



**EXERCISE EVALUATION & UNIT  
COMPLIANCE/SELF-INSPECTION  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 89 AW/IGI (Maj. Joseph McKay/  
TSgt Daniel Zambrana)  
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This instruction establishes the policies and guidance to manage the wing exercise evaluation and unit compliance/self-inspection programs. It lists the type and frequency of exercises required by Air Force instructions. Additionally, it establishes procedures for inspecting, evaluating, documenting and correcting deficiencies identified during local unit inspections and wing exercise evaluations. It also addresses how the above programs are vital in preparing the wing for AMC/IG Unit Compliance Inspections (UCI), Special Interest Item Inspections and Expeditionary Operational Readiness Inspections (EORI).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision changes format to comply with governing instructions, updates references, corrects office symbols and POC's and adds guidance on self-inspection and unit compliance programs.

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## 1. Exercise Evaluations.

1.1. **Program Objective:** Exercises serve many purposes including training and evaluation of the wing's performance during high threat and high stress conditions. The overall exercise plan must support these objectives. Designers of exercises must keep in mind the importance of providing a scenario that reinforces sound combat and tactical principles. The evaluator and staff must develop an exercise plan. These plans may be very detailed if the exercise is large scale, or they can be quite simple. Key considerations in any plan are the requirements of a valid evaluation, the number and types of units to be included in the exercise and the resources needed to make the exercise meaningful. Base-wide exercises test the capability of Andrews AFB to respond and react to certain situations not normally handled on an every-day basis. These situations range from an aircraft crash to mass casualties to increased readiness prior to a declaration of war and the mobilization of our people. Exercising these areas before they happen should ensure an adequate response during a real contingency.

1.2. **Administration:** The Wing Commander (89 AW/CC) and Inspector General (89 AW/IG) have overall responsibility and control of the exercise program and all team members. The chief of exercise inspections (89 AW/IGI) is appointed as chief exercise evaluation team member for the 89 AW.

1.2.1. The Exercise Inspections Branch (IGI) assists the vice commander in operation, management, and administration of the Base EET program. IGI coordinates with the vice commander, unit and tenant commanders, staff agency chiefs and the respective EET evaluators to ensure an effective evaluation program. IGI briefs the CV and obtains approval prior to conducting each exercise.

1.3. **Execution:** Responsibilities of IGI include but are not limited to the following:

1.3.1. Maintaining an administrative file that includes:

- 1.3.1.1. Roster of team members and signed appointment letters.
- 1.3.1.2. Scenario files of exercises (detailed, sequenced exercise scripts.)
- 1.3.1.3. EET after-action reports and replies to identified discrepancies.
- 1.3.1.4. Record of training and exercise participation for EET members.

1.3.2. Establishing an annual munitions account (smoke pots, ground burst simulators, smoke grenades, etc.) IAW AFCAT 21-209, *Ground Munitions*. Coordinate with the unit being evaluated, they may be able to provide props, munitions, etc., for training.

1.3.3. Obtain and maintain an exercise kit. (Items may include: exercise scenarios, material to simulate contamination, evaluation ID, moulage kits to simulate wounds and injuries)

1.3.4. Developing a device (badge, arm band, hat, etc) to clearly identify EET members during an exercise. Blue EET hats clearly identify EET members during an exercise.

1.3.5. Training EET members in general evaluation procedures for the functional area they will evaluate.

1.3.6. Preparing a formal written report and distributing it within 10 workdays after the exercise completion. ([Attachment 4](#))

1.3.7. Briefing exercise results at the 89 AW Readiness Board meetings.

1.4. All 89 AW units, AMC, AMC gained and other Air Force partners are subject to the requirements of the Air Force regulations listed in **Attachment 2**. Other tenant commanders are encouraged to participate in these exercises in order to benefit from the involvement and expertise of various base functions.

1.5. Unit commanders will appoint unit/agency exercise evaluation team evaluators (EET primary and alternate) and forward a copy of the appointment letter (name, office and duty phone number) to IGI. Evaluators should be motivated individuals who fully understand the organization and its functions for each of the areas exercised. EET evaluators should be in the grade of E-5 or higher; however, depending on the situation an especially motivated and experienced E-4, may be designated.

1.6. EET members will complete training on EET-specific subjects (local policies, exercise planning, execution, evaluation, etc.). EET members designated to draw ground-burst simulators or smoke-producing munitions must be trained and qualified on their use annually according to AFMAN 91-201, *Explosives Safety Standards*. Personal protective equipment will include as a minimum, safety glasses, prescription eyeglasses, hearing protection and leather gloves.

1.6.1. When a team member is added or deleted, accomplish a new letter indicating all unit EET members. Although EET members are responsible to the EET Chief, they are not “tattletales” or “double agents.” Additionally, they are often sources of additional training and motivation for the unit.

1.7. The Disaster Preparedness Officer/NCOIC may not be assigned to the EET, but may assist the EET in preparing exercise scenarios. (AFI 10-2501, 24 December 2002)

1.8. Unit commanders may review, but will not edit or otherwise inhibit an EET member’s reporting of the facts and observations of an exercise.

1.9. The EET is composed of, but not limited to representatives from the following wing units:

- 1.9.1. CE Readiness (CEX)
- 1.9.2. Fire Department (CEF)
- 1.9.3. Public Affairs (PA)
- 1.9.4. Security Forces (SF)
- 1.9.5. Civil Engineering (CE)
- 1.9.6. Services (SVS)
- 1.9.7. Safety (SE)
- 1.9.8. Transportation (LRS)
- 1.9.9. Airfield Management (OSA)
- 1.9.10. Trend Western
- 1.9.11. Contracting (MSG)
- 1.9.12. Personnel (MS)
- 1.9.13. Maintenance (MXG)
- 1.9.14. Presidential Airlift Group (PAG)

- 1.9.15. Operations Group (OG)
- 1.9.16. Communications Group (CG)
- 1.9.17. Medical Group (MDG)
- 1.9.18. All 89 AW Groups
- 1.10. Partner Units:
  - 1.10.1. 749 Explosive Ordnance Disposal (U. S. Army)
  - 1.10.2. 459 AW (AFRC)
  - 1.10.3. Federal Aviation Admin
  - 1.10.4. Det 1 DCANG (113 WG)
  - 1.10.5. Det 440 AFOSI
  - 1.10.6. 201<sup>st</sup> AS
- 1.11. Identify a chief writer for each scenario in the exercise evaluation plan. Make sure the scenario is realistic and fits the local situation. The evaluation plan should include a review of previous evaluations, problem areas, cross-tell reports and exercise requirements.
  - 1.11.1. Designate a senior exercise evaluation team chief and ensure coordination with the chief writer so that all exercise planning requirements are met.
- 1.12. EET members:
  - 1.12.1. Should develop or obtain copies of checklists that aid in measuring the performance of the unit. Generic checklists can be obtained from IGI.
  - 1.12.2. Expand generic checklists, to include MAJCOM or local requirements, for evaluating exercises. Provide inputs, materials and copies of checklists, etc., to IGI for inclusion into the final report.
- 1.13. EET Exercise Planning Conference: Seek inputs from Group Commanders and Squadron Commanders of items to include in the Master Scenario Events Listing (MSEL). For an effective and well-developed MSEL, it is important to obtain “areas of concern” from commanders.
  - 1.13.1. Select the planners for the exercise and discuss the exact nature of the missions/OPLANs to be evaluated.
  - 1.13.2. It may become necessary to entrust other than EET members with details of the exercise. These people, “TRUSTED AGENTS,” will be given specific scenario details because of the critical nature of their organization and support. They will not release information on the exercise unless cleared by the EET Chief.
- 1.14. Planning and Writing Team. If additional people are needed to help the chief writer, pick them early in the process. Obtain assistance from supervisors so they can be released from other duties. This will allow them to devote their time to preparing the scenario and exercise evaluation plan.
  - 1.14.1. Most exercises should be planned with maximum OPSEC/COMSEC to ensure the people involved (players) don’t prepare for the exercise.

1.14.2. Develop exercises so they resemble “the real thing.” Realism means “minimum simulation”. Actual capabilities and limitations should be exercised. **The Senior Evaluator must approve requests for simulation through the EET Chief.**

1.14.3. Exercises are designed to help units prepare for “real world” incidents, mobilization, etc. Scenarios should vary and avoid being stereotypical.

1.14.4. Exercises evaluate in place procedures to give the wing CC a realistic assessment of the wing’s capabilities. They also allow individuals and units an opportunity to train under simulated stressful conditions--“train the way you fight.”

1.15. Exercises can be interrupted to conduct training. If needed, the EET evaluator will use “time-out/time-in” for this purpose. Usually this is done when a problem or uncertainty arises and a quick interjection by a supervisor or EET member is needed to point the individual or unit in the right direction.

1.16. Conduct an EET in brief prior to an exercise to ensure all participating EET members are aware of what should be evaluated or recorded, and any last minute coordination.

**2. Develop Exercise Evaluation Plan.** Once the missions or functions to be evaluated are identified, make an initial plan indicating how the EET will set-up and run the exercise.

2.1. Determine which parts of a unit will be evaluated on each mission or function.

2.2. This process should be repeated so all evaluators and controllers know what they are going to evaluate during the entire exercise.

**3. Conduct Exercise Area Reconnaissance.** The planning and writing team should create a map and perform an actual terrain reconnaissance of the area. After reconnaissance, modify the initial exercise plan so that:

3.1. Time available for the exercise is used efficiently.

3.2. The exercise or maneuver area is used efficiently.

3.3. The number of evaluators and support personnel are kept to a minimum through multiple assignments.

**NOTE:** The refinement of the plan continues up to the actual exercise.

**4. “War-game” The Evaluation Plan.** The evaluation plan should be war-gamed on a whiteboard or table-topped to determine:

4.1. The most workable and logical flow of the exercise sequence.

4.2. Duration of the exercise.

4.3. Appropriate times and locations for all missions and tasks.

4.4. Minimum administrative support required.

**5. Write and publish the Exercise Plan.**

5.1. The scenario includes, general situations, initial, and subsequent situations.

- 5.2. Control Plan includes: the warning order, operations order, and fragmentary order.
- 5.3. Evaluation assignments and responsibilities. (Training for evaluators and controllers)
- 5.4. Special instructions for evaluating each function or mission (opposing force or aggressor instructions)
- 5.5. Master Scenario Events Listing (MSEL)
- 5.6. Required reports (administrative instructions)
- 5.7. A letter of intent to conduct the exercise may include:
  - 5.7.1. The exercise scenario
  - 5.7.2. Timing of events (date, time, location of exercise)
  - 5.7.3. Call signs for radios, telephone numbers, and security of scenario information OPSEC)
  - 5.7.4. Time and location of exercise debriefing
  - 5.7.5. Evaluation checklist
  - 5.7.6. Evaluator observation sheets
  - 5.7.7. Safety considerations
  - 5.7.8. Copy of base photograph/grid map for area affected by exercise
  - 5.7.9. Sufficient photographic capability (digital camera or video camera)

## **6. Brief Evaluators and Controllers.**

- 6.1. Create an exercise folder for each exercise. Items may include:
  - 6.1.1. MSEL
  - 6.1.2. Current checklist
  - 6.1.3. Administrative materials
  - 6.1.4. List of ground rules and exemptions
  - 6.1.5. Base grid maps and overlays
  - 6.1.6. Scenario or sequence of events
  - 6.1.7. Input cards, scenario drivers
  - 6.1.8. OPLANS, BUS, MTEL's to be evaluated
- 6.2. The briefing should include the following topics:
  - 6.2.1. Duties and responsibilities
  - 6.2.2. Evaluation philosophy/goals
  - 6.2.3. Friendly and opposing force weapon employment techniques and effective ranges
  - 6.2.4. "Rules of Engagement"
  - 6.2.5. Casualty assessment rules

- 6.2.6. Overview of exercise (see letter of intent)
- 6.2.7. Walk-through of each mission and task evaluation
- 6.2.8. Opposing force training and terrain reconnaissance.

**7. Conduct and Evaluate the Exercise.** Evaluate the tasks, conditions and standards identified in the exercise plan. Checklists are used as an aid to the evaluator to ensure all items are accomplished.

7.1. Brief the Airfield Manager (89 AW/OSS/OSA), Air Traffic Control (FAA/ATC) and Command Post supervisor for any exercise that involves an ATC facility or airport movement area. Provide only essential information to protect scenario security considerations.

**NOTE:** the ATC watch supervisor may interrupt an exercise if it interferes with recovery of emergency aircraft. Essential information includes: actual time and affected area.

7.1.1. ATC facility involvement.

7.2. **(Advise the fire chief 30 minutes prior to the start of an exercise that involves the fire department).** Ensure emergencies do not exist and the exercise does not prevent the fire fighters from supporting other mission requirements. Schedule an EET out-brief after completion of the exercise to compile all observations, noted problem areas and procedures, which may degrade readiness.

7.3. Provide feedback to the commander of the unit exercised. Evaluators should orally critique the unit's strengths and weaknesses on the tasks evaluated. If possible, this critique immediately follows the conduct of the task exercised.

7.4. Evaluators notes (turned in at out brief) should provide a brief explanation of the weaknesses observed. Identify the unit, work center, exceptional performers (if any), function evaluated and findings.

7.5. Report on all Exercises Conducted. Assign responsibility for corrective action and monitor the problem to ensure lasting corrective action is applied.

7.6. Exercise reports are privileged documents. They will not be released in whole or part, reproduced or given additional dissemination outside the Air Force without the express approval of the Inspector General, SAF/IG.

## **8. Self-Inspection Program.**

8.1. **Program Objective:** AMCI 90-201, *The Inspection System*, mandates the wing have a self-inspection program. The self-inspection program is a wing commander initiative that focuses on high-priority items of interest within each functional staff area of responsibility. The purpose of self-inspections is to provide commanders with a tool for internal assessment of unit health, proficiency, effectiveness, and compliance; and to complement external inspections and assessments. Self-inspection checklists are to be accomplished every 6 months (semi-annually) and within 6 months of a new wg/CC taking command. Results will be forwarded to NAF/CC. Self-inspections are essential in helping wings and units prepare for their Unit Compliance Inspection (UCI), conducted by AMC/IG every 3 years. Additionally, AMC/IG will assess unit self-inspection programs during UCIs.

8.2. **Administration:** The Chief of Exercise Inspections (89 AW/IGI) is appointed as the Wing Self-Inspection Monitor. He or she will manage the Wing Self-Inspection Program, and conduct group or unit level staff assistance visits or compliance inspections as or when requested by the 89 AW/CC

or respective group commanders. The wing self-inspection monitor will host quarterly meetings with the group self-inspection monitors, through which group self-inspection monitors report their self-inspection results and/or discuss plans and timelines for corrective actions of critical non-compliant findings. This will also be the forum through which items that requires higher headquarters assistance, such as funding, manpower, or MAJCOM waiver requirements, are up-channeled through the wing to the NAF or AMC accordingly.

8.3. Group commanders and wing director of staff will appoint a primary and secondary self-inspection monitor to oversee the inspection review process within their respective areas, and forward signed appointment letters to 89 AW/IGI. The group self-inspection monitor and group compliance inspector may be the same person. However, group's EET members should not act as self-inspection monitors or compliance inspectors. Self-inspection monitors will compile critical non-compliant self-inspection findings and corrective action plans from units within their respective groups. They will meet quarterly with the wing self-inspection monitor to provide status updates on critical findings and the progress of corrective actions.

8.4. **Execution:** Squadron commanders and wing staff division chiefs will designate a unit self-inspection monitor for their respective units. Unit monitors, along with functional experts within the units, will conduct and document completion of unit self-inspection checklists. Squadron commanders and division chiefs, along with unit monitors and functional experts, will categorize non-compliant self-inspection findings as either critical or non-critical, based on mission impact, and outline plans and timelines for corrective actions. Squadron commanders and division chiefs will ensure non-critical self-inspection findings and corrective actions are tracked and resolved at the unit level. Unit self-inspection monitors will forward critical non-compliant self-inspection findings and plans for corrective action to their respective group self-inspection monitor.

8.5. Squadron commanders and wing staff division chiefs are responsible for ensuring timely completion of their respective unit self-inspections. The frequency of self-inspections and the review of corrective actions for self-inspection discrepancies will be every 6 months, or more frequently, as required.

8.6. Units will conduct their self-inspections using their respective self-inspection checklists, found on the AMC/IG website. In addition, if a self-inspection is conducted within six months of a UCI, units will also complete their respective UCI Common Core Compliance Area checklists (Mission Areas and By-Law Requirements), also found on the AMC/IG website. Squadron commanders and wing staff division chiefs will confirm in writing, to their respective group commanders or wing director of staff, the completion of their unit self-inspections. Group commanders and the wing director of staff will then forward signed memos to 89 AW/IGI, documenting completion of their respective portions of the wing self-inspection. 89 AW/IGI will inform the 89 AW/CC of the semi-annual wing self-inspection results, including the periodic status of on-going corrective actions of non-compliant items.

8.7. Group and wing staff self-inspection monitors will manage their respective process for documenting and correcting critical non-compliant findings identified by unit self-inspections, as well as for managing their respective Special Interest Item Program. In addition, they will prepare and maintain a unit self-inspection continuity notebook. As a minimum, each notebook will contain:

8.7.1. A copy of the letters of appointment of the group self-inspection monitor, and the unit self-inspection monitors for all units within the group.

8.7.2. A complete copy of the current self-inspection checklist.

8.7.3. Semi-annual unit self-inspection results from the past year, corrective actions taken or on going, and timelines for compliance.

8.7.4. The current quarterly listing of AMC Special Interest Items (SII) and their corresponding checklists may be found on the AMC/IG website: <http://amc.scott.af.mil/>) along with a copy of their respective OPR special interest item inspection results.

8.7.4.1. A copy of this instruction and any other wing policy letters.

8.7.5. Copies of all wing exercise reports and associated responses to required FINDINGS within the past year. Findings or problem areas identified during wing exercise evaluations may directly relate to non-compliant items identified during unit self-inspections.

8.8. The wing and group self-inspection monitors will meet at least once a quarter to discuss the progress of unit self-inspections, and ongoing or newly released special interest item inspections. 89 AW/IGI will write and forward meeting minutes to all participants, group commanders, director of wing staff, and 89 AW/CC for review.

8.9. AMC/IG provides access on their website to applicable regulatory guidance, checklists, and inspection reports. These reports identify noteworthy management actions, laudatory comments, as well as significant process deficiencies. Self-inspection monitors should become familiar with the resources available on the AMC/IG website.

8.10. Special Interest Items: Special Interest Items (SIIs) are issued at Air Force and MAJCOM levels, and inspected by the AMC/IG on a periodic basis. The purpose of a SII is to determine the extent and impact of known or suspected problems identify specific deficiencies, or to confirm that a previously identified problem has been corrected. The period covered by an AMC SII generally will not exceed 12 months unless approved by HQ AMC/IG.

8.10.1. Upon receipt of a new SII, 89 AW/IGI will designate a group, squadron, or wing staff division as the office of primary responsibility (OPR). The OPR will accomplish the corresponding SII checklist no later than the identified suspense date, and forward copies of the results to 89 AW/IGI and the respective group self-inspection monitor. 89 AW/IGI will forward SII results to 89 AW/CC for review.

8.10.2. Group self-inspection monitors will retrieve copies of the AMC Quarterly SII listing off the AMC/IG website. Each group self-inspection monitor will review the quarterly SII listings to ensure applicable SII checklists are accomplished by their respective OPRs. The OPR for the SII is responsible for ensuring that the unit is in compliance with the requirements established in the SII.

## 9. Unit Compliance Inspection Program:

9.1. **Program Objective:** UCIs are conducted by AMC/IG to assess areas mandated by law as well as mission areas identified by senior Air Force and MAJCOM leadership as critical or important to assess/assure the health and performance of organizations. Failure to comply with the established directives in these areas could result in significant legal liabilities, penalties, or significant mission impact. Unit compliance and self-inspection programs are similar and may run in parallel for simplicity.

9.2. **Administration:** The chief of Exercise Inspections (89 AW/IGI) is appointed as the wing Unit Compliance Inspector (UCI). He or she will manage the wing's compliance inspection program, and conduct group or unit level staff assistance visits or compliance inspections as requested by the 89 AW/CC or respective group commanders.

9.2.1. The wing unit compliance inspector will host quarterly meetings in conjunction with the self-inspection meetings when within 12 months of an upcoming UCI. This will be the forum through which UCI policies and standardization are covered. Specific checklist items will be addressed to ensure compliance and questions up-channeled through the wing to the NAF or AMC as required.

9.3. Group commanders and wing director of staff will appoint a primary and secondary group compliance inspector to oversee the UCI checklist process within their respective areas, and forward signed appointment letters to 89 AW/IGI. This person will work with the wing compliance inspector and IGI staff during unit inspections. The group self-inspection monitor and group compliance inspector may be the same person. However, group's EET members should not act as self-inspection monitors or compliance inspectors without approval of the 89 AW/IG.

9.4. Squadron commanders and wing staff division chiefs will designate a unit compliance inspector for their respective units, and forward signed appointment letters to the respective group compliance inspector. The unit self-inspection monitor and compliance inspector may be the same person. However, unit's EET members should not act as self-inspection monitors or compliance inspectors.

9.5. **Execution:** Unit compliance inspectors, along with functional experts within the units, will conduct and document completion of UCI checklists at least quarterly. Squadron commanders and division chiefs, along with unit compliance inspectors and functional experts will forward UCI findings and plans for corrective action (if non-compliant areas are found) to their respective group compliance inspector.

9.6. The wing compliance inspector (89 AW/IGI) and group compliance inspectors will accomplish quarterly UCI inspections when within 12 months of an upcoming AMC/IG UCI. 89 AW/IGI will develop a schedule of these inspections and incorporate them into the wing's readiness training plan. Additional inspections and no-notice inspections may be accomplished at the discretion of the wing compliance inspector.

9.7. In preparation for AMC/IG UCI, all 89 AW units will have required program material and/or personnel available during the inspection period. Additionally, units will complete UCI checklists prior to IG team arrival. Copies of current UCI checklists and other information are available from the HQ AMC/IG web site (<https://amc.af.mil/ig/html/inspect3.htm>).

DAVID S. GRAY, Brigadier General, USAF  
Commander

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

AFI 10-2501, *Full Spectrum Threat Response*

AFI 31-201, *Security Police Standards and Procedures*

AFI 32-2001, *Fire Protection Operations and Fire Prevention Program*

AFCAT 21-209, *Ground Munitions*

OPLAN 10-211, *Contingency Response*

OPLAN 31, *Base Security Plan*

OPLAN 32-7042, *Hazardous Waste*

SPLAN 9457, *Air Operations Security*

89 AW Basic, Unit Supplement (BUS)

FSTR Plan 10-2, *(previously titled Disaster Preparedness OPLAN 32-1), locally produced*

***Abbreviations and Acronyms***

**AFPD**—*Air Force Policy Directive*

**AFOSI**—*Air Force Office of Special Investigations*

**AFRC**—*Air Force Reserve*

**AMC**—*Air Mobility Command*

**ANG**—*Air National Guard*

**APT**—*Air Passenger Terminal*

**ARES**—*Army Reserve*

**ATC**—*Air Traffic Control*

**ATOC**—*Air terminal Operations Center*

**BUS**—*Basic Unit Supplement*

**CAMS**—*Core Automated Maintenance System*

**CARE**—*Chemical Attack Response Exercise*

**CAT**—*Crisis Action Team*

**CC**—*Commander*

**CDC**—*Child Development Center*

**CE**—*Civil Engineering*

**CEF**—*Civil Engineering Fire Department*

**COMSEC**—Communications Security

**CONUS**—Continental United States

**CP**—*Command Post*

**CPR**—*Cardio Pulmonary Resuscitation*

**CW**—*Chemical Warfare*

**DAF**—*Departments of the Air Force*

**DCANG**—*District of Columbia Air National Guard*

**DCC**—*Deployment Control Center*

**DCG**—*Disaster Control Group*

**DIRNSA**—*Director National Security Agency*

**DMS**—*Defense Messaging System*

**DP**—*Disaster Preparedness*

**DRF**—*Disaster Response Force*

**DV**—*Distinguished Visitor*

**EAL**—*Entry Authority List*

**EET**—*Exercise Evaluation Team*

**EME**—*Equipment Management Element*

**ERT**—*Emergency Service Team*

**FAA**—*Federal Aviation Administration*

**FSTR**—*Full Spectrum Threat Response*

**GTR**—*Government Transportation Request*

**HAZMAT**—*Hazardous Materials*

**HNT**—*Hostage Negotiation Team*

**HTA**—*High Threat Area*

**IGI**—*Inspector General Inspections*

**IMA**—*Individual Mobilization Augmentee*

**LE**—*Law Enforcement*

**LGT**—*Logistics Transportation*

**MAJCOM**—*Major Command*

**MRRR**—*Mobility Requirements Resource Roster*

**MS**—*Mission Support*

**MSEL**—*Master Scenario Events Listing*

**METLs**—*Mission Essential Task Lists*

**NAF**—*Numbered Air Force*

**NCOIC**—*Non-Commissioned Officer In Charge*

**NBCC**—*Nuclear, Biological, Chemical and Conventional*

**NDRE**—*Natural Disaster Response Exercise*

**OB/FOB**—*Operating Base/Forward Operating Base*

**OPLAN**—*Operation Plans*

**OPSEC**—*Operations Security*

**ORES**—*Operational Readiness Evaluations*

**OT**—*Airfield Management*

**PA**—*Public Affairs*

**PC**—*Personal Computer*

**PRIME BEEF**—*Prime Base Engineering Emergency Force*

**SE**—*Safety*

**SII**—*Special Interest Items*

**SP**—*Security Police*

**SPLAN**—*Security Plan*

**SSAN**—*Social Security Number*

**SVS**—*Services*

**TCU**—*Transportation Control Unit*

**TDY**—*Temporary Duty*

**TPI**—*Two- Person Integrity*

**UCI**—*Unit Compliance Inspection*

**UTA**—*Unit Training Assembly*

**UTC**—*Unit Type Code*

**WMD**—*Weapons of Mass Destruction*

## Attachment 2

## EXERCISE REFERENCES

EXERCISE / INSPECTIONS	FREQ	GUIDANCE
<b>Major Accidents</b>	Quarterly	AFI 10-2501
Conventional Munitions	Annually	AFI 10-2501
Nuclear Weapons	Annually	AFI 10-2501
Off-Base Response	Annually	AFI 10-2501
Mass Casualties	Annually	AFI 10-2501
Air Show Response (prior to JSOH)	Annually	AFI 10-2501
HAZMAT Team	Bi-Annually	Base Facility Response Plan
<b>Terrorist Use of WMD Incident</b>		
Chemical, radiological, nuclear, HY explosive	Bi-Annually	AFI 10-2501
Biological attack	Bi-Annually	AFI 10-2501
<b>Natural Disasters</b>		
Applicable natural disaster/severe weather	Annually	AFI 10-2501
<b>Enemy Attack</b>		
Implement FSTR Plan 10-2	no > 15 mos	AFI 10-2501
Exercise unit's mobility commitments	no > 15 mos	AFI 10-2501
<b>Mobility Planning/ Process (MOBEX)</b>	Quarterly	Local Policy
All UTCs Processed (actual or exercise)	Annually	AMCI10-204
<b>Other Higher HQ Exercises</b>		
Antiterrorism Exercise	Semiannually	AFI 31-201
Aircraft Hijacking Exercise	Annually	SPLAN 9457
SFS Emerg. Serv. Team (EST) w/CAT	Semiannually	AFI 31-201
SFS Hostage Neg. Team (HNT) w/CAT	Semiannually	AFI 31-201

<b>Local Exercises</b>		
Wing Recall	Semiannually	Local Policy
CAT/CP Relocation	Semiannually	Local Policy
DCC Relocation	Semiannually	Local Policy
Medical Exercise (MURT) (IGI)	Semiannually	AFI41-106
<b>Local Inspections</b>		
SII/CII Spot Checks (IGI)	Quarterly	Local Policy
Self-Inspection SAV (IGI)	Semiannually	AMCI90-201
UCI - Preparation for AMC UCI 2/04	Quarterly	Local Policy

**NOTE: 1.** The Andrews AFB Exercise Evaluation Team will conduct exercises based on the calendar year cycle. That is, exercises required “once per year,” “every 12 months,” “semi-annually,” “each year,” and “annually” will be conducted at least once within the calendar year, regardless of the anniversary date of the exercise in the prior year.

**NOTE: 2.** Similarly, exercises required “once every 6 months,” “two per year,” and “biannually” will be conducted at least once during the calendar periods Jan-Jun and Jul-Dec.

**NOTE: 3.** A Weapons of Mass Destruction exercise (WMD) will be conducted at least once every three-calendar month, regardless of the anniversary date of the exercise in the previous year or three-month period.

**NOTE: 4.** All tasked UTCs exercised annually at a minimum.

### Attachment 3

## GROUND RULES

**A3.1.** The following ground rules and simulations apply to all exercises conducted by the Andrews AFB Exercise Evaluation Team (EET). Sources are AFI 10-2501, *Full Spectrum Threat Response*, AMCI 90-201, *The Inspection System* local inputs and AMCs website, <https://amc.scott.af.mil/ig/htm1/orgigc.htm>

**A3.2.** These ground rules are an addendum to AMC 90-201, which sets policy and establishes procedures for AMC inspections. Those ground rules expand on that guidance and add flexibility to the instruction. IGI will review and update the ground rules annually when necessary. IGI planners will inform each unit which version of the ground rules will apply to their inspection. Units must follow all applicable AFIs, AMCI and other pertinent MAJCOM instructions.

**A3.3.** No listing of ground rules can cover every situation. When a situation not covered by this document arises, the affected agencies will submit an AMC Form 188 to the EET Chief or IG Team Chief. EET or IG inspectors will not approve requests for simulation unless safety, security, or expenditures of time/resources are unwarranted as determined by the CAT.

#### A3.3.1. Exercise Safety And Security

A3.3.1.1. If a potential safety or security violation is observed, take immediate action to prevent injury to personnel, release of classified information, or damage to equipment. Should an actual accident occur, or if any person is injured during an exercise, any inspector may terminate or delay the entire exercise and give necessary aid. Preface any radio or telephone transmission with "THIS IS AN ACTUAL EMERGENCY." If an actual emergency develops while an exercise is in progress, the EET/IG team chief may delay or terminate the exercise when deemed appropriate.

A3.3.1.2. To avoid inconveniencing partner units sharing large facilities, such as Building 1535, demonstrate force protection condition (FPCON) security measures by controlling a portion of building entrances.

A3.3.1.3. During resource protection exercises; EET or IG perpetrators must obey all orders of the responding force. The perpetrators will not in any way openly display simulated weapons or use them in a threatening manner toward anyone. They will not take any threatening action toward responding security police, or attempt to flee from, struggle against, or otherwise evade the responding force. Exercise scenarios will be carried through to their logical conclusions unless otherwise directed by the inspector or evaluator.

#### A3.3.2. Weapon Safety During Force Protection Exercises

A3.3.2.1. On duty personnel responding to exercises with weapons and *LIVE AMMUNITION* will adhere to special rules. As a minimum:

A3.3.2.2. Shotguns locked inside LE patrol vehicles will remain in their rack during exercises. Sentries and patrols may simulate the port arms position during challenging procedures.

A3.3.2.3. M-16 rifles may be brought to port arms (chamber empty, on safe, finger not in trigger guard) during exercises. Weapons will not be pointed, aimed, or handled in any manner that might endanger people or equipment.

A3.3.2.4. Pistols will be kept in the holster during exercises. Sentries may assume the ready revolver position (flaps, straps unfastened, hand on butt stock or grips) during challenging procedures.

A3.3.3. Emergency Services Teams may respond to exercise scenarios as trained, e.g. weapons drawn and pointed; however, weapons safety procedures must include additional steps that preclude LIVE AMMUNITION from being introduced into exercise scenarios.

**A3.4.** Security Forces will provide EET members to serve as IG Red Team (opposing force team members, role players) security and safety controllers. Primary responsibility of the controllers will be:

A3.4.1. Safety of all exercise participants.

A3.4.2. Control of the immediate exercise area that IG Red Team and responding forces come in contact.

**A3.5.** Security and safety controllers have the authority at all times to stop the exercise to resolve any safety and security issues that may arise.

**A3.6.** During force protection exercises, IGI role players will not be readily identifiable as IGI members. They will not openly display simulated weapons. Weapons must be coordinated during the planning stage of the exercise with Security Forces EET members and security and safety controllers.

**A3.7.** The only authorized simulated weapons on Andrews AFB are **RED GUNS**; lightweight replicas of actual law enforcement equipment used to enhance training scenarios. Provide security forces briefing will be conducted with security forces one week prior to the exercise execution; visual aids of the **RED GUNS** will be use in these briefings.

**A3.8.** IGI role players will conduct exercise attack simulations with in the Federal Use of Force model, and must not progress beyond Level 3.

Figure A3.1. Force Model.



A3.8.1. IGI role players will be limited to the following actions: they will not use any threatening action toward responding security police, will not attempt to flee, struggle against, or otherwise actively evade the response force and will comply with the orders of the responding forces.

A3.8.2. Controlled Area Penetrations. Attempts by EET/IGI members to penetrate controlled access areas will be terminated at the evaluator's discretion. Once detained, the penetrator will present a valid ID card to identify himself, as an EET participant and will then comply with evaluator termination instructions. The event will not be terminated until the objectives have been accomplished or the evaluator deems it necessary.

A3.8.3. Entry Authority Lists, (EAL) must be used for unescorted entry to controlled areas. The lists contain the name, rank, SSAN, and security clearance of authorized individuals. IGI, EET, and controlled area badges for other areas or nametags do not, by themselves, constitute authority to enter controlled areas or gain access to classified information.

A3.8.4. Only SFS military working dogs can scent packages for the presence of explosives. Once scented, the K-9 must remain with the package until detection. Do not under any circumstances allow EOD or any other agency to scent packages, this could impact the certification of military working dogs.

**A3.9. Exercise Participation.**

A3.9.1. All contract personnel will be exempted from exercise participation, except when required by contract. Service or construction projects will not be required to “stop work” due to an exercise scenario. All Departments of the Air Force (DAF) civilian personnel are required to participate unless excused. All civilian overtime pay is at the discretion of the Wing Commander. Normally essential personnel will respond during non-duty hours. For all others, during non-duty hours, a recall will be implemented, but they will not respond, unless specifically directed.

A3.9.2. Dependents and other nonparticipating personnel should use discretion in their activities so that interaction with duty personnel will not detract from the exercise. Voluntary participation by on-base dependents is encouraged.

A3.9.3. Base exchange and commissary are not required to close; however, the staff must take appropriate action during any exercise directly involving their organization; for example, a resource protection exercise.

A3.9.4. The child development center will be excluded from all exercise activities. However, the staff must be prepared to brief evaluator on actions they would take if so required and take all preparatory actions.

A3.9.5. Training requirements, which require temporary duty attendance or expenditure of funds by other organizations, will be exempted from exercises. Promotional and other type testing will also be exempted.

A3.9.6. Medical/Dental care patients will not be interrupted during exercises. Medical and clinic personnel not directly involved with patient care will respond to exercises.

A3.9.7. Military court, court-martial and Article 32 proceedings will be conducted as usual.

**A3.10. Exercise Boundaries.**

A3.10.1. The following areas/buildings are out-of-bounds for exercise play unless approved by the 89<sup>th</sup>AW/CV or impacted group commander:

A3.10.1.1. All partner areas and facilities (in Bldg 1535, partners will be individually identified.)

A3.10.1.2. Presidential ramp and Hangar 19

A3.10.1.3. Hangar 18

A3.10.1.4. MYSTIC STAR (Presidential Radio)

A3.10.1.5. Command Post

A3.10.1.6. Defense Messaging System

A3.10.1.7. Munitions Storage Area

A3.10.1.8. All distinguished visitor areas including DV lounge (Bldg 1245), DV quarters (Bldgs 1349, 1350, and 1351) and 89 Protocol offices (Bldg 1535).

**A3.11. Alert and Recall.**

A3.11.1. Personnel on leave will not be recalled from leave or TDY. Recall messages will be prepared but not transmitted. Ensure the messages are marked "NOT FOR TRANSMISSION" in the special interest section of DD Form 173/2 or the handling instruction area of the message.

A3.11.2. Personnel on leave or TDY in the local area, who could have been recalled during an actual contingency, will not be counted as a shortfall. These people may be simulated as present and processed by the mobility officer/NCO during the mobility exercise. If this is done, identify each individual as "SIMULATED" on the mobility orders.

A3.11.3. Simulate the recall of Individual Mobilization Augmentee (IMA) personnel by actually telephoning the individual, stating that this is a simulated IMA recall. Obtain all the required information from the individual but do not recall the individual to Andrews.

A3.11.4. Do not recall personnel exempted from exercises.

A3.11.5. Do not recall personnel in crew rest. During personnel reporting, squadrons will count these individuals as present for duty.

**A3.12. Mobility.**

A3.12.1. The following actions should be simulated during mobility exercises for those teams not actually deploying: (However, the base must demonstrate the capability to perform these actions)

A3.12.1.1. Movement and issue of in-flight lunches

A3.12.1.2. Movement of drugs and narcotics by using representative cards or props, which demonstrate procedures.

A3.12.2. Authenticating Special Orders: Orders or certified true exact copies of orders published for exercises, which will not require actual TDY, will not be authenticated or dated, but all other information will be included.

A3.12.3. Actual extension of personnel for TDY retainability will be simulated. Capability will be demonstrated by preparing all required paperwork without authentication or certification.

A3.12.4. Preparation and issue of the Common Access Card (replaced DD Form 2AF, ID card) will be simulated. Capability will be demonstrated by preparing a laminated 2" by 3" card, which will include the individual's name, rank, and new expiration date.

A3.12.5. Actual airline tickets will not be prepared or distributed for individuals traveling via commercial air. Capability will be demonstrated by preparing a memo government transportation request (GTR) for each team (or teams if same destination). The GTR will be provided to the team chief or troop commander by the APT briefer during the troop commander briefing.

A3.12.6. Deploying team members and equipment once deployed or simulated as deployed, will not be used in subsequent exercise play. Those personnel will be released to their duty stations quarters but may not participate in exercise scenarios unless approved by the EET/IG. Equipment identified for deployment will be set aside.

A3.12.7. If the equipment is to be moved to other base agencies, this movement will take place.

A3.12.8. Medical records will be pulled, boxed, and delivered to the APT, but will not be deployed.

A3.12.9. The movement of small arms and ammunition will be simulated. Empty boxes simulating ammunition will be marshaled but not deployed. All paperwork will be accomplished and safeguarding procedures followed.

A3.12.10. Each station on the mobility processing line will maintain a discrepancy sheet. The list will include name, line number and organization. Provide a copy of the list, along with two copies of orders and the Mobility Requirements Resource Roster (MRRR) to the EET/IG inspector upon completion of processing.

A3.12.11. After cargo has been in-checked and is accepted by the air cargo terminal, EET/IG may inspect the cargo. At the end of each day (or as requested by the EET/IG member) give the EET/IG the AMC Form 68 and all associated documentation (Shippers Declarations for Dangerous Goods, passenger manifests, load plans, etc).

A3.12.12. Provide the EET/IG logistics plans inspector a copy of all required messages to be released during the course of the exercise. Do not transmit the exercise messages. Mark messages "NOT FOR TRANSMISSION." Also, provide information from the DCC/TCU charts and events log immediately after completion of the exercise.

A3.12.13. If tasking requires, issue mobility C and E bags. Retrieve bags before personnel leave the issue area. Mobility C and E bags will not leave the warehouse area for exercises. For the purpose of the exercise, pallets required for these bags will not be placed on schedules of events or load plans.

### **A3.13. Building Evacuation.**

A3.13.1. Units must be able to show capability to evacuate their buildings in a timely and orderly manner. The following exemptions apply:

A3.13.1.1. Partner units jointly occupying wing facilities.

A3.13.2. 89th AW Command Post (CP), building 1220. Command Post will not evacuate. The following personnel may remain behind during an evacuation exercise:

A3.13.2.1. One special air mission (SAM) controller to safeguard COMSEC and handle real world SAM missions and provide interim coverage of Phoenix Banner/Silver air evacuation missions until the alternate CP is operational. Command Post personnel will simulate the zeroizing process of COMSEC equipment for CP inspectors. If manning permits, CP will send one individual over to man the alternate CP in building 3613.

A3.13.2.2. One maintenance operations control center (MOCC) controller.

A3.13.2.3. One air terminal operations center (ATOC) controller until an alternate ATOC becomes operational.

A3.13.3. Bldg 3066 is contractor operated and not authorized for exercises.

A3.13.4. 1st Helicopter Squadron (Bldg 1914), two people for command and control.

A3.13.5. All base medical facilities.

A3.13.6. Base operations dispatch desk.

A3.13.7. Telephone switchboards

- A3.13.8. Dining facilities, courtroom proceedings, religious services, promotion testing and academic classrooms
- A3.13.9. Munitions storage areas
- A3.13.10. Security police and law enforcement control points.
- A3.13.11. All commercial facilities, i.e. bank, commissary, base exchange, etc.
- A3.13.12. Defense Messaging System center (DMS) (Bldg 1558)
- A3.13.13. Base Telecommunications Center (Bldg 1558) two people are left behind to avoid zeroizing equipment and to maintain TPI over COMSEC materials. Individuals must be able to explain what the proper procedures for complete evacuation would be.
- A3.13.14. Presidential Radio, Mystic Star (Bldg 1558)
- A3.13.15. Centralized Network Control Station (Bldg 1558)
- A3.13.16. Base Network Control Center (Bldg 1558)
- A3.13.17. Two people for SAM passenger service.
- A3.13.18. One officer and one enlisted person in current operations maintain control of SAM fleet for real world contingencies.
- A3.13.19. 89 MXG/ASD (Bldg 1280) one person to monitor the Core Automated Maintenance System (CAMS)

#### **A3.14. Shelters.**

A3.14.1. Shelters will not be exercised other than to identify management teams for each. Shelter equipment, plans, checklists, shelter stocking procedures and everything necessary to activate and operate shelters are to be identified and ready to go should the need arise.

#### **A3.15. Communications.**

- A3.15.1. Begin and terminate all exercise inputs, reports and other communications with the phrase "EXERCISE, EXERCISE, EXERCISE."
- A3.15.2. All message traffic will be prepared but not transmitted, unless required. A copy of all incoming and outgoing exercise messages must be maintained in a separate folder for review by the EET/IG team.
- A3.15.3. Outages will cause minimal disruption or be simulated.
- A3.15.4. Communication with off-base agencies or individuals will be simulated unless prior coordination has been made or mutual support agreements provide for exercise communication. However, correct telephone numbers or other means, of contact must be readily available.
- A3.15.5. Use T.0.1.IN-20-I-1 line numbers in communications during nuclear accident scenarios.

#### **A3.16. Computer and Utility Outages.**

- A3.16.1. Computer outages will be simulated for exercises.

A3.16.2. Identifying the cutoff points and dispatching personnel to touch the controls will simulate cutoff of base utilities. EXCEPTIONS: Facilities with a backup power source must be prepared to put the alternate source on line and operate the facility on alternate power.

### **A3.17. Vehicles.**

A3.17.1. All vehicles will obey posted speed limits and traffic control devices.

A3.17.2. Emergency vehicles will use warning lights but not sirens when responding to an exercise. EXCEPTION: Do not use warning lights or sirens when responding to off-base exercises.

A3.17.3. Fire vehicles must follow AFI 32-2001 guidance.

A3.17.4. Use vehicle mounted sirens to announce simulated emergency withdrawal from an accident site.

### **A3.18. Transportation.**

A3.18.1. Vehicle Sheltering: When vehicle sheltering is called for, vehicle maintenance will not move vehicles "in for maintenance" out of the shop to make room for sheltered vehicles. Vehicles needing sheltering will be sheltered until max capacity is reached.

A3.18.2. Class A & B explosives: Movement of Class A & B explosives will be simulated. Capability to move these items will be demonstrated, but movement from the ammo storage area will not occur during exercises unless otherwise directed.

A3.18.3. When government vehicles simulate commercial vehicles, review will be limited to: loading, tie-down, vehicle inspections, all required documentation, vehicle placarding and contacting MTMC for routing and eligible carriers. NOTE: If the vehicle actually moves, it is subject to applicable safety regulations.)

A3.18.4. If a government vehicle is planned for actual long-haul movements, it is subject to the review for all the above listed areas and for the presence of road kits, fire extinguishers, routing authority for hazardous cargo and trained drivers.

A3.18.5. If no vehicles are available, the cargo is subject to examination. This will include all documentation normally provided the driver (DD Form 1907, DD Form 836 and DD Form 626).

### **A3.19. Medical Simulations.**

A3.19.1. Personnel or mannequins, wearing moulage or index cards indicating vital signs and extent of symptoms/injuries will simulate casualties.

A3.19.2. Bandages and splints will be used, but use of other medical supplies, i.e., needles, drugs, pharmaceuticals, etc., will be simulated. Supply items that would be required for use will be placed with the patient, and their use demonstrated. Unless damaged, opened, or contaminated, these items may be conserved for future use. The issuance of pharmaceuticals will be simulated.

A3.19.3. Medical treatment will be simulated by demonstration of required procedures and by allowance for the amount of time that would be required to complete the procedure. For example, if intravenous insertion, taping, etc., requires five minutes, then five minutes of exercise play will be allotted to simulate accomplishment.

A3.19.4. Cardio Pulmonary Resuscitation (CPR) will be simulated. However, personnel simulating the accomplishment of CPR will be certified as currently trained to the required level of proficiency.

A3.19.5. Gloves will be worn during the triage and treatment of patients. However, the requirement to change these gloves between patients will be simulated.

**NOTE:** The 89AW IG Ground Rules is a living document. The 89AW Inspector General team needs your input. We want to hear from you so that this document can improve. All suggestions will be considered and if found to add value, incorporated into the next revision.

**Attachment 4****EXERCISE DATA COLLECTION TIMELINE****A4.1. Exercise Execution (Thursday).**

A4.1.1. Most exercise dates fall on a Thursday, however if the exercise day changes, shift the following requirements to reflect the day change.

**A4.2. EET inputs to IGI NLT 1200 Monday (4 Days after ENDEX).**

A4.2.1. All exercise EET findings must be in the hands of the wing IG office for consolidation into a final report.

A4.2.2. No special report format is needed, however, electronic version is required.

A4.2.3. EET should inform unit commander of findings; however, commander will not change the findings. Ref: AAFBI 90-201.

A4.2.4. EET must reference their findings. (I.e. discrepancy found on 23 Feb xxxx. Evaluation of item #10 according to AFI, METL, AMCP, Local checklist etc).

**A4.3. Monday through Thursday:** IGI will consolidate and format EET inputs into Exercise Report Template. Additionally, IG will ensure that OPRs are assigned for each finding and or observation.

**A4.4.** IGI consolidated report given to IG/CV for review and signature; NLT 1500 Thursday (7 days after ENDEX).

A4.4.1. Report will be reviewed for correctness; any obvious mistakes are corrected at this time.

**A4.5.** Read ahead sent NLT 1200 Friday (8 days after ENDEX).

A4.5.1. Report is sent to the wing CC, CV and group commanders so they're aware how the wing performed. This will prepare the commanders for rebuttal and discussion once the HOTWASH takes place.

**A4.6. IGI entertain any feedback/comments Monday and Tuesday (11/12 days after ENDEX).**

A4.6.1. This time is allocated to make any corrections or adjustments to the report. Commander comments and rebuttals are taken into consideration for final report.

**A4.7.** Wednesday HOTWASH during wing staff meeting (13 days after ENDEX)

A4.7.1. HOTWASH normally performed upon wing staff meeting completion in the wing conference room.

A4.7.2. May be facilitated on another day or location. Consider using the safety conference room if wing conference room is unavailable.