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This instruction establishes policy and procedures for Fairchild AFB local exercises, self-inspections and the Gatekeeper program. This instruction applies to all subordinate units of the 92d Air Refueling Wing (92 ARW). This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Ensure all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, Records Disposition Schedule. Ensure all records created by this instruction containing FOUO information are marked "For Official Use Only" at the bottom of each page IAW DoD 5400.7-R, DoD Freedom of Information Act Program. Ensure each paragraph containing FOUO information is marked as such. This publication implements AFI 90-201, Inspector General Activities and AMCI 90-201, The Inspection System

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Chapter 1

WING EXERCISE PREPARATION

1.1. General. The following procedures explain how the 92 ARW participates in local exercise activities. Wing Inspections, 92 ARW/XPI, will oversee the process and ensure the POCs meet the schedule. The exercise participants will prepare for the exercise. All needed planning meetings will be set up by the players or their home station preparation team. Some exercises will be close hold until messages are released, others will have a large lead-time, and the participants can start their preparations as early as they need/want.

1.2. OPLAN 8044 Exercise. 92 ARW/XPOT is the keeper of OPLAN 8044 knowledge in the wing. The Wing Readiness Officer will collect exercise objectives (see [Attachment 2](#) for examples) from the groups and XPOT to design an exercise outline. Once Wing Readiness receives an overall outline, they will go to 92 ARW/XPI, Command Post, and Intel for expansion into the exercise scenario. XPI and the Exercise Evaluation Team (EET) will manage and evaluate the exercise and its preparation, but will not devise the layout of operations and the procedures used in the exercise area. A sample exercise format can be found in [Attachment 3](#). Follow the procedures below to plan this exercise.

1.2.1. No Later Than (NLT) 70 days prior to the exercise start date, Wing Readiness will task the group readiness offices for their exercise objectives. The suspense date will be NLT 60 days prior to the exercise. Wing Readiness will collect inputs from the Vice Wing Commander (CV). XPI will get inputs from EET (if any). This is each group's chance to ensure the exercise includes areas the group wants or needs observed. Readiness offices must ensure they get inputs from all units in their group to include group commanders.

1.2.2. Intel will prepare or update a scenario buildup for the exercise.

1.2.3. The readiness offices will know what equipment, based off their tasked Unit Type Codes (UTCs), will be deployed with the exercise participants and what would be pre-positioned at the Forward Operating Location (FOL). Readiness offices will notify XPI and Logistic Plans, 92 LRS/LGRRP, which items will be pre-positioned so they can tailor those items out of the deployment schedule-of-events (DSOE).

1.2.4. The outline must consider the Mission Essential Task Listings (METLs) as outlined in the latest AMC Task Version List and AMCPAM 90-202, *Inspection Guide*. The wing's EET members will ensure the final Master Scenario Event Listing (MSEL) evaluates as many Mission Essential Tasks (METs) as possible for their respective areas to include the common core METs.

1.2.5. The basic exercise outline will be briefed at the Installation Readiness Council (IRC) NLT 30 days prior to exercise start.

1.2.6. The outline will be approved by the IRC and turned over to XPI NLT 30 days prior to the exercise start date.

1.2.7. The MSEL will be complete (CV approved) NLT five days prior to the exercise. The MSEL and final message traffic are close-hold items releasable to EET members only.

1.2.8. Readiness offices will update XPI and Logistic Plans with any changes to the pre-positioned equipment list NLT 24 hours prior to exercise execution via AMC Form 188, **Inspection/Exercise Communication**.

1.3. Ability To Survive and Operate (ATSO) Exercise. The 92 CES/CEX (Civil Engineer Readiness Office) is the OPR of ATSO for the wing; however, an ATSO exercise requires a large range of inputs from each squadron/group in the wing. Readiness offices will collect exercise objectives (see [Attachment 2](#) for examples) from their groups (to include group commander input). Once all inputs are received CEX, Wing Readiness, Intel, and applicable units will organize a wing ATSO outline. Upon completion of the outline, it will be sent to XPI and Intel for expansion into an exercise scenario. XPI/EET will manage and evaluate the exercise and its preparation. XPI is not responsible to devise the layout of operations and the procedures to be used in the FOL but will review and approve or make recommended changes based on HQ AMC IG guidance. A sample exercise format can be found in [Attachment 4](#). Follow the below procedures to plan an ATSO.

1.3.1. XPI will reserve the PHOENIX TENT package NLT six months prior to the exercise.

1.3.2. NLT 90 days out from the scheduled ATSO exercise start date, Wing Readiness will task the group readiness offices for their exercise objectives. The suspense date will be NLT five days prior to the outline meeting. Wing readiness will collect inputs from the CV. XPI will give inputs to include the exercise-simulated location. This is each group's opportunity and responsibility to ensure the exercise includes areas the group wants or needs observed. Ensure the readiness offices get inputs from ALL the units in their group to include group commanders.

1.3.3. The outline must consider the METLs as outlined in the latest AMC Task Version List and AMCPAM 90-202. The wing's EET members will ensure the final MSEL evaluates as many METs as possible for their respective areas to include the common core METs.

1.3.4. Wing Readiness will chair an outline meeting with CES/CEX, all squadron/group readiness offices, Intel, and applicable units NLT 60 days prior to exercise start (XPI needs time to coordinate with outside agencies). The goal is to develop an outline that includes as many of the group's inputs as possible.

1.3.5. Intel will prepare or update a scenario buildup for the exercise.

1.3.6. Wing Inspections, with the help of Logistics Plans, Intel, and CEX will develop the Warning Order, OPORD, and DEPOARDS.

1.3.7. The readiness offices will know what equipment will be deployed based off their tasked UTCs, with the exercise participants and what should be pre-positioned in theater (host nation assets). Readiness offices will notify XPI and Logistic Plans with which items will be pre-positioned so Logistic Plans can tailor those items out of the DSOE. Tailoring equipment should occur after receipt of Operation Order (OPORD) and Air Mobility Tasking (AMT) notional tasking.

1.3.8. CES will update the PHOENIX TENT controlling agency on whether or not we will use the Phoenix tent package.

1.3.9. CEX will ensure Camp Airey and the surrounding exercise area is available.

1.3.10. 92 LRS/LGRRP EET will draft the Exercise AMT to meet the exercise outline/scenario and include agreed upon UTCs and Unit Line Numbers (ULNs). These UTCs, ULNs will be in accordance with the Air Force Wartime Utilization Summary (AFWUS).

1.3.11. The exercise outline will be briefed to and approved by the IRC and turned over to XPI NLT 45 days prior to the exercise start date. The outline will include specific UTCs to support the exercise outline/scenario.

1.3.12. The outline will then go to XPI and Intel for MSEL and message traffic preparation. XPI will try to meet all of the objectives in the outline, but will arrange the MSEL in a manner that truly tests the objectives desired (i.e., times may change). XPI may change some areas of the outline if they do not coincide with the HQ AMC IG ORI blueprint.

1.3.13. The Threat Working Group (TWG) will meet to review the outline and coordinate EET scenario inputs with realistic present day capabilities, 45 days prior to the start of the exercise (STAR-TEX).

1.3.14. The MSEL and final Intel scenario will be complete (CV approved) NLT 14 days prior to the exercise. The MSEL and final message traffic are close hold items releasable to EET members only.

1.3.15. Readiness offices will update XPI and 92 LRS/LGRRP with any changes to the pre-positioned equipment list NLT 24 hours prior to exercise execution via AMC Form 188.

1.4. Major Accident Response Exercise (MARE). CES/CEX also possesses the MARE knowledge in the wing. Therefore, they, along with XPI and the Medical Group, will design and create each MARE exercise. Other group EET representatives can provide scenarios to meet operational needs, (e.g., Safety for aircraft mishap). XPI and EET will manage and evaluate the exercise and its preparation. XPI will not devise the layout of operations and the procedures to be used; however, they will approve or make recommended changes based on headquarters guidance. Follow the below procedures to plan a MARE.

1.4.1. NLT 60 days prior to the scheduled MARE; XPI, CEX, Group Readiness Representatives will get together to create the exercise scenario and identify broad objectives.

1.4.2. NLT 45 days prior to the MARE, the scenario will be briefed at the Installation Readiness Council and group objectives will be sought.

1.4.3. NLT 30 days prior to the MARE, the coordinated group objectives are due to XPI.

1.4.4. NLT 14 days prior to the MARE, the EET will incorporate the objectives and develop a MSEL. The MSEL is a close hold item releasable to EET members only.

1.4.5. NLT 5 days prior to the exercise start date, the CV will approve the outline.

1.5. Definitions:

1.5.1. C-Day: The unnamed day on which a deployment commences or is to commence. The deployment may be movement of troops, cargo, weapons systems, or a combination of these elements utilizing any or all types of transport.

1.5.2. D-Day: The unnamed day on which a particular operation commences or is to commence.

1.5.3. H-Hour: The specific hour on D-Day at which a particular operation commences.

1.5.4. L-Hour: The specific hour on C-Day at which a deployment commences or is to commence.

1.5.5. R-Day. The day on which redeployment of major combat, combat service, and combat services support forces begin in an operation.

1.5.6. CATD: Crisis Action Team Directive.

1.5.7. IGX: Inspector General Exercise.

1.5.8. RST: Reference Start Time. The date/time group identifier on an emergency action message that directs specific unit actions; used as a time reference for aircraft generation, deployment, etc. RST is critical information, and appropriate Operation Security (OPSEC) procedures must be followed.

1.5.9. SPIN: Special Instruction Notice defining specific tasks unique to the exercise.

1.5.10. SILE: Self-initiated Local Exercise.

Chapter 2

WING EXERCISE EVALUATION TEAM

2.1. General: The 92 ARW Vice Wing Commander, through the Chief, Wing Inspections (92 ARW/XPI), is in charge of the EET. The 92 ARW/CV is the final authority for EET membership. Exercises will be accomplished quarterly and may be conducted as part of a local exercise. One exercise annually will be conducted during non-duty hours or during a period of reduced activity. The 92 ARW/XPI and the EET will conduct, coordinate, or monitor the following exercises/real world events:

2.1.1. Deployment Exercise

2.1.2. Attack Response Exercise

2.1.3. Real-world Tasking. Real-world taskings may fulfill exercise requirements as long as a lessons learned or an after action report is written. EET members, in conjunction with wing personnel, will be used to document lessons learned and to publish an after-action report.

2.1.4. MARE. MARE requirements can be found in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*.

2.1.5. OPLAN 8044. The annual GLOBAL GUARDIAN may be used to satisfy this requirement.

2.2. EET Composition:

2.2.1. Commanders of tasked organizations will designate at least one EET member and an alternate for each evaluated function.

2.2.2. Commanders may nominate more than the minimum number of evaluators to meet organizational requirements.

2.2.3. Recommended EET Manning for Phase I (deployment) and II (employment) exercises; see [Table 2.1](#).

Table 2.1. Recommended EET Manning for Phase I and II.

OFFICE SYMBOL	FUNCTION	PHASE I	PHASE II
92 ARW/XPI	Team Chief	3	3
92 ARW/DS	DS Team Chief	1	1
92 LRS/LGRRP	Deployment Operations (DCC)	1	0
92 ARW/SEW	Weapons Safety	1	1
92 ARW/SEF	Flight Safety	1	1
92 ARW/SEG	Ground Safety	1	1
92 ARW/PA	Public Affairs	1	1
92 ARW/CP	Operations Control	2	2
92 MXG/MXQ	Quality Assurance	2	2

OFFICE SYMBOL	FUNCTION	PHASE I	PHASE II
92 MOS/MXOOM	Maintenance Operations Center (MOC)	1	1
92 AMXS	Aircraft Generation/Recovery	2	2
92 MXS	ISO Acceleration	2	2
92 MXS	AGE Preparation/Recovery	1	1
92 CPTS	Comptroller	1	1
92 OG/OGV	OPS Team Chief	1	1
92 OG	Operations Team	4	6
92 OSS/OSK	Weapons and Tactics	1	2
92 OSS/IN	Intelligence	1	2
92 OSS/ALS	Life Support	1	2
92 OSS/OSAT	Air Traffic Control	1	2
92 OSS/OSAA	Base Operations	1	1
92 OSS/OSW	Weather	1	1
92 MSG/CEM	Support Group Team Chief	1	1
92 CES	ATSO Team Chief	1	1
92 CES/CED	Explosive Ordnance Disposal	1	2
92 CES/CEF	Fire Department	1	2
92 CES/CEX	Readiness	1	1
92 SVS	Services	2	2
92 CS	Communications Ops/ Maintenance	4	4
92 CS	Communications Security	1	2
92 CS	Information Management	2	2
92 SFS/SFMQ	Quality Control	1	1
92 ARW/JA	Legal	1	1
92 MDG	Medical Operations/Services	1	5
92 MDG	Bio/Environmental	0	1
92 MDG	Medical Team Chief	1	1
92 MSS/DPM	PERSCO Operations	2	2
2 SS	Team Chief/Aircraft Maintenance	4	4
92 LRS/LGRF	Supply/Fuels Operations	4	4

OFFICE SYMBOL	FUNCTION	PHASE I	PHASE II
92 LRS/LGRV	Deployment Workcenter/ Transportation	2	2
DET 32	OSI	1	1
92 ARW/HC	Chaplain	1	1
92 CONS	Contracting	1	1

NOTE: Team members will be assigned to EET for the duration of the exercise to improve information flow and control purposes.

2.2.4. Recommended EET manning for MAREs (one EET member per function), see [Table 2.2](#).

Table 2.2. Recommended EET manning for MAREs.

EVALUATED FUNCTION	OFFICE SYMBOL
On-scene Commander	92 CES/CEF
Casualty Care	92 MDG
Medical Representative	92 MDG
Medical Control Center (MCC)	92 MDG
Bio/Environmental Engineering	92 MDG
Cordon	92 SFS
Security Representative	92 SFS
SF Control Center	92 SFS
Public Affairs Representative	92 ARW/PA
Munitions Representative (On-scene)	2 SS
Transportation Representative (On-scene)	92 LRS/LGRV
Transportation Control Center	92 LRS/LGRV
Civil Engineer Representative (On-Scene)	92 CES
Civil Engineer Control Center	92 CES
EOD Representative	92 CES/CED
Fire Department Control Center	92 CES/CEF
Readiness Representative	92 CES/CEX
Chaplain Representative	92 ARW/HC
Mortuary, Food, Recreation Control Center	92 SVS
Legal Representative	92 ARW/JA
Maintenance Representative	92 MXG/MXQ
Maintenance Operations Center (MOC)	92 MOS/MXOOM

EVALUATED FUNCTION	OFFICE SYMBOL
Operations Representative	92 OG/CCX
Base Operations Representative (On-Scene)	92 OSS/OSAA
Communications Control Center	92 CS
Command Post Representative	92 ARW/CP
Crisis Action Team	92 ARW/XPI
Safety Representative (Weapons)	92 ARW/SEW
Safety Representative (Flight)	92 ARW/SEF
Safety Representative (Ground)	92 ARW/SEG
Casualty Operations	92 MSS/DPM

2.3. EET Nomination. Each unit will ensure newly appointed EET members are fully trained for the functional area, which they will be evaluating prior to the removal of the current member from the EET. Since each member of the EET applies his/her specialty/expertise to plan, conduct, evaluate, and report each exercise, several guidelines are provided to help in the nominating process:

- 2.3.1. Clearance: SECRET, as a minimum, or as appropriate for the functional area.
- 2.3.2. No Unfavorable Information File established or pending.
- 2.3.3. Individual cannot be on the weight management program.
- 2.3.4. Needs to be a recognized functional expert by superiors. It is highly recommended that at a minimum, the member be an Staff Sergeant, Captain, 2d Lieutenant prior enlisted, GS-7 or higher.
- 2.3.5. Demonstrates exceptional interpersonal skills.
- 2.3.6. Restricted Area badge with appropriate area(s), as required.

2.4. EET Nomination Letter. Unit commanders will nominate to 92 ARW/XPI, by letter through their group commander, experienced, knowledgeable, and reliable experts for EET membership. EET team chiefs will submit an EET member nomination letter (see [Attachment 5](#)). The unit commander and/or the group commander must approve the nomination. If the nominated member works directly for the group commander the unit commander need not approve the nomination. The nomination letter is maintained by XPI for EET roster currency.

2.5. EET Training. To become an EET member, one must complete EET initial training. Initial training is conducted by 92 ARW/XPI. Also, to ensure thoroughly trained EET members evaluate wing exercises, 92 ARW/XPI will schedule, as a minimum, semiannual EET training sessions. In order to maximize attendance, 92 ARW/XPI will coordinate the schedule with the EET team chiefs. Training sessions will be conducted in the base theater or other suitable location for mass attendance. The following subjects are required:

- 2.5.1. All exercises:
 - 2.5.1.1. AMCPAM 90-202 that includes grading criteria and requirements.
 - 2.5.1.2. How to write Findings, Areas For Improvement (see [Attachment 6](#)), and Strengths.

2.5.1.3. Lessons Learned.

2.5.2. Phase I of the exercise:

2.5.2.1. Wing Recall Procedures and Timing.

2.5.2.2. Load Planning and Documentation.

2.5.2.3. Aircraft Loading Fundamentals.

2.5.2.4. Pallet Build Up Fundamentals.

2.5.2.5. Hazardous/Sensitive Cargo Identification.

2.5.2.6. Passenger Manifest Procedures.

2.5.2.7. Baggage Check-In Procedures.

2.5.3. Phase II of the exercise:

2.5.3.1. Scenario and Intelligence buildup.

2.5.3.2. Adversary Strengths.

2.5.3.3. Attacks - Missile/Aircraft/Opposing Forces.

2.5.3.4. Base Sustainment.

2.5.3.5. Self-Aid and Buddy Care.

2.5.3.6. Chemical Warfare Training.

2.5.3.7. Weapon safety, storage, and handling procedures.

2.5.3.8. Hazardous Materials.

2.5.3.9. Warning Notification System.

2.5.3.10. Camouflage, Concealment, and Deception.

2.5.3.11. Personnel Accountability.

2.5.3.12. Evaluator tendencies and errors.

2.6. EET Responsibilities.

2.6.1. The 92 ARW/XPI will:

2.6.1.1. Act as the commander's agent to schedule, implement, control and conduct local exercises.

2.6.1.2. Act as the Wing Evaluation Team Chief.

2.6.1.3. Prepare a written evaluation of wing performance during the exercise.

2.6.1.4. Attend the On-Scene Commander's Course and the SAF/IG Inspection Course

2.6.1.5. Ensure EET members are properly trained.

2.6.1.6. Determine the contingency/war plan and location to be evaluated.

2.6.1.7. Implement OPORDs, exercise SPINs, and messages necessary to conduct the exercise/evaluation.

- 2.6.1.8. Present Action Team briefings as required.
 - 2.6.1.9. Debrief the wing commander as soon as practicable after local exercise termination.
 - 2.6.1.10. Organize, schedule, coordinate and publish reports for wing-directed local exercises.
 - 2.6.1.11. Ensure exercise objectives and ground rules are established in accordance with the wing/group commander's desires.
 - 2.6.1.12. Conduct EET meetings as required to establish basic planning goals, EET tasks, responsibilities, areas to be evaluated, ground rules and special instructions. MARE planning activities will be limited to a minimum number of people required for effective exercise planning consistent with the no-notice aspect of the exercise.
 - 2.6.1.13. Provide appropriate scenario outlines, basic schedules and the location of evaluation checklists to EET evaluators. See [Attachment 7](#) for formats of these schedules.
 - 2.6.1.14. Debrief the EET, gather evaluator inputs and draft the exercise report.
 - 2.6.1.15. Coordinate and conduct exercise out-briefs/hot washes.
 - 2.6.1.16. Monitor corrective actions to completion.
 - 2.6.1.17. Monitor completion of all training for evaluation team members in coordination with Group Team Chief.
 - 2.6.1.18. Coordinate with the OG/CC and the wing Tactical Deception Officer to determine tactical deception elements to be accomplished during exercises.
 - 2.6.1.19. Identify exercise planning factors based on the scenario and tasked OPlans.
 - 2.6.1.20. Coordinate with 92 LRS/LGRRP to provide UTCs to be tasked based on 92 ARW/CC guidance.
 - 2.6.1.21. Ensure all squadrons with UTC taskings are tasked at least once a year.
 - 2.6.1.22. Develop exercise objectives to test the wing's capability.
- 2.6.2. All EET Chiefs will:
- 2.6.2.1. Provide directions and management of their functional area evaluation teams in accordance with 92 ARW/XP and group commander guidance.
 - 2.6.2.2. Conduct team meetings as required establishing individual assignments and schedules.
 - 2.6.2.3. Ensure an adequate and objective evaluation is performed of all required areas IAW AMCI 90-201 and AMCPAM 90-202.
 - 2.6.2.4. Coordinate with XPI to determine specific training requirements.
 - 2.6.2.5. Ensure completion of training for group evaluation team members. This training is required before personnel can evaluate an exercise.
 - 2.6.2.6. Inform XPI of completed training by letter or other automated product.
 - 2.6.2.7. Provide appropriate amount of equipment/assets to ensure realism and exercise objectives are met.
- 2.6.3. Operations Group EET Chief will:

- 2.6.3.1. Serve as central point of contact for aerospace, air refueling, Air Traffic Control requirements and adversary support.
 - 2.6.3.2. Identify sortie and flying hour's factors for inclusion in exercise planning.
 - 2.6.3.3. Develop exercise scenario inputs to test.
 - 2.6.3.4. Develop intelligence summaries based on realistic real-world events. This scenario should be reviewed by the threat working group.
 - 2.6.3.5. Develop OG specific exercise objectives.
- 2.6.4. Mission Support Group EET Chief will:
- 2.6.4.1. Ensure the SFS representative prepares an exercise munitions use letter for 92 ARW/CC signature IAW AFMAN 91-201, *Explosives Safety Standards*, para 2.16 Ensure the letter is approved by 92 SFS/CC and coordinated with 92 ARW/SEW.
 - 2.6.4.2. Develop exercise scenario inputs to test: Personnel Support for Contingency Operations (PERSCO), air base defense & security force operations, food operations, mortuary operations, recreation services, command & control operations, lodging planning, logistic support, logistic readiness functions, contacting operations and deployment work-center functions.
 - 2.6.4.3. Identify comm-electronic maintenance/operations factors affecting, or affected by, an exercise. Develop inputs for exercise scenarios, to include: power outages, security & bomb threats, message traffic handling and Minimize.
 - 2.6.4.4. Secure all exercise frequencies in a timely manner, to include EET frequencies.
 - 2.6.4.5. Provide adequate communication systems and qualified personnel to enable EET to act as appropriate higher headquarter entities.
 - 2.6.4.6. Provide trained EET to handle exercise munitions.
 - 2.6.4.7. Develop support group specific exercise objectives.
- 2.6.5. Medical Group EET Chief will:
- 2.6.5.1. Provide moulage support when required by the exercise scenario.
 - 2.6.5.2. Develop casualty inputs for exercise inputs.
 - 2.6.5.3. Identify environmental factors affecting, or affected by, exercises.
 - 2.6.5.4. Develop bioenvironmental engineering exercise scenario inputs.
 - 2.6.5.5. In concert with the EET chief, develop scenario inputs to test the Critical Incident Stress Management (CISM) team and CISM on-scene response functions, as required.
- 2.6.6. Maintenance Group EET Chief will:
- 2.6.6.1. Identify exercise-planning factors such as conflicts between deployment, aircraft generation, and launch timetables.
 - 2.6.6.2. Develop exercise scenario inputs to test Aerospace Ground Equipment (AGE) support, aircraft maintenance, crash response capability, aircraft system reliability checks, safety investigation and reporting functions.
 - 2.6.6.3. Develop maintenance specific exercise objectives.

2.6.7. Director of Staff EET Chief will:

2.6.7.1. Develop exercise Emergency Action Procedures, messages and exercise scenario that will test Command Post personnel.

2.6.7.2. Develop exercise scenario inputs to test PA media control center. PA on-scene representative, Comptroller support procedures, staff judge advocate claims, law of armed conflict (LOAC) procedures and Chaplain.

2.6.7.3. Administer written LOAC examinations (if required) and provide results to 92 ARW/XPI.

2.6.7.4. In concert with the MDG EET chief develop scenario inputs to test the CISM team and CISM on-scene response functions, as required.

2.6.7.5. Develop Director of Staff specific exercise objectives.

2.6.8. ATSO EET Chief will (this is normally a member of 92 CES/CEX):

2.6.8.1. Develop unexploded ordnance exercise scenario inputs.

2.6.8.2. Develop nuclear, biological and chemical exercise inputs.

2.6.8.3. Evaluate specialized team knowledge in wartime operations and proficiency in the use of specialized nuclear, biological and chemical equipment.

2.6.8.4. Identify construction and facility factors affecting or affected by exercises.

2.6.8.5. Develop airfield and building damage inputs for Phase II of the exercises.

2.6.8.6. Provide fire protection at the deployed location.

2.6.8.7. Develop airfield damage scenarios to evaluate Rapid Runway Repair procedures.

2.6.8.8. Develop aircraft crash scenarios to evaluate aircrew evacuation and firefighting procedures.

Chapter 3

EXERCISE GROUND RULES

3.1. General. These ground rules apply to personnel who are participating in a 92 ARW exercise. Unless specifically told not to do something, do what you would do in a real-world situation.

3.1.1. If at any time someone feels the situation at hand jeopardizes the safety of personnel or poses potential damage to equipment, the individual should immediately declare, "Terminate, terminate, terminate." When a terminate is declared, EET members will assess the situation and take appropriate action. Resumption of the exercise resides with the EET Team Chief.

3.1.2. Everyone must be aware of severe weather, dehydration, heat stress and physical fatigue. If a person feels ill, they should immediately request medical assistance.

3.1.3. Any person responding/tending to a real-world emergency will immediately become exempt from exercises and may unmask as necessary to provide immediate care to individuals and/or help confront the emergency situation. While deployed, a white armband with a Red Cross will identify real-world medical personnel. Real-world ambulance (if deployed to the exercise area) will have a "real-world" sign placed on the dashboard.

3.1.4. Units should continue to meet all real-world reporting requirements from unit, group, MAJCOM and Air Force publications. The EET team will act in the capacity of the "host base," "host nation," "theater command," and other external agencies for all exercise events. EET does not have waiver authority; any requests for waivers to AFIs, AMCIs, etc., must be worked through appropriate channels. Responses to scenarios and requests for additional guidance or information will be coordinated through the Exercise Team Chief.

3.1.5. All required reports and messages will be completed and signed (released) by the appropriate authorities. Do not transmit exercise messages without functional inspector guidance/approval. Additionally, copies of all messages will be provided to the EET team. One will receive responses to your requests and reports in a realistic time period.

3.1.6. Planning Roles and Responsibilities.

3.1.6.1. EET Planning Role. EET planners act in a variety of roles. These include, but are not limited to, higher headquarters, Theater Combatant Commanders, and Host Nation. EET will define large-scale deployment sequence (Advanced Echelon (ADVON) Day, Deployment Day(s), etc.). EET will write and transmit message traffic, intelligence scenario and employment taskings. EET will be the approval agency for support requests and identify sources of support and supplies.

3.1.6.2. Unit Planning Responsibilities. Monitor higher headquarters planning; provide feedback and additional information as needed. Plan to form the force and protect the force upon arrival at the deployed location. Plan to establish operational capability as defined by the Operations Order.

3.1.7. XPI-Issued Badges. During the exercises, there will be three badges used by various personnel in specific roles. The meaning of the badges are as follows:

3.1.7.1. Blue with "IG": Inspectors and Augmenting Inspectors: Unlimited access.

3.1.7.2. Blue with "EET": Unlimited access.

3.1.7.3. Blue with "Observer": Unlimited access.

3.1.8. XP/EET Trusted Agents. The trusted agent role is significantly different than the role of the unit's designated POCs for normal coordination. Inspected units must respect the unique role of the trusted agent; an inspected wing trusted agent is not allowed to divulge XPI-related information.

3.1.9. Exercise Visitor Policy. Unit commanders who wish to visit their UTCs during the exercise must coordinate their visit IAW procedures established by the Deployed Forces Commander (DFC), in-process through PERSCO, and bring the appropriate Military Operational Protective Posture (MOPP) gear. Inspected unit visitors (not observers) are considered unit guests, and the inspected unit is responsible for their protection, finding billeting space and subsistence. Commanders and First Sergeants may sign out Observer badges at the Exercise Control Group center, Bldg. 2080, and proceed by foot into the exercise area or make use of bus transportation into the exercise area. A maximum of four observer badges may be signed out at one time.

3.1.10. Other Inspected Unit Responsibilities.

3.1.10.1. POVs are not permitted within the security perimeter of the exercise.

3.1.10.2. Deployed exercise vehicles used by players will be identified with a placard identifying the AEW (P) and be assigned by the deployed Transportation Officer/NCO. This placard will be affixed to the vehicle so it is clearly visible to XP/EET.

3.1.10.3. Ensure unit equipment is removed from the exercise area within 24 hours of End Exercise (ENDEX).

3.1.10.4. Real world medical coverage for exercise players will be located as directed by the EET Team Chief.

3.1.10.5. The DFC will designate approved smoking areas.

3.1.10.6. Only vehicles inside the aircraft restricted area may leave keys in the ignition and windows rolled up when unattended.

3.1.10.7. During in processing at the deployed location, PERSCO will mark ID cards to identify exercise players. The PERSCO EET member will brief the XP/EET what marking was used.

3.1.10.8. During deicer operations, the driver and basket operator may unmask and unsuit for safety. Host nation personnel, if approved by the EET team chief, may assist in deicing operations.

3.1.10.9. When someone becomes an exercise casualty they need to be brought to the Casualty Collection Point, and a doctor will verify the death. SVS will process them through the morgue, then PERSCO will send out the appropriate reports/requests. The casualty will be his/her own replacement.

3.1.10.10. Personnel found outside the play area or violating the Rules of Engagement (ROE) will be taken into custody and placed in host nation confinement until processed by the participants/legal team within ROE arrangements.

3.1.11. Aircraft/Aircrew Generation Requirements.

3.1.11.1. Units will generate all tasked aircraft and corresponding aircrews. We recognize the schedules units must maintain to keep their aircraft ready to meet real-world taskings. For this reason, the XP/EET will exempt stringent isochronal and refurbishment aircraft on a case-by-case basis, if it can be shown that tasking them for the exercises would negatively impact the unit's ability to complete scheduled isochronal inspections or refurbishment within required time frames.

Units should respond to exercise taskings as they would real-world contingencies and demonstrate their ability to accelerate work on all of their aircraft in order to meet exercise requirements.

3.1.11.2. Aircraft and aircrews generated to support Higher Headquarter (HHQ) missions and scheduled to depart more than 12 hours prior to designated exercise closure time will not count toward deployment readiness mission generation. All aircraft moving passengers and cargo to the forward operating base (FOB) must meet closure at the FOB. All tasked aircraft and corresponding aircrews not required to move passengers and cargo to the FOB will be generated through engine start.

3.1.12. Weapons.

3.1.12.1. Bulk shipment or individual issue of weapons for support personnel during the deployment is at the commander's discretion and should be based on FOB intelligence information.

3.1.12.2. A blank round may be carried in the chamber when directed by the deployed commander or designated representative. All issued weapons will be fitted with blank firing adapters. Blank ammunition will not be fired at personnel closer than 25 feet.

3.1.12.3. Do not bring live ammunition for any weapon to the deployed location. The only exception may be live ammunition required by real-world security forces personnel. Coordination with the XP/EET SF staff is mandatory before live ammunition can be brought to the deployed area of operations.

3.1.12.4. All magazines that will have blank ammo loaded in them will be painted blue or have blue tape on the magazine.

3.1.12.5. Under no circumstance will 9mm sidearm be taken to the FOB. Personnel who are normally assigned handguns for deployment will demonstrate issue and turn-in procedures until informed by an XP/EET inspector that it is no longer required. Personnel may also be asked to disassemble and assemble their weapon. All other UTC-tasked weapons will be deployed.

3.1.12.6. If selective arming is implemented, all non-SF personnel will be armed with not less than 40 rounds of blank ammunition for each M-16 rifle. One weapon will be available for each manpower requirement reflected in the deployable UTC; the exceptions are noncombatants, i.e. chaplain and legal. Medical and aero medical units are armed IAW AFI 41-106, Medical Readiness Planning and Training.

3.1.12.7. The wing will have all required blank munitions available for issue to the deployed munitions custodian. The munitions custodians will then distribute the ammunition as required. Personnel possessing a weapon without blank ammunition will be considered unarmed.

3.1.12.8. Do not remove blank adapters from M-16s.

3.1.12.9. Military airlift is the primary means of transporting weapons and ammunition (if required) to or from the exercise. Units will develop and execute a plan to source weapons and ammunition that ensures maximum use of military airlift. Commercial transportation of munitions to or from the exercise is not authorized unless three conditions are met: (1) all other available military airlift options are exhausted, (2) the unit commander concurs, and (3) the XP/EET approves.

3.1.12.10. Deployed armory guidance is located in AMCPAM 31-1, *The Air Mobility Command Arming Policy*, para 6.9.

3.1.13. Attacks, Ground Burst Simulators (GBS), Unexploded Ordnance (UXO), and Decontamination.

3.1.13.1. Enemy attacks may be initiated by smoke grenades, GBSs, small arms fire, input cards, bird cannons or any situation that threatens the security of unit resources and personnel. The color of any smoke used has no meaning.

3.1.13.2. Do not treat expended XP/EET ordnance (GBS, smoke canisters) as UXOs. However, XPI ordnance that has misfired will be treated as a real-world UXO with real-world reporting, evacuation and cordon requirements.

3.1.13.3. Limit all exercise UXO cordons to 10 percent of the real-world cordon required.

3.1.13.4. Aircraft, vehicles and equipment damaged, destroyed or contaminated as a result of simulated enemy activity may be returned to service after appropriate unit actions are taken and approved by the functional XP/EET inspector. Units are expected to develop "work arounds" and brief the XP/EET evaluators.

3.1.14. Inspected units may borrow equipment to meet mission requirements, within the following guidelines:

3.1.14.1. It must be part of a command tasking.

3.1.14.2. The required resources must be UTC authorized and cannot be satisfied with non-tasked unit resources.

3.1.14.3. Appropriate requests will be submitted to and approved by the XP/EET team.

3.1.15. Units will not be allowed to coordinate the use of additional local equipment and facilities beyond what is provided and deployed without prior XP/Exercise Director approval except for real-world emergencies.

3.1.16. Once unit personnel and equipment are processed they will not be used to support building/processing of follow-on UTCs/chalks. These resources will not be available until after arrival at the deployed location.

3.1.17. Actual TDY length will be reflected in the levy flow. For inspection purposes, consider the length of TDY to be 45 days.

3.1.18. All personnel are confined to the play areas unless previously approved by the XP/Exercise Director to travel off the compound. Anyone found off the compound in an unauthorized status will be subject to hostile capture and removal from duty for 24 hours.

3.1.19. When deployed to the FOB, all commercial food sources are off limits to inspected unit personnel. Unless previously coordinated with the evaluators, anyone found consuming commercial food or beverages from outside the FOB play area will be removed from duty for 24 hours. The inspected unit will not airlift food items into the Area of Responsibility (AOR) unless approved by the Services inspector prior to the exercise. Individuals shall not bring food items to replace meals. A field exchange will be established by Services at the FOB.

3.1.20. Inspected unit personnel are prohibited from possessing alcoholic beverages at the FOB. Anyone consuming or possessing alcoholic beverages will be immediately taken into custody and returned to their unit commander for appropriate actions.

3.1.21. The host nation can, with pre-coordinated Wing Readiness/EET approval, provide personnel, equipment and supplies based on requests from the supported unit. Submit written requests for host-nation supplies or equipment on an AMC Form 188 or on a typed/handwritten letter; be sure to include the type of supplies, amount needed, and indicate when supplies are required. Place the request in the host nation in-box located in the Wing Operations Cell (WOC). Supply requests are not automatically approved, and resources will not be authorized until XP/EET approval is obtained.

3.1.22. Notify the functional inspector prior to giving any briefings (i.e., pre-convoy, Rapid Runway Repair (RRR), crash rescue, structural, shift-change, pre-mission, etc.); however, do not delay briefings if an inspector is not present.

3.1.23. Vehicle Operations in MOPP. Specific ground rules will be given to all occupants and operators of vehicles inside the Play Area for the appropriate clothing and equipment during MOPP conditions. When operating a vehicle outside the Play Area, the driver must remove their mask and may remove their chemical boots in order to promote safety. All other occupants will wear the full protective gear for the current MOPP level. All occupants and the operator will be in the appropriate MOPP level when exiting the vehicle at their destination.

3.1.24. If an individual becomes ill, injured or requires emergency leave, the unit must coordinate a replacement through theater channels.

3.1.25. The unit Survival Recovery Center (SRC) commander will coordinate with the on-site XP/EET inspector prior to any reduction in Alarm condition, Force Protection Condition (FPCON), or MOPP level. This action is necessary to ensure all evaluation objectives are met.

3.1.26. Actual cash will not be required for personnel processing. Contracting and comptroller personnel may wear BDUs when conducting business on the local economy.

3.1.27. Do not issue or ship actual nerve agent antidotes or pretreatment tablets. However, units must present a plan to provide actual antidotes and to bulk-ship nerve agent pretreatment tablets. Units must deploy simulated nerve agent antidotes using any locally developed substitute, such as clothespins.

3.1.28. Play Areas are delineated by the red line boundaries as shown on the Play Area Map. The deployed wing is responsible for conducting sweeps for UXO, assessing/ reporting facility and infrastructure damage, monitoring nuclear, biological, chemical (NBC) contamination, and performing recovery actions within these areas.

3.1.29. The provisional commander may want the flexibility to establish some limited number of work centers outside the delineated Play Areas. If so desired, the following actions are required to meet inspection objectives:

3.1.29.1. The Provisional Unit will identify work areas located outside the Play Areas to the XP/EET.

3.1.29.2. Members working in these facilities must be appropriately dressed for the current MOPP level, FPCON, and/or Alarm Condition and will respond appropriately to all changes in MOPP level, FPCON, and/or Alarm Condition.

3.1.29.3. Personnel working in these facilities are required to conduct appropriate pre-attack, attack, and post-attack actions IAW AFMAN 10-100, Airman's Manual.

3.1.29.4. Sweep responsibility for the unit extends out to a 100-foot radius surrounding each work center.

3.1.29.5. The Provisional Wing is responsible for providing all support (e.g., Civil Engineer, EOD, Fire, Damage Assessment, etc.) to these work centers. In many instances, US deployed forces will be responsible to provide repair teams to bring critical facilities back on line.

3.1.30. Sleeping facilities, their associated shower/latrines, and their immediate vicinities are designated "No-Play" areas.

3.1.30.1. "No-Play" areas are safe from all types of simulated hazard, attack, or opposing action and are for the specific use of off-duty personnel.

3.1.30.2. Members within the immediate vicinity of a "No-Play" facility are not required to take immediate action or demonstrate the current MOPP level or Alarm Condition until declaration of Alarm RED, FPCON DELTA, or MOPP-4. When any of these conditions is declared, off-duty members in the immediate vicinity of a "No-Play" facility will move indoors and remain indoors until the "All Clear" is declared.

3.1.30.3. Members (on or off duty) not in the immediate vicinity of a "No-Play" facility must be appropriately dressed for the current MOPP level, FPCON, and/or Alarm Condition and will respond appropriately to all changes in MOPP level, FPCON, and/or Alarm Condition.

3.1.30.4. If Alarm RED is declared, off-duty members not in the immediate vicinity of a "No-Play" facility will take appropriate personal protective actions and wait for announcement of Alarm BLACK or release by the XP/EET before proceeding to their destination.

3.1.31. Example applications of rules provided in paragraph 0

3.1.31.1. A member relaxing in the immediate vicinity of a "No-Play" facility may remain in place in non-protective attire throughout the early changes in MOPP level, FPCON, and Alarm levels. When MOPP 4, FPCON DELTA, or Alarm RED is reached, the member must return to the interior of the "No-Play" facility and remain inside until the "All Clear" is declared.

3.1.31.2. A member participating in recreational or physical training activities in the immediate vicinity of a "No-Play" facility may remain in place in non-protective attire throughout early changes in MOPP level, FPCON, and Alarm levels. When MOPP 4, FPCON DELTA, or Alarm RED is reached, the member must return to the "No-Play" facility and remain inside until the "All Clear" is declared.

3.1.31.3. A member traveling to the dining facility in MOPP 3 hears the giant voice announce "Alarm RED, MOPP 4." The member must seek available cover and don their protective gear. The member may proceed to their destination after the declaration of Alarm BLACK or with the permission of an XP/EET inspector.

3.1.31.4. Members must take note of the current MOPP level, FPCON and Alarm Conditions before venturing away from a "No-Play" area in order to be properly dressed/prepared for the current MOPP level, FPCON or Alarm Condition. The member must be ready to meet the challenges of any changes in MOPP level, FPCON, or Alarm Condition.

3.1.32. The XP/EET reserves the right to selectively clear (reduce MOPP level, FPCON and/or Alarm Condition) selected areas or facilities in order to meet the needs of the inspection. Players in selectively cleared areas and facilities will be instructed as to what to do and how to respond by the XP/EET member clearing the area or facility.

3.2. Command and Control.

3.2.1. XP/EET will replicate, as closely as possible, theater ballistic missile warnings. Notification of launch may come over Satellite Communications (SATCOM), High Frequency (HF), telephone or some other communications method as determined by the unit, to the unit Command and Control (C2) mode. For example, a call may be placed to the unit SRC stating, "ballistic missile inbound." (NOTE: the time between notification and missile impact depends on many variables, including weather, collection platform location and operator efficiency. Units should not expect a set time lapse between notification and impact. Notification is thus primarily a C2 function and not an intelligence responsibility.

3.2.2. Inspected units will set up host nation (XP) in-boxes in the WOC, SRC, CE Damage Control Center (DCC), Central Security Control/Base Defense Operations Center (CSC/BDOC), and other functional control centers as applicable.

3.2.3. Inspected units will prepare exercise situation reports (SITREP) and operations report (OPREP-3) messages from home station and deployed location as appropriate, but do not transmit. Addressees will include the minimum essential identified in AFI 10-206, *Operational Reporting*, and any applicable AMC, AFRES, or ANG supplement. Provide voice reporting to the XP/EET inspector, when present, or to the Air Operations Center (AOC). These reports will be filed with all other reports for XP/EET inspector review.

3.3. Intelligence.

3.3.1. Intelligence message traffic. During planning, pre-deployment and deployment message traffic will flow via SIPRNET e-mail. If phone lines are not available to run classified modem, Intel EET will drop message traffic in person.

3.3.2. XP/EET will always attempt to provide specific, AMC unit-oriented scenario intelligence. Scenarios written by XP/EET will use real country names whenever possible. Unit intelligence will use real-world reference documents and data sources for background information on such things as terrorist groups, health concerns, evasion and recovery information, survival issues, enemy orders of battle (OB) and enemy threat capabilities and employment doctrine/tactics. This approach maximizes realism, assures maximum availability of reference materials and provides the greatest practical training benefit for unit intelligence personnel.

3.3.3. The scenario message traffic will begin to flow about 30 days prior to unit deployment. Message traffic will usually consist of one simulated Daily Intelligence Summary (DISUM) each working day prior to the exercise, but may be adjusted due to holidays or planning needs. Message traffic will switch to deployed theater format before unit deployment, at which time frequency will increase dramatically. Exercise message traffic will replicate real-world traffic whenever possible. Units will receive DISUMs, INTSUMs, INTREPS, MISREPs, special analytical reports and Order of Battle updates. Order of Battle updates will be XP-generated and serve as modifications to real-world baseline data. During planning, pre-deployment and deployment message traffic will flow via SIPRNET email. If phone lines are not available to run classified modem, message traffic will be dropped in person by Intel EET.

3.3.4. Pulling data from Intelink-S will satisfy most exercise-driven intelligence requirements. Exercise-driven requirements not satisfied via Intelink-S, including requests for information, requests for imagery (domestic or foreign), and Maps, Charts and Geodesy (MC&G) products, will be coordinated

through XP/EET. Once validated by XP/EET, units will then process requirements via existing channels IAW AMCI 14-103, *Requesting Intelligence Information and Imagery*.

3.3.5. All units will be expected to attain and maintain connectivity with HHQ intelligence functions.

3.3.6. Units are expected to build, issue and track aircrew Evasion and Recovery (E&R) kits while operating under simulated hostile conditions. If the simulated theater of operations is also a unit's OPLAN-tasked theater, the unit will be expected to have on hand or on order Evasion Charts (EVC).

3.3.7. In the absence of an OSI office, some unit commanders may desire intelligence personnel to conduct initial screening interviews of enemy prisoners of war (EPW). The XP/EET team recognizes intelligence personnel have neither training nor formal guidance on the conduct of EPW screening interviews, and thus will not grade this function. However, due to a different perspective on the situation and greater familiarity with Essential Elements of Information, intelligence personnel may be able to elicit valuable information not obtained by Security Forces interrogation.

3.4. Mission Execution.

3.4.1. User-related Guidance. With some exceptions controlled by the XP/EET, ATO/GDSS and/or AOC-tasked missions will support real-world users. Tanker missions will support TACC-validated horse blanket contracts and/or AOC-validated requests in user-booked airspace. Airlift missions will support users as arranged by XP/EET through various means. Make normal peacetime efforts to satisfy user requirements within the limits of safety, aircrew judgment and training, and inspection requirements. Deviations to any departure/landing times will be as necessary to satisfy user requirements but must be coordinated through the WOC and AOC. Direct contact with user units is not authorized unless preapproved by AOC. Unless preapproved by AOC, do not discuss potential for future missions with users during in-flight communications.

3.4.2. Flight Plan and GDSS Guidance. DD Form 175, **Military Flight Plan** is considered a substitute for DD Form 1801, **DOD International Flight Plan**. Expect the EXERCISE warning order to provide AFTO 781 codes (mission symbols) and GDSS mission number construction references. The deployed AEW will load mission information into GDSS. The SOC will update sortie information in GDSS.

3.4.3. Mission Tracking for Theater-deployed Scenarios. The AOC directs the theater-level operations; the WOC directs unit-level operations; within the AOC, Combat Plans builds the ATO and Combat Operations executes the ATO (see AFI 13-1AOCV3). AOC actions will be simulated by the XP/EET as appropriate. The WOC is not responsible to actively track mission progress after the aircraft departs the deployed location. Other locations may input mission-tracking information into GDSS. Be aware that XP/EET AOC may not have GDSS access and might pass mission-tracking information to the AEW for administrative entry into GDSS. Upon mission completion, the deployed AEW may input missing GDSS information based on aircrew mission recaps or AFTO 781 entries. Provide the AOC final copies of mission information the morning after each employment day (provide to XP/EET inspector in WOC).

3.4.4. Guidance for Phantom-user Missions. Inspectors will provide guidance as required at an appropriate point and the unit/crew may be given the option to fly a training (i.e. transition) sortie within a designated launch and recovery window coordinated through XP/EET inspector, the WOC and the AOC. The fuel load must be considered since AOC will not approve in-flight fuel dumping to adjust

landing gross weight outside of an emergency situation. If a training sortie is desired/approved, the crew will cancel the original flight plan and refile the training mission.

3.5. Operations.

3.5.1. Aircrews need not deploy with an extended set of communications security (COMSEC) material to cover the full, simulated deployment length. They will deploy with a seven-day supply of COMSEC. No simulation form needs to be completed for this.

3.5.2. Emergency aircraft taxiing will be simulated during exercise scenarios. A simulated taxi consists of: a qualified taxi crew on board, all checklist items up to, but not including engine start, and all required personnel in position. Once the taxi crew requests engines start clearance, simulate removing the chocks and wait three minutes. DO NOT START ENGINES. After this point the taxi is complete and restoration actions can be taken.

3.5.3. Combat departures, arrivals and threat reaction maneuvers will be briefed, as applicable, and flown to the extent allowed in applicable AFI 11 series instructions.

3.5.4. Aircrews should anticipate an XP/EET operations inspector on the flight deck for each mission. Plan crew complements accordingly, and seat the inspector at a station with aircraft intercom and radio capability.

3.5.5. Inspected units will prepare chart packages and mission information for XP/EET inspectors to track mission progress in-flight. Information in these packages should match aircrew information, and does not need to be any more elaborate than what the aircrews receive. DO NOT "gold-plate" flight inspector packages.

3.5.5.1. For single- and two-ship missions prepare one additional package.

3.5.5.2. For three- and four-ship missions, prepare two additional packages.

3.5.5.3. For four- through six-ship missions, prepare three additional packages.

3.5.6. For deployment planning purposes, consider the deployment leg as the final leg into the FOB when the aircraft reaches the midpoint between home station and the deployed location.

3.5.7. Chemical Threat Area (CTA) Operations.

3.5.7.1. Aircrew members from inspected units who transit the AOR and/or bed-down in a chemical threat area during the exercise will possess a complete aircrew and ground crew chemical warfare defense-training ensemble, as well as personal protective gear. However, transient aircrews do not need to bring chemical gear if they meet the following criteria. (a) They will be transiting the deployed site for the sole purpose of deploying or re-deploying EXERCISE forces. (b) They transit the deployed site on deployment, transition or redeployment days. (c) They do not plan to remain overnight. (d) They do not plan to leave the ramp/base operations area. If CWD ensemble is required, they must also carry two complete sets of plastic overcap and plastic overboots. The standard CWU-27/P flight suit will replicate the CWU-66/P and 77/P integrated aircrew chemical coverall (IACC) for training/exercise purposes. Therefore, do not remove the IACC from the sealed container.

3.5.7.2. If your unit is equipped with both types of chemical defense suits (CWU-66/P or 77/P and the MK-1 charcoal under coveralls); aircrews may be tasked to demonstrate aircrew chemical contamination control area (ACCA) processing for both types of suits. For a crewmember to simulate

the CWU-66/P with the standard flight suit (CWU-27/P), he or she must have at least one CWU-66/P in their serviceable, real-world D-bag. If crewmembers are equipped with only MK-1 under coveralls in their real world D-bag, they must deploy with training MK-1 under coveralls.

3.5.7.3. A complete operational above-the-shoulder aircrew chemical defense equipment (ACDE) ensemble includes the following: HGU-55/P helmet (when required), MBU-13/P CBO mask, CRU-80/P filter pack, and HGU-41/P hood for the first generation ensemble. The aircrew eye respiratory protection (AERP) ensemble will consist of the HGU-55/P helmet (when required), MBU-19/P AERPs hood/mask assembly, CQU-7/P AERPs blower unit with suspension straps, and the MXU-835/P AERPs intercom unit.

3.5.7.4. A complete training below-the-shoulder ACDE ensemble includes the following: MK-1 charcoal under coveralls, cotton undershirt, cotton drawers, flight suit, gloves and boots. The CWU-66/P or 77/P may be substituted for the charcoal under coveralls and the flight suit. In order to prevent unnecessary use of serviceable assets, "below-the-shoulder" training assets will be used.

3.5.7.5. Commanders may authorize the use of the MCU-2/P-series ground crew mask with hood to simulate the MBU-19/P hood and mask assembly only. If the MCU-2/P mask is issued, crewmembers must be prepared to demonstrate use of operational assets at the discretion of the XP inspector. If operational CRU-80/P filter packs are limited or vacuum packed, the CRU-60/P connector or similar connector may be used.

3.5.7.6. The XP/EET will task units to conduct launch/recovery operations during Condition Black, and demonstrate full ACDE suit-up and ACCA processing.

3.5.7.7. Aircrew members performing non-flying duties or supporting ground operations (i.e., planning team, preflight and loading teams, scheduling team, ramp coordinator, supervisor of flying (SOF), etc.) will be issued the ground ensemble. These personnel, not scheduled for immediate flying, will don the ground crew training ensemble consistent with the current MOPP level and process through the ground crew chemical decontamination line if exposed to chemicals.

3.5.7.8. All aircrew personnel may be evaluated during ground operations (i.e., transiting to/from the aircraft, buddy dressing, ACCA operations, and decontamination procedures). To avoid chemical saturation and cross-contamination, ground personnel will not be processed through the ACCA. The ACCA is for aircrew use only.

3.5.7.9. ACCA processing may be performed while wearing the standard CWU-27/P flight suit since they are nearly identical to the CWU-66/P or 77/P. Units possessing first-generation capability will be tasked to demonstrate ACCA processing while wearing the MK-1 charcoal under coveralls. Crewmembers will return all ACDE to life support immediately after the threat or exercise is terminated.

3.5.7.10. When under attack (Alarm Red), crewmembers must take "immediate cover" and assume the appropriate MOPP level. If MOPP level 4, don the MCU-2/P-series ground crew mask and gloves. If outdoors or working at the aircraft, don the plastic overcape and boots to demonstrate capability, then remove the overcape (due to safety considerations).

3.5.7.11. Members working at the aircraft must safely turn off aircraft systems and remove power before seeking shelter.

3.5.7.12. Prior to missions, aircraft, aircrews or maintenance personnel are not considered “out of play” unless released by an on-scene XP inspector.

3.5.7.13. During Alarm Black/MOPP level-four conditions, and when safe to move from shelters, aircrew members ready to fly will report to the ACCA to change into their full ACDE. Be prepared to continue the launch process.

3.5.7.14. Members engaged in preflight activities during Alarm Black, MOPP 4, may be permitted by an on-scene XP/EET inspector to remove the ground chemical mask during critical operations and will re-don when these operations are complete. Members are permitted to remove their helmets when headset use is required. If communication is hindered to such an extent that preflight activities cannot be conducted safely, coordinate with the on-scene inspector to remove the mask at times not specified in these Ground Rules.

3.5.7.15. If an XP/EET Inspector is not assigned to the mission, coordinate for one crewmember to remain on headset and ask the WOC for AOC (XP) instructions. If XP AOC directs to continue, remain on the aircraft and hold further actions until cleared by maintenance personnel sweeping the flight line. If XP AOC does not direct mission preflight actions to continue, the WOC will direct the crew to power down all aircraft systems, secure the aircraft, deplane in appropriate MOPP gear and seek appropriate cover.

3.5.7.16. Aircraft required to land during increased readiness postures will contact command and control at the FOB for information and guidance. During Alarm Red, aircrew will hold or delay in the air consistent with ATC, weather, fuel requirements and safety. If aircraft are within 10 NM of landing, they may continue to a safe landing at the FOB during Alarm Red. Aircrew will not taxi into the exercise play area/parking ramp during Alarm Red, unless unable to gain permission for a ground holding point from the local ATC tower. If required to taxi to the exercise area during Alarm Red, crews will stop immediately after entering the ramp. They will not proceed to their parking spot until Alarm Black is declared and their path is cleared.

3.5.7.17. Aircrews receiving increased readiness postures while airborne will be given 20 minutes after engine shutdown to don the ACDE for the current MOPP level. The aircrew will open the crew entry door if the on-scene inspector requests to get on board to evaluate donning procedures.

3.5.7.18. Aircrew recovering during Alarm Black will accomplish maintenance/intelligence debriefing as required and IAW unit procedures developed for use in a toxic environment.

3.6. Aircrew Life Support.

3.6.1. Due to a compressed exercise scenario, units will setup an ACCA facility as soon as they coordinate the location with the XP/EET life support inspector. If practical, the ACCA will be physically separated from the FOB. Proper coordination with the appropriate command and control authorities and the on-site life support inspector will be conducted prior to establishing the ACCA. For the purpose of complete evaluation, the ACCA will be considered a high-threat area and personnel will react to all attacks on the supported installation, including complete wear of CWDE, flak vests, helmets, and web gear. Personnel not properly responding to alarms may be designated casualties by the XP/EET. The ability to communicate with command and control agencies will be emphasized and evaluated.

3.6.2. Units are expected to set-up complete life support facilities within the “play area” to support all aspects of the flying mission. This includes demonstrating the dispersal plan and the capability of

inspecting and maintaining all assigned life support equipment. When flying activities dictate and staffing numbers allow, the life support operation will be manned 24 hours a day. Units with limited staffing levels will coordinate work timeframes with the XP/EET life support inspector.

3.6.3. Do not deploy actual aircrew handguns to the FOB. Handgun issue and return procedures will be demonstrated at home station by those life support units responsible for issue and turn-in of aircrew weapons. Life support will continue weapons issue and turn-in at FOB simulating only the actual weapons. Clearing barrels and procedures must comply with established guidance.

3.6.4. To effectively evaluate chemical warfare defense procedures, the XP/EET may task units to demonstrate a limited number of full ACDE donning and ACCA operations. To meet this requirement, life support units will deploy a minimum of eight various-sized MBU-19/P AERP mask and hood assemblies, CQU-7/P blower units, and MXU-835/P intercommunication units.

3.6.5. Aircrews should place all personal flight equipment and clothing in a bag during processing through the ACCA so it can be easily returned to them.

3.6.6. Life support will not set up and operate any functions in designated "no play" areas (this includes issuing and receiving equipment in "no play" areas) at the FOB.

3.6.7. The only standard simulation authorized for E&R kits is simulation of blood chits.

3.7. Maintenance.

3.7.1. Do not send maintenance aircraft historical file jackets downrange. Unit maintenance personnel will brief the XP/EET maintenance inspector on what historical records would be included in the jacket with each deploying aircraft.

3.7.2. Maintenance personnel must test Mode 4 of the Identification, Friend or Foe (IFF) prior to each sortie to simulate overseas and all simulated in-theater sorties.

3.7.3. The unit must coordinate the cannibalization of aircraft components from non-possessed aircraft, or any aircraft not available for the exercise, with an XP/EET inspector. When required, the unit must also receive approval from higher headquarters. Additionally, any component cannibalized from possessed aircraft must be coordinated with an XP/EET inspector.

3.7.4. Upon arrival, the Maintenance Group will provide the XP/EET aircraft maintenance inspectors a home station radio, a listing of radio call signs, a current copy of all maintenance operating instructions, a copy of the special certification roster and their emergency actions checklists. Prior to deployment, provide a list of all deploying personnel, all support equipment by identification number and a radio with the deployed locations frequency.

3.7.5. For units receiving initial readiness inspections, do not begin generating aircraft until XP/EET give approval. Normally this is done once XP/EET personnel arrive at the unit command post.

3.8. Logistics.

3.8.1. For units receiving an initial readiness inspection, do not begin unit processing, marshaling or loading operations prior to the arrival of the inspection team chief or designated representative. The exception will be personnel having a valid crew rest requirement. Squadrons may assemble assets in their unit prior to XP/EET team arrival; however, do not create a centralized wing/group assembly or preassembly area until cleared by the XP/EET team.

- 3.8.2. Do not transfer equipment accountability to the FOB. Deployed equipment custodians will be agent of record and will need to do the custodian authorization/custody receipt listing (CA/CRL) but are not required to do a transfer.
- 3.8.3. Accomplish exercise taskings using only assigned assets unless specifically authorized otherwise by XP/EET inspectors. The unit will process, marshal and load all tasked personnel/equipment to meet scheduled deployment/redeployment flow and closure times.
- 3.8.4. All ADVON personnel and equipment will apply against tasked UTCs.
- 3.8.5. Do not deploy operational C and E mobility bags to the FOB. Units may tailor operational A and B bags to support climatic conditions as well as lodging and messing requirements at the FOB or FOL. Units will be required to demonstrate the capability to issue operational bags to deploying forces. All designed operational capability (DOC)-tasked bags and required backup stocks are subject to inspection for serviceability and accountability of contents. Minimum items for A-Bag will be listed in the AMT. A-Bag items do not need to be carried in a bag.
- 3.8.6. Prior to the aircraft departing for the FOL/FOB, the cargo deployment function (CDF) must ensure the aircraft commander's package contains the air outbound manifest diskette.
- 3.8.7. Plan to use AMC Omnibus OPLAN Format for LOGSTAT reporting but do not transmit. Briefing the report to XP/EET AOC will simulate transmission.
- 3.8.8. Deploy what is needed to support the operations for three to four days. Do not deploy 45 days worth of spare parts. The EXERCISE CONOPS and OPORD will identify equipment available at the deployed location. UTC LOGDET equipment that is needed to support the operation that is in excess of what is available (pre-positioned) should be brought by the tasked UTCs. UTCs tasked with "standard" equipment packages are normally those who have specialized equipment that is not available at the FOL. These will be indicated in the AMT.
- 3.8.9. The deploying AEW is responsible for identifying individuals on unit ADVON(s) to accept accountability for vehicles/equipment, munitions, rations, facilities and miscellaneous pre-positioned items. Members identified should be prepared to inventory and sign for these items.
- 3.8.10. Provide the logistics plans XP/EET inspector with the following documentation:
- 3.8.10.1. One copy of each AMT
 - 3.8.10.2. One copy of the final Deployment Schedule of Events (DSOE), which includes all scheduled and actual times
 - 3.8.10.3. One copy of all passenger manifests, cargo manifests and final load plans.
 - 3.8.10.4. One copy of each deployment-related message sent
 - 3.8.10.5. One copy of the tailored LOGPLAN file along with a summary of your deployment tasking which includes total short tons deployed and total personnel deployed
 - 3.8.10.6. One copy of the LOGMOD LOGBOOK and any other event logs produced in the DCC
 - 3.8.10.7. A copy of deployed equipment CA/CRL
- 3.8.11. Deployed unit(s) will strictly adhere to unit policy and guidance on vehicle and equipment issue, receipt and turn-in procedures.

3.8.12. All deployed units will coordinate with Ground Transportation XP/EET inspection personnel prior to procuring any parts or materials outside of the host nation bench stock capabilities.

3.8.13. Deployed unit(s) will be responsible for all vehicles and equipment damages incurred during the accountability period.

3.8.14. AFSC Substitutions. The following AFSC substitutions require no XP/EET team coordination or approval: those allowed IAW AFI 10-403, Deployment Planning and Execution, para 5.1.2, those authorized specifically in the UTC Mission Capability Statement (MISCAP), and those authorized IAW published Functional Manager guidance. However, any AFSC substitutions outside of those described above or deviations from the number of personnel to be tasked in each UTC as reflected in the appropriate XP/EET participants messages must be submitted with justification to the XP/EET team for review and approval/disapproval.

3.9. Prime Base Emergency Engineering Forces (Prime BEEF).

3.9.1. Unit Civil Engineers should be prepared to provide XP/EET inspectors copies of checklists, handouts, booklets and plans upon request.

3.9.2. Do not isolate systems or turn off utilities unless specifically directed to do so by an on-scene XP inspector.

3.9.3. The XP/EET inspector will meet with Unit Civil Engineer representatives to acquaint the team with the locations of facilities, materials, resources and exercise area boundaries

3.9.4. Facility Damage. Damage Assessment Teams will be provided an input card with detailed damage. If an XP/EET Inspector is not available to meet the damage assessment team on site, a damage-input card labeled "FOR DAMAGE ASSESSMENT TEAM USE ONLY" will be posted at the main entrance. The damage-input card may not be removed from the facility. Once a Bill of Materials (BOM) is completed for repair of the facility and presented to the CE XP/EET inspector, a time for return of the facility will be determined unless the facility is taken out of play permanently.

3.9.5. Airfield Damage. A "strip" to conduct airfield damage assessment will be identified to the participants. Orange traffic cones will denote all damage. Two cones placed side by side will be used to mark the center of a crater. The diameter of the crater will be noted on a placard attached to these cones. Four single cones will denote spall and bomblet fields. Each cone will represent a corner of the field. A placard will be attached to one corner cone denoting the number of spalls or bomblets. The Civil Engineer XP/EET Inspector will provide any additional damage or inputs necessary for Minimum Operating Strip (MOS) selection. A Civil Engineer XP/EET Inspector may not be present at the site. If the inspector is not present, the team may proceed with its assessment without delay. If no cones are placed, no damage has resulted to the airfield.

3.9.6. Work Orders. Execution of work orders to support the Host Nation (home station), as provided by the XP/EET, will constitute a graded portion of the inspection. Any materials, equipment or tools required but not available in the deployed tool kits will be provided by the Host Nation (home station CES). Host Nation (home station CES) personnel will serve as quality inspectors for all work accomplished. Once a work order or orders have been received from the Civil Engineer XP/EET Inspector, the deployed team may directly interface with Host Nation (home station CES) representative to gain access to sites, equipment, tools and vehicles. Host Nation (home station CES) personnel will be solely responsible for approving changes in work scope or design and serve as the technical expert for

questions and problems. The Civil Engineer XP/EET Inspector will negotiate with the deployed unit to balance scenario integrity with real-world safety and work requirements.

3.10. Readiness.

3.10.1. The XP/EET inspector will provide chemical monitoring results to unit personnel as appropriate after monitoring times have elapsed.

3.10.2. Do not "burn" an M256 kit unless directed by an XP/EET inspector. If an XP/EET inspector is not present, all results will be reported as negative (no chemicals present) after the appropriate monitoring time has elapsed.

3.10.3. Limit all disaster response force activities (i.e., establishment of an on-scene control point, halting traffic, etc.) to the play area unless otherwise directed by the XP/EET inspector.

3.10.4. Water will be used to simulate all decontamination solutions and sand will be used to simulate all decontamination absorbents.

3.10.5. Two-inch masking tape or magnetic strips will simulate M-8 paper and M-9 tape. The tape will be marked as either M-8 or M-9. Do not use tape on vehicles, only use magnetic strips for M-8 or M-9.

3.10.6. Do not dig trenches along aircraft operating surfaces; however, plans and procedures to do so must be available. Mark UXO holding areas with stakes and flagging ribbon.

3.10.7. Blackout Procedures. For vehicles and equipment, place a single strip of 2-inch magnetic strips marked "Blackout" on all appropriate areas. Do not affix tape to any vehicle surface. For facilities, complete a full blackout of one (1) window and the main entrance with whatever appropriate materials on hand or that can be procured. The remaining facility entrance and windows may be simulated blacked-out by posting or taping a paper marked "BLACKOUT" to the window or entrance.

3.10.8. Hardening Demonstrations. The AEW will be tasked with one hardening demonstration to be constructed with a minimum of (or no) simulations. Sandbags may be used in the demonstration only with the approval of the Support Group XP/EET Inspector. See CE Annex to Base Support Plan on the AMC XP Website for materials available on site or procurable in the local area. The demonstration must be properly designed and of sufficient dimensions to meet mission requirements. The Mission Support Group XP/EET Inspector must approve any simulations in the demonstration. The location of the demonstration and item to be hardened will be chosen at random from a list of 10 Inspector General-selected candidates during the inspection. Demonstrations will be constructed with multifunctional teams as directed by the XP/EET. The unit must maintain the integrity of the demonstration throughout the inspection.

3.10.9. Hardening Simulations. All hardening simulations should reflect hardening plan priorities and will be assessed as part of the inspection process for design, structural integrity and layout. An item (facility, vehicle, equipment item, etc) is considered simulated hardened when a properly constructed sandbag corner is erected for one corner of the hardening layout. The corner erected will be considered a segment of the actual sandbag wall surrounding the item. The corner must be a minimum of three feet long on each wing as measured along the inside dimension. The height and thickness of the assembled corner will be considered the height and thickness of the entire sandbag wall (i.e. a four foot high, two foot thick corner simulates a four foot high wall, two foot thick). The boundaries of the rest of the sandbag wall will be simulated with a single strand of surveyor's tape. If overhead protec-

tion is included as part of the simulation, post a sign on the sandbag corner with "OVERHEAD PROTECTION PROVIDED" clearly printed. These simulation rules do not apply to Security Force Defensive Fighting Positions (DFPs). Each Security Force UTC will be required to erect one fully protected defensive fighting position capable of meeting the expected threat or situation. Remaining DFPs may be simulated in a manner as directed by the Security Force Inspectors. Units must maintain the integrity of all simulations throughout the inspection.

3.10.10. An XP/EET inspector must review the unit's plan and approve all selected sites before the CCA is erected.

3.10.11. All UTCs with equipment packages will complete one contamination avoidance (CA) demonstration.

3.10.12. Non-air-conditioned facilities (to include tents), aircraft, and vehicles may have their windows, doors or flaps open during alarm conditions yellow and black and during increased FPCONs. Any entrance kept open must be controlled and marked as simulated closed or blocked. However, if unit members use the simulated blocked entrances, then opposing forces (OPFOR) may also use the entrances, and if contamination is present, the facility, vehicle or aircraft is subject to contamination.

3.10.13. NBC Plotting Maps. Deploying readiness teams will bring the appropriate scale maps (e.g. 1:50, 1:250) for NBC plotting. If maps of the scenario area of operations are not available, other maps may be used. The XP/EET Readiness Inspector will coordinate with the deployed team to adapt the map to ensure it meets the needs of the inspection.

3.11. Fire Protection.

3.11.1. The senior military firefighter assigned to the fire protection flight will deploy as the fire chief. Exception: when the base fire chief is military, the next most senior military firefighter may fill the role of the deployed fire chief, active duty only.

3.11.2. Coaching from local/in-place firefighters will not be permitted.

3.11.3. Each firefighter will deploy with a complete set of aluminized protective clothing.

3.11.4. Two P-19s, one P-18, and one P-20, based on host nation support and aircraft maximum on the ground (MOG) is the standard deployed vehicle set for an exercise. These vehicles and associated manpower will not be used for non-exercise support activities without XP/EET approval. Adjustments to vehicles and staffing due to real-world events will be coordinated through the XP/EET fire protection inspector.

3.11.5. The fire station will not be used as a dispersal location except during periods of inclement weather, or when approved by the XP/EET due to real-world fire protection requirements.

3.11.6. One structural pumper (host nation support) may be available for exercises. The pumper may be housed in the fire station; however, it will be cross-manned by deployed firefighters.

3.11.7. Hose line operations on all exercises will include one wet line (discharging water) to show capability prior to entering a building or aircraft with one or more dry lines.

3.11.8. One firefighter on each deployed/dispersed firefighting vehicle will wear aluminized protective clothing in lieu of the ground crew ensemble. Firefighters responding to all real-world emergencies will not wear body armor.

3.11.9. Firefighters deploying with J-Fire CWDE will simulate wearing the silver pants during all MOPP conditions. Prior to engaging in firefighting operations, whether exercise or real world, firefighters will don all appropriate firefighting protective clothing over the J-Fire CWDE.

3.11.10. Firefighters will wear self-contained breathing apparatus (SCBA) equipment during all fire response exercises. Firefighters will remove SCBA prior to entering the flight deck of large-frame aircraft, and then simulate wear once completed with flight deck operations.

3.11.11. Personnel being removed during aircrew extraction exercises will be taken to the top of the ladder or stairs, be allowed to climb or walk down, and then will again resume their simulated incapacitated status.

3.11.12. Simulate the use of aqueous film forming foam (AFFF) or dry chemical agents. The first arriving aircraft rescue fire fighting (ARFF) vehicle will demonstrate capability by discharging water on approach. Discharge in a manner to avoid the aircraft and nearby equipment.

3.11.13. Simulate forcing locked doors by bringing required tools to the door to show the capability.

3.12. Explosive Ordnance Disposal (EOD).

3.12.1. Real-world mobility munitions will not be expended during the inspection. However, a 100 percent joint inspection may be accomplished. The Munitions Storage Area will be considered the dispersal site for all mobility munitions once marshaled through the deployment process at home station.

3.12.2. Training munitions listed in AMCI 90-201, Attachment 4, must be onhand at the deployed location. Simulate EXRODS, C4, FLEX, or other explosives with a 1' - 3' length of detonating cord. The EOD XP/EET inspector must be on site and approve all explosive operations. EOD teams are responsible for controlling the immediate area during all explosive/recovery operations.

3.12.3. Projectiles will be removed from all non-electric .50 caliber cartridges.

3.12.4. All DAT with EOD technicians and UXO teams will have at least three loaded field-fabricated de-armors (FFD) prepared at all times (except for caps). Fully loaded FFDs using plaster of paris (POP) slugs will be utilized at the discretion of the EOD XP/EET inspector. A minimum of 10 POP slugs will be prepared.

3.13. Prime Readiness in Base Services (RIBS).

3.13.1. Prime RIBS teams will establish and operate a control center in the exercise area.

3.13.2. A Mortuary Control Center (morgue) will be established in the exercise area. Lead services team is responsible to bring mortuary kit. Prime Ribs mortuary personnel will process all remains to include simulated storage, reporting procedures and transportation or temporary internment.

3.13.3. XP/EET services inspector will provide operational ration forecast/order to HQ Air Force Services Agency and A-rations forecast to the applicable home station services representative.

3.13.4. The deployed services team is responsible to bring all field accounting forms, account for all meals, and at the end of the exercise, transfer/turn-in unused food rations. Reconciliation/turn-in of funds must be turned into the respective units accounting and finance office. All accounting documents must be completed and turned in with their end of the month reports and sent to HQ AMC/SVA, 503 Ward Drive, Suite 203, Scott AFB, IL 62225.

3.13.5. Food Service, to include field feeding equipment, MKT, dining tent, and food preparation area will be inside the play area. Unit members who have signed/paid for their meal are not required to react to ATSO/Inspection inputs. They will receive their meal and continue into the dining area and complete their meal. One server must be pre-designated as safety representative. The SVS safety team member will not don protective equipment and continue to feed whoever has paid for/signed for their meal. He/she will also monitor all field-feeding equipment (M-2 burners, immersion heaters and M-59 field range). All other personnel in the play area (including food service personnel) are expected to respond to alarms/threats.

3.13.6. Deployed units will serve at least two hot meals per day during the time period the main body is deployed. Unitized Group Rations (UGRs) may be used for the first and/or last meals at the FOB only. MREs will be used when hot meals are not available.

3.13.7. Initially, the inspected unit may be allowed full use of the dining facility. However, the SV XP/EET inspector will challenge units to demonstrate field-feeding equipment usage. All units must demonstrate their ability to use the baking cooking method using the M-59 field range. Units may set up a field kitchen to prepare and serve their meals. The Services Inspector must approve NON-LOG-DET electrical equipment.

3.13.8. Prime Ribs lodging personnel will use the AFSVA approved lodging software. Deployed Services team is responsible to bring laptop computer and lodging administration kit. A tabletop briefing will be presented to the Services inspector detailing plans for expansion. The lodging office will be located inside the play area. Lodging quarters are designated "no-play" areas.

3.13.9. XP/EET will task the executive agent or lead services team to setup a field exchange. AAFES POCs will also be provided to the executive agent. The responsible agent will receive/verify inventory, supplies, invoices and change funds from the AAFES facility. The unit will also be responsible to resupply merchandise from the AAFES facility, provide security, inventory controls and receive change funds. The respective services units must transfer, reconcile funds and accounting documents and turn in unsold merchandise prior to departure.

3.13.10. Deployed Services team is responsible to bring a recreation kit. A tabletop briefing will be presented to the Services inspector detailing plans for a 180-day deployment. The recreation tent/activity can be placed inside or outside the exercise area at unit's discretion.

3.14. Security Forces.

3.14.1. Defendable Perimeter: The Security Force team will receive the location of their defendable perimeter from the Security Forces Inspection Team upon arrival.

3.14.2. Attacks or hostile acts, initiated either inside or outside the base perimeter, will be countered.

3.14.3. Firepower may be brought to bear upon a retreating aggressor. However, Air Force personnel will not pursue beyond the base perimeter.

3.14.4. Exercise armed personnel who fail to halt when challenged or who display hostile intentions (OPFOR) may be engaged by fire. Warning shots will not be fired.

3.14.5. Mobility munitions will not be palletized or brought to the play box.

3.14.6. The host nation forbids the presence of, or use of, claymore mines, hand grenades, and LAW rockets. For safety reasons, do not use real-world trip flares or booby traps. Do not deploy them to the

exercise. Units may use non-pyrotechnic early warning devices. If used, SF XP/EET personnel will validate them for safety prior to allowing their use in the field.

3.14.7. If a conflict arises between American and host nation personnel within the defended perimeter, detain the individual and request a host nation liaison officer (security forces EET/inspector).

3.14.8. While performing their duties, security forces personnel will not wear reflective belts or reflective vests. Real-world security personnel will not be subject to any XP/EET exercise scenario. Real-world security personnel will not be in the play box at anytime unless responding to a real-world security event.

3.14.9. Enemy Prisoner of War (EPW) Procedures: Once U.S. forces have completed all processing/questioning actions, the EPW will be turned over to host nation police forces (a security forces inspector) for further disposition.

3.14.10. 92 SFS EET will dictate the use of MILES equipment for security forces personnel. Three to six additional M-16s, 120 rounds of blank 5.56mm ammo with magazines and MILES equipment per weapon will be deployed for EET use (see exercise AMT for specific details on required equipment).

3.14.11. The simulated use of the M-203 grenade launcher will be permitted. The grenadier will explain use of battle sight, target location and distance. Permission to utilize a 40mm must be directed by the deployed unit's control center IAW local base rules of engagement.

3.14.12. A deployed equipment listing and a weapons qualification listing will be provided to the security forces EET inspector.

3.14.13. At the FOB, requests for additional equipment not on the LOGDET must be procured through deployed contracting. The XP/EET contracting inspector must review all documents. Use of additional equipment will be determined based on availability of requested items.

3.14.14. Perimeter defense measures can be established. However, these restrictive devices should not hamper real-world emergency response and evacuation. The SF/EET inspector must approve placement and materials before construction of defensive barriers. The use of concertina wire will be simulated by the use of surveyor's tape.

3.14.15. All deployed members will be briefed and follow their Operating Instruction (OI) on "Security Forces Exercises, Standards, and Procedures." If there are any questions about this or other weapons safety procedures, an XP/EET SF person will clarify at the deployed location.

3.14.16. OPFOR/Aggressor Ground Rules.

3.14.16.1. XP/EET inspectors will not aid OPFOR during exercise scenarios.

3.14.16.2. If an inspector is not present when OPFOR are apprehended, OPFOR are authorized to call time out if injured or for safety reasons.

3.14.16.3. OPFOR/aggressors will be briefed on ground rules by SF/EET inspectors.

3.15. Communications.

3.15.1. All communication UTCs must be able to install, relocate, remove or reconstitute/restore secure/non-secure voice and data communications systems where no services presently exist, are of a limited nature or lack support required to conduct deployed AMC mobility operations. Must be able to support current operations and respond to new or changing customer requirements by modifying

the infrastructure. Provide communications and computer support to mission functions. Sustain combinations of equipment, people, procedures and other resources.

3.15.2. Communication UTCs that do not have equipment but are DOC tasked to support it, such as 6KTAJ and 6KVA9, will be provided with equipment from the home station, another unit or a combination of the two.

3.15.3. Units will not request frequencies/call-signs from the TACC. All frequency requests must go through AMC IG Communication section. The C2SID will be published approximately five days prior to deployment.

3.15.4. **Table 3.1.** is a list of frequencies and phone lines that will be available at the deployed location. See C2SID for details.

Table 3.1. List of Deployed Frequencies.

System	Quantity	Frequencies/Phone Lines
		10 Host Nation DSN lines (2 must be connected to tactical switchboard)
Telephones	Determined by Logdet	
LMR	Determined by Logdet	4 freqs
UHF A/G	Determined by Logdet	2 freqs
VHF A/G	Determined by Logdet	2 freqs
Talace 148 radios	Determined by Logdet	2 freqs
HF	Determined by Logdet	10 freqs
SATCOM (data)	Determined by Logdet	1 channel
SATCOM (voice)	Determined by Logdet	1 channel
Cellular Telephones	6	User coordinated
INMARSAT	Determined by Logdet	User coordinated

3.15.5. Requests for “simulated secure” communications are disapproved.

3.15.6. All requests for Host Nation communications must be directed through the XP/EET communication inspector.

3.15.7. Use of frequency scanners is prohibited throughout the inspection.

3.15.8. XP/EET communication inspectors must approve the use of any Host Nation communication equipment/assets.

3.16. Medical.

3.16.1. 92 MDG may be tasked to provide real world medical coverage for wing exercises. Whenever possible, 92 MDG will supply this coverage. The 92 MDG/CC will determine the assets required for the exercise scenario and manpower deployed.

3.16.2. Real-world medical support will limit the quantity of medical equipment and supplies for use in treating real-world casualties to what is deemed essential. Climatic conditions, location, and numbers of deployed personnel will dictate quantity and type of medical supplies. Units should plan to treat minor injuries and illnesses without assistance of local medical units and should endeavor to return members to EORI participation as soon as possible.

3.16.3. Real-world medical personnel will provide prompt ambulance coverage within the "play box." Deployed elements within the "play box" will develop a communication plan for requesting real-world medical response. Additionally, the senior medical person at the deployed location will establish an emergency action plan with local civilian and military medical facilities, in case further medical support is needed.

3.16.4. Real-world medical personnel at the deployed location will not react to exercise scenarios or wear chemical ensembles. Whenever possible, real world medical coverage personnel will reside in the local community. However, if the exercise is off-base in an austere location, coverage personnel may be required to billet and mess under the same conditions as the exercising units.

3.16.5. Do not give AOR-specific immunizations. Units must show the plan they would implement to obtain sufficient quantities of AOR-specific immunizations in the event of a contingency. It is only required to administer routine mobility immunizations that are overdue or will come due during the actual EORI dates. If some normal mobility shots cannot be given on the processing line due to funding or other constraints, explain this to the lead medical inspector. Immunizations personnel will maintain a log of individuals requiring vaccinations.

3.16.6. Do not deploy actual medical records due to potential for loss or damage. Instead, deploy copies of the medical information required IAW AFI 10-403, paragraph 1.5.18.2.

3.16.7. Narcotics will not be deployed to the FOB (except for real-world medical coverage). Each UTC that would use narcotics will simulate them by using a container marked as narcotics. Personnel will use standard accounting and securing measures.

3.16.8. All equipment and supplies brought to the AOR will be listed on the UTC's allowance standard and will be operational. Submit simulation requests for all perishable supplies or sensitive equipment that will not be used or substituted.

3.17. Personnel.

3.17.1. Personnel will deploy with identification tags/cards and shot records. Medical and chaplain personnel will also deploy with Geneva Convention Cards.

3.17.2. Except as indicated below, personnel will not deploy with passports; Career Development Course materials; AF Form 623A, On-the-Job Training Record -Continuation Sheet; or unit headgear.

3.17.3. Contracting and Comptroller personnel are required to bring passports.

3.17.4. Assume stop loss has been implemented.

3.17.5. Extension of enlistment and/or reenlistment of personnel, whose ETS falls within the deployment time period, may be simulated. Personnel readiness function (PRF) or deployment processing unit (DPU) must show proof the individual requiring retainability was identified and the type of retainability the individual would have received.

3.17.6. The PRF may produce, as a minimum, five contingency, exercise and deployment (CED) orders per person. An example of one NATO order must be provided for exercises that would require the completion of an actual NATO order. The NATO order provided need only be prepared, not published (e.g., no number/date/seal). If the readiness office completed an actual NATO order during the fiscal year for an actual deployment, a copy of that order will suffice for this requirement.

3.17.7. The MPF will ensure appropriate statements are included in the remark section of the CED orders, IAW AFI 10-215, Personnel Support for Contingency Operations (PERSCO). In addition to the actual length of the deployment and field conditions statements include the following statements in the CED: "Officers must pay the discount rate plus surcharge (in cash) for meals. No large bills (greater than 20 dollars) will be accepted. Enlisted personnel will have the discounted meal rate deducted from their pay at their home station. No per diem authorized during period of field duty."

3.17.8. EVERY MPF: Please provide a package marked "XP/EET PERSONNEL INSPECTOR" containing the items listed below. Deliver the package to the troop commander of the final deploying chalk from your base, who will in-turn deliver the package (along with the personnel accountability kit) to the PERSCO. (NOTE: If your deployment process (MPF PRF/DPU) is not being inspected, provide an IG package containing only orders (paragraph 20.7.1.) along with a memo stating which deployment requirements were not filled. The memo must include a list of ULN/POS number (in alphabetical order) and TDY AFSC that was not filled and the reason the position was not filled. Include any approved AMC 188s in the package.)

3.17.8.1. One copy of contingency orders, amendments or revocations, and NATO order as appropriate.

3.17.8.2. Deployment requirements document sorted by chalk then last name.

3.17.8.3. A mismatch roster containing required AFSC, control AFSC, primary AFSC, secondary AFSC, name, unit line number/position number.

3.17.8.4. One copy of any deployment waiver letters.

3.17.8.5. A copy of all approved AMC Forms 188 that pertain to personnel issues or changes the deployment requirements.

3.17.8.6. One copy of every message or report produced by the PRF.

3.17.8.7. A copy of the completed deployment requirements document (DRD) and personnel files on disk.

3.17.8.8. A copy of discrepancies with name and unit.

3.17.9. If an employment manning document is not flowed, the readiness office must produce a suitable substitute and provide it to deployed personnel team for their use. PRFs must notify the PERSCO team of any changes to the deployment plan. Telephoning or faxing a copy of the changes is sufficient.

3.17.10. PERSCO may deploy with minimum supplies necessary for actual length of deployment. An inspector at home station will review the remaining supply kit.

3.17.11. PERSCO must develop a method to maintain real-world strength accountability as well as strength accountability for exercise casualties.

3.17.11.1. PERSCO will not update duty status for any casualties. Updates will be simulated. The XP/EET inspector will advise PERSCO specifically how to manually account for exercise casualties and also how long a casualty is "dead," as events occur during the exercise.

3.17.11.2. PERSCO must develop a method to account for transient inter-theater aircrews remaining overnight, even if they are billeted off-site. Three possible ways this can be done: 1. TALCE/MST to get aircrew orders and coordinates with PERSCO. 2. Maintenance personnel meeting the aircraft get a copy of aircrew orders, or 3. Aircrew checks into the base via the WOC. Other solutions are possible.

3.17.11.3. Unit will determine PERSCO procedures to be used by personnel arriving and departing the EXERCISE via commercial air. Itinerary for personnel arriving via commercial air or any method other than military air must be provided to the PERSCO at least 24 hours before the individuals scheduled arrival.

3.17.11.4. PERSCO must maintain a daily listing with the following information: daily total of active duty, guard and reserve personnel report. The following is an example of how the information should be reported.

	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep
AD	4	131	304	304	304	157
ANG	35	72	72	72	72	62
AFRES	26	107	110	110	110	37
Total	65	310	486	486	486	256

3.17.11.5. Once all personnel have been accounted for and prior to departure of all deployed personnel, PERSCO must provide a roster in Excel format containing; Name, Grade, TDY AFSC, and PAS to the XP/EET inspector on all personnel.

3.17.12. The secure data device will be fully utilized by PERSCOs and PRFs. Passwords must be obtained well before an inspection. Active duty units must contact AMC/DPXCP, for red-mini requirements several months before the start of their inspection.

3.18. Contracting/Comptroller.

3.18.1. For exercise purposes, the higher authority for comptroller and the head of contracting agency for contracting is the contracting XP/EET inspector.

3.18.2. Comptroller units may pare and tailor their LOGDET kit.

3.18.3. Contracting will develop a contingency continuity book based on a long-term presence.

3.18.4. Contracting officers will select procurement instruments based on short-term immediate mission essential needs.

3.18.5. Based on real world and simulated acquisitions, contracting and comptroller functions will balance accounts at least daily. A total cumulative report of both real world and simulated expendi-

tures will also be developed. Unless otherwise specified, unit fund citation will be used for all personnel deploying.

Chapter 4

WING SIMULATION PROCEDURES

4.1. General. The information below outlines the process that will be used to submit AMC Form 188, (simulation form) for local exercises and AMC IG inspections.

4.1.1. The group readiness offices will collect simulations from their groups. Ensure SQ/CC reviews the simulations before getting GP/CC signature. Use the standard format (AMC Form 188) sent out by Wing Readiness.

4.1.2. The simulations will then be submitted to Wing Readiness.

4.1.2.1. They will have the original GP/CC signature.

4.1.2.2. Those not in the standard format will be returned for correction.

4.1.3. Wing Readiness will review the simulations and get WG/CV approval.

4.1.4. WG/CV-approved simulations will be briefed to WG/CC for approval at the CAT.

4.1.5. The original copies will be kept in the CAT.

4.1.6. Copies of the WG/CC-approved simulations will then be given to the group CAT/CSS representatives and XPL. One copy of the simulations will be given to Wing Readiness for EET reference.

4.1.7. Once approved, the simulations (with corrections/amendments from WG/CV) will be sent electronically to XPOT for posting on the web site.

4.2. Suspense. For exercises the simulations must be at Wing Readiness seven days before the exercise starts.

Chapter 5

UNIT COMPLIANCE INSPECTION

5.1. General. A Unit Compliance Inspection (UCI) is an assessment of both Common Core Compliance Areas and Mission Areas. Federal law mandates the inspection of Common Core Compliance Areas such as Voting Assistance, Intelligence Oversight, and Sexual Harassment Education and Prevention. Failure to comply in these areas can lead to serious lawsuits and heavy fines. Mission Areas are processes identified by senior Air Force and MAJCOM leadership that are critical or important to the health and performance of organizations. Some examples of Mission Areas are: Aircrew Protection, Installation Security, Personnel, and the Self-Inspection (SI) program. Visit the AMC/IG web site to view the areas that pertain to our command. Normally, a UCI will be conducted on a three-year basis by the AMC/IG for active duty units; the 92 ARW conducts its UCI inspections in the months of May and November each year to ensure compliance.

5.1.1. Some Mission Areas affect numerous functional areas and others are functional area specific. In other words, depending on which Mission Areas it is, it could affect one squadron, three or even the entire wing. The SI program falls into the category of affecting many individual functional areas. It is likely there is more than one SI checklist per squadron. This is the reason why some squadrons are required to complete a UCI Mission Area checklist, an SI checklist, and the 92 ARW Squadron UCI checklist. The latter checklist was designed to incorporate portions of Mission Area checklists, which affect numerous areas. Other squadrons may not have a Mission Area checklist specific to them, so they may accomplish fewer checklists. Some UCI Mission Area checklists are the same as the SI checklist. This is solely the design of the MAJCOM functional manager. This is not the case for every functional. The UCI/SI checklists can differ dramatically because they can address different operations in the same functional area. To fulfill the requirements for meeting inspection guidelines, each functional will need to visit the AMC/IG web site and check for both the UCI and SI checklists that pertain to their functional area or squadron. This is the best way to gain knowledge of the requirements for the squadron and effectively meet UCI guidelines.

5.1.2. The 92 ARW manages the UCI program by way of UCI Functional Managers. Each Functional Manager is assigned to either a By-Law or Mission Area checklist. This assignment was based on their area of expertise and the UCI checklist criteria. UCI Functional Managers serve as points of contact in regard to UCI matters such as: completion, continuity, training and by conducting squadron external inspections to ensure processes are being followed. For more specific guidance dealing with the UCI program refer to 0, The Wing Inspection Program. Below are general responsibilities dealing with the UCI Program outlined in AMCI 90-201.

5.2. Responsibilities. Inspected Unit Responsibilities:

5.2.1. Have required program material and/or personnel available during the inspection period.

5.2.2. Complete UCI checklists prior to IG team arrival. Copies of current UCI checklists and other information are available from HQ AMC/IG web site.

5.3. Corrective Actions. Units that receive a Marginal or Unsatisfactory grade for any given By-Law areas, Mission Areas, or sub-areas must take immediate action to correct discrepancies. The inspected

unit commander must submit a corrective action plan to the Wing Commander via XPI two weeks prior to the official AMC/IGCY suspense. If AMC will reinspect the area, XPI will notify the effected unit.

Chapter 6

SELF-INSPECTION PROGRAM

6.1. General. Self-Inspections are directed by AMC for unit commanders to focus on high priority items of interest within their functional area of responsibility. Self-Inspection (SI) checklists provide commanders with a tool to assess unit health and compliment other inspection programs. AMC directed that SIs be conducted on a semiannual basis; the 92 ARW fulfills this requirement by conducting SIs in the months of May and November each year.

6.1.1. For a SI program to effectively work it needs to be properly managed. The wing accomplishes this by appointing squadron, group and wing Self-Inspection Managers (SIM). A SIM is a point of contact in regard to SI completion, continuity, training and ensuring established processes are in place for a particular squadron, group or wing. Overall responsibility for the SI program does reside with commanders at all levels however, it is the SIMs duty to effectively manage the program. To ensure continuity, commanders appoint their respective SIM in writing to their group and the Wing Inspections office. The most important task the SIM has is meeting the SI program requirements listed in AFI 90-201, AMCI 90- 201, and this instruction.

6.1.2. To begin the SI process, first visit the AMC/IG web site. The AMC web site provides all the AMC SI checklists for the various functional areas. Locate pertinent functional areas to gain access to the checklists that pertain to the unit. If it is unclear which checklists pertain, contact the functional manager or Wing Inspections. Any effective inspection program starts with accurate data, so ensure your checklists are up-to-date. Complete each SI checklist for the unit, record the results and monitor discrepancy completion. A minor discrepancy can be corrected at the squadron level. Ensure all minor discrepancies are tracked for your squadron and reported to the respective group SIM for review. A significant discrepancy requires wing, 18 AF or AMC resources. Squadron and Group SIMs ensure significant SI discrepancies are elevated to the 92 ARW/XPI office for review with the 92 ARW/CV. For further guidance on managing a squadron SI program refer to 0, The Wing Inspection Program. Below are general responsibilities dealing with the SI program listed in AMCI 90-201.

6.2. Responsibilities: Unit Responsibilities:

6.2.1. Units will accomplish applicable SI checklists every May and November.

6.2.2. Units will up channel issues requiring HQ assistance to XPI.

6.2.3. XPI will have units accomplish an SI within six months of a new Wg/CC taking command and forward the results to 18 AF.

Chapter 7

SPECIAL INTEREST ITEMS

7.1. General. The purpose of a Special Interest Item (SII) is to determine the extent and impact of known or suspected problems, identify specific deficiencies, or to confirm a problem has been resolved. The Wing Inspections office will receive a notification via proper communication channels, notify the affected agencies of the SII of what actions to take and provide all pertinent information. Affected units are required to track and report progress on a regular basis to their respective groups and the Wing Inspections office. See 0, The Wing Inspection Program for additional guidance.

7.2. Corrective Actions. Units that receive a Marginal or Unsatisfactory grade for any given By-Law areas, Mission Areas, or sub-areas must take immediate action to correct discrepancies. The inspected unit commander must submit a corrective action plan to the Wing Commander via XPI two weeks prior to the official AMC/IGCY suspense. If AMC will reinspect the area, XPI will notify the effected unit.

Chapter 8

WING INSPECTION PROGRAM

8.1. General. This chapter establishes guidance for conducting SI, UCI and SII programs specific to the 92 ARW. Responsibilities for completion of these inspections reside with commanders at all levels; however, actual operation and management reside with the 92 ARW/CV. The CV may waive certain requirements of this instruction for organizations that have an internal improvement program. The office of primary responsibility for wing inspection activities is 92 ARW/XPI.

8.2. Purpose. The inspection programs enable commanders to identify and correct management deficiencies for noncompliance with Air Force directives, instructions, state and federal laws. Serious and repeat discrepancies can be eliminated permanently through conscientious and regular use of these programs. The program must be an ongoing effort at all levels of command and not solely an administrative exercise.

8.3. Inspection Types. There are an abundant number of inspections both internal and external, which are conducted at Fairchild AFB. The objective of 92 ARW/XPI is to give the SIM a solid foundation of the various types of inspections and how the wing manages them. The inspections that SIMs should be familiar with are SI, UCI and SII. An exception, for example, is the Environmental Compliance Assessment Management Program (ECAMP) inspection. This is not a SI, UCI, nor SII, but this inspection is conducted instead. These inspections should also be addressed by the SIM.

8.4. Responsibilities:

8.4.1. The Vice Commander:

8.4.1.1. Is responsible for the overall operation of the Wing Inspection Program to ensure inspections are conducted on a semiannual basis at a minimum.

8.4.1.2. Appoint a primary and alternate wing SIM in writing and courtesy copy the various group SIMs (see [Attachment 8](#)).

8.4.1.3. Distribute IG cross feed reports from inspections on other bases.

8.4.2. Group Commanders:

8.4.2.1. Monitor the effectiveness of the Wing Inspection Program within their functional areas.

8.4.2.2. Appoint a primary and alternate group SIM in writing to Wing Inspections and courtesy copy the respective squadrons (see [Attachment 8](#)).

8.4.2.3. Ensure IG cross feeds and other source documents, which come from command channels, are available for squadrons/flight review.

8.4.2.4. Ensure inspections are accomplished according to this instruction. Report significant discrepancies and items open for a year or more up the appropriate chain of command.

8.4.3. Squadron Commanders:

8.4.3.1. Ensure inspection programs are active within the squadron and inspections are accomplished according to this instruction.

8.4.3.2. Appoint a primary and alternate squadron SIM in writing to Wing Inspections and courtesy copy the respective group (see [Attachment 8](#)). The 92 MDG may have a group primary and alternate SIM in lieu of squadron SIMs.

8.4.3.3. Receive initial training from the squadron SIM for required duties associated with the various inspection programs.

8.4.3.4. Ensure SI discrepancies are entered into the RAPIDS database for significant findings that require attention or resources from the wing, 18 AF or AMC.

8.4.3.5. Forward a signed memorandum to 92 ARW/XPI and courtesy copy the group commander after completion of an SI. Report significant discrepancies and items open for a year or more up the appropriate chain of command (see [Attachment 9](#)).

8.4.3.6. Ensure specific UCI checklists are current and the 92 ARW Squadron UCI checklist is complete on the UCI database.

8.4.3.7. Ensure SI/UCI discrepancies are tracked and reviewed on a quarterly basis until resolved (see [Attachment 10](#)).

8.4.3.8. Review cross feed inspection reports for “BEST PRACTICES” and for applicability. Wing Inspections and functional managers will provide these reports.

8.4.4. Wing Self-Inspection Manager:

8.4.4.1. Manage assigned inspection programs for the 92 ARW providing guidance beyond the scope of this instruction, and ensure all inspections are accomplished correctly according to the inspection schedule.

8.4.4.2. Track squadron inspection completion, conduct random inspections and report findings of significant discrepancies to the 92 ARW/CV if required.

8.4.4.3. Prepare a completion report of the wing SI, prepare documentation for the 92 ARW leadership to review significant discrepancies that require wing, 18 AF or AMC attention (see [Attachment 9](#)).

8.4.4.4. Prepare initial and monthly follow-up SI reports for the 92 ARW/CV for review.

8.4.4.5. Receive feedback from group and squadron SIMs on outdated SI checklists and forward this information to the AMC/IG.

8.4.4.6. Track SIIs and routinely report the status to the 92 ARW/CV (see [Attachment 11](#)).

8.4.4.7. Maintain a Wing Self-Inspection continuity binder (see [Attachment 12](#)).

8.4.4.8. Review cross feed inspection reports for “BEST PRACTICES” and for applicability.

8.4.4.9. Train all primary and alternate Wing SIMs before relinquishing duties.

8.4.4.10. Brief newly assigned Wing commanders on the Wing SI and UCI programs, and provide required training.

8.4.4.11. Provide training to newly appointed squadron and group SIMs as needed.

8.4.5. Group Self-Inspection Manager:

8.4.5.1. Manage assigned inspection programs for the respective group and ensure all squadron inspections are accomplished correctly and according to the 92 ARW inspection schedule.

8.4.5.2. Conduct random inspections on squadron SI/UCI programs. Report significant discrepancies and items open for a year or more up the appropriate chain of command (see [Attachment 9](#)).

8.4.5.3. Maintain a Group Self-Inspection continuity binder (see [Attachment 12](#)).

8.4.5.4. Review cross feed inspection reports for "BEST PRACTICES" and for applicability.

8.4.5.5. Train all primary and alternate group SIMs before relinquishing duties and assign permissions for them in the RAPIDS/UCI database.

8.4.5.6. Brief newly assigned group commanders on the Wing SI and UCI programs, and provide required training.

8.4.5.7. Track SIIs (if affected) for the group and routinely report the status to the Wing Inspection office (see [Attachment 11](#)).

8.4.6. Squadron Self-Inspection Manager:

8.4.6.1. Manage applicable inspection programs to ensure all inspections are accomplished in a timely manner.

8.4.6.2. Complete and track SI and UCI checklists and utilize the appropriate UCI database via the Fairchild Intranet. Report significant discrepancies and items open for a year or more up the appropriate chain of command (see [Attachment 9](#)).

8.4.6.3. Track and update open discrepancies on a monthly basis until corrected and notify the commander and group SIM of their status (see [Attachment 10](#)).

8.4.6.4. Maintain a Squadron Self-Inspection continuity binder (see [Attachment 12](#)).

8.4.6.5. Review cross feed inspection reports for "BEST PRACTICES" and for applicability.

8.4.6.6. Train all primary and alternate squadron SIMs before relinquishing duties and assign permissions for them in the RAPIDS/UCI database.

8.4.6.7. Brief newly assigned squadron commanders on the Wing SI and UCI programs, and provide required training.

8.4.6.8. Track SIIs (if affected) for the squadron and routinely report the status to the group SIM (see [Attachment 11](#)).

8.4.6.9. Use [Attachment 13](#) to become compliant with this instruction.

8.5. OPSEC. Consider the wing, squadron, and functional area Critical Information List data in the development, marking, and coordination of all inspection documentation. Ensure effective control of sensitive information at all levels of the inspection and review process. To prevent unauthorized disclosure of critical information, shred all inspection documents and sensitive inspection documents from other units when no longer needed. All FOUO documents should be shredded when no longer needed.

Chapter 9

GATEKEEPER PROGRAM

9.1. Responsibilities.

9.1.1. The SAF/IGI, and AMC Gatekeepers are to monitor and deconflict, to the extent practical, the type and amount of evaluation activities in an Air Force unit.

9.1.2. The Fairchild AFB Gatekeeper monitors, deconflicts and receives approval for all visits to the base. They will receive guidance from AMC on any issue the base may have with a visit. The Gatekeeper will keep a current calendar of all scheduled visits. This calendar will be posted on the Fairchild Intranet.

9.2. Visits Requiring Approval.

9.2.1. Air Force, HQ/AMC, DOD, and non-DOD agencies conduct many inspections, award visits, audits and staff assistance visits (SAV) to field units each year. The command gatekeeper is responsible for monitoring these visits under the gatekeeper program. Each base within the command must assign a person to become the gatekeeper. This person will ensure visits do not conflict with other visits already scheduled. They will send the request for visits to the appropriate group for coordination and approval. Then they will send the request to the Vice Wing Commander, who has final approval authority over all visitors to the base. If a problem arises, the base gatekeeper would contact the MAJ-COM gatekeeper to see what can be done to fix the problem. This may mean the visit or inspection would have to be moved or cancelled. If an associate unit resides on the base, they must still get approval for all visits through the gatekeeper program.

9.2.2. Visits will be categorized and prioritized into the following four groups: Combat Readiness, Resource Management, Awards and Other.

9.2.2.1. Combat Readiness. These visits include EORIs, NSIs, UCIs, OPLAN 8044 inspections, ASEV and readiness-related compliance inspections.

9.2.2.2. Resource Management. These visits include but are not limited to the following: SAVs, Environmental Compliance Assessments and Management Programs, Air Force Audit Agency Audits, Information Awareness and Assurance visits, Health Services Inspections, Logistics Standardization and Evaluation Programs.

9.2.2.3. Awards. These visits are the Innkeeper, Curtain and Base Appearance Program assessments.

9.2.2.4. Other. This category can include the following types of visits: Commissary, AAFES, band, community, congressional and anything other visit that fits into this category.

9.2.3. The 92 ARW/CC can deny visits to an AMC base not cleared through the gatekeeper process.

9.3. Required Gatekeeper Information. The following information is required by the Fairchild Gatekeeper to process a visit request to the base.

9.3.1. Date and time of arrival.

9.3.2. Date and time of departure.

- 9.3.3. Mode of transportation: (Military Airlift, Commercial, etc.). Include airline, flight number and location coming from prior to arrival at Fairchild. If military airlift, type of aircraft and origin of flight.
- 9.3.4. Purpose of visit.
- 9.3.5. What unit(s) or who is affected by the visit.
- 9.3.6. Name of Team Chief, rank, duty location, duty title and phone number.
- 9.3.7. Team member names, ranks, duty locations, duty titles and duty phones.
- 9.3.8. Lodging: (on base or off base). Protocol takes care of reservations for all colonels and above to include GS-15 and above. Command Chief administration takes care of reservations for all E-9s.
- 9.3.9. Inbriefing date, time and location.
- 9.3.10. Out briefing date, time and location.
- 9.3.11. Who needs to be at the briefings.
- 9.3.12. Unit POC and phone number.

ANTHONY M. MAUER, Colonel, USAF
Commander

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

AFI 10-206, *Operational Reporting*

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-1101, *Operations Security*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFI 41-106, *Medical Readiness Planning and Training*

AFI 90-201, *Inspector General Activities*

AFMAN 10-100, *Airman's Manual*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-201, *Explosives Safety Standards*

AMCI 14-103, *Requesting Intelligence Information and Imagery*

AMCI 90-201, *The Inspection System*

AMCPAM 31-1, *The Air Mobility Command Arming Policy*

AMCPAM 90-202, *Inspection Guide*

Abbreviations and Acronyms

AARP—Aircraft Alert Repositioning Plan

ADVON—Advanced Echelon

AFWUS—Air Force World-Wide UTC Summary

AGE—Aerospace Ground Equipment

AMT—Air Mobility Tasking

AOC—Air Operations Center

AOR—Area of Responsibility

ATSO—Ability to Survive and Operate

CISM—Critical Incident Stress Management

COCOM—Combatant Commander

DFC—Deployed Forces Commander

DSOE—Deployed Schedule of Events

EET—Exercise Evaluation Team

ENDEX—End of Exercise
FOB—Forward Operating Base
FOL—Forward Operating Location
FPCON—Force Protection Condition
HHQ—Higher Headquarters
IRC—Installation Readiness Council
LOAC—Law of Armed Conflict
MARE—Major Accident Response Exercise
MET—Mission Essential Task
METL—Mission Essential Task Listing
MOPP—Military Operational Protective Posture
MSEL—Master Scenario Event Listing
NBC—Nuclear, Biological, and Chemical
NLT—No Later Than
OPORD—Operation Order
OPSEC—Operation Security
PERSCO—Personnel Support for Contingency Operations
ROE—Rules of Engagement
SIM—Self-Inspection Monitor
SRC—Search and Recovery Center
ULN—Unit Line Number
UTC—Unit Type Code
WOC—Wing Operations Center

Attachment 2**SAMPLE EXERCISE OBJECTIVES**WING OBJECTIVE:

TITAN FURY XX-XX's overall objective is to "Safely" exercise the 92 ARW portion of OPLAN 8044. The group objectives follow:

OPERATIONS GROUP OBJECTIVES:

1. Generate sorties within the generation timing.
2. Complete general knowledge and command and control procedures testing for the maximum number of available aircrew members.
3. Prepare personnel and cargo for processing to meet TSART deployment requirements.
4. Continue hands on alert facility controller training.
5. Exercise recall of exercise participants (do not interrupt crew rest).
6. Exercise AARP.
7. Billet alert crews on base.
8. Exercise the procedures and lessons learned from past OPLAN 8044 exercises.

MAINTENANCE GROUP OBJECTIVES:

AIRCRAFT MAINTENANCE SQUADRON

1. Generate aircraft to the appropriate alert status in response to WARNING/ALERT orders.
2. Complete the movement of aircraft for AARP in a timely and effective manner.
3. Prepare AMXS personnel and cargo for processing to meet deployment requirements.
4. Accomplish all mission requirements safely and effectively.
5. Ensure the alert crew chiefs are qualified and possess the proper equipment.
6. Test the NEW C2IPS system for OPLAN 8044 compatibility.
7. Ensure flight line supervision is trained on the OPLAN 8044 process.

MAINTENANCE SQUADRON

1. Properly prepare and safely marshal all MXS cargo IAW AFMAN 24-204 and AFI10-403.

2. Ensure the deployed equipment account is established and a monitor is appointed in a timely manner IAW Installation Deployment Plan.
3. Provide all necessary AGE for support of the AARP in a timely manner.
4. Follow proper recall and strength reporting procedures IAW AFI 10-203.
5. Process all MXG personnel through the processing line with zero discrepancies on Personnel Readiness Folders.
6. Ensure all personnel are aware of and follow OPSEC directives AFI 10-1101, Operations Security and AMCPAM 10-1101.

MISSION SUPPORT GROUP OBJECTIVES:

MISSION SUPPORT SQUADRON

1. Manage MANPER-B Systems to include; Equipment accounts; risk analysis; current release inventory system and supply kits; training currency; outage and virus reporting.
2. Report and account for personnel strengths to include; Recall, shortfalls/replacements, and provide an accountability kit.
3. Process personnel; Prepare deployment TDY orders, provide Troop commander kit, review ID cards/tags and DD Form 93, Record of Emergency Data.

SECURITY FORCES SQUADRON

1. Establish the generation area and, when directed, the AARP area.
2. Establish physical security measures for OPLAN 8044 generation areas as outlined in FAFBI 31-101, FAFB Installation Security Program.
3. Purge the alert area to ensure all personnel located inside the area are authorized.
4. Ensure Entry Controllers (ECs) and close boundary sentries are in place. EC's will check AF Form 1199, USAF Restricted Area Badge, to ensure correct area(s) are open and to control area entry immediately after the purge is completed.
5. Ensure EAL's are expedited to all ECP's, generation area patrols, and appropriate control centers.
6. Ensure the Alert Crew Billets are properly marked and the parking lot is roped-off. Use K-9 support (if available) to sweep the billets.
7. Authenticate AMC Form 41, Flight Authorization and ensure they are delivered to the SFCC and appropriate ECP's.

CIVIL ENGINEER SQUADRON

1. Marshal TSART team members and equipment.

2. Provide just-in-time training to shelter management team members.
3. Manage Disaster Control Center (DCC) operations to include placement of porta-potties.

SERVICES

1. Provide food support to aircrew and support personnel at the alert facility and in AARP.
2. Provide lodging support to allow adequate crew rest.
3. Provide recreation for alert personnel.
4. Process TSART team members without delays or administrative errors.
5. Bring up the UCC and man it to meet the mission requirements.
6. Demonstrate equipment deployment capability (MREs).

COMMUNICATIONS SQUADRON

1. Ensure deploying personnel are 100% qualified on equipment and ancillary training tasks (ATSO, M-16, etc.).
2. Demonstrate proper setup and maintenance of all equipment (UHF radios, SCAMP terminal, etc.) through effective use of preventative maintenance and spot inspections.
3. Demonstrate competency in coordination with external agencies (XP, Intel) and proper pallet buildup, including Hazardous Declaration and Lading placards.
4. Process deployment line with zero mobility discrepancies.
5. Upon arrival, establish telephone (landline) connectivity and place instruments in all critical facilities requesting connectivity.
6. Demonstrate proper programming of Land Mobile Radio (LMR) instruments, ensure intrabase connectivity for all LMR nets is functional.
7. Establish long-haul Command and Control communications equipment and ensure operational status.
8. Plan for and establish redundant equipment in case primary equipment malfunctions.
9. Establish Secure Command and Control satellite communication and demonstrate successful reach back capabilities (SCAMP terminal).
10. Successfully troubleshoot and rectify LIMFACS encountered due to equipment malfunctions or adverse terrain affecting effective communications.
11. Demonstrate successful redeployment actions (including safe pallet rebuild and associated paperwork).
12. Demonstrate 100% personnel and equipment accountability at all times (especially during attacks and redeployment phase).

LOGISTICS READINESS SQUADRON

1. Process personnel and cargo, and safely load them on the correct transportation source to meet deployment requirements. Demonstrate and maintain readiness. Ref. AMCPAM 90-202 Ch 2 page 176
2. Ensure mobility bags contain the required items: 100% of deploying personnel have the full issue of protective gear and clothing.
3. Ensure deploying members possess the Airman's Manual.
4. Establish an effective Unit Deployment Control Center; ensure deployment information (AMT, SOEs, etc) is received, validated, and distributed, all information essential to deployment passed through the UCC, and a system is in place to receive information from the DCC if automated systems fail. Turn in shortfalls to XPL within six hours of receipt of tasking.
5. Demonstrate armed personnel are knowledgeable of ROEs, Law of Armed Conflict, use of force, status of forces agreement, and localized instructions. Ensure personnel are currently qualified on the weapon they are armed with. Demonstrate weapons handling skills to include weapons safety, loading and clearing procedures, clearing barrel procedures, weapons assembly and disassembly, function check, care and cleaning, and visual inspection for the weapons they are armed with. Ref. AMCPAM 90-202 Ch2 page 196.
6. Process cargo in a timely manner with zero discrepancies.
7. Process personnel through Mobility Line with zero discrepancies.
8. Complete vehicle recall at home station (depending on how many vehicles will be needed).
9. Account for cargo and vehicles in the FOL.
10. Account for TRANS personnel in the FOL.
11. Ensure personnel are trained in convoy operations.
12. Develop and implement a vehicle dispersal plan upon arriving.
13. Develop and implement a base shuttle plan.
14. Assist the deployed wing in moving cargo to requesting units.

CONTRACTING

1. Provide fully qualified and ready-to-deploy Contingency Contracting Officers IAW AFFARS Appendix CC.
2. Award, administer, and close out contracts required to support the deployed forces during all phases of deployment.

MEDICAL GROUP OBJECTIVES:

1. Process the TSART Package.
2. Research medical intelligence and deliver appropriate public health information to processing personnel while maintaining OPSEC.
3. Accurately marshal MDG cargo in a properly containerized unit.

4. Ensure maximum accurate information flow between CAT, CSS, and the MCC.
5. Utilize medical intelligence to determine potential and real health threats.

DIRECTOR OF STAFF OBJECTIVES:

1. Exercise the recall of exercise participants.
2. Support CAT/Battle Staff as required.
3. Process tasked personnel for TSART deployment requirements.
4. Assist MSS personnel processing on deployment line; Prepare legal and personal readiness documentation as needed.
5. Test the NEW C2IPS system for OPLAN 8044 compatibility.

COMMAND POST

1. Provide the 92 ARW Emergency Actions (EA) support, relaying instructions from USCINCPAC and the JCS.
2. Complete EA testing for the maximum number of available certified EA controllers & aircrew members.
3. Prepare personnel and cargo for processing to meet TSART deployment requirements.
4. Exercise the recall of exercise participants.
5. Review wing SORTS reporting for accuracy.
6. Implement and properly execute the Fairchild Supplement to COMAMP OPLAN 8044.

Attachment 3**SAMPLE OPLAN 8044 EXERCISE OUTLINE**Day One

Generate all available aircraft

- Preflight and Cock-On all primary aircraft in the Alert Aircraft Parking Area
- Preflight all additional aircraft in any spot (away from the 15 row and Christmas tree) on the airfield for timing validation
- Generate remaining aircraft to survival launch status
- All primary aircrews (to include crew chief) will RON in billeting

Generate support aircraft and aircrews

- Process and shadow load lead aircraft to validate mission requirements
- All other aircrews (+ lead) will taxi to hold line to validate timing
- Once finished with the taxi exercise, aircrews will be dismissed and will return for testing the following day

Task two TNO missions to exercise XPOX functions during the afternoon

- Use crews on the flying schedule to come in and prepare the mission with XPOX

During a PM Crisis Action Team (CAT) session

- XPOT briefs the CAT on the AARP, Buggy ride, alt. facility procedures, etc.
- The TSART commander briefs the CAT on TSART

Once Q hour is declared begin to process the TSART for deployment to a destination TBD (some cargo not being used in the generation might be processed as soon as the support processing is complete)

- TSART will be processed up through the commander's briefing

Day Two

- Primary Alert Aircrews report to the vault for a 0800L Daily Alert Brief
- XPOT performs the Daily Alert Brief
- Implement AARP (xxxxL). Move the aircraft to their primary runway positions. Food Services will deliver one hot meal and Port O'Potty's will need to be in place
- Alert Force Exercise (xxxxL)
- Primary Alert aircrews test at 1500 using XP test materials
- Endex is upon return of the TSART equipment to the units or the completion of the alert force

exercise whichever occurs later

Day Three

- Support aircrews from the previous day and other aircrew members will test in the vault at 0800 and 1300.
- Servicing and PLZT training for aircrew members

Attachment 4**SAMPLE ATSO EXERCISE OUTLINE**

XPI will fill the scenario with the type of attacks and threats that are needed to meet the objectives of the wing for the exercise. EET personnel will then add their unit injects that fall in line with the objectives so their respective unit can be evaluated correctly.

Day One minus two days

- Exercise scenario messages arrive and should be briefed at CAT or a wing standup

Day One minus one day

- Out process/Deploy

Exercise Day One- (Participants sleep at home except those necessary for overnight duties)

Morning

- Tent city set up by ALL participants
- Processing for IGX personnel (new personnel, personnel in UTCs that haven't completed their annual processing, UDMs will coordinate)

Afternoon

- Training for IGX personnel in facility manager/sweep team procedures, CCD/hardening

Exercise Day Two (Sleep at Camp Airey)

Day shift continues to prepare for exercise, comm issues, transportation routes etc. All personnel in process and establish work/rest cycles

Begin exercise inputs at 1200 hrs

Exercise Day Three (Sleep at Camp Airey)

Continue exercise

Exercise Day Four (Sleep at Camp Airey)

Continue exercise until XXXXL - exercise termination (redeployment message)

Exercise Day Five

Pack-up and re-deploy

LGRRP/PRU will still have to do some preliminary deployment stuff to allow PERSCO to do their job in the field

Attachment 5

SAMPLE EET NOMINATION LETTER

MEMORANDUM FOR 92 ARW/XPI

Date

FROM: *(Your Unit)*

SUBJECT: Exercise Evaluation Team (EET) Member Nomination

1. (FOUO) The following personnel are nominated as all of our EET members:

NAME/RANK	Last 6 of SSAN	ORG	Duty #	Line Badge #	Sec Clr
Smith, Alan B. Capt	45-7689	92 ARW/XPL	7-2134	1243	TS
Jones, John J. MSgt	12-7639	92 OSS/OSW	7-5514	None	Sec

2. This nomination letter supersedes letter (Date), same subject.

JOHN E. WAYNE, Lt Col, USAF
Commander

cc:

92 CES/CEX

FOR OFFICIAL USE ONLY

Attachment 6**SAMPLE AREA FOR IMPROVEMENT AND FINDING**

Sample Area For Improvement:

AREA FOR IMPROVEMENT: Mortuary Affairs representative contacted Dental Clinic requesting forensic support but was very unfamiliar with the process.

COMMENT: Dental Clinic Flight Commander was notified by Mortuary Affairs to provide forensic support to identify DV riding in downed aircraft. Mortuary Affairs representative was not sure of proper procedures for initiating forensic support. Dental Clinic Flight Commander went over procedures.

OPR: 92 MDG, 92 MSG

EVALUATOR: MSgt Aide, x-xxxx

DATE: 14 July 2003

Sample Finding:

FINDING MARE 03-08: The MX recovery team vehicle (call sign MS-2) attempted to cross the active runway without direct radio contact with the Air Traffic Control Tower on the Tower net.

COMMENTS: The MX recovery team vehicle did not have a radio with the Tower net frequency in their possession when attempting to cross the controlled movement area; FAFBI 13-200, Flight Vehicle Control and Driving Program, Chapter 4 states vehicles operating in the controlled movement area (runway) must have the Tower net and be able to maintain radio contact with the Air Traffic Control. The Air Traffic Control Tower was contacted by Maintenance Operations Control Center (MOCC) and requested approval for three vehicles to cross the active runway. The Air Traffic Control Tower told the MOCC the vehicle would not be allowed to cross the runway without direct radio contact with the Air Traffic Control Tower on the tower net. The MOCC then requested the tower make radio contact with MX recovery vehicle on the Maintenance "A" radio frequency. Permission to cross the active runway was then given to the MX recovery team. Use of the Maintenance "A" radio frequency is not authorized and creates an opportunity for a mishap to occur. The response time of the MX recovery team was hindered by not having the tower net frequency.

Reference: FAFBI 13-200, Chapter 4

OPR: 92 MXG
STATUS: Open

EVALUATOR: MSgt Picky, x-xxxx
DATE: 14 July 2003

CORRECTIVE ACTION: *Replies to findings should answer the core problem, not the symptoms described in the sub-bullets.*

Attachment 7

SAMPLE EXERCISE SCHEDULE TOOLS

Sample Exercise Master Scenario Events Listing (MSEL) Inject Format:

Event	Inject# Date/Time	Input/Action/Location	OPR/OCR	METLS/Objectives/Remarks
1	Inject #1 19 Nov 02 / 1900	XPI calls Housing Maintenance about homes being damaged from the tremors	XPI	Housing Maintenance is dispatched to the scene METLS Met:
2	20 Nov 03 / 1200	Appoint Interim Safety Board President, form board, and begin investigation action	SE	Meets Objective: xx

Sample Exercise Inject:

<p>INJECT # 2</p> <p>TO: Public Affairs Personnel <i>Who receives input?</i></p> <p>FROM: PA EET <i>Who gives the input?</i></p> <p>VIA: Input Card <i>How the input is given (radio, phone, card, etc...)</i></p> <p>DATE/TIME: 22 Jul 02/1102 <i>When the input is given</i></p> <p>TEXT: EXERCISE, EXERCISE, EXERCISE: The news media covering the air show converge toward the accident location. They begin filming casualties. They start talking to anyone they can get a hold of.</p> <p>PLAYER EXPECTED ACTION: Public Affairs Personnel should direct news media to the news media tent to await a news release and a briefing on the situation. A Disaster Control Group representative should respond to the DCG and coordinate a news release with the On Scene Commander. A PA representative should also arrange for a subject matter expert to do a press briefing on the situation.</p> <p><i>This part is for EET only. DO NOT give this information to the exercise participants. This is what we expect them to do when they receive the input.</i></p>

Attachment 8

SAMPLE SI/UCI LETTER OF APPOINTMENT

MEMORANDUM FOR 92 ARW/XPI

Date

FROM: *(Your Unit)*SUBJECT: Appointment Letter for *(squadron/ group/ wing)* Self-Inspection Managers

1. The following personnel have been appointed as Self-Inspection Managers (SIMs) per FAFBI 90-201.

<u>RANK/NAME</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>
Primary: Capt Dan Smyth	92 OSS/OSP	x-xxxx
Alternate: TSgt John Lothe	92 OSS/IN	x-xxxx

2. The purpose of the SIM is to manage, monitor and represent program requirements for this organization. This appointment becomes effective the date of this letter until officially relieved of duty or released from this appointment. Per FAFBI 90-201, the primary manager will maintain a continuity folder containing this appointment letter and all pertinent correspondence relating to this additional duty. A replacement will be trained by the primary and identified in writing by the commander thirty days prior to the PCS/PCA of the primary or alternate program manager.

3. This letter supersedes all others, same subject.

JOHN E. WAYNE, Lt Col, USAF
Commander

cc: Provide courtesy copy to group SIM if applicable

Attachment 9

SAMPLE SELF-INSPECTION COMPLETION LETTER

MEMORANDUM FOR 92 ARW/XPI

Date

FROM: *(Your Unit)*

SUBJECT: Self-Inspection Completion and Significant Findings for May 2003

1. All pertinent squadron Self-Inspection checklists have been completed as of 5 May 2003. The significant discrepancies and open items for more than a year are *below / o r / attached*.

Checklist Name	Section #	Discrepancies	POC	Get well date

2. Please direct any questions to MSgt Works A. Lot, x-xxxx.

JOHN E. WAYNE, Lt Col, USAF
 Commander

Attachment 10

SAMPLE DISCREPANCY TRACKING SHEET

Sqd	Off Sym	Checklist Title	Item #	Discrepancy	Status	ECD	Comments
MSS	DPM	UCI	4.5.71.2	No Leave Program	Open	3 Nov 94	

NOTE: *Identify chart as initial or follow-up (with number). Chart format is same for all reports.

*Annotate status. Comment, if appropriate, on any open items.

Attachment 11

SAMPLE SPECIAL INTEREST ITEM REPORT (SII 03-001)

MEMORANDUM FOR 92 Group/CC

Date

FROM: (Your Unit)/CC

SUBJECT: Special Interest Item Report (SII) 03-001, Automated Data Processing Equipment

1. The Stan-Eval Section combined our SII inspection with the (self-inspection/self-inspection follow-up #2) conducted during the period of _____. I have attached a summary report and checklist completed by the branch or functional area. We did not find any discrepancies.....orWe found (one/two/several) area(s) on the checklist requiring further attention that should be resolved by implementingand will be corrected by _____.

2. If you have any questions, please contact me at extension _____.

JOHN E. WAYNE, Lt Col, USAF
Commander

Attachments:

- 1. SII Report
- 2. Completed SII Checklist

1st Ind, 92 Group/CC

MEMORANDUM FOR 92 ARW/XPI

I reviewed and concur with the following SII inspection. We did not find any discrepancies....or....I have reviewed the following SII and concur with the action taken in correcting the discrepancy. The discrepancies will be corrected by the date mentioned above.

HUMPHREY G. BOGART, Col, USAF
Commander

Attachment 12**SI/UCI BINDER FORMAT**

TAB A:

SI/UCI Appointment letters for the squadron, group and wing POC (most current)

TAB B:

AFI 90-201 (May be cross referenced)

AMCI 90-201 (May be cross referenced)

FAFBI 90-201 (May be cross referenced)

TAB C:

Self-Inspection completion letters for May and November

Self-Inspection discrepancy tracking sheets with open/closed findings or electronic database (May and November)

TAB D:

Applicable Special Interest Items (SIIs) Checklist and responses (maintain until superseded or rescinded)

TAB E:

Master CORE Self-Inspection Checklists (on disk or paper copy)

Master Mission Area/By-Law UCI Inspection Checklists (on disk or paper copy)

Letters requesting changes/updates on SI/UCI CORE checklists

TAB F:

Completed SI/UCI checklists (destroy one year after completion of next comparable inspection or when no longer needed, whichever is sooner) or electronically available copies

TAB G:

AMC IG reports, and replies, Cross-feeds, and any reports applicable to the branch or functional area (maintain until next command inspection)

STAN/EVAL Reports and Responses and Follow-ups (applicable to element)

STAN/EVAL Schedule

IG Newsletters

TAB H:

Miscellaneous

Attachment 13

ALL-PURPOSE CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1 OF 1		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Squadron/Staff Self-Inspection Manager (Ref: AFI 90-201, AMCI 90-201, FAFBI 90-201)		OPR	DATE	
#	Item	Yes	No	N/A
1	Has the squadron self-inspection manager (SIM) been appointed in writing by the squadron commander?			
2	Has the squadron established a self-inspection program?			
3	Is a list of SIMs on file?			
4	Does the SIM maintain a continuity binder?			
5	Was the squadron annual self-inspection provided to the group?			
6	Were the scheduled self-inspections sent to the flights?			
7	Is a current list of all checklists maintained for squadron use?			
8	Was a suspense system developed and implemented for all open items?			
9	Was the commander advised on all self-inspection open items requiring attention?			
10	Were crossfeed reports monitored & distributed to each Flight Chief & Functional Area Manager?			
11	Were timely responses provided to all Special Interest Items (SIIs)?			
12	Are meetings conducted with all SIMs prior to each scheduled self-inspection to ensure understanding of requirements?			
13	Were individual reports consolidated into a single report and forwarded to the commander for approval?			
14	Did the report contain all open items and estimated completion dates?			
15	Was the self-inspection report/self-inspection open item completion schedule forwarded to group and 92 ARW/XPI?			
16	Were open items tracked to completion?			
17	Were all open items from previous self-inspections cleared before the next self-inspection?			
18	Were SII responses included in the self-inspection report?			
19	Were accuracy reviews conducted on all checklists prior to self-inspection?			