



EXERCISE EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

To outline the organization, procedures and responsibilities of the 919th Special Operations Wing (919 SOW) Exercise Evaluation program. It implements the provisions of AFD 10-4, *Operations Planning*. This instruction incorporates functions dealing with the planning and execution of all unit Readiness Exercises to include Operational Readiness Exercises (ORE), major accident response exercises (MARE), attack response exercises, natural disasters, and training scenarios (weapons issue, chemex, MOBAG issue, etc.) as deemed necessary by the 919 SOW/CC.

1. GENERAL: The Exercise Evaluation program is a very important aspect of the 919 SOW readiness program. It establishes and provides the ground work for a solid evaluation and training process that will ensure successful preparation and responses to real world contingencies and readiness operations. The goal is to ensure an environment of teamwork and cooperation throughout the wing. The cross functional sharing of lessons learned through periodic planned exercise scenarios, assistance visits and crossfeed/self-inspection programs will be the cornerstones to the program's success.

1.1. The exercise evaluation program will be administered in accordance with AFI 32-4001, *Disaster Preparedness Planning and Operations*, AFI 10-403, *Deployment Planning*, and 919 SOW 91-201, *The Explosives Safety Monitor Program for Field Training Exercises*, as required.

1.2. The overall wing OPR will be 919 SOW/CV.

1.3. Program implementation will be vested in the Team Chief. Currently, the Exercise Evaluation Team (EET) Chief is 919 OG/OGV.

1.4. Team Chief will be appointed in writing by the 919 SOW/CC.

2. RESPONSIBILITIES:

2.1. The Team Chief will:

2.2. Provide overall direction and instruction to team members.

2.3. Ensure that EET meetings are scheduled prior to the start of each exercise. Prior to each exercise the specific team composition will be determined (from master appointment list) based upon the exercise scope and objectives.



- 2.4. Ensure the team is briefed on the scenario, the observation format and a suspense for inputs will be established.
- 2.5. Conduct an exercise outbrief after each exercise, or as deemed necessary by the Wing Commander.
- 2.6. Prepare and review the contents of the final report and ensure the 919 SOW/CV is the approving authority for the lessons learned after action report.
- 2.7. Publish an annual exercise schedule and include in the Wing=s annual calendar.
- 2.8. Attend and/or ensure attendance at Host Base EET meetings and/or training.
- 2.9. Keep the Readiness Council abreast of exercise evaluation program through periodic briefings and updates.
- 2.10. Through a visual inspection of team members= efforts, ensure the evaluation process is administered in a Results= oriented manner.
- 2.11. Attempt to validate and act as mediator on any questionable observations between team member and functional area being observed.

3. TEAM COMPOSITION:

- 3.1. Composition of the 919 SOW exercise evaluation team will be organized as identified in attachment 1.
- 3.2. Each 919 SOW Group/CC will be provided a list of required personnel needed by functional specialty to be appointed by letter to the EET.
- 3.3. Representatives appointed as members of the evaluation team should be highly qualified in their respective specialties and possess a high level of integrity which is needed in order to conduct impartial evaluations of unit and subordinate organizations.
- 3.4. Team members should possess at least a Secret security clearance:
 - 3.4.1. Primary exercise planners will consist of EET Chief and representatives from SE, CEX, XP and additional functional representatives as deemed necessary by team chief.
 - 3.4.2. Planners will be responsible for planning, coordinating and identifying the objectives of the exercise.
 - 3.4.3. Ensure that exercise scenarios are written with the least amount of simulations as practical.
 - 3.4.4. Write, coordinate/staff, and publish the concept of operations, FRAG order, tasking documents, flying schedule, etc., as appropriate.
 - 3.4.5. Ensure the outbrief covers the scope of current HHQ inspections and mirror the current format used by HHQ/IG. The focus of the outbrief is to identify the critical processes of the exercise objectives.

4. TEAM MEMBERS WILL:

- 4.1. Be designated in writing to the 919 SOW/CV. Info copies will be sent to 919 OG/OGV and XP.
- 4.2. Ensure evaluations are conducted with emphasis on results.
- 4.4. Adhere to all safety procedures and practices in accordance with governing directives for the exercise in question.

- 4.5. At all times, wear the Exercise Evaluation Team badge.
- 4.6. Maintain an exercise evaluation team folder and log to document their activities during the exercise.
- 4.7. Report any problems or bottlenecks to the Team Chief or his designated assistant.
- 4.8. Be familiar with and maintain a copy of this regulation and other exercise related directives as identified by Team Chief.
- 4.9. Attend all team meetings.

5. THE READINESS/EXERCISE WORKING GROUP:

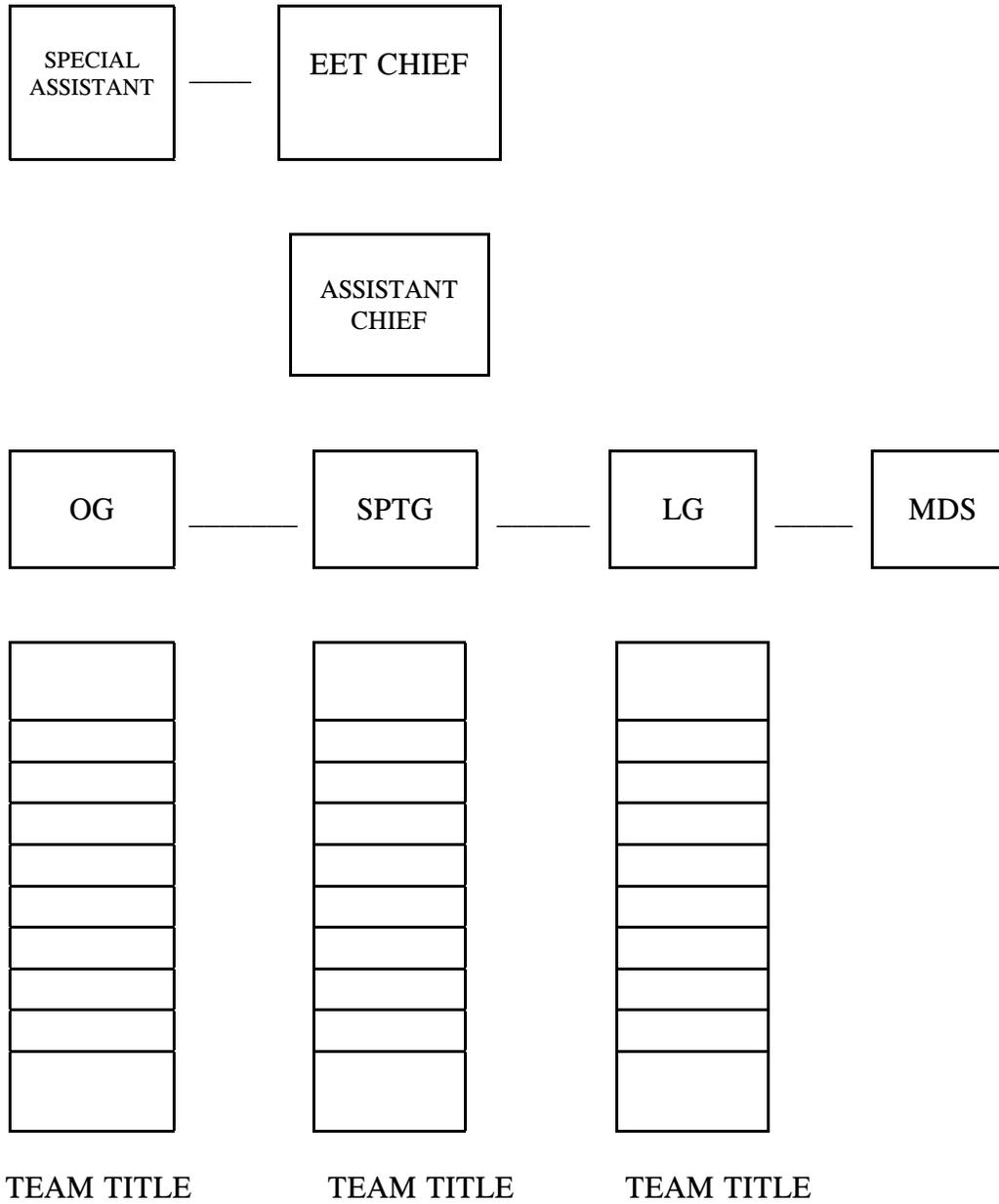
- 5.1. The EET Chief will chair the working group.
- 5.2. The group will be composed of functional area representatives (expanded EET member list) to assist the evaluation team planners in coordinating the logistics support needed for exercise/ORE/ORI/MAREs, etc., taskings.
- 5.3. The working group will also act as the primary forum for tracking and addressing issues and observations documented in the exercise lessons learned after-action reports. For deployment related exercises (OREs, ORI, weapons issue, etc.), the Unit Deployment Managers meeting conducted during the UTA will suffice:
 - 5.3.1. Observations (write-ups) identified during the evaluation will be made a part of each units= and/or workcenters= crossfeed/self-inspection program.

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Commander

Attachments:

1. Exercise Evaluation Team Chart
2. EET Observation Worksheet

EXERCISE EVALUATION TEAM CHART



EET OBSERVATION WORKSHEET

DATE: _____

EVENT/TIME: _____

NAME: _____

AREA: _____

OBSERVATION:

RECOMMENDATIONS:
