

13 JANUARY 2003



Command Policy

**8TH FW INSPECTOR GENERAL INSPECTION
ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 8 FW/IGI (SMSgt. Scott R. Acre)
Supersedes 8 FWI 90-201, 7 July 1999

Certified by: 8 FW/IG (Major Grant G. Rutlin)
Pages: 42
Distribution: F

This instruction implements AFD 90-2, *Inspector General - The Inspection System*. It establishes procedures for planning, conducting, evaluating and reporting Readiness Exercises and Disaster Preparedness Exercises conducted by the 8th Fighter Wing. It extends Air Force and PACAF guidance; provides Exercise Evaluation Team (EET) manning requirements, exercise ground rules and evaluation criteria; assigns responsibility and procedures for supporting the Inspector General Special Interest Item (SII) and Compliance Inspection Items (CII) Programs; and identifies responsibilities for supporting headquarters inspection or staff assistance visit teams. It applies to all personnel assigned, attached, or associated units to the 8th Fighter Wing, Kunsan Air Base, Republic of Korea.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision will rescind 8 FW Form 59, *Personnel Attrition*; 8 FW Form 60, *Exercise Input Sheet*; 8 FW Form 60-1, *Exercise Input Sheet (Killed in Action)*; 8 FW Form 60-2, *Exercise Input Sheet (Communication Outage)*; and 8 FW Form 89, *Contingency Events Report*. New or revised material is indicated by an asterisk (*).

Chapter 1— EXERCISE POLICIES AND PROCEDURES	4
1.1. Policies	4
1.2. Procedures.	5
Chapter 2— REPORTS AND ANALYSIS	7
2.1. Reports.	7
2.2. Evaluation Criteria.	7
2.3. Replies.	7
2.4. Analysis	7

Chapter 3— EXERCISE EVALUATION TEAM (EET) 8

- 3.1. EET. 8
- 3.2. The 8 FW/CV is responsible for the conduct of all exercises on the base. 8
- 3.3. Commanders and Staff Agency Chiefs are tasked to provide EET members. 8
- 3.4. 8 FW/IG will coordinate and schedule initial EET training. 8
- 3.5. Exercise Requirements. 8
- 3.6. Munitions Requirements. 8
- Figure 3.1. – Custodian’s Supply Point Items. 9
- 3.7. Training Materials. 9

Chapter 4— CONDUCTING AN EXERCISE 10

- 4.1. Preparation 10
- 4.2. Conduct of the Exercise. 11
- 4.3. Exercise Ground Rules. 11
- 4.4. Exempt Policy. 14
- 4.5. Base Defense Response During CERE. 15
- Figure 4.1. – Designated Security Forces Locations. 16
- 4.6. Message Processing Procedures. 16
- 4.7. Emergency Action and OPREP-3 Reporting. 17
- 4.8. Reception and Beddown of Incoming Forces. 17
- 4.9. Cargo Reception. 17
- 4.10. Identification Checks at Installation Entry Control Points. 18
- 4.11. Bird Depredation During Exercises. 18
- 4.12. Simulated Repair of Damaged Facilities. 18
- 4.13. Local Purchase Instructions. 19
- 4.14. Comptroller Disbursing Operations. 19
- 4.15. Post-Exercise Debriefs. 19

Chapter 5— SPECIAL INTEREST ITEMS (SII)/COMPLIANCE INSPECTION ITEMS (CII) 20

- 5.1. Basic Concept. 20
- 5.2. Program Application. 20
- 5.3. Responsibility. 20

Chapter 6— RECEPTION AND HOSTING INSPECTION TEAMS (RED CARPET PROGRAM)	21
6.1. General	21
6.2. Visiting Team Composition.	21
6.3. General Responsibilities.	21
6.4. Specific Tasking.	22
Chapter 7— STORAGE AND SAFE HANDLING OF GBS AND SMOKES.	29
7.1. Explosive Limits	29
7.2. Personnel Limits:	29
7.3. Location of Operations.	29
7.4. Safety Requirements:	29
7.5. Transportation:	30
7.6. Hazards of GBSs and Smoke Grenades.	30
7.7. Storage Location:	31
7.8. Emergency Actions.	31
7.9. Forms Prescribed.	32
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	33
Attachment 2— HQ PACAF/IG IRRI/CERI/ORI/UCI WORK CENTER REQUIREMENTS	36
Attachment 3— IG ARRIVAL	39
Attachment 4— 8TH FIGHTER WING EXERCISE EVALUATION TEAM GBS/SMOKE GRENADE OPERATING GUIDE	41

Chapter 1

EXERCISE POLICIES AND PROCEDURES

1.1. Policies . 8 FW/IG is the OPR for local exercises and evaluations conducted under the authority of AFI 32-4001. All assigned, attached, and associated units will participate as required by exercise scenarios unless excepted through prior written coordination with 8 FW/IG.

1.1.1. **We perform the following types of readiness exercises:** IRRE, CERE, SRO exercises, Natural Disaster Readiness Exercises, and MARE. These exercises may be exercised concurrently or separately.

1.1.1.1. IRREs are normally no-notice events. The dates of CEREs may be announced in advance. 8 FW may combine IRREs and CEREs. For any combined IRRE/CEREs, the dates will be announced.

1.1.1.2. IRREs evaluate the 8th Fighter Wing's ability to transition from peacetime to wartime posture, including all actions that normally occur prior to the outbreak of hostilities. They will usually last 12 to 48 hours. They may include an alert recall, aircraft generation, mobility processing, reception and bed down of incoming forces, NEO, and ATSO preparation. The major graded areas are Command and Control, Employment Readiness, Mission Support Readiness and ATSO preparation.

1.1.1.3. CEREs are conducted over a period of several days and incorporate attack response exercises along with primary mission tasking. Exercise objectives are based on the planning assumptions as illustrated in applicable OPLANs, operations orders, and directives.

1.1.1.4. The following items may also be exercised during readiness exercise scenarios:

Air Base Defense.

Aircraft Decontamination.

Aircrew Extraction.

Aircraft Removal (e.g., Crash Recovery).

Anti-Hijack.

Anti-Robbery.

Anti-Terrorism.

Barrier Engagement.

Communication Outage.

Contamination Control.

Combat Search and Rescue.

ECM Reprogramming.

Emergency Destruction.

Hostage Situations.

Information Operations.

LOAC.

Mass Casualty.

NBC Plotting.

NUDET Report/Fallout.

Rapid Runway Repair.

Red Carpet (IG Reception).

Shelter Operations.

US/Allied Cross-Servicing.

WRM Outload.

WRM Tank Build-up.

1.1.2. MAREs are developed from the planning assumptions as identified in 8 FW OPLAN 32-1, *Base Disaster Preparedness Operations Plan*, and are conducted in accordance with this instruction. Exercises are designed to meet objectives with minimum simulation.

1.1.2.1. Accident scenarios simulate the types of aircraft, cargo, vehicles, munitions, and hazardous commodities, operated, handled, or otherwise processed by Kunsan AB personnel.

1.1.2.2. Off-base scenarios are normally simulated within the perimeter of Kunsan AB.

1.1.3. Other exercises may be directed to test various Wing requirements such as NIPO, NEO, SRO, and CWC.

1.1.4. Training exercises may be conducted for proficiency without requiring formal evaluation. All formal exercises will:

1.1.4.1. Include a formal report.

1.1.4.2. Be “no-fault” or training oriented.

1.1.4.3. Require corrective actions for findings.

1.1.5. SRE may be conducted for areas requested by the squadron commander. 8 FW/IGI will provide an informal evaluation to the group and squadron commanders if requested.

1.2. Procedures.

1.2.1. **The 8 FW/CC or CV determines overall exercise objectives.** The 8 FW/IG, the EET Chief, will submit exercise proposals designed to meet these objectives to 8 FW/CV who, in turn, will brief and request 8 FW/CC approvals. After obtaining approval, 8 FW/IG will coordinate with unit EET Team Chiefs to establish sub-objectives. Unit EET representatives will discuss the exercises with their commanders to determine unit training objectives. EET Team Chiefs will provide these exercise objectives to be included in the 8 FW/IGI base-wide plans. The 8 FW/IG will plan and develop exercise scenarios. The 8 FW/IG will brief the EET and distribute exercise materials prior to a “notice” exercise.

1.2.2. Exercise casualties will be requested in advance from 8 FW/CCE via request for base detail. Additional exercise props will be requested in sufficient time to be available for the exercise.

1.2.3. All EET members become "trusted agents" upon being advised of proposed exercises. As trusted agents, they will not divulge information relating to the exercise. Supervisors should refrain from requesting information pertaining to exercises to prevent compromise of "trusted agent" material.

1.2.4. 8 FW/IG will initiate the exercise IAW the exercise script and 8 FW/CV directives. 8 FW/IG will formally terminate the exercise when appropriate and provide initial debriefing comments to the on-scene commander and 8 FW/CC. A formal debriefing will be conducted, normally prior to the first Wing expanded staff meeting after exercise termination.

Chapter 2

REPORTS AND ANALYSIS

2.1. Reports. 8 FW/IG will publish a report of formal exercises within ten workdays after exercise termination. 8 FW/IGI will distribute copies using electronic mail and post a copy on the base intranet.

2.1.1. **Specific comments will be provided.** An OPR and a cited reference will be provided for each deficiency. The cover letter for the formal report will state the suspense date for corrective action replies. For a disaster preparedness exercise, the suspense will not normally exceed ten workdays from the report date. When a disaster preparedness exercise is conducted in conjunction with a local IRRE or CERE, 8 FW/IG may waive the ten workday criteria to coincide with the suspense for other findings identified in the IRRE or CERE report.

2.1.2. **Each finding noting a deficiency will require a reply to 8 FW/IG.** Replies will indicate specific actions taken, or planned, to correct the cause of the deficiency and to prevent recurrence. Additionally, replies to findings will be process oriented and directly aimed at objective accomplishment. Each statement of the corrective action will include a recommended open and closed date of the deficiency being corrected. Open findings will include an ECD. 8 FW/IG is the final authority on the closure of any finding. The status of findings should be updated every 30 days to 8 FW/IG.

2.1.3. IRRE and CERE reports will be in the format used by HQ PACAF Inspector General for Operational Readiness Inspections. All corrective action replies will be submitted to 8 FW/IG not later than the date stated in the cover letter. A Memorandum For Record will be maintained for proficiency exercises by 8 FW/IG to indicate the type of exercise conducted, time and date of the exercise, and highlights (basic scenario, participating agencies, and outstanding and deficient areas). **NOTE:** Forward these MFR to 8 CES/CEX for review.

2.2. Evaluation Criteria. The formal five-tier rating system in AFI 90-201 will be used for rating exercises.

2.3. Replies. Send a reply of corrective actions to 8 FW/IGI routed through respective Group Commanders.

2.4. Analysis . 8 FW/IGI will review and evaluate the corrective actions and close out deficiencies as appropriate. OPRs will update findings every 30 days until corrective action is completed or the finding is transferred to the next inspection report. Satisfactory performance during repeat exercises may be used to close out deficiencies.

Chapter 3

EXERCISE EVALUATION TEAM (EET)

3.1. EET. The EET is a pool of qualified and trained evaluators from which an evaluation team can be drawn for each exercise IAW AFI 32-4001. Not every evaluator will be used for every exercise. During exercises, EET members will be under the management of 8 FW/IG and 8 FW/IGI.

3.2. The 8 FW/CV is responsible for the conduct of all exercises on the base. The Chief of the EET is 8 FW/IG. A Senior Master Sergeant or above will function as the Assistant Team Chief (Superintendent).

3.3. Commanders and Staff Agency Chiefs are tasked to provide EET members.

3.3.1. Commanders will select the required numbers of highly qualified and experienced personnel from their organizations on whom they can rely for accurate and professional assessment.

3.3.2. Commanders are the final authority as to which individuals the unit will provide for EET duty. Commanders will forward a letter of appointment to 8 FW/IG upon initial assignment of an individual to EET duties and for EET replacements when an incumbent team member is within 30 days of DEROS.

3.4. 8 FW/IG will coordinate and schedule initial EET training.

3.4.1. 8 FW/IG will schedule selected EET members to attend specialized team training, i.e., GBS, smoke generator, and decontamination team training as needed.

3.4.2. 8 CES/CED will conduct GBS and smoke training when requested by 8 FW/IGI. EET members will be given a AF Form 483, *Certificate of Competency*, as proof of training. EET members who have not received formal GBS/smoke training will not be used for employing these devices. 8 FW/IG will annotate training on the EET roster.

3.4.3. Refresher training for EET members will consist of participation in the exercise planning and execution process. The EET Chief may introduce additional training or briefings as new guidance or procedures are received.

3.4.4. 8 TRANS/LGLX will conduct training for all EET members inspecting reception, beddown, and deployment operations.

3.5. Exercise Requirements. The EET Chief will conduct IRREs and CEREs to determine the Wing's ability to generate aircraft, deploy, conduct reception and beddown, employ, survive, and operate in a war-time environment. AFI 32-4001 lists additional mandatory exercise requirements.

3.6. Munitions Requirements. 8 FW/IG will establish munitions account IAW AFI 32-4001. The Superintendent, Exercises and Evaluations will serve as the primary munitions account custodian. The custodian will establish a supply point IAW AFI 21-201, for items listed below:

Figure 3.1. – Custodian’s Supply Point Items.

DODIC	NOUN
G950	Grenade, Smoke, Red, M18
G955	Grenade, Smoke, Violet, M18
L594	Grenade, Burst Simulator

3.7. Training Materials. The following materials should be available for conducting exercises:

3.7.1. Simulated high explosive, marked “HE”.

3.7.2. Simulated 20mm munitions.

3.7.3. EOD training devices will be used to the greatest extent to provide realism. When needed, simulated weapon components will consist of pieces of 1/16 inch thick aluminum (24”X24”) bent in a V-shaped form or a suitable substitute such as fuel tank or weapon training shape. The words “SIMULATED WEAPON” and “WEAPON STATUS” will be printed on both sides of the simulated weapon.

3.7.4. EET identification equipment (EET Black Hats, Yellow Armbands, and Red Badges).

3.7.5. Smoke devices (Fire Department Generators, if available).

3.7.6. **Casualty input information will be provided by 8 MDG/EET.** Input cards for casualties will be distributed at the EET meeting prior to the scheduled event. Mouflage and mouflage support will be provided for casualty scenarios as long as supplies and personnel are available.

3.7.7. **Damage Status/Assessment Input Labels.** These labels will describe damage to property/equipment in sufficient detail to enable personnel to realistically assess damage and repair.

3.7.8. **Simulated Craters.** Bomb and rocket craters will be marked on runways, taxiways, and parking aprons using false craters, chalk markers or traffic cones. Aircraft and vehicles will not be allowed to traverse simulated craters.

3.7.9. **Chemical Agent.** A chemical agent simulate will be dispensed to areas sustaining simulated chemical attack. Aircrew sea dye or soapy water may be used to mark simulated contaminated areas and equipment. Green tape may also be used.

Chapter 4

CONDUCTING AN EXERCISE

4.1. Preparation . The following basic guidelines will apply to scenario development, acquiring props, simulated casualties (to include moulage), and coordinating smoke generators, smoke grenades, and ground burst simulator requirements.

4.1.1. Scenario Development. 8 FW/IGI will:

4.1.1.1. Determine exercise objectives by reviewing tasking and procedures in applicable OPLANs and contingency plans. Additionally, previous exercise reports, MAJCOM SIIIs and IG reports from other bases should be reviewed.

4.1.1.2. Invite group, deputy group, and squadron commanders, and staff agency chiefs to provide exercise objective inputs for forthcoming exercises.

4.1.1.3. Determine basic scenario to satisfy objectives.

4.1.1.4. Conduct a risk assessment of the exercise in conjunction with 8 FW/SE and EET Team Chiefs.

4.1.1.5. Obtain 8 FW/CC and 8 FW/CV approvals for the proposed date and time for the exercise.

4.1.1.6. Determine the primary evaluators for the exercise. Conduct an initial EET meeting with just these individuals (known as the EET Planning Cell). Present the scenario and develop a logical exercise sequence. Review the exercise objectives and determine minimum input messages required to key the exercise and drive response agencies towards these objectives.

4.1.1.7. Once the exercise scenario is completed, conduct a pre-exercise briefing with the team. This briefing will provide a detailed scenario review (i.e., date, time, location, objectives, safety coordination, and ground rules) and establish a time for the post-exercise meeting.

4.1.2. 8 FW/IG will obtain necessary exercise props and casualties. 8 FW/IG will:

4.1.2.1. Coordinate with the EOD EET evaluator in determining requirements for munitions props (UXOs, simulated munitions and HE).

4.1.2.2. During exercises, EET members project the number of wounded and killed in action on the script. 8 MDG/EET will make WIA/KIA input cards available at the EET meeting prior to the event. For MAREs, coordinate with the 8 MDG/EET Team Chief to determine the required number of casualties for moulage. Once participants are assembled, the 8 MDG/EET will either apply moulage and/or use input cards to indicate extent of injury.

4.1.2.3. 8 FW/IG will provide the wing LOI driving specific requirements that cannot be simulated to meet exercise objectives (e.g., aircrew extraction, barrier engagement, etc.). LOI provide detailed instructions on meeting IG requirements. Publish the LOI no later than one week prior to a CERF, or 12 hours before STARTEX for an IRRE.

4.1.3. Ground burst simulators and smoke grenades.

4.1.3.1. The EET munitions custodian will identify exercise munitions requirements. At the final team meeting, the munitions custodian will identify locations for the expenditure of smoke pots

and ground burst simulators and ensure tasked personnel are aware of the location, safety requirements, and specific time for employing munitions.

4.1.3.2. The EET munitions custodian will ensure personnel are trained in the use of pyrotechnics and are aware of safety requirements associated with the use of munitions (fire, explosive hazards, and smoke avoidance).

4.2. Conduct of the Exercise.

4.2.1. A time hack will be given at the start of each EET meeting to ensure proper sequencing of events.

4.2.2. 8 FW/IG will brief the evaluators, distribute scenarios and coordinate final exercise prep requirements. The exercise sequence of events will be briefed in detail to resolve any last-minute conflicts.

4.2.3. Casualties will be briefed by EET and transported to the "accident" site. Casualties will wear a restricted area badge within restricted areas if available; otherwise, an escort must be provided.

4.2.4. EET members trained in the use of pyrotechnics will position smoke grenades and grenade burst simulators at the times and places directed by 8 FW/IG. Safety equipment will be readily available and the site will be policed for FOD and leftover debris.

4.2.5. The exercise will be initiated at the direction of the 8 FW/CV through 8 FW/IG. Evaluators are responsible for managing their respective areas of evaluation. EET personnel make an evaluation of their assigned areas based on compliance with published procedures, safety, and accomplishment of the overall task. Evaluators will be prepared to debrief their areas and will prepare written comments with justification. On-the-spot corrective action will be taken to provide the necessary training to responding individuals. Evaluators will suspend activities that are unsafe and make the event safe to continue or suspend the activity.

4.2.6. 8 FW/IG, with 8 FW/CV approvals, will terminate the exercise once objectives have been met. Following the exercise the unit EET members will hold validation sessions with corresponding unit commanders and key personnel to validate exercise findings and solicit feedback on the exercise. During the validation session the unit EET members will provide the unit commanders specifics on each proposed finding and area for improvement. The specifics will include names, dates, times and any other pertinent data that will help the unit fix the discrepancy. All written inputs will be presented to the 8 FW/IG at the conclusion of the validation sessions for inclusion in the formal report.

4.3. Exercise Ground Rules. Procedures established in AFI 32-4001 as supplemented, will be followed. Additionally, the following local ground rules apply:

4.3.1. Personnel are required to have both conventional and chemical IPE.

4.3.2. Maximum use of training CWDE will be stressed.

4.3.3. Personnel will wear the duty uniform (BDU or flight suit) when on duty for the duration of the exercise. Off duty uniform requirements are addressed in part one of the BSP or through BSDs.

4.3.4. The 8 OG/CC will develop wear and carry guidance for flying operations during alarm conditions and MOPP levels. This guidance will be IAW HQ PACAF/IG and 8 FW/IG approved simulations.

4.3.5. The 8 CES/CEX will advise on current guidance covering wear carry and appropriate personnel actions for alarm conditions and MOPP levels. This guidance should address actions for conventional and chemical attack actions.

4.3.6. Personnel in violation of wear and carry guidance, as dictated by the appropriate alarm condition, MOPP level, or who fail to take adequate personal protective actions during alarm condition blue or black are subject to attrition. Follow current base policy regarding attrited personnel. (See paragraph 4.3.11. for attrition procedures)

4.3.7. Personnel on leave will not be recalled to duty for exercises. However their accountability must be validated.

4.3.8. During CEREs, on-duty real world 8th Security Force (8 SF) members will be readily identifiable as such and be sequestered by the DFC or his/her designated representative. Current policy is on-duty real world 8 SF personnel will, at a minimum, be identified as such by wearing the SF black beret. Supervisors will closely monitor the movement of live rounds and weapons.

4.3.9. All associated units and TDY personnel on or assigned to Kunsan AB will participate in all aspects of the exercise unless previously exempted by 8 FW/IG or 8 FW/CV.

4.3.10. **No Play Areas.** A “no play area” is an area designated by the 8th Fighter Wing Commander (8 FW/CC) where an individual does not have to don chemical or conventional protective gear; however, gear must be in the individual’s possession. Individuals may not depart these areas during alarm condition blue. Personnel may leave in condition black provided they comply with the condition restraints. Individuals may not proceed to a “no play area” during alarm condition blue or black with the exception of proceeding to quarters if directed by their supervisor or commander. Individuals become active players when departing the “no play area”.

4.3.10.1. The following facilities are considered “no play areas”: All Dormitories and Quarters and the AMC Passenger Terminal. Other applicable “no play areas” will be designated by the 8 FW/CC through Battle Staff Directive.

4.3.10.2. Work centers and information centers that are inside of dormitory buildings are **play areas**. Personnel in these work centers will respond appropriately during alarm conditions. Exceptions to these areas may be granted by 8 FW/IG. Request for exceptions are to be submitted in writing to 8 FW/IG/CV/CC, in turn. The academic Building 1053 will be designated as a no play area when testing is in progress.

4.3.10.3. All personnel must carry or don protective equipment going to and from these buildings or areas as appropriate for the attack or alert conditions unless they have a copy of PCS orders in their possession indicating CWDE/IPE has been turned in to supply, and given an exemption card by their commander/first sergeant.

4.3.10.4. The laundry facility located in Building 1419 is a “no play area” for personnel who reside in Building 1418. Personnel will be able to use the laundry facility during exercises under the following guidelines:

4.3.10.4.1. Travel is limited to and from Buildings 1418 and 1419 for the sole purpose of doing laundry. Civilian attire is authorized.

4.3.10.4.2. There is no smoking or loitering permitted outside either building.

4.3.10.5. The primary or alternate RPU location will be a “**no play area**” during in-processing of personnel arriving via Patriot Express or Wolf Pack wheels. The RPU personnel will be exempt from responding to alarm and force protection conditions during processing personnel under the following guidelines:

4.3.10.5.1. Time of exemption starts when all personnel arriving are in the RPU.

4.3.10.5.2. Time of exemption stops when all personnel have completed processing.

4.3.11. **Casualty and Attrition Procedures:**

4.3.11.1. The following guidelines will apply to the attrition of personnel, equipment, and resources during an exercise:

4.3.11.1.1. Personnel: 8 MSG will task two NCOs (TSgt and above) as representatives at the Casualty Collection Point (CCP). Individuals identified by evaluators as killed in action will be transported to the CCP. Individuals identified by EET as casualties will be controlled by the 8 MDG or CCP and remain there until released by medical personnel. Simulated KIAs/WIAs will be transported to the CCP. 8 SVS will notify the morgue to transfer deceased from the CCP. **NOTE:** CCP personnel will release all casualties for collection by unit-designated representatives. At a minimum, these representatives will be commanders or supervisors. EET members will attrite individuals failing to take appropriate actions during alarm conditions or failing to demonstrate the proper sense of urgency. Names of these individuals will be provided to supervisors and commanders. Attrited individuals will be out of action for a specified period of time. Attrited personnel are fair game for any scenario deemed appropriate by CCP representatives under guidance from 8 FW/IG or Superintendent, Exercises and Evaluations.

4.3.11.1.2. Equipment (aircraft, AGE, and vehicles): Attrite equipment will be tagged to indicate the extent of damage and the get well time. Items may be withheld for the duration of the exercise.

4.3.11.1.3. Resources (POL, LOX, water, etc.): An “X” made of masking tape will identify attrited resources. Get-well times will be annotated.

4.3.12. **EET members will wear the uniform directed by 8 FW/IG.**

4.3.13. Emergency response personnel and vehicles responding to actual-world emergencies during exercises are exempt from play for duration of the emergency.

4.3.14. During any exercise building evacuation, units should evacuate the building and secure it. If actual world mission essential operations are required, a minimum number of personnel may remain. Classified material will be secured.

4.3.15. Required reports for the exercise will be prepared and delivered to Building 510, and transmitted on direction from the Battle Staff.

4.3.16. **Safety:**

4.3.16.1. Pyrotechnic use is limited to EET members who have been formally trained. Pyrotechnic training will be documented on 8 FW/IGI EET rosters. Evaluators will remain vigilant at all times to pyrotechnic hazards. Strict compliance with safety guidance established in AFMAN 91-201, *Explosive Safety Standards*, and local safety guidance is required.

4.3.16.2. Evaluators must remain alert for potential safety hazards or mishaps. If a safety hazard or potential security violation develops, EET members will immediately take whatever action is necessary to prevent injury to personnel, damage to equipment, or compromise of classified information. Should an actual emergency, accident, or injury occur which affects the exercise, team members or participants will immediately contact the appropriate response agency (Hospital, SFS, Fire Department, etc.) and advise 8 FW/IG. If 8 FW/IG cannot be contacted immediately and the situation is gravely urgent, a participant or an evaluator will order the entire exercise suspended. Preface actual emergency communications with, "THIS IS AN ACTUAL EMERGENCY".

4.3.16.3. During hours of darkness, all 8 FW personnel will wear reflective belts around the main base area as well as the flightline. The belt must completely encircle the body and be visible from all sides. This includes personnel considered "tactical" such as 8 SFS, READY, and SELARM personnel when traveling to and from their posts.

4.3.16.4. Passengers may be transported in the beds of pick-up trucks. Personnel being transported will ride seated in the bed of the truck and will not lean against the tailgate. Avoid overloading pickup trucks with passengers. Personnel riding in vehicles with low side rails, such as the Daewoo trucks, will ride with their backs against the cab. A maximum of two persons may ride in the back of "Woos". The vehicle operator will ensure all passengers are seated and are using available occupant protection devices (e.g., seat belts) prior to moving the vehicle.

4.3.16.5. Passengers may be transported in the cargo area of metro vans. Van doors not equipped with restraint netting will have the rear doors locked and verified as secure prior to vehicle movement. Passengers will not lean against the cargo doors.

4.3.16.6. Personnel will wear protective gear when involved in concertina wire operations. Protective gear includes: Boots, leather utility gloves, long sleeve shirt, long pants, and eye protection.

4.3.16.7. Concertina wire placed in foot traffic areas that are not brightly illuminated will be marked with chemical sticks during the hours of darkness. Suitable substitutes are reflective tape, or any type of stand alone lighting device.

4.3.16.8. Spotters will be used when backing vehicles.

4.3.17. Exercise simulations will be permitted IAW HQ PACAF and 8 FW approved simulations. Requests for simulations not covered under PACAF or 8 FW will be forwarded from the applicable Group Commander to 8 FW/IG. HQ PACAF/IG is the approval authority for all exercise simulations. Simulation requests will be forwarded to HQ PACAF/IG once validated by 8 FW/CC or 8 FW/CV. Refer to PACAFI 90-201, [Attachment 1](#) for the proper format.

4.4. Exempt Policy.

4.4.1. Active duty personnel may be exempt from exercise play due to PCS, TDY, medical profile, convalescent leave, or when off-duty.

4.4.2. Exempt personnel are required to be in duty uniform at all times outside their quarters and must respond to changing alarm conditions. **EXCEPTION:** Personnel may be in civilian clothes when off duty, or on the day of their PCS.

4.4.3. Unit commanders or first sergeants will determine exempt status of their personnel, to include TDY personnel they are hosting. See paragraph [1.2.](#), *Policies*.

4.4.3.1. Profiles: Personnel must comply to the extent of their medical profile, i.e., if the profile does not say “no gas mask”, then the individual must don the gas mask if required by changing MOPP levels.

4.4.3.2. Leaves: Personnel assigned to Kunsan AB who remain in the local area on leave during exercises must be in duty uniform, wear IPE and appropriate CWDE, and respond to changing alarm and MOPP conditions while on the installation and outside no play areas.

4.4.3.2.1. Convalescent Leave: Personnel must have their leave orders with them.

4.4.3.3. PCS, Outbound: Personnel departing PCS within five calendar days of exercise start will carry a copy of their PCS orders endorsed by their commander or first sergeant stating their actual departure date from Kunsan AB and what are they exempt from (i.e., if the member still possesses IPE, but turned their chemical gear in to the cleaners, state same on the orders).

4.4.3.4. PCS, Inbound. Units should make every attempt to issue CWDE and IPE as soon as possible after arrival. Prior to IPE/CWDE issue, personnel will carry a copy of their PCS orders endorsed by the commander or first sergeant stating their actual arrival date, and what are they exempt from (i.e., if the unit issued IPE, but did not issue CWDE, state this on the orders).

4.4.4. TDY personnel to Kunsan AB, as directed by 8 FW/CC, will bring IPE and CWDE and will be full-up players. If TDY personnel do not bring their IPE and CWDE gear with them, they will coordinate with 8 SUPS for temporary issue of appropriate gear. If it cannot be issued, TDY personnel must carry a copy of their orders.

4.4.5. Personnel assigned to Kunsan AB going TDY are expected to participate until they physically depart the base.

4.5. Base Defense Response During CERE. During the evaluation, exercises will be conducted to test base defenses. These exercises will be conducted through intelligence scenario building, EET input cards, OPFOR, and role playing. The following ground rules apply:

4.5.1. No firefights will take place on or within 100 feet of taxiways, runways, and aircraft parking aprons. Further, they will not take place in aircraft parking structures (e.g., Hardened Aircraft Shelters and Flow Throughs) or within any base facilities.

4.5.1.1. POL areas will remain targets for OPFOR; however, no firefights or detonation of explosives – to include smoke – will occur within these areas. The only exception is along the perimeter and the North POL.

4.5.1.2. With the exception of EPW searches; physical contact between OPFOR and friendly forces is prohibited. Physical contact between Korean and American Forces is prohibited.

4.5.1.3. Bayonets will not be affixed to weapons or carried by any person.

4.5.1.4. Knives, clubs, and other weapons (other than approved issued weapons) are prohibited. Government issue or approved knives will be secured in their carrying case or sheath. Knives will never be drawn during an attack giving the impression of intent to use.

4.5.1.5. Military working dogs will remain leashed and under positive control of their handlers at all times when out of their kennels.

4.5.1.6. No property will be intentionally destroyed.

4.5.1.7. OPFOR may use approved actual or simulated weapons; however, they will use blank ammunition and adapters.

4.5.1.8. Handling of firearms will be consistent with local guidance and USAF policy as outlined in AFI 31-207, *Arming and Use of Force by Air Force Personnel*. Personnel carrying the M-9, 9mm pistol, are prohibited from drawing their weapon on OPFOR.

4.5.1.9. All posted speed limits on Kunsan AB will be obeyed. Commanders and supervisors must continually stress vehicle safety. Prior to entry to the flightline or adjoining areas all vehicles will accomplish a FOD check.

4.5.1.10. Blank adapters will be fitted on all weapons capable of receiving them. Blank ammunition will be carried in all weapons. The ONLY exception is real world on-duty 8 SFS personnel.

4.5.2. Real-world security and law enforcement procedures will be as follows:

4.5.2.1. The DFC will decide which, if any, real-world security posts must be manned and be armed with live ammunition. Individuals manning these posts are there to detect, report, and neutralize any real-world threats to base resources and personnel.

4.5.2.2. The DFC will designate individuals for response to actual security/law enforcement incidents. These individuals will remain at a designated location, armed with live ammunition, and wear clothing that distinguishes them from security forces exercise players (e.g., black beret, no CWDE or IPE). At no time will arm 8 SFS personnel move anywhere on base unless released by DFC or their designated representative.

4.5.2.3. The following locations are designated security forces “no play areas” during IRRE/CERE:

Figure 4.1. – Designated Security Forces Locations.

BLDG NO.	DESCRIPTION
590	Law Enforcement Desk
2851	Central Security Control
2010	Base Entry Control Point (MAIN GATE)
2003	Base Entry Control Point (BACK GATE)

ROKAF Compound near Little Coyote.

4.5.2.4. Effective mission execution commensurate with sound safety practices is of paramount concern. Scenario deviations, procedural violations, or potentially dangerous situations will be cause for immediate termination of the exercise. Safety of all participants, observers, evaluators, bystanders, etc., will be of utmost importance over all other governing factors. Control of exercise play is the responsibility of EET members.

4.6. Message Processing Procedures.

4.6.1. The BCC will maintain a master copy of all incoming and outgoing exercise message traffic. In addition, the BCC will maintain a log of all incoming and outgoing exercise message traffic to include DTG, subject, and classification. Copies of this log and all incoming and outgoing exercise message

traffic will be hand delivered to Red Carpet at the SonLight Inn every six hours during the course of the inspection commencing at STARTEX.

4.6.1.1. Include as the first and last line of the exercise related message: "THIS IS AN EXERCISE BEVERLY _____ (BULLDOG or HIGH) MESSAGE."

4.6.1.2. Process messages IAW WOC message handling and distribution procedures.

4.7. Emergency Action and OPREP-3 Reporting.

4.7.1. Prior to STARTEX the 8 FW/CP EET may be in the 8 FW/CP to evaluate Emergency Action Procedures. You will acknowledge these messages to the originator; required reports will be transmitted to the originator.

4.7.2. Appropriate Attainment Reports will be addressed and transmitted to the appropriate agency or agencies using the timing criteria contained in PACAFI 10-205, *PACAF Alert System*.

4.7.3. The 8 FW/CP will voice Exercise OPREP-3s to the on-duty EET. If no inspector is available, log this action as completed. Hard copy reports will reflect all required addressees.

4.7.4. Copies of LSOAs, Attainment Reports, event logs, SITREPS, OPREP-3 reports, and all completed checklists will be maintained in a single binder, classified SECRET, for the 8 FW/IG. This binder will be maintained at the EA cell.

4.8. Reception and Beddown of Incoming Forces.

4.8.1. Inbound personnel will be assigned bed spaces; however, they will not occupy the assigned quarters. To this end, lodging facilities and dormitories will not be entered – with one exception. The inspected unit must set up one lodging room in the emergency capacity configuration for inspection purposes. Additionally, if alternate facilities (e.g., Fitness Center, class rooms, etc.) are used to bed-down incoming forces, a detailed floor plan showing the location and numbers of beds must be provided to 8 SVS EET members prior to assigning beds in those alternate facilities.

4.8.2. For all beddown arrangements, the unit must demonstrate the ability to deliver all necessary billeting materials to the appropriate locations, at the proper times, and in the required quantities (i.e., cots, linens, keys, etc.).

4.9. Cargo Reception.

4.9.1. Cargo reception requires full movement of simulated cargo from the flightline off-load area to host unit's cargo holding area to effectively simulate this task. Each load of simulated cargo will use a troop commander's package with equipment manifest describing the type of cargo increment, inbound UTC/ULN, and approximate weight of the cargo.

4.9.2. The DRCC will notify host units of inbound personnel and cargo reception requirements. The host unit is responsible for notifying the TCC of cargo movement requirements from the flightline cargo reception area to the unit. The host unit will include the amount of cargo to be moved together with the building number or other destination for delivery. Host units will ensure they personnel are on-hand at the appointed delivery location to accept inbound cargo. Cargo will not be moved from the flightline reception area unless the host unit specified a delivery destination. Failure to do so may result in significant backlog of cargo in the aerial port thus affecting the ability to off-load cargo from follow on flights.

4.9.3. Cargo requiring special security arrangements must be identified by the term “Sensitive Cargo” on the increment manifest. The cargo increments should be escorted from the flightline area to the host unit area and be secured immediately upon arrival at the host unit area.

4.9.4. Host units will provide assistance at the unit off-load area to the maximum extent possible (e.g., if the unit has an assigned forklift, they should be using it to assist the off-load of cargo at their reception area). If the host unit does not have organic assets available, the URM will contact the RAMPCO and arrange for transportation.

4.10. Identification Checks at Installation Entry Control Points.

4.10.1. Identification checks and authorized entry to the installation will be consistent with local guidance and USAF policy contained within AFI 31-201, *The Air Force Installation Security Program*, and AFI 10-245, *Air Force Antiterrorism (AT) Standards*.

4.10.1.1. Based on Force Protection Condition and corresponding implemented measure, the requirement for 100 percent inspection (vehicle, baggage, etc.) and identification checks at base entry control points may be required. Upon request, 8 SFS EET may terminate the requirement for 100 percent checks.

4.10.1.2. The Installation Commander may continue to implement random vehicle or pedestrian checks as deemed appropriate based on exercise Force Protection Condition level requirements.

4.11. Bird Depredation During Exercises.

4.11.1. 8 FW/SE, 8 OSS/OSAM, and 8 CES/CEORE will continue bird depredation during 8 FW exercises. Bird depredation includes firing 12 gauge shotguns using live ammunition and scare cartridges.

4.11.2. Notifications will be made to all affected agencies and command and control functions as well as 8 FW/SE, 8 OSS/OSAM, and 8 CES/CEORE prior to performing bird depredation with shotguns using live ammunition or scare cartridges.

4.12. Simulated Repair of Damaged Facilities.

4.12.1. DAC will be taped to the main entrance of facilities that receive simulated damage during exercises. Personnel conducting post-attack facility sweeps will up-channel damage annotate on these cards to their respective UCC. UCC will, in-turn, up-channel the damage report to the SRC. Personnel conducting facility sweeps are not to remove these cards. 8 CES DART will be responsible for removing DAC. Unless otherwise specified on the DAC, damaged facilities and utilities may be returned to service after repairs are completed (reference estimated repair times for simulated repairs).

4.12.2. Repair capabilities will be demonstrated at various facilities throughout the course of the exercise as directed by 8 CES EET. If no member of 8 CES EET is present at the facility, the responding DART will use information contained on the DAC to estimate simulated repair times. These times will be tracked by the DCC.

4.12.3. If the repair work is interrupted for any reason (i.e., response to an attack or re-prioritization to another facility) repair time stops until work resumes at the original location. Materials identified for repairs are considered expended and will be deducted from the list of materials on-hand.

4.13. Local Purchase Instructions.

4.13.1. Simulate contractual obligations with contractors to satisfy evaluation requirements.

4.13.2. Units requiring contract support will fully complete purchase request. Packages will be labeled "BEVERLY BULLDOG" or "BEVERLY HIGH." Follow normal approval/processing procedures. Provide a copy of purchase request packages as submitted to the contracting officer to the EET work center, SonLight Inn, within six hours.

4.13.3. Certifying officials will use "BEVERLY BULLDOG" or "BEVERLY HIGH" as signature element.

4.14. Comptroller Disbursing Operations.

4.14.1. Under no circumstances will comptroller personnel use real U.S. currency, U.S. treasury checks, or foreign currency during the exercise. Use play money and simulated U.S. treasury checks when conducting comptroller-disbursing operations (e.g., military pay and travel advances, vendor payments, etc.).

4.14.2. Although transactions involving cash and other negotiable instruments will be simulated, resource protection measures will remain in effect.

4.15. Post-Exercise Debriefs. Following exercise termination, 8 FW/IG and Superintendent Exercises and Evaluations will gather EET member's inputs to establish facts for inclusion in the final exercise report. EET Team Chiefs will submit formal critiques to 8 FW/IG after termination of the exercise. These critiques will contain sufficient detail to clearly delineate observed discrepancies. 8 FW/IG will conduct an exercise hot wash prior to the Wing Staff meeting at the first opportunity following an exercise.

Chapter 5

SPECIAL INTEREST ITEMS (SII)/COMPLIANCE INSPECTION ITEMS (CII)

5.1. Basic Concept.

5.1.1. IAW AFI 90-201, SIIs are designed to determine the extent and impact of known or suspected problems, to identify specific deficiencies, or to confirm that a problem has been resolved. CIIs are items requiring action by Federal Law, regulatory policies, or Department of Defense/Air Force Directives and instructions that, if not complied with, could result in significant legal liabilities or penalties.

5.1.2. SIIs/CIIs may be pertinent throughout the entire Air Force (USAF SIIs/CIIs) or may apply only to a specific region or command (PACAF SIIs/CIIs).

5.1.3. Each SII/CII will be limited in scope and pertain to a particular problem area or item of interest.

5.2. Program Application. The 8 FW SII/CII Program applies to all units assigned or attached to the 8 FW without exception. However, not all units will be involved in each SII/CII. The program requires special supervisory emphasis on the items concerned. Units selected as OPRs or OCRs will report their results directly to the 8 FW/IG who will in turn report to the 8 FW/CV.

5.3. Responsibility.

5.3.1. 8 FW/IG will:

5.3.1.1. Determine the status of each SII/CII as it pertains to the 8 FW.

5.3.1.2. Appoint a wing OPR for each SII/CII by functional applicability.

5.3.1.3. The 8 FW/IG will maintain a record of all active/inactive SIIs/CIIs and the current status of each.

5.3.2. Wing OPRs, when tasked, will initially determine the scope of the SII/CII and submit an initial response to the 8 FW/IGI within 30 days of notification. OPR will ensure program compliance and determine when individual SII/CII objectives are met. OPR may task unit OCRs as necessary. Follow-up reports will be submitted to 8 FW/IG quarterly (31 Mar, 30 Jun, 30 Sep, and 31 Dec) until the SII/CII is closed.

5.3.2.1. Wing OPRs will ensure unit OPRs conduct their programs IAW applicable guidance. Additionally, Wing OPRs will monitor unit OPR DEROS. When a unit OPR is within 30 days of DEROS, the Wing OPR will request the unit commander name a replacement within 15 days. This process should ensure a 15-day overlap between incumbent OPR and newly assigned OPR.

5.3.2.2. Wing OPRs will conduct periodic no-notice inspections of affected organizations to ensure unit level awareness and compliance of/with applicable SII/CII. Provide notice of these inspections to 8 FW/IG. The 8 FW/IG, or designated representative may or may not accompany the wing OPR on these inspections. Wing OPRs will include results of these inspections in their quarterly report. Should an inspection reveal a serious deficiency in a unit program, the wing OPR will immediately notify 8 FW/IG, both telephonically and in writing of the deficiency.

Chapter 6

RECEPTION AND HOSTING INSPECTION TEAMS (RED CARPET PROGRAM)

6.1. General. Upon activation of Red Carpet, every organization is responsible for completing their assigned tasks as outlined in this instruction. A no-notice arrival of an inspection team will be handled as close as possible to the original tasking. Building 510 (SonLight Inn) is designated as the IG Work Center. The alternate work center is Building 1027 (Community Activity Center). Organizations will provide administrative personnel and equipment or computer support as tasked by the NCOIC, Red Carpet Program.

6.1.1. **OPR:** 8 FW/CV is the overall OPR for support provided to headquarters inspection teams. For prior-notice inspections, 8 FW/CV ensures each organization involved is notified of the date and time of the arriving team. No-notice arrivals will be handled as listed in paragraph **6.1.2.**

6.1.2. **No-notice IG arrivals.** Upon notification that an aircraft with a no-notice inspection team is inbound or has arrived, 8 OSS/OSAM immediately notifies 8 FW/CP to confirm activation of the Red Carpet program. If a no-notice inspection team arrives at the main gate, 8 SFS immediately notifies 8 FW/CP to confirm the activation of the Red Carpet program. The 8 FW/CP notifies all affected agencies, 8 FW/CC, 8 FW/IG and the NCOIC, Red Carpet of the team's arrival.

6.2. Visiting Team Composition. For planning purposes, the PACAF IG team normally consists of 80-100 officers and senior NCOs. For advance notification visits, PACAF/IG provides a team roster two weeks prior to their arrival. 8 FW/IG provides one copy of the roster to 8 MSG/CC, 8 MSS/CC, 8 SPS/CC, 8 SVS/CC and the NCOIC Red Carpet Program.

6.3. General Responsibilities.

6.3.1. A NCOIC, Red Carpet Program, and an Assistant NCOIC will be appointed by 8 FW/IG with concurrence from the 8 FW/CV.

6.3.2. During exercises, Red Carpet Program may be activated by 8 FW/IG. The 8 FW/CP should notify the Red Carpet NCOIC and Assistant NCOIC first when going through their Red Carpet notification checklist (See **Attachment 3**). Pre-identified information management support personnel will report to the NCOIC, Red Carpet, not later than one hour after notification. Organizations tasked to provide support personnel must ensure personnel possess a minimum of a SECRET clearance and are proficient using Windows 95/98/2000/NT, MS Office applications, and DMS.

6.3.3. Units tasked to provide computer or equipment support must tag and clearly identify the items as "RED CARPET SUPPORT EQUIPMENT." All equipment must be delivered with an AF Form 1297, *Temporary Issue Receipt*, and listing equipment items on loan to the Red Carpet Program.

6.3.4. Tasked organizations will notify 8 FW/IG and the Red Carpet NCOIC of any expected delays or shortfalls experienced in completing their assigned tasks. Each tasked organization will maintain a checklist, along with a letter appointing POCs for individuals and equipment designated to support the Red Carpet Plan. Copies will be forwarded to 8 FW/IG and the NCOIC, Red Carpet Program.

6.3.5. Tasked units must remain flexible to ensure full support for teams receiving Red Carpet service.

6.4. Specific Tasking.

6.4.1. **8 FW/CV will:** Identify other offices or support requirements not identified within this instruction that are expected to meet or support the team.

6.4.2. **8 FW/CCE will:** Provide administrative support as required for the in briefing. Further, 8 FW/CCE will:

6.4.2.1. Provide Wing Organizational Charts and Rosters of Key Personnel.

6.4.2.2. Provide and deliver one Shredder (cleared for SECRET) to the IG Work Center, if needed.

6.4.3. **8 FW/IG will:** Consolidate the written information provided to the inspection team. Consolidate and provide a briefing IAW AFI 90-201, approximately 20 minutes long, for presentation upon team arrival for prior notice CERIs. For UCIs the unit in-brief is limited to ten minute maximum. A hard copy of the entire briefing will be provided to the inspection team chief within 24 hours. Further, 8 FW/IG will:

6.4.3.1. Coordinate and control out-brief and attendees.

6.4.3.2. Provide any additional support required for the formal out-brief.

6.4.3.3. Notify 8 FW/CCP and 8 FW/PA of arrival of IG teams and other DVs associated with the inspection team.

6.4.3.4. Provide a consolidated listing of approved exercise simulations.

6.4.3.5. Provide one lap top computer, TEMPEST certified, 32 Meg RAM, Pentium®, loaded with Microsoft Office.

6.4.4. **The NCOIC of Red Carpet will:**

6.4.4.1. For advance notification of IG team arrival, task 16 personnel, through the Base Detail Program, to augment the 8 MSS baggage handling detail. The detail will consist of at least one E-5 or above with a government driver's license.

6.4.4.2. Maintain a listing of Red Carpet support personnel with duty and home phone numbers.

6.4.4.3. Contact team members to ensure they do not have a conflicting leave or TDY scheduled. Meet with team members and review administrative requirements (supplies, equipment, etc.) 45 to 30 days prior to announced Red Carpet activation.

6.4.4.4. 30 days prior to team arrival coordinate with 8 FW/HC for evacuation of Building 510 and 8 CES for inspecting the facility and scheduling for any repairs.

6.4.4.5. Coordinates with IG team administrator to determine any unique requirements.

6.4.4.6. Maintain a current list of points of contact for all tasked organizations.

6.4.4.7. Set up tables and chairs in individual rooms in Building 510/1027. Place each IG division's sign on their designated room door.

6.4.4.8. Set up and attend tour of Building 510/1027 with 8 FW/CV, 8 MSG/CC, 8 CES/CC, 8 CS/CC and 8 FW/IG prior to IG team arrival.

6.4.4.9. Complete 8 FW Form 51, *Battle Staff Directive*, for disseminating information from the Battle Staff members during 8 FW exercise or real world situations for distribution to the appropriate agencies.

6.4.5. **8 FW/CP will:** Provide the latest 8 FW Status of Resources and Training System Report (SORTS) by unit. Include LIMFAC that affect mission capability.

6.4.5.1. Notify 8 FW/CC/CV/IG, 8 MSG/CC and the NCOIC of Red Carpet of incoming inspection teams.

6.4.5.2. Once notified of IG team arrival, obtain EAL. The EAL is authenticated by HQ PACAF Command Center. One copy will be retained at the WOC and one at Central Security Control. Further authentication and dissemination by the 8 SF will be handled IAW the PACAF Supplement 1 to AFI 31-101, Volume 1.

6.4.5.3. Coordinate with 8 FW/CC on inspection progress reports.

6.4.6. **8 FW/ SE will:** Provide a copy of the installation master hazard abatement plan and functional manager lists of lesser hazard (RAC 4 and 5).

6.4.6.1. Provide short versions of Local Conditions Course II, if needed.

6.4.7. **8 FW/CCP will:**

6.4.7.1. Furnish welcome packages for the IG team members to the Lodging Office for placement with team member's assigned room. The package will include a welcome letter, biographies of key personnel, base guide, base fact sheet, base map, and monthly the 8 FW Key Personnel Roster.

6.4.7.2. Announce the arrival of IG teams and other DVs using base marquees (Front gate, base marquees and community board).

6.4.8. **8 FW/PA will:** Announce the arrival of IG teams and other DVs, using the Commanders Access Channel 5, the base paper, and the community marquees.

6.4.9. **8 SUPS/CC will:**

6.4.9.1. Furnish inclement weather or winter gear as required by the team. Coordinate with team administrator for quantities and delivery instructions.

6.4.9.2. Provide and deliver Ponchos, Flashlights, and other items as required by the team.

6.4.10. **8 TRANS/CC will:**

6.4.10.1. Upon notification, dispatch one covered truck (multi-stop) with a driver to the location specified by 8 OSS/OSAM, one carry-all to Building 755 (8 MSS/CCF) for the baggage handling team, and a support truck to be delivered to the NCOIC of Red Carpet Program (SonLight Inn). The transportation drivers will assist as directed by the baggage detail supervisor.

6.4.10.2. For an IRRI/CERI, provide five DV sedans and 20 general-purpose vehicles for team use or as amended by HQ PACAF/IG message.

6.4.10.3. For a CERI provide five DV vehicles and 35 general-purpose vehicles for team use or as amended by HQ PACAF/IG message. Activate appropriate vehicle recall plans, lateral support, and rental vehicle procedures. Confirm placement of the vehicles at the SonLight Inn and ensure keys are provided to the IG team chief.

6.4.10.4. Ensure all vehicles have IG signs on their dash boards. 8 CS/SCOV provides IG signs with base map on reverse side.

6.4.10.5. Provide further vehicle support and drivers for team arrival and departures as required. WRM vehicles may be used only if sufficient daily use assets are not available.

6.4.10.6. Validate driver licenses for on- and off- base driving as required.

6.4.10.7. Provide taxi transportation as required. (See **Attachment 3**, Vehicle Recall Plan).

6.4.11. 8 OG/CC will provide:

6.4.11.1. A briefing on local requirements and restrictions affecting flying operations.

6.4.11.2. A list of problem areas not normally reported to headquarters that could have a significant bearing on the outcome of the inspection.

6.4.11.3. A list of personnel shortages, which seriously affect combat capability.

6.4.11.4. A brief review of mission statement.

6.4.11.5. A list of all 8 OG participants. This list must contain names of participants, mission status, RAP level, and specialized delivery event qualification (letter of X's).

6.4.11.6. Pilot status by name, training status, special qualifications, and availability.

6.4.11.7. Provide and deliver the following items to the IG work center:

6.4.11.7.1. Two laser jet printers.

6.4.11.7.2. One overhead projector.

6.4.11.8. The 35 FS will provide and deliver one VCR and TV monitor for tape reviewing.

6.4.11.9. The 80 FS will provide and deliver one VCR and TV monitor for tape reviewing.

6.4.11.10. The 8 OSS will arrange for authorized inspection team members to fly mission aircraft to observe pilot performance.

6.4.11.10.1. Within three hours of team arrival, brief and certify team members requiring flight line driving access. Contact the team administrator upon arrival to schedule or reschedule the briefing if the three hours window is impractical. The primary briefing location will be Building 510 (alternate Bldg 1027).

6.4.12. 8 MSG/CC will provide:

6.4.12.1. List of problem areas not normally reported to headquarters that could have a significant bearing on the outcome of the inspection.

6.4.12.2. List of personnel shortages, which seriously affect combat capability.

6.4.12.3. Provide and deliver the following items to the IG work center:

6.4.12.3.1. Two laser jet printers.

6.4.12.3.2. One projector screen.

6.4.12.3.3. One electric typewriter.

6.4.13. 8 SVS/CC will:

6.4.13.1. Coordinate with the IG team administrator to determine frequency, dates, and times for possible use of the Community Activity Center and other facilities required for conference sessions. Coordinate requirements for out-brief with 8 CES and 8 CS.

6.4.13.2. Provide and deliver to the IG work center one roll-away bed with linens and set up in a quiet, low traffic area.

6.4.13.3. Provide and deliver two coffee makers.

6.4.13.4. Upon advance notification of the IG team arrival date, contact 8 FW/IG and request a copy of proposed team roster to determine lodging assignments. Make lodging assignments from the team roster provided by 8 FW/IG.

6.4.13.5. Ensure IG team members receive priority for on-base quarters appropriate by grade. Ensure quarters are quality checked prior to check-in. Unlock doors in advance for the baggage detail and ensure untagged baggage is held at the reception desk.

6.4.13.6. Ensure team members receive DV check-in and check-out privileges. Team members are met at the IG reception and are given room keys. Receipts are made available at team member convenience. Payment is made in advance. Provide the lodging list to the team administrator when they check-in or as soon as possible afterwards.

6.4.13.7. Transmit a message to bases worldwide informing them that on-base transient facilities will not be available.

6.4.13.8. Reserve the Base Theater for out-brief and practices.

6.4.14. 8 SFS/CC will:

6.4.14.1. Provide DV equivalent customs processing to IG teams upon arrival. All unauthorized items voluntarily turned in are tagged and maintained until final disposition.

6.4.14.2. Process team members' baggage and passports with the same courtesy extended DVs.

6.4.14.3. Authenticate and disseminate, as required, EALs furnished by 8 FW/CP IAW AFI 31-101V1.

6.4.14.4. Upon team arrival, proceed to arrival point and obtain one copy of each team members' orders. Issue temporary ration cards to the civilian team members and deliver them to the team executive officer.

6.4.14.5. Provide traffic and parking management necessary for the duration of the team visit.

6.4.14.6. Coordinate explosive sweep and security of the theater or alternate briefing and debriefing locations per team instructions.

6.4.15. 8 CES/CC will:

6.4.15.1. Upon notification of IG team arrival date, have the Chief of Facility Maintenance coordinate with Building 510 or 1027 building custodian to conduct an on-site evaluation and schedule necessary repairs. Repairs must be completed not later than one week prior to team's arrival. Notify 8 MSG/CC, 8 FW/IG and NCOIC, Red Carpet Program of any repairs that will not be accomplished within the specified time.

6.4.15.2. Accompany tour of Building 510 or 1027 with 8 FW/CV as coordinated by 8 FW/IG, but not later than nine days prior to scheduled start date.

6.4.15.3. Coordinate with IG team administrator, 8 CS, and 8 SVS for work or materials required for out-brief support.

6.4.15.4. Provide and deliver 15 fire extinguishers and four 15 gallon barrels to Building 510/1027 to be used as dumpsters.

6.4.15.5. Provide, deliver and set up three office partitions for the IG team chief's office.

6.4.15.6. Provide, deliver and set up three "DO NOT ENTER" signs, one "ONE WAY" sign, and four "IG PARKING SIGNS," to include team leader and team chief signs, in the vicinity of Building 510.

6.4.15.7. Maintain 20 "RESERVED IG TEAM" parking signs for team use. When the plan is activated, place signs in the following locations: Wing Bldg 1305, four; MSG Bldg 755, two; Dining Facility Bldg 550, three; Commissary Bldg 1306, two; Seabreeze Club Bldg 1104, three; Loring Club three; and BX Bldg 1100, two; maintain one as spare.

6.4.15.8. Be prepared to provide and deliver additional furniture, 14 tables and 54 folding chairs, when directed.

6.4.16. **8 CS/CC will: NOTE:** Most of this work will occur in the IG Work Center – SonLight Inn, Building 510. Specific instructions will be given from 8 FW/IG although the following is what is to be expected for you to perform.

6.4.16.1. Confirm Class A lines in each IG division chief's room.

6.4.16.1.1. Install six telephones, with Pacific access DSN lines.

6.4.16.1.2. Ensure three hot lines are operational not later than ten days prior to IG team's arrival. Hot lines will link the Wing Command Section, WOC, Battle CAB, and 8 FW/CC position to the administrative support section in Building 510 or 1027.

6.4.16.1.3. Provide, deliver, and install one STU-III telephone on DSN line with key. Place the STU-III in a private area.

6.4.16.2. Provide six beepers established on the base paging system.

6.4.16.3. Provide 15 LMR, deliver, and install a base station with antenna with cabling in the IG work center with an established net repeater.

6.4.16.4. Provide, deliver, and install one secure facsimile machine on dedicated Class "A" DSN line.

6.4.16.5. Provide and deliver one computer capable projector.

6.4.16.6. Provide 12 Pentium computers with 128 Meg RAM with color monitors and surge protector power strips.

6.4.16.7. Coordinate with the IG team administrator shortly after arrival to determine sound systems, microphones (with backup), and communications specialist requirements for out-brief.

6.4.16.8. Coordinate with 8 CES and 8 SVS for set up time for IG out-brief.

6.4.16.9. Deliver and install two lighted lecterns, with microphones (from Wing Command Section conference room) to Base Theater.

6.4.16.10. Set up and test all computer systems in Building 510 or 1027, not later than five days prior to team arrival.

6.4.16.11. Accompany tour of Building 510 or 1027 with 8 FW/CV as coordinated by 8 FW/IG, but not later than nine days prior to scheduled start date.

6.4.16.12. Provide graphic support to individual base OPRs for preparation and maintenance of inspection briefings. Set up and test all audiovisual equipment at the IG Work Center upon activation of Red Carpet.

6.4.16.13. Coordinate with the IG team administrator for graphic and photo support requirements.

6.4.16.14. 8 CS will have a combat photographer available throughout the inspection process. The photographer should be current and qualified to fly in the F-16, if possible.

6.4.16.15. As soon as possible for pre-announced team arrivals, coordinate with the IG team administrator for any film, electronic camera requirements, and slide requirements.

6.4.16.16. Provide IG staff vehicle signs with base maps on the reverse side, to 8 TRANS.

6.4.16.17. Provide and deliver one copier cleared for SECRET.

6.4.17. 8 MSS/CC will:

6.4.17.1. For advance notification, ensure the 8 MSS/CCF assembles a baggage detail at Building 755, not later than one hour prior to team's arrival. Obtain list of assigned lodging rooms from 8 SVS/CC. 8 MSS/CCF provides instructions to the ranking NCO on times and locations of the IG team. The baggage detail delivers the team's luggage to their assigned lodging rooms. Upon departure of the inspection team, the same detail personnel report to 8 MSS/CCF not later than one hour prior to the team's departure. The baggage detail will pickup the team's luggage from lodging and deliver it to the location designated by the 8 MSS/CCF.

6.4.17.2. For no-notice team arrivals, detail 16 personnel from the 8 MSS to comprise a baggage-handling detail to off-load the inspection team's baggage and deliver it to their assigned quarters. This detail reports to Building 755 immediately after notification and will be prepared to accompany the 8 MSS/CCF to base operations within 45 minutes of notification.

6.4.17.3. Coordinate with 8 TRANS/LGTO for delivery of truck to Building 755.

6.4.17.4. A critical item shortages list of supplies and equipment, which hamper the unit in accomplishing its assigned mission.

6.4.17.5. Provide and deliver the following items to the IG work center.

6.4.17.6. One Shredder. If broken, contact the following organizations, in sequence, until a working shredder is located: 8 MSS/IM, 8 CES/CEX, or 8 FW/CCA.

6.4.17.7. Two Laser Jet Printers.

6.4.17.8. 8 LSS will provide a copy of any support agreements applicable to the OPLAN being evaluated.

6.4.18. 8 MDG/CC will:

6.4.18.1. Monitor and notify 8 FW agencies and IG Team Chief of environmental conditions such as heat index and wind-chill factors that may affect normal performance and safety of Wing and IG personnel during the exercise.

6.4.18.2. Provide a list of personnel shortages which seriously affect mission capability.

6.4.18.3. Provide and deliver two laser jet printers to the IG Work Center (SonLight Inn, Building 510).

6.4.18.4. Provide small first aid kits as required.

6.4.19. **Det 613, AFOSI/CC:** Upon request, brief USAF and HQ PACAF/IG team on fraud, waste, and abuse. In addition, AFOSI will brief the team on sensitive areas to be avoided or any other items deserving special attention.

6.4.20. **8 MXG/CC will provide:**

6.4.20.1. A weapons load crew status listing to include the weapon types each crew is certified and qualified to load.

6.4.20.2. Munitions load crews by name, team number, munitions items certified by team, and crew availability.

6.4.20.3. A list of aircraft authorized, assigned, and possessed by type, model, series, designation, and serial number to include location of those aircraft assigned but not possessed and mission capable status of each.

Chapter 7

STORAGE AND SAFE HANDLING OF GBS AND SMOKES.

7.1. Explosive Limits :

- 7.1.1. Storage will not exceed amount indicated on Explosive License.
- 7.1.2. Only the minimum number of GBS and/or smoke grenades, necessary to simulate attack, will be issued.

7.2. Personnel Limits:

- 7.2.1. 1 – Supervisor.
- 7.2.2. 2 – Worker.
- 7.2.3. 2 – Casuals.

7.3. Location of Operations.

- 7.3.1. Locations for initiation will be within Kunsan AB, ROK. Prior to an attack the EET Team Chief, Weapons Safety and personnel conducting GBS/Smoke operations will identify on a base map the exact locations, where GBS/Smoke initiation will take place. Personnel will adhere to the following criteria:
- 7.3.2. **Personnel or vehicle:** Maintain a minimum of 125 feet separation. Personnel who initiate these munitions may be closer than 125 feet, but they should be as close to 125 feet as possible and have their back to the munitions.
- 7.3.3. **Facilities without facing window:** Maintain a minimum separation of 100 feet.
- 7.3.4. **Facilities with facing window:** Maintain a minimum separation of 200 feet.
- 7.3.5. **Hardened facilities, including hardened aircraft shelters with doors closed:** Maintain a minimum separation of 50 feet.
- 7.3.6. **Bulk POL storage, including refueling vehicles:** Maintain a minimum separation of 200 feet.
- 7.3.7. **Aircraft in the open:** Maintain a minimum separation of 100 feet or 200 feet if aircraft are explosives loaded.
- 7.3.8. **Explosives operating locations, holding areas, open storage areas or butler-type storage facilities:** Maintain a minimum separation of 200 feet.
- 7.3.9. **Above ground magazines of block, brick, or concrete construction and from earth covered magazines:** Maintain a minimum separation of 50 feet. GBS/Smokes will not be initiated within the fence line of the munitions storage area the north POL storage area and the south POL storage area.

7.4. Safety Requirements:

- 7.4.1. Only trained personnel will prepare and activate these devices.

7.4.2. Issuing personnel will insure personnel receiving these items have the following:

- 7.4.2.1. Leather Gloves.
- 7.4.2.2. Ear Protection for GBSs.
- 7.4.2.3. Eye Protection
- 7.4.2.4. Operating Guide (See [Attachment 4](#)).
- 7.4.2.5. Two Fire Extinguishers.

7.5. Transportation:

- 7.5.1. Do not carry these items in your pockets or handle carelessly.
- 7.5.2. Transport in GOVs only.
- 7.5.3. No person will be allowed to ride on, or in the cargo compartment of, a motor vehicle transporting explosives.
- 7.5.4. Explosives will not be transported in a passenger compartment of a vehicle.
- 7.5.5. **Vehicle will have two Fire Extinguishers, rated at least 2A: 10BC.** One will be mounted on the outside of the cab on the driver's side and the other in the cab.
- 7.5.6. Explosives containers will be loaded, blocked, braced, tied down, or otherwise secured to the vehicle to prevent movement.
- 7.5.7. Do not leave explosive-laden vehicles unattended.
- 7.5.8. Do not smoke in, on or within 50 feet of any motor vehicle, trailer, rail car, or material handling equipment loaded with explosives items.
- 7.5.9. Do not throw GBSs or smoke grenades around fuel spills or leaks, dry grass or leaves, vehicles, buildings, aircraft, personnel, or loose gravel.
- 7.5.10. Keep GBSs or smoke grenades in approved shipping containers during transport.
- 7.5.11. Ensure appropriate placards are installed on the vehicle.
 - 7.5.11.1. The new signs show both the hazard and the division of that classification (class/division 1.1, 1.2, 1.3, 1.4, 1.5, 1.6). The new signs also reflect the compatibility group of the item to ensure improper items are not mixed together in shipment.
 - 7.5.11.2. Placards must go on the front, back, and both sides of the vehicle.

7.6. Hazards of GBSs and Smoke Grenades.

- 7.6.1. Smoke from grenades/pots can be toxic in high concentrations and these devices present a moderate fire hazard.
- 7.6.2. **Call EOD if either a Smoke Grenade or GBS fails to function.** Do not go near, or allow any personnel near, any GBS, smoke grenade, or smoke pot that fails to function. Note time of initiation, EOD needs to wait 30 minutes prior to disposing of the item.
- 7.6.3. **Explosive class/division:**
 - 7.6.3.1. GBSs are 1.2 or 1.3 explosives.

- 7.6.3.2. Smoke grenades are 1.4 explosives.
- 7.6.4. The technical hazard for smoke grenades is moderate fire and toxic smoke.
- 7.6.5. The technical hazards of GBSs mass fire, light missile, and mass detonation. Loose gravel or debris at point of detonation can become a missile.
- 7.6.6. Before removing a grenade from container, ensure the safety pin is installed.
- 7.6.7. When a smoke grenade is issued, ensure the container is sealed.
- 7.6.8. When a GBS is issued ensure the safety pin is installed.
- 7.6.9. Keep all personnel from entering the area until the GBS has functioned or EOD has removed a nonfunctioning GBS.
- 7.6.10. Return all remaining pieces of simulators and smoke grenades to supply point custodian.
- 7.6.11. Allow grenade to cool completely before retrieving all pieces for turn-in.

7.7. Storage Location:

- 7.7.1. The storage location must have the correct fire and chemical hazard symbols displayed.
- 7.7.2. The symbols will be visible from every direction of approach.
- 7.7.3. The storage location must be secured.

7.8. Emergency Actions.

- 7.8.1. Emergency action procedures will be briefed prior to each use.
- 7.8.2. Operating guide will be filled out, briefed, and on hand at each operation.
 - 7.8.2.1. The GBS/Smoke Operating Guide (**Attachment 4**) may be duplicated and referenced during employment.
- 7.8.3. **Any persons entering the area of an explosives operation will be briefed on the following:**
 - 7.8.3.1. Task to be performed or in progress.
 - 7.8.3.2. Personnel limits.
 - 7.8.3.3. Explosive limits.
 - 7.8.3.4. Technical hazard.
 - 7.8.3.5. Who will evacuate non-essential personnel.
 - 7.8.3.6. Evacuation distance and location.
- 7.8.4. **In case of fire evacuate to:**
 - 7.8.4.1. Class 1.2 munitions, 2,500’.
 - 7.8.4.2. Class 1.3 munitions, 600’.
 - 7.8.4.3. Class 1.4 munitions, 300’.

7.9. Forms Prescribed. 8 FW Form 51, *Battle Staff Directive*.

GUY K. DAHLBECK, Colonel, USAF
Commander

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

AFI 10-212, Air Base Operability Program

AFI 10-245, Air Force Anti-Terrorism (AT) Standards

AFI 21-201, Management and Maintenance of Non Nuclear Munitions

AFI 31-101V1, The Air Force Installation Security Program (FOUO)

AFI 32-4001, Disaster Preparedness Planning and Operations

AFPD 90-2, Inspection General

AFI 90-201, Inspector General Activities

PACAFI 32-401, Nuclear, Biological, Chemical and Conventional (NBCC) Warfare Defense.

PACAFI 90-201, PACAF Inspector General Activities

Abbreviations and Acronymns

ABD—Air Base Defense

ATSO—Ability To Survive and Operate

BCC—Base Communication Center

BSD—Battle Staff Directive

BDP—Base Support Plan

CCP—Casualty Collection Point

CERE/I—Combat Employment Readiness Exercise/Inspection

CII—Compliance Inspection Item

CWC—Chemical Weapons Compliance

CWDE—Chemical Warfare Defense Ensemble

DAC—Damage Assessment Cards

DART—Damage Assessment Repair Team

DFC—Defense Force Commander

DMS—Defense Management System

DRCC—Deployment Reception Control Center

DV—Distinguished Visitors

EAL—Entry Authorization List

ECD—Estimated Completion Date

ECM—Electronic Counter Measures
EET—Exercise Evaluation Team
EOD—Explosive Ordnance Disposal
EPW—Enemy Prisoner of War
FOD—Foreign Object Damage
GBS—Ground Burst Simulator
IPE—Individual Protective Equipment
IRRE/I—Initial Response Readiness Exercise/Inspection
LIMFAC—Limiting Factor
LMR—Land Mobile Radio
LOAC—Law Of Armed Conflict
LOI—Letter Of Instruction
LOS—Letter Of Simulation
MARE—Major Accident Response Exercise
MFR—Memorandum For Record
MOPP—Mission Oriented Protective Posture
NBCC—Nuclear, Biological, Chemical, and Conventional
NDRE—Natural Disaster Readiness Exercise
NEO—Non-combatant Evacuation Operation
NIPO—Nuclear Inspection Program
OCR—Offices of Coordinating Responsibility
OPFOR—Opposing Forces
OPR—Office of Primary Responsibility
POL—Petroleum, Oil, and Lubricants
RPU—Reception Processing Unit
SII—Special Interest Item
SORTS—Status of Resource and Training System Report
SRC—Survival Recovery Center
SRE—Squadron Readiness Exercise
SRO—Sensitive Reconnaissance Operation and Survival Recovery Operations
TCC—Transportation Control Center
UCC—Unit Control Center

WOC—Wing Operations Center

WRM—War Reserve Material

Attachment 2**HQ PACAF/IG IRRI/CERI/ORI/UCI WORK CENTER REQUIREMENTS****A2.1. Work Center Requirements.**

- A2.1.1. Six pacific access DSN telephones.
- A2.1.2. Four single line telephone outlets (to be used for e-mail).
- A2.1.3. One pacific access DSN STU-III located in private area.
- A2.1.4. Secure (SECRET) fax machine with pacific-wide capability.
- A2.1.5. Five Pentium Processor Computers with Windows 98, Office 97 or better, LAN/Internet access with electronic mail accounts for IG, IGI, IGO, IGL, and IGS.
- A2.1.6. One 400mhz MMX/Pentium processor, 9.0GB HD, 256 MB Ram, equipped with sound card, PCMCIA card, parallel USB Firewire (1394) serial port, CD R/W capability, Broadband (LAN/DSL/Cable) access, and image editing software (Photoshop or equivalent).
- A2.1.7. One Secure (SECRET) Computer equipped with DMS Software and Printer.
- A2.1.8. Five Laser Printers (at least one duplex capable).
- A2.1.9. Porcelain message board with dry erase markers.
- A2.1.10. Three wire distribution racks.
- A2.1.11. Coffee Pot and pay as you go snack bar.
- A2.1.12. Copier (Capable to collate and accomplish multiple copies and sorts).
- A2.1.13. Base Alpha Roster (containing officer and enlisted).
- A2.1.14. Two drawer safe for up to SECRET materials.
- A2.1.15. Shredder to accommodate SECRET materials.
- A2.1.16. 25 LMRs and Base Station in IG Work Center on established net with repeater.
- A2.1.17. Six Beepers established on base paging system.
- A2.1.18. One Portable Projection Screen.

A2.2. IG Work Center Administrative Supplies:

- A2.2.1. Two Boxes Pens 10 Key Personnel Rosters (Local).
- A2.2.2. Two Dozen Pencils.
- A2.2.3. One Pair Scissors.
- A2.2.4. One Box Yellow Hi-Liters.
- A2.2.5. One Base Map (1:400 Scale).
- A2.2.6. One Box Audiovisual Markers.
- A2.2.7. One Three Hole Punch.

- A2.2.8. One Box Legal Size File Folders.
- A2.2.9. One Two Hole Punch.
- A2.2.10. One Box Adhesive Labels.
- A2.2.11. Two Wire Distribution Racks.
- A2.2.12. Five Reams Letter Size Bond Paper.
- A2.2.13. One Roll Brown Paper Tape.
- A2.2.14. 30 Lined Writing Tablets.
- A2.2.15. Five Staplers.
- A2.2.16. Ten Steno Pads.
- A2.2.17. Two Rulers.
- A2.2.18. 25 Large/50 Small Brown Envelopes.
- A2.2.19. One Roll Nylon Strapping Tape.
- A2.2.20. Five Rolls Scotch Tape.
- A2.2.21. Five Boxes Staples.
- A2.2.22. Two Boxes 3.5" Computer Disks.
- A2.2.23. Five Staple Removers.
- A2.2.24. Five Dictionaries.
- A2.2.25. One Set Classification Stamps.
- A2.2.26. One Pencil Sharpener.
- A2.2.27. Five Boxes Paper Clips.
- A2.2.28. Ten Base Telephone Books.
- A2.2.29. Two Boxes "Post-It" Pads.
- A2.2.30. Ten Staff Directories (Local).
- A2.2.31. One Copy of Previous Inspection Report with Finding Replies.
- A2.2.32. Recycling Bins as required by the IG team.

A2.3. Out brief Venue Requirements.

- A2.3.1. **PA system.**
- A2.3.2. Two lighted podiums equipped with cordless/wired microphones. One cordless or lapel microphone connected to the PA system to be used by unit commander.
- A2.3.3. Audiocassette deck, CD, and VCR connected to PA system. Sheet of sturdy plywood or a table placed on top of theatre seats centered five rows back from the front to support:
 - A2.3.3.1. One Pentium laptop with Windows 98 and Office 97 or better for Power Point presentation.

A2.3.3.2. Data and Video LCD projector, 750 or greater ANSI lumens plus one spare projector that meets the same requirements.

A2.3.3.3. One VCR.

A2.3.3.4. PA system soundboard.

A2.3.3.5. CD player and audiocassette player.

A2.3.3.6. Small reading light.

A2.3.4. Duct tape, extension cords, and power strips for audio-visual equipment.

Attachment 3

IG ARRIVAL

A3.1. 45-60 Days Prior To Team Arrival.

- A3.1.1. Review 8 FWI 90-201 and HQ PACAF/IG notification and request letters of instruction for specific tasking.
- A3.1.2. Update current administrative support personnel listing. Review DEROS dates of assigned personnel. Request replacements ASAP for personnel within 75 days of departure.
- A3.1.3. Ensure administrative personnel do not have conflicting leave or TDY scheduled.
- A3.1.4. Review computer and equipment listing.
- A3.1.5. Ensure each organization tasked by the Red Carpet Program has provided checklists and POC appointment letters for designated equipment and personnel.
- A3.1.6. Submit requirements work requests to Base Audio Visual for film and equipment.
- A3.1.7. Check supply/equipment list in [Attachment 2](#) and any letters of instruction from PACAF IG against the inventory in Building 510. Submit requests to order or purchase any shortfalls.

A3.2. 30-45 Days Prior To Arrival.

- A3.2.1. Contact the Budget Office (8 FW/CPTF) at 782-4467 and obtain PFMR and ORG code to make required purchases.
- A3.2.2. As necessary, schedule an inspection with 8 CES for Buildings 510 and 1027, coordinate with the building custodians to plan for any necessary repairs or work orders. Ensure electrical outlets are working and plentiful.
- A3.2.3. Request base detail, through 8 CS/SCS, to clean the facility ten days prior to arrival.
- A3.2.4. Request base detail, through 8 CS/SCS, for eight personnel to off-load/on-load the inspection team baggage and deliver it to assigned quarters.
- A3.2.5. Notify previously identified (by group) administrative support personnel of upcoming IG team visit. Ensure personnel are familiar with applicable word processing programs (Microsoft Word, Excel, and PowerPoint).
- A3.2.6. Arrange for a location to store furniture from Building 510.
- A3.2.7. Notify 8 TRNS/LGTO of the requirement for a vehicle for the NCOIC, Red Carpet, and ensure POC is working IG team vehicle requirements.
- A3.2.8. Notify offices tasked to provide computer support of their requirement. Verify memory capability, hard drive space, monitors, printers, and software requirements.
- A3.2.9. Verify repairs identified by 8 CES are completed. Identify any outstanding repairs and begin tracking on a daily basis.

A3.3. 20-25 Days Prior To Arrival.

- A3.3.1. Identify primary copier and alternates to be utilized for Building 510.

A3.3.2. Verify that sufficient toner and paper supply for copier is available.

A3.3.3. Identify audio-visual support equipment and set up a delivery date.

A3.4. 10-20 Days Prior To Arrival.

A3.4.1. Contact ration control (8 SFS/SFA) and have them identify a POC to prepare ration cards and report to Building 510 upon the team arrival.

A3.4.2. Contact 8 TRNS/LGTO and confirm availability of vehicles and arrange delivery time.

A3.4.3. Ensure 8 FW/HC has scheduled moving of personnel and equipment out of Building 510 NLT ten days prior to the team arrival.

A3.4.4. Have the base detail clean and set up furniture in Building 510. Have IG division signs installed.

A3.4.5. Conduct walkthrough of facility with 8 MSG/CD and 8 FW/IGI after clean-up/set-up detail has completed tasks.

A3.4.6. Confirm equipment supply requirements.

A3.4.7. Confirm communication requirements.

A3.4.8. Purchase coffee supplies. Request reimbursement from team executive officer.

A3.4.9. Check requirements for cold weather gear, cold packs, and arrange delivery, if appropriate.

A3.4.10. Position copier and shredder in Building 510. Ensure toner and paper are available.

A3.5. 1-5 Days Prior To Arrival .

A3.5.1. Position and install computers in Building 510.

A3.5.2. Confirm communication equipment is installed and operational. Ensure 8 CS provides written guidance on how to use call forwarding, conference call, DSN calls, etc.

A3.5.3. Meet with pre-identified administrative personnel and instruct them on uniform requirements and work schedules at Building 510.

A3.5.4. Notify ration control personnel of specific arrival date and time for their prompt service.

A3.5.5. Notify 8 CES for parking signs and fire extinguishers and arrange for their delivery.

A3.5.6. Ensure all equipment and supplies are in place.

A3.5.7. Review any advance letters of instruction to ensure all requirements are met.

Attachment 4

**8TH FIGHTER WING EXERCISE EVALUATION TEAM
GBS/SMOKE GRENADE OPERATING GUIDE**

A4.1. All 8 FW Exercise Evaluation Team Members involved in GBS/Smoke Grenade operations will use this guide. The supervisor of the operation will ensure that all personnel involved are briefed on hazards and emergency procedures applicable to the operation. Information and directives in this guide are derived from AFMAN 91-201 and 8FW Sup 1, *Explosive Safety Standards*. OPR: 8 FW/SEW. **WARNING:** A minimum of two qualified personnel are required for all GBS/Smoke Grenade operations.

A4.2. Insure two fire extinguishers are available, serviceable, and at least 2A10BC _____.

A4.3. Remove all finger jewelry and watches prior to operation _____.

A4.4. Insure explosive placards are properly displayed on the front, rear, and sides of vehicle _____.

A4.5. Insure explosives are secured properly for transport _____.

A4.6. Items dropped in excess of 3 ft out of a container and 5 ft in the container will be considered unserviceable and returned to 8 FW/IGI _____.

A4.7. Do not smoke within 50' of any explosives-laden vehicle _____.

A4.8. Refuel vehicles prior to loading explosives (Do not refuel vehicle while loaded with explosives) _____.

A4.9. Do not leave explosives-laden vehicle unattended _____.

A4.10. Insure leather gloves are used _____. **CAUTION:** GBS/SMOKE GRENADES can be extremely hot after functioning. HANDLE WITH CAUTION.

A4.11. Ensure all pieces of the GBS/Smoke are picked up upon completion of the operation, placed in the original container, and returned to 8 FW/IGI.

A4.12. If GBS or smoke grenades/pots fail to function call for EOD (782-4816 or MOC 782-4136).

A4.13. Do not go near UXO, mark area and stop the operation until UXO is cleared.

A4.14. Task to be performed: GBS/SMOKE DETONATION.

A4.15. Personnel limits:

A4.15.1. Supervisor: _____.

A4.15.2. Workers: _____.

A4.15.3. Casuals: _____.

A4.16. Explosive Limits: 1.4 (SMOKE GRENADES) 1.2 and 1.3 (GBS).

A4.17. Technical Hazard:

A4.17.1. GBS: Small Missiles/Fire with Intense Heat.

A4.17.2. Smoke Grenades: Fire W/Intense Heat/Toxic In Concentration.

A4.18. In Case of Fire Withdraw/Evacuate Nonessential Personnel:

A4.18.1. 2500' for C/D 1.2 GBS.

A4.18.2. 600' for C/D 1.3 (GBS).

A4.18.3. 300' for C/D 1.4 SMOKE GRENADES.

A4.19. Notify Fire Department (911) (Name of Fire Department Personnel) _____.

A4.19.1. Fight Fire (if possible). (Supervisor)_____ will record the time flames envelope munitions (time)_____ and give to the fire fighting supervisor.

A4.19.2. Fire Department extension 911, Command Post extension.782-6000, EOD extension. 782-4816.

A4.20. The Following are Minimum Distances for Activation of GBS/Smoke Grenades:

A4.20.1. 50'- Hardened facilities/HAS with doors closed.

A4.20.2. 100'- Facility without facing window/non-explosive loaded aircraft.

A4.20.3. 125'- Persons/vehicles.

A4.20.4. 200'- Facility with facing window/explosive loaded aircraft/explosive storage facilities/ POL.