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Command Policy

**EXERCISE EVALUATION PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General--The Inspection System*. It further defines guidance contained in the following regulations: AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*; AFI 10-403, *Deployment Planning and Execution*; AFI 10-229, *Responding to Severe Weather Events*; and AFI 90-201 and ACC Supplement 1, *Inspector General Activities*. This instruction establishes procedures and outlines responsibilities within the 366th Fighter Wing (366 FW) not directly delineated within the parent instructions and is applicable to all wing and associate units assigned to Mountain Home Air Force Base (MHAFB). Ensure all records created as a result of processes prescribed in AFMAN 37-123 (to be replaced by AFMAN 33-363), *Management of Records*, are maintained in accordance with this manual, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>. Contact supporting records managers as required. See **Attachment 1** for a glossary of references and supporting information.

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**1. General.** 366 FW must be properly trained and prepared for any operational requirements or contingencies such as deployments, employment in-theater, major accidents, natural disasters, severe weather, and terrorist activity. To be ready, wing personnel must train, exercise, and be evaluated against specific standards. Wing Plans and Programs, Deployments, and Assessments Office (366 FW/XP) is in place to ensure the wing's exercise evaluation program adequately prepares wing personnel by coordinating a wing exercise schedule, staffing and training an Exercise Evaluation Team (EET), and executing exercises and inspections.

## **2. Exercise Types:**

**2.1. Phase I Deployment Operational Readiness Exercise (ORE).** Evaluates the wing's ability to respond to a Prepare to Deploy Order (PTDO) and a Deployment Order (DEPOD). Phase I tests the wing's ability to deploy equipment, personnel, and cargo in support of operations that the wing would typically be called upon to support. Phase I OREs are developed and executed IAW AFI 10-403, *Deployment Planning and Execution*, and the wing's *Installation Deployment Plan*. Evaluation criteria are IAW Addendum A of ACC Supplement 1 to AFI 90-201, *Inspector General Activities*. A Phase I can be conducted as a stand-alone exercise, or combined with a Phase II Employment ORE.

**2.2. Phase II Employment ORE.** Evaluates the wing's ability to accomplish the mission in a war-time environment. Phase II OREs include surge sortie rates and 24-hour operations under constant threat of enemy attack. Possible hostile actions against an airbase include chemical, biological, radiological, nuclear and high-yield explosives (CBRNE) and information warfare attacks through various methods such as ballistic missiles, aircraft, special operations forces and terrorists. Planning and scenario development are based on the wing's subordinate units' Designed Operational Capability (DOC) statements. A Phase II can be conducted as a stand-alone exercise, or combined with a Phase I Deployment ORE.

**2.3. Emergency Management Exercise (EME).** An EME evaluates the wing's ability to respond to man-made or natural disasters. EMEs are conducted at least once every quarter to fulfill requirements in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. One EME per year may be conducted as a tabletop exercise. EME types include major accidents, terrorist use of Weapons of Mass Destruction (WMD), natural disasters, and enemy attack.

**2.4. Antiterrorism/Force Protection (AT/FP) Exercises.** AT/FP exercises test an installation's ability to respond to terrorist acts such as use of WMD or explosives against the installation. A minimum of two AT/FP exercises will be conducted per year to include one major exercise and one minor exercise. The minor exercise may be a tabletop exercise. AT/FP exercises may be stand alone exercises or held in conjunction with an EME or other type of exercise.

**2.5. Unit Compliance Exercises (UCE).** UCEs mirror an IG Unit Compliance Inspection (UCI), and include an inspection of applicable Compliance and Standardization Requirements Lists (C&SRL) published on the ACC publications web site. The inspection must include an assessment of the wing's compliance with USAF and ACC special interest items (SII), and documentation of Wing Commander's certified programs. UCEs should be initiated at least six months prior to a scheduled UCI to ensure compliance with applicable C&SRLs. A UCE may be directed at any time at the discretion of 366 FW/CC. Recent HHQ inspections and visits which evaluate unit compliance may supplement UCEs at the discretion of 366 FW/CC.

2.6. **Unit Self-Assessments/Self-Inspections.** Unit self-inspection programs will be conducted IAW AFI 90-201.

### 3. Exercise Evaluation Team (EET):

3.1. **Overview.** EET has the primary role of providing 366 FW/CC with an independent assessment of wing readiness. In this role, EET members must embrace the role of "honest brokers" as they craft the exercise schedule of events and evaluate unit performance. Compliance with standards set in various directives constitutes the core guideline for EET evaluation. EET has the secondary role of supporting wing efforts to improve wartime readiness and response capabilities by providing training opportunities to players. To achieve this, EET members must carefully balance the need to allow players to work through the problems in the exercise scenario with the responsibility to identify process flaws and execution errors. Exercise planning should include specific, quantifiable, and achievable objectives that address these two areas. EET is charged with assisting 366 FW/XP in all aspects of exercise scenario development, execution, evaluation, and reporting.

3.2. **Authority and Management.** 366 FW/XP Chief or Wing Assessments Branch Chief serves as the wing EET chief/Warlord, and has overall responsibility of overseeing management of the entire EET. The EET chief determines the composition of, coordinates training for, provides tasking to, and directs the conduct of the EET. EET chief holds the right to remove EET members not meeting or complying with requirements. EET chief will also serve as chair of the Scenario Working Group (SWG), and review exercise scenarios to ensure they meet the requirements of AFI 90-201, ACC Supplement 1, Addendum A, and other instructions based on exercise type.

3.3. **Composition and Requirements.** EET consists of qualified and experienced personnel drawn from functional areas and organizations within 366 FW. It serves as a pool of personnel used to plan, develop, conduct, evaluate, and report on local exercises. Units are encouraged to appoint alternate members, should the primary be unavailable to perform EET functions. **Attachment 1** lists team composition requirements.

3.3.1. Commanders should select EET members based on their professionalism, experience, maturity, and ability to conduct an independent assessment of the unit's capability. Selected individuals will have at least one year retainability prior to date of selection, and should plan to serve as an EET member for a minimum of 1-year. EET members must hold, as a minimum, a SECRET clearance.

3.3.2. Commanders are responsible for providing sufficient EET manning to cover a 24-hour exercise schedule and ensure that EET members are available for EET duty during exercises. EET members (nonaircrew) cannot be dual-tasked as players and evaluators or held responsible for non-EET duties during exercises. EET members (aircrew) should be allowed to perform EET duties to the fullest extent possible with limited dual-tasking as players.

3.3.3. Commanders must identify their unit EET members to 366 FW/XPA through official appointment letters IAW **Attachment 3**. Changes to EET personnel must be identified in a new letter forwarded to 366 FW/XPA.

3.3.4. Each group commander will assign a group EET chief and alternate in memo format IAW **Attachment 3**. The Group EET chief is directly responsible for their team members and will serve as the main POC for their respective group. Group EET chiefs should have at least 1-year retainability in the EET position. Group EET chiefs are responsible for:

- 3.3.4.1. Gathering exercise objectives and inputs from group leadership.
- 3.3.4.2. Representing their group in SWG meetings.
- 3.3.4.3. Scheduling group members to cover exercise time periods when the duration exceeds a normal duty day, consistent with the overall timetable established by the Warlord.
- 3.3.4.4. Representing their area at EET meetings during exercises.
- 3.3.4.5. Monitoring the full scope of the exercise to ensure complete coverage of graded areas pertaining to their group.
- 3.3.4.6. Compiling exercise report inputs from their team members and consolidating those inputs for inclusion in the exercise report.
- 3.3.4.7. Validating report findings and observations with team members and exercise players. This validation process will include discussing proposed findings with the appropriate group commander and staff prior to submitting to the Warlord for inclusion in the final report.
- 3.3.4.8. Assigning grades to their group's evaluated areas for inclusion in the final exercise report.

**3.4. General Responsibilities.** EET members must perform their EET responsibilities as trusted agents. Only EET members appointed by letter to 366 FW/XPA and actively supporting the exercise are privy to exercise planning and execution materials (e.g., script, injects, etc.). As trusted agents, EET members are bound not to divulge exercise information to unauthorized personnel, to include commanders. Trusted agent information cannot be reproduced without the expressed consent of 366 FW/XPA.

3.4.1. EET members are the main interface with their respective unit commanders and supervisors. They are responsible for reviewing past exercise/inspection reports and coordinating with their commanders to develop objectives by which to test and evaluate unit effectiveness.

3.4.2. EET members assist 366 FW/XPA in developing realistic scenarios to support exercise objectives. They are responsible for developing scripted events and appropriate inputs to drive exercise play in their respective functional areas. Script events must be coordinated with other units affected by the particular event to ensure all players involved execute appropriate and realistic responses.

3.4.3. EET members will ensure they satisfy all required training as identified by 366 FW/XPA and attend all scheduled EET meetings.

3.4.4. EET members evaluate functional areas IAW AFIs 10-403, 10-2501, 90-201, DoD 5200.1-R, AFI 31-401, *Information Security Program Management*, Information Security Oversight Office (ISOO) Marking Guide, applicable ACC and MHAFB supplements, and checklists.

3.4.5. Specific Duties. A group EET chief will be appointed among the squadron/unit EET chiefs within that group. They will serve as the main POC for coordinating with 366 FW/XPA on exercise matters (e.g., group exercise objectives, script events, etc.) within their group. Individual group EET chiefs have the following additional/specific duties.

3.4.5.1. The 366th Operations Group (366 OG) EET chief serves as the central POC for flying operations, airspace, air traffic control and support. They ensure:

- 3.4.5.1.1. Identification of sortie and flying hour factors for exercise planning.

- 3.4.5.1.2. Coordination of Wing Intel scenario support, Air Tasking Order (ATO), Munitions Load Order (MLO), and Airspace Coordination Order (ACO) with the required trusted agents prior to beginning of the exercise (STARTEX).
- 3.4.5.1.3. A White Force (trusted agent) cell is created to act as the Combined Air Operations Center (CAOC) during the exercise for purposes of coordinating ATO. This cell will also perform Range Training Officer duties. These individuals will normally come from 366 OSS/OSK (Weapons and Tactics Flight).
- 3.4.5.1.4. Listing of major commitments or extenuating circumstances that would influence 366 OG evaluation planning and forward to FW/XPA.
- 3.4.5.1.5. Tailored exercise scenarios and intelligence summaries are developed for specific exercises.
- 3.4.5.1.6. Development of air traffic control (ATC), life support, and weather inputs for the exercise.
- 3.4.5.1.7. Enough EET coverage to provide flight evaluation.
- 3.4.5.1.8. Development of unexploded ordnance (UXO) exercise inputs.
- 3.4.5.2. The 366th Mission Support Group (366 MSG) EET chief ensures:
  - 3.4.5.2.1. Development of UXO exercise inputs.
  - 3.4.5.2.2. Development of chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) exercise inputs.
  - 3.4.5.2.3. Identification of structural conditions that may affect or be affected by the exercise.
  - 3.4.5.2.4. Development of airfield and building damage inputs for exercises as required.
  - 3.4.5.2.5. Development of airfield damage scenarios for Airfield Damage Repair (ADR) evaluation.
  - 3.4.5.2.6. Development of aircraft crash/fire/rescue scenarios.
  - 3.4.5.2.7. Development of exercise inputs to evaluate Personnel Support for Contingency Operation (PERSCO), airbase ground defense, food service, mortuary affairs, command, control, communications, computers and information (C4I) infrastructure, billeting and shelters.
  - 3.4.5.2.8. Providing inputs for developing Unit Type Code (UTC) deployment sequence and timetables.
  - 3.4.5.2.9. Identification of communications factors that may affect or may be affected by the exercise (i.e., Secret Internet Protocol Routed Network (SIPRNET) locations and availability).
- 3.4.5.3. The 366th Medical Group (366 MDG) EET chief ensures:
  - 3.4.5.3.1. Providing moulage support as required.
  - 3.4.5.3.2. Development of casualty inputs for exercise scenarios.

3.4.5.3.3. Providing injury cards for EET use. Injury cards direct recipients to report to nearest medical facility or Casualty Collection Point (CCP) for processing.

3.4.5.3.4. Identification of environmental factors that may affect or may be affected by the exercise.

3.4.5.3.5. Development of bio-environmental engineering/public health exercise inputs.

3.4.5.3.6. Development of UXO exercise inputs.

3.4.5.4. The 366th Maintenance Group (366 MXG) EET chief ensures:

3.4.5.4.1. Identification of potential conflicts in the deployment, generation and launch timetables.

3.4.5.4.2. Development of exercise inputs to evaluate deployment work center functions and maintenance operations.

3.4.5.4.3. Identification of maintenance-related issues that may affect or may be affected by the exercise.

3.4.5.4.4. Development of UXO exercise inputs.

3.4.5.4.5. Coordination with 366 OSS/OSK (Weapons and Tactics Flight) in development of the Munitions Load Order (MLO), and establishing the Munitions Report (MUREP) format for use during Phase II exercises. MUREP will be forwarded to Munitions Flight personnel no later than 10 days prior to STARTEX.

3.4.5.5. Wing Staff Agency (WSA) EET chief ensures inputs for all staff agencies are submitted and UXO inputs are developed.

3.5. **EET Training.** 366 FW/XPA schedules training and maintains documentation for EET members.

3.5.1. Initial Training. Upon identification as an EET member, it is the member's responsibility to sign up for training through 366 FW/XPA. Member will not be permitted to act as an evaluator until trained.

3.5.2. Smokes and Bangs Training. 366 FW/XPA will ensure a sufficient number of EET members are qualified and current in ground burst simulator (GBS) and smoke grenade training, to form a sufficient number of two-person teams to support 24-hour exercise coverage.

3.5.3. Self-Aid/Buddy Care (SABC). Each EET member is expected to be current in SABC training and knowledgeable to provide on-the-spot training during exercises. Instructor training is recommended.

3.5.4. Air Force Specialty Code (AFSC) specific. As a recognized expert in their field, EET members are expected to remain current on all AFSC specific tasks.

3.6. **EET Identification Badge.** EET identification will be determined by the Warlord, or Chief of Assessments (may include the use of badges, armbands or hats).

3.7. **Uniform wear.** FW/CC and/or FW/CV may choose from one of three options for EET Mission-Oriented Protective Posture (MOPP). 1) No MOPP for EET. 2) EET members will not MOPP above level two in order to conduct/evaluate exercise. 3) EET will MOPP IAW current MOPP level after observing and evaluation initial response. EET may remove mask to provide training. **EET will**

**be MOPP 2 or lower when detonating smokes and bangs.** EET must be trained to drive in MOPP and will carry proper documentation. If not properly trained, EET will not drive. EET will use common sense and remove MOPP gear as appropriate during safety situations.

**3.8. EET Access.** EET members must be identified on an appropriate Entry Authorization List (EAL) provided by their units. Players must allow EET members unrestricted access to their areas, provided their names are on the EAL without compromising basic security. EET members will not enter facilities or restricted areas to evaluate security awareness by clandestine or stealthy means, and will not enter facilities they are not required to evaluate.

**3.9. EET Continuity.** Each group chief will maintain an EET Continuity Binder to ensure responsibilities are passed on to successors and exercise lessons learned are documented and included in hot-wash sessions for continual improvement. Group chiefs may direct squadron chiefs to maintain an EET Continuity Binder. If squadron chief EET Continuity Binders are maintained, they will be referenced in the group chief EET Continuity Binder by the use of DD FORM 2861, Cross-Reference, filed in Tab A. Continuity binders will contain the following:

3.9.1. Tab A. Copy of appointment letters and EET member listing. DD Form 2861, *Cross Reference*, if applicable.

3.9.2. Tab B. MHAFBI 90-201.

3.9.3. Tab C. Organization's applicable portions of ACC Supplement 1 to AFI 90-201, and Addendums to ACC Supplement 1 to AFI 90-201. *MDG EET personnel will also include applicable portions of ACC MEDEC CONPLAN.*

3.9.4. Tab D. Miscellaneous information (e.g., organization's lessons learned, specific SIIs, etc.).

#### **4. Exercise Development:**

**4.1. Scheduling.** Warlord or 366 FW/XP designee will make recommendations to wing leadership concerning scheduling of exercises.

**4.2. Planning.** Proper planning for an exercise will involve determining exercise objectives from 366 FW/CC/CV, and each group commander, soliciting inputs from each group EET chief and key EET members or Trusted Agents such as Intel and the 366th Logistics Readiness Squadron (366 LRS) (Phase I only), and convening SWG as necessary. The following steps are necessary to properly plan an exercise:

4.2.1. Defining the concept. Exercise concept guides and focuses the planning effort. It determines the type, duration, and level of exercise play. It identifies the major participants, systems, plans, procedures, and activities. It should include a review of results from previous exercises and real-world lessons learned.

4.2.2. Setting the objectives. Exercise planning is centered on the objectives of 366 FW/CC. As a part of this effort, it is the responsibility of EET team chiefs to coordinate with commanders to ensure unit specific mission requirements are met. Exercise objectives should also include previously identified deficiencies to assess if they have been resolved.

4.2.3. Designing the exercise. In designing an exercise, team members should address the required level of play for participants, the extent of role-playing, and level of simulation. Exercise planners should forecast affected agencies and incorporate them in the planning process.

Sequence events to ensure realism and that the play supports exercise objectives. Exercise planners must consider level of simulation.

4.2.4. Script. The script is a compilation of planned events or inputs that depict activities injected during the exercise by EET. Script events are finalized by the planning group at least one week prior to exercise to ensure sufficient time for proper coordination. The script is specific for EET members; information contained within will not be released to unauthorized personnel. EET members will exercise proper handling to ensure confidentiality and limited disclosure to trusted agents and/or EET members.

4.2.4.1. Final script should include, as a minimum, for each event:

4.2.4.1.1. Day of execution

4.2.4.1.2. Time of execution

4.2.4.1.3. Duration

4.2.4.1.4. Description

4.2.4.1.5. Location

4.2.4.1.6. OPR

4.2.4.1.7. Props needed (e.g., smokes and bangs, trusted agents, UXOs, moulage)

4.2.4.1.8. Training objective

4.2.4.1.9. Termination criteria

4.2.4.2. Intelligence. Intel scenario is general in nature and designed to provide players with an understanding of the situation as it affects their operations during exercise play. Pre-exercise and intelligence scenarios provide rationale for the script, and are the means to activate plans, policies, procedures, and systems for analysis. 366 FW/XPA and Intel will include real-world intelligence to the maximum extent possible, but will adjust scenarios, as necessary, to achieve exercise objectives.

4.2.4.3. EET chiefs, for each participating unit, contribute to the development of the script, relating each event to an exercise objective.

4.2.4.4. An exercise input may be transmitted by message, document, phone call, card hand-off, face-to-face encounter, or other transmission means. During exercises, EET members inject inputs according to the script flow.

4.2.4.5. To develop the script:

4.2.4.5.1. Review exercise objectives and relevant documents such as DOC statements, UTC MISCAPs, AFI 90-201, ACC Supplement 1 to AFI 90-201 Addendum A, and applicable functional guidance.

4.2.4.5.2. Review previous exercises/trends.

4.2.4.5.3. Create script from desired learning objectives. Events should cause responses with which to evaluate the objectives. Ensure the Intel scenario is considered when developing script events.

4.2.4.5.4. Determine how to introduce script events. Input should correspond to how the events would occur under real-world conditions. Coordinate events with other EET members of organizations it will affect.

4.2.4.5.5. Coordinate scripted activities with affected agencies to ensure events are adequate to cause the desired activities.

4.2.4.5.6. Identify the individual(s) introducing the event, and assign POCs to prepare events and provide equipment/props.

4.2.4.5.7. EET Group Chiefs will develop input cards for EET members.

4.2.5. 366 FW/XP will submit an AF Form 813, *Request for Environmental Impact Analysis*, describing the exercise in general details to include: location, number of personnel, equipment and vehicle usage, and duration. The AF Form 813 will be submitted to 366 CES/CEV not later than 2 weeks prior to the exercise dates for analysis.

4.3. **Simulations/Waivers.** Exercise simulations should only be used when absolutely necessary. Standard approved ACC simulations can be found at <https://131.6.12.120/>, and Mountain Home specific simulations can be found on the 366 FW/XP Intranet site. For new simulations or waivers to existing simulation, group chiefs should submit a request per format on 366 FW/XP Intranet website. 366 FW/XP will ensure each group EET chief coordinates annual reviews of all group simulations, and submits validations.

4.4. **Safety.** Wing Safety (366 FW/SE) will assist exercise planners with their risk assessments prior to any exercise. FW/XP will disseminate the assessment to commanders and EET personnel. Operational Risk Management (ORM) will be incorporated into exercise planning and briefed during EET meetings.

4.4.1. Wing exercises drive a significant increase in the level of unit ops tempo. Fatigue, abnormal duty hours, and heat/cold stress all increase the potential for mishaps. Any person may stop specific exercise activity if an unsafe condition or actual emergency occurs. If a safety hazard develops, all personnel must immediately take whatever action necessary to prevent injury to personnel or damage to equipment. If an actual emergency, accident, or injury occurs, EET members or participants must immediately contact the appropriate response agency (e.g., hospital, fire department, etc.) to ensure responding personnel are briefed on “real world” response requirements. IG Control Center (ATNAS OPS) will be notified of such occurrences as soon as possible. The Warlord or EET designee will suspend exercise play as required until the situation is resolved. Evaluators will ensure that units have documented mishap reporting procedures and ensure that all personnel are aware of required actions. Unit adherence to safety guidelines and procedures are evaluated on all exercises.

4.4.2. Exercise Emergency Response. Emergency vehicles responding to exercise events must obey traffic rules and speed limits and may not use warning lights until on-scene.

4.4.3. Real-World Emergency Response. Emergency vehicles/personnel responding to real-world emergencies are exempt from exercise play for the duration of the emergency.

4.4.4. Wing Safety personnel. To ensure 24 hour coverage is maintained by Flight, Ground, and Weapons safety disciplines to detect and mitigate hazardous situations, all Wing Safety personnel will be designated as Exercise Safety Observers. Wing Safety personnel not participating in the exercise will be issued an Exercise Observer badge, and will also wear their Safety identification

badge. To maintain combat readiness, any member due for deployment in the next AEF cycle will be a participant in Phase I or Phase II exercises.

4.5. **Security.** Exercises provide a unique opportunity for potential adversaries to gain insight into the wing's combat capability. Personnel must be particularly vigilant in adhering to Operations Security (OPSEC) and proper security practices during exercises. Any person may intervene in specific exercise activity to protect classified materials or prevent inadvertent disclosure of sensitive unclassified information. EET and the 366th Security Forces Squadron (366 SFS) should be notified immediately when a security violation occurs. Warlord will suspend exercise play as necessary until situation is resolved.

## 5. Exercise Execution:

5.1. **Command Relationships.** 366 FW/CC maintains operational control of all player forces. During the exercise, ATNAS OPS has tasking authority as HHQ. During exercises, EET members work for the Warlord until released. Any coordination necessary for the ATO will be made by the required exercise player directly with the White Force cell simulating the CAOC, who will pass on changes and coordination to ATNAS OPS.

### 5.2. STARTEX:

5.2.1. Phase I. The PTDO starts the Phase I exercise. 366 FW/XP will send PTDO to the 366 FW/CP (Command Post) through an e-mail from ATNAS OPS.

5.2.2. Phase II. An intent to exercise message is published 30 days prior to STARTEX, identifying when the exercise will start, and what the exercise objectives will be. Exercise special instructions (SPIN) will be released NLT 3 days prior to STARTEX, to ensure players understand specific rules of engagement (ROE) for exercise play. An exercise build-up SPIN will be released NLT one week prior to STARTEX to outline exercise build-up timeline and ROEs.

5.2.3. EME. First responders up-channel events to command post. Initial reactions include recalls of the Emergency Operations Center and/or Battle Staff/Commander's Support Staff activation. Scripted Intel messages may also drive desired response in some cases, such as Force Protection exercises.

5.3. **ENDEX.** 366 FW/CC will terminate the exercise through the Warlord once desired objectives are met. All units will follow reconstitution guidance as outlined by ATNAS OPS in a SPIN.

5.4. **Exercise Messages/Communication.** Communication is the key to effectively controlling exercises. The Warlord is responsible for ensuring required messages are pre-generated to properly begin an exercise. 366 FW/XP staff acts as a HHQ necessary for reporting purposes and communication flow between the wing and an agency necessary for mission accomplishment. Any exercise e-mail messages generated from 366 FW/XP as HHQ will come from the ATNAS OPS e-mail account, and any messages sent from an exercise player to HHQ will be sent to the ATNAS OPS e-mail account.

#### 5.4.1. Phase I:

5.4.1.1. PTDO. PTDO is generated as a HHQ message from 366 FW/XP to 366 FW/CP.

5.4.1.2. DEPORD. DEPORD will establish the Reference Start Time (RST) for the exercise and will begin the main exercise evaluation.

5.4.1.3. SPINs. 366 FW/XP authors SPINs to convey information to units and provide HHQ inputs to the exercise. An example would be aircraft load requirements during generation.

5.4.1.4. Base Support Plan (BSP). BSP for the deployed location will be obtained from LRS. LRS will provide all data contained in the real-world BSP for the deployed location

#### 5.4.2. Phase II.

5.4.2.1. Intent to Exercise. This message will be sent to command post 30 days prior to STARTEX (if the Phase II is not done in conjunction with a Phase I).

5.4.2.2. SPINs. 366 FW/XP authors SPINs to convey information to units and provide HHQ inputs to the exercise.

5.4.2.3. Base-X Plan. Each functional area is responsible for a specific annex that explains in detail the support provided during the Phase II, and defines where and how each unit plays during a Phase II exercise. The Base-X Plan serves the same purpose from a planning perspective for a Phase II that the ESP serves for the Phase I.

5.4.3. EME. EMEs may be initiated through message, phone call, or input cards. They may also be initiated by first responders or individuals first identifying the situation and up-channeling through the chain of command.

5.5. **Exercise Scenario Support.** 366 FW/XP is responsible for coordinating with appropriate EET members for smokes and bangs support, props, casualties, and other simulations to enhance realism during the exercise.

5.5.1. Trusted Agents. Trusted Agents will provide coordination and expertise to 366 FW/XP staff when requested. For example, the Installation Deployment Officer may be called upon to assist in the development of the exercise mobility tasking and airflow. Also, Wing Intelligence will be called to develop scenarios for the SWG to support 366 FW/CC objectives. A casualty pool will also be considered trusted agents, as they will be informed of exercise details through the course of their support. Trusted Agents will not reveal details of the exercise to anybody without the permission of the EET Chief.

5.6. **Play Areas.** Exercise maps depicting play areas will be available in the Base-X plan and posted to the 366 FW/XP Intranet web site. Changes to the Base-X plan will be published in SPINs. Individuals outside of play areas will not be expected to respond to exercise scenarios.

## 6. Exercise Reporting:

6.1. **Evaluation/Rating.** EET evaluates all major areas and sub-areas and determines the ratings based on mission performance, readiness, and compliance. All EET members will use the rating system and standards as defined in ACC Supplement 1 to AFI 90-201, Addendum A.

6.2. **Reports.** Reports must be completed within the time specified by the Warlord. Reports must address strengths, findings, areas for improvement, and superior performers. Ratings are an assessment of the wing's ability to accomplish its mission.

6.2.1. Initial input. Upon ENDEX, unit/agency EET members must submit their initial observations/inputs to their team chiefs.

6.2.2. Validated EET Reports. Group EET Chiefs will compile and validate all findings for their respective areas and submit a final report to FW/XP NLT the suspense. Final reports must address all areas outlined in ACC Supplement 1 to AFI 90-201, Addendum A, and must include appropriate OPRs and reference material for each finding. Each group report should also include a list of superior performers. The list should include name, office symbol, and reason for identification. Superior performers can be individuals or teams. All reports will be forwarded to 366 FW/XP.

6.2.3. Final Exercise Report. 366 FW/XP will compile all validated findings, strengths and areas of improvement, and publish a comprehensive report within ten working days after ENDEX. The report will be published on the 366 FW/XP Intranet website.

## 7. Compliance Inspections:

7.1. **Concept.** Compliance Inspections are covered under AFI 90-201, ACC Supplement 1 to AFI 90-201, and Addendum J of the ACC Supplement. Compliance inspections occur to ensure compliance with public law, Executive Orders (EO), Department of Defense (DoD), and Air Force directives. Compliance inspections will normally cover compliance with ACC's C&SRL, Air Force and ACC SII, Wing Commander Certified Programs, and task evaluations. Compliance checklists generated from local instructions should also be inspected. EET members will be used to conduct UCEs.

7.2. **Compliance and Standardization Requirements Lists (C&SRL).** C&SRLs are published in ACC's 90 series of publications. Each functional area will have an ACC directive that includes its C&SRL. For example, the Communications Squadron would be subject to ACCDIR 90-283, *Compliance and Standardization Requirements List -- Communications and Information Systems (SC) Functional Area*. This C&SRL contains a checklist that ACC/IG would use to inspect the compliance level of a communications squadron. Each squadron or functional area can use their respective checklist to prepare for a unit compliance inspection or exercise. Each C&SRL contains three categories of checklist items.

7.2.1. Critical Compliance Objectives (CCO). Items defined by the ACC staff as key result areas for a successful mission accomplishment including, but not limited to, items where noncompliance could result in serious injury, loss of life, excessive cost, or litigation. CCOs are shown in **BOLD AND ALL CAPS FORMAT**.

7.2.2. Core Compliance Items (CCI). Areas that require special vigilance and are important to overall performance of the unit, but are not deemed critical. Noncompliance would result in some negative impact on mission performance, or could result in injury, unnecessary cost, or possible litigation. CCIs are shown in ALL CAPS FORMAT.

7.2.3. General Compliance Items (GCI). Areas deemed fundamental to successful overall performance of the unit, but noncompliance would result in minimal impact on mission accomplishment, or would be unlikely to result in injury, increased cost, or possible litigation. GCIs are shown in sentence case format.

7.3. **Rating System/Method.** ACC uses the following ratings to score each individual checklist item:

7.3.1. Complies. In compliance with applicable directives. Few if any discrepancies noted. Best practices and information of cross tell value may exist.

7.3.2. Complies With Comments. In compliance with intent of directive, but improvement required. The item has cross tell value.

7.3.3. Does Not Comply. Not in compliance. Could result in injury, loss of life, excessive cost, litigation, or adverse mission impact. Cross tell value exists, may result in a finding.

7.4. **Findings.** Any "Does Not Comply" rating for a checklist item can lead to a finding. A finding by the inspection team means they have identified a core problem the unit needs to correct. Findings must be answered by squadron commanders through EET chain of command to the Warlord.

7.5. **Responsibilities:**

7.5.1. 366 FW/XP:

7.5.1.1. Proposing and obtaining approval for a UCE schedule through wing leadership.

7.5.1.2. Coordinating wing preparation through group/squadron EET chiefs.

7.5.1.3. Inspecting all SIIs, Wing Commander Certified Programs, and coordinating task evaluations with appropriate EET chiefs/members.

7.5.1.4. Coordinating final report for purpose of reconciling discrepancies and findings, and conducting an outbrief with wing leadership.

7.5.1.5. Monitoring all open items from final report until each item is closed.

7.5.1.6. Scheduling and conducting UCE-specific EET training. Emphasis will be placed on the evaluation system and assigning correct ratings based on performance.

7.5.2. Group EET chiefs:

7.5.2.1. Preparing group for UCE. Familiar with 90 series of ACC publications and have a comprehensive list of all C&SRLs applicable to their group.

7.5.2.2. Coordinating completion of inspections when C&SRLs cross squadrons or functional areas within a group.

7.5.2.3. Receiving/consolidating/submitting all group inspection reports for inclusion in the final report.

7.5.2.4. Ensuring any findings within the group are answered according to 366 FW/XP's post-exercise schedule, and keeping group leadership abreast of the group's performance/issues.

7.5.3. Squadron EET chiefs:

7.5.3.1. Leading the UCE within their squadron, performing an honest, critical evaluation, and sending ratings for each CCO to 366 FW/XP through their group chief.

7.5.3.2. Ensuring findings within the squadron are answered, and keeping squadron leadership abreast of the squadron's performance/issues.

7.6. **Sources of information:**

7.6.1. **ACC C&SRLs.** Each functional area's C&SRL(s) can be found in ACC's 90 publication series.

7.6.2. **IG documentation.** ACC's IG web site includes past inspection reports and preparation steps for a UCI. Each squadron has access to this web site, and can adequately prepare for wing

or IG inspections through identifying all checklist items and paying special attention to "high miss" items.

**7.6.3. Required documentation.** Each group and squadron EET chief will be required to maintain an organizational self-inspection binder detailing the organization's self-inspection procedures. The following are the required tabs for unit self-inspection binders:

7.6.3.1. Tab A. Copy of appointment letters and EET member listing.

7.6.3.2. Tab B. MHAFBI 90-201.

7.6.3.3. Tab C. Organization's applicable C&SRL(s) and locally developed checklists. Locally developed checklists are normally based on local instructions.

7.6.3.4. Tab D. Open items or open findings and closure process tracking.

7.6.3.5. Tab E. Miscellaneous information (e.g., prior unit inspections, cross tell reports, similar unit reports, unit/functional SIIs, applicable message traffic, etc.).

## **8. Antiterrorism/Force Protection**

8.1. One major and one minor AT/FP exercise will be conducted per year. The minor exercise can be a tabletop, and both may or may not be conducted with an EME or other type of exercise to fulfill various requirements.

8.2. Major AT/FP exercise. The major AT/FP exercise will not be a tabletop exercise. It will be designed for maximum base participation and will include:

8.2.1. Indications of surveillance on and off base to test base reporting procedures.

8.2.2. Implementation of each force protection condition (FPCON) with enough time spent on each FPCON to fully evaluate its effectiveness.

8.2.3. Full implementation and evaluation of the installation barrier plan.

8.2.4. Terrorist use of WMD.

8.2.5. Mass notification procedures.

8.2.6. Evaluation of reporting plans to evaluate traffic flows and unit support of staggered reporting plans.

8.3. Minor AT/FP exercise. The minor AT/FP exercise may be a tabletop exercise and will include, at a minimum, first responders such as the Emergency Operations Center (EOC), Bioenvironmental Engineering, Security Forces, Explosive Ordnance Disposal (EOD), Emergency Medical Services, Fire Department, HAZMAT, Public Health, and CE Readiness. The focus of the exercise should be on first responder procedures and tactics, and should also attempt to incorporate local agencies involved in base AT/FP plans through memorandums of agreement.

8.4. Some or all of the base EET will be used as required to evaluate and report on AT/FP exercises.

**9. Forms Prescribed/Adopted:** AF Form 813 and DD Form 2861

ANTHONY J. ROCK, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

**ACO**—Airspace Coordination Order

**ADR**—Airfield Damage Repair

**AFSC**—Air Force Specialty Code

**AT**—Antiterrorism

**ATC**—air traffic control

**ATNAS OPS**—IG Control Center

**ATO**—Air Tasking Order

**C4I**—computers and information

**CAOC**—Combined Air Operations Center

**CBRNE**—Chemical, Biological, Radiological, Nuclear and High-Yield Explosives

**CCO**—Critical Compliance Objectives

**CCP**—Casualty Collection Point

**CSS**—Commander's Support Staff

**C&SRL**—Compliance and Standardization Requirements Lists

**DCG**—Disaster Control Group

**DEPORD**—Deployment Order

**DOC**—Designed Operational Capability

**DoD**—Department of Defense

**EAL**—Entry Authorization List

**EET**—Exercise Evaluation Team

**EM**—Emergency Management

**EO**—Executive Order

**EOC**—Emergency Operations Center

**EOD**—Explosive Ordnance Disposal

**ESP**—Expeditionary Site Plan

**FP**—Force Protection

**FPCON**—Force Protection Condition

**GBS**—Ground Burst Simulator

**GCI**—General Compliance Items

**HHQ**—Higher Headquarters  
**IG**—Inspector General  
**ISOO**—Information Security Oversight Office  
**MHAFB**—Mountain Home AFB  
**MISCAP**—Mission Capability  
**MLO**—Munitions Load Order  
**MOPP**—Mission-Oriented Protective Postures  
**MUREP**—Munitions Report  
**OPSEC**—Operations Security  
**ORE**—Operational Readiness Exercise  
**ORM**—Operational Risk Management  
**PERSCO**—Personnel Support for Contingency Operation  
**PTDO**—Prepare to Deploy Order  
**ROE**—Rules of Engagement  
**RST**—Reference Start Time  
**SABC**—Self-Aid Buddy Care  
**SC**—Communications and Information Systems  
**SII**—Special Interest Items  
**SIPRNET**—Secret Internet Protocol Routed Network  
**SPIN**—Special Instructions  
**STARTEX**—Start of Exercise (Inspection)  
**SWG**—Scenario working Group  
**UCE**—Unit Compliance Exercise  
**UCI**—Unit Compliance Inspection  
**UTC**—Unit Type Code  
**UXO**—unexploded ordnance  
**WMD**—Weapons of Mass Destruction  
**WSA**—Wing Staff Agency

***Terms***

**Warlord**—Title given to the exercise program manager responsible for exercise development and execution. Acts as Chief of the EET. Will normally be 366 FW/XP Chief, or the Wing Assessments Branch (FW/XPA) Chief. Responsible for exercise preparations, to include obtaining approval through

wing leadership, concept briefings, mass briefings as necessary, and preparation of EET. Responsible for preparation of and distribution of the final report, EET hotwash, and 366 FW/CC (Commander) outbrief.

**EET Group Chief**—Person responsible for overall EET actions within a group. Individual is designated in writing by each group commander, and should be a senior member with a broad background in their organization's mission. Responsible for compiling, reviewing, and submitting group write-ups and reports upon exercise completion. Directs and coordinates actions of squadron EET chiefs. Maintains the group's EET continuity binder.

**Squadron EET Chief**—Manages EET members and squadron team chiefs within a squadron.

**EET Team Chief**—Acts as the subject matter expert for their area. A unit may have one or more team chiefs, depending on the complexity of the unit's mission. Team chiefs will be called upon to participate in scenario development, and other responsibilities as specified by the Warlord. Team chiefs are named by their squadron CC/staff agency chief at the recommendation of their squadron chief.

**EET Member**—Backbone of the EET. Each EET member is named, in writing, by their squadron commander/staff agency chief, and should be of the highest caliber NCO or officer. The individual should be considered to be an expert in their field, and have at least one year of retainability in their EET position. EET members should play a central role in preparing their squadron for exercises through coordinating and conducting training.

**Trusted Agent**—An individual who is not part of the EET, but must be given or provide information for the purposes of coordinating the exercise. These individuals must not release any exercise information unless authorized by the Warlord.

**Scenario Working Group (SWG)**—Made up of key EET members such as group chiefs, team chiefs, trusted agents, and recognized subject matter experts. SWG will be staffed and chaired by the Warlord on an as needed basis.

**ATNAS OPS**—Office acting as Higher Headquarters (HHQ) during exercises. Normally manned exclusively by 366 FW/XP personnel. 726 ACS/SCQ, or their designated appointee, will fill this position for 726 ACS only exercises.

**ESP**—Expeditionary Support Plan. The purpose of an installation's ESP is to identify total base capabilities and assess supportability of wartime or contingency operations. This is accomplished by identifying total base resources (e.g. available billeting and messing, vehicles, communications, airfield parking, etc.) against planned contingency and wartime tasking. A deploying unit can use the ESP of the location they will be deploying to for the purpose of identifying support items available for their beddown at that location. The ESP is provided by the base Installation Deployment Office (IDO).

**Cross Tell Report**—Reports used to share information between units. Normally identifies issues leading to noncompliance with DOD directives, AFIs, and HHQ directives.

**STARTEX**—Beginning of the exercise.

**ENDEX**—End of the exercise.

## Attachment 2

## 366 FW EET COMPOSITION

POSITION	EVALUATION AREA	OPR	NUMBER AUTHORIZED	PHI	PH II
<b>XP Team</b>					
EET Chief	All	FW/XP	1	1	1
EET Core	All	FW/XP	13	13	13
ATO	AT/FP	FW/ATO	1	1	1
<b>Operations Team</b>					
Operations Group Chief	Operations	OG/OGV	1	1	1
Operations Team Chief	Operations	OG/OGV	1	1	1
	389 FS	OG/OGV	1	1	1
	390 FS	OG/OGV	1	1	1
	391 FS	OG/OGV	1	1	1
	Life Support	OSS/OSTL	2	2	2
	Intelligence	OSS/OSI	2	1	2
	Weather Support	OSS/OSW	2	1	2
	RAPCON/Tower/Base Ops	OSS/OSA	2	2	2
	OPSEC	OSS/OSSP	2	1	2
	726 ACS	ACS/SCQ	8	8	8
	726 ACS	ACS/CCV and ACS/CCV	3	1	2
<b>Maintenance Group</b>					
Maintenance Group Chief	QA	MXG/MXQ	1	1	1
Includes Team Chiefs	Maintenance (QA)	MXG/MXQ	23	23	23
Includes Team Chief	Weapons Maintenance/Loading	MXG/MXW	6	6	6
	Maintenance Operations Center	MXG/MXQ	2	2	2
<b>Mission Support Group</b>					
MSG Group Chief		MSG	1	1	1

POSITION	EVALUATION AREA	OPR	NUMBER AUTHORIZED	PHI	PH II
	Supply (Includes MOBAGS)	LRS/LGRS	3	3	2
	POL	LRS/LGRF	4	4	4
	Transportation	LRS/LGRV	4	2	4
	Contracting	MSG/CONS	2	1	2
	PDF/PERSCO	MSG/MSS	2	2	1
	CE	MSG/CES	4	2	4
	CE Readiness	CES/CEX	2	1	2
	CE EOD	CES/CED	2	1	2
	CE Fire Department	CES/CEF	2	1	2
	Security Forces	MSG/SFS	4	2	4
	Communications	MSG/CS	5	5	5
	Services	MSG/SVS	2	1	2
<b>Mobility Team</b>	<b>*Filled with current EET personnel</b>				
(MSG)	Deployment Control Center	LRS/LGRR	2	2	
(MSG)	*PDF/PERSCO	MSG/MSS	1	1	1
(FW)	PDF	FW/MEO	1	1	
(MSG)	*CDF	MSG/CONS	1	1	
(FW)	CDF	FW/MEO	1	1	
<b>Medical Group</b>					
Medical Group Chief	Medical Operations	MDG	1	1	1
	Decontamination	MDG/ADS	1		1
	Casualty Management	MDG/MDOS	2	1	2
	Bio-Environmental	MDG/ADS	1		1
	Flight Medicine	MDG/ADS	1	1	1
<b>Fighter Wing Staff</b>					
FW Staff Group Chief		FW/Staff	1	1	1
	Command Post	FW/CP	2	2	2
	Comptroller Squadron	FW/CPTS	2	1	2
	Chaplain	FW/HC	2	2	2
	Legal	FW/JA	1	1	1
	Public Affairs	FW/PA	2	2	2
	Safety	FW/SE	2	2	2

POSITION	EVALUATION AREA	OPR	NUMBER AUTHORIZED	PH I	PH II
	MEO	FW/MEO	1	1	
<b>Total EET Positions</b>					
	OG		17	14	17
	MXG		32	32	32
	MSG		37	26	35
	MDG		6	3	6
	FW		13	12	12
	<b>TOTALS</b>		120	102	117

**NOTE:** These numbers are recommended and represent the amount of evaluator slots for a given exercise. 366 FW/XP will hold an EET meeting prior to exercise start and squadron chiefs will ensure the team members who are evaluating the exercise are identified. Commanders may deviate from these recommended numbers after coordination with 366 FW/XP provided capability exists to fully assess unit effectiveness. EET manning for EMEs and UCEs will be determined as necessary prior to STARTEX.

**Attachment 3**

**SAMPLE EET MEMBER APPOINTMENT LETTER**

Date \_\_\_\_\_

MEMORANDUM FOR 366 FW/XP

FROM: \_\_\_\_\_

SUBJECT: Exercise Evaluation Team (EET) Appointment

1. I am providing the following EET member's information for your records:

NEW MEMBER  MEMBER INFORMATION UPDATE

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

RANK: \_\_\_\_\_ DATE ASSIGNED TO EET: \_\_\_\_\_

AFSC: \_\_\_\_\_ ORGANIZATION/OFFICE: \_\_\_\_\_ DUTY PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ PCS/DOS DATE: \_\_\_\_\_ LAST SIX (EAL PURPOSES ONLY): \_\_\_\_\_

MEMBER REPLACING: \_\_\_\_\_

CLEARANCE:		TOP SECRET	POSITION:		MEMBER
		SECRET			TEAM CHIEF
					SQDN CHIEF
					GRP CHIEF

**EVALUATION AREA(S):**

(Basic areas of observation for EET member, must be filled in)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Individual listed above is certified to perform exercise evaluations, has a minimum of 1-year retainability on EET and will be scheduled to attend EET orientation training.

\_\_\_\_\_  
Group/Squadron Commander Name and Signature

\*NOTE: Personnel identified as group team chiefs require group commander's signature.

*This document contains information which must be protected IAW AFI 33-332 and DoDR 5400-11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO)*