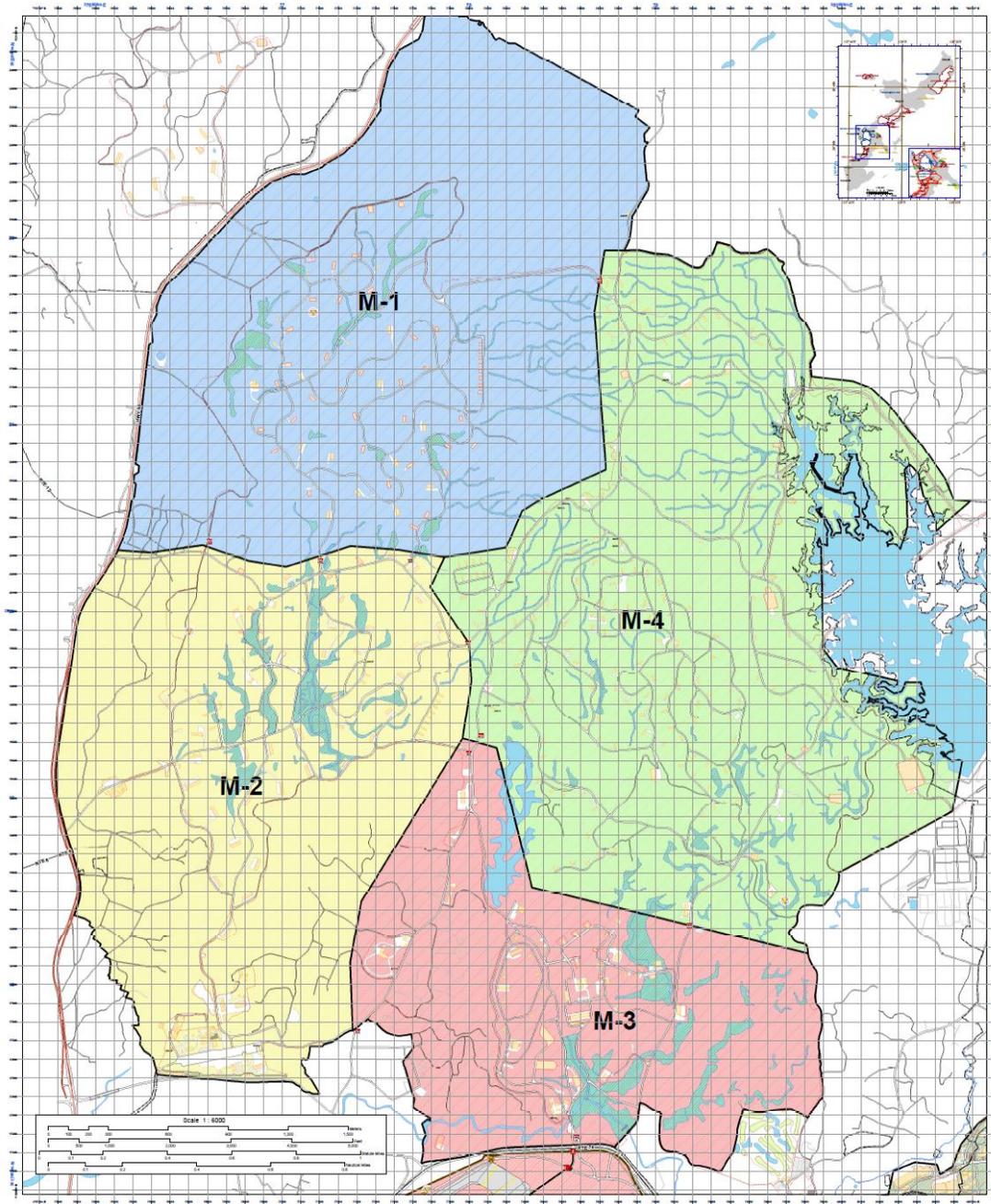
A2.1. [Link to Map folder on SharePoint: Maps.](#)

A2.2. Printed maps may be obtained from 18 CES/CEX.

Attachment 3

KADENA EXERCISE MAP (MUNS)

Figure A3.1. Kadena Exercise Map (MUNS).



A3.1. [Link to Map folder on SharePoint: Maps](#)

**Attachment 4****SPECIAL EVENTS**

**A4.1.** During each LORE, the 18 OG supports exercise events (Aircrew Extractions, Barrier Engagement, and Aircrew Decon) that require special coordination to ensure proper execution. TBD dates and times for these events should be coordinated by EET/XP using the MSEL or CSD. The requirements for each group/unit are outlined below for each event:

A4.1.1. F-15 Aircrew Extraction in Flow Thrus (provided by 18 AMXS):

A4.1.1.1. 18 OG will provide one pilot for a TBD event execution.

A4.1.1.2. 18 AMXS will provide one F-15.

A4.1.1.3. 18 CES/CEF will provide a response crew.

A4.1.1.4. Evaluator for this event is 18 CES/CEF.

A4.1.2. KC-135 and or E-3 Aircrew Extraction:

A4.1.2.1. 909 ARS and or 961 AACS will provide 1 crew for a TBD event execution.

A4.1.2.2. 718 AMXS will provide 1 KC-135 and or 1 E-3 with external power and standard AGE utilized when recovering.

A4.1.2.3. 18 CES/CEF will provide a response crew.

A4.1.2.4. Evaluator for this event is 18 CES/CEF.

A4.1.3. HH-60 Aircrew Extraction:

A4.1.3.1. 33 RQS will provide 1 crew for a TBD event execution.

A4.1.3.2. 33 AMU will provide 1 HH-60.

A4.1.3.3. 18 CES/CEF will provide a response crew.

A4.1.3.4. Evaluator for this event is 18 CES/CEF.

A4.1.4. F-15 Barrier Engagement on Runway (RWY XX Barrier X):

A4.1.4.1. Barrier engagement briefing will take place at TBD. The following agencies are required to attend (as directed by AFI 11-2F-15 Vol 3): FS pilot and ops sup, Chief, 18 WG/SE, Airfield Management, Crash Recovery and Barrier Maintenance. The 18 CES/CEOIG will give the briefing.

A4.1.4.2. 44/67 FS will provide 1 pilot for a TBD event execution.

A4.1.4.3. 18 MXG will provide 1 F-15.

A4.1.4.4. 18 CES/Barriers will provide a response crew.

A4.1.4.5. 18 CES/CEF will provide a response crew.

A4.1.4.6. 18 OSS/OSAR and OSAM will provide appropriate response IAW directives.

A4.1.4.7. Evaluator for this event is 18 CES/CEF.

A4.1.5. Aircrew Decontamination:

A4.1.5.1. 961 AACS will provide 2 aircrew members in ACDE (training gear acceptable) for a TBD decon task evaluation.

A4.1.5.2. 909 ARS will provide 2 aircrew members in ACDE and full flight gear (training gear acceptable) for a TBD decon task evaluation.

A4.1.5.3. 44/67 FS will provide 1 pilot each in ACDE and full flight gear (training gear acceptable) for a TBD decon task evaluation.

A4.1.5.4. 18 AES will provide 2 aircrew members in ACDE full flight gear (training gear acceptable) for a TBD decon task evaluation.

A4.1.5.5. 33 RQS will provide 4 crewmembers in ACDE and full flight gear (training gear acceptable) for a TBD decon task evaluation.

A4.1.5.6. 18 OSS/OSTL will assemble ACCA IAW applicable directives and provide decontamination crew. OSTL will assemble ACCA at a TBD location.

A4.1.5.7. Event evaluator is 18 OSS/OSTL.

## Attachment 5

## SAMPLE UNIT SELF-INSPECTION REPORT

Figure A5.1. Sample Unit Self-Inspection Report

(Place on PACAF-Approved Letterhead)

DATE

MEMORANDUM FOR 18 WG/XPI

FROM: (Your Group/CC or Wing Staff Agency Chief)

SUBJECT: Unit Self-Inspection Report

1. (Group/Unit) conducted a Unit Self-Inspection IAW the PACAF supplement to AFI 90-201, (current version date), and 18 WGI 90-201, (current version date). Open discrepancies derived from the Unit Self- Inspection Program Web Application USIP(WA) data source are listed in the attachments to this letter and are available for review in the USIP(WA) data source. Include the following information:

- a. \_\_\_\_\_ Total number of items inspected.
- b. \_\_\_\_\_ Number of OPEN items with an ECD of more than 90 days.
- c. \_\_\_\_\_ Number of OPEN items with an ECD of less than 90 days.

2. Provide a brief summary of the inspection by addressing significant trends, strengths, cross-tell review, and overall “health” of the unit/group.

3. List significant discrepancies that are beyond the group/unit capability to correct (include item description, status, options, and suggested course of action/assistance required). Provide group/unit USIP Monitor POC information.

NAME, Rank, USAF  
Duty Title

**Attachment 6****OPEN DISCREPANCIES DERIVED FROM USIP(WA)**

OPEN Discrepancies in the UNIT

2 OPEN Discrepancies

**Shop:** CC

**Reference:** AFI90-201\_A1.1.2.1.

**Title:** CIVIL ENGINEER SQUADRON

**Criteria:** (#) Does the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements? (AFI 26-2201, Para 4.9, and AFI 32-1001)

**ETIC:** 30 Sep 02

**Corrective Action:** Specific documentation of actions taken to bring item into compliance

**Comments:** Specific documentation of previous actions taken to date, when an item is identified as requiring assistance from a higher level.

**Shop:** CC

**Reference:** AFI90-201\_A1.1.3.1.

**Title:** CIVIL ENGINEER SQUADRON

**Criteria:** If applicable, are outsourcing processes following the guidelines in AFI 38-203, AF Commercial Activities Program Instruction?

**ETIC:** 25 Dec 01

**Corrective Action:** Specific documentation of actions taken to bring item into compliance

**Comments:** None

Issues Requiring Assistance

1 Item(s)

**Level:** PACAF

**Reference:** AFI90-201\_A1.1.2.1.

**Item:** (#) Does the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements? (AFI 26-2201, Para 4.9, and AFI 32-1001)

**Type Discrepancy:** LIMFAC

**Comments:** <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

**Office Symbol:** CC

**Attachment 7****SAMPLE ACTION PLAN/SAMPLE USIP(WA) REPORT**

(Reviewed/maintained at group level and updated monthly)

The format for Unit Action Plans is flexible, but will contain the following information as a minimum and kept in the USIP(WA) book.

**A7.1.** Identification of the deficiency, including type LIMFAC or Discrepancies.

**A7.2.** An OPR will be responsible for completing the corrective action.

**A7.3.** Tracking list of action(s) taken to correct the deficiency and status of corrective action in progress as of the time of the report.

**A7.4.** Milestones for completing separate action steps.

**A7.5.** Estimated completion date for correcting the deficiency.

---

**(SAMPLE ACTION PLAN USIP(WA) REPORT)**  
**USIP(WA) SEP01, B001**

“FOR OFFICIAL USE ONLY”

18CS2

**OPR ECD**

18 OSS 1 Feb 02

Criterion

Reference: 90.221\_A1.2.1.3.; (#) Ensure maintenance capability is considered in the development of radio.

Discrepancy/Strength

Do control tower land mobile radios (LMRs) terminate in the tower console, and do they have selective call (electronic, mechanical or procedural) features installed?

Action Taken

1 Oct 01. Re-submitted AF Form 3215 to telephone maintenance to have a telephone line installed from FM-1 repeater.

**Milestones**

15 Oct 01. Received Motorola’s input for DC remote adapter equipment needed to complete selective call feature installation.

1 Nov 01. Obtain funding for equipment.

## Attachment 8

**THE USIP(WA) BOOK OUTLINE****Figure A8.1. The USIP(WA) Book Outline**

Section A	Table of Contents
Section B	USIP(WA)/TIS Monitor Appointment Letter(s), Instructions, and Guidance
Section C	Source Documents Cross-Feed Log UCI Reports From Other Units Any Other Cross-Feed/Source Documents used to Build/Modify Checklist
Section D	Inspection Checklist Mission Performance Checklist Local Checklist
Section E	Reports Last UCI/HHQ Inspection EME Last two USIP(WA) Reports Action Plans USIP(WA) Detailed & Summary Report Other Inspections/Exercises

## Attachment 9

## SAMPLE USIP(WA)/TIS MONITOR APPOINTMENT LETTER

Figure A9.1. Sample USIP(WA)/TIS Monitor Appointment Letter

(Place on PACAF-Approved Letterhead)

DATE

MEMORANDUM FOR 18 WG/XPI

FROM: Group Commander/Wing Staff Agency Chief

SUBJECT: Unit Self-Inspection Program USIP(WA) Lead

1. The following individuals are appointed as USIP(WA) leads and TIS (Technical Implementation and Support):

**RANK/NAME OFFICE SYMBOL DUTY PHONE DEROS**

(P) John Doe 18 WG/XPI 634-1929 Jul 02

(A) John Doe 18 WG/XPI 634-1929 Jun 04

2. The following individuals are appointed as Technical Implementation and Support (TIS):

**RANK/NAME OFFICE SYMBOL DUTY PHONE DEROS**

(P) John Doe 18 WG/XPI 634-1929 Jul 02

(A) John Doe 18 WG/XPI 634-1929 Jun 04

3. This supersedes all previous letters, same subject.

NAME, Rank, USAF  
Duty Title

## Attachment 10

## SAMPLE SIMULATION LETTER

Figure A10.1. Sample Simulation Letter

(Place on PACAF-Approved Letterhead)

DD MMM YY

MEMORANDUM FOR 18 WG/XP

FROM: 18 MDG/CC

SUBJECT: Simulation of Copying DD Form 2766s (Adult Prevention and Chronic Care Flowsheets)

1. Request the following simulation be approved:

PHOTOCOPYING DD FORM 2766S (ADULT PREVENTION AND CHRONIC CARE FLOWSHEETS)

OPR/OCR: 18 MDSS/SGAR / Capt Townsend-Atkins / 630-4947

REASON: Unnecessary expenditure of resources with disproportionately small return on investment.

EVENT TO BE SIMULATED: Copying of DD Form 2766s.

SPECIFIC COST AND/OR IMPACT IF NOT APPROVED: The Patient Administration Team spends 4-6 hours after each exercise shredding hundreds of photocopied DD Form 2766s resulting in wasted time and resources.

DEMONSTRATE: Per AFI 41-210, *Patient Administration Functions*, during real-world deployments/contingencies, personnel retrieve the original DD Form 2766 from the 18th Medical Group and take it to their deployed location for any documented medical care they may receive. While deployed, a photocopied DD Form 2766 is kept in the member's medical record. Upon return from the member's deployment, the original DD Form 2766 is placed back into the medical record and the copied DD Form 2766 is shredded.

During exercises, the Patient Admin Team will pull all original DD Form 2766s and demonstrate the capability by photocopying 50 DD Form 2766s and placing the photocopies in the member's medical charts. All personnel will carry the original DD Form 2766s to the mobility line for processing, thereby following the guidelines of AFI 41-210.

NAME, Rank, USAF  
Commander, 18th Medical Group

1st Ind to 18 MDG/CC, DD MMM YY, Simulation of Copying DD Form 2766s (Adult Prevention and Chronic Care Flowsheets)

18 WG/XP

MEMORANDUM FOR 18 WG/CC

Concur/non-concur.

NAME, Rank, USAF  
Chief, 18th Wing Plans

2d Ind, 18 WG/CC

MEMORANDUM FOR 18 MDG/CC

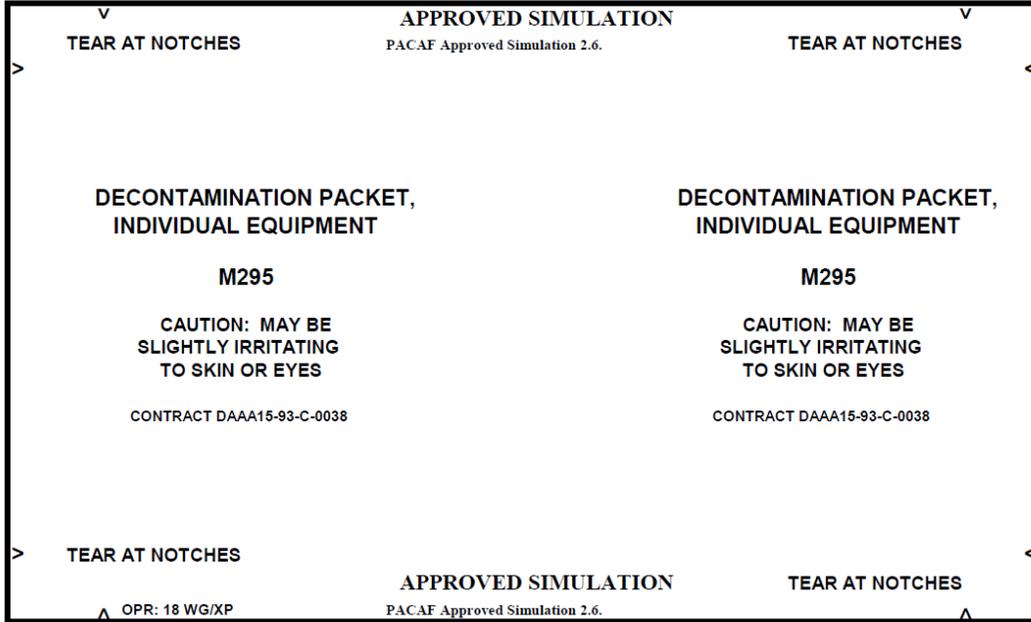
Approved/disapproved.

NAME, Brigadier General, USAF  
Commander, 18th Wing

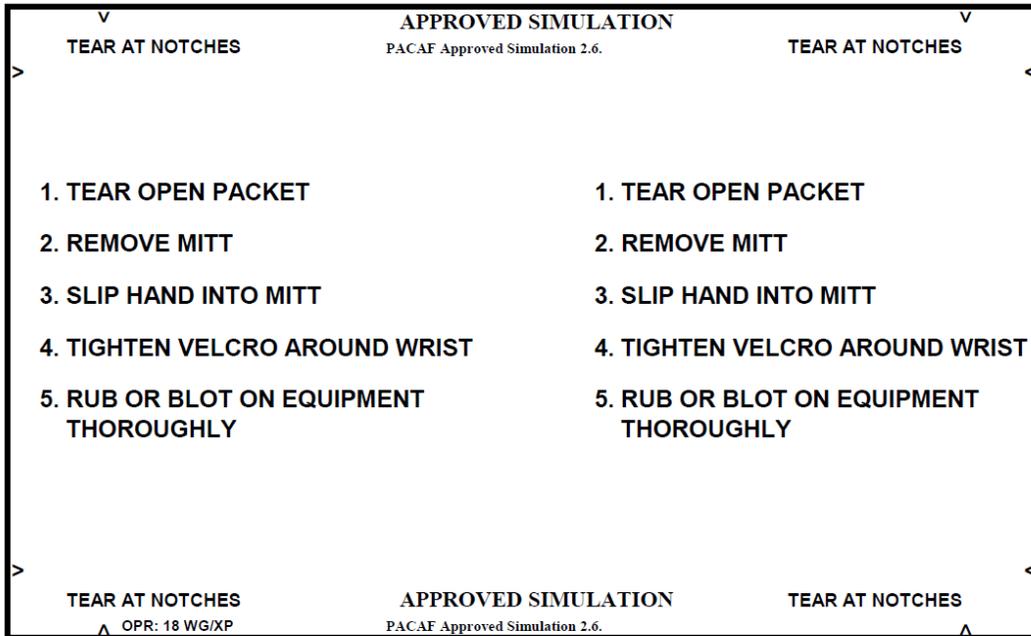
Attachment 11

SIMULATED M295 DECONTAMINATION KIT

Figure A11.1. Simulated M295 Decontamination Kit



Fold paper in half HERE. Staple twice on one narrow end. Use as a real M295 mitt. Maintain 4 each on your person.



Attachment 12

EET APPOINTMENT LETTER TEMPLATE

Figure A12.1. EET Appointment Letter Template

(Place on PACAF-Approved Letterhead)

MEMORANDUM FOR 18 WG/XP DD MMM YY

FROM: 18 WG/XXX

SUBJECT: Exercise Evaluation Team (EET) Appointment Letter

1. The following individuals are assigned as EET members for the 18 XXX:

Last Name	First Name	Rank	Office	Duty Phone	DEROS	EET Date Trained	SQ Lead Y/N	Security Clearance	EET CBT Date	ERO CBT Date

2. This appointment letter supersedes any previous letters, same subject. If you have any questions, please contact MSgt Josh Doe at xxx-xxxx.

JOHN W. DOE, Lt Col, USAF  
Commander, 18th XXX

1st Ind, 18 XXX SECURITY MANAGER

MEMORANDUM FOR 18 XXX/CC

The security clearances for the individuals listed have been verified as current. Please direct any security clearance questions to SSgt Jane Doe at xxx-xxxx.

JANE W. DOE, SSgt, USAF  
Security Manager, 18th XXX

## Attachment 13

## EET APPOINTMENT LETTER TEMPLATE

Figure A13.1. EET Appointment Letter Template

(Place on PACAF-Approved Letterhead)

MEMORANDUM FOR 18 WG/XP

DD MMM YY

FROM: 18 XX/XXX

SUBJECT: Exercise Evaluation Team (EET) Appointment Letter

1. The following individuals are assigned as EET Group Leads for the 18 XX:

Last Name	First Name	Rank	UNIT	Duty Phone	DEROS	EET Date Trained	Security Clearance	EET CBT Date	ERO CBT Date

2. This appointment letter supersedes any previous letters, same subject. If you have any questions, please contact MSgt John Doe at xxx-xxxx.

JOHN W. DOE, Lt Col, USAF  
Commander, 18th XXX

1st Ind, 18 XXX SECURITY MANAGER

MEMORANDUM FOR 18 XXX/CC

The security clearances for the individuals listed have been verified as current. Please direct any security clearance questions to MSgt John Doe at xxx-xxxx.

JOHN W. DOE, MSgt, USAF  
Security Manager, 18th XXX