

**BY ORDER OF THE COMMANDER  
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION 10-204**

**21 DECEMBER 2010**

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**Operations**

**INSTALLATION EXERCISE PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction complements AFI 10-204\_AFGSC Supplement 1, *Readiness Exercises and After-Action Reporting Program*, AFI 10-245\_AFGSC Supplement 1, *Air Force Antiterrorism (AT) Standards*; AFI 10-2501, *Air Force Emergency Management (EM) Planning and Operations*; AFI 10-2603, *Emergency Health Powers on Air Force Installations*; AFI 10-2604, *Disease Containment Planning Guidance* (FOUO), AFI 90-201\_AFGSC Supplement 1, *Inspector General Activities*, AFI 90-901, *Operational Risk Management*; and AFMAN 91-201, *Explosive Safety Standards*. It provides the basic structure, guidance and policy for designing, planning, executing and evaluating contingency exercises conducted by the 341st Missile Wing (MW) Exercise Evaluation Team (EET). Use this instruction to complement Air Force and AFGSC publications directing the exercise program. It applies to all personnel who design, plan, schedule, conduct, evaluate, monitor, or participate in 341 MW EET exercises. While contractor personnel are encouraged to participate to the greatest extent possible, it is understood that participation is governed by contract statement of work (SOW). It does not apply to the Air National Guard (ANG) or Air Force Reserve (AFRC) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with applicable Air Force instructions, and disposed of as indicated in the Records Disposition Schedule available on <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

***SUMMARY OF CHANGES***

Grammatical change all references from 341 MW/XP to 341 MW/IGI. All Group /Unit/WSA Leads and Alternate evaluators require Secret Internet Protocol Router Network (SIPRnet) accounts. Group/Unit Risk Assessments are required for technical operations and must be submitted NLT 5 duty days prior to STARTEX. Simulations, Deviations, Exemptions and Limiting Factors are in attachment 2, para A2.3.3. Coordinating event start and end coordination must be done with 341 MW EET Chief /IGI Staff members prior to exercise event for approval. EET Appointment letter format template change. A margin bar indicates newly revised material.

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**1. Purpose.** The 341 MW installation exercise program is designed to improve and maintain readiness in the following areas:

- 1.1. Conducting “fight-in-place” nuclear deterrent mission.

- 1.2. Positioning the Force.
- 1.3. Employing the Force.
- 1.4. Sustaining the Force.
- 1.5. Ability to survive, operate and continue the mission.
- 1.6. Other areas as determined by the 341 MW/CC.

**2. Organization.** The EET is organized as follows:

- 2.1. **EET Chief.** EET Chief/Assistant EET Chief. Appointed by the 341 MW/CC and assigned to the Wings Plans (341MW/XP).
- 2.2. **EET Staff.** Assigned to XP.
- 2.3. **Group/Unit Lead Evaluator/Alternate.** Appointed by applicable group/unit commander or agency chief. Size and manning of agencies may preclude appointment of an alternate Lead Evaluator.
- 2.4. **Group/Unit EET Members.** Appointed by applicable group/unit commander or agency chief. Number of EET members per group/unit is at the discretion of the commander/agency chief. Decision on appointing EET members should be guided by size of group/unit and readiness requirements.
- 2.5. **Trusted Agents (TA).** TA's are subject matter experts outside the EET who need to be given exercise close-hold information to assist with exercise planning and/or execution.

**3. Responsibilities.**

**3.1. Group/Unit Commanders/Agency Chiefs.**

3.1.1. Appoint, in writing, highly qualified subject matter experts (recommend a review of the Group/Unit Manpower Personnel Document (UMPR)) to ensure the most highly qualified individuals based on grade and experience are given this critical additional duty to serve as group/unit Lead Evaluator, Alternate Lead Evaluator and Members (**Attachment 3**). Ensure appointed personnel are trained and currently qualified on the tasks they will evaluate.

3.1.1.1. Identify on appointment letter, name, rank, duty phone, security clearance verification (coordinated/signed by unit security manager) and section of group/unit Lead/Alternate Lead Evaluator/Members.

3.1.1.2. Identify subject areas EET members are qualified to evaluate to include specialized team as outlined in AFI 10-2501, Table 6.3.

3.1.2. Communicate exercise objectives to group/unit EET personnel.

3.1.3. Ensure exercise objectives from the group/unit annual plan of evaluation (APOE) and the Mission Readiness Assessment Program (MRAP) are incorporated into wing exercises.

3.1.4. Ensure group/unit supports "end-to-end" exercise events (e.g., if an exercise event actually occurred, all group/units that would support/participate in a real world event will participate in the exercise).

- 3.1.5. Ensure non-scenario assessments (e.g., program compliance checks, individual/team proficiency, etc.) are incorporated into exercises.
- 3.1.6. Ensure group/unit EET personnel are available to participate in exercise planning meetings, exercise execution and exercise hot wash briefings.
- 3.1.7. Provide input on exercise objectives and suspense's to EET members during the development of an exercise.
- 3.1.8. Review and provide inputs to the EET Team Chief/Staff on exercise After Action Reports (AARs).
- 3.1.9. Ensure required corrective actions are taken on exercise observations forwarded in exercise AARs. Use the Self-Inspection Program (SIP) to track corrective actions.
- 3.1.10. Review and provide inputs to the EET Team Chief/Staff on exercise schedules.
- 3.1.11. Identify replacements for group/unit EET personnel who will no longer perform EET duties (e.g., PCA, PCS, reassignment of duties, etc.), NLT 30 days in advance.

### **3.2. EET Chief/Assistant EET Chief.**

- 3.2.1. Manages the EET training/credentialing program and ensures:
  - 3.2.1.1. Initial and recurring training requirements in AFI 10-2501\_AFGSCSUP are met.
  - 3.2.1.2. EET personnel can be readily identified from exercise participants during exercises.
- 3.2.2. Develops exercise objectives in conjunction with wing senior leaders, group/unit commanders/wing staff agency chiefs and HHQ requirements. Performs quality control function to remind EET members, group/unit commanders and wing staff agency chiefs to ensure exercise objectives from respective APOEs are included in wing exercises.
- 3.2.3. Coordinates with EET personnel and others, as necessary, to finalize exercise objectives and scenarios. Provides a quality control function to ensure exercise events involve all Group/Units that would participate if the event being exercised actually occurred (e.g., "end-to-end" event).
- 3.2.4. Provides feedback to group/unit commanders and wing staff agency chiefs, as applicable, regarding quantity, quality and sufficiency of exercise objectives and events.
- 3.2.5. Coordinates exercise participation with tenant group/units, contractors and the local community, as applicable.
- 3.2.6. Functions as wing POC for exercises with HHQ and outside agencies.
- 3.2.7. Ensures Operational Risk Management (ORM) is integrated into exercise planning and execution. Ensures all potential risks are identified as part of the exercise planning and ensures all risks are accepted at the appropriate level IAW AFI 90-901\_AFGSCSUP.
- 3.2.8. Manages exercise administrative support to include:
  - 3.2.8.1. Minutes from exercise planning meetings.
  - 3.2.8.2. Master Scenario Events List (MSEL).

- 3.2.8.3. Exercise injects/SIMSWITCH responses.
- 3.2.8.4. EET schedules.
- 3.2.8.5. Wing exercise schedule.
- 3.2.9. Provides exercise guidance to EET personnel and participants, as required, to control the exercise and ensure exercise objectives are safely met.
- 3.2.10. Manages the exercise remedial action program to include:
  - 3.2.10.1. Ensuring consolidated AARs are published.
  - 3.2.10.2. Organizing exercise out briefs.
  - 3.2.11. Ensures production and distribution of a semiannual EET performance feedback memo to Group commanders for groups where all EET members are assigned to the group and to individual Group/Unit commanders as well as wing agency chiefs for other group/units. Memo will contain evaluation of individual EET members, by exception, on participation in planning meetings, quality/timeliness/sufficiency on input of exercise objectives and MSEL reviews, any specific problems with exercise control observed during exercise execution and quality/timeliness of AAR submission.
- 3.3. **Group/Unit Lead Evaluator/Alternate.** Group/Unit Lead Evaluator/Alternates must meet the responsibilities of group/unit EET members listed in paragraph 3.4.
  - 3.3.1. Coordinates exercise objectives with group/unit commander/agency chief. Ensures exercise objectives from group/unit APOE are incorporated into wing exercises as applicable.
  - 3.3.2. Ensures Group/Unit has an EET representative at all planning meetings.
  - 3.3.3. Ensures proposed exercise scenarios have been de-conflicted with actual mission-related events (e.g., activity in the Weapons Storage Area, required field training sessions, MDG patient requirements, etc.).
  - 3.3.4. Ensures adequate status presentation aids (e.g., role players, props, etc.) have been obtained/scheduled to provide realism to planned exercise scenarios.
  - 3.3.5. Ensures sufficient EET evaluators of appropriate skill level are scheduled to provide adequate evaluation of planned exercise events. Ensures EET evaluators are evaluating all aspects of performance and providing in-depth evaluations of exercise participants.
  - 3.3.6. Coordinates exercise observations with Group/Unit commander/agency chief and Group/Unit SIP monitor.
  - 3.3.7. Group/Unit/Wing Staff Agency (WSA) Lead Evaluator will develop an EET Program Continuity Binder (hard copy or electronic). See **Attachment 8** for continuity book format.
  - 3.3.8. **(Added)** Group/Unit/WSA Lead Evaluator will have a Secret Internet Protocol Router Network (**SIPRNet**) account. This SIPR account will allow each unit visibility on HHQ exercise scenarios and HHQ inspection AAR's which are classified confidential.

### 3.4. **Group/Unit EET Members.**

3.4.1. Attend initial and recurring EET training (to include all computer based training courses (CBT) and classroom training).

3.4.2. Know and apply the exercise policies listed in paragraph 4.

3.4.3. Know and apply the exercise ground rules contained in [Attachment 2](#).

3.4.4. DELETE

3.4.5. Do not release “exercise close hold” information to anyone except EET personnel or a trusted agent (TA) positively identified as such by your Lead Evaluator/Alternate Lead Evaluator.

3.4.6. Evaluate all aspects of tasks performed by exercise participants. Conduct in-depth evaluation of exercise participants’ performance.

3.4.7. Provide a verbal de-briefing with evaluated personnel as soon as possible following termination of the individual exercise scenario evaluated.

3.4.8. Ensure AARs contain accurate and complete accounting for all performance by exercise participants.

### 3.5. **Trusted Agent (TA).**

3.5.1. Provides exercise support required/requested by the EET Chief/Staff and/or group/unit Lead Evaluator/Alternate.

3.5.2. Does not release “exercise close hold” information to anyone except EET personnel.

3.6. **Wing Safety (341 MW/SE).** Wing Safety personnel will provide applicable ground, vehicle and explosives ORM safety oversight of exercise planning and execution.

## 4. **Policies.**

### 4.1. **Safety.**

4.1.1. Safety takes precedence during all exercise activities. Any EET personnel or exercise participant noting an unsafe condition will immediately stop the exercise event and remove personnel from the area, as necessary. The exercise event will not resume until the unsafe condition has been corrected. Announce “Safety, Safety, Safety” during exercise activities for safety concerns (**reference exercise ground rules, Attachment 2**).

4.1.2. ORM is an integral part of all exercise planning and execution. All EET personnel must participate in the ORM process for it to be successful. Per AFI 90-901, paragraph 3.4, ORM must be integrated into operations and planning at all levels.

4.1.2.1. During planning, unit EET personnel must identify all technical operations and hazards/risk control measures associated with their exercise inputs and submit a unit risk assessment NLT 5 duty days from STARTEX.

4.1.2.2. During execution, all personnel including EET must be actively aware of potential hazards and manage risks IAW AFI 90-901\_AFGSCSUP.

4.1.3. If exercises involve munitions, EET personnel must comply with the requirements of AFMAN 91-201\_AFGSCSUP.

4.2. **Realism.** The goal of every exercise scenario is to maximize the amount of realism that can be practically achieved. This is accomplished by:

- 4.2.1. Ensuring all group/units participate in an exercise and respond like a “real world” event actually occurred.
- 4.2.2. Scheduling enough time to let exercise scenarios reach logical end-points.
- 4.2.3. Limiting simulations.
- 4.2.4. Employing the “train like we fight, exercise like we train” concept.

4.3. **Tenant Units.** Tenant units will participate in wing exercises to the maximum extent practicable. Exercises to meet only tenant unit requirements will not be managed by the 341 MW EET; however, 341 MW EET will provide all possible support and assistance requested by 341 MW tenant group/units.

4.4. **Group/Unit Independent Exercises.** Group/Units should accomplish independent exercises to satisfy group/unit specific requirements and to meet readiness goals of the group/unit commander.

4.5. **Civilian Participation.** Civilians will participate in wing exercises to the greatest extent possible permitted by contract or statement of work. The amount of civilian participation and exceptions/exemptions are listed in the exercise ground rules (see [Attachment 2](#)).

4.6. **Simulated Switch (SIMSWITCH).** The SIMSWITCH simulates off-base agencies who are not participating in the exercise but who would be contacted by the exercise participants in an actual situation. The SIMSWITCH consists of an office area with phones staffed by EET or TA personnel. All exercise participants will use the SIMSWITCH to make any required contacts with off-base agencies (e.g., HHQ, local law enforcement agencies, etc.). Reference the exercise ground rules ([Attachment 2](#)) for specific SIMSWITCH procedures.

**5. Types of Exercises.** Typically, the different types of exercises will be integrated into comprehensive scenarios and not conducted as “stand alone” (e.g., an exercise scenario requiring an emergency management response may also require an increase in FPCON). Additionally, the 341 MW/CC may direct other types of exercises to achieve readiness goals.

5.1. **Exercise concept.** The exercise concept guides and focuses the planning effort. It identifies the exercise type (e.g. table top exercise (TTX), command post exercise (CPX), or field training exercise (FTX), etc.), the major participants, the level of exercise play, the broad scenario profile and the plans, procedures, and activities that are the primary exercise focus.

5.2. **Codeword (e. g., GRIZZLY RAMPART).** For all local nuclear and conventional exercises, MAREs, security forces exercises, Response Task Force (RTF), Nuclear Surety Exercises (NSE), Wings and NAFs will use the following exercise naming convention: 341MW: “Grizzly”/ NORE: Vigilance/CORE: Warrior/NSE: Guarantee/ MARE: Rampart/SF Ex: Knight.

5.3. **Anti-terrorism/Force Protection (AT/FP).** Designed to exercise wing’s ability to protect people and resources. Usually integrated with one of the other exercise types.

5.3.1. No Notice Focused Inspections (NNFIs). Wing-level events intended to mimic the AFGSC/IG's 13 NNFIs.

5.4. **HHQ.** Can evaluate all required areas of readiness. Wing participation will be directed by HHQ.

5.5. **Level of Participation.** Within all of the types of exercises there can be various levels of participation directed:

5.5.1. Full scale exercise: Full participation by all personnel and equipment that would respond if the scenario was real. Participation of responding personnel and equipment must be consistent with exercise ground rules (**Attachment 2**), specifically non-interference with actual mission accomplishment.

5.5.2. Table Top Exercise (TTX): Participation by representatives from all agencies that would respond if the scenario was real. No movement/participation of responding personnel or equipment. "Talk through/walk through" of response typically from a single exercise venue.

5.5.3. Crisis Action Team Exercise (CAT): Participation by the CAT/Emergency Operations Center (EOC) and other control center personnel only. No movement/participation of responding personnel or equipment. "Talk through/walk through" of response from Installation Control Center (ICC).

## 6. Training.

6.1. **Initial.** Initial EET training is required to be completed within 60 days after appointment from Group/Unit commander. Training is normally conducted the first Tuesday of every month. Initial EET training consists of Malmstrom localized EET procedural orientation taught by 341 MW EET Chief/Assistant EET Chief. Air Force Emergency Response Operations (AERO) Command and Control (C2) and EET CBT course via the Advanced Distributed Learning System (ADLS) available through the AF Portal are required prior to attending the initial EET classroom training. No pre-registration is required for attending initial EET classroom training, however attendees must be appointed in writing by their Group/Unit commanders and bring their course completion certificates for the EET and AERO C2 web based training. **NOTE:** Newly appointed EET members will not evaluate exercises until they have completed all phases of initial training.

6.2. **Recurring.** Recurring training is conducted as needed during EET meetings. Recurring training topics will be determined by the EET Chief/Assistant EET Chief/Staff and will typically focus on observed EET problem areas/trends as well as new/changed procedures. All EET members must participate in at least one exercise every 20 months, to include all planning meetings, hot wash and training to receive refresher credit. If an EET member fails to complete required training for any reason (e.g., deployment, TDY, missed the scheduled classes, etc.) they will be decertified from performing EET duties until they make up the training requirement. The make up for overdue recurring training is to attend initial EET training.

6.3. **Verification of EET Member Emergency Management Training/Currency.** All EET members who evaluate the teams/positions listed in AFI 10-2501 tables 6.2 and 6.3 and AFI 10-2501\_AFGSCSUP, Table 6.1, must have completed the same training as the

personnel being evaluated. The EET Chief/Staff will ensure verification of training status for those EET members appointed to evaluate the teams/positions listed in the applicable tables. The EET Chief/Assistant EET Chief/Staff will conduct periodic reviews during exercise planning and execution to verify this training requirement is being met.

**6.4. Verification of Disaster Response Force (DRF) Participation in Exercises.** All primary and alternate DRF members must take part in at least one exercise per calendar year. The EET Chief will provide a list of all emergency management exercises to the 341 CES/CEX Flight Chief on a quarterly basis to assist the flight chief in verifying what DRF members have participated in that quarter's exercise(s). The memo will also list scheduled exercises for next quarter.

## **7. Scheduling.**

**7.1. Exercise/Inspection Schedule Memo.** The EET Chief will ensure an integrated wing exercise/inspection memo is produced annually. A draft of this memo will be distributed to group/unit commanders/agency chiefs for comment. The memo will be staffed through the command section for signature by the 341 MW/CV. The EET Chief will ensure an updated exercise memo is produced and approved if significant changes occur to the schedule.

**7.2. Exercise Scheduler.** The EET Chief will ensure an exercise scheduling aid is produced and maintained to assist wing personnel in meeting the exercise requirements contained in applicable Air Force Instructions (**Attachment 4**). The intent of this scheduling aid is to integrate the exercise requirements contained in various Air Force Instructions and to provide a tool for exercise planning.

**7.3. No-Notice Exercises.** Some exercises will be conducted no-notice. The EET Chief will coordinate proposals with the 341 MW/CC to determine the scope and timing of specific no-notice exercises.

## **8. Exercise Cycle.**

### **8.1. Planning.**

8.1.1. Determining Exercise Objectives. Exercise objectives drive exercise scenarios/events. Determine exercise objectives by:

8.1.1.1. Reviewing group/unit mission/Designated Operational Capability (DOC) and Mission Capabilities (MISCAP) statements.

8.1.1.2. Reviewing readiness criteria in AFI 90-201 AFGSCSUP1 **Attachment 6**, Para A6.2.10.

8.1.1.3. Reviewing requirements in AFIs applicable to your Group/Unit personnel.

8.1.1.4. Reviewing HHQ Inspector General reports for other Group/Units.

8.1.1.5. Reviewing SIP discrepancies.

8.1.1.6. Reviewing Group/Unit APOE.

8.1.1.7. Coordinating with Group/Unit commander.

8.1.1.8. Simulations, Deviations, Exemptions, and Limiting Factors (LIMFACS). See attachment 2, para A2.3.3.

8.1.2. Non-Scenario Assessments. Consideration should be given during exercise planning to incorporate non-scenario assessments of group/unit readiness into an exercise. Specifically, use program compliance checks, individual/team proficiency evaluations, Technical Order (T.O.) checks, equipment configuration checks, weapons inventories and written testing to assess group/unit readiness outside of exercise scenarios. Blocks of exercise time will be made available to accommodate these assessments. EET members will reference group/unit APOEs to determine appropriate non-scenario assessments.

### 8.1.3. Planning Meetings.

8.1.3.1. General. The purpose of EET planning meetings is to design integrated and coordinated exercise scenarios to achieve group/units' exercise objectives, to de-conflict exercise events with actual mission activities and to conduct ORM. Planning meetings are scheduled and chaired by the EET Chief/Staff. Typically, the initial planning meeting is held 45 days in advance of a scheduled exercise (**Attachment 5**) and the frequency of planning meetings will increase closer to the start of the exercise. Group/Unit Lead Evaluators and or alternates should attend all planning meetings.

8.1.3.2. Focused. The purpose of focused EET planning meetings is to coordinate specific aspects of an exercise scenario that do not require representatives from the entire EET. These meetings will be scheduled as determined by the EET Chief/Staff who will also determine required attendees.

8.1.4. MSEL. The MSEL is the documentation of the integrated and coordinated exercise scenarios used to achieve exercise objectives (**reference Attachment 4**). It facilitates exercise control by providing all EET personnel a common operating picture of the exercise. A draft MSEL will be prepared by EET Staff and forwarded to group/unit lead evaluator/alternates after the initial planning meeting. Group/Unit Lead Evaluator/Alternates will ensure the draft MSEL is reviewed. Group/Unit Lead Evaluator/Alternates will ensure inputs on the MSEL are forwarded to EET Chief/Assistant EET Chief/Staff. The draft MSEL will be reviewed and finalized during EET planning meetings. EET Chief/Staff will prepare and distribute the final MSEL to group/unit Lead Evaluator/Alternates. Group/Unit Lead Evaluator/Alternates will ensure further MSEL distribution within their group/units. A MSEL contains the following items:

8.1.4.1. Event #: Sequenced numbering of events (e.g., 1, 2, 3, 3a, etc.) to allow for rapid communications between EET members. Event numbers are assigned by EET Staff.

8.1.4.2. Date/Time: Day, month, and hour (use 24-hour system) an exercise event is scheduled to begin.

8.1.4.3. Event: Brief narrative on the exercise event. For example, "Unauthorized Personnel on Launch Facility." This section is intended to be a title, not a narrative explanation.

8.1.4.4. Implementer/Note: Lists how the exercise participants will know to start reacting. In other words, describes how we will "implement" the exercise event (e.g.,

“CES EET member will provide telephone input to Emergency Communications Center (ECC) former 911 center”). An implementer may consist of “Reaction to exercise events” or reaction to notification from an operations center (e.g., command post, a group/unit control center, etc.). Use “notes” if there is something you need to further explain about the exercise status.

8.1.4.5. Primary EET/Contact #: Lists the EET member who will be in control of the exercise event, normally the senior evaluator at the exercise site, and how this person can be reached during the exercise (e.g., cell phone number). Normally, this contact number would not be the EET member’s duty phone; the rest of the team needs to know how to reach this person during the exercise execution. If the EET member cannot be reached by phone, list “LMR” for contact and ensure you are issued a radio and call sign.

8.1.4.6. Secondary EET/Contact #: List the same information as for the primary EET if you have additional EET members controlling an exercise event. If not, put “N/A” in this block.

8.1.4.7. Objectives: List the performance being evaluated and the requirements that direct the performance. Ensure the objectives are specific enough to capture the range of exercise performance and make it clear to other exercise controllers when an exercise objective has been achieved.

8.1.5. Status Presentation. Exercise status presentations mimic the status exercise participants would receive if they were faced with actual situations (e.g., phone calls, accident wreckage, injured personnel, criminal perpetrators, etc.). EET personnel will use several types of status presentations.

8.1.5.1. Exercise Injects: Exercise injects are statements of status written out on the 341 MW Form 28 (**Attachment 6**). They are used to provide information exercise participants would normally receive by incoming phone calls, by using detection/monitoring equipment, would see, and/or would be briefed by a competent authority (e.g., the county coroner pronouncing someone dead, the FBI taking control of a crime scene, etc.). Exercise injects are normally prepared by the EET member who will be evaluating a particular exercise event.

8.1.5.2. Role Players: For example, a bereaved spouse for a Next of Kin (NOK) notification exercises or casualties for an accident response exercise. Role players are normally scheduled by the EET member who will be evaluating a particular exercise event and/or the group/unit Lead Evaluator/Alternate. Role players can be recruited from any base group/unit.

8.1.5.3. Props. Props are physical items the exercise participants would encounter if responding to an actual event. For example, debris in field from an aircraft mishap or an improvised explosive device. Props are normally obtained/scheduled by the EET member who will be evaluating a particular exercise event.

8.1.5.4. SIMSWITCH Operator Responses. SIMSWITCH responses are written verbiage a SIMSWITCH operator will use during an exercise when responding to a call from an exercise participants. SIMSWITCH operators are not subject matter experts so they need a script to function as an outside agency. SIMSWITCH

responses are normally prepared by the EET member who will be evaluating a particular exercise event using 341 MW Form 28 ([Attachment 6](#)).

8.1.5.5. Building Damage/HAZMAT Release. If an exercise scenario involves building damage or a HAZMAT release, EET members should present exercise participants with a picture or diagram detailing the building damage or a map showing the extent of the HAZMAT release. These pictures/maps are normally produced by the EET member who will be evaluating a particular exercise event.

8.1.6. Evaluator Coverage of Wing-Wide Events. For exercise events involving wing-wide reaction such as increases in FPCON and shelter-in-place, the EET Chief/staff members will identify facilities of interest for compliance evaluation and direct specific group/units to schedule EET members to evaluate exercise participants' compliance. Normally, EET members from the group/units that have responsibility for particular facilities of interest will be directed to provide evaluators.

8.1.7. Land Mobile Radios (LMRs). EET staff members will check out LMRs for EET use during exercises. LMRs will be assigned to specific key EET members by EET Chief/staff members and may also be requested by other EET members. EET Chief/staff members will determine EET call signs. EET Staff members will issue LMRs using radio receipt form. LMRs will be issued prior to exercise start and turned in after exercise ends to the XP office.

## 8.2. Execution.

8.2.1. Event Staging. Exercise event "staging" consists of making sure all required status presentation tools (e.g., props, exercise injects, role players, etc.) are in place at the exercise event site, EET evaluators for the event are prepared and communications with other exercise controllers (e.g., EET Chief/staff and/or XP position in CAT) are functional. Event staging is the responsibility of the EET member who will control the exercise event and will be accomplished prior to starting a particular exercise event.

8.2.2. Control. EET members must exercise control over the events they are evaluating as well as the exercise participants to ensure safety, to de-conflict with other exercise events and to ensure exercise objectives are met. Exercise control is achieved by:

8.2.2.1. Coordinating event start and end with EET Chief/staff members. Do not initiate an exercise event prior to this coordination/approval

8.2.2.2. Presenting clear status to exercise participants and clarifying exercise status when the participants are confused or are reacting to misinterpreted status.

8.2.2.3. Intervening in exercise participants' actions when they have clearly reacted improperly to exercise status.

8.2.2.4. During an exercise emergency management response, ensure an Incident Commander (IC) remains on scene until all events associated with the emergency response (e.g., search and recovery, casualty notification, etc.) have been completed.

8.2.3. Observation. The key task for EET evaluators during an exercise is to observe the performance of the exercise participants.

8.2.4. Validation. Related to observation is validation; EET members must make sure what they believe they have observed is actually what the exercise participants did. Also, EET members should ask questions of the exercise participants to determine why the participants did what they appeared to do. Another aspect of validation is to check the requirements; a performance an EET member might think is incorrect may be directed by guidance that has changed or that an evaluator is not immediately familiar with.

8.2.5. Feedback. EET members should provide exercise participants with feedback on their exercise performance.

### 8.3. Evaluation.

8.3.1. Assessment. EET members who observe exercise events will assess the exercise participants' observed performance against the applicable standards for that performance. These standards can be T.O.s, instructions, plans, local checklists or even Career Field Education and Training Plans (CFETP). The assessment should include performance against timing standards, if applicable. EET members must assess the impact of the exercise participants' performance on the mission and make a determination on whether the impact was of critical, major or minor significance. If the participants simply performed to standards, EET members should assess the performance as satisfactory. If the participants' performance exceeded standards and enhanced the mission, EET members should assess the performance as a strength. EET members who observe and evaluate exercise performance will record their observations and assessments in an exercise AAR.

8.3.2. EET Hot Wash. The purpose of the EET exercise hot wash is to assess overall ratings to major readiness areas, to validate observations and to discuss major discrepancies. EET Chief/staff will schedule the hot wash for as soon as practical after the end of an exercise and will announce time and location to EET members. EET members who have evaluated exercise participants during the exercise should attend. If unable to attend, EET members will brief their observations to a group/unit EET representative who is able to attend the hot wash. To receive EET refresher training credit, all EET evaluators must attend one exercise hot wash every 12 months.

8.3.3. Coordination. Group/Unit EET members will coordinate their observations with their group/unit Lead Evaluators/Alternates who will brief commanders/wing staff agency chiefs. Additionally, EET members will coordinate their observations with other group/unit EET members and OPRs if they need to validate an observation.

## 9. Remedial Action Program.

9.1. **General.** There are two components to the exercise remedial action program; the after action reporting process and the SIP. Exercise AARs identify discrepancies which are then entered into the SIP to track corrective actions. 341 MW/XP will enter discrepancies into the SIP.

9.2. **EET AAR.** EET members who have observed/evaluated exercise participants will prepare and submit an exercise AAR to their group/unit Lead Evaluator/Alternate, EET Chief/staff members and their group/unit commander/wing staff agency chief. If the OPR for the observation is another group/unit, the EET member will also submit the AAR to the commander/agency chief for that group/unit as well. This AAR will contain their

observation(s) and assign an OPR for the observation. EET member preparing the AAR will assess the mission impact of the observation as critical, major, minor, satisfactory or strength. EET members will submit AARs IAW the suspense established by the EET Chief/staff members, normally two duty days after end of exercise (ENDEX).

9.3. **Consolidated AAR.** The EET Chief/staff members will post a draft AAR on the wing network shared drive for group/unit EET to enter their observations. While preparing the consolidated AAR, EET Chief/staff members will ensure cross functional AARs (e.g., observations where the EET member assigns an OPR from outside their group/unit) have been sent to the group/unit commander/agency chief identified as the OPR in the observation. During this time, the group/unit commanders/agency chiefs have an opportunity to provide inputs on AARs prior to the consolidated AAR being finalized. The final consolidated AAR will normally be distributed NLT 14 calendar days after ENDEX.

9.4. **Commander's Exercise Hotwash.** The EET Chief/staff members will organize an exercise hotwash for group/unit commanders at the direction of the 341 MW/CC. The 341 MW/CC will determine the content, format and scheduling of this briefing.

## 10. Credentialing.

### 10.1. Badges.

10.1.1. EET. Once appointed in writing by their group/unit commander/agency chief, and all phases of initial EET training has been completed, EET members will be issued an identification badge and outdoor safety vest. EET members will display the badge and wear vest during exercises so they can be readily identified as evaluators. EET members will return the badge and vest when they are no longer performing EET duties (e.g., PCA, PCS, etc.).

10.1.2. TAs. TAs will only be issued an identification badge if they are required to function as a TA during exercise execution and have a need to be distinguished from exercise participants. The TA badge will be issued by EET Staff members in the XP office using a hand receipt. TAs will return the badge after ENDEX.

## 11. Prescribed and Adopted Forms.

### 11.1. Prescribed Forms.

341 MW Form 28, Exercise Inject/Input Card.

### 11.2. Adopted Forms.

No forms adopted.

ANTHONY J. COTTON, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-204, *Participation in Joint and National Exercises*, 21 Apr 2010

AFI 10-204\_AFGSCSUP, *Participation in Joint and National Exercises*, 8 Dec 2008

AFI 10-245\_AFGSCSUP1, *Antiterrorism (AT)*, 1 May 2010

AFI 10-2501, *Air Force Emergency Management (EM) Planning and Operations*, 24 Jan 2007

AFI 10-2501\_AFGSCSUP, *Air Force Emergency Management (EM) Planning and Operations*, 1 Apr 2010

AFI 10-2603, *Emergency Health Powers on Air Force Installations*, 13 Oct 2010

AFI 10-2604, *Disease Containment Planning Guidance*, 3 Sept 2010

AFI 90-201, *Inspector General Activities*, 17 Jun 2009

AFMAN 91-201, *Explosives Safety Standards*, 17 Nov 2008

AFMAN 91-201\_AFGSCSUP, *Explosives Safety Standards*, 1 Dec 2010

***Abbreviations and Acronyms***

**AAR**—After Action Report

**AAFES**—Army Air Force Exchange Service

**AFGSCSUP**—Air Force Global Strike Command Supplement

**AFIMS**—Air Force Incident Management System

**CAT**—Crisis Action Team

**CFTEP**—Career Field Training and Education Plan

**CI**—Compliance Inspection

**DECA**—Defense Commissary Agency

**EAL**—Entry Authorization Letter

**EET**—Exercise Evaluation Team

**ENDEX**—End of the Exercise

**FPCON**—Force Protection Condition

**FTX**—Field Training Exercise

**HHQ**—Higher Headquarters

**IG**—Inspector General

**LIMFAC**—Limiting Factors

**MEO**—Most Efficient Organization

**MRAP**—Mission Readiness Assurance Program  
**MSEL**—Master Scenario Events List  
**MTF**—Medical Treatment Facility  
**MW**—Missile Wing  
**NAF**—Non-Appropriated Funds  
**NNFI**—No Notice Focus Inspection  
**NLT**—No Later Than  
**NORI**—Nuclear Operational Readiness Inspection  
**NSI**—Nuclear Surety Inspection  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**ORI**—Operational Readiness Inspection  
**ORM**—Operational Risk Management  
**PAUSEX**—Pause of Exercise  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**POC**—Point of Contact  
**TA**—Trusted Agent  
**T.O.**—Technical Order  
**SIP**—Self-Inspection Program  
**STARTEX**—Start of Exercise  
**UCC**—Unit Control Center  
**UTC**—Unit Type Code  
**XP**—Wing Plans  
**WSA**—Wing Staff Agency

## Attachment 2

### EXERCISE GROUND RULES

**A2.1. General.** Direct questions or concerns on these ground rules to an on-scene EET member and/or 341 MW/XP when preparing for and participating in exercises at the 341st Missile Wing (base, missile complex and local area). Resolve exercise inputs as if they were an actual situation.

**A2.2. Exceptions.** Items not applicable to 341 MW exercises from AFI 90-201\_AFGSCSUP, [Attachment 7](#):

*NOTE:* Restricted area badges will be used for entry into restricted areas, not EALs.

**A2.3. Malmstrom Specific Additions.** The following ground rules will be used by 341 MW personnel in addition to the ground rules found in AFI 90-201\_AFGSCSUP, [Attachment 7](#).

#### A2.3.1. Shelter-In-Place.

A2.3.1.1. All personnel will participate in shelter-in-place exercises. Exceptions include mission essential personnel and contractor/MEO personnel IAW AFI 90-201, [Attachment 7](#), para. A7.8.

A2.3.1.2. As a minimum, personnel will demonstrate the capability to execute shelter-in-place procedures by:

A2.3.1.2.1. Assembling in their designated shelter location.

A2.3.1.2.2. Opening the shelter-in-place kit and running the checklist.

A2.3.1.2.3. Demonstrating the capability to seal openings (e.g., doors, vents, etc.) without actually putting the materials in place (e.g., duct taping plastic over vents, doors, windows, etc.).

A2.3.1.2.4. Accounting for personnel present in the shelter and reporting those numbers to the applicable UCCs.

A2.3.1.3. Personnel will remain in their shelter locations until they have been given permission by the wing commander to stand down. This permission can be by approval of specific group/unit exemptions after demonstrating capability (e.g., AAFES facilities, CDC, etc.) or through a base-wide “exercise all clear from shelters” announcement.

#### A2.3.2. Exercise Exemptions.

A2.3.2.1. AAFES/DECA/NAF business activities (e.g. Bowling Center, Club, Community Center, Outdoor Recreation, Child Development Center and Family Child Care). When personnel at these facilities have demonstrated capability to accomplish required FPCON and shelter-in-place actions, they may request release from the wing commander through their chain of command, using the 341 FSS UCC. These facilities will maintain proper signage for the remainder of the exercise.

A2.3.2.2. 341st Medical Group (MDG). In order to balance training, exercises and patient care, the 341 MDG will participate in exercises as directed by the 341 MW Commander.

A2.3.2.2.1. MDG will show capability for no more than 30 minutes. After EET observes capability, then real-world patients will be allowed to proceed to their appointments.

A2.3.2.2.2. The 341 MDG will block appointments two (2) months prior to a 341 MW and or 341 MDG scheduled exercise.

A2.3.2.2.3. Family Practice will rotate personnel, keeping one (1) team available for patient care and one (1) team participating in exercises.

A2.3.2.2.4. Dental Clinic will keep one (1) provider, one (1) dental technician and one (1) front desk technician for patient care throughout any exercise.

A2.3.2.2.5. Staffing permitting, PRP clinic will keep one (1) provider available for patient care throughout any exercise. The only exception is during Return to Duty processing, where it is essential to have both providers for processing return to duty patients.

A2.3.2.2.6. Clinics with one (1) provider (GYN, Optometry) will close if their support is needed for the exercise.

A2.3.2.2.7. Mental Health will keep one (1) mental health provider and one (1) mental health technician available for real-world patients.

A2.3.2.2.8. Any other medical necessity (i.e. Pharmacy, Diagnostic Imaging, Lab etc) in support of the above Exercise Exempt Patient Care Teams will be on a case-by-case basis depending on specific exercise scenarios.

A2.3.2.2.9. MDG staff parking and the clinic's west entrance parking area will be the designated exercise play area. These areas will be where the MDG will demonstrate the 25 meter stand-off capability.

A2.3.2.3. Education Center/FTAC. Do not disrupt "in session" classes (e.g., testing, higher education courses, promotion testing, and satellite training courses), to perform/implement exercise FPCON and shelter-in-place actions. When present in the building, Education Center staff/general training class personnel (not listed above) will be required to post all FPCON measures and inform personnel, but students attending higher education courses, promotion/end of course computer based testing, and satellite courses will not be removed from or disrupted during class/testing time. Briefers/instructors will be allowed to move during exercise FPCON measures, and FTAC staff will coordinate this with their EET, the EOC and briefer.

A2.3.2.4. Airman Leadership School (ALS). When in session (course start date through course graduation), the ALS facility, staff and students are exempt from participation, however they must comply with what the rest of the 341 MW is doing, i.e. closed facilities, gate closures, cordoned off areas etc. ALS staff and students will identify themselves to SFS/EET personnel what their training status is and they will be allowed to move to the extent allowed and that their movement may be restricted by the scenario as to locations they want to visit during the exercise.

A2.3.2.5. Deliveries. Regularly scheduled and/or regularly occurring deliveries (e.g., contracted food service, medical supplies, fuel, etc.) should not be prevented from making deliveries during exercises. Supported organizations (e.g., 341 MDG, 341 FSS,

etc.) will submit exemption letters for these personnel prior to the exercise. Coordinate with Chief, EET for annual exemption letters.

#### A2.3.2.6. Movement Restrictions During Increased Force Protection Conditions (FPCONs).

A2.3.2.6.1. Civilian employees will participate in wing exercises to the greatest extent possible permitted by contract or statement of work. Civilian, contractor and NAF employees will restrict movements (during scheduled breaks, lunch and end of duty day) as applicable during increased exercise FPCONs as long as the movement restrictions do not cause substantial increased costs to the government (e.g., extra/overtime pay, etc.). Group/Unit commanders will prepare an exemption request for all regularly scheduled activities that would violate movement restrictions during increased exercise FPCONs and result in substantial increased cost to the government. All other movements that need to be conducted during periods of exercise FPCON movement restrictions will be coordinated through the applicable chain of command for group/unit commander approval as they occur (e.g., release of civilian employees at end of duty day).

A2.3.2.6.2. Spouses, family members and military retirees will take appropriate shelter during applicable exercise FPCONs long enough to demonstrate the capability. This will normally be approximately 30 minutes after the base goes into an increased FPCON and/or a particular facility implements increased FPCON procedures. Facility managers will request release for spouses, family member and military retirees from the wing commander through their chain of command.

A2.3.2.6.3. Personnel (including spouses, family members and retirees) with scheduled off base appointments/travel (e.g., medical, dental, plane and train etc.), will be allowed to move during increased FPCONs to report for these appointments.

#### A2.3.3. Exercise Limiting Factors (LIMFAC) Exemption and Simulations.

A2.3.3.1. LIMFACs. LIMFACs are factors or conditions that impede mission accomplishment. group/units shall submit current LIMFACs using the same format identified in paragraph A2.3.3.2.1. below.

A2.3.3.2. Simulations. Simulations will be minimized and reserved for those actions which are too costly (resource expenditure, potential risk, etc.) or impractical to perform during an exercise. The EET Chief will review the request and make an approval or disapproval recommendation to the vice wing commander who approves all simulation requests.

A2.3.3.2.1. Simulation Requests Prior to Exercise Start. The POC requesting a simulation will prepare the request and include short title of simulation, event/item to be simulated, justification for the simulation request, and the impact if the simulation is not approved (Attachment 7). Endorsements must include submitters' Group/Unit commander, group commander, EET Chief, and vice wing commander. Submit simulation requests using format in Attachment 7 (Added) from AFI 90-201. Simulation requests must be submitted to XPI **NLT 5 duty days prior** to STARTEX for scheduled exercises. Simulations for No-Notice Exercises will be taken from the approved standing simulations listed in paragraph A2.3.4.2.2. below.

A2.3.3.2.2. Simulation Requests During an Exercise. Simulation requests after STARTEX must be the exception not the rule. Simulation requests during an exercise will be passed up the applicable chain of command to the wing battle staff. These requests can be made verbally initially, but require written follow-up for distribution to evaluators. Use the same format including the same information as contained in simulation requests made prior to exercise start. The EET Chief will make a recommendation on approval/disapproval. The functional area EET, after prior coordination with the EET Chief, may direct group/units to demonstrate simulated items/procedures to the extent necessary to display capability.

A2.3.3.3. Standing Simulations. The following simulations identified in AFI 90-201, are in effect at all times during wing exercises and higher headquarters inspections.

A2.3.3.3.1. Do not recall personnel from leave or temporary duty; however, complete required recall actions and provide documentation to the IG.

A2.3.3.3.2. Do not remove underclothing during personnel decontamination operations.

A2.3.3.3.3. Manpower and materials consumed in response to a scenario event remain unavailable for inspection purposes for the duration of that inspection.

A2.3.3.3.4. Simulate moving dumpsters. Consult an EET evaluator before initiating any activity that may incur additional costs to the government.

A2.3.3.3.5. Personnel use training chemical gear during the inspection, but must be able to show all required real-world equipment.

A2.3.3.3.6. Only EET personnel will load, initiate, or two-person verify simulation media (ground burst simulators/propane cannons, smoke grenades/machines, etc.). Simulation media are exclusively controlled and initiated by EET personnel.

A2.3.3.3.7. Do not wear training Chemical Biological Warfare Defense Ensemble (CBWDE) during response to actual in-flight emergencies or flight line mishaps.

A2.3.3.3.8. Use masking tape or OD Green duct tape to simulate M8 and M9 paper. Mark tape as (M8 PAPER) or (M9 PAPER) with date and time.

A2.3.3.3.9. Simulate possession of 100 percent serviceable training CBWDE.

A2.3.3.3.10. Simulate use of M291 skin and M295 equipment decontamination kits and M256A1 chemical agent detector kits.

A2.3.3.3.11. Real world C-bags will be exercise issued, inspected and returned to storage. Training Ground Crew Ensemble (GCE), mask, hood, and filters will be used.

A2.3.3.3.12. Contamination control teams will use water to simulate 5% bleach solution decontaminating agent.

A2.3.3.3.13. Simulate closing windows in occupied vehicles without air conditioning during Alarm Black/Mission Oriented Protective Posture (MOPP) 4 when the outside air temperature exceeds 75 degrees F.

A2.3.3.3.14. Simulate closing flaps on tents without air conditioning during Alarm Black/MOPP 4 when outside temperature exceeds 75 degrees F.

A2.3.3.3.15. Remove CBRNE and field gear. Simulate removing battle dress uniforms (BDU)/airman battle uniform (ABU), underwear, and boots at the CCA.

A2.3.3.3.16. Use training canister/filter for CBRNE protective mask.

**Attachment 3**  
**SAMPLE EET LETTER**



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 341ST MISSILE WING (AFGSC)**

DATE:

MEMORANDUM FOR 341 MW/IGI

FROM: 341 Unit/Off Sym

SUBJECT: 341 Unit/Off Sym Exercise Evaluation Team (EET) Members

1. The following individuals are appointed Exercise Evaluation Team (EET) members IAW AFI 10-2501, Para 7.7.2:
2. The following personnel are appointed 341 Unit/Off Sym Lead Evaluators:

a. Lead/Alt Lead Evaluator

Full Name (LEAD/Alt Lead)	Rank	Investigation Type	Duty Phone	Clearance	Clearance Date

b. Alternate Evaluator's

Full Name (ALTERNATE'S)	Rank	Investigation Type	Duty Phone	Clearance	Clearance Date

3. All clearances have been verified in JPAS

SECURITY MANAGER, RANK,  
Unit Security Manager

4. This memorandum supersedes all previous 341 Unit/Off Sym appointment letters.

GRP/UNIT COMMANDER  
SIGNATURE BLOCK

*To Deter and Assure*

**Attachment 4**  
**EXAMPLE OF MSEL**

**Table A4.1. MSEL.**

<b>EVE NT #</b>	<b>DA TE/ TIM E</b>	<b>EVENT / SCENA RIO</b>	<b>OB CRD w/ GRO UP/U NIT CC</b>	<b>IMPLEME NTER / NOTE</b>	<b>PRIM ARY EET / #</b>	<b>SECON DARY EET / #</b>	<b>OBJECT IVES</b>	<b>CHECKL ISTS / REFERE NCES</b>
1	21 Jul 0800	Camp Grizzly set up (all day)	CEF	Camp Commander will oversee. Not evaluated	Maj. Duke / x6178	SMSgt Hampton X6178		
2	22 July 0630	Exercise Participa nts Meet at Bldg. 3080			Maj. Duke / x6178	SMSgt Hampton X6168	Deployers receive legal, weather, public health briefings	
3	22 Jul 0900	Compile news coverage for duration of ERE	Yes	341 MW/PA EET	MSgt Nelson x4591	SSgt McDonald x4044	Evaluate ability of PA rep to compile adequate news coverage of ERE	AFI 35- 101, Public Affairs Policies and Procedur es
4	22Ju l 0900	PERSCO complete s initial arrival checklist (PERSC O only)	Yes	341 FSS/EET will provide inject	MSgt Jones/ x3253	Mr Stull/ x2700	Evaluate PERSCO' s ability to complete initial arrival checklist	AFI 36- 3802, Atch 8 PERSCO Team Initial Arrival Checklist

## Attachment 5

## EXERCISE TIMELINE CHECKLIST

<b><u>ITEM</u></b>	<b><u>EVENT COUNT DOWN</u></b>	<b><u>DATE</u></b>
<b>Wing Exercise Objectives</b>	<b>E-60</b>	
<b>Initial Planning Meeting</b> - Key Events		
<b>Group/Squadron Objectives Due</b>	<b>E-45</b>	
<b>EET Working Group Meeting</b>	<b>E-30</b>	
<b>Objectives Briefed to Senior Staff</b>	<b>E-20</b>	
<b>EET Working Group Meeting</b>	<b>E-15</b>	
<b>Final EET Review and MSEL Distribution</b>	<b>E-2</b>	
<b>Books Built</b>	<b>E-1</b>	
<b>Event Start</b>	<b>“E” DAY</b>	
<b>Last Event/ENDEX</b>	<b>ENDEX</b>	
<b>EET Hot Wash</b>	<b>NLT ENDEX+1</b>	
<b>EET Observations to XP</b>	<b>NLT ENDEX+2</b>	
<b>EET Event After-Action Reports Due</b>	<b>NLT ENDEX+7</b>	
<b>XP Exercise After-Action Report Due</b>	<b>NLT ENDEX+14</b>	

Attachment 6

341 MW FORM 28 - EXERCISE INJECT/INPUT CARD

Table A6.1. Sample Form 28.

<b>EXERCISE INJECT/INPUT CARD</b>	
TITLE OF EXERCISE <i>Name of exercise and event i.e. Short Sprint 08-07</i>	EVENT NUMBER <i>Assigned by XP</i>
EVENT CARD TO BE PRESENTED TO <u>Who it will be given to</u> BY <u>Who it will be given by</u> AT <u>Date/Time</u>	
<b>EXERCISE INJECT</b> Write the Exact verbiage that you want your exercise participants to react to.  <b>EXERCISE, EXERCISE, EXERCISE</b> (Verbiage for the exercise inject)  <b>EXERCISE, EXERCISE, EXERCISE</b>	
SIMSWITCH If No, leave blank. If Yes, fill out:  <input type="checkbox"/> NO <input type="checkbox"/> YES AGENCY _____ PHONE _____	
SIMSWITCH INFORMATION:  <b>EXERCISE, EXERCISE, EXERCISE</b> (Verbiage for the SIMSWITCH)  <b>EXERCISE, EXERCISE, EXERCISE</b>	

**Attachment 7**

**EXEMPTION/LIMITING FACTOR (LIMFAC) /SIMULATION (SIM) REQUEST  
LETTER EXAMPLE**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 341ST MISSILE WING (AFGSC)

Date:

MEMORANDUM FOR 341 MW/CV

FROM: (Your Unit/CC)

SUBJECT: (Event) Exemption Request

1. Request (location), be exempt from exercise play on 29 July 2010 from 1000-1500.
2. (Your unit) will be conducting a (function) during this time frame.
3. Please direct any questions to (POC) at ext 1234 or (POC) at ext 4321.

**(Use correct formatting, this format was used to save space)**

Squadron Commander Signature block

1st Ind, (Your Unit/CC)

MEMORANDUM FOR 341 MW/XPI

Approve/Disapprove

Group Commander Signature block

2st Ind, 341 MW/XPI

MEMORANDUM FOR 341 MW/CV

Approve/Disapprove

XPI Chief, Exercise Evaluation Team Signature block

3rd Ind, 341 MW/CV

MEMORANDUM FOR (Your Unit CC)

Approved/Disapproved

341 MW/CV Signature block

**341st Missile Wing Agencies Inspection Considerations**

**(Wing Letterhead, Memorandum style)**

**INSPCONS:** The 341st Missile Wing Legal Office requests the exercise events that will be conducted on 29 Jul 10 not include activities at Building 770 due to office personnel conducting legal assistance and preparing wills and associated documents for the 819th RED HORSE deployment ADVON team. Also, we request that JA personnel be excused from exercise event participation on at least 29 Jul 10, due to the need to provide the above noted legal assistance and the limited number of legal office personnel (JAGs and paralegals associated with the event). The SJA also requests excusal from CAT participation to the fullest extent possible so that he may also provide legal assistance to deploying personnel. Lastly, we request that on base movements of personnel who getting legal assistance at the base legal office not be impeded if they are traveling to the legal office.

**EXPLANATION:** During this day of legal assistance, there are members from the 819th RED HORSE Squadron's ADVON team traveling to Building 770 for legal assistance. Any inspection or exercise activities disrupting our ability to provide such legal assistance and the member's ability to get documents needed in associate with the upcoming deployment

**INCLUSIVE DATES:** 29 Jul 10.

**POC:** DSN.

**SIM Letter EXAMPLE****341st Missile Wing Agencies Inspection Considerations**

**GROUP/UNIT:** 341 MDG

**INSPCONS:** The 341st Medical Group requests that the Field Response Team (FRT) be simulated during Short Sprint 10-7.

**EXPLANATION:** The Flight and Missile Medicine (FMM) clinic--which provides FRT staffing--is short-staffed during this time. In addition, the FMM had already scheduled a full patient load before the MSEL was developed and approved.

**INCLUSIVE DATES:** 28-29 Jul 10

**POC:** DSN

**Attachment 8**

**EET CONTINUITY FOLDER FORMAT**

Group/Unit EET Continuity Binder/Folder (hard copy or electronic)

**TAB – A:** Current copy of Group/Unit EET Appointment Letter, Group/Unit EET Evaluator recall roster, and current calendar year

**TAB – B:** Wing exercise schedule.

**TAB – C:** Current copy of 341 MWI 10-204, Installation Exercise Program, AFI 10-2501, AFI 10-2501\_AFGSCSUP , *Air Force Emergency Management Program Planning and Operations*, and AFI 90-201, AFI 90-201\_AFGSCSUP, *Inspector General Activities*.

**TAB – D:** Current copy of specialized subject matter/team training certifications for Group/Unit evaluators.

**TAB – E:** Group/Unit CC Desired Training Objectives (DTO's) for critical mission areas tested by wing exercises.

**TAB – F:** Wing EET Evaluator Handbook.

**TAB – G:** Copy of last IG inspection (CI, NORI, NSI, and ORI, etc) and Wing exercise After Action Reports (AAR) for the current calendar year.