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Operations

WING EXERCISE PROCEDURES



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This instruction implements AFI 10-204, *Participation in the Military Exercise Program*. It establishes policy, assigns responsibilities, and prescribes procedures for exercise participation in 50th Space Wing (50 SW). It applies to all 50 SW units. Tenant units desiring notification or coordination of exercises will identify their requirements to the 50 SW Exercise Directors (50 SW/IGX). Units will not supplement this instruction. Send requests for changes or improvements, with justification, on AF Form 847, **Recommendation for Change of Publication**, through command channels to 50 SW/IGX.

SUMMARY OF REVISIONS

This entire document has been significantly revised. This revision implements new criteria and requirements for the wing exercise program. Updates applicability to all 50th SW units. A “|” indicates revised material since the last edition.

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## 1. Purpose, Objectives, and Concept.

1.1. Purpose. 50 SW sponsors and participates in scheduled and short-notice exercises to assess, train and improve unit readiness to meet peacetime and wartime missions. 50 SW and its subordinate units also participate in 14th Air Force (SPACEAF) sponsored exercises. This document covers exercise development, execution, and ground rules. Information specific to a given exercise will be distributed, as appropriate, prior to the start of each exercise (STARTEX).

1.2. Objective. Exercises are conducted to enhance readiness, boost combat capability, improve system support, improve crisis response, and increase individual proficiency. Non-compliant performance will be documented and provided as feedback to improve future performance. Failure to meet requirements of an AFSPC Checklist (AFSPC/CL) will be identified as a problem and reported to the appropriate unit Space Inspection Program monitor for tracking and resolution. All exercised areas will be briefed and reported in exercise analyses to group and wing commanders. Additionally, formal inspections may occur while an exercise is being conducted and deficiencies will be documented.

1.3. Concept. 50 SW exercises embody the “train the way we fight” concept. They are designed and planned to reflect real world conditions to the maximum extent possible. Emphasis is placed on participation and reduced artificiality (notional forces and events) to assess actual abilities and limits consistent with safety, exercise objectives, security, mission accomplishment, and other real-world constraints. Logistics, support, and force protection requirements are integrated to the fullest extent possible with operational requirements. Exercises are conducted under “no-fault” conditions in order to ensure that problems are identified. Participants are given the chance to practice procedures and perfect skills used in real world operations.

## 2. Responsibilities.

2.1. The Exercise Evaluation Team (EET) is made up of the EET Chief, Exercise Directors (EDs), Exercise Controllers (ECs), and Exercise Evaluators (EEs).

2.1.1. The EET Chief is appointed in writing by the wing commander. He/She ensures that the requirements in AFI 10-204, AFI 90-201, AFI 32-4001, and their supplements are met. He/She is the liaison between the Air Force Space Command IG, Wing Commander and EDs on all exercises and evaluation visits. The EET Chief is considered to be an ED.

2.1.2. EDs are evaluators assigned to 50 SW/IGX. It is their responsibility to develop the wing exercise schedule, coordinate with 50 SW group and wing staff ECs/EEs on information required to construct exercise scenarios, ensure exercise scenarios follow the script, coordinate with external agencies on unified command exercises, give daily and post exercise briefings to the wing commander (as requested), and prepare the final exercise report. The ED can change or delete scenario inputs at any time to ensure exercise objectives are met and ensure mission accomplishment is not hampered by exercise scenarios. The EDs also represent the 50 SW at the annual AFSPC Scheduling Integrated Processing Team conference.

2.1.3. EC's are the primary EEs assigned to each group. Their respective group commander appoints them (primary and alternate) in writing. During the planning phase it is their responsibility to develop group exercise scenarios based upon objectives from the ED. They provide EDs information required to construct wing exercise scenarios to include any off limit areas that cannot be affected by the exercise. They coordinate with unit EEs on exercise inputs and evaluation information and determine stimuli needed to provide realism to exercise scenarios. EC's also coordi-

nate with group commanders to provide support with SIM SWITCH/Dead Room manning during the exercise. These support requirements may vary dependent on the duration of the exercise.

2.1.3.1. During the execution phase, EC's inject exercise inputs at the group level and evaluate performance. They also assist with ensuring the exercise scenarios follow the script and provide exercise briefings to their respective group commander (as requested).

2.1.3.2. After the exercise, ECs provide a post exercise briefing to their respective group commander and provide inputs to the ED for the official exercise report. These inputs include both positive observations and problems observed that affect the group's ability to effectively accomplish its mission. They compile inputs from unit EEs on exercise evaluation information and supply this information to the EDs.

2.1.3.3. ECs can change or delete exercise inputs to meet exercise objectives and to aid in designing a realistic script any time prior to finalizing the script. After the EDs have declared the script final, the ECs will only delete those events which could violate this instruction, published ground rules, safety and security standards, or affect real world mission accomplishment.

2.1.3.4. The ECs will ensure all geographically separated units (GSU) ECs are sent an up-to-date copy of the script outline before each script review meeting and a final copy of the exercise script before STARTEX.

2.1.3.5. ECs will not, even if directed, disclose exercise scenario content and will refer questions on the scenario to the EET Chief or EDs.

2.1.4. EEs are individuals assigned to the groups and subordinate units entrusted with exercise information who aid in designing, conducting, and evaluating realistic exercises. EEs are appointed in writing by the unit commander or designated representative and should be experienced and highly knowledgeable of unit procedures. During the planning phase they support the ECs by providing credible, detailed exercise event inputs for their respective unit, ensuring the proper simulation materials needed to present the scenario are available, and maintaining exercise script integrity.

2.1.4.1. During the execution phase, EEs are in the unit injecting unit-level exercise inputs and evaluating unit, crew, and individual performance. They remain on-scene to ensure that scenarios are: clearly presented, kept within the scope of the script, and provide clarification of inputs as needed. At unit commander direction, give an outbrief after each exercise enabling the commander to decide on additional topics for monthly training or future exercises.

2.1.4.2. Post exercise EE support consists of providing unit exercise reports to the group EC, participating in post exercise analysis, and identifying any observed problem areas. EEs track all ORI self-inspection checklist items applicable to their unit to ensure each is exercised and validated at least quarterly.

2.1.4.3. EEs will not, even if directed, disclose exercise scenario content and will refer scenario questions to the EET Chief or EDs.

2.1.5. SIM SWITCH. SIM SWITCH is set up at Schriever AFB (SAFB) and GSUs (as necessary) to meet exercise objectives. SIM SWITCH personnel act as various agencies that are not exercise participants but would be contacted in response to presented scenarios. Additionally, the SIM SWITCH will inject inputs that would have originated from off station agencies. SIM SWITCH

phone numbers and locations will be provided in exercise specific ground rules, which will be distributed prior to STARTEX.

### 3. Exercises.

3.1. SPACEAF participates in several unified-level exercises during the year. 50 SW is required to participate in these exercises as tasked in the Consolidated Tasking Order (CTO). Wing participation in unified exercises provides an opportunity to test wartime relationships among wings, SPACEAF, USSPACECOM, and theater warfighters.

3.1.1. To ensure maximum participation, SPACEAF provides the wing commander written notification of exercise specific support requirements at least 180 days prior to any exercise. When SPACEAF does not receive 180 days notice of an upcoming unified exercise, notification to the 50 SW will be made as soon as possible.

3.1.2. SPACEAF categorizes its exercises into one of four levels (Level 1 - 4), dependent upon the type of participation expected. It is SPACEAF policy to have its wings participate fully in level one exercises and provide a 24-hour simulation and response cell for level two exercises. Level 3 and 4 exercises involve only SPACEAF with no wing involvement. SPACEAF will send an exercise support requirement message to the wing 90 days prior to STARTEX, establishing objectives and identifying wing support requirements.

3.1.2.1. SPACEAF exercise scripts are developed with Master Scenario Events Listing (MSEL) software. MSEL is an Access program application. Units tasked with providing scenarios to SPACEAF will create the scenario with the wing program Scenario Management Analysis and Reporting Tool (SMART) and forward the scenario number to IGX, who will convert it to MSEL format and forward to SPACEAF for injection into their script.

3.2. Opinius Vista (OV) are 50 SW-sponsored exercises conducted quarterly as a minimum or as directed by the wing commander. These exercises can be a wing only effort or conducted in conjunction with SPACEAF exercises as tasked in the CTO. OVs provide an opportunity for commanders to validate unit procedures, improve operations between units, and practice contingency procedures. Procedures for planning and conducting an OV exercise are detailed in section 4.

### 4. The Exercise Cycle.

#### 4.1. General.

4.1.1. The exercise cycle generally consists of three phases: Planning, Execution, and Post Exercise Reporting phases. Prior to the cycle beginning, the Chief, EET posts the yearly exercise schedule for the wing. This schedule is sent to the group exercise controllers through group CC's, for dissemination to individual squadrons.

4.1.2. EDs develop planning milestones along with post exercise reporting submission deadlines based on the approved execution dates. [Attachment 1](#) of this instruction is used as the guideline for establishing these dates. The attachment is filled out, attached to the signed exercise directive, and sent to the wing/groups for dissemination to exercise controllers a minimum of 2 months prior to STARTEX. (See [Attachment 1](#), Exercise Schedule & Planning Checklist).

4.1.3. The Chief, EET and EDs establish primary objectives for each exercise using AFI 32-4001, Chapter 5 as a guideline. This instruction states the type and frequency of exercises that the wing

must be exposed to on a yearly basis. EDs disseminate this information to the exercise controllers who develop scenarios supporting the objective and promoting group objectives. When combined together, these scenarios provide a robust exercise program for the wing.

#### 4.2. Planning Phase.

4.2.1. Upon receipt of the Exercise Directive, the ECs will notify their group and unit commanders and EEs of the upcoming exercise. ECs will then task the unit EEs to start developing scenarios for the exercise script development.

4.2.2. Unit commanders will immediately review any unit inspection considerations (INSP-CONS) and determine if factors exist that limit full participation in the exercise. If so, they will submit a non-participant request to their group commander no later than 7 weeks prior to STAR-TEX. The request will include justification for not participating in the exercise. In the event an INSPCON becomes known after the deadline has passed, the unit must still submit a non-participant request for group commander's approval. Group commanders decide on participant or non-participant status for their units. The group EC is informed of which units will not be taking part in the wing exercise prior to the Initial Exercise Planning Meeting.

4.2.3. Exercise Participants. During an exercise, organizations (military and civilian) will fall into one of three categories: participants, non-rated participants, and non-participants. Prior to STAR-TEX a list of participants will be distributed. The following are descriptions of these categories:

4.2.3.1. Participant. An exercise participant is any 50 SW subordinate unit that has not been designated a non-rated participant or non-participant and is required to respond to exercise inputs.

4.2.3.2. Non-Rated Participant. A non-rated participant is any 50 SW subordinate unit or tenant unit participating in an exercise event that adds realism. For example, AFOSI Det 807 (SAFB) supports 50 SW functions. This detachment does not receive Operational Readiness Inspections in the same manner as the 50 SW; however, they do provide support to the wing and the effectiveness of that support can be maintained and improved upon through exercise participation. Non rated participants also include civilian agencies that participate in wing scenarios to validate Memorandum of Agreements held with the base. Examples of these agencies would include Ellicot Fire Department and El Paso County Sheriff Department Special Weapons and Tactics (SWAT) unit.

4.2.3.3. Non-Participant. A non-participant is any 50 SW unit, tenant unit, or individual not required to respond to 50 SW exercise inputs. As non-participants, they do not have an impact on the exercise rating. Units in the JNIC typically are non-participants along with Operations Squadrons launch teams conducting launch operations.

4.2.3.4. The group ECs will ensure copies of all non-participant letters are sent to 50 SW/IGX. These letters become part of the archived history on the exercise.

4.2.3.5. Individuals or units given non-participant status by their group commander will provide their personnel with a copy of the approval letter. They will present this letter as required (i.e. SFs, EEs) to identify themselves as non-participants when outside the unit.

4.2.3.6. The commander of a non-participating unit will designate a 24-hour point-of-contact who the EC can contact for help in constructing realistic responses to exercise scenarios that

may involve the non-participant unit.

4.2.4. The initial planning meeting will be scheduled 6 weeks prior to STARTEX. As a minimum the wing EDs, group ECs, and EET subject matter experts (i.e. Intel, OSI, fire department, and security police) will attend.

4.2.4.1. The inclusive dates and times for the exercise will be identified at the initial planning meeting.

4.2.4.2. The planning team will identify major exercise events, with injection times and durations, to cover the primary objectives.

4.2.4.3. Based on the exercise participant list provided by the group commanders, an exercise participant list will be published in the ground rules.

4.2.4.4. After the initial planning meeting, the group ECs will distribute a list of the major events, with injection times and durations, to their EEs and request scenario inputs from them.

4.2.4.5. Group and unit EEs will develop scenario inputs based on the major events to cover objectives which unit commanders may want to exercise locally.

4.2.5. Three and one-half (3 1/2) weeks prior to STARTEX, EDs will complete and distribute a draft of the exercise master script. The EET will review the scripted events for accuracy.

4.2.6. Three weeks prior to STARTEX, EDs will conduct an initial master exercise script review meeting.

4.2.6.1. All group ECs and subject matter expert EEs on SAFB and EEs at GSUs will attend the script review meeting in person or through teleconferencing. EET members unable to attend must ensure they get their comments to their group EC prior to this meeting. Problems or concerns with the script will be resolved at this meeting.

4.2.6.2. ECs are responsible for verifying all event stimuli in the master script have been addressed and/or coordinated on prior to this meeting.

4.2.6.3. The EDs will make any changes or corrections and distribute the updated script no later than two weeks prior to STARTEX. ECs will ensure all scenario stimuli have been completed and entered into the SMART database.

4.2.7. Two weeks prior to STARTEX, the EDs will conduct a final script review meeting. Final corrections or deletions will be made at this time.

4.2.7.1. No further changes will be made to the master script after the final review meeting. Any requests for changes or scenario deletions from that point must be approved by an ED. The ED will make any required corrections to the draft and distribute the final script no-later-than 1 week prior to STARTEX.

4.2.8. Exercise-specific ground rules will be established. The ED will distribute them to the groups not later than 1 week prior to STARTEX.

### 4.3. Execution Phase.

#### 4.3.1. General.

4.3.1.1. Wing exercises are initiated and terminated by an ED notifying the Wing Operations Center in person. During the exercise, on-scene evaluators wear special EET badges or vests

to assist unit members in identifying them. EET badges do not replace restricted area badges.

4.3.1.2. All 50 SW units will respond to exercise inputs as realistically as possible and follow them to their logical conclusion or until directed to by an evaluator. Questions concerning the continuation or termination of an exercise scenario due to safety or real-world operations impact will be addressed to an EE, EC, or ED. However, any person may stop a scenario if it is violating safety standards, causing a negative impact to real-world operations, or has the propensity to cause a security violation.

4.3.1.3. Certain artificialities are injected into exercise scenarios to promote increased participation and to meet exercise objectives. Players are instructed not to judge the realism of events or timing but to accept them at face value and take appropriate actions based on the situation at hand. Judging whether a certain situation may or may not realistically happen is counterproductive to the learning process and is strongly discouraged. However, in order to improve future exercises, participants are highly encouraged to provide feedback to evaluators after the scenario has concluded.

4.3.1.4. Time compression is essential to exercise play. Every effort should be made to comply with short suspense requests even though the response time given may be unrealistic.

4.3.1.5. To maximize overall benefits of an exercise, all exercise participants will respond to exercise inputs in accordance with exercise ground rules, operations plans, instructions, and other applicable directives. Units will respond to exercise events even if an evaluator is not present to observe their response.

#### 4.3.2. Operations.

4.3.2.1. Exercise activities will not interfere with nor prevent accomplishment of real-world operations. Real-world activities may be observed and evaluated by EEs on a non-interference basis only.

#### 4.3.3. Safety.

4.3.3.1. Personnel safety takes precedence over all exercise activities. Participants will not respond to an exercise event in any manner that will endanger life or cause damage to equipment.

4.3.3.2. Evaluators will stop individuals from committing actions which may jeopardize personnel safety, damage equipment, or have a negative impact on real-world missions.

4.3.3.3. Personnel will observe posted speed limits when responding to exercise events. Operators of emergency vehicles will use warning lights, but NOT sirens, when responding to an exercise scenario.

4.3.3.4. Vehicle sirens or horns will be used to alert other personnel when entering or withdrawing from an exercise accident site.

4.3.3.5. Personnel will wear appropriate protective equipment, including masks, when responding to exercise events. Protective equipment will not be worn if it creates an unsafe condition.

4.3.3.6. Personnel will not wear protective masks, boots, or gloves while operating a POV or while operating a GOV off base or during the hours of darkness. Personnel will not ride in

pick-up truck beds when responding during exercises.

#### 4.3.4. Communications, Reporting, and Logs.

4.3.4.1. Sound OPSEC and COMSEC procedures will be adhered to at all times.

4.3.4.2. Exercise participants will prepare and send all required reports (voice and hardcopy) driven by an exercise scenario. Evaluator personnel may stop a report from being produced if they are on-scene and the report is not needed to drive another agency's actions. Exercise reports (SITREP/SORTS/etc) should contain ONLY exercise status information. Reports required to be sent to the WOC or other participants should be forwarded in the same manner used in real-world operations. Do not mix real world status with exercise status, or vice versa.

4.3.4.2.1. Reports which are required to be telephoned or transmitted to non-participants will be phoned to the SIM SWITCH or typed up and given to the evaluator observing the procedure. If no EE is present, the unit will maintain hardcopies of messages for a period of 5 days after ENDEX

#### 4.3.4.3. Voice Communications.

4.3.4.3.1. Use the phrase, "THIS IS AN OPINICUS VISTA XX-X EXERCISE INPUT," at the beginning and end of all verbal scenario communications. The XX-X will be the exercise number. Use the appropriate term for each exercise input being relayed.

4.3.4.3.2. Do not place exercise telephone calls to non-wing agencies unless these agencies were explicitly identified as exercise participants or non-rated participants in the exercise ground rules. Unit personnel will call the SIM SWITCH for all non-wing agencies not participating in the exercise, but would normally have a role in a particular input (i.e. up and down channel reporting, mutual aid requests, etc.).

4.3.4.3.3. The SIM SWITCHes (SAFB/GSUs) will act as needed to provide realism to the exercise scenario. The SIM SWITCH will be contacted as all non-participating USAF, national, and local agencies. The specific exercise ground rules will contain all SIM SWITCH numbers.

4.3.4.3.4. Each GSU will consider establishing a local SIM SWITCH to handle all local non-participating organizations and disseminate all SIM SWITCH telephone numbers.

#### 4.3.4.4. SIM SWITCH Procedures.

4.3.4.4.1. The SIM SWITCH consists of personnel from each group. It will be manned continuously from STARTEX to ENDEX. Each group at SAFB will provide one individual per shift with knowledge of the functions of their group to man SIM SWITCH.

4.3.4.4.2. When calling SIM SWITCH, the caller will do the following:

4.3.4.4.2.1. Identify yourself, "This is (your rank, name, and unit), with an exercise input."

4.3.4.4.2.2. Give the functional area, telephone number, and identity of the individual/unit you are calling. For example, "I'm calling the Fire Chief of Colorado Springs at 555-6789."

4.3.4.4.2.3. Clearly state your reason for calling. For example, "There is an out of control grass fire west of SAFB. Please respond!"

4.3.4.4.2.4. Wait for SIM SWITCH response.

4.3.4.5. Message Traffic.

4.3.4.5.1. Place the term "THIS IS AN OPINICUS VISTA XX-X EXERCISE INPUT" on the first and last line of all written communications.

4.3.4.5.2. Number OPREP-3 reports IAW AFMAN 10-206, *Operational Reporting* and AFSPCI 10-202, *Operational Reporting*.

4.3.4.5.3. Include all required addressees on exercise messages. Ensure exercise messages are transmitted only to exercise participants. Identify all other addressees as "ZEN" addressees. Clearly mark all releasing documents and accompanying disks with the exercise name. For example, "EXERCISE OPINICUS VISTA XX-X".

4.3.4.6. Event Logs. Maintain all appropriate event logs (operations center, control centers, etc.). Units will retain all exercise logs and message traffic records for a period of 5 days after the exercise termination date. ECs or EEs will select what messages, if any, they want photocopied and turned in at the end of an exercise.

4.3.4.7. Communications/Computer Systems.

4.3.4.7.1. Do not disrupt real-world communication services to non-participating agencies. Internal communications services for participating units may be disrupted, but the disruption must not cause negative impacts on real-world operations, safety, or security.

4.3.4.7.2. Communications/Computer Systems, circuits, and equipment removed from service as a result of an exercise scenario will remain out of service until the repair (actual or simulated) or restoration of the system has been validated by an EE, the exercise event is concluded by an EE, or the exercise is terminated and normal operations have resumed.

4.3.4.7.3. Defense Information Systems Agency (DISA) controlled systems will not be disrupted without prior coordination, approval, and release by the using organization. For example, civil engineers may want to exercise fire evacuation procedures in building 700 on SAFB. They should be aware that communications related to DISA are conducted in building 700 and certain exercise events are not allowed.

4.3.5. Security Forces.

4.3.5.1. Perpetrator Actors.

4.3.5.1.1. If actors will be used as perpetrators for an exercise scenario, they will not confront on-duty security forces or support members with deceptions that could be interpreted as hostile, jeopardize security of priority resources, or provoke the use of deadly force.

4.3.5.1.2. Perpetrators may have various types of concealed weapons (props) to evaluate security forces search techniques. "Prop" weapons will be marked as "Exercise" or "Prop" so that security forces can quickly determine them to be training aids and not a functioning weapon. Commercially purchased training aids made of rubber or plastic, painted red in color, and marked with the office responsible for their safekeeping are preferred over hand made training aids. "Prop" weapons will not be drawn or pointed at security force members and will be strictly controlled by the on-scene evaluator.

4.3.5.1.3. ANYTIME security force personnel have achieved positive control of an exer-

cise perpetrator and the use of deadly force is authorized in the situation, exercise perpetrators will obey all challenges and security forces instructions.

#### 4.3.5.2. Armed Response.

4.3.5.2.1. Security forces responding to exercise events may respond, when warranted, with their firearms ready IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

4.3.5.2.2. Personnel armed with the M9 pistol will have their firearm in their holster at “ready pistol”, flap open, shooting hand on the pistol grip, hammer NOT cocked, and finger NOT in the trigger guard. Security Forces will NOT draw pistols from the holster during exercises.

4.3.5.2.3. Personnel armed with the M-16/GAU rifle will have their firearm at “Port Arms,” safety selector on SAFE, and finger NOT in the trigger guard. Personnel will NOT chamber a round during exercises.

4.3.5.2.4. Under NO circumstances will a weapon of any kind be pointed at anyone during an exercise scenario.

4.3.5.2.5. El Paso County Sheriff Office SWAT personnel will remove ammunition from all weapons for exercise scenarios. The on-scene senior Security Force Squadron evaluator will check SWAT personnel to ensure no live ammunition is present.

4.3.5.3. During any field deployments, units are responsible for providing security for firearms movement to the deployed site. EEs will coordinate with security forces on security requirements for any weapons remaining in the field. Members who are performing weapons guard duty and armed with live ammunition, will be identified by wearing a distinctive reflective vest. Their weapon loaded with live ammunition will be marked in a distinctive manner along with the ammunition magazine containing the ammunition. The armed guard WILL NOT participate in any exercise activities.

4.3.5.4. After demonstrating the capability to perform a task to evaluators, Security Force Operations may request relief from closing gates, conducting vehicle searches (installation entry), closing portals, 100% ID checks, and inspecting handcarried items in response to exercise scenarios. Security Forces WILL NOT block off-base roads for exercise scenarios. Security controllers will complete all necessary actions, but will not notify off-base agencies or request their assistance, unless the agency is identified as a non-rated participant in the exercise ground rules. The SIM SWITCH will be contacted for notifications to non participant agencies.

#### 4.3.6. Fire Department.

4.3.6.1. Do not engage the fire pump nor discharge water on a mission facility. Do not take charged handlines inside facilities. Do not discharge firefighting foam (AFFF) or chemicals on/or inside facilities. Use for live fire only.

4.3.6.2. Simulate discharging a firefighting agent from the “T” handle by touching throttles and buttons for shutdown or by simulating pulling the handles.

4.3.6.3. Fire vehicle operators will demonstrate pumping capability by discharging water onto the outside of non-mission facilities.

4.3.6.4. Firefighter pre-briefings will be used during live-fire exercises to review the exercise event to prepare, motivate, and challenge each firefighter involved. Post drill critiques may be used to improve future performance.

4.3.6.5. Simulate forcible entry into vehicles, facilities, etc. unless otherwise notified by the Fire Department Qualified Exercise Evaluator.

4.3.6.6. Personnel may remove encapsulated suits after demonstrating their ability to accomplish their assigned tasks for a period of 20 minutes or as required by black bulb temperature limitations.

4.3.6.7. Personnel are not required to wear protective equipment (bunker clothing) when temperatures exceed 85 degrees F or black bulb temperature limitations.

4.3.6.8. Only two individuals will be required to don specialized protective clothing for hazardous materials.

4.3.6.9. Fire department personnel will not use ground ladders when winds exceed 20 knots.

4.3.6.10. The Fire Chief or senior fire official on duty must receive at least a 30-minute prior notification when exercises involve fire fighting vehicles, equipment, or personnel IAW AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*.

#### 4.3.7. Medical Procedures.

4.3.7.1. All active individual medical profiles (AF Form 422 Physical Profile Serial Report) will remain in effect for all exercise events.

4.3.7.2. The Medical Treatment Facility (MTF) will use all available resources except those designated for real-world emergencies.

4.3.7.3. The MTF may have to suspend, cancel or reschedule patient appointments in order to respond to exercise activities.

4.3.7.4. Patient treatment for exercise events will be conducted to the fullest extent until medical personnel are notified by an evaluator to end their actions.

4.3.7.5. The MTF will use appropriate medical supplies and equipment to demonstrate patient care capability with the following exceptions:

4.3.7.5.1. Medical personnel will not uncap any needles for syringes or IVs and will not administer oral or intravenous medications.

4.3.7.5.2. Medical personnel will not open or damage expendable medical supplies. If available, props can be used to make medical personnel actions more realistic.

4.3.7.5.3. The MTF will simulate aeromedical evacuation and civilian transfer of patients for the base portions of the exercise. All procedures up to the actual evacuation will be demonstrated.

#### 4.3.8. Contractors and Military Equal Opportunity (MEO).

4.3.8.1. No exercise events will be conducted which could result in a potential contractor claim for additional costs. Exercise scenarios that would require contractor personnel participation must be coordinated through the normal wing approval process to the Contracting Officer and EE prior to scripting the event. Contact the 50th Contracting Squadron for guid-

ance on what would cause additional contract costs.

4.3.8.2. Direct contractor participation in exercises is limited to those activities and levels of effort specified under contract. Civilian contractor and MEO personnel are expected to participate in exercises to the extent required by the Statement of Work or contract.

4.3.8.3. Contractor and MEO personnel should respond to all evacuation events. The unit should label as "non-participants" contractor or MEO personnel whose evacuation results in mission impact or a government-caused delay of contractor performance.

4.3.8.4. The IG coordinates any additional contractor efforts beyond the currently specified work levels with the contracting officer in advance of the exercise.

4.3.8.5. Avoid contract-related delays that may cause cost impact to the government.

4.3.8.6. Contracting personnel must take all appropriate contracting actions in response to exercise events short of expenditure of funds. Call the SIM SWITCH to simulate calls to contractors. Any requirement to transmit hard copy information to non-participant organizations should be generated and provided to unit EE in lieu of actual transmission.

4.3.8.7. Units preparing purchase requests based on exercise inputs shall not call actual contractors for sourcing information. They will instead call the SIM SWITCH for information.

4.3.8.8. Legal considerations exist in contracts for civilian support at some participating units and may not provide for contractor participation where contractor support is limited. In this case exercise participation will be limited to actions normally handled by military personnel assigned to these units.

#### 4.3.9. Deployment and Relocation.

4.3.9.1. Deployment. Only personnel identified in Unit Type Codes (UTC) or against an Air Expeditionary Force (AEF) requirement deploy.

4.3.9.2. During deployment processing, personnel should submit any simulation requests at or prior to the concept briefing. Any requests submitted after the concept briefing will not be considered unless they impact mission capabilities. The EE in the Deployment Control Center (DCC) has approval authority for these requests.

4.3.9.3. Aircraft arrivals and departures may be simulated.

4.3.9.4. If aircraft movement of personnel and material is simulated, surface transportation consistent with event requirements will be used.

4.3.9.5. The immunization station on the Personnel Deployment Function (PDF) will administer immunizations on the deployment processing line as required by personnel for actual deployment. A health care provider is required at the PDF if immunizations are administered.

4.3.9.6. Simulate authentication of special orders. Minimum distribution will be provided to the appropriate workstations, included in personnel accountability kits, and distributed as required by any local policy.

4.3.9.7. Simulate issue of new identification cards for enlistment extensions needed to meet retainability requirements for deployment exercises unless the identification card is due to expire within 30 days.

4.3.9.8. Simulate update of personnel data system to project TDY data (flow mini records). Save information to disc and make available to evaluators.

4.3.9.9. Relocations. Unlike deployment for units with UTCs, non-UTC units (e.g., 2 and 3 SOPS operations crews) relocate (go TDY) to an alternate operating location.

4.3.9.9.1. Immediately after determining that operations personnel need to relocate, the operations unit commander or designated representative will inform the WOC and the Installation Deployment Officer (IDO). The WOC will pass all information to the Battle Staff (BS).

4.3.9.9.2. When the relocation itinerary is set, the operations unit will notify the WOC/IDO with departure and arrival times, number of personnel relocating, personal information on personnel (i.e., name, rank, and SSAN), and the estimated time the alternate site will be operational. OPSEC/COMSEC procedures will be observed at all times.

4.3.9.9.3. When relocating personnel arrive at their alternate operations site, they will notify their unit of arrival time and when the site is operational. The unit will then notify the WOC/BS.

#### 4.3.10. Evacuations.

4.3.10.1. All personnel, except mission-essential personnel performing real-world operations, participate in evacuations. Maintain minimum personnel required for facility security. Mission-essential personnel required for real-world security and mission accomplishment will remain in evacuated facilities.

4.3.10.2. Do not totally evacuate the following facilities or operations without prior ED coordination:

4.3.10.2.1. Command Centers (Command Post, Operations, Communications, Space.

4.3.10.2.2. Launch, Security Force Squadron, Fire, Weather).

4.3.10.2.3. Security Force Squadrons Entry Control Facilities and Posts.

4.3.10.2.4. Promotion, PME, and academic testing facilities when testing is in progress.

4.3.10.2.5. Dental and clinic facilities.

4.3.10.2.6. Military court facilities.

4.3.10.2.7. Hazardous materials storage areas.

4.3.10.2.8. AETC classrooms and schools (including off-duty education courses).

4.3.10.2.9. Child Development Centers.

4.3.10.2.10. Dining facilities.

4.3.10.2.11. Telephone switchboards, powerplants, and computer rooms

**NOTE:** Non-mission essential personnel should evacuate from these facilities.

4.3.10.3. Restrict entry into facilities exempted from total evacuation to essential personnel. Personnel who are conducting business when the evacuation was directed may continue their business but must remain in the facility until the evacuation portion is over.

#### 4.3.11. Standing Simulations.

4.3.11.1. Do not actually recall personnel from leave or temporary duty; however, complete required recall actions and provide documentation to the EE. Call SIM SWITCH to simulate calling the personnel on leave or temporary duty.

4.3.11.2. Personnel will not remove underclothing during personnel decontamination operations.

4.3.11.3. Manpower and materials consumed in response to a scenario event remain unavailable for the duration of the exercise unless otherwise stated by EDs.

4.3.11.4. Simulate moving dumpsters in response to changes in security levels driven by a scenario. Evaluators may review/validate procedures in place to have them moved, but will NOT engage contractors to move them.

4.3.11.5. Highways will not be blocked for exercise events.

4.3.11.6. Pregnancy waivers for the wear of protective equipment are governed by AFI 44-102.

4.3.11.7. Personnel will use “training” chemical gear during an exercise. They must be able to show all required real world equipment.

4.3.11.8. Unit personnel should not initiate any action which will result in excessive cost to the unit without consulting with an ED/EC/EE first.

4.3.11.9. Simulation media will be exclusively controlled and initiated by unit EEs.

#### 4.3.12. Handicapped Parking.

4.3.12.1. Authorized individuals can use identified handicapped parking spaces throughout the exercise. These vehicles will not be moved to satisfy an exercise Force Protection Condition (FPCON) requirement. However, units must marshal and dispatch the necessary resources to simulate removal of the vehicle.

#### 4.3.13. Tenant Organizations.

4.3.13.1. To the maximum extent possible, tenant units should follow normal procedures during the exercise; however, they should make contingency plans in the event the host base is not able to provide support because of real world commitments or activities.

4.3.13.2. Tenant-owned facilities are exempt from direct participation in security/FPCON inputs. Tenant organizations and contract employees located in facilities with unit personnel are required to participate in security/FPCON inputs and building evacuations. Following building evacuations tenant organizations should contact an EET member to request entry to the facility. Unit EETs monitor exercise inputs for impact on tenant organizations, contract employees, and county service agencies.

#### 4.3.14. Cordons.

4.3.14.1. Once the unit establishes the cordoned area, the on-scene unit Security Forces (SF) representative notifies the on-scene SF evaluator. Cordons will not automatically be terminated without on-scene EET representative approval. Cordons for Emergency Response Exercise (ERE) scenarios are maintained for the duration of the event. ED or on scene SF evaluator

may reduce the cordon size at their discretion.

4.3.14.2. Mission essential personnel and non-participants may not break cordons. Mission essential personnel and non-participants who need access to a cordoned area will enter through the established entry control point (ECP). If the local procedure involves the use of a log at the ECP then mission essential personnel and non-participants will be logged in and be allowed to enter the cordoned area to reach their destination.

#### 4.3.15. Network Operations Center (NOC).

4.3.15.1. 22 SOPS Network Scheduling will maintain an exercise database. Exercise outages will not be entered into the DVTM, CC/S, or ESD. All exercise inputs/questions for Network Scheduling will be directed to the exercise real-time scheduler. 22 SOPS Network Status will process any exercise outages/questions. Phone numbers for the real-time scheduler and Network Status will be listed in the exercise ground rules.

4.3.15.2. Network Status functions and responsibilities will be in the exercise-specific ground rules.

4.3.15.3. SOCs/TSCs, RTSs and CUEs reporting exercise outages, Manning Scheduling Changes, configuration of the ASTRO, 50th Operations Support Squadron Satellite Simulators, (GTSIM) involvement, exercise script information, and SIM SWITCH phone numbers for non-participating units will be published in the exercise-specific ground rules.

4.3.15.4. No real-world outages or schedule changes will be integrated into the exercise database.

4.3.15.5. Any exercise correspondence with Network Scheduling or Network Status (i.e. MSCs or Outage Reports) will be marked "EXERCISE" at the top and bottom in bold lettering prior to transmitting.

4.3.15.6. 22 SOPS EE will act as SIM SWITCH for all 22 SOPS detachments. The EE can be reached at the phone extension listed in the ground rules.

4.3.15.7. Do not call 22 SOPS Dets with exercise inputs/questions. Coordination with any of these agencies during the planning or executing of the exercise should be done through the 22 SOPS EEs.

#### 4.3.16. Exercise Duress Words.

4.3.16.1. Duress words are not used at all 50 SW facilities. The following paragraphs apply to the facilities that do use duress words.

4.3.16.2. All personnel must know the duress words and how to use them.

4.3.16.3. Exercise duress words are "FOR OFFICIAL USE ONLY" and will be used on the base or site where the exercise is being conducted. The exercise duress word is also routinely used as part of real-world training and evaluation.

### 4.4. Post Exercise Phase.

#### 4.4.1. Post Exercise Actions and Reporting.

4.4.1.1. An exercise hotwash will be conducted within 24 hours after ENDEX. It is given to the 50 SW/CC or designated representative and group commanders by the EDs. Only

wing-level problems observed during the exercise will be discussed.

4.4.1.2. Within 24 hours after ENDEX, group ECs will meet with unit EEs.

4.4.1.3. Within 2 duty days after ENDEX, the EET will conduct a hotwash to discuss the exercise and any problems noted.

4.4.1.4. Within 5 duty days after ENDEX, ECs will send group exercise report inputs to the ED. The report will include but not be limited to:

4.4.1.4.1. Major functional areas covered by the exercise.

4.4.1.4.2. List of volunteers who provided exercise support to ensure realism.

4.4.1.4.3. Strengths and commendables, problems, areas for improvement, and quality ideas in the major graded areas of Initial Response, Employment, Mission Support, and Ability to Survive and Operate (ATSO) (see [Attachment 2](#) for format).

4.4.1.5. Within 8 duty days after ENDEX, the EDs will conduct an outbrief to the 50 SW/CC or designated representative.

4.4.1.6. Within 2 weeks after ENDEX, the EDs will provide a written exercise report to the 50 SW/CC/CV.

## 5. Script Development.

5.1. General. Scenario inputs should evaluate performance, effective training and experience of the unit and its personnel. Most importantly, inputs should be realistic. Scenario inputs will not be written to place emphasis on discrepancies (i.e. if a communications restoral plan is under development, do not plan a communication outage for an exercise input). Wait until the discrepancy is fixed and use future exercises to test the resolution. Script development begins with the EET Chief and EDs selecting the overall objectives for the exercise. It is then a team effort among the EDs, ECs, and EEs to develop scenarios that support the exercise objectives.

5.1.1. All scenario input injection times will be between STARTEX and the ending date and time of the exercise ENDEX. The only exception to this rule is for inputs which “set the stage” for other inputs during the exercise; e.g. messages, injuries, etc.

5.2. EE members will create and compile all scenario inputs for their respective unit and enter them into the SMART exercise database. A listing of their entries with SMART-generated event numbers will be sent to the respective group EC.

5.2.1. When submitting a scenario input, the author must ensure the scenario is complete and accurate. For a scenario to be complete, it must be explicit in not only what the presented scenario is, but also in how it will be presented, what the expected response should be, and what actions the SIM SWITCH person should take if called. Will there be reports generated from this scenario, and if so, what type? Will the battlestaff be notified and what is their expected response?

5.3. SMART is an ACCESS database application, kept on the “S” drive of the SAFB LAN. The EDs and designated ECs and EEs are the only personnel with access to the drive directory containing the SMART database.

5.3.1. Groups who do not have access to the "S" drive or are geographically separated from SAFB will be given a copy of the database. The ECs will send a softcopy of their transfer database and a hardcopy of their inputs to the ED.

5.4. EEs will send an event list to their EC with the database event number, event title, and the event injection date and time (ZULU and local). The ECs will consolidate these event lists and forward them to the EDs no later than 4 weeks from STARTEX for building the script.

## **6. Staff and Training.**

6.1. All members of EET will attend EET training prior to performing wing exercise evaluator duties. Classes are held quarterly as a minimum. The class covers basic evaluator duties and responsibilities along with specific responsibilities. This class is given jointly by 50 SW/IGX and 50 CES/CEX.

## **7. Awards and Honors Selection Procedures.**

### **7.1. Professional Performer Eligibility Criteria.**

7.1.1. Normally not more than 5 percent of Air Force members with the rank of captain and lieutenant, technical sergeant and below, non-appropriated fund employees and civilians in the grade of GS-9 and below, WS-13 and below, WL-14 and below, and WG-15 and below are eligible for this award. Personnel of Allied nations, other United States military, and civilian personnel are eligible for this award with the same grade restrictions as above.

7.1.2. There is no requirement for this award to be given. The 5 percent ceiling can be exceeded with the concurrence of the Chief, EET.

### **7.2. Professional Workcenter Eligibility Criteria.**

7.2.1. There is no limit to the number of workcenters nominated for the award.

### **7.3. Nomination Process.**

7.3.1. EEs identify professional performers based on a combination of superior duty performance and strict adherence to AFIs 36-2903 and 40-502 (military only). EEs identify professional workcenters based on the overall superior duty performance of the workcenter.

7.3.2. EEs submit rank and complete name of professional performer nominees along with details behind the nomination for the award to the Wing Exercise Team Chief. Ensure spelling and rank are correct for the nominated professionals. Include unit and specific section when submitting professional workcenter nominees.

7.3.3. Certificate Preparation. The Wing Exercise office will compile the list of professional performers for the report. After approval by the team chief, the list is forwarded to IGX who prepares the certificates. The certificates are signed by the Wing Exercise Chief and 50 SW/CC and given to the groups for dissemination. At the GSUs, the site or detachment commander or their designated representative will sign the certificates as the approving authority.

LARRY D. JAMES, Colonel, USAF  
Commander

Attachment 1

EXERCISE SCHEDULE & PLANNING CHECKLIST

Table A1.1. Exercise Schedule & Planning Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Exercise Schedule & Planning Checklist 50 SWI 10-204, <a href="#">Attachment 1</a>		OPR 50 SW/ IG	DATE 05 Nov 1995	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>			
1.	Exercise: <b><u>Opinicus Vista XX-X // scheduled for DD-DD MMM YYYY</u></b> ED coordinate with EET Chief and establish exercise objectives.			
2.	Exercise Directors (ED) - establish the exercise planning schedule and distribute to exercise evaluators (EEs) a minimum of 2 months before the scheduled start date.			
	NOTE  Group exercise controllers (EC) should notify their subordinate unit commanders as soon as they receive this schedule. Give them a suspense date for submitting non-participant requests to the group commander. The suspense date should be set so a participant list is available to ECs prior to the initial planning meeting.			
3.	Group Exercise Controllers (EC) - notify subordinate unit commanders of the scheduled exercise dates.			
4.	Non-participant requests due to Group/CC: <b><u>DD MMM YY</u></b> (7 weeks prior to STARTEX)			
5.	Exercise participant list due from groups: <b><u>DD MMM YY</u></b> Non-rated and Non-player approval letter due to 50 SW/IG (6 weeks prior to STARTEX)			
6.	Initial Planning Meeting: <b><u>DD MMM YY // HHMM-HHMM in WOC / M-M-Net #560-6013</u></b> (6 weeks prior to the scheduled time period) -- Identify STARTEX -- Identify ENDEX -- Identify major events (include injection time and event duration) --- What is the Intelligence scenario? --- Any SEAM(s)? --- What is the MARE scenario? --- What is the ARE scenario? --- What Natural Disaster scenario(s)? --- What fire event(s)? --- Any personnel casualty event(s)? --- Any bomb threat event(s)? --- Any intruder event(s)? --- Any deployment? --- Any catastrophic outages(s)?			

ALL PURPOSE CHECKLIST		PAGE 2	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Exercise Schedule & Planning Checklist 50 SWI 10-204, <a href="#">Attachment 1</a>		OPR 50 SW/ IG	DATE 05 Nov 1995	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>			
7.	EDs request Sim Switch support from groups (SAFB)  NOTE  Exercise Evaluators (EEs) will supply a reference, i.e., checklist, instruction, or directive, for each input they supply which can be used to determine task pass/fail criteria.			
8.	Scenario inputs due to 50 SW/IG: <b><u>DD MMM YY</u></b> (4 weeks prior to STARTEX)			
9.	Initial master script review meeting: <b><u>DD MMM YY // HHMM-HHMM in WOC// M-M-N #560-6013</u></b> (3 weeks prior to STARTEX)			
10.	2 weeks prior to STARTEX: <b><u>DD MMM YY // HHMM-HHMM in WOC// M-M-N DSN #560-6013</u></b> -- Final master script review meeting -- ECs ensure stimuli products are complete and in the SMART database. -- EDs distribute exercise specific ground rules. -- Group suspense on Sim Switch Support.			
11.	STARTEX: <b><u>EXERCISE EVALUATOR INFORMATION ONLY</u></b>			
12.	ENDEX: <b><u>EXERCISE EVALUATOR INFORMATION ONLY</u></b>			
13.	Hot Wash with CC: <b><u>DD MMM YY // HHMM – HHMM in the WCR // M-M-N DSN #560-1099</u></b> (Next duty day after ENDEX)			
14.	Unit EE meeting with their group's EC. (24 hours after ENDEX)			
15.	Wing EE's Hot Wash: <b><u>DD MMM YY // HHMM – HHMM in the WOC // M-M-N DSN #560-6013</u></b> (2 duty days after ENDEX)			
16.	Group Report to IG: <b><u>DD MMM YY</u></b> (5 duty days after ENDEX)			
17.	IG out brief to wing: <b><u>DD MMM YY // HHMM – HHMM in the WCR / M-M-N DSN 560-1099</u></b> (8 days after ENDEX)			
18.	IG written report to Wing/CC/CV: <b><u>DD MMM YY</u></b> (2 weeks after ENDEX)			

**Attachment 2**

**EXERCISE REPORT FORMAT**

**FigureA2.1. OPINICUS VISTA XX-X EXERCISE REPORT.**

**INITIAL RESPONSE**

**STRENGTHS/COMMENDABLES:**

A strong attribute or inherent asset to mission accomplishment. Can be a commendable or a general comment. This is a category, not a finding.

A noteworthy finding which each unit should consider for implementation to improve operations. It may not be applicable to all units but should be considered in a modified application of the idea. Will have an OPR identified.

- Other Comments

A finding worth noting but doesn't require consideration by other units.

**AREAS FOR IMPROVEMENT:**

An area requiring enhancement to meet mission requirements. Can be a Problem, General Comment or a Quality Idea. This is a category, not a finding.

**PROBLEM:**

An adverse finding having significant impact or high probability of future significant impact on the unit's functional operations. Failure of a critical AFSPC Checklist item is a problem; any other failure within a C/L would be an Area for Improvement. Problems require an OPR and a reference to the directive violated and must be reported to the unit SIP monitor for tracking.

- Other Comments

A Finding that doesn't qualify as a problem but effect the efficiency of the unit

**EMPLOYMENT**

Same as Initial Response.

**MISSION SUPPORT**

Same as Initial Response.

**ABILITY TO SURVIVE AND OPERATE**

Same as Initial Response.

**REMARKS**

An opinion or judgment which deserves attention or notice. Doesn't cause a negative affect on the outcome of a rating but may draw unnecessary attention or effect the Economy, Efficiency, or Effectiveness AFSPC Checklist outcome.

**PROFESSIONAL PERFORMERS**

**PROFESSIONAL WORK CENTERS**