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Operations

PLANS MANAGEMENT

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This instruction implements 21 SWPD 10-3, *Plans Management* and incorporates some formatting concepts and requirements in AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation*; AFMAN 10-401, Volume 2, *Planning Formats and Guidance* and AFI 10-404, *Base Support Planning*. It establishes responsibilities and procedures for developing, coordinating, and publishing 21st Space Wing (21 SW) operations, support, and functional plans. This instruction applies to all 21 SW staff agencies and group and squadron commanders involved in writing Wing plans. This instruction does not apply to group or squadron unique plans; however, squadrons should use this guidance to maximize plan standardization throughout the Wing. Send comments or recommended changes to 21 SW/XP, 775 Loring Ave, Suite 244, Peterson AFB, CO 80914-1293. Send clarification and waiver requests with justification to 21 SW/XP, Operational Plans, for 21 SW/CC approval. Units may supplement this instruction with Operating Instructions.

“The Paperwork Reduction Act of 1974 as amended in 1996 affects this publication.”

1. References:

1.1. DOD Regulation 5400.7/Air Force Supplement, DOD Freedom of Information Act Program. Describes correct procedures for marking documents “For Official Use Only.”

1.2. AFI 10-401, Volume 1. Operation Plan and Concept Plan Development and Implementation. Provides Air Force-unique planning aspects not addressed in Joint Operation Planning and Execution System (JOPES) documents and complements JOPES guidance for Air Force planners at all levels.

1.3. AFI 10-401, Volume 2. Planning Formats and Guidance. Prescribes the formats for and gives guidance on preparing and completing operations and concept plans.

1.4. JCS PUB 5-03.1, Joint Operation Planning and Execution System, Volume 1 (Planning Policies and Procedures). Delineates the joint planning process and defines Operation Plans (OPLANS).

1.5. AFI 10-501AFSPCI1, Program Action Directives (PAD) and Programming Plans (PPLAN).

1.6. 21SWPD 10-3. Plans Management .

2. Types of Plans. The Department of Defense uses many types of plans. The type of plans most common to the 21 SW will be supporting plans or functional plans. Other plans are described below.

2.1. Operations Plan (OPLAN). JCS Pub 5-03.1 (Chapter III, para 2a) defines an OPLAN as, “a complete and detailed joint plan and includes a full description of the concept of operations and all annexes applicable to the plan. OPLANS are approved at the CJCS level.”

2.2. Concept Plan (CONPLAN). JCS Pub 5-03.1 (Chapter III, para 2b) defines a CONPLAN as, “an operation plan in an abbreviated format that would require considerable expansion or alteration to convert it to an OPLAN or OPORD.”

2.3. Supporting Plans. AFMAN10-401, Volume 1, (para 2.4.5) states, “In the supporting plan phase, each subordinate and supporting commander who is assigned a task in the CINC’s plan prepares a supporting plan.” This means any higher headquarters OPLAN which tasks the 21st Space Wing (through SPACEAF) requires the 21st Space Wing to develop a supporting plan. Typically this is accomplished and coordinated by the Wing Plans and Programs Office.

2.4. Functional Plan. JCS Pub 5-03.1 (Chapter III, para 2c) states, “Functional plans involve the conduct of military operations in a peacetime or non-hostile environment. Examples include plans for disaster relief, nation assistance, logistics, communications, surveillance, protection of US citizens, nuclear weapon recovery and evacuation, and continuity of operations.” **Most 21 SW plans fall into this category.** Following are examples of functional plans:

2.4.1. Contingency Plans.

2.4.2. Installation Security Plans.

2.4.3. Base Snow Removal Plans.

2.4.4. Base Disaster Preparedness Plans.

2.4.5. Base Weather Support Plans.

2.5. Base Support Plan (BSP). AFMAN10-401, Volume 1, (para 2.6.3) states, “As a minimum, base-level plans must address mobility, mobilization (if appropriate), reception, employment, deployment, sustainment, and redeployment planning required for the combat force to accomplish its mission. All installations with a wartime mission, regardless of size or location must develop base support plans according to AFI 10-404, *Base Support Planning*, to define their wartime activities.”

2.6. Programming Plans (PPlans) . A formal plan written below HQ USAF-level that helps accomplish and record major actions. PPlans are written only at the headquarters level and provide broad guidance to accomplish a particular one-time, non-recurring project (i.e., unit relocation, system acquisition/beddown, or base closure or drawdown). They document the project’s objectives and actions necessary for implementation. PPlan content may vary depending on the type of action

involved. PPlans identify essential actions (i.e., personnel actions, delivery schedule of new equipment, essential facilities required and available, logistics, and other support duties) to accomplish a program.

2.7. Implementation Plans (IPlans) . Wing-level plans that delineate actions required for Wing agencies to complete a specific project (base closure, etc.). These are typically generated based on requirements outlined in a higher headquarters Programming Plan (PPlan).

3. Operations, Support, and Functional Plan Responsibilities:

3.1. Commander, 21st Space Wing (21 SW/CC) . Approves and signs all plans tasking agencies outside the 21 SW and all plans tasking across group lines within the 21 SW. Delegates signature authority for plans to installation commanders at geographically separated units (GSU) where the 21 SW GSU is the host for the installation.

3.2. Wing Plans and Programs Office (21 SW/XP):

3.2.1. Manages the 21 SW plans program.

3.2.2. Maintains a Wing plans library consisting of plans signed by the wing commander or designated representative. The Plans Library includes only those plans that task agencies outside the 21 SW or across group lines. It will also include those plans at a 21 SW GSU where that GSU is the host for the site (and therefore the Installation Commander).

3.2.3. Publishes, updates and distributes an index of wing plans. The index includes only those plans defined in paragraph 3.2.2. above.

3.2.4. Reviews/coordinates on wing-level plans.

3.2.5. Manages the annual review of wing-level plans.

3.2.6. Ensures compliance with higher headquarters or locally-established directives to prevent duplication.

3.2.7. Provides guidance to 21 SW organizations on the plans program.

3.2.8. Serves as the focal point to coordinate, within the 21st Space Wing, plans from organizations outside the 21st Space Wing that task 21 SW units. 21 SW/XP will prepare a staff summary sheet through all agencies affected in that plan, consolidate any comments and provide a consolidated wing response back to the plan's OPR.

3.3. Office of Primary Responsibility (OPR). Is responsible for creating, coordinating and managing plans within its functional area.

3.3.1. Develops plans as directed by higher headquarters requirements.

3.3.2. Ensures proper construction and format of plans.

3.3.3. Identifies all tasked agencies.

3.3.4. Coordinates plans with tasked agencies. This includes both agencies within the 21 SW and those external to the 21 SW. Use a staff summary sheet to obtain coordination within the 21st Space Wing. For non-Air Force agencies outside the wing, use an official memorandum requesting coordination with an explanation of support requested from that agency.

3.3.5. Conducts annual reviews of plans to ensure accuracy and currency.

3.3.6. Distributes plans to all users. Ensures the 21 SW/XP has a soft copy (in addition to a hard copy) for the 21 SW Wing Plans library and to update the wing plans index.

3.4. Tasked Organizations. It is imperative any tasked agency reviews the plan to ensure tasks in the plan are accurate and feasible.

3.4.1. Reviews plans for compliance and feasibility.

3.4.2. Ensure the plan reflects the most recent guidance and information.

4. General. A plan is a documented course of action establishing procedures on a one-time or as-needed basis. A plan ensures established procedures are coordinated before an event takes place. Operation, concept, supporting, and functional plans are developed based on requirements identified by either an Air Force Instruction (AFI), a Joint Chiefs of Staff (JCS) directive, Headquarters United States Space Command (USSPACECOM) directive, Headquarters Air Force Space Command (AFSPC) directive or locally-established requirement.

4.1. Format. Plans adhere to formats prescribed in higher headquarters directives. AFMAN 10-401, Volume 2, Planning Formats and Guidance is the governing guidance for formatting Air Force operational and concept plans. 21st Space Wing plans will use the format described in paragraphs **4.1.2.** and **4.1.3.** of this instruction (unless another higher headquarters directive prescribes an alternate format). The objective of using a prescribed plan format is to ensure standardization and ease of use across the wing. Paragraph **4.1.3.** defines the minimum content and formatting requirements and paragraph **4.1.2.** shows numbering standards for 21 SW plans. The content of plans prescribed in paragraph **4.1.3.** can be added to as necessary. Group and squadron plans should also use this format to ensure consistency across the wing.

4.1.1. Numbering Plans . The plan number depends on the higher headquarters directive requiring the plan.

4.1.1.1. Plans with a higher headquarters corresponding plan. Plans with a higher headquarters corresponding plan will be numbered to correspond with that plan. For example, if AFSPC publishes a Disaster Preparedness Plan 32-1, which mandates a wing plan, the wing plan will be 21 SW Disaster Preparedness Plan 32-1. If the 21 CES and the 721 CES both publish Disaster Preparedness plans, they both will be numbered 32-1. To alleviate confusion, all plans with like plan numbers will add a "P" suffix for Peterson units and a "C" suffix for Cheyenne Mountain Air Force Station units. Plans directed by a higher headquarters instruction may be numbered to correspond with that instruction.

4.1.1.2. Plans without a higher headquarters corresponding plan. These plans should follow functional area numbering similar to number instructions. Use AF Index 2 as a guide for choosing numbering systems.

4.1.2. Numbering Standards .

4.1.2.1. Numbering Paragraphs . There are two preferred methods for numbering paragraphs in 21 SW plans. Plan paragraphs will be numbered using one of the formats in **Figure 1.**

Figure 1. Numbering Plan Paragraphs

| Format 1 (Includes Indenting) | Format 2 (No Indenting) |
|-------------------------------|-----------------------------|
| 1. Main paragraph | 1. Main paragraph 1 |
| a. Subparagraph | 1.1. Subparagraph 1 |
| b. Subparagraph | 1.2. Subparagraph 2 |
| (1) Sub-subparagraph | 1.2.1. Sub-subparagraph |
| (2) Sub-subparagraph | 1.2.2. Sub-subparagraph |
| (a) Sub-subparagraph | 1.2.2.1. Sub-subparagraph |
| <u>1.</u> Sub-subparagraph | 1.2.2.1.1. Sub-subparagraph |
| <u>2.</u> Sub-subparagraph | 1.2.2.1.2. Sub-subparagraph |
| (b) Sub-subparagraph | 1.2.2.2. Sub-subparagraph |
| c. Subparagraph | 1.3. Subparagraph 3 |
| 2. Next main paragraph | 2. Next main paragraph 2 |

4.1.2.2. Numbering Pages . All page numbers will be centered at the bottom of each page except the cover page, which is not numbered. Change page numbers will use the following numbering system adding “(Change X, Date) “ centered two lines below the page number.

4.1.2.2.1. The Administrative and Security Instructions, Record of Changes, Plan Summary, Classification Guidance and Table of Contents Pages. Use lowercase Roman numerals, starting at “i” and number consecutively.

4.1.2.2.2. The Basic Plan . Use Arabic numerals starting at “1” and number consecutively.

4.1.2.2.3. Annexes, Appendices, Tabs & Exhibits . Use Alphanumeric numbers corresponding to the Annex letter, Appendix number, Tab letter and Exhibit number, and page within each section. For example, page 2 of appendix 4 of annex C would have a page number of C-4-2.

4.1.3. Plan Content and Format . Below is list of minimum requirements for a 21 SW plan. Each 21 SW plan must have these items. Additional items may be added as required. A fill-in plan template is available at the XP web site.

(<https://midway.peterson.af.mil/21sw/xp/lib.html#wing-plans>)

4.1.3.1. Cover Page . As a minimum the cover page includes the long title, plan number, the date, the OPR and security classification as applicable. **NOTE: red covers are reserved for classified plans, use any other color for unclassified plans.**

4.1.3.2. Memorandum of Transmittal . Establishes the basis for authority of the plan. This will be signed by the wing or vice wing commander or designated representative.

4.1.3.3. Administration and Security Instructions . Outlines any appropriate administrative and security instructions pertaining to the information contained in the plan. This page can include a RECORD OF CHANGES section or the RECORD OF CHANGES can be on a separate page. This section will contain as a minimum the following:

4.1.3.3.1. Title . A single paragraph describing the long title of the plan, the short title of the plan and if this plan supersedes another plan what plan is superseded.

4.1.3.3.2. Effective Period . Describes when the plan will be effective and implemented.

4.1.3.3.3. Office of Primary Responsibility (OPR) . Describes the OPR and how to contact them.

4.1.3.3.4. Classification/Security Considerations . Describes the classification of the plan and any special handling requirements.

4.1.3.3.5. Reproduction . Describes any prohibitions or limitations on reproducing the plan and gives a point of contact for reproduction permissions.

4.1.3.3.6. Supporting Plans . Describes if any supporting/subordinate plans are required.

4.1.3.3.7. Changes . Describes who is responsible for publishing and distributing changes.

4.1.3.3.8. Record of Changes . An area to allow a record of changes to the plan. This includes an area to allow entering a record of changes to include (1) change number, (2) change date, (3) date entered, and (4) posted by. Note: This can also be a separate page.

4.1.3.4. Classification Guidance . As required, outlines classification rules for information contained in the plan.

4.1.3.5. Table of Contents . Lists the plan's contents by sections and annexes/appendices. List all Annexes, Appendices, Tabs and Exhibits and their corresponding starting page number used in the plan.

4.1.3.6. Basic Plan . Provides references, a plan summary, defines terminology used in the plan and addresses general responsibilities of organizations tasked in the plan.

4.1.3.7. Annexes . A plan is functionally organized into annexes. To ensure standardization across 21 SW plans the following annexes will be used. Add appendices, tabs and exhibits within annexes as required.

Annex A - Task Organization

Annex B - Intelligence

Annex C - Operations

Annex D - Logistics (all logistics related functional areas)

Annex E - Personnel (all military and civilian personnel related functional areas)

Annex F - Public Affairs

Annex G - Staff Judge Advocate

Annex H - Weather Operations

Annex I - Not Used

Annex J - Financial Management

Annex K - Communications and Information

Annex L - History
 Annex M - Security Forces
 Annex N - Chaplain
 Annex O - Not Used
 Annex P - Open
 Annex Q - Medical Services
 Annex R - Open
 Annex S - Services (all services related functional areas)
 Annex T, U - Open
 Annex V - Safety
 Annex W - Civil Engineering (all civil engineering related functional areas)
 Annex X - Open
 Annex Y - Manpower
 Annex Z - Distribution

4.1.3.8. Appendices . Each annex can be subdivided into appendices to address specific functional areas. For example, Annex D covers Logistics. Under Logistics are areas such as Transportation, Supply, Mobility, Contracting, etc. Separate appendices can be added to discuss specifics about these logistics-related functional areas. Add as many appendices as required. Appendices are numbered starting at "1," for example Appendix 1 to Annex D.

4.1.3.9. Tabs . Tabs are attachments to appendices should a plan need to further define requirements listed in an appendix.

4.1.3.10. Exhibits . Exhibits are attachments to tabs.

5. Signature Requirements. Signature requirements are based on who is tasked in the plan. Use the following guidance when determining who will sign a plan's memorandum of transmittal:

5.1. 21st Space Wing Commander . Wing plans tasking agencies outside the 21 SW or across group lines require the 21 SW/CC or designated representative signature (see paragraph 3.1.). Plans meeting these requirements are currently listed on the plans index page of the XP web site (<https://midway.peterson.af.mil/21sw/xp/lib.html#wing-plans>).

5.2. Group Commander . Plans tasking across squadron lines, but remaining within a single group can be signed by the respective group commander or designated representative.

5.3. Squadron Commander . Plans tasking solely within a single squadron can be signed by the squadron commander or designated representative.

5.4. Functional Area Chiefs . Plans tasking solely between functional areas (for example, a plan tasking from the 21st Civil Engineering fire department to the 50th Civil Engineering fire department) can be signed by the functional area chief (in this example the 21 CES Fire Chief or designated representative).

5.5. Individual Annexes . Individual annexes need not be signed by the individual responsible for the functional area. The signature on coordination documentation serves as a record of concurrence.

6. Plan Development. Each plan follows a process from inception to completion. This process ensures (1) the plan is required and accurate, (2) tasked agencies can provide required support, (3) the plan is cor-

rectly formatted and (4) the plan is distributed to the necessary agencies. See [Attachment 2](#) for a plans development process flowchart. All plans must be formally staffed before implementation.

7. Plan Staffing Requirements . All plans must be staffed through appropriate agencies. This ensures others have the opportunity to review your plan for possible impacts to their organization. Staffing a plan provides two-way benefits. The plan OPR benefits from the expertise of functional representatives who ensure taskings in the plan are realistic and attainable. The tasked agencies benefit because they can tailor the support they can give in advance of plan implementation and not be caught off guard when the plan is implemented. There are essentially two types of staffing, initial (full) and annual review. 21 SW/XP will manage the wing-level plans annual review process while the plan OPR is responsible for staffing and coordinating the plan. For wing-level plans, 21 SW/XP will notify the plan OPR 60 days in advance of the requirement to perform the annual review. Use a staff summary sheet for coordination within the 21st Space Wing. For non-Air Force agencies outside the Wing, use an official memorandum with an explanation of the requested support from that agency.

7.1. Initial (Full) Staffing . This is required any time a completely new plan is drafted for implementation or an existing plan is rewritten due to extensive changes. All agencies affected by the plan must review the plan and provide appropriate comments before the plan is staffed through the Wing Command Section for approval (see [Attachment 3](#)).

7.1.1. The plan OPR will include 21 SW/XP in the early stages of the plan review. As a minimum 21 SW/XP will review not only for format but also to verify the accuracy of the list of wing and tenant units and external coordinating agencies.

7.1.2. The OPR is responsible for coordinating the plan with all affected agencies (including wing, tenant and external agencies). The OPR will forward necessary copies to each agency and monitor responses from these agencies.

7.1.3. After completing coordination from paragraph [7.1.2.](#), the plan OPR will prepare a staff summary sheet to obtain wing commander approval/signature on the plan. 21 SW/XP will be included in this wing coordination.

7.1.4. After the wing commander or vice wing commander (or designated representative) approves the plan and signs the memorandum of transmittal, the OPR will make necessary distribution (paper or electronic copies). 21 SW/XPPO requires both one paper copy and one electronic copy of the plan for the wing plans library.

7.1.5. 21 SW/XP will post approved and signed plans that meet classification requirements in the Wing Plans and Programs Office plans library.

7.2. Annual Review . To ensure currency of information and taskings, all plans must be reviewed annually. This gives tasked organizations the opportunity to update their respective annexes to more accurately reflect ability to support requirements in the plan. See [Attachment 4](#) for a flowchart of the annual review process.

7.2.1. 21 SW/XP initiates this review 60 days prior to the anniversary of the date of each wing-level plan. 21 SW/XP will send a memorandum to the plan OPR 60 days in advance of the anniversary date to remind the plan OPR to complete the review process. The plan OPR will prepare a staff summary sheet with all tasked organizations as coordinating agencies. These agencies, as a minimum, include all group CCs, wing staff offices and all agencies (within and external to the 21 SW) tasked in the plan.

7.2.2. Minor changes may be made by page-replacement procedures or by pen-and-ink procedures depending on the complexity of the change. Ensure any change is coordinated with all affected agencies to obtain written concurrence. The OPR will maintain coordination documentation, provide a copy of that documentation to 21 SW/XPPO and distribute changes to everyone in Annex Z, Distribution.

7.2.3. If the annual review results in extensive changes, full staffing procedures will be required.

8. Implementation Plans (IPlans)

8.1. Commander, 21st Space Wing (21 SW/CC) or designated authority approves all IPlans.

8.2. Wing Plans and Programs Office (21 SW/XP):

8.2.1. Manages 21 SW IPlans.

8.2.2. Develops IPlans as directed by higher headquarters PPlan requirements.

8.2.3. Represents 21 SW/XP at AFSPC Programming Plan (PPlan) meetings.

8.2.4. Staffs PPlans to 21 SW groups and wing staff agencies for review.

8.2.5. Tasks 21 SW groups and wing staff agencies to prepare their IPlan annexes and to develop milestone timelines for each IPlan project.

8.2.6. Publishes and distributes IPlans to the 21 SW group and wing staff agencies.

8.2.7. Tracks the status of IPlan milestones through the project lifespan.

8.2.8. Processes changes to the IPlans, including coordination of the changes and distribution.

8.2.9. Formally rescinds IPlans when the primary objectives of the plan are met.

8.3. 21 SW Group and Wing Staff Agency OPRs:

8.3.1. Are responsible for the content of their IPlan functional area annexes, including providing changes to 21 SW/XP when the OPR deems necessary.

8.3.2. When tasked by 21 SW/XP, prepare their functional area annex, to include developing milestones for each trackable action for the IPlan projects. All inputs are to be coordinated through the chief of the respective group or wing staff agency before being submitted to 21 SW/XP.

8.3.3. Provide status reports in accordance with Annex A of each IPlan.

8.4. Numbering IPlans . IPlans are assigned a number based upon the fiscal year the IPlan was initiated in and the number of IPlans created within that fiscal year (i.e., 00-1). A book containing IPlan numbers is located in 21 SW/XP.

8.5. Numbering Standards .

8.5.1. Numbering Paragraphs . IPlan paragraphs will be numbered in one of the following formats in **Figure 2**. *Note:* you must have a subparagraph “b” to have an “a”.

8.5.2. Numbering Pages . All page numbers will be centered at the bottom of each page except the cover page, which is not numbered. Change page numbers will use the following numbering system adding “(Change X, Date) “ centered two lines below the page number.

Figure 2. Numbering IPlan Paragraphs

| Format 1 (Includes Indenting) | Format 2 (No Indenting) |
|-------------------------------|-----------------------------|
| 1. Main paragraph | 1. Main paragraph 1 |
| a. Subparagraph | 1.1. Subparagraph 1 |
| b. Subparagraph | 1.2. Subparagraph 2 |
| (1) Sub-subparagraph | 1.2.1. Sub-subparagraph |
| (2) Sub-subparagraph | 1.2.2. Sub-subparagraph |
| (a) Sub-subparagraph | 1.2.2.1. Sub-subparagraph |
| 1. Sub-subparagraph | 1.2.2.1.1. Sub-subparagraph |
| 2. Sub-subparagraph | 1.2.2.1.2. Sub-subparagraph |
| (b) Sub-subparagraph | 1.2.2.2. Sub-subparagraph |
| c. Subparagraph | 1.3. Subparagraph 3 |
| 2. Next main paragraph | 2. Next main paragraph 2 |

8.5.2.1. *The Security Instructions and Record of Changes, Plan Summary, Classification Guidance and Table of Contents Pages.* Use lowercase Roman numerals, starting at “i” and number consecutively.

8.5.2.2. *The Basic Plan* . Use Arabic numerals starting at “1” and number consecutively.

8.5.2.3. *Annexes, Appendices, Tabs & Exhibits* . Use Alpha-numeric numbers corresponding to the Annex letter, Appendix number (Arabic numerals), and Tab letter and page within each section. (For example: Annex A, page 1 is "A-1," Appendix 1 to Annex A, page 1 is "A-1-1," Tab A to Appendix 1 to Annex A is "A-1-A-1.")

8.6. Plan Contents . Below is a description of an IPlan’s contents.

8.6.1. Cover Page . As a minimum the cover page includes the long title, plan number, date, OPR and security classification as applicable.

8.6.2. Table of Contents . Lists the IPlan’s contents by page number. List all Annexes, Appendices, and Tabs. If a portion is not used in the plan indicate “Not Used” in the “Page” column and if a portion will be published separately state that in the “Page” column.

8.6.3. Preface and Record of Changes . Defines the purpose for this plan and includes critical information necessary for its implementation. Also contains a list of the published changes to the IPlan.

8.6.4. Basic Plan . Provides references, defines terminology used in the plan and addresses general responsibilities of organizations tasked in the plan.

8.6.5. Annexes . Provides specific details of taskings required to be performed to effectively meet the goals of the plan. If a particular annex letter is not applicable to a plan and is not used, enter “Not Used” in the plan’s table of contents. Following is a list of usual annexes:

- Annex A - Reporting Requirements
- Annex B - Plans, Support Agreements and Deployments
- Annex C - Operations
- Annex D - Logistics (all logistics related functional areas)
- Annex E - Personnel (all military and civilian personnel related functional areas)
- Annex F - Public Affairs
- Annex G - Staff Judge Advocate
- Annex H - Civil Engineering (all civil engineering related functional areas)
- Annex I - Not Used
- Annex J - Financial Management
- Annex K - Communications and Information
- Annex L - Open
- Annex M - Security Forces
- Annex N - Medical
- Annex O - Not Used
- Annex P - Open
- Annex Q - Chaplain
- Annex R - Safety
- Annex S - Services (all services)
- Annex T - History
- Annex U, V, W, X - Open
- Annex Y - Manpower
- Annex Z - Distribution List

8.6.6. Appendices . Each annex may be further broken down into appendices to address specific functional areas or to contain the milestone actions for the annex. For example, Annex D covers Logistics. Under Logistics are areas such as Supply; Transportation; Contracting; Precision Measurement Equipment Laboratory, etc.

8.6.6.1. You may add or delete appendices to or from your plan to fit your need. If you don’t need an appendix, simply omit it from the list of appendices in the Table of Contents.

8.6.7. Tabs . Tabs are attachments to Appendices should a plan need to further define requirements listed in an appendix or to document milestones if multiple functional area annexes are required.

9. Administrative Requirements .

9.1. Classification Markings . Refer to DOD 5200.1-R, Information Security Program and AFI-31-401, Managing the Information Security Program for proper classification markings.

9.2. For Official Use Only (FOUO) . Refer to DOD 5400.7-R/Air Force Supplement, DOD Freedom of Information Act Program, for FOUO rules. FOUO is for information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from

the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions. Mark documents with 'FOR OFFICIAL USE ONLY' **at the bottom** on the outside of the front cover (if any), on each page containing FOUO information, and on the outside of the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

WILLIAM J. CASTLE, Lt Col, USAF
Chief, Wing Plans and Programs

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

DoD 5200.1.R, *Information Security Program*

DOD Regulation 5400.7/AF Supplement, *DOD Force Freedom of Information Act Program*

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-403, *Deployment Planning*

AFI 10-404, *Base Support Planning*

AFI 10-501, *Program Action Directives and Program Planning*

AFI 31-401, *Managing the Information Security Program*

21 SW PD 10-3, *Plans Management*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSPC—Air Force Space Command

AFSPCI—Air Force Space Command Instruction

BSP—Base Support Plan

CINC—Commander in Chief

COMSEC—Communications Security

CONPLAN—Concept Plan

CRM—Comment Resolution Matrix

FOUO—For Official Use Only

IPlan—Implementation Plan

JCS—Joint Chiefs of Staff

LIMFAC—Limiting Factor

MAJCOM—Major Command

NSA—National Security Agency

OPLAN—Operations Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OPSEC—Operation Security

PDF—Personnel Deployment Function

PPlan—Programming Plan

SW—Space Wing

TPFDD—Time-Phased Force and Deployment Data

USSPACECOM—Headquarters United States Space Command

WRM—War Reserve Material

Terms

Annex—A document appended to a basic plan or order to make it clearer or to give it further detail.

Appendix—A subordinate addition to the annex of a plan, which is usually too bulky or full of details to include in an annex. An appendix is related to a major division or category of data to be presented.

Base Support Plan—The installation level planning accomplished to support unified and specified command wartime operation plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities and limitations to plan the actions and resources supporting war or contingency operations other than war, including deployment and reception operations.

Beddown—Common terminology used for the destination of combat forces in a theater.

Chain of Command—The succession of commanding officers from a superior to a subordinate through which command is exercised; also called command channel.

Comment Resolution Matrix (CRM).—This document is used in second and subsequent rounds of coordination of a plan. The CRM serves as a record of all comments made during coordination and how those comments were resolved. Typically the CRM is a four-column document with the following headings: **PAGE**, **PARAGRAPH**, **COMMENT** and **RESOLUTION**. The **Page** and **Paragraph** columns identify the location within the plan of the comment in the **Comment** column. The **Comment** column lists the OPR who submitted the original comment, the criticality of the comment (*Critical*, *Substantive* or *Administrative*) and the original comment itself. The **Resolution** column describes how that comment was resolved (whether or not the comment was included/incorporated in the plan) and justification for the described resolution.

Communications Security (COMSEC)—The protection resulting from all measures designed to deny unauthorized persons information of value which might be derived from the possession and study of telecommunications or to mislead unauthorized persons in their interpretation of the results of such possession and study.

Concept Plan (CONPLAN)—An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD. It contains the CINC's Strategic Concept and those annexes and appendices deemed necessary to complete planning. Usually does not contain a TPFDD.

For Official Use Only (FOUO)—FOUO is for information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions. The governing directive for FOUO is DOD 5400.7-R/AF Sup.

Guidance—Policy, direction, decision, or instructions having the effect of an order when issued by a higher authority.

Implementation Plan—A wing-level detailed plan to execute and track projects that have been approved by HQ AFSPC. These projects include force structure changes, such as activations, inactivations, unit relocations and transfers and major mission upgrades or changes.

Installation Deployment Plan—A document which provides detailed procedures, instructions, and comprehensive data required to expeditiously deploy personnel and equipment.

Limiting Factor (LIMFAC)—A factor or condition that either temporarily or permanently impedes mission accomplishment. This limitation has a significant impact on the capability to perform the wartime mission and has become a wartime constraint.

Need-to-Know—A criterion used in security procedures which requires the custodians of classified information to establish, prior to disclosure, that the intended recipient must have access to the information to perform his official duties.

Operation—A military action or the carrying out of a strategic, tactical, service, training, or administrative military mission; the process of carrying on combat, including movement, supply, attack, defense, and maneuvers needed to gain objectives of any battle or campaign.

Operation Order (OPORD)—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

Operation Plan (OPLAN)—A plan for the conduct of joint operations that can be used as a basis for development of an OPORD. An OPLAN identifies the forces and supplies required to execute the CINC's Strategic Concept and a movement schedule of these resources to the theater of operations. Forces and supplies are identified in the OPLAN TPFDD.

Operation Security (OPSEC)—A process of analyzing friendly actions attendant to military operations and other activities to identify those actions that can be observed by adversary intelligence systems, determine indicators hostile intelligence systems might obtain that could be pieced together to derive critical information, or select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

Plan—The scheme or proposed method for accomplishing a mission or reaching an objective.

PPlan—A MAJCOM level plan which describes MAJCOM or USAF initiatives that help accomplish a major action.

Shortfall—The lack of forces, equipment, personnel, materiel, or capability, identified as a plan requirement that would adversely affect a command's ability to accomplish its mission and that are not immediately available to satisfy mission requirements.

Support—The action of a force which aids, protects, complements, or sustains another force in accordance with a directive requiring such action.

Supporting Plan—An operation plan prepared by a supporting commander or subordinate commander to satisfy the requirements of the supported commander's plan.

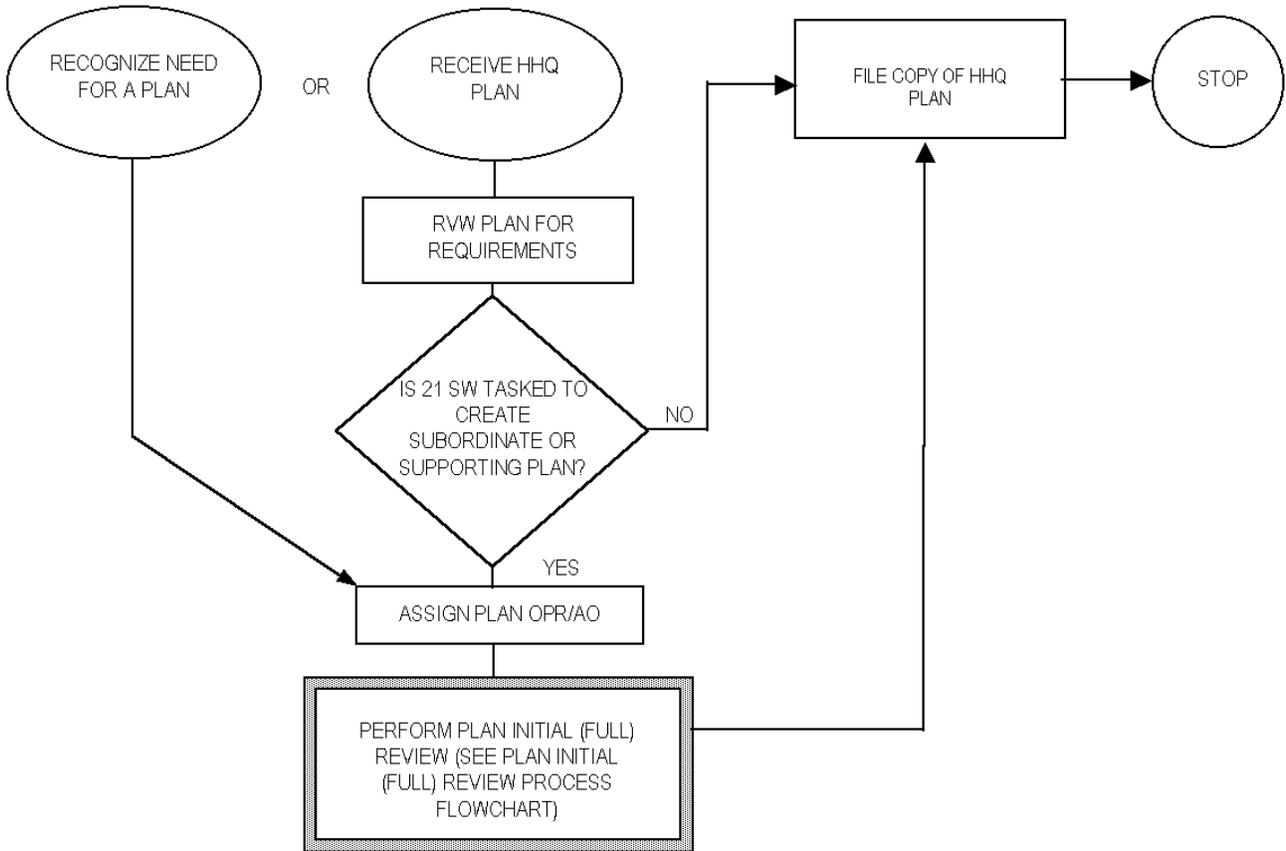
Sustainability—The ability to maintain the necessary level and duration of combat activity to achieve national objectives.

Tab—A tab is a further subdivision of an appendix to provide clarity of presentation.

Attachment 2

PLANS ANNUAL REVIEW PROCESS

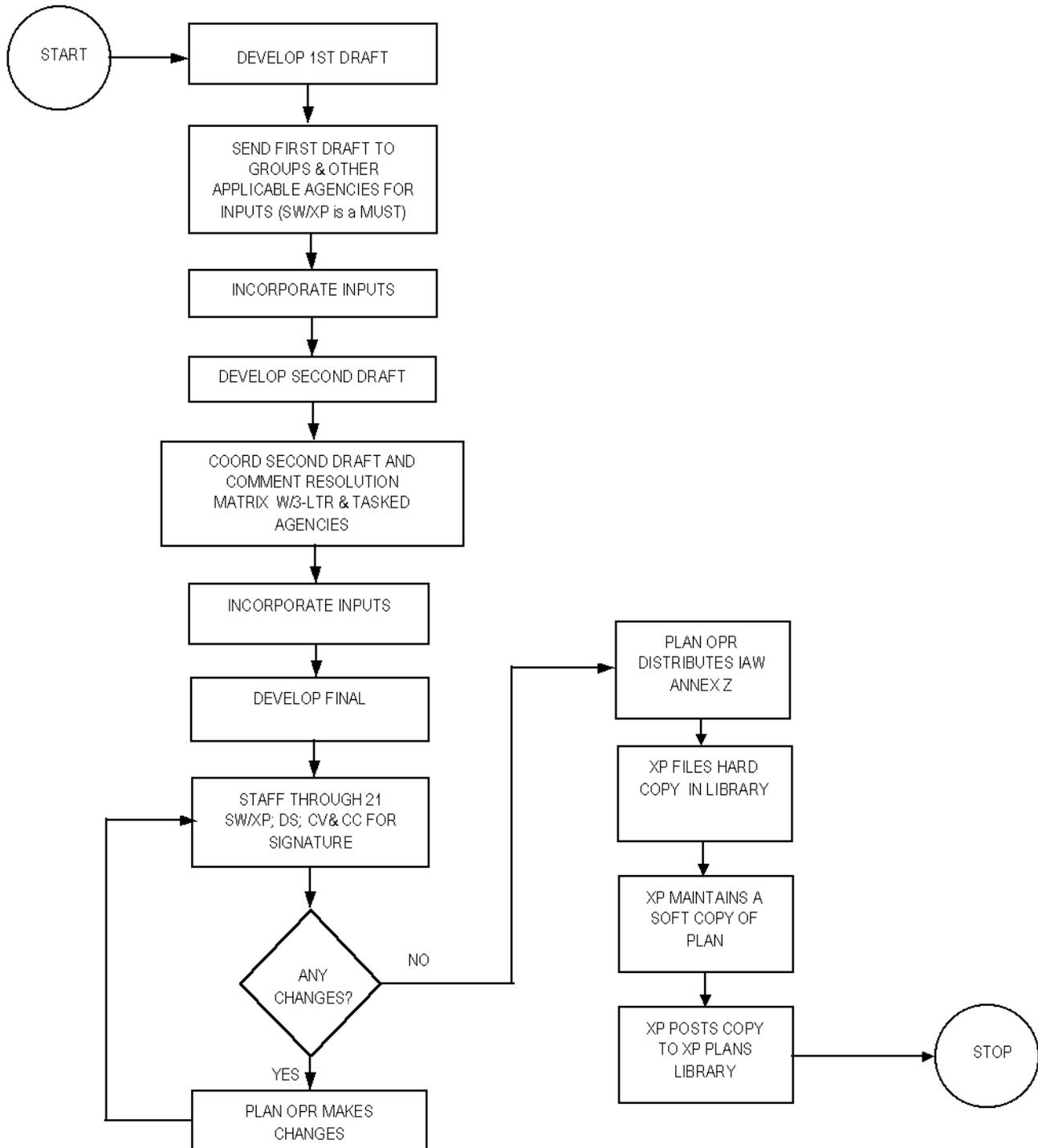
Wing Plans - Plans Development Process



Attachment 3

PLANS ANNUAL REVIEW PROCESS

Wing Plans - Initial (Full) Review Process



Attachment 4

PLANS ANNUAL REVIEW PROCESS

Wing Plans - Plans Annual Review Process

