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**Special Management**

**WING INSPECTIONS**

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This publication establishes guidance pertaining to Wing inspections at Aviano Air Base, Italy IAW Department of the Air Force Instruction (DAFI) 90-302, The Inspection System of the Department of the Air Force. It complements Department of Defense Directive (DoDD) 3150.02, DoD Nuclear Weapons Surety Program, Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3263.05, Nuclear Weapons Technical Inspections, DAFI 90-302\_USAFE-AFAFRICA Supplement, and DAFI 10-2501, Emergency Management (EM) Program. It establishes guidelines for the 31 FW Wing Inspection Team (WIT) and applies to all personnel assigned to the 31 FW including geographically separated and tenant units under administrative control the of 31 FW/CC as outlined in the 31 FW Integrated Defense Plan (IDP) 3101 and/or the 31 FW Installation Emergency Management Plan (IEMP) 10-2. Tenant units will comply in accordance with agreements between the tenant unit leadership and the 31 FW. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented. The authorities to waive unit-level requirements in this publication are identified with a Tier number (“T-0”, “T-1”, “T-2”, and “T-3”) following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, Publishing Processes and Procedures, for a description of the authorities associated with the tier numbers. Submit requests for waivers (using the DAF Form 679, Department of the Air Force Publication Compliance Item Waiver Request/Approval) through the chain of command to the appropriate tier waiver approval authority or alternately to the requestor’s commander for non-tiered compliance items. To meet the intent of DAFMAN 90-161, e-mail finalized waivers (DAF Form 679) to SAF/IGI (e-mail to:

[saf.igi.workflow@us.af.mil](mailto:saf.igi.workflow@us.af.mil)) within 30 days of approval. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

### ***SUMMARY OF CHANGES***

This publication has been revised and needs to be completely reviewed. Major changes include reference updates, exercise participation, and inspection terminology for personnel assigned to the 31 FW as it pertains to inspection planning and execution.

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## Chapter 1

### GENERAL

**1.1. Applicability.** This instruction sets forth the 31 FW Commander's (CC) guidance for wing inspection policies and procedures. This publication is directive and mandatory for all 31 FW units as well as tenant units taking part in 31 FW inspections, in accordance with established agreements. It provides the construct under which the 31 FW will implement wing inspections within the Commander's Inspection Program (CCIP).

**1.2. Planning.** Prior to each wing inspection, 31 FW/IG will coordinate with wing leadership on inspection preparations, objectives, limitations, play areas, and pertinent simulations and deviations (SIMs/DEVs). The 31 FW/IG will design inspection scenarios based on leadership directives and the mission capabilities being emphasized, practiced, and evaluated. The 31 FW/IG will include updated commander guidance and intent and will provide inspection-specific instructions in the special instructions (SPINS) no later than five duty days prior to the beginning (STARTEX) of the evaluated event. Organizations and/or agencies tasked in this document shall be prepared to perform functions necessary to accomplish the mission and adjust operating procedures to account for inspection injects and scenario development. Desired evaluation and learning objectives for wing inspections may derive from individual Squadron and Group commanders but must align with the 31 FW/CC's intent. Safety and security will always take precedence over the inspection scenario and will not be compromised when responding to inspection injects. Commanders and supervisors at all levels are responsible for ensuring that safety directives are followed. If a deviation from the exercise scenario becomes necessary in the interest of safety, all individuals must take necessary actions to prevent a mishap or dangerous situation from developing, and then inform the IG or appropriate Wing Inspection Team (WIT) member of the reasons for deviation. 31 FW/IG will implement risk-management techniques to develop the inspection scenario and injects, and institute proper mitigation procedures through coordination with the 31 FW Safety (SE) office. The 31 FW/SE, in addition to WIT, will monitor exercise events for safety concerns and intervene as appropriate.

**1.3. Execution.** A wing inspection will begin and end as directed by the 31 FW/CC, 31 FW/IG, or other authority designated by the 31 FW/CC. Wing inspections will evaluate the 31 FW's compliance, discipline, readiness, and ability to perform individual unit designed operational capability (DOC)-tasked missions. The 31 FW/IGI may facilitate inspection planning meetings starting as early as six-to-eight months prior to STARTEX for large-scale exercises, or as determined by the 31 FW/IG Wing Inspections Manager. The 31 FW/IGI will employ a combination of WIT members, subject matter experts, and trusted agents to develop, execute, and evaluate inspections. The appointed WIT will be responsible for soliciting and identifying inspection objectives and high-risk areas for their respective unit(s) and present them in the discussions during the planning meetings and scenario development. WIT are also responsible for ensuring the inspection meets the requirements contained within program-specific guidance (i.e., DoD Instructions, AFIs, Technical Orders, Operating Instructions, Wing plans, etc.). Combat Readiness Exercises should begin on a Monday and end on a Friday (to the maximum extent

feasible) at times specified by the inspection scenario to accomplish evaluation objectives. The 31 FW/CC retains the authority to adjust inspection duration and schedule to ensure accomplishment of inspection objectives. The 31 FW/IG maintains the calendar of inspection events on the Inspections SharePoint page at the following location: <https://usaf.dps.mil/sites/Aviano/31FW/IG/IGI/ETEL>.

1.3.1. Wing Inspection Team (WIT). The 31 FW WIT will consist of subject matter experts (SMEs) who will augment the 31 FW/IGI while conducting inspections and exercises under the authority of the 31 FW/CC. Specific duties for the 31 FW WIT shall include providing inputs for scenario development, inspecting assigned areas/functions, validating self-assessments, evaluating scenarios, participating in the hot wash and lessons learned, and providing inputs to develop inspection reports. There will not be a rank requirement for personnel selected to be WIT members. However, individual commanders shall ensure members identified for WIT duty possess attributes of the highest professional standards and moral character. WIT members must demonstrate adherence to Air Force and Space Force core values, possess a security clearance commensurate with duties required, and present good military bearing, professionalism, and appearance. Personnel in key unit leadership positions (i.e., Directors of Operations, Senior Enlisted Leaders, Commanders, Deputy Commanders, Superintendents, etc.) will not be appointed as WIT members, as their duties will require them to be in positions to make operational and/or strategic decisions during wing exercise and inspection activities.

1.3.2. During wing inspections, tasked WIT members will report directly to 31 FW/IG and will be exempt from unit taskings unless coordinated through 31 FW/IG (T-3). The 31 FW/IGI will utilize WIT members for input to the inspection scenario script and to facilitate inspection planning and coordination. WIT members are not authorized to recruit any trusted agents without 31FW/IG coordination and approval (T-3). If WIT members are observed abusing their authority, 31 FW/IGI will take the members' vest, write down their name(s), and report the activity to the individual's unit commander. Examples of abusing authority may include, but are not limited to, wearing the WIT vest to circumvent or avoid exercise or inspection activities while not actively inspecting and escorting personnel into and out of exercise play areas.

1.3.3. The 31 FW will conduct inspection operations in accordance with actual/simulated higher headquarters (HHQ) Prepare to Deploy Orders (PTDOs), Deployment Orders (DEPODs), Execution Orders (EXORDs), Air Tasking Orders (ATOs), Operations Orders (OPORDs), Mission Tasking Orders (MTOs), and SPINS. The ATO and DOC Statement will specify the basic aircraft sortie rates. Assumptions may vary from one inspection to the next, therefore 31 FW/IG will provide updated guidance in inspection SPINS, which should be distributed at least two weeks prior to the wing inspection. All resources normally available to units at Aviano AB can be expected to be available to achieve inspection objectives with the exception of utilizing non-replenishable war reserve materiel (WRM).

1.3.4. Internal Nuclear Inspections and Self-Assessments. As a critical component of Inspections System, self-assessments allow commanders at all levels to evaluate the everyday readiness of their unit. 31 FW units capable of supporting a nuclear mission will perform self-assessments aligned with the CJCSI 3263.05F, Combatant Command requirements, and JCS directed Operations Plans as part of their USAP. Unit commanders will ensure self-assessments of their nuclear-related missions are customized to the structure and mission of their organization and are designed to evaluate the nuclear major graded areas (MGAs) outlined in DAFI 90-302 and CJCSI 3263.05.

## Chapter 2

### PROCEDURES

**2.1. General Information.** The 31 FW/IG will create inspection schedules and submit wing inspection requests to 31 FW/CC with the 31 FW Educate, Train, Exercise, and Inspect (ETEI) Calendar. After obtaining approval, 31 FW/IG will develop inspection scripts with unit WIT members to support 31 FW/CC inspection objectives. 31 FW/IG will oversee and manage all wing-level inspections.

#### **2.2. Inspection Terminology.**

2.2.1. STARTEX – Day and time when exercise/inspection begins.

2.2.2. PAUSEX – Pauses all exercise activities across the base. Only the 31 FW/CC, the 31FW/CD, or the 31FW/IG (in consultation with the FW/CC or CD) are authorized to declare a PAUSEX (T- 3).

2.2.3. LOCAL PAUSEX {WITH LOCATION} – Pauses inspection activities at a specified location to allow administrative activities by inspectors or unit personnel (e.g., moulage, set up inject, etc.). A local PAUSEX will typically include a building number or Protective Aircraft Shelter (PAS) number.

2.2.4. HATCHET – Pauses all exercise activities due to a real-world response within the exercise/inspection tactical area of responsibility (TAOR).

2.2.5. RESUMEX – Resumes all inspection activities.

2.2.6. LOCAL RESUMEX {WITH LOCATION} – Resumes exercise activities following a local PAUSEX.

2.2.7. TERMINATE {WITH EVENT} – Terminates an inspection inject. The Senior Evaluator for a specific event, in coordination with the Inspection Team Chief and/or White Cell, may terminate an event once all inspection objectives have been met. Termination of an event only stops the immediate on-scene response. Effects to the overall scenario from terminated events remain applicable.

2.2.8. ENDEX – Ends an inspection and stops all inspection activities. The 31 FW/IG will recommend ENDEX to 31 FW/CC or CD once all inspection objectives have been met. Only the 31 FW/CC and the 31 FW/IG are authorized to declare ENDEX (T-3).

**2.3. 31 FW/IG and WIT Access and Identification.** 31 FW units will allow IG and WIT personnel full access to Aviano Air Base for inspection purposes. For areas requiring entry prerequisites, such as limited/exclusion, restricted, and controlled areas, the 31 FW/IG will generate and provide an Entry Authority List (EAL) with the appropriate inspector information. 31 FW units will follow entry control procedures prior to allowing inspectors access to those areas. Normally, 31 FW/IG inspectors wear black vests and 31 FW/WIT members wear red or orange vests. If observers from different agencies are included in the inspection, they may have different colored vests.

**2.4. Wing Credit for Unit Exercises and Inspections.** Commanders subordinate to the 31 FW/CC will maintain a robust unit self-assessment program (USAP) to fulfill their responsibilities to inspect those under their command, as outlined in 10 USC § 9233, Requirement of Exemplary Conduct, and AFI 1-2, Commander's Responsibilities. (T-0) USAP results may be used to inform the Commander's Inspection Program (CCIP) of the 31 FW's overall health and complements wing inspections. The USAP will include communication from Self-Assessment Checklists (SACs) within the Management Internal Control Toolset (MICT). (T-3) Commanders at all levels will ensure appropriate internal mechanisms exist to track requirement and resource mismatches, assess resultant mission risk, and track disconnect to closure. (T-2) Refer to DAFI 90-302, Attachment 14, for guidance to aid commanders in establishing or revising their USAPs.

2.4.1. Units may also seek to collaborate with the 31 FW/IG to obtain DAFI 90-302 and/or DAFI10-2501 exercise credit for real-world emergency management situations and mission/readiness requirements. Requesting units must provide the 31 FW/IGI with adequate data to satisfy the exercise requirements outlined in the respective publication. At a minimum, units must provide the 31FW/IGI with a detailed summary of the action/activity, their unit's preparations, response, and recovery actions, and the unit's objectives. The minimum exercise requirements are listed in [Attachment 5](#).

2.4.2. For readiness credit, the 31 FW/IGI will make a determination base on the unit's objectives and reported findings IAW the Readiness Exercise Reporting Manual and the Classified Readiness Assessment (CRA) Reporting Manual. If documented for credit, all readiness items will be tracked in Inspector General Evaluation System-Classified (IGEMS-C) or other locally developed systems located in SIPR. Readiness items will not be tracked or recorded on unclassified networks.

2.4.3. For emergency management (EM) scenarios, the 31 FW/IGI will coordinate with the Installation Office of Emergency Management (IOEM) to validate the evaluation of appropriate/require common core capabilities outlined in DAFI 10-2501.

## Chapter 3

### INSPECTION RESULTS

**3.1. General Information.** 31 FW/IG will publish a formal report after inspection completion. 31 FW/IG may distribute the report electronically to 31 FW Group Commanders, Squadron Commanders, and Staff Agency Chiefs. Wing Inspection reports will be tracked in IGEMS. All inspection findings will be managed IAW DAFI 90-302, Chapter 9.

3.1.1. Self-Identified Findings. To accomplish the goal of fostering a culture of critical self-assessment, continual improvement, and to reduce reliance on external inspection teams, trust between commanders, Airmen/Guardians, and the IG is paramount. This trust begins with the shared goal of improving the unit's effectiveness. A key component to building and sustaining trust in The Inspection System is creating an environment where Airmen and Guardians feel they can safely report the truth with accuracy and integrity. Airmen and Guardians need to understand that command chains and commanders' IG teams expect honest and accurate reporting. IGs at all levels should review deficiencies or observations identified by the inspected organization and entered into Inspector General Evaluation System (IGEMS), MICT, or other self-assessment tracking methods. IGs should ensure the inspected organization has correctly identified the nature, validity, and severity of the deficiency and is actively working toward corrective action. Deficiencies and observations of this nature shall not be documented as deficiencies during Wing exercises/inspections except in those circumstances where it appears the inspected unit has not taken adequate action to ensure the deficient area is addressed through the normal staffing process. If an observation is made by the 31 FW/IGI and/or WIT which is already being tracked by the unit, and the unit is actively working a corrective action plan, then there shall not be a redundant deficiency generated to address the same issue.

3.1.2. Validation. The 31 FW/IGI shall submit a deficiency report to inspected unit commanders within one week following the termination of an exercise/inspection where significant or critical deficiencies are identified. This process is intended to offer commanders an opportunity to review, rebut, and/or validate the deficiencies prior to inclusion in the final inspection report. Prior to the inspection being finalized, the 31 FW/IGI will coordinate with the inspected unit and the appropriate pertinent oversight authority (POA) on critical and

significant deficiencies identified during the inspection and document collaboration in IGEMS. (T-1) In the case of deficiencies identified during wing-level inspections, the POA will a SME, as determined by the 31FW/IG. Minor deficiencies identified during wing-level inspections may also be included in the validation process for unit commanders, at the discretion of the 31 FW/IG. Commanders will have up to seven calendar days to respond to the 31 FW/IG. If no response is received by the end of the seventh day, the 31 FW/IG will presume all deficiencies have been accepted as written for inclusion in the final inspection report.

3.1.3. For all wing-level inspections, the 31 FW/IG will utilize IGEMS to complete formal inspection reports and document in the appropriate version of IGEMS no later than 30 calendar days from the conclusion of the inspection.

### **3.2. Reply Instructions.**

3.2.1. The 31FW/IG will designate an OPR for each deficiency within the final inspection report. Additionally, the designated Office of Collateral Responsibility (OCR) will assist the OPR in answering the deficiencies. 31 FW/IG will track all identified deficiencies to closure in IGEMS. Each graded unit will be responsible for corrective actions and provide response to deficiencies through IGEMS no later than the date designated by 31 FW/IG in Section 5 of the report, not to exceed 45 days from publishing date. The 31 FW/IG will update 31 FW/CC on the status of outstanding deficiencies during the Commander's Inspection Management Board (CIMB).

## Chapter 4

### INSPECTION GROUND RULES

**4.1. General Information.** 31 FW/IG will publish SPINS prior to wing inspections, as required. If there is a conflict between inspection specific SPINS and this instruction, the SPINS will take precedence as they will pertain to the specific exercise/inspection activity.

**4.2. Recall.** All personnel will adhere to recall procedures as outlined in Aviano Air Base Instruction 10-402, Recall Procedures.

**4.3. Participation.**

4.3.1. Players. All individuals assigned to the 31 FW and participating tenant units must comply with alarm conditions and the appropriate Mission Oriented Protective Posture (MOPP) while on duty. Personnel on profile will take part in all inspection scenarios to the extent of the limits outlined in their profile. These personnel must possess a copy of their AF Form 469, Duty Limiting Condition Report, throughout the inspection and must present their AF Form 469 to the 31FW/IG or WIT upon request.

4.3.1.1. 31FW personnel responding to real world alarms for security and maintenance purposes are not required to comply with exercise MOPP or alarm conditions. Additionally, these personnel will not react to exercise injects for the duration of the response to the real-world alarm or incident. Upon termination of the alarm/incident, responders will return to the exercise/inspection activities.

4.3.2. Non-Players. Normal peacetime activities (court martial, WAPS testing, fitness testing, etc.) will be kept to a minimum to allow maximum participation in wing inspections. Group/squadron commanders or SEL will submit a MFR with names of non-players to 31 FW/IG, see [Attachment 3](#). Copies of signed letters with names of non-players must be sent to 31 FW/IG no later than 1200L on the last duty day before a Wing Inspection. Pre- approved non-players include:

4.3.2.1. Host nation military members unless coordinated through 31FW/IG.

4.3.2.2. Participating WIT members. Evaluators will not assume the current MOPP level. Participating WIT will not be tasked by their units during Wing Inspections, or respond to attacks or injects. Their primary focus is evaluating wing personnel.

4.3.2.3. IG personnel assigned to the 31FW or IG personnel visiting from another unit actively participating/co-planning/assisting the 31FW/IG office.

4.3.2.4. Personnel in/out processing.

4.3.2.5. Personnel on leave.

4.3.2.6. Personnel in formal Professional Military Education (PME).

4.3.2.7. Department of the Air Force and local national civilians unless categorized as wartime essential.

4.3.2.7.1. Italian citizens must be allowed full access to their respective work centers.

- 4.3.2.7.2. Civilian employees may be restricted to their facility or evacuated during the course of their work shift, if an event requires. However, civilian employees will be allowed to move freely during lunch and at the end of their duty day.
- 4.3.2.7.3. It is imperative civilian employees be allowed to depart work as scheduled to avoid overtime or supplemental pay, which is neither authorized, nor funded.
- 4.3.2.8. Local National contractor personnel (and escorts), unless required by their contracts to accomplish disaster response duties.
- 4.3.2.9. Personnel required to participate in or support previously scheduled courts-martial, administrative discharge boards, or other administrative judicial hearings and only while actual proceedings are in progress.
- 4.3.2.10. Temporary Non-Players: unit commanders are authorized to designate personnel as a non-player for specific limited duration events (picking up inbound personnel from the passenger terminal, WAPS testing, family emergencies, etc.). Temporary non-player personnel will have a signed letter from their immediate supervisor. See [Attachment 3](#).
- 4.3.2.11. Personnel identified as non-players must also carry a copy of their signed letter with them. Individuals identified in play areas not participating in exercise/inspection activities and without an approved letter will be reported to their unit commander.

**4.4. Play Area.** The standard 31 FW Inspection Play Area includes Area F, Area C, Area E, and Area G as defined in [Attachment 4](#) and this paragraph. Area 1 play areas will be outlined in the SPINS. Wing personnel on duty in any play area will comply with appropriate Crisis Action Team Directives (CAT-Ds), MOPP, alarm condition, FPCON, INFO conditions, and will respond appropriately to any inspection injects as if it were a real-world scenario while adhering to the guidance of simulations and deviations approved by 31 FW/CC.

**4.5. Movement.** Personnel movement during Alarm conditions is restricted in accordance with approved simulations and the following guidance.

**4.6. No-Play Area Procedures.**

- 4.6.1. No-play areas are exempt from inspection activities and requirements.
- 4.6.2. Inspection participants are not required to don field gear or IPE gear in no-play areas. Individuals become active participants when departing a no-play area. No-play areas are not intended to provide a refuge from contingency response, exercise, or inspection actions. Personnel abusing no-play areas will be reported to their unit Commander.
- 4.6.3. Opposing Forces (OPFOR) will not transition through no-play areas to circumvent security procedures.
- 4.6.4. The following are no-play areas as depicted in [Attachment 4](#), unless specifically directed in the SPINS or CAT-Ds:
- 4.6.4.1. All Italian Air Force areas (headquarters, Mensa, etc.) unless previously coordinated through 31FW/IG and ITAF Base Commander. Of note, only the Italian areas of the Mensa are standard no-play areas. All other areas within the Mensa will be considered play areas unless otherwise approved by the 31 FW/CC and annotated in the SPINS.

4.6.4.2. The Golf Course, Fitness Centers, BX, CDC, Commissary, Movie Theater, Post Office, Official Mail Center Bldg. 10481, Military and Family Readiness Center, Shoppette, Youth Center, Lodging, Education Center/Testing, and Laundry facility.

4.6.4.3. Additional areas may be designated by SPINS.

## Chapter 5

### INSPECTION OPERATIONS

**5.1. General Information.** Appointed WIT personnel will manage their respective areas of evaluation within scenario guidelines and ground rules. The primary function of WIT is to evaluate, observe, and report on behalf of the 31 FW/IG and 31 FW/CC. WIT may make on the spot corrective actions and provide training as needed on a case-by-case basis.

**5.2. Attacks.** Various attack scenarios may be conducted to test the wing's ability to generate, employ, and sustain operations within contested, degraded, and operationally limited environments. These attacks may range from terrorist activities and sabotage, to acts of war. Inspection attack situations will be developed around a credible intelligence scenario that accurately portrays the potential enemy threat as identified in local threat and vulnerability assessments. The 31 FW Intel office will serve as the conduit for exercise intel and scenario development with the 31 FW/IG. Inspections shall be intended to provide as much realism as possible.

5.2.1. Ground Burst Simulators (GBS), hand grenade simulators, propane cannons or blast simulators may be used to simulate detonations/explosions of bombs, rockets, missiles, drones, mortars and artillery shells. All GBSs will be expended IAW AFMAN 91-201, Explosives Safety Standards.

5.2.2. OPFOR serve as actors to simulate enemy forces. At no time will OPFOR carry real weapons. OPFOR will only carry brightly colored (red, blue, or orange) rubber simulated weapons.

5.2.3. Small Unmanned Aerial Vehicles (sUAV). sUAVs may be utilized for exercise/inspections scenarios to optimize realism. The 31 FW/IG will coordinate all sUAV activity with the 31 SFS, who will serve as the lead agency for sUAV integration with wing-level exercises. The 31 SFS will ensure all proper coordination is completed.

### **5.3. Inspection Inject Cards:**

5.3.1. A 31 FW/IG approved inject card will be used to designate damaged, destroyed, or contaminated facilities/equipment/vehicles/areas. The card will identify the extent of damage and will be attached prominently (primary doors, windows) to the simulated damaged resources.

5.3.2. Simulated damaged/contaminated equipment may be returned to service if a repair/decontamination capability exists and is demonstrated to the WIT.

5.3.3. Inspection participants will fully read and understand all inspection inject cards before taking any action. Participants will take all required actions to bring the inspection scenario to a logical conclusion unless terminated by a WIT member or IG inspector. Unless previously approved in the SIMs/DEVs, participants will not simulate any actions.

**5.4. Unexploded Ordnance (UXO) and Suspicious Packages.** UXOs and suspicious packages will be simulated by using inert munitions provided by Explosive Ordnance Disposal (EOD) personnel and will be placed by WIT members only IAW scripted events. Units WILL NOT use "home-made" simulated UXOs or suspicious packages.

**5.5. Simulated Craters.** Craters will be marked on taxiways and parking aprons using traffic cones which will be clearly identifiable both day and night. WIT members will ensure close monitoring of simulated craters to ensure aircraft avoid contact with cones on the airfield surfaces. Aircraft and vehicles will not be allowed to transit simulated craters. Exception: Aircraft that previously simulated launching for survival may taxi without regard for simulated airfield damage.

**5.6. Safety.** If a safety violation appears imminent, immediate action must be taken to prevent injury to personnel or damage to equipment. In this situation, anyone can shout, “SAFETY, SAFETY, SAFETY” or “KNOCK IT OFF.” Should an actual accident/incident occur or if someone is injured during the inspection, anyone with knowledge of the event should take immediate actions to address the situation and contact the nearest WIT or IG member. Any personnel can pause or terminate an event as dictated by safety. Those personnel will then immediately notify a WIT member of the situation. If the situation dictates, the WIT member will contact the 31 FW/IG White Cell with a recommendation for PAUSEX. The 31 FW/IG White Cell should coordinate with 31 FW/CC for an inspection PAUSEX, but may call PAUSEX to preserve safety of personnel and resources.

**5.7. Security Violations.** Anyone witnessing a security violation will take immediate actions to safeguard information, materials, or access. Responding personnel shall handle the violation IAW all regulations/directives to include notification up the chain of command. The 31 FW/IG in coordination with the 31 FW/CC will determine the necessity for a PAUSEX or HATCHET and take all necessary actions to safeguard protected materials and assets.

**5.8. Real-World Response/Emergencies.** Emergency response personnel and vehicles responding to real world emergencies are exempt from inspection participation for the duration of the emergency. In the event of a real world security/emergency response, the Emergency Communications Center may announce “HATCHET, HATCHET, HATCHET” over SFS and Crash nets if situation dictates. Command Post will disseminate the response notification to all Control Centers. All Control Centers on base will announce “HATCHET, HATCHET, HATCHET” over their respective radio nets. All exercise players will PAUSEX while emergency response is executed. EOC will coordinate with the 31 FW/IG (at the EOC) or designee for final approval of RESUMEX. Upon notification of RESUMEX from the 31 FW/IG, EOC will inform the Command Post who will transmit the RESUMEX.

## Chapter 6

### DUMMY KILL PROCEDURES

**6.1. General Information.** Inspectors may dummy kill personnel for willfully failing to comply with inspection ground rules as outlined in this instruction, referenced instructions, and inspection SPINS. Dummy killed personnel will be allowed to continue normal operations and will not be reported as a casualty to medical personnel. The 31 FW/IG or WIT member will document dummy kill names and duty locations and pass this information to the responsible commander and 31 FW/IG.

#### **6.2. Reasons for Dummy Kill.**

- 6.2.1. Willful lack of response to Alarm conditions.
- 6.2.2. Willful lack of response during a ground attack in the immediate vicinity.
- 6.2.3. Not wearing the required IPE.
- 6.2.4. Knowingly advancing into a no-play area to avoid ALARM RED/BLACK responses.

**6.3. Spot Training.** Inspectors will not dummy kill personnel, but will spot train for the following:

- 6.3.1. Not properly wearing IPE.
- 6.3.2. Not having protective mask inspection form properly filled out.
- 6.3.3. Not having water in their canteen.
- 6.3.4. Not wearing Identification (ID) tags.
- 6.3.5. Broken/damaged IPE gear. This does not include training gear not used during real world contingencies. Individuals will be instructed to contact their UCC to have the damaged equipment replaced immediately.

## Chapter 7

### RELOCATION/EVACUATION OF CRITICAL FACILITIES

**7.1. General Information.** When the decision is made to evacuate a simulated burning, heavily damaged, or destroyed building, all personnel must be evacuated during the inspection. Buildings containing classified material, which cannot be secured or moved, and facilities which maintain funds, are exempted from this requirement. One person may remain inside the facility to provide security. The objective is to evaluate how efficiently controlled facilities or control centers relocate to alternate facilities and resume operations.

**7.2. Exemptions.** The following facilities are exempt from complete evacuation:

- 7.2.1. Base operations.
- 7.2.2. Air traffic control facilities.
- 7.2.3. Telephone switchboards.
- 7.2.4. Network Control Center.
- 7.2.5. Command Post Emergency Action control stations.
- 7.2.6. Fire station.
- 7.2.7. Weather stations.
- 7.2.8. Alert facilities.
- 7.2.9. Liquid Oxygen (LOX)/nitrogen plants.
- 7.2.10. Petroleum, oil, and lubricant hydrant systems.
- 7.2.11. Munitions Control/storage areas.
- 7.2.12. Hospitals, clinics, and dental facilities.
- 7.2.13. Real world security or law enforcement posts/entry control point (ECP)s.
- 7.2.14. 31MXS avionics back shop.
- 7.2.15. 31MXS Precision Measurement and Equipment Laboratory (PMEL).
- 7.2.16. Explosive Ordinance Disposal.
- 7.2.17. Additional buildings will be designated in inspection specific SPINS as required.

## Chapter 8

### COMMUNICATIONS

**8.1. General Information.** All radio, telephone, message, and report communications required for the purposes of inspection realism will begin and end with the phrase “EXERCISE, EXERCISE, EXERCISE.” If it is necessary to interject an actual message, use the phrase “REAL WORLD.” Inspection participants will use “911” to report inspection inputs and real- world situations requiring emergency response.

#### **8.2. Classification.**

8.2.1. Ensure all information pertaining to surety and readiness inspections is marked to the appropriate classification level. For fabricated unclassified data related to inspections, mark the information with “FOUO, TREAT AS SECRET FOR INSPECTION PURPOSES” unless it is an actual classified document (Intel threat overlay, etc). All products labeled “TREAT AS SECRET FOR INSPECTION PURPOSES” will also be marked “EXERCISE EXERCISE EXERCISE.”

8.2.2. All information/documents containing actual classified information will be labeled with the appropriate level of classification and handled with the commensurate security procedures.

8.2.3. Do not cross-reference real-world DRRS readiness status with inspection shortfalls or simulations and deviations.

## Chapter 9

### INSPECTION SIMULATIONS AND DEVIATIONS (SIMS/DEVS)

**9.1. General Information.** Simulations and deviations are used when actual procedures would unacceptably expose personnel to risk of injury, risk damage to equipment, or wastefully expend supplies or resources. In certain situations, simulations may be appropriate in order to improve training opportunities. The 31FW/CC approved standing SIMs/DEVs and USAFE standing SIMs/DEVs are the only approved exceptions authorized for deviating from real-world procedures. Simulations and deviations will not be approved for convenience purposes or to bypass real-world processes for a given inspection or scenario. Inspection participants will take all actions appropriate for scenario events. Units will employ all required personnel, equipment, and supplies needed to complete any given task in response to exercise and inspection scenarios (T-3). A current list of all USAFE and 31FW simulations can be found on the 31FW/IG SharePoint or upon request.

9.1.1. USAFE and 31FW standing simulations will be used during local inspections. Commanders will request additional standard simulations IAW [Attachment 2](#).

9.1.2. All 31FW simulations to be used during USAFE/IG inspections must be provided to the USAFE/IG for reference during the inspection.

9.1.3. Each unit will review and be familiar with the most recent SIMs/DEVs listings provided by 31FW/IG. Units will submit requests for changes or additions through unit chain of command to its respective group commander for approval. Group commanders will coordinate with 31FW/IG for final approval from the 31FW/CC. 31FW/IG will send a final resolution on approval/disapproval to the requesting unit, with courtesy copy to the responsible group commander and unit leadership. Do not violate OPSEC when sending requests for SIMs/DEVs. If necessary, utilize appropriate secure communications for SIM/DEV requests, and 31 FW/IG will publish additional classified SIMs/DEVs as required.

9.1.4. In the event that a local SIM/DEV is required during the course of an inspection, the 31 FW Mission Director can request an addition by contacting the 31 FW/IGI White Cell organizational e-mail address: [31fw.whitecell@us.af.mil](mailto:31fw.whitecell@us.af.mil) or [31FW.CVI@us.af.mil](mailto:31FW.CVI@us.af.mil).

## Chapter 10

### ABILITY TO SURVIVE AND OPERATE (ATSO)

**10.1. General Information.** Units and individuals will be expected to demonstrate the ability to survive and operate in various operational periods to include pre-attack, trans-attack, post attack, and recovery. 31 FW/IG and WIT will refer to DAFI 90-302 and DAFI 10-2501 when building inspection scenarios and injects.

**10.2. Marking of IPE.** Personnel will refer to AFTTP 3-4, Airman's Manual, for marking individual protective equipment with name tape and simulated M9 tape. However, in the event of a unit or base supply shortage, any type of conservative-colored tape will suffice for use in marking MOPP gear with name tape and simulated M9 tape as long as the tape is clearly marked and readable.

**10.3. Facility Preparation.** All units will be required to adhere to processing procedures into and out of buildings during inspections with a simulated CBRNE threat, to include shuffle boxes, hand washing stations, and required notification placards (T-3). When a unit lacks actual shuffle boxes and/or hand washing supplies, approved simulations include substituted plastic bins, cardboard boxes or taped-out markings on the ground. Intent is to demonstrate the correct process of building entry and exit in a CBRN environment.

## Chapter 11

### INSPECTION COMMAND AND CONTROL

**11.1. General Information.** For inspections, 31 FW/IG will act as the higher headquarters commander and staff, theater commander and staff, and any other agencies outside 31 FW which must be sought out for information, guidance or reporting requirements

**11.2. WHITE CELL:** An exercise control center, located in the IG conference room (building 1413), will simulate all external agencies during wing inspections. 31 FW/IG White Cell can be contacted using the following information:

11.2.1. NIPR e-mail: [31fw.whitecell@us.af.mil](mailto:31fw.whitecell@us.af.mil) or [31FW.CVI@us.af.mil](mailto:31FW.CVI@us.af.mil)

11.2.2. VOIP DSN: 632-7203

**11.3. SPINS and Crisis Action Team Directives (CAT-Ds).** 31 FW/IG publishes SPINS in accordance with inspection assumptions, rules and tasks. CAT-Ds disseminate information across the Wing from the Wing Commander through the Wing Operations Center and require 31 FW/CC or delegated representative approval for release.

TAD D. CLARK  
Brigadier General, USAF  
Commander

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

AFTTP 3-4, *Airman's Manual*, 11 Jan 19

AFMAN 10-206, *Operational Reporting*, 18 Jun 18

DoDIO-2000.16V1\_AFI 10-245-O, *Antiterrorism (AT) Program Implementation*, 18 Jul 17

DAFI 10-2501, *Emergency Management (EM) Program*, 29 Oct 2024

AFI 1-2, *Commander's Responsibilities*, 09 May 2014

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 Jan 20

DAFI 31-101, *Integrated Defense*, 10 Sep 2024

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 28 Jan 2025

DAFI 90-302, *The Air Force Inspection System of the Department of the Air Force*, 15 Mar 2023

DAFI 90-302\_USAFE-AFAFRICASUP, *The Air Force Inspection System of the Department of the Air Force*, 5 Oct 2023

DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear (CBRN) Defense Program*, 06 Oct 2023

DESR6055.09\_DAFMAN 91-201, *Explosives Safety Standards*, 28 May 2020

***Abbreviations and Acronyms***

**AAB**—Aviano Air Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AFTTP**—Air Force Tactics, Techniques, Procedures

**ATO**—Air Tasking Order

**ATSO**—Ability to Survive and Operate

**BX**—Base Exchange

**CAT**—Crisis Action Team

**CAT-D**—Crisis Action Team Directive

**CBRN**—Chemical, Biological, Radiological, Nuclear

**CC**—Commander

**CCIP**—Commanders Inspection Program

**CDC**—Child Development Center

**CIMB**—Commander’s Inspection Management Board  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DEPORD**—Deployment Order **DEV**—Deviation  
**DOC**—Designed Operational Capability  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**EAL**—Entry Authority List  
**ECP**—Entry Control Point  
**EM**—Emergency Management  
**ENDEX**—End of Exercise  
**EOC**—Emergency Operations Center  
**EOD**—Explosive Ordnance Disposal  
**ETEI**—Educate, Train, Exercise, and Inspect  
**EXORD**—Execute Order  
**FPCON**—Force Protection Condition  
**FW**—Fighter Wing  
**GBS**—Ground Burst Simulators  
**HHQ**—Higher Headquarters  
**IAW**—in accordance with  
**ID**—Identification  
**IG**—Inspector General  
**IGEMS**—Inspector General Evaluation Management System  
**IGI**—Inspector General Inspections  
**INFOCON**—Information Operation Condition  
**IPE**—Individual Protective Equipment  
**ITAF**—Italian Air Force  
**LOX**—Liquid Oxygen  
**MFR**—Memorandum for Record  
**MOPP**—Mission Oriented Protective Posture  
**OCR**—Office of Collateral Responsibility

**OPFOR**—Opposing Forces  
**OPORD**—Operation Order  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operational Security  
**PAUSEX**—Pause in Exercise  
**PME**—Professional Military Education  
**PMEL**—Precision Measurement and Equipment Laboratory  
**POC**—Point of Contact  
**PTDO**—Prepare to Deploy Order  
**RDS**—Records Disposition Schedule  
**SE**—Safety  
**SIM**—Simulation  
**SPINS**—Special Instructions  
**STARTEX**—Start of Exercise  
**UCC**—Unit Control Center  
**USAFE**—United States Air Forces in Europe  
**UXO**—Unexploded Ordnance  
**WAPS**—Weighted Airman Promotion System  
**WIT**—Wing Inspection Team  
**WRM**—War Reserve Material  
**XP**—Plans and Programs

## Attachment 2

## SIMULATION/DEVIATION REQUEST EXAMPLE

Figure A2.1. Simulation/Deviation Request Example.

31FW-MXG-001: Simulate halon bottle swap out for generation/regeneration.

Reference: DAFI XX-XXXX, para. X.XX.X (DD Mmm YY)

How: Empty spare halon reservoirs will be delivered/received from MXS during STARTEX to replicate “removed” reservoir. Ten minutes will be allotted for removal time. The reservoir will be transported to MXS for simulated servicing and transported back to applicable aircraft. A ten minute period will be used to replicate “installation” back into the appropriate aircraft. This process will be used to cycle through aircraft during generation. Document in aircraft forms: “simulate removal and replacement of halon bottle”.

*(Describe how the simulation or deviation will be executed during the inspection)*

Why: Due to environmental issues, flying locally with halon requires pre-approval; in addition, every time we remove and replace a halon bottle we are required by technical data to remove and replace a packing. These packings are a limited, premium resource. Unless required by IG inject for demonstration purposes the removal, servicing and installation actions will be simulated.

*(State why the simulation or deviation needs to be incorporated)*

POC: 31 FW/AMXS/MSgt Doe/DSN 632-XXXX

Notes: Group/Staff Agency POCs submit simulation requests via a Microsoft Word document through your Group Commander/Staff Agency Chief.

Approval Process:

1. Coordination for the proposed simulation/deviation will be routed from the squadron commander to the group commander.
2. Upon concurrence by the respective group commander, the Group POC will submit the simulation/deviation request to 31 FW/IG.
3. The 31 FW/CC, in coordination with 31 FW/IG, will approve or disapprove all local inspection simulation requests.
4. The 31 FW/IG will forward inspection simulation requests to the USAFE/IG if required.
5. All simulation requests must arrive at 31 FW/IG NLT 30 days prior to a planned local inspection.

All simulation requests must arrive at 31 FW/IG NLT 90 days prior to a planned USAFE inspection.

Attachment 3  
NON-PLAYER LIST

Figure A3.1. Exercise XXXX Non-Player /Temporary Non-Player List Memorandum.



DEPARTMENT OF THE AIR FORCE  
31ST FIGHTER WING (USAFE)

\_\_\_\_\_DD MMM YY

MEMORANDUM FOR 31 FW/IG

FROM: 31 XXXX/CC

SUBJECT: Exercise XXXX Non-Player /Temporary Non-Player List

1. Below are the following Non-Players/Temporary Non Players for the 31 XXXX

Rank, Last/First Name	Reason	Status	Dates
MSgt Doe, John	Out Processing	Non-Player	1-5 May
Capt Doe, Jane	Medical Appt	Temp Non-Player	3 May

2. The non-players listed will be wearing (Service Dress/ PT uniform).

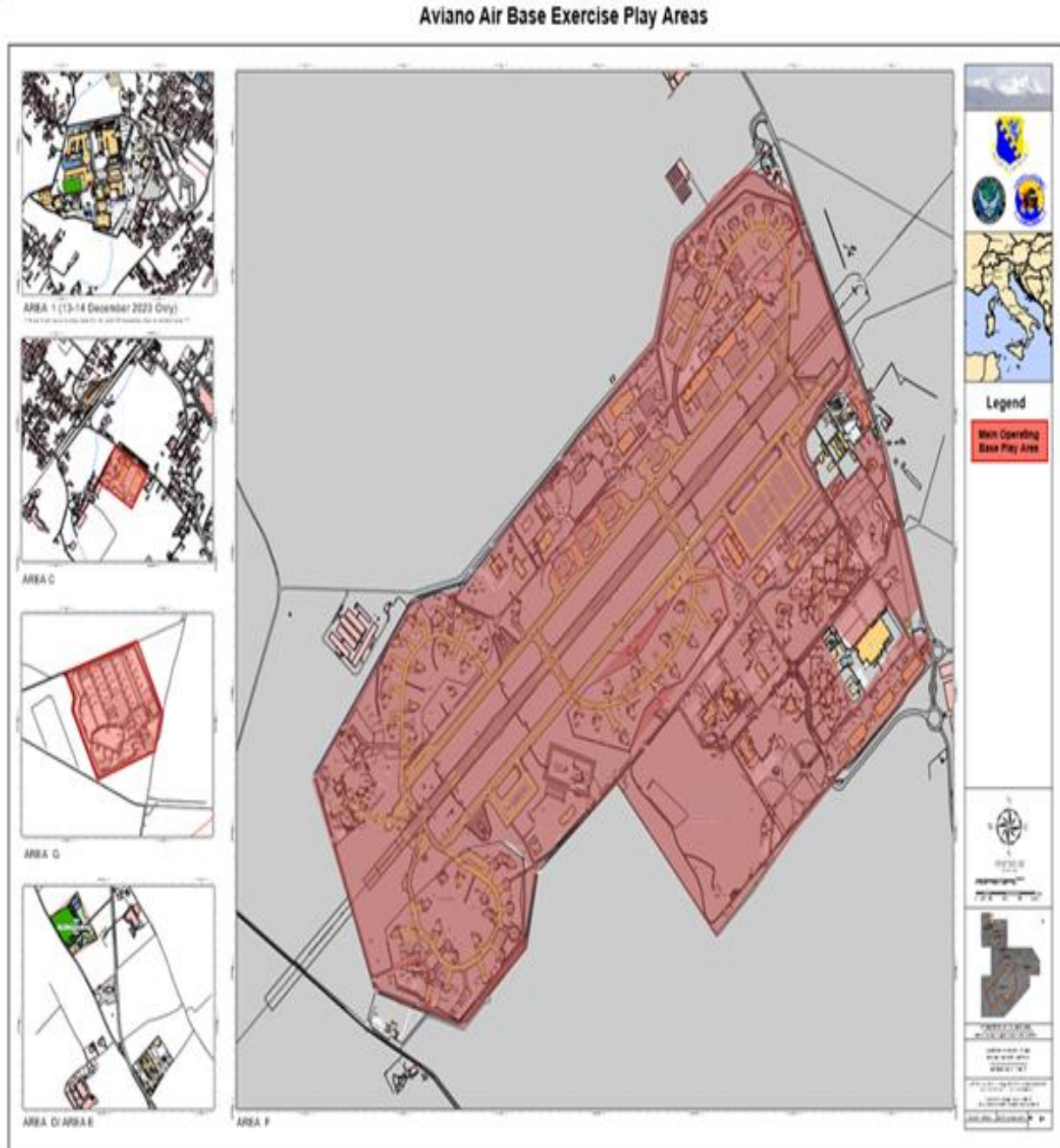
3. If you have any questions or concerns please call DSN 632-xxxx or email at:  
[first.last@us.af.mil](mailto:first.last@us.af.mil)

\_\_\_\_\_

FIRST MI. LAST, Rank, USAF  
Commander

### Attachment 4 PLAY AREA

Figure A4.1. Play Area.



## Attachment 5

## 31FW/IGI EXERCISE REQUIREMENTS

Figure A5.1. 3FW/IGI Exercise Requirements.

	Program	DoD References	DAF References	Frequency
EX1	Emergency Management	DoDI 6055.17	DAFI 10-2501	Ref. DAFI 10-2501
EX2	Antiterrorism	DoDI 2000.12; DoDI O-2000.16 Volume 1	DoDIO-2000.16V1_ DAFI31-145-O	Annual
EX3	FPCON Measures	DoDI O-2000.16 Volume 2	DoDIO-2000.16V1_ DAFI31-145-O	Annual
EX4	Public Health Emergency	DoDI 6200.03		Annual
EX5	*integrated into EX1			
EX6	*integrated into EX1			
EX7	Continuity of Operations	DoDD 3020.26	AFI 10-208	Annual
EX8	Chemical, Biological, Radiological, Nuclear and High-Yield Explosives	DoDI 3020.52 Standard 4	DAFI 10-2501, AFMAN 10-2503	Annual
EX9	*integrated into EX1			
EX10	Readiness Exercise	AFI 10-201, AFI 10-403, AFI 90-302, OPLANS, CONPLANS, TPFDD taskings, UTCs, Mission Directives, METs/METL, and/or Command guidance (T-2)		One per fiscal year
EX11	Domestic Violence or Intimate Partner Violence Response	DoD 6400.06	DAFI 40-301, DAFI 31-115	Annual
EX12	Nuclear Mission Assurance Exercise		DAFI90-302, OPLANS, CONPLANS, TPFDD taskings, UTCs, Mission Directives, METs/METL, NSIs, and/or Command Guidance	
EM1	Natural Disaster Response	DoDI 6055.17	DAFI 10-2501	Annual
EM2	Major Accident Response		DAFI 91-202, DAFMAN 21-201, DAFMAN 91-223	Annual

EM3	Nuclear Accident Incident (NAI) Training	DoDD 3150.08, DoDI 3150.10, and DoDM 3150.08		Annual
EM4	Active Shooter		AFTTP 3-4.6	Semiannual (T-1)
EM5	Water Resilience		DAFI 10-2501	Every 2 years
EM6	Mutual Aid Support Agreements		DAFI 10-2501	Annual