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Operations

COMMANDERS BRIEFING PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities and procedures for a briefing program to ensure commanders and key staff personnel are familiar with each higher headquarters Concept Plan (CONPLAN), Operations Plan (OPlan), Operations Order (OpOrd), and plan in which they are tasked or in which they possess notional forces subject to tasking. It identifies by position those personnel required to receive plan briefings. It specifies the frequency for briefing of documents. It implements AFPD 10-4, *Operations Planning*. It also references AFMAN 10-401, *Operation Plan and Concept Plan Development*. This instruction applies to all 419th Fighter Wing members listed as key personnel.

**SUMMARY OF REVISIONS**

This revision changes references from AFRs to AFMANs. Deletes requirement to ensure wing commander is kept current on wartime taskings and command post statements of non-flying units attached for Military Personnel Flight (MPF) support.

**1. Responsibilities.** The wings plans office (XP) is responsible for establishing the wing briefing program and ensuring the program is conducted as prescribed by AFMAN 10-401 and appropriate supplements (formerly AFR 28-3), and this instruction.

**2. Policies:**

2.1. The Chief, of Wing Plans:

2.1.1. Prepares and maintains in current status briefings on OPlans, OpOrds, and operations directives applicable to the wing's wartime tasking. Briefings are updated as changes occur.

2.1.2. Briefs commanders, key staff members, and aircrew members at least annually on the status and content of contingency plans which task their unit.

2.1.3. Briefs new plans or major revisions to existing plans as soon as practical but not later than 90 days after receipt of the plan.

2.1.4. Briefs new commanders within 90 days of assuming command.

2.2. Minimum key personnel required to receive these briefings as prescribed by this program are:

Wing Commander

Vice Commander

Operations Group Commander

Logistics Group Commander

Support Group Commander

Fighter Squadron Commander

Security Police Flight Commander

Wing Mobility Officer

Wing Disaster Preparedness

Mission Support Squadron Commander

Medical Squadron Commander

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