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Command Policy

**EXERCISE EVALUATION TEAM
PROCEDURES (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes guidelines for the Exercise Evaluation Team (EET) during 51 FW Operational Readiness and Disaster Preparedness Exercises. It implements AFD 90-2, *Inspector General-The Inspection System*, and AFD 32-40, *Disaster Preparedness*, and extends AFI 90-201, *Inspector General Activities*, PACAFI 90-201, *Inspector General Activities*, AFI 10-2501/PACAF Sup 1, *Full Spectrum Threat Response Planning and Operations* and PACAFDIR 90-201, *Civil Engineering Mission Performance Assessment*. It applies to all 51 FW personnel and tenant units that have members on the 51 FW exercise evaluation team (EET).

Privacy Act – 1974 as amended applies. You must safeguard all information on this form. Disclosure of information is IAW DOD 5400.11R, AFI 33-127, AFI 33-219, and PL 93-579 and is For Official Use Only.

SUMMARY OF REVISIONS

This revision changes all CVI references to IGI. EET training requirements are specifically outlined. The EET appointment letter (**Attachment 1**) has been updated. The input card that was **Attachment 2** has been deleted. The EET manning documents have been added as **Attachment 2** and **Attachment 3**. Change reference to AFI 32-4001 to AFI 10-2501 which has superseded it.

1. General. EET members are appointed by unit commanders to evaluate their respective units. Unit EET chiefs are the commanders' representatives for developing exercises to achieve the unit's learning objectives and for assessing the performance of the unit both during and after exercises.

2. Policies. All EET members are trusted agents and will have access to information regarding exercise planning. This information includes, but is not limited to, exercise start times, scenarios, specific areas for evaluation, ENDEX times, etc. Divulging such information adversely affects exercise objectives and will result in removal from the EET and possible disciplinary action. EET members are experts in their respec-

tive fields and are crucial to the evaluation process. Initial EET training is required of all EET members. Special training for Nuclear, Biological, Chemical Defense, Shelter Management, Collective Protection Shelters, Unit Control Centers, Mobility and Reception and Disaster Control Group (DCG) is required for EET members tasked to evaluate those areas.

3. Composition . EET consists of qualified and experienced personnel, assembled from participating units. Unit commanders appoint EET members by letter to the 51 FW/IGI using the format in **Attachment 1**. NOTE: All evaluators may not be required for each exercise.

3.1. Identification. A yellow armband and an EET badge, assigned by position number, are used to identify EET members. They are exempt from exercise movement restrictions, but will not use this exemption for personal convenience. Abuse of EET privileges will result in removal from the EET.

3.2. The 51 FW/IGI is the Chief of the EET.

3.3. Commanders/staff agency chiefs will:

3.3.1. Select a sufficient number of highly qualified and experienced personnel from their organizations for EET duty. Selected personnel should have at least six months remaining at Osan. Commanders will forward an appointment letter to 51 FW/IGI after assigning someone to EET duties. A new appointment letter will be drafted each time a new member is assigned to the Unit's EET. The letter of appointment will list all team members currently assigned and those that are being removed from the EET. See **Attachment 1** for an example EET appointment letter. The EET appointment letter is also available on the [IGI website](#) under "EET information".

3.3.2. Identify an EET chief who is responsible for all team members. Identify an alternate EET chief who is responsible for all team members in the chief's absence.

3.3.3. Ensure personnel selected for assignment to the EET are scheduled for EET training prior to acting as a member of the EET.

3.4. The 51 FW/IGI will:

3.4.1. Coordinate and conduct all EET training to include: Initial EET training, Nuclear, Biological, Chemical Defense, Shelter Management, Collective Protection Shelters, Unit Control Centers, Mobility and Reception, Disaster Control Group (DCG) and GBS and Smoke Grenade Training.

3.4.2. Ensure all EET members are trained in the area they are tasked to evaluate.

3.4.3. Maintain training documentation on all EET members IAW AFI 10-2501/PACAF Sup 1 and PACAFDIR 90-201.

3.4.4. Maintain a database that tracks the following information for all EET members as a minimum: DEROS, position number, training dates and EET position.

3.4.5. Maintain the EET manning document (**Attachment 2**) that assigns position numbers to every member of the 51 FW EET.

3.5. EET Team Chiefs will:

3.5.1. Maintain an individual manning document for each team member position. An example "Individual EET Member Manning Document" is provided in **Attachment 3**. This document is also available on the IGI website under "EET Information".

3.5.2. Assign team members to evaluate all of the following (if applicable to their unit): SMT(s), SCPS/CPS, UCC, Mobility and Reception procedures and DCG (if applicable).

4. Exercise Munitions Requirements:

4.1. 51 FW/IGI will establish a munitions account with 51 MXS/MXMWMO, Munitions Operations, IAW AFI 21-201 and AFI 10-2501/PACAF Sup 1.

4.2. 51 FW/IGI will prepare an AF Form 2005, Issue/Turn-in Request, 10 days prior to any exercise requiring munitions support.

4.3. 51 FW/IGI will forecast annually for all EET munitions requirements using RCS: LOG-LOC (A&AR) 8504, *Annual Munitions Forecast* and submit it to the 51 MXS/MXMWMO Munitions Accountable Systems Officer (MASO) when requested. EET Functional User Code (FUC) "E1" and IG FUC "LZ" will be used.

4.4. Out of cycle allocation requests can be submitted through the 51 MXS/MXMWMO.

5. Munitions Safety:

5.1. Only personnel trained IAW AFMAN 91-201 will be allowed to handle, transport, and employ munitions during exercises. Leather gloves and hearing protection are required when employing ground burst simulators (GBSs).

5.2. All personnel employing exercise munitions will:

5.2.1. Consider the safety of all operations. Location of ground burst simulators must be planned to minimize the possibility of creating hazards or obstructions to essential operations.

5.2.2. Ensure 10-foot radius area is free of combustible material during use.

5.2.3. Ensure use is at least 50 feet from hardened facilities, hardened aircraft shelters, and earth-covered magazines.

5.2.4. Ensure use is at least 100 feet from any facility without facing windows, flammable storage lockers or points.

5.2.5. Ensure use is at least 125 feet from any person or vehicle.

5.2.6. Ensure use is at least 200 feet from any person, aircraft, vehicle, POL storage areas, POL tanks, any building with facing windows, explosive operating locations, above ground magazines, explosive holding areas, open storage areas, or fuel tank storage locations.

5.2.7. Ensure munitions residue is disposed of properly to preclude creating a Foreign Object Damage (FOD) hazard.

6. Scenario Development:

6.1. The 51 FW/IGI will:

6.1.1. Determine primary exercise objectives through commander inputs, applicable OPLAN and contingency plan procedures, previous exercise reports, MAJCOM special interest items, and IG findings from other bases.

6.1.2. Determine the basic scenario that will satisfy the objectives.

6.1.3. Coordinate and gain approval from the 51 FW/IG on the proposed date and time of the exercises.

6.1.4. Coordinate with 51 FW/SE to review scenario and script for safety concerns.

6.1.5. Task base units to provide casualties if required and coordinate moulage requirements with the 51 MG EET for wounds and injuries.

6.1.6. Conduct initial, mid and final exercise planning meeting for script/scenario development.

6.2. The EET Team Chiefs will:

6.2.1. Coordinate with their Unit Commanders in the development of exercise scenarios.

6.2.2. Attend the initial exercise planning meeting at which time they will receive an Excel spreadsheet electronically containing the missile/aircraft attack, sunrise, sunset and EET meeting times. Team Chiefs will input their unit's scenarios into the script and return the disk to the 51 FW/IGI prior to the deadline for inputs, which is approximately four weeks before the exercise start date.

6.2.3. Attend the mid exercise planning meeting to ensure coordination for all of his/her events is accomplished. During the mid planning meeting, every scenario will be discussed and final coordination will be accomplished. Additions to the script following this meeting will be kept to a minimum.

6.2.4. Prepare exercise input cards utilizing the "input card archive" located on the IGI website under "EET Information".

6.2.5. Develop and maintain detailed checklists for their respective areas of evaluation to specifically evaluate locally established procedures contained in Osan AB OPLAN 32-1, Osan Air Base Support Plan (BSP), and other local contingency plans.

7. EET Guidelines. The specific guidelines established in 51 FWI 90-201 will be followed. Additionally, the following local guidelines apply to all 51 FW EET:

7.1. Evaluators must remain alert and should anticipate events. EET members will take immediate action to prevent injury to personnel, release of classified information, or damage to equipment. Should an accident/incident occur, the evaluator must intervene in that portion of the exercise and ensure the necessary aid is rendered. When able, the on-scene EET member will contact the IGI work center.

7.2. EET Team Chiefs will:

7.2.1. Provide feedback to their Unit Commanders on daily basis throughout the exercise.

7.2.2. Ensure all suspicious packages/bombs/UXOs are products of 51 CES/CED. In addition undetected training UXOs will be picked up NLT 90 minutes after every attack.

7.2.3. Ensure that all scenarios are taken to a logical conclusion.

7.2.4. Prevent any "off-script" events from taking place.

7.2.5. Ensure a member of his/her team is in attendance at every 12 hour EET meeting during exercises.

7.2.6. Attend the EET Hotwash following every exercise to review significant exercise events and coordinate with outside agencies on potential findings effecting other units.

7.2.7. Maintain an EET continuity book for his or her functional area. This book will contain applicable instructions, report writing guidance, 51 FW and PACAF simulations and an EET handbook (produced by 51 FW/IGI). Team chiefs, to ensure continuity in their functional area, may add additional information. Prior to and following each exercise, continuity books will be reviewed and updated with current guidance and lessons learned.

8. EET Award Program. The EET award program is designed to recognize outstanding EET members during each IRRE/CERE. 51 FW/IGI will select the two EET members that made the greatest contributions to the exercise. Awards will be handed out at the EET hotwash following every exercise.

WILLIAM L. HOLLAND, Brigadier General, USAF
Commander, 51st Fighter Wing

Attachment 1**SAMPLE EET APPOINTMENT LETTER**

(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR 51 FW/IGI

FROM: Organization CC

SUBJECT: Appointment of Exercise Evaluation Team (EET) Chief and Members.

1. The following personnel are appointed to the EET for this unit:

Name: Doe, John A.

Rank: E-5, SSG

Unit/Office Symbol: 51 FW/IGI

Phone: 784-0000

SSN: (Last 6 000000)

AFSC: 12345

Clearance: TS

Line Badge #: 12345

Team Chief: Yes

Asst. Chief: No

2. Please **remove** the following personnel due to PCS, and or PCA.

Name: Doe, John B.

Rank: E-5, SSG

DEROS: 01 Jun 03

Unit/Office Symbol: 51 FW/IGI

Phone: 784-0000

SSN: 12345

AFSC: 12345

Clearance: TS

Line Badge #: 12345

Team Chief: Yes

Asst. Chief: No

3. This letter supersedes the letter dated _____, same subject.

(Signature Block of Unit Commander)

Attachment 2

EET MANNING DOCUMENT

Mission Support Group											
Civil Engineer Squadron	Evaluator's Assigned:			17	Required Training						
EET Position #	Rank	AFSC	Duty Title	General Duty Description	EET	NBC	SMT	UCC	DCG	TPFD	MOPP Driving
CE-001- TC											
CE-002- ATC											
CE-003- TM											
CE-004- TM											
CE-005- TM											
CE-006- TM											
CE-007- TM											
CE-008- TM											
CE-009- TM											
CE-010- TM											
CE-011- TM											
CE-012- TM											
CE-013- TM											
CE-014- TM											
CE-015- TM											
CE-016- TM											
CE-017- TM											

NOTE: The manning spreadsheet is developed by utilizing information gathered from the EET Individual Manning Document, **Attachment 3**. The information contained within this document is subject to change at any given time due to PCS and or PCA of individuals. This document will be reviewed for its accuracy at least annually as part of this instructions review and or separately as deemed necessary by the Chief, Combat Readiness Assessment Division.

Spreadsheet Legend:

EET Position # Format:
Example, CE-001-TC = CE – Organization -001- Position # TC – Team Chief or ATC – Alternate Team Chief; TM – Team Member

EET Training:
EET = Initial EET Briefing by IGI
NBC = Nuclear, Biological, Chemical Training
SMT = Shelter Management Training
UCC = Unit Control Center
DCG = Disaster Control Group
TPFD = Deployment/Reception Training based on the Combat Catch Method
MOPP Driving = Driving with Gas Mask

Attachment 3**INDIVIDUAL EET MANNING DOCUMENT**

Position Number (Assigned by IGI): (Leave Blank)

Unit: (For Example: 51 LRS)

Office Symbol: (For Example LGRV)

Team Chief: (If you are a subordinate note who is your team chief, for example: “51 LRS/LGRR, Position # LSS-001TC”) (If you’re a Team Chief put “IGI, Position # IGI-002TC”)

Subordinate Team Members: (Assigned by IGI): (Leave Blank)

AFSC: (AFSC required to fill this position)

Duty Title: (From your EPR/OPR)

Rank Required: (Minimum rank required to fill this position)

EET Training Required: Initial EET, NBC (Team chiefs indicate who on your team is required training in addition to the initial EET and NBC. Team Chiefs are required to attend all training. In addition, enough team members must complete the additional training to provide a sufficient number of trained individuals to evaluate all areas)

Job Description:

Exercise planning: Indicate what your responsibilities are when it comes to exercise planning. For example, “Responsible for coordinating exercise inputs with the Unit Commander, munitions flight, bomb dump, etc. Responsible for filling out the exercise shell provided by IGI with inputs. Attends the initial, middle and final planning meetings.

Exercise Execution: Indicate what your responsible for evaluating during the exercise. For example: “Responsible for evaluating the aircraft generation, munitions loading and down-loading, etc. Indicate all additional evaluation responsibilities outside of the primary duties. For example: “Responsible for evaluating the SMTs for buildings 1109, 1110, etc. Evaluates the LGM UCC, etc.” Ensure if they are responsible for evaluating such things as the UCC, SMT etc. they have the required training listed above.

Exercise Reporting: List all areas the member is responsible for reporting on. For example: “Responsible for reporting on the SMTs for buildings 1109, 1110, etc. Responsible for the sortie effectiveness table in the CERÉ report.”