

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION 10-204**

30 APRIL 2012

Operations

EXERCISE EVALUATION



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Joseph Burns)

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and authorizes and establishes the 6th Air Mobility Wing (6 AMW) Exercise Evaluation Program. It assigns responsibilities and describes procedures for evaluating 6 AMW responses to simulated disaster, security, and contingency operations. 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 the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This is a rewrite of MacDill Air Force Base (AFB) Instruction (MACDILLAFBI) 90-201, *Exercise Evaluation*. The number of the instruction has been changed to coincide with the implemented directive, AFPD 10-2. This document has been significantly revised and must be completely reviewed. Major changes include: changed Base Operations to Airfield Management Operations; changed Wing Readiness Council to Emergency Management Working Group (EMWG); changed time for exercise inputs to be provided to wing Exercises and Evaluations (6 AMW/XPI) from three duty days to one duty day (paragraph 6.7.1.); changed time for Squadron and Group Commanders to receive After Action Report (AAR) from 6 duty

days to 4 duty days; changed time for the Wing Commander (6 AMW/CC) out-brief from 11 duty days to 15 duty days after exercise termination (ENDEX); added Remedial Action Program (RAP) statement; added Air Mobility Command/Inspector General (AMC/IG) Pre-Approved Operational Readiness Inspection (ORI) Simulations and Limitations as guidance for local exercise simulations. Added Abbreviations and Acronyms to [Attachment 1](#); modified [Attachment 2](#); modified [Attachment 3](#); modified [Attachment 4](#).

1. General. Air Force and Headquarters, Air Mobility Command (HQ AMC), guidance tasks the 6 AMW to conduct periodic exercises to determine unit readiness. Exercise frequency is governed by directive and unit performance.

2. Program Objectives. The goal of this program is to improve organizational effectiveness by giving commanders an independent assessment of their organization's capability to meet mission tasking. The program will evaluate the ability of the 6 AMW to respond to accidents, disasters, increased states of readiness, and deployments in support of worldwide contingency operations.

3. Applicability. This instruction applies to all 6 AMW units. Mission-partner units may be asked to support exercises within their capabilities and areas of responsibility. There is also a continuing requirement for units to conduct exercises that are not specifically covered by this instruction. These involve unit-unique training scenarios. Exercise planning must ensure thorough scenario development and coordination with tasked units. All exercises that impact the daily operations of the 6 AMW and mission-partner units must be coordinated through 6 AMW/XPI.

4. Responsibilities.

4.1. 6 AMW/CC is the approval authority for all wing exercises conducted on MacDill AFB and will ensure the wing can successfully respond to a variety of operational challenges.

4.2. 6 AMW/XPI will:

4.2.1. Direct the wing Exercise Evaluation Team (EET).

4.2.2. Schedule, plan, and conduct wing exercises.

4.2.3. Develop, coordinate, and maintain the wing annual exercise calendar.

4.2.4. Develop objectives and scenarios for all exercises based on inputs from the EMWG and EET members.

4.2.5. Coordinate all exercises with Group Commanders, 6 AMW Director of Staff and the Installation Deployment Officer (IDO) as required.

4.2.6. Maintain training records and appointment letters of assigned EET members.

4.3. Group Commanders, Director of Staff and Squadron Commanders will designate an appropriate number of highly qualified individuals (primary and alternates) as EET members to evaluate all exercises. Members will serve as functional area evaluators and must be available upon request by the EET chief for the duration of the exercise. All EET members will be considered "Trusted Agents."

4.4. 6 AMW EET members will:

4.4.1. Keep close-hold information in EET channels only except for information approved for release by 6 AMW/XPI.

- 4.4.2. Accomplish required training after appointment to EET.
- 4.4.3. During all exercises, wear EET badge and safety reflective belt at all times.
- 4.4.4. Solicit commander inputs for exercise objectives and scenarios. Brief commanders on major problems noted during exercises as soon as possible after exercise termination (intent is to validate findings prior to the formal debrief). Stop and correct all activities when a safety violation occurs.
- 4.4.5. Conduct evaluations according to scenario guidelines and evaluation checklists.
- 4.4.6. Report to their designated inspection stations as directed by the EET Chief.
- 4.4.7. Be available throughout the exercise and critique period, not only to evaluate, but to answer questions, provide additional information, and validate findings. EET members will be released to their work centers by the EET Chief following the EET debrief.
- 4.4.8. Provide exercise inputs to 6 AMW/XPI within 1 duty day after the exercise “Hotwash” for the formal report. All after action inputs should be submitted electronically using the format at **Attachment 2**, Exercise Observation. Each input must include EET member’s badge number and source of discrepancy.

5. Exercise Evaluation Team Selection.

- 5.1. Only highly qualified individuals with a minimum of 1-year retainability will be assigned to the EET. Commanders will select team members from within their respective organizations. Assignment to the EET will be an additional duty. Commanders will ensure that team members are available upon request of the EET Chief. Once an exercise begins, all team members will be under the control of the EET Chief until released back to their duty stations.
- 5.2. Each group will provide 6 AMW/XPI with an appointment letter for personnel from their organization. Letters of appointment will be in the format specified in **Attachment 3** of this instruction. Appointment letters will be updated as changes occur and submitted to 6 AMW/XPI. All appointments are subject to approval by 6 AMW/CV. Replacement personnel will be assigned 60 days prior to permanent change of station/permanent change of assignment of current team members. 6 AMW/XPI will brief replacements. Formal training will be conducted in accordance with Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*.
- 5.3. EET members must complete required EM training as soon as possible after their appointment to the team (not later than 60 days). AMC Supplement to AFI 10-2501 lists EET requirements.

6. Procedures.

- 6.1. 6 AMW/XPI will have overall responsibility for exercise scenario development; however, 6 AMW/XPI will request input from unit EET members to exercise unit-specific functional areas. Operational Readiness Exercise (ORE) scenarios are particularly complex and require input from all base support agencies. Scenario development may take up to several weeks.

6.2. 6 AMW/XPI will identify and brief all required EET members prior to exercise initiation. Each team member will be issued a badge identifying him or her as a 6 AMW exercise evaluator.

6.3. For maximum realism, exercise information will be disseminated on a need-to-know basis and will be released to as few individuals as possible. All flight-line exercise activity will be coordinated with Airfield Management Operations and Tower.

6.4. Evaluators, using appropriate checklists, will closely monitor and evaluate their designated areas. They will minimize interference with the personnel or function being evaluated; however, evaluators will take immediate action to stop all unsafe actions involving personnel or equipment.

6.5. At the conclusion of the exercise, the EET chief will conduct a "Hotwash" with the EET within 24-hours of ENDEX.

6.6. The team will prepare a written AAR using [Attachment 2](#) format. One of the goals of the EET is to make each exercise better than the last. To do this, input must be in the form of constructive criticism or laudatory comments. Each observation must have the EET member badge number and the source of the observation, i.e., EET #4, Air Force Pamphlet (AFPAM) 90-902, *Operational Risk Management (ORM) Guidelines and Tools*, page 61. For an ORE, also identify the chapter to which the observation pertains, i.e., Initial Response, Employment, Mission Support, Ability to Survive and Operate, or Operation Plan (OPLAN) 8010, and the established rating criteria as determined by 6 AMW/XPI. This report will be in sufficient detail to identify and report those problems requiring command and staff corrective action.

6.7.1. EET members will submit inputs to 6 AMW/XPI not later than 1 duty day after the exercise. 6 AMW/XPI will release a *draft* AAR to EET 2 duty days after the exercise for validation. The EET validations must be completed and returned to 6 AMW/XPI not later than 3 duty days after the exercise. 6 AMW/XPI will release an EET validated AAR to the Squadron and Group Commanders for **Corrective Action/Reply** 4 duty days after the exercise. Squadron and group commanders must return the AAR with **Corrective Action/Reply** not later than 10 duty days after the exercise. Report publication and outbrief to 6 AMW/CC will be not later than 15 workdays following ENDEX.

6.8. All findings will be assigned an OPR by the evaluation team. The OPR of the listed deficiency will initiate corrective action and submit an electronic written reply through the respective group commander to 6 AMW/XPI. The reply must be in electronic spreadsheet format to include the fix, squadron/office symbol, point of contact, phone, estimated completion date, and open or closed (see [Attachment 4](#)).

6.9. 6 AMW/XPI will use the RAP to track all exercise observations until closed.

7. Exemptions/Simulations for Wing Exercises or HQ AMC Evaluations.

7.1. Personnel who have been given medical profiles (AF Form 422, *Notification of Air Force Member's Qualification Status*) whose participation would be detrimental to the individual as well as those directly involved in the activities listed below are excused from

participation in exercises. Tasked squadrons will identify the shortfall and provide replacements.

7.1.1. Airman Leadership School.

7.1.2. Weighted Airman Promotion System testing.

7.2. 6 AMW/CV must approve all simulation requests before the unit may consider them valid. Simulations must be kept to an absolute minimum and must be submitted via 6 AMW/XPI through 6 AMW/XP to CV.

7.2.1. 6 AMW/XPI will use the AMC/IG Pre-Approved ORI Simulations and Limitations, 1 March 2011, as a guide for local exercise simulations. Additionally, AMC/IG NORI SPINS and AMC/IG ORI SPINS will also be used as a guide for local exercises.

7.2.2. ORE simulation requests will be submitted by using AMC Form 188, *Inspection/Exercise Communication*. All requests for simulations must answer the following questions: WHAT? (Describe the simulation task or equipment.) HOW? (Describe how you will simulate the task.) WHY? (Provide a brief explanation of why the simulation is required and the impact if the EET disapproves the simulation.). AMC Ground Rules and MacDill Ground Rules for Exercises have pre-approved simulations.

LENNY J. RICHOUX, Colonel, USAF
Commander

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

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

AFI 90-201_AMCSUP, *Inspector General Activities*, 17 June 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 10-2, *Readiness*, 30 October 2006

Forms Prescribed: None***Forms Adopted***

AF Form 422, *Notification of Air Force member's Qualification Status*

AF Form 847, *Recommendation for Change of Publication*

AMC Form 188, *Inspection/Exercise Communication*

Abbreviations and Acronyms

6 AMW—6th Air Mobility Command

AAR—After Action Report

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

CC—Commander

EET—Exercise Evaluation Team

EM—Emergency Management

EMWG—Emergency Management Working Group

ENDEX—Exercise Termination

HQ AMC—Headquarters, Air Mobility Command

IDO—Installation Deployment Officer

IG—Inspector General

MACDILLAFBI—MacDill Air Force Base Instruction

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

ORE—Operational Readiness Exercise

ORI—Operational Readiness Inspection

RAP—Remedial Action Program

RDS—Records Disposition Schedule

XPI—Exercises and Evaluations

Attachment 2

EXERCISE OBSERVATION

MEMORANDUM FOR 6 AMW/XPI

DATE: _____

FROM: (Squadron/Office Symbol)

(Exercise Evaluation Team (EET) Evaluator)

SUBJECT: Exercise Observation

One of our goals as EET members is to make each exercise better than the last. To do this, we need your input in the form of constructive criticism or laudatory comments. Please complete the information blocks below and submit it to the 6th Air Mobility Wing, Exercises and Inspections Office (6 AMW/XPI), through your Squadron and Group Commanders not later than one duty day after the exercise. Each observation must have the EET member badge number and the source of the observation, i.e., EET # 4, OPLAN 32-1, pg 61. For an ORE, please also identify the chapter to which your observation pertains, i.e., Initial Response (IR), Employment, Missions Support (MS), ATSO, or OPLAN 8044.

EXERCISE:

Overall Unit Rating: _____

Type of Exercise: _____

Name of Exercise: _____

a. OBSERVATION (if REPEAT or LAUDATORY, so state):

IMPACT:

ROOT CAUSE:

RECOMMENDATION and OPR (neither required if OBSERVATION is LAUDATORY):

Attachment 3
APPOINTMENT LETTER

DATE

MEMORANDUM FOR (INDIVIDUAL(S))

FROM: (UNIT COMMANDER)

SUBJECT: Appointment to Exercise Evaluation Team (EET)

1. You have been selected for appointment to the Exercise Evaluation Team (EET) as a wing evaluator.
2. Contact the 6th Air Mobility Wing, Exercises and Evaluations (6 AMW/XPI), at DSN 968-1353, Commercial 813-828-1353, to schedule an initial briefing.
3. As a member of the EET, you will perform evaluation duties during exercises. You will represent our unit to the wing commander and higher headquarters. Your appointment to the team is due to your expertise, exceptional performance, and high standards of conduct and appearance. You are directed to report to the places and times designated by the EET chief.

COMMANDER'S SIGNATURE BLOCK

Commander

1st Ind, (INDIVIDUAL(S))

TO: 6 AMW/XPI

1. I acknowledge my appointment to the 6 AMW EET.
2. I understand that I am a Trusted Agent who will have access to close-hold information involving exercises. I will keep close-hold information exclusively in EET channels except for information approved for release by 6 AMW/XPI. I understand violation of this trust subjects me to disciplinary action.
3. I will schedule training through 6 AMW/XPI, DSN 968-1353, Commercial 813-828-1353. In the event I am unable to attend a scheduled training, I will notify the proper agency.
4. I will provide scenario inputs to 6 AMW/XPI in the exercise development process for the purpose of allowing my unit to be evaluated on its ability to conduct its mission and taskings. I will prepare and provide feedback to my unit so that process improvement can occur.

SIGNATURE OF INDIVIDUAL

DUTY TITLE

Attachment 4

EXERCISE FINDING REPLY FORMAT

Event	Observation	Corrective Action	POC	Suspense	Resolution Plan/Date	Closed Y/N
GENEX XX-01 4-A	Aircraft Maintenance Pre-flights were missing card items.	AMXS Supervision is taking corrective measures to ensure all maintainers performing generation activities are giving proper attention to detail in regard to preflight carded items.	AMXS	31 Apr 20XX	27 Apr 20XX	Y
GENEX XX-01 5-A	Aircrew Testing.	10 Aircrews tested with two failures.	91 ARS	N/A	N/A	Y