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Operations

UNIT PLANS COORDINATOR PROGRAM

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This instruction implements AFD 10-1, Mission Directives. It establishes the 914th Airlift Wing Unit Plans Coordinator Program. It provides policies and procedures for all units within the 914 AW to interact effectively in their planning functions, expanding requirements and guidance contained in AFMAN 10-401 Vol 1, Operation Plan and Concept Plan Development and Implementation, AFRCI 10-101, Wing Plans Procedures, and AFRCPD 10-1, Functions and Responsibilities of Wing Plans. It applies to all members of the 914th Airlift Wing.

SUMMARY OF REVISIONS

This revision updates the appointment of the Wing Plans Officer (XPO) for program oversight responsibilities and updates the various office symbols and functions involved in the program.

1. General:

- 1.1. The 914th Installation Commander will appoint the 914 XPO to manage the 914 AW Unit Plans Coordinator (UPC) Program and to oversee plans responsibilities.
- 1.2. All units within the 914 AW will appoint a UPC and an alternate to manage their unit's plans responsibilities.
- 1.3. The 914 XPO will act as the coordinating liaison in the development and management of all 914 AW plans.

2. Responsibilities:

- 2.1. Unit Plans Coordinators/alternates will:
 - 2.1.1. Monitor and maintain, as necessary, those plans under which their unit is tasked.
 - 2.1.2. Initiate changes as necessary to ensure compliance with directives.

- 2.1.3. Provide updates and plans support to their commanders (e.g., developing plan summaries and/or checklists).
- 2.1.4. Keep unit commanders and unit members apprised of the unit's taskings.
- 2.1.5. Act as a liaison with the 914 XPO and the 914 Logistics Readiness Squadron (LRS) Plans office.
- 2.1.6. Attend meetings and workshops scheduled by the 914 AW XPO.
- 2.2. The 914 XPO, in conjunction with the 914 LRS Plans office will:
 - 2.2.1. Receive and maintain all plan taskings for the 914 AW.
 - 2.2.2. Analyze plans, changes and related correspondence for specific taskings, in coordination with the applicable UPCs representing the office of primary responsibility (OPR).
 - 2.2.3. Brief all UPCs and commanders upon receipt of any new plan taskings.
 - 2.2.4. Maintain an electronic copy and hard copy of all plans, both classified and unclassified. Unclassified electronic copies ONLY will be made available on the local area network (LAN).

3. Plans Review Procedures:

- 3.1. The 914 XPO, in conjunction with the 914 LRS Plans office, will direct the OPR to review all 914 AW plans annually, or IAW the directing regulation, whichever is more frequent. Any changes will receive final approval from the 914 XPO/914 LRS Plans office prior to publication to ensure proper formatting in IAW AFMAN 10-401. All plans will be written IAW guidance from AFMAN 10-401. All deviations from AFMAN 10-401 guidance will be coordinated with the 914 XPO/914 LRS Plans office.
- 3.2. In conjunction with these reviews, key staff personnel, as determined by the 914 AW/CC, will receive an updating briefing. These briefings will be prepared and presented by the 914 XPO. A briefing summary will be developed and maintained by the OPR for use during these updates, as well as in the event of practice and/or actual implementation of these plans.
- 3.3. The 914 XPO, in conjunction with the 914 LRS Plans office, will act as the central point of contact and coordinating agency for review/revision of 914 AW plans having overlapping areas of responsibility. The 914 XPO will notify tasked units when revision of one of these plans is being initiated and establish suspense dates for completion of necessary changes. The 914 XPO will provide the 914 AW/CC with timely progress reports.

4. Review of UPC/Alternate Appointments. The 914 XPO will accomplish a review of all UPCs/alternates semi-annually. Units should advise the 914 XPO and the 914 LRS Plans office, in writing, of any changes in UPC/alternate appointments immediately.

5. Current Plans Listing. The 914 XPO will publish a current plans listing semi-annually to each UPC. The OPR of any plan will be responsible for making distribution of any changes and/or revised plans to the appropriate offices.

6. Unit Continuity Binder. Each UPC will have a continuity binder containing a minimum of the following:

- Letter of Appointment of Primary and Alternate UPC
- Current plans listing
- A copy of this instruction
- UPC Self-Inspection Checklist
- A chart timetable indicating review dates for assigned unit plans – **required**.

7. Unit Commander Briefings. Newly assigned unit commanders will receive an in-depth briefing of their unit taskings by the 914 XPO and their UPC within 90 days of their assignment.

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Commander