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Operations

**PREPARATION AND SUBMISSION OF 419 FW
PLAN ELEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the responsibilities of offices of primary responsibilities (OPRs) for the preparation and submission of plan elements. It implements AFRPD 10-4, *Operations Planning*. It also references AFI 10-401, *Operation Plan and Concept Plan Development and Implementation*. It defines procedures for completing these elements and submitting them to the 419 FW Plans Office (XP). This instruction applies to OPLAN OPRs.

SUMMARY OF REVISIONS

This revision deletes references to 419 FW Form 21, **Plans Review Verification**; form is obsolete. A | indicates revisions from the previous edition.

1. Responsibilities:

- 1.1. Plans office is responsible for notifying OPRs for each plan, supplement, and establishing a suspense date for submission.
- 1.2. OPRs ensure that plan data for which they are responsible are submitted to XP on or before the established suspense date.

2. Policies:

2.1. Wing Plans Office:

- 2.1.1. Notifies the OPR of the requirement to prepare and submit the plan, supplement, and establish a suspense date. This notification will be made by a form letter.
- 2.1.2. Provides a "fill-in-the-blank" plan for plan element. For periodic revisions of existing plans, a copy of the current plan element will be provided for pen and ink changes and updates.

2.1.3. Provides technical advice and references.

2.1.4. Consolidates all elements as prescribed by AFI 10-401 and publishes the plan or supplement.

2.2. Office of Primary Responsibilities (OPR):

2.2.1. Enters the appropriate date or makes required pen and ink changes.

2.2.2. Ensures that the contents are complete, accurate, and meet unit needs.

2.2.3. Submits plan element to XP by the stated suspense date.

2.2.4. Initiates changes to elements of responsibility as necessary. Any changes or revisions should be submitted to XP as outlined above.

2.2.5. Reviews plans and supplements annually. This should be done 30 days before the plan review date is published in the plan. Any changes or revisions should be submitted to XP as outlined above.

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