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Command Policy



**WING EXERCISE AND EVALUATION
TEAM PROGRAM**

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OPR: 60 AMW/XPI (Major John Paulson)
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This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General- The Inspection System*; AFI 90-201, *Inspector General Activities*; AMCI 90-201, *The Inspection System*; AFI 10-229, *Responding to Severe Weather Events*; AFI 10-403, *Deployment Planning and Execution*; and AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. The objective of the Wing Exercise and Evaluation Program is to assist unit leaders in accomplishing their mission while sustaining high levels of performance. The purpose of this instruction is to establish procedures and outline responsibilities within the 60th Air Mobility Wing (AMW) in support of local base-wide exercises and evaluations. This instruction applies to all 60th AMW units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A—Overview

1. The Wing Inspection and Evaluation Program.

1.1. The Wing Exercise and Evaluation Team (EET) Program is designed to help commanders lead their units to sustained excellence, compliance, and readiness during emergency contingency operations and OPLAN taskings. The EET Program provides guidance on managing and conducting locally devised exercises. It also gives feedback to commanders on mission areas that need additional training or oversight, as well as identifies outstanding processes and performers. It is a comprehensive tool for commanders at all levels of the wing to ensure compliance with regulatory guidance, find and document deviations from the guidance, and help make lasting corrections if/when deviations are discovered.

1.2. The 60 AMW must be prepared to respond to a full spectrum of operations, to include deployments, major accidents, natural disasters, severe weather, enemy attack, terrorist events involving Weapons of Mass Destruction (WMD), and security incidents. Units must train, exercise and be evaluated against specific standards. EET members will use MAJCOM IG standardized exercise evaluation criteria, OPLAN taskings and functional area directives to evaluate unit procedures and provide feedback to their commanders.

2. Program Management.

2.1. 60 AMW Vice Commander provides overall program oversight for the EET.

2.2. 60 AMW EET is functionally aligned under Wing Plans (60 AMW/XP).

2.3. The Chief, Wing Readiness Office (60 AMW/XPI) manages the day-to-day operational aspects of the EET and functions as the EET Chief.

2.4. The EET Chief will identify, plan, conduct, and critique all required Full Spectrum Threat Response (FSTR) wing exercises. In addition, organizations responsible for other security and deployment exercises will keep the EET Chief informed of all recurring and special requirements for inclusion into the FSTR exercise program. The 60 AMW Commander will direct the times and types of exercises to be conducted. Safety and security will be emphasized during all exercises.

2.5. Group commanders, unit commanders and staff agency chiefs must appoint program managers and monitors within their units to comply with the requirements of this instruction. However, as always, ultimate responsibility for all aspects of the group and squadron programs still rests with the unit commander.

Section B—Responsibilities

3. The EET Chief (60 AMW/XPI) will:

3.1. Manage the wing exercise and evaluation program IAW AFI 10-2501, Chapter 10. As a minimum this includes the following items:

3.1.1. Determine specific exercise requirements (including coordination with tenant units as needed). Guidance on the type and frequency of exercises is contained in the various functional area directives.

3.1.2. Establish and publish an annual exercise schedule in coordination with wing staff and group CCs.

3.1.3. Ensure EET members are appointed and trained.

3.1.4. Ensure exercise materials are maintained for EET use.

3.1.5. Plan, announce, conduct, debrief, follow-up, and document exercises.

3.1.6. Periodically brief the wing and group commanders on the status of the exercises evaluation program.

3.1.7. Develop trend analysis to monitor the effectiveness of functional areas and formulate the development of future exercise objectives.

3.1.8. Establish suspense actions for all units with findings, observations, etc., to ensure trend analysis, follow-up and/or corrections are accomplished. **NOTE: IT IS THE RESPONSIBILITY OF THE UNIT TO MAKE ANY/ALL CORRECTIONS AND MEET THE SUSPENSE ACTION.** The EET Chief will only consolidate, document, give analysis and provide the information to the wing commander for action as needed.

3.1.9. Brief the Installation Readiness Working Group (RWG), Installation Readiness Board (IRB), and installation commander on all information pertaining to the installation exercise program.

3.1.10. Implement program decisions and policy directives of the IRB.

3.1.11. Maintain administrative files containing EET members' training and exercise participation records, exercise scenarios.

3.1.12. Maintain exercise reports reflecting objectives, scenarios, findings, observations, recommendations, and corrective actions.

3.1.13. Establish exercise objectives in conjunction with group exercise evaluation planners.

3.1.14. Obtain safety and fire department approval prior to expending training munitions and ensure the munitions to be used are listed on the exercise scenario. Ensure only trained EET members expend these munitions.

3.1.15. Provide a munitions accountable supply officer and an annual requirements need forecast.

4. Group Commanders, Director of Staff, Squadron Commanders and Staff Agency Chiefs will:

4.1. Appoint, in writing to 60 AMW/XPI, one primary and one alternate EET Points of Contact (POC), for their respective units, in accordance with (IAW) [Attachment 3](#). These primary POCs will also act as the primary exercise planners for each group. These names should be on the same letter that identifies all group/unit EET members, but should be clearly marked in some manner accordingly. Use of an asterisk to identify them is recommended. Update the letter annually and when new appointments/deletions are made.

4.1.1. These POCs will be the group commander's "Trusted Agents" to plan "Close Hold" no notice exercises or scheduled exercises as required and will interact directly with 60 AMW/XPI in the primary planning process. Trusted agents will not discuss those parts of the exercise deemed "close hold info" by the EET Chief with anyone to ensure a true assessment of capabilities.

4.1.2. These POCs/planners will also be fully qualified as EET members. As such, they must be functional experts, exhibit a high degree of maturity, possess at least a 7-level skill proficiency (as a minimum), unless waived by the EET Chief. EET assignment becomes the EET member's primary duty during exercises until released by the EET Chief. There are no exceptions.

4.1.3. Ensure units/functional staff areas properly document evaluations and take corrective actions on exercise findings by using [Attachment 4](#).

4.2. Appoint, in writing to 60 AMW/XPI, the minimum number of fully qualified EET evaluators necessary IAW [Attachment 3](#). For some units, only the two POC EET members mentioned above may be needed. For other units, it is recommended that unit/group EET membership and changes to the team be kept to an absolute minimum. This helps to keep valuable experience on the team and provides continuity and a better quality evaluation for both the unit and wing. In either case, units must

ensure there are enough qualified evaluators to provide a comprehensive review (complete 24 hour coverage during exercises) of their unit's performance. They must be functional experts, exhibit a high degree of maturity, possess at least a 7-level skill proficiency (as a minimum), unless waived by the EET Chief. **EET assignment becomes the EET member's primary duty during exercises until released by the EET Chief.** There are no exceptions.

4.2.1. Update this appointment letter annually and when new appointments/deletions are made.

4.3. Confer with their EET POCs, planners and exercise evaluators to determine specific exercise requirements for their units or functional area. Review required exercise objectives annually as a minimum and submit updated listing to the EET Chief.

4.4. Ensure units/functional areas take corrective actions on exercise findings.

4.5. Group commanders and the Director of Staff will consolidate and report all Findings and the corrective actions and references for the action to the EET Chief after each exercise. Use **Attachment 4** for this purpose.

4.6. Squadron commanders and staff agency chiefs will report corrective actions to their respective group commander/director of staff EET POC for consolidation and ultimate submission to the EET Chief.

5. Group and Director of Staff EET Points of Contact (POCs) will:

5.1. Be appointed in writing by the group commander or Director of Staff (DS), respectively.

5.2. Keep their commander/director of staff informed of all EET activities unless directed otherwise by the EET Chief (60 AMW/XPI). This may occur when the wing commander wants to initiate a "cold start/no notice" inspection/evaluation exercise.

5.3. Assist their commander/director of staff to formulate a planned exercise program and objectives that meet group, squadron, and staff agency training and exercise requirements.

5.4. Review training objectives annually as a minimum and submit updated requirements to the EET Chief. Submit as a signed memorandum for record from the commander/agency chief.

5.5. Coordinate and screen all unit exercise inputs (exercise scenarios, finding and corrective actions) for the commander/director of staff's review prior to submission to the EET Chief.

5.6. Attend applicable EET training classes, exercise planning and debriefing meetings.

5.7. Develop and maintain a unit EET program continuity book IAW **Attachment 2**. As a minimum, it must include the following items; a copy of the EET appointment letter, roster of all unit EET evaluators, 60 AMW EET Handbook, sample 60 AMW Form 211, **Exercise Evaluation Worksheet** copy of TAFB Instruction 90-101, copies of previous exercise reports for the current and previous year, copies of unit inputs provided via 60 AMW Form 211 for the current and previous year, and a copy of the most current Travis AFB exercise schedule.

5.8. In coordination with the EET Chief, ensure participation in and evaluate at least one exercise annually for currency. Failure to do so may result in removal from the EET.

6. Squadron and Wing Staff Agency EET Points of Contact will:

- 6.1. Confer with their unit commander/staff agency chief to develop exercise objectives and scenarios applicable to the unit/functional area.
- 6.2. Develop and maintain evaluation checklists.
- 6.3. Ensure evaluations are conducted as required.
- 6.4. Ensure the unit commander/staff agency chief is briefed on exercise findings and any recommended corrective actions.
- 6.5. Report exercise findings and corrective actions to the group EET POC for group commander/director of staff review and ultimate submission to the EET Chief.
- 6.6. Attend applicable exercise planning and debriefing meetings as determined by the group EET POC and/or the EET Chief.
- 6.7. Develop and maintain an EET program continuity binder IAW **Attachment 2**. As a minimum, it must include the following items; a copy of the EET appointment letter, roster of all unit EET evaluators, 60 AMW EET Handbook, sample 60 AMW Form 211, copy of TAFB Instruction 90-101, copies of previous exercise reports for the current and previous year, copies of unit inputs provided via 60 AMW Form 211 for the current and previous year, and a copy of the most current Travis AFB exercise schedule.
- 6.8. Ensure participation in and evaluate at least one exercise annually for currency. **Failure to do so may result in removal from the EET.**

7. The Base Civil Engineer (BCE) will:

- 7.1. Provide representatives to the EET to evaluate CE functional areas.
- 7.2. Through the CE Readiness Flight, provide FSTR technical advice and support to the EET Chief, assist 60 AMW/XPI with FSTR related training to applicable EET members as required by AFI 10-2501, and provide base grid maps to EET members as requested.
- 7.3. Through the CE Explosive Ordnance Disposal Flight, coordinate with the EET Chief to provide exercise ordnance assistance and training as current operations tempo allows.

8. All Travis AFB personnel will:

- 8.1. Participate fully with all exercise scenarios being conducted.
- 8.2. Demonstrate the level of seriousness and sense of urgency required of an actual emergency or wartime contingency during exercises.
- 8.3. Ensure that safety is the number one consideration in all exercise participation.

9. Tenant units are requested to:

- 9.1. Coordinate their exercise requirements with the EET Chief (60 AMW/XPI).
- 9.2. Participate in local exercises to the maximum extent possible.
- 9.3. Schedule appropriate personnel for participation as well as fund, procure, and store equipment required as part of their required participation.

Section C—Exercise Procedures

10. EET Procedures.

10.1. The EET Chief will normally announce in advance all exercises in order to minimize customer inconvenience and maximize training/participation. Coordination is required with tenants to maximize their training opportunity. Exercise dates will normally be found within the 60 AMW/XP, Wing Readiness, and website on the Travis Intranet.

10.2. Prior to each exercise, the EET Chief will coordinate with the group EET POCs to develop the exercise objectives, scenario, ground rules, security and safety items.

10.3. All exercise messages (verbal and written) will state **“This is an exercise” or “Exercise Input”** before and after the main text. Any exercise communication required to off-base agencies or headquarters not participating in the exercise will be simulated by contacting the EET Chief or a duly appointed representative, unless briefed prior to the event.

10.4. Closure of active runways and taxiways during exercises will be at the discretion of the Wing Commander and must be coordinated with 60 OSS/OSAA.

10.5. When an exercise requires an area/facility evacuation, commanders and supervisors must take immediate steps to evacuate their personnel. If classified materials can be secured, then all personnel will evacuate; if not, one custodian must remain to safeguard the material. Custodial control will be maintained over all money collection/storage areas. Commanders/supervisors will pre-determine the minimum personnel required to maintain effective control of the activity; all other personnel are to evacuate. (Note: The procedures are for exercises only. During actual emergencies, all personnel will evacuate the area.) Certain key facilities and work areas are critical to the safe operations of the base and must remain functional and therefore are exempt from evacuations. Restrict entry into facilities exempt from total evacuation to essential personnel and people having legitimate business within the facility. Personnel who were conducting business inside these facilities when an evacuation was directed may continue their business but must remain inside the facility until the evacuation portion of the exercise is over. EET members may check the evacuation plans of exempted facilities and question assigned personnel to make sure they know how to evacuate. Do not evacuate the facilities and operations listed below without prior coordination and inclusion in exercise ground rules:

10.5.1. Command Post, Security Forces and fire response control/alarm centers.

10.5.2. Base operations dispatch desks, air traffic control facilities, navigational aids facilities.

10.5.3. Base telephone switchboard office and communications center.

10.5.4. Hospital, clinic, and dental facilities.

10.5.5. Alert aircraft and alert facilities.

10.5.6. Security and law enforcement entry control points and posts.

10.5.7. Munitions storage facilities.

10.5.8. Security Force’s armory.

10.5.9. Promotion and academic testing facilities when testing is in progress.

10.5.10. Liquid oxygen and nitrogen plants, petroleum, oils, lubricant hydrant facilities, and waste disposal facilities.

10.5.11. Military court facilities.

10.5.12. Religious services.

10.5.13. Base weather station.

10.5.14. TF-39 Test Cell, building 1001.

10.5.15. Aircraft simulator training facilities when simulator training is in progress.

10.5.16. Schools, nurseries, Base Exchange facilities, commissary, credit union, banks, and post offices.

10.6. During the exercise, emergency cordons will approximate as closely as possible to that which would be required if the situation were real. The on-scene commander, after consultation with the EET, may direct the cordon be reduced to minimize interference with other on-base activities but will brief the EET and other responding agencies on any actions required by the larger cordon.

10.7. Exercises will be terminated by the Wing Commander or EET Chief. Any EET member observing an unsafe condition will use the code words **"TIME OUT"** to freeze activities in the affected area until steps are taken to correct the unsafe condition and, if necessary, may place the exercise on temporary "hold" until the unsafe condition is eliminated. Safety deviations will be included in exercise reports. Realistic exercises are essential to good training; therefore, simulated actions will be minimized.

11. EET Reports.

11.1. EET members will use 60 AMW Form 211 (see [Attachment 4](#) to document exercise findings, observations, outstanding performers and recommended corrective actions.

11.2. The Wing Commander will conduct a debriefing of exercise results, noted problem areas and announce outstanding performers (if any) within 10 to 15 duty days of exercise termination. The debriefing will be conducted with group, squadron commanders, staff agency chiefs, and other invited participants.

11.3. The EET Chief will prepare a written report for each exercise conducted. The report will include the exercise's objectives, scenario, exercise results and any recommended actions. The EET Chief will establish an OPR for all findings or other problem areas. The after action report will be signed by the Vice Wing Commander.

11.4. OPRs will coordinate all replies on their problem areas through their respective group commanders, who will then forward the responses to 60 AMW/XPI with all actual or proposed corrective actions that comply with established standards/guidelines by the assigned suspense date. Estimated completion dates are required for problem areas that have not been corrected and are pending further action. In such cases, the OPRs will then provide updated input to the EET Chief prior to the estimated completion date. The appropriate format for this reply is provided in the formal exercise report.

11.5. The EET Chief will forward all replies to the Wing Commander for review and/or approval as required.

12. Program Reviews.

12.1. The 60 AMW/XPI office may conduct program reviews and periodic sampling of group, squadron and staff agency EET programs and binders. This should be done on an annual basis. The results will be forwarded to the Wing Commander for review and action as desired.

13. Prescribed Form. 60 AMW Form 211, Exercise Evaluation Worksheet.

DENNIS M. MCCARTHY, Colonel, USAF
Director of Wing Staff

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

AFI 10-229, *Responding to Severe Weather Events*
AFI 10-403, *Deployment Planning and Execution*
AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*
AFPD 90-2, *Inspector General, The Inspection System*
AFI 90-201, *Inspector General Activities*
AFI 90-201, *AMC Supplement 1, Inspector General Activities*
60 AMW Oplan 25-1, *Full Spectrum Threat Response Plan*
60 AMW ISP 31-XX, *Installation Security/Resource Protection Plan*
60 AMW Splan 9457, *Air Operations Security*
60 AMW Installation Deployment Plan
60 AMW EET Training Handbook
Splan 55-18, *Nuclear Surety Plan*
Basic Unit Supplement (BUS)

Abbreviations and Acronyms

AFI—Air Force Instruction
AFIA—Air Force Inspection Agency
AFPD—Air Force Policy Directive
AMC —Air Mobility Command
ANG—Air National Guard
CSAF—Chief of Staff of the Air Force
DoD—Department of Defense
HHQ—Higher Headquarters
HSI—Health Services Inspection
IAW—In Accordance With
IG—Inspector General
MAJCOM—Major Command
OPR—Office of Primary Responsibility
ORI—Operational Readiness Inspection

POC—Point of Contact

SAV—Staff Assistance Visit

SII—Special Interest Item

SME—Subject Matter Expert

TIG—The Inspector General of the Air Force

Attachment 2**EET INSPECTION PROGRAM CONTINUITY BOOK
(Minimum Required Items)**

A2.1. Each group, wing staff and squadron EET POCs will maintain an EET Inspection Program Binder that must contain the below listed guidance, information and reports.

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TAB A.	EET APPOINTMENT LETTER
TAB B.	CURRENT ROSTER OF ALL UNIT EET MEMBERS
TAB C.	COPY OF THE 60 AMW EET HANDBOOK
TAB D.	SAMPLE 60 AMW FORM 211
TAB E.	COPY OF AFI 90-201,
TAB F.	COPY OF TRAVIS AFBI 90-101
TAB G.	COPIES OF EXERCISE REPORTS FOR THE CURRENT YEAR
TAB H.	COPIES OF UNIT INPUTS VIA 60 AMW FM 211 FOR CURRENT YEAR
TAB I.	COPIES OF EXERCISE REPORTS FOR PREVIOUS YEAR
TAB J.	COPIES OF UNIT INPUTS VIA 60 AMW FM 211 FOR PREVIOUS YEAR
TAB K.	COPY OF MOST CURRENT TRAVIS AFB EET EXERCISE SCHEDULE

Attachment 3

SAMPLE EET APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE

60TH AIR MOBILITY WING (AMC)

TRAVIS AFB CALIFORNIA 94535-5000

MEMORANDUM FOR 60 AMW/XPI

(DATE)

FROM: (UNIT/CC)

SUBJECT: Exercise Evaluator Team (EET) Appointment Letter

1. In accordance with AFI 10-2501 and Travis AFB Instruction 90-101, the following individuals have been appointed as EET members for this unit:

NAME	RANK/ GRADE	OFFICE SYMBOL	DUTY PHONE	SECURITY CLEARANCE
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(**Please identify who the primary and alternate POCs are for your evaluation team**)

2. I certify these individuals to be wing exercise evaluators for this unit. They have a 7-level skill qualification or higher in their assigned Air Force Specialty Codes (AFSC), are highly trained, and are an expert in their operational fields. They are fully qualified to assist in devising scenarios and exercise inputs to test and evaluate readiness and inspection requirements as mandated by Air Force Instructions for this unit. In addition, these individuals will be making written recommendations for possible corrective actions to the EET Chief. I feel they have the appropriate maturity and experience needed for such a sensitive and key position.

3. I understand these individuals must be EET trained or will be scheduled to receive the required wing EET Training Class within the required 60 days. If you have any questions concerning this listing or my unit EET program, please contact me at (_____).

4. This letter supersedes all previous letters on the same subject.

JOHN or MARY Q. WARRIOR, Lt Col, USAF
Commander

