BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING

374 AW INSTRUCTION 90-201

12 JANUARY 2004

Command Policy

374TH AIRLIFT WING (374 AW) EXERCISE
AND INSPECTION PROCEDURES AND
POLICIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes responsibilities and guidance for the conduct of 374 AW Operational Readiness and Disaster Preparedness Exercises. It implements Air Force Policy Directive (AFPD) 90-2, *Inspector General-The Inspection System,* and AFPD 32-40, *Disaster Preparedness*, and expands on the requirements of Air Force Instruction (AFI) 90-201, *Inspector General Activities*, Pacific Air Forces Instruction (PACAFI) 90-201, *PACAF Inspector General Inspection Activities*, and AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. It establishes policies and procedures for Initial Response Readiness Exercises/Inspections (IRRE/I), Combat Employment Readiness Exercises/Inspections (CERE/I), Major Accident Response Exercises (MARE), Natural Disaster Response Exercises (NDRE), Operational Readiness Exercises/Inspections (ORE/I), Unit Compliance Exercises/Inspections (UCE/I), Unit Self-Inspection Programs, and Exercise Evaluation Team (EET) management. This instruction applies to all agencies assigned or attached to the 374 AW in support of contingency operations or disaster preparedness response plans. This publication does not apply to the United States Air Force Reserves and Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Chapter 1

GENERAL GUIDANCE

1.1. Overview. Exercise and evaluation programs enhance readiness, improve crisis response, streamline procedures, identify critical cyber (see AFI 10-2001, *Defensive Counterinformation Planning, Operations and Assessment*), physical infrastructures and their potential vulnerabilities and help units master Operations Plan (OPLAN) taskings. Readiness exercises will focus on the unit's ability to accomplish the mission in accordance with (IAW) the Designed Operational Capability (DOC) tasking, assigned OPLAN taskings and Mission Essential Task Lists (METL). Compliance exercises will assess fundamental compliance and unit mission performance activities that are required by law and governing directives, to include US federal and host-nation laws, regulatory policies, Department of Defense (DoD), AF and PACAF directives and instructions and execution of Command PACAF (COMPACAF) policies. The program provides important feedback to units and commanders on the adequacy of contingency planning, preparations and training.

1.1.1. Exercises should provide realistic, integrated, large-scale training for the installation and response personnel, determine the installation's capability to respond, operate and recover from combatant and noncombatant contingency operations and homeland security threats.

1.1.2. An effective exercise requires adequate preparation, planning and careful tailoring of realistic exercise scenarios and evaluation team composition. Design of exercises must be based on factors relevant to mission performance. Observations and findings must be valid and constructive. Reports should identify pertinent problem areas and follow-up actions should be effectively monitored.

1.2. Office of Primary Responsibility (OPR). The 374 AW Inspector General (374 AW/IG), through the Inspections and Exercises Branch (374 AW/IGI), is the OPR for exercises and evaluations conducted IAW AFI 90-201, AFI 10-2501, AFI 10-403, *Deployment Planning and Execution*, PACAFI 90-201 and Yokota Air Base FSTR Plan 10-2. It conducts exercises and evaluations under the authority of the 374 AW Commander (374 AW/CC) and provides the commander with an independent assessment of wing readiness.

1.3. Participation/Exemptions. All 374 AW military personnel and commander-directed civilians must be trained and equipped to perform their wartime and/or contingency missions. Active duty personnel may be exempt from exercise play due to permanent change of station (PCS), temporary duty (TDY), medical profile or convalescent leave. Exempted personnel must have in their possession a copy of PCS/TDY orders, medical profile or leave orders and be prepared to show it to an inspector or evaluator when queried. Commanders are responsible for managing unit TDY and leave schedules to ensure maximum participation in announced exercises.

1.3.1. Prior to each exercise or inspection, each unit will provide to 374 AW/IGI a single-source roster approved by the unit commander of all personnel exempted from exercise play no later than (NLT) start of exercise (STARTEX) minus 2 days. Non-players may be selected to participate on a short-term basis as victims, casualties, patients or as arriving personnel.

1.3.2. Units will complete necessary forms to recall personnel from leave or TDY when directed by commanders, however do not actually recall personnel from leave or TDY for the purpose of exercise participation.

1.4. Types of Exercises and Frequency. Different types of exercises are used to evaluate various aspects of the wing's readiness. They may be announced or no-notice. In each of these exercises, scenarios are designed to present realistic challenges to assess the wing in the following major areas: initial response, employment, mission support, ability to survive and operate and ability to respond to a major accident or to a man-made/natural disaster.

1.4.1. IRRE. IRRE evaluates the 374 AW's weapon systems generation, mobility, noncombatant evacuation and applicable reception and bed-down phases of major theater war plans, contingency or actions in response to a major operation other than war. IRRE planning and scenario development are based on the unit's DOC statement. IRRE is executed IAW AFI 10-403, AFI 10-403/PACAF SUP 1, *Deployment Planning and Execution*, AFI 10-2501 and the Yokota Air Base (AB) Installation Deployment Plan. Evaluation criteria are IAW AFI 90-201, paragraph 2.2.4., *Common Core Readiness Criteria (CCRC)*, PACAFI 90-201 and this instruction. Core assessment focuses on validating the accuracy of unit Status of Resources and Training System (SORTS) reporting to meet DOC tasking. Unit Manning Documents (UMD) and Deployment Requirements Manning Documents (DRMD) are also reviewed for accuracy.

1.4.2. CERE. CERE tests the wing's ability to accomplish the mission in a wartime environment. CEREs include high combat sortie rates and 24-hour operations under constant threat of enemy attack. Possible hostile actions against an airbase include conventional, chemical, biological and information warfare attacks through various methods such as ballistic missiles, aircraft, special operations forces or terrorists. Planning and scenario development are based on the wing's and subordinate units' DOC statements. As a minimum, CEREs are conducted semi-annually.

1.4.3. ORE. ORE combines IRRE and CERE. Elements of all four major graded areas (Command and Control [C2], operations, mission support, ability to survive and operate [ATSO]) may be evaluated at the same time.

1.4.4. MARE. MARE evaluates the wing's ability to respond to man-made or natural disasters and are conducted at least once every quarter. A MARE may be short or no-notice exercise, but it is typically scheduled and announced in advance to maximize participation and availability of personnel. A MARE may combine multiple scenarios to fulfill annual requirements. The wing executes MARE scenarios IAW AFI 10-2501, Table 10.1.

1.4.5. Enemy Attack. Yokota AB is in a designated medium-threat area. Enemy attack evaluations are not to exceed 7.5 months in frequency. Implement Yokota Air Base FSTR 10-2, Yokota Base Support Plan 10-404 (Parts 1 and 2), and other contingency plans. Enemy attack scenarios are integrated into exercise requirements for units with mobility commitments.

1.4.6. Terrorist Use of Weapons of Mass Destruction (WMD). Chemical, radiological, nuclear or high-yield explosive incident conducted biannually. Executed cross-functionally according to the local WMD threat; incorporate all local response elements. Biological attack incident conducted biannually.

1.5. Exercise Requirements. 374 AW/IGI develops an annual exercise schedule approved by 374 AW/CC.

1.5.1. 374 AW/IGI will conduct at a minimum four exercises a year (i.e., quarterly), unless otherwise specified. May use a combination of exercise categories to fulfill annual requirements. One quarterly exercise may be conducted as a tabletop exercise.

1.6. Command Relationships. The 374 AW/CC maintains operational control of all player forces. During wing exercises, the 374 AW/IG has tasking authority as exercise higher headquarters (HHQ). During wing exercises, EET members work directly for the 374 AW/IG until released by 374 AW/IGI.

1.7. Safety. 374 AW/IGI will conduct a risk assessment coordinated through Wing Safety prior to any exercises. The assessment will be disseminated to commanders and EET Chief personnel. Operational Risk Management (ORM) will be incorporated into all exercise planning and briefed during EET meetings.

1.7.1. Wing exercises drive a significant increase in the level of unit ops tempo. Fatigue, abnormal duty hours and heat/cold stress all increase the potential for mishaps. Any person may stop specific exercise activity if an unsafe condition or actual emergency occurs. If a safety hazard develops, EET members must immediately take whatever action necessary to prevent injury to personnel or damage to equipment. Should an actual emergency, accident or injury occur, EET team members or participants must immediately contact the appropriate response agency (e.g., hospital, fire department, etc.). Notify IG Work Center of such occurrences as soon as possible. The 374 AW/IG or designee will suspend the exercise play as required until the situation is resolved. Unit adherence to safety guidelines and procedures are evaluated on all exercises IAW AFI 90-201, paragraph 2.2.4.

1.7.2. Exercise Emergency Response. Emergency vehicles responding to exercise events must obey all traffic rules and speed limits, and may not use warning lights until on-scene.

1.7.3. Real-world Emergencies. Emergency vehicles/personnel responding to real-world emergencies are exempt from exercise play for the duration of the emergency.

1.8. Security. Readiness exercises provide a unique opportunity for potential adversaries to gain insight into the wing combat capability. Personnel must be particularly vigilant in adhering to Operations Security (OPSEC) and proper security practices during exercises. Any person may intervene in specific exercise activity to protect classified materials or prevent inadvertent disclosure. Notify the Inspection Team Chief and 374th Security Forces Squadron (374 SFS) through the IG Work Center of such occurrences as soon as possible. The Inspection Team Chief will suspend exercise play as required until the situation is resolved. Unit adherence to security guidelines and procedures are evaluated on all exercises IAW AFI 90-201, paragraph 2.2.4.

1.9. Simulations/Waivers. Exercise simulations must be kept to an absolute minimum. Current PACAF/IG standard simulations are accessible from the PACAF/IG web site: **https://www.hqpacaf.af.mil/ig/simpacaf.htm**. For new simulations or waivers to existing ones, submit requests IAW PACAFI 90-201. See **Attachment 2** of this instruction for a sample simulation request letter.

1.9.1. For wing exercises, 374 AW/CC, through coordination with 374 AW/IGI, approves/disapproves requests for simulations or waivers. Units may submit all properly coordinated requests for waivers or simulations to 374 AW/IGI at any time prior to STARTEX-2 hours.

1.10. Rating. 374 AW/IG evaluates all major areas and sub-areas and determines the ratings based on mission performance, readiness and compliance. The following five-tier rating system is used.

1.10.1. OUTSTANDING. Performance or operation **far exceeds mission requirements**. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

1.10.2. EXCELLENT. Performance or operation **exceeds mission requirements.** Procedures and activities are carried out in a superior manner. Resources and programs are efficiently managed. Relatively free of deficiencies.

1.10.3. SATISFACTORY. Performance of operation **meets mission requirements.** Procedures and activities are carried out in a competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

1.10.4. MARGINAL. Performance or operation **does not meet some mission requirements**. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission requirements.

1.10.5. UNSATISFACTORY. Performance or operation **does not meet mission requirements**. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

1.11. Exercise Planning. 374 AW/IGI activates an exercise planning group to design exercises based on 374 AW/CC objectives. Exercise planning should embody the "train as we fight" concept, emphasize participation and reduce artificialities in order to assess actual abilities and limitations consistent with safety, exercise objectives, security, mission accomplishment and other real-world constraints. Exercise planning starts approximately 4-6 weeks prior to a scheduled exercise and encompasses the following planning aspects.

1.11.1. Defining the Concept. The exercise concept guides and focuses the planning effort. It determines the type, duration and level of exercise play. It identifies the major participants, systems, plans, procedures and activities. It should include a review of results from previous exercises and real-world lessons learned.

1.11.2. Setting the Objectives. The exercise planning group develops scenarios intended to meet the 374 AW/CC objective. As a part of this effort, it is the responsibility of the EET team chiefs to coordinate with commanders to ensure unit specific mission requirements are met. Exercise objectives should also include previously identified deficiencies to assess if they have been resolved.

1.11.3. Designing the Exercise. In designing an exercise, team members should address the required level of play for participants, the extent of role-playing and the level of simulation. Exercise planners should forecast affected agencies and incorporate them in the planning process. Sequence events to ensure realism and that the play supports the exercise objectives. Exercise planners must consider the level of simulation.

1.11.4. Master Scenario Events List (MSEL). The MSEL is a compilation of scripted events that depict activities injected during the exercise by EET.

1.11.4.1. The intelligence scenario is general in nature and designed to provide players with an understanding of the situation as it affects their operations during exercise play. The pre-exercise and intelligence scenarios provide the rationale for the MSEL events initiated during active play and are the means to activate plans, policies, procedures and systems for analysis.

1.11.4.2. EET chiefs for each participating unit contribute to the development of the MSEL items, relating each MSEL event to an exercise objective.

1.11.4.3. The actual message, document, phone call script, face-to-face encounter script or other transmission means is called an "input". During exercises, EET members inject inputs according to the flow in the MSEL.

1.11.4.4. To develop MSEL events:

1.11.4.4.1. Review exercise objectives and relevant documents such as; METL, DOC, OPLAN, AFI 90-201, PACAFI 90-201 applicable checklist and functional guidance.

1.11.4.4.2. Review previous exercises/trends.

1.11.4.4.3. Create MSEL events from objectives. Events created should cause responses with which to evaluate the objectives.

1.11.4.4.4. Determine how to introduce the events into play. It should correspond to how the events would occur under real-world conditions. Coordinate events with other EET members of organizations that it will affect.

1.11.4.4.5. Determine who would most logically cause or report the events. Ideally, the EET member from the unit experiencing the simulated incident should inject the input.

1.11.4.5. During exercise planning, the planning group will:

1.11.4.5.1. Develop and sequence the MSEL events to produce the desired activities.

1.11.4.5.2. Coordinate activities with affected agencies to ensure MSEL events are adequate to cause the desired activities.

1.11.4.5.3. Coordinate proposed MSEL events to make desired activities plausible.

1.11.4.5.4. Identify the individual or EET member who injects the MSEL event.

1.11.4.5.5. Assign point of contacts (POC) to prepare events, provide equipment/props.

1.11.4.6. MSEL events are finalized by planning group at least one week prior to the exercise to ensure sufficient time for proper coordination. The MSEL is specific for EET members, do not release information to unauthorized personnel. Exercise proper handling to ensure confidentiality and limited disclosure to trusted agents and/or EET members. MSEL events should include as a minimum:

1.11.4.6.1. Day of execution.

1.11.4.6.2. Time of execution.

1.11.4.6.3. Duration.

1.11.4.6.4. Description of event and objective.

1.11.4.6.5. Comments.

1.11.4.6.6. Location.

1.11.4.6.7. OPR.

1.11.4.6.8. Office Coordinating Required (OCR) if any.

1.11.4.6.9. Input Card (if card needs to be dropped).

1.11.4.6.10. EET POC (members running input/coordination).

Chapter 2

EET

2.1. Overview. EET has the primary role of providing the 374 AW/CC with an independent assessment of wing readiness. In this role, EET members must embrace the role of "honest brokers" as they craft the exercise schedule of events and evaluate unit performance. Compliance with standards set in various directives constitutes the core guideline for EET evaluation. EET has the secondary role of supporting wing efforts to improve wartime readiness and response capabilities by providing training opportunities to players. To achieve this, EET members must carefully balance the need to allow players to work through the problems in the exercise scenario, with the responsibility to identify flaws in the processes and errors in the execution. Exercise planning should include specific, quantifiable and achievable objectives that address these two areas.

2.2. Authority and Management. The 374 AW/IGI serves as the wing EET Chief and has the overall responsibility of overseeing the management of the EET program. He/she determines the composition of, coordinates training for, provides tasking to and directs the conduct of the EET. The EET is charged with assisting the 374 AW/IGI in all aspects of exercise scenario development, execution, evaluation and reporting.

2.3. Composition and Requirements. The EET consists of qualified and experienced personnel drawn from various functional areas and organizations within the 374 AW. It serves as a pool of personnel used to plan, develop, conduct, evaluate and report on local exercises. Units are encouraged to appoint alternate members should the primary be unavailable to perform EET functions. **Attachment 4** lists minimum team composition requirements.

  2.3.1. Commanders should select their EET members based on their experience and ability to conduct an independent professional assessment of the unit capability. Selected individuals should have at least one year of retainability prior to date of eligible for return from overseas (DEROS) and should plan to serve as an EET member for a minimum of one year. EET members must be cleared to SECRET as a minimum.

  2.3.2. Commanders must ensure sufficient EET manning to cover a 24-hour exercise schedule and that EET members are available for EET duty during exercises. EET members cannot be dual-tasked as players or held responsible for non-EET duties during exercises.

  2.3.3. Commanders must identify their unit EET members to 374 AW/IGI through official appointment letters (see **Attachment 3** for sample format). Any required changes to EET personnel must be identified in a new letter forwarded to 374 AW/IGI.

  2.3.4. Each group commander will assign a group team chief. The group EET team chief is directly responsible for his or her team members and will serve as the main POC.

2.4. General Responsibilities. EET members have the distinct role of "honest brokers." As such, they must perform their EET responsibilities as "trusted agents". Only EET members appointed IAW paragraph **2.3.** of this instruction and actively supporting the exercise are privy to exercise planning and execution materials (e.g., MSEL, injects, etc.). As trusted agents, EET members are bound not to divulge

exercise information to unauthorized personnel, to include commanders. Trusted agent information cannot be reproduced without the expressed consent of 374 AW/IGI.

2.4.1. EET members are the main interface with their respective unit commanders and supervisors. They are responsible for reviewing past exercise/inspection reports, and coordinating with their commanders to develop objectives by which to test and evaluate unit effectiveness.

2.4.2. EET members assist the 374 AW/IGI in developing realistic scenarios to support exercise objectives. They are responsible for developing MSEL events and appropriate inputs to drive exercise play in their respective functional areas. MSEL events must be coordinated with other units that may be affected by the particular event to ensure all players involved execute appropriate realistic responses.

2.4.3. EET members will ensure they satisfy all required training as identified by 374 AW/IGI. They are required to attend required scheduled EET meetings and/or training.

2.4.4. All EET members evaluate functional areas IAW AFIs 10-403, 10-2501, 90-201, applicable PACAF supplements, OPLANS and checklists.

2.4.5. Specific Duties. A group EET chief must be appointed among the squadron/unit EET chiefs within that group. He/she will serve as main POC for coordinating with 374 AW/IGI on exercise matters (e.g., group exercise objectives, MSEL events, Letters of Instruction [LOI], etc.) within his/her group. The group EET chiefs have the following additional/specific duties.

2.4.5.1. 374th Operations Group (374 OG) EET Chief serves as the central POC for flying operations, airspace, air traffic control and support. He/she ensures the following tasks are accomplished.

2.4.5.1.1. Identify sortie and flying hour factors for exercise planning.

2.4.5.1.2. Prepare Air Tasking Order and Airspace Coordination Order.

2.4.5.1.3. Prepare a list of major commitments or extenuating circumstances that would influence evaluation planning and forward information to 374 AW/IGI.

2.4.5.1.4. Ensure tailored exercise scenarios and intelligence summaries are developed for specific exercises.

2.4.5.1.5. Ensure airspace coordination prior to STARTEX.

2.4.5.1.6. Develop air traffic control inputs for the exercise.

2.4.5.1.7. Provide flight evaluation.

2.4.5.2. 374th Mission Support Group (374 MSG) EET Chief ensures the following tasks are accomplished.

2.4.5.2.1. Develop unexploded ordnance (UXO) exercise inputs.

2.4.5.2.2. Develop nuclear, biological and chemical (NBC) exercise inputs. Evaluate specialized team knowledge and proficiency in using NBC equipment.

2.4.5.2.3. Identify structural conditions that may affect, or may be affected by, the exercise.

2.4.5.2.4. Develop airfield and building damage inputs for exercises as required. Develop airfield damage scenarios for Rapid Runway Repair (RRR) evaluation.

2.4.5.2.5. Develop aircraft crash/fire/rescue scenarios.

2.4.5.2.6. Craft exercise inputs to evaluate Personnel Support for Contingency Operation (PERSCO), airbase ground defense, food service, mortuary affairs, command, control, communications, computers and information (C4I) infrastructure, billeting and shelters.

2.4.5.2.7. Provide inputs for developing Unit Type Code (UTC) deployment sequence and timetables.

2.4.5.2.8. Identify communications factors that may affect, or may be affected by, the exercise.

2.4.5.3. 374th Medical Group (374 MDG) EET Chief ensures the following tasks are accomplished.

2.4.5.3.1. Provide moulage support as required.

2.4.5.3.2. Develop casualty inputs for exercise scenarios.

2.4.5.3.3. Provide injury cards for EET use. Injury cards direct recipients to report to nearest medical facility or Casualty Collection Point (CCP) for processing.

2.4.5.3.4. Identify environmental factors that may affect, or may be affected by, the exercise.

2.4.5.3.5. Develop bio-environmental engineering exercise inputs.

2.4.5.3.6. Develop UXO exercise inputs.

2.4.5.4. 374th Maintenance Group (374 MXG) EET Chief ensures the following tasks are accomplished.

2.4.5.4.1. Identify potential conflicts in the deployment, generation and launch timetables.

2.4.5.4.2. Develop exercise inputs to evaluate deployment work center functions and maintenance operations.

2.4.5.4.3. Identify maintenance-related issues that may affect, or may be affected by, the exercise. Develop UXO exercise inputs.

2.4.5.4.4. Develop UXO exercise inputs.

2.4.5.5. Wing Staff Agency (WSA) EET Chief ensures the following are accomplished.

2.4.5.5.1. As the need arises, will develop exercise scenario inputs to evaluate Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) personnel.

2.4.5.5.2. Develop UXO exercise inputs.

2.5. Training. Conducted as a cooperative effort between 374 AW/IGI and the 374th Civil Engineer Squadron Readiness Flight (374 CES/CEX). 374 AW/IGI schedules training and maintains training documentation for EET members.

2.5.1. Initial Training. 374 AW/IGI coordinates with 374 CES/CEX for initial training of new EET members. Refresher training will be conducted no earlier then 15 month after initial training is completed. When practical, EET team chiefs should pair newly appointed EET with experienced members during exercises.

2.5.2. Ground Burst Simulator (GBS) Training. 374 AW/IGI ensures a sufficient number of EET members are current and qualified in GBS to form a sufficient number of two-person teams to support 24-hour exercise coverage.

2.6. EET Identification Badge (374 AWVA 90-1, Exercise Evaluation Team Badge). All EET members serving in the capacity of evaluator in an exercise must wear a distinctive EET badge prominently displayed for easy identification. Each individual will be issued a badge and must sign for issue. During end of exercise (ENDEX) EET hotwash all badges will be returned to 374 AW/IGI.

2.7. General. EET members will wear Individual Protective Equipment (IPE) or Mission-Oriented Protective Posture (MOPP) gear during the course of an exercise. Each evaluator must don MOPP 4, as deemed necessary during exercise, at least once and in such a manner as to minimize disruption of evaluator duties.

2.8. EET Access. All EET members must be identified on an appropriate Entry Authorization List (EAL) provided by 374 AW/IGI to 374 AW/CC. Players must allow EET members unrestricted access to their areas without compromising basic security. EET members will not enter facilities or restricted areas to evaluate security awareness by clandestine or stealthy means.

Chapter 3

CONDUCT OF AN EXERCISE

3.1. STARTEX. The 374 AW/IG directs the start of an exercise under the authority of 374 AW/CC.

3.1.1. IRRE. STARTEX begins with the delivery of Warning Order to the 374 AW/CC. The Execute Order Date-Time Group (DTG) is the Reference Start Time (RST) for evaluating time compliance. Recall Initiation Time (RIT) is the time that the 374 AW/CC directs general recall. RST and RIT are "For Official Use Only (FOUO)" unless otherwise specified.

3.1.2. CERE. STARTEX is specified in LOI. As the wing is liable for worst-case scenarios, such as airfield attacks at STARTEX, all preparations should be complete prior to the STARTEX.

3.1.3. MARE. STARTEX is specifically tailored to specific exercise scenarios. Exercises may be initiated as wing response, preparations to warning events/messages or as dictated by the exercise scenario.

3.2. LOI. 374 AW/IGI issues exercise LOIs NLT STARTEX. LOIs are addressed to 374 AW/CC and group commanders. It is the wing's responsibility to ensure LOIs are disseminated and specified tasks are accomplished NLT suspense established by LOIs.

3.3. Exercise Scenario Support. 374 AW/IGI is responsible for coordinating with appropriate EET members for ground burst simulation, use of smoke generators, props, casualties (to include moulage), evacuees (for Non-Combatant Evacuation Operation [NEO]), and other simulations to enhance realism during the exercise.

3.3.1. GBS and Smoke Generators. EET munitions custodian identifies munitions requirements (e.g., GBSs, smoke generators, etc.) and manages the munitions account. Prior to STARTEX the munitions custodian identifies locations for the expenditure of smoke munitions and GBSs, briefs 374 AW/CC and obtains permission to use the munitions. In addition, EET munitions custodian ensures tasked personnel are aware of the location, safety requirements, specific time for employing munitions and are trained in the employment of pyrotechnics and safety requirements associated with the use of munitions. The 374 AW/IGI should submit a 5-year requirement forecast for the following items:

3.3.1.1. DoD Identification Code (DODIC) K685, Smoke Pot, MC, M1 (to simulate fires).

3.3.1.2. DODIC 0945, Grenade, Smoke, MIS.

3.3.1.3. DODIC 0930, Grenade, Smoke, UC, AN-M8.

3.3.1.4. DODIC L594, GBS (to simulate detonations of bombs, rockets, mortars and artillery shells).

3.3.2. Casualties. Prior to the exercise the EET members determine the required number of casualties needed to support scenarios. The 374 MDG Moulage Team Chief will ensure moulage kits and moulage support is provided for casualty scenarios. They will coordinate/provide briefings for moulage volunteers prior to STARTEX.

3.3.3. Personnel Attrition. The wing is responsible for setting up and manning an attrition center for the duration of the exercise. Players may be attrited for failing to take appropriate actions or to demonstrate a proper sense of urgency during the exercise. Attrited personnel will be issued attrition cards

and directed to report to the attrition center as soon as identified. They will be out of action for a specified period of time, typically equivalent to their assigned duty hours. Names of attrited personnel will be provided to units. Attrited personnel may be used for other roles, such as passengers for reception and beddown or as casualties.

3.3.4. Equipment Attrition. Attrited equipment and resources will be tagged to indicate the extent of damage and the recovery time. Equipment may be withheld for the duration of the exercise.

3.3.5. Opposing Force (OPFOR) and Infiltrators. OPFORs and infiltrators play an important role in rendering realism to the exercise play by probing base security and testing security responses and procedures. In the exercise play, safety is of paramount importance. OPFOR and infiltrators must work closely with the EET to render the level of realism required to achieve set objectives.

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

3.3.7. Uniform and IPE. On-duty personnel must wear duty uniform (Battle Dress Uniform [BDU] or flight suit) for the duration of exercise. Only 374 AW/CC may direct deviation for wear of uniform and IPE.

3.3.8. Alarm Conditions and MOPP. The standardized alarm signals provide a quick, easy method for communicating attack information. Additionally, MOPP levels establish the minimum amount of individual protection required.

3.3.8.1. The 374 CES/CEX advises on current guidance for wear, carry and appropriate personnel actions for alarm conditions and MOPP levels. The guidance should address actions for conventional and chemical attack actions. Personnel in violation of guidance as dictated by the appropriate alarm condition or MOPP level, or who fail to take adequate personal protective actions are subject to attrition. (See paragraph **3.3.3.** of this instruction for attrition procedures.) **The 374 OG/ CC will develop wear and carry guidance for aircrew during alarm conditions and MOPP levels**. Guidance must be IAW PACAF/IG standards and should cover ground and flying operations.

3.3.8.2. Alarm signals and MOPP levels may be zone-specific, depending on amount of persistency and vapor hazard detected. Transition between zones at different levels should include clearly marked condition signs, border markings and decontamination sites.

3.3.9. Simulated Weapons/Munitions. The following are acceptable props for simulation.

3.3.9.1. High Explosives (HE). Use irregularly shaped blocks of wood, ranging in size from 1 x 1 inch to 8 x 10 inches, painted in rust color with the letters "HE" stenciled in white.

3.3.9.2. 20mm Ammunition. Use several pieces of aluminum tubing, 7 inches long and 1 inch in diameter.

3.3.9.3. UXO. UXO may be simulated by using either inert munitions supplied by 374 CES/CEX, or other props clearly marked 'UXO" or "BOMB". Unless the shape clearly identifies the type of UXO, the class must be identified on the prop.

3.3.9.4. Simulated Small Arms. Models and other gun-shaped props may be used IAW AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*.

3.3.10. Communication Outage. Throughout the exercise, various communications systems outage may be simulated. Damage status and instructions will be annotated on damage or destruction label or exercise input cards. Comm-out procedures must be carried out until proper actions have been taken to restore communications. During comm-out affected telephones must be answered with the following: "THIS LINE IS OUT OF SERVICE FOR EXERCISE PURPOSES". Emergency calls must be handled accordingly.

3.4. No-Play Areas. "No-play" areas are areas designated by the commander where assigned personnel do not have to respond to exercise play (e.g., donning of chemical or conventional protective gear).

3.4.1. Generally, the Military Family Housing (MFH) areas, the Child Development Centers (CDC), schools, AAFES facilities, commissary and facilities manned by tenant units are designated no-play areas.

3.4.2. For specific locations of no-play areas, refer to the latest memorandum to HQ PACAF/IGI on No-Play Area Simulation Request or the appropriate LOI for the current exercise.

3.5. Off-limit Areas. 374 AW/CC will designate off-limit areas. Exercise participants are not permitted to enter any off-limit area during the duration of an exercise. Refer to the current wing rules of engagement (ROE) for specific off-limit areas.

3.6. ENDEX. The 374 AW/IG, with the approval of the 374 AW/CC, will terminate the exercise once objectives are met.

Chapter 4

COMPLIANCE INSPECTIONS

4.1. Concept. Compliance Inspections (CI) are covered under AFI 90-201 and PACAFI 90-201. The 374 AW/IGI assesses unit compliance with all directives governing the unit activities to include US federal and host-nation laws, regulatory policies, DoD, AF and PACAF directives and instructions through published checklists.

4.1.1. Rated Areas. PACAF/IG focuses on the following areas.

4.1.1.1. Common Core Compliance Areas (CCCA) listed in AFI 90-201, **Attachment 6**.

4.1.1.2. PACAF Mission Performance Checklist (MPC) items listed in PACAF Directories (90-2XX series).

4.1.1.3. AF and PACAF Special Interest Items (SII).

4.1.1.4. MARE and 374 SFS Law Enforcement and Physical Security exercises.

4.1.2. Ratings. The 374 AW/IG uses the five-tier system (see paragraph **1.10.** of this instruction) to subjectively rate readiness and compliance for individual units. It uses the three-tier system (Complies, Complies with Comment, Does Not Comply) when rating SIIs and CCCAs, when CCCAs are not incorporated into the MPCs.

4.2. MPC. MPC expands the CCCA identified in AFI 90-201, **Attachment 6**, to include other functions essential to mission accomplishment at all levels of a unit. HQ PACAF directorates publish MPC for each functional area.

4.3. SIIs. During UCI HQ PACAF/IG conducts inspections on compliance with all current and applicable AF and PACAF SIIs. In addition, at the discretion of the inspection team chief, HQ PACAF/IG may inspect applicable PACAF SIIs during IRRIs, CERIs and ORIs. Electronic copies of current and applicable SIIs are accessible on the HQ PACAF/IG Web Page.

4.4. Other Sources of Information. The following are excellent sources of information to aid in preparation for inspections.

4.4.1. The IG Briefs. This is a periodical published by the USAF IG. It contains pertinent information on safety concerns, security, fraud/waste/abuse and a variety of management programs.

4.4.2. Cross-feed Reports. The 374 AW/IGI provides cross-feed reports to the group commanders. These reports provide insights into positive programs and problems identified during IG inspections.

4.5. Responsibilities. The 374 AW/IGI is the POC for 374 AW compliance inspection issues and for all HHQ findings and inspections program items. It is responsible for providing replies and periodic updates to HQ PACAF findings. (See **Attachment 7** for sample reply format.)

4.5.1. Group commanders and WSA Chiefs will:

4.5.1.1. Develop supporting procedures, policies and checklists to help manage the program within their areas of responsibilities.

4.5.2. Group/WSA Monitors will:

4.5.2.1. Answer HHQ and 374 AW inspection/exercise findings for their respective group/agency within the requested suspense date. Forward all replies to 374 AW/IGI IAW **Attachment 5** format.

4.5.2.2. Act as the group/agency primary POC for tracking inspection and exercise findings and corrective actions.

4.5.2.3. Update group commanders or WSA chiefs on status of findings, as required.

4.5.3. Squadron Monitors will:

4.5.3.1. Serve as focal points for their respective squadrons.

4.5.3.2. Provide updates/feedback on unit findings to their respective group monitors.

4.5.3.3. Maintain squadron critical problem area list.

Chapter 5

REPORTS

5.1. Reports/Ratings. All reports must be completed within the time specified by 374 AW/IGI. All reports must address **strengths**, **findings** and **areas for improvement**. Ratings are an assessment of the wing's ability to accomplish its mission.

5.1.1. Initial Input. Upon ENDEX, unit/agency EET members must submit their initial observations/ inputs to their team chiefs. Initial reports should address strengths, findings and areas for improvement for all inspected areas.

5.1.2. Validated EET Reports. Group/WSA EET chiefs will compile and validate all findings for their respective areas and submit a final report to 374 AW/IGI NLT the suspense 374 AW/IGI establishes. Final reports must again address all areas outlined in **Attachment 5** and must include appropriate OPRs and reference material for each finding. If EET report has identified the 374 AW/CC as an OPR for a finding then an OCR must also be identified. Forward copies of reports to 374 CES/CEX.

5.1.3. Final After-Action Report. The 374 AW/IGI will compile all validated findings, strengths and areas of improvement. They will publish a comprehensive after-action report within ten working days after ENDEX. The 374 AW/IG may forego formal after-action reports, in which case a memorandum for record will be maintained by 374 AW/IG to record the type of exercise conducted, time and date of the exercise and the highlights (e.g., basic scenario, participating agencies, outstanding and deficient areas). Minimum distribution of report is PACAF/IG, group commanders, squadron commanders, WSA chiefs, and EET team chiefs.

5.1.4. 374 AW/IGI will track overall exercise ratings for trending purposes. This information will be utilized in planning phases of additional exercises.

5.2. Reply Instructions. All findings and benchmark considerations require a reply. OPRs must provide written replies to 374 AW/IGI within 30 days of report date. All replies must be coordinated through the group commanders or WSA chiefs for endorsement.

5.2.1. Findings. A finding describes a core problem. Replies must address the basic problem.

5.2.1.1. Each reply should contain enough detail to allow the 374 AW/IGI to determine the status of the finding. Include a recommended status (OPEN or CLOSED) for each finding. If corrective action is not complete by the suspense date, describe the actions taken and specify an estimated completion date (ECD). If the finding is beyond the unit's ability to resolve, describe the actions taken to get help.

5.2.1.2. All replies must be formatted according to **Attachment 6** and submitted by electronic mail.

5.2.1.3. The 374 AW/IGI will review all replies and make recommendations to the 374 AW/IG on the status of the findings (OPEN or CLOSED). Open findings require a progress report and will be suspensed by 374 AW/IGI until closed.

5.2.2. Benchmark Consideration. A benchmark consideration is something worthy of wing-wide attention. A unit may submit appropriate materials (e.g., pictures, diagrams, procedures, checklists, etc.) to 374 AW/IG for evaluation and dissemination.

5.3. Outstanding Performers/Team. EET may nominate no more than 1.5% of a unit's personnel for outstanding team or individual performers in the final report. EET must have observed the individual(s) during the course of the evaluation and prepare written nomination (see **Attachment 8**) to 374 AW/IGI. Unit EET chiefs will validate all nominees with the individual's commander. Unit commanders may recommend that EET observe specific individuals as potential outstanding performers/outstanding team during the course of evaluation.

Chapter 6

SELF-INSPECTION

6.1. General. Self-inspection is an internal tool commanders use to assess processes. It is an integral part of every Commander's Management Control Program and should be documented in each commander's annual Statement of Assurance (SOA). When the ability to resolve a discrepancy is beyond the capability of the unit commander, the issue should be raised to the next level of command.

6.2. Unit Responsibilities.

6.2.1. Designate primary and alternate Self-Inspection Program Monitors.

6.2.2. Ensure supplemental Self-Inspection checklists are developed as required.

6.2.3. Ensure supplemental checklists are reviewed annually or when policy or guidance changes.

6.2.4. Ensure self-inspections are conducted annually and documented in the unit's annual Statement of Assurance.

MARK O. SCHISSLER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

AFI 10-2001, *Defensive Counterinformation Planning, Operations and Assessment*

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

AFI 10-403, *Deployment Planning and Execution*

AFI 10-403/PACAF SUP 1, *Deployment Planning and Execution*

AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*

AFI 90-201, *Inspector General Activities*

AFPD 32-40, *Disaster Preparedness*

AFPD 90-2, *Inspector General – The Inspection System*

Yokota Base Support Plan 10-404, Part 1 and 2

PACAFI 90-201, *PACAF Inspector General Inspection Activities*

Yokota Air Base FSTR Plan 10-2

Abbreviations and Acronyms

AB—Air Base

AAFES—Army and Air Force Exchange Service

AF—Air Force

ATSO—Ability to Survive and Operate

BDU—Battle Dress Uniform

CCCA—Common Core Compliance Areas

CCP—Casualty Collection Point

CCRC—Common Core Readiness Criteria

CDC—Child Development Center

CERE/I—Combat Employment Readiness Exercise/Inspection

CI—Compliance Inspection

C2—Command and Control

C4I—Command, Control, Communications, Computers and Information

DeCA—Defense Commissary Agency

DEROS—Date of Eligible for Return from Overseas

DOC—Designed Operational Capability

DoD—Department of Defense

DODIC—Department of Defense Identification Code

DRMD—Deployment Requirements Manning Document

DTG—Date-Time Group

EAL—Entry Authorization List

ECD—Estimated Completion Date

EET—Exercise Evaluation Team

ENDEX—End of Exercise

FOUO—For Official Use Only

FSTR—Full Spectrum Threat Response

GBS—Ground Burst Simulator

HE—High Explosive

HHQ—Higher Headquarters

IAW—In Accordance With

IPE—Individual Protective Equipment

IRRE/I—Initial Response Readiness Exercise/Inspection

LOI—Letter of Instruction

MARE—Major Accident Response Exercise

METL—Mission Essential Task List

MFH—Military Family Housing

MOPP—Mission-Oriented Protective Posture

MPC—Mission Performance Checklist

MSEL—Master Scenario Events List

NBC—Nuclear, Biological and Chemical

NDRE—Natural Disaster Response Exercise

NEO—Non-Combatant Evacuation Operation

NLT—No Later Than

OPFOR—Opposing Force

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORE/I—Operational Readiness Exercise/Inspection

ORM—Operational Risk Management

PCS—Permanent Change of Station

PERSCO—Personnel Support for Contingency Operation

POC—Point of Contact

RIT—Recall Initiation Time

ROE—Rules of Engagement

RRR—Rapid Runway Repair

RST—Reference Start Time

SII—Special Interest Item

SOA—Statement of Assurance

STARTEX—Start of Exercise

TDY—Temporary Duty

UCE/I—Unit Compliance Exercise/Inspection

UMD—Unit Manning Document

UTC—Unit Type Code

UXO—Unexploded Ordnance

WSA—Wing Staff Agency

WMD—Weapons of Mass Destruction

Attachment 2

SIMULATION REQUEST

MEMORANDUM FOR 374 AW/IGI   (Date)
THROUGH 374 AW/CC

FROM: (Appropriate Group Commander)

SUBJECT: Simulation Request, (Subject of Simulation)

1. TYPE SIMULATION: Explain here exactly what you want to simulate or be exempt.

2. REQUESTER: Your unit/grade/name/duty phone. This is the person or office to be notified when the request is approved or disapproved.

3. REASON: Brief explanation of why the simulation is required.

4. UTCs: If applicable.

5. INCREMENT NUMBERS/MPNs: If applicable.

6. COST AND/OR IMPACT IF NOT APPROVED: For example, extra expense wasted sources.

7. DEMONSTRATE: State how simulation will be accomplished and whether checklists exist to actually carry out this function.

                                                      (Group Commander's Signature Block)

1st Ind, 374 AW/CC

Approved/Disapproved.

(Wing Commander's Signature Block)

Attachment 3

EET APPOINTMENT LETTER

MEMORANDUM FOR 374 AW/IGI   (Date)

FROM: (Group Commander/WSA Chief)

SUBJECT: Appointment of Exercise Evaluation Team (EET) Members

1. The following individuals are EET members for this group:

2. The following personnel are designed primary and alternate group EET team chief and alternate.

RANK   NAME   ORG/OFF   DUTY PHONE   DEROS   SEC CLR

3. The following personnel are designed as EET members for their respective squadron. The * indicates unit team chiefs.

4. This supersedes my *(date)* memo/letter, same subject.

                                              (Group Commander's Signature Block)

Attachment 4

MINIMUM EET COMPOSITION

Line	Agency/Unit	Team Chief	No. of Appointees	Line	Agency/Unit	Team Chief	No. of Appointees
1.	374 AW Staff Agencies (WSA)	1		**4.**	374th Mission Support Group (374 MSG)	1	
1.1.	Command Post (CP)		2	**4.1.**	374th Mission Support Squadron (374 MSS)		2
1.2.	Comptrollers (CPTS)		2	**4.2.**	374th Civil Engineer Squadron (374 CES)		8
1.3.	Judge Advocate (JA)		2	**4.3.**	374th Communications Squadron (374 CS)		4
1.4.	Chaplain (HO)		1	**4.4.**	374th Contracting Squadron (374 CONS)		
1.5.	Public Affaires (PA)		1	**4.5.**	374th Security Force Squadron (374 SFS)		4
1.6.	Safety (SE)		2	**4.6.**	374th Logistics Readiness Squadron (374 LRS)		5
1.7.	Plans and Program (XP)		2	**4.7.**	374 MSG Services Division (374 MSG/SV)		2
				5.	374th Medical Group (374 MDG)	1	
2.	374th Operations Group (374 OG)	1	2	**5.1.**	374th Dental Squadron (374 DS)		2
2.1.	36th Airlift Squadron (36 AS)		2	**5.2.**	374th Medical Operations Squadron (374 MDOS)		3
2.2.	459th Airlift Squadron (459 AS)		2	**5.3.**	374th Medical Support Squadron (374 MDSS)		2
3.	374th Maintenance Group (374 MXG)	1		**5.4.**	374th Aeromedical Squadron (374 AMDS)		2
3.1.	374th Maintenance Operations Squadron (374 MOS)		7	**6.**	AF Office of Special Investigations (AFOSI)	1	
3.2.	374th Maintenance Squadron (374 MXS)		2	**7.**	730th Air Mobility Squadron (730 AMS)	1	4
3.3.	374th Aircraft Maintenance Squadron (374 AMXS)		3	**8.**	605th Air Support Squadron (605 ASUS)	1	1

Attachment 5

EET AFTER-ACTION REPORT

BEVERLY MORNING YY-XX
AFTER-ACTION REPORT

ORGANIZATION: 374 XXX

EET MEMBER: MSgt John Doe

(NOTE: Use 11-pitch Times New Roman)

A. MAJOR GRADED AREA (e.g., COMMAND AND CONTROL)

STRENGTHS

- CAT/BS was able to fight the war/get critical communication out despite the encumbrance of MOPP 4 for extended periods.

FINDINGS:

- LIMFACs submission process needs attention. Crisis Action TAB 3-5 Receipt of Warning Order 6. A. (2) requires up-channeling of updated shortfalls/LIMFACs to the CAT within 8 hours of receipt of Warning Orders. (REF: AFI XX-XXX) (OPR: All UDMs and Sqdn/CCs; OCR: 374 AW/XPL)

AREAS FOR IMPROVEMENT

- LOI suspense's were not submitted in a timely manner and items destined for the IGI were delivered to the CAT and were not clearly marked as to whom the item was intended.

B. MAJOR GRADED AREA (e.g., MISSION SUPPORT)

STRENGTHS
- Team members showed exceptional knowledge of the ATSO guide and Airman's Manual. Each had tabbed their guides which facilitated quick access to required information during injects.

FINDINGS: NONE

AREAS FOR IMPROVEMENT
PERSCO team needs to requisition a phone inside their room. They are presently using the phone outside their office area, which takes them away from pertinent information contained on their boards and laptop.

(NOTE: Each major graded area should include all three categories: STRENGTHS, FINDINGS and AREAS FOR IMPROVEMENT. Indicate "NONE" if there is no entry for a category)

OUTSTANDING PERFORMERS: SSgt Tammy L Dunn
OUTSTANDING TEAMS: Readiness Team

Attachment 6

REPLY TO LOCAL FINDINGS

BEVERLY MORNING YY-XX
(date of exercise) **DD MMM YY**

(FINDING: EXAMPLE)

(0303B007) TODO requires attention**. (REF: AFI XX-XXX) (OPR: 374 XXX/CC)**

Progress report example:

374 XXX/CC, *(date)* DD MMM YY *(This is OPR originated).*

Input 17 July 03: AFTO Form 43 has been applied for and formal training has been completed.
Recommend CLOSED.
Response to finding example:

374 XXX/CC, *(date)* DD MMM YY

Reply:
374 XXX/CC, 17 Apr 03 *(This is OPR originated).*

AFTO Form 43 has been received. Need formal training
(OPEN: ECD: June 03, OPR: XXX)

(OPR AND DATE OF RECOMMENDATION)

374 AMXS/CC, 17 July 03 (CLOSED)

374 AW/IGI, *(date)* DD MMM YY

(374 AW/IG will indicate concurrence/non-concurrence to reply)

(If a finding cannot be "CLOSED" prior to the ECD set by the unit, the OPR will notify 374 AW/ IGI in writing as to the status of the finding and indicate a new ECD.)

NOTES:
1. Ensure the PRIVILEGED DOCUMENT statement and "FOR OFFICIAL USE ONLY" are placed at the bottom of each page.
2. If finding is related to safety, mobility or disaster preparedness, replies must be coordinated with the respective office.
3. OPRs must coordinate their replies with all OCRs.

Attachment 7

REPLY TO HHQ FINDINGS EXAMPLE

374 AW/IRRI

(date) DD MMM YY

_____

(X000) Insert finding here, verbatim from the report. **(REF: AFI XX-XXX) (OPR: 374 XXX)**

374 AW/CC, *(date)* DD MMM YYY *(This will always be from the Wing Commander)*

Reply to finding (CLOSED) *(Include OPR and add all OCRs if applicable)*
OR
Reply to finding (OPEN – ECD: DD MMM YY) *(Include OPR and add all OCRs if applicable)*

_____

HQ PACAF/IG, *(date)* DD MMM YYY

(HQ PACAF will indicate concurrence/non-concurrence to finding reply)

Progress Report for (X000)

374 AW/CC, *(date)* DD MMM YYY *(This will always be from the Wing Commander)*

(If a finding cannot be "CLOSED" prior to the ECD, 374 AW/IGI will notify the OPR for an update and forward an update on status to HQ PACAF)

_____

HQ PACAF/IG, *(date)* DD MMM YYY

(HQ PACAF will indicate concurrence/non-concurrence to Progress Report)

NOTES:

1. *Ensure the PRIVILEGED DOCUMENT statement and "FOR OFFICIAL USE ONLY" are placed at the bottom of each page.*

2. *If finding is related to safety, mobility or disaster preparedness, replies must be coordinated with the respective office.*

Attachment 8

OUTSTANDING PERFORMER AND/OR TEAM FORMAT

Date: 08 April 2003

Rank/Name (or names for team) (Last, First MI): SrA Crisp, Richard A.

Phonetic Spelling (spell it how it sounds): Crisp

Duty Title: Avionics Intermediate Systems Specialist

Unit: 51 MXS/Avionics

Nominating Inspector: SMSgt Gary K. Hema

Division: IGM

Short Justification: SrA Crisp is exceptionally knowledgeable on all systems in the Avionics Intermediate Section. He performed an operational flight program load on an F-16 General Avionics Computer flawlessly and meticulously IAW prescribed tech data. He provided a general overview of the task and also how this computer is utilized on the F-16. Through his experience and understanding of the system, he began troubleshooting before initiating the program load. To confirm the maintenance action completed, he performed another load to ensure serviceability. SrA Crisp also displayed a professional attitude that is noteworthy. He definitely is an asset to the flight/squadron and should be recognized as such.

Division Chief Approval: _____