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Command Policy

EXERCISE EVALUATION



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OPR: 6 AMW/CVI (Lt Col Ulrich)
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This instruction authorizes and establishes the 6th Air Mobility Wing (6 AMW) Exercise Evaluation Program. It assigns responsibilities and describes procedures for evaluating 6 AMW responses to simulated disaster, security, and contingency operations.

SUMMARY OF REVISIONS

This revision reflects changes for the 6 AMW. Describes current exercise evaluation policies and procedures. Updates 6 ARW to 6 AMW. A bar (|) indicates revision from the previous edition.

1. General. Air Force and Headquarters, Air Mobility Command (HQ AMC), guidance tasks the 6 AMW to conduct periodic exercises to determine unit readiness. Exercise frequency is governed by directive and unit performance.

2. Program Objectives. The goal of this program is to improve organizational effectiveness by giving commanders an independent assessment of their organization's capability to meet mission tasking. The program will evaluate the ability of the 6 AMW to respond to accidents, disasters, increased states of readiness, and deployments in support of worldwide contingency operations.

3. Applicability. This instruction applies to all 6 AMW units. Tenant units may be asked to support exercises within their capabilities and areas of responsibility. There is also a continuing requirement for units to conduct exercises that are not specifically covered by this instruction. These involve unit unique training scenarios. Exercise planning must ensure thorough scenario development and coordination with tasked units. All exercises that impact the daily operations of the 6 AMW and supporting units must be coordinated through wing Exercises and Evaluations (6 AMW/CVI).

4. Responsibilities.

4.1. The wing commander (6 AMW/CC) is the approval authority for all wing exercises conducted on MacDill Air Force Base. He or she will ensure the wing can successfully respond to a variety of operational challenges.

4.2. The 6 AMW/CVI will:

4.2.1. Direct the wing Exercise Evaluation Team (EET).

4.2.2. Schedule, plan, and conduct wing exercises.

4.2.3. Develop, coordinate, and maintain the wing annual exercise calendar.

4.2.4. Develop objectives and scenarios for all exercises based on inputs from the Wing Readiness Council and EET members.

4.2.5. Coordinate all exercises with group commanders and the wing deployment officer as required.

4.2.6. Maintain training records and appointment letters of assigned EET members.

4.3. Group Commanders will:

4.3.1. Support all exercises to the maximum extent possible.

4.3.2. Designate an appropriate number of highly qualified individuals (primary and alternates) as EET members to evaluate all exercises. Members will serve as functional area evaluators and must be available upon request by the EET chief for the duration of the exercise. All EET members will be considered "trusted agents" and must be considered trustworthy.

4.4. 6 AMW EET members will:

4.4.1. Keep close-hold information in strict confidence and divulge only that which is approved for release by 6 AMW/CVI.

4.4.2. Accomplish required training after appointed to EET.

4.4.3. During all exercises, wear EET badge and safety reflective belt during evening exercises.

4.4.4. Solicit commander inputs for exercise objectives and scenarios. Brief commanders on major problems noted during exercises as soon as possible after exercise termination (intent is to validate findings prior to the formal debrief). Stop and correct all activities when a safety violation occurs.

4.4.5. Conduct evaluations according to scenario guidelines and evaluation checklists.

4.4.6. Report to their designated inspection stations as directed by the team chief.

4.4.7. Be available throughout the exercise and critique period, not only to evaluate, but to answer questions, provide additional information, and to validate findings. EET members will be released to their work centers by the team chief following the EET debrief.

4.4.8. Provide exercise inputs to 6 AMW/CVI within 5 duty days after the exercise "Hotwash" for the formal report. All after action inputs should be submitted electronically using the format at [Attachment 2](#), Exercise Observation. Each input must include EET member badge number and source of discrepancy. Inputs must be coordinated through group commanders prior to submitting to CVI.

5. Exercise Evaluation Team Selection.

5.1. Only highly qualified individuals with a minimum of one-year retainability will be assigned to the EET. Commanders will select team members from within their respective organizations. Assignment to the EET will be an additional duty. Commanders will ensure that team members are available upon request of the EET chief. Once an exercise begins, all team members will be under the control of the EET chief until released back to their duty stations.

5.2. Each group will provide 6 AMW/CVI with a letter of appointment for personnel from their organization. Letters of appointment will be in the format specified in **Attachment 3** of this instruction. Appointment letters will be updated as changes occur and submitted to 6 AMW/CVI. All appointments are subject to approval by 6 AMW/CVI. Replacement personnel will be assigned 60 days prior to permanent change of station/permanent change of assignment of current team members. 6 AMW/CVI and 6th Civil Engineer Squadron, Readiness Flight (6 CES/CEX), will brief replacements. Departing members will give evaluator badges to 6 AMW/CVI personally. Formal training will be conducted in accordance with AFI 32-4001, *Disaster Preparedness Planning and Operations*.

5.3. Personnel assigned to wing EET should not be assigned against a primary mobility position. If assigned, a sufficient number of alternates will be assigned and available for deployment processing during wing operational readiness exercises (ORE).

5.4. EET members must complete required Disaster Preparedness training as soon as possible after their appointment to the team. All members must contact 6 CES/CEX.

6. Procedures.

6.1. 6 AMW/CVI will have overall responsibility for exercise scenario development; however, 6 AMW/CVI will request input from unit EET members to exercise unit specific functional areas. ORE scenarios are particularly complex and require input from all base support agencies. Scenario development may take up to several weeks.

6.2. 6 AMW/CVI will identify and brief all required EET members prior to exercise initiation. Each team member will be issued a badge identifying him or her as a 6 AMW exercise evaluator.

6.3. For maximum realism, exercise information will be disseminated on a need-to-know basis and will be released to as few individuals as possible. All flight line exercise activity will be coordinated with Base Operations and Tower.

6.4. Evaluators, using appropriate checklists, will closely monitor and evaluate their designated areas. They will minimize interference with the personnel or function being evaluated; however, evaluators will take immediate action to stop all unsafe actions involving personnel or equipment.

6.5. At the conclusion of the exercise, the EET chief will conduct a "Hotwash" with the EET within one workday.

6.6. The EET chief will provide an informal outbrief to commanders at the weekly wing standup meeting following the exercise.

6.7. The team will prepare a written evaluation report using **Attachment 2** format. One of the goals of EET members is to make each exercise better than the last. To do this, input must be in the form of constructive criticism or laudatory comments. Input will be submitted to 6 AMW/CVI through squadron and group commanders not later than 5 duty days after the exercise. Each observation must have

the EET member badge number and the source of the observation, i.e., EET # 4, AMCPAM 90-202, *Inspection Guide*, pg 85, 1a, or Operation Plan (OPLAN 32-1), pg 61. For an ORE, also identify the chapter to which the observation pertains, i.e., Initial Response (IR), Employment, Missions Support (MS), Ability to Survive and Operate (ATSO), or Single Integrated Operational Plan (SIOP), and the established rating criteria as determined by 6 AMW/CVI. This report will be in sufficient detail to identify and report those problems requiring command and staff corrective action. Report publication will be 10 workdays following the last day of the exercise.

6.8. All findings will be assigned an office of primary responsibility (OPR) by the evaluation team. The OPR of the listed deficiency will initiate corrective action and submit an electronic written reply through the respective group commander to 6 AMW/CVI. The reply must be in electronic spreadsheet format to include the fix, squadron/office symbol, point of contact, phone, estimated completion date, and open or closed (see [Attachment 4](#)).

6.9. 6 AMW/CVI will ensure each observation on the final report is numbered to simplify OPR responses.

7. Exemptions/Simulations for Wing Exercises or HQ AMC Evaluations.

7.1. Personnel directly involved in the activities listed below are excused from participation in exercises. Tasked squadrons will identify the shortfall and provide replacements.

7.1.1. Airman Leadership School students.

7.1.2. Weighted Airman Promotion System testing.

7.1.3. Personnel who have been given medical profiles (AF Form 422, *Physical Profile Serial Report*) whose participation would be detrimental to the individual.

7.2. 6 AMW/CVI or an EET member must approve all simulation requests before the unit may consider them valid. Simulations must be kept to an absolute minimum.

7.2.1. ORE simulation requests will be submitted by using AMC Form 188, **Inspection/Exercise Communication** ([Attachment 5](#)). AMCI 90-201, *The Inspection System*, has specific guidance for completing AMC Form 188. All requests for simulations must answer the following questions: WHAT? (Describe the simulation task or equipment.) HOW? (Describe how you will simulate the task.) WHY? (Provide a brief explanation of why the simulation is required and the impact if the EET disapproves the simulation.). AMC Rules of Engagements and MacDill Ground Rules for Exercises have pre-approved simulations.

7.2.2. Simulation requests during disaster and other exercises where it is impractical to submit a letter will be made directly to the 6 AMW/CVI or the appropriate functional EET member.

WILLIAM W. HODGES, Brig Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AMCI 90-201, *The Inspection System*

AMCPAM 90-202, *Inspection Guide*

Attachment 2

EXERCISE OBSERVATION

MEMORANDUM FOR 6 AMW/CVI

DATE: _____

FROM: _____

(Squadron/Office Symbol)

(Exercise Evaluation Team (EET) Evaluator)

SUBJECT: Exercise Observation

One of our goals as EET members is to make each exercise better than the last. To do this, we need your input in the form of constructive criticism or laudatory comments. Please complete the information blocks below and submit it to the 6th Air Mobility Wing, Exercises and Inspections Office (6 AMW/CVI), **through your squadron and group commanders not later than 5 duty days after the exercise.** Each observation must have the EET member badge number and the source of the observation, i.e., EET # 4, AMCPAM 90-202, pg 85, 1a, or OPLAN 32-1, pg 61. For an ORE, please also identify the chapter to which your observation pertains, i.e., Initial Response (IR), Employment, Missions Support (MS), ATSO or SIOP.

EXERCISE:

Overall Unit Rating:

Type of Exercise:

Name of Exercise:

a. OBSERVATION (if REPEAT or LAUDATORY, so state):

IMPACT:

RECOMMENDATION and OPR (neither required if OBSERVATION is LAUDATORY):

b. OBSERVATION (if REPEAT or LAUDATORY, so state):

IMPACT: _____

RECOMMENDATION and OPR (neither required if OBSERVATION is LAUDATORY): _____

Attachment 3

APPOINTMENT LETTER

DATE

MEMORANDUM FOR (INDIVIDUAL(S))

FROM: (UNIT COMMANDER)

SUBJECT: Appointment to Exercise Evaluation Team (EET)

1. You have been selected for appointment to the Exercise Evaluation Team (EET) as a wing evaluator.
2. Contact the 6th Air Mobility Wing, Exercises and Evaluations (6 AMW/CVI), at ext 8-1353 to schedule an initial briefing.
3. As a member of the EET, you will perform evaluation duties during exercises. You will represent our unit to the wing commander and higher headquarters. Your appointment to the team is due to your expertise, exceptional performance, and high standards of conduct and appearance. You are directed to report to the places and times designated by the EET chief.

COMMANDER SIGNATURE BLOCK

Commander

1st Ind, (INDIVIDUAL(S))

TO: 6 AMW/CVI

1. I acknowledge my appointment to the 6 AMW EET.
2. I understand that I am a trusted agent who will have access to close-hold information involving exercises. I will keep close-hold information in strict confidence, divulging it only to those with a need to know. I understand violation of this trust subjects me to disciplinary action.
3. I will schedule training through 6 AMW/CVI, ext 8-1353. In the event I am unable to attend a scheduled training, I will notify the proper agency.
4. I will provide scenario input to 6 AMW/CVI in the exercise development process for the purpose of allowing my unit to be evaluated on its ability to conduct its taskings. I will prepare and provide feedback to my unit so that process improvement can occur.

SIGNATURE

(INDIVIDUAL)

(DUTY TITLE)

Attachment 5

INSPECTION/EXERCISE COMMUNICATION

Figure A5.1. AMC FORM 188.

INFO		INSPECTION/EXERCISE COMMUNICATION											
A. REQUEST FROM: <input type="checkbox"/> CAT TO IG/EET <input type="checkbox"/> IG/EET TO CAT			2. DRAFTER (Name, Functional Address Symbol/Phone Number)										
			3. MCC NUMBER										
			4. COORDINATE (As Required)										
			ACTN	INFO	UNIT	INITIAL							
5. NAME/GRADE/TITLE		SIGNATURE		7. DATE TIME GROUP									
				Z									
8. REQUEST FROM:	IG/EET TO CAT	CAT TO IG/EET	9. COORDINATE (As Required)										
	APPROVED	DISAPPROVED	ACKNOWLEDGED	ACTN	INFO	UNIT	INITIAL						
REMARKS													
9. NAME/GRADE/TITLE		10. SIGNATURE		11. DATE TIME GROUP	1. MESSAGE SEQUENCE NUMBER								
				Z									

AMC FORM 188, DEC 92 (EF) (FormFlow Ver 2.15) (WHEN FILLED IN)
 REPLACES MAC FORM 188, MAR 87, WHICH IS OBSOLETE

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