

**7 JULY 2000**

**Operations**

**UNIT PLANS COORDINATOR PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 919 SOW/XP  
(Capt Edward W. Anderson III)  
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This instruction establishes policy, staff responsibilities, and procedures for review, evaluation, maintenance, and briefing of plans. It implements the provisions of AFD 10-4, *Operations Planning*. It provides guidance for the preparation of plans, supplements, and other planning documents. This instruction applies to all units assigned to the 919th Special Operations Wing.

**SUMMARY OF REVISIONS**

This revision deleted [Attachment 1](#), paragraph 18.

**1. General** . The Plans office receives, evaluates, and maintains all taskings of the 919th Special Operation Wing (919 SOW). Each Plan/Tasking received, or correspondence received relevant to mission requirements will be reviewed by Wing Plans (XP) to determine the required actions to be taken. Taskings will be forwarded to the appropriate Unit Plans Coordinator (UPC) and/or Office of Primary Responsibility (OPR) to fulfill the mission, assigned tasks, or support required. Additionally, all plans/operational orders (OPORDS) will be coordinated through XP, prior to starting and before finalization, to ensure feasibility, proper format, security classification and proper Operations Security (OPSEC)/Communications Security (COMSEC) procedures are adhered to.

**2. Responsibilities :**

2.1. XP is the Office of Primary Responsibility for the UPC Program. XP will:

- 2.1.1. Maintain a library and directory (919 SOWIND 5) of all Plans/Taskings pertinent to the 919 SOW.
- 2.1.2. Ensure all training requirements for Wing Plans personnel is accomplished.
- 2.1.3. Conduct a feasibility/capability study for each plan/tasking.

2.1.4. Conduct annual Staff Assistance Visits at Unit Plans Coordinators.

2.2. The UPC is the primary liaison for his or her unit with the Plans Office. The UPC will:

2.2.1. Ensure all plans/OPORDS are coordinated with the plans office prior to finalization, and provide a copy of all plans his or her unit inherits from some other source to XP for review and inclusion into the library.

2.2.2. Monitor and update the 919 SOWIND 5 continuously, by providing XP with the appropriate information.

2.2.3. Ensure all plans that pertain to the unit are reviewed annually by the OPR, and publish a change if necessary.

2.2.4. The UPC reviews all plans tasking their unit, coordinates any changes required, and notifies the 919 SOW/XPO.

2.2.5. Additionally, the UPC is responsible to ensure mission requirements/information are briefed at the unit level.

2.2.6. The UPC, or alternate will attend all pertinent meetings.

2.2.7. The UPC will conduct a self-inspection annually (see [Attachment 1](#)).

### 3. Procedures:

3.1. Commanders, and staff offices who are required to write plans and/or annexes to plans, will appoint a Unit Plans Coordinator and alternate.

3.2. Briefings - Commanders, Key Staff Personnel, unit UPCs, and other pertinent OPRs of various plans are required to be briefed on all unit tasked plans annually, by either attending a plans meeting or reviewing the briefing summaries.

3.2.1. Upon receipt of a plan/tasking, XP will brief the Commander, staff and appropriate UPCs.

3.2.2. For classified plans/taskings XP will brief only the personnel that have a "need to know". Additionally those personnel will be granted access to the document, for additional information.

4. **Significant facts** . The duties of the Plans office and the UPCs are essential to peace and wartime operations.

THOMAS M. STOGSDILL, BRIG GEN, USAFR  
Commander

**Attachment 1**

**UNIT PLANS COORDINATOR SELF-INSPECTION CHECKLIST**

- A1.1.** Does the Plans Coordinator possess proper clearance?
- A1.2.** Does the Unit maintain a current Plans list (919 SOWIND 5)?
- A1.3.** Are all essential plans on file and properly posted?
- A1.4.** Are outdated plans disposed of IAW applicable directives?
- A1.5.** Is a current copy of the Plans Summary on file?
- A1.6.** Has the Plans Coordinator been briefed on Document Security?
- A1.7.** Is a letter appointing the Plans Coordinator on file, and a copy forwarded to 919 SOW/XP?
- A1.8.** Are Procedures (Unit 01) in effect to ensure classified material is controlled?
- A1.9.** Have all supporting plans, annexes, supplements, been developed?
- A1.10.** Does the Unit Plans Coordinator brief his or her Commander and personnel with a "Need to Know" on pertinent plans?
- A1.11.** Are annual reviews of plans/annexes accomplished?
- A1.12.** Is the Unit Commander and appropriate personnel aware of UTC taskings?
- A1.13.** Does the unit have access to it's current Designed Capabilities Statement (DOC)?
- A1.14.** Is the Coordinator familiar with Unit DOCs, UTCs, and the Wing Execution Manpower/Material Summary?
- A1.15.** Are Unit Plans, annexes, or supplements formatted as outlined in AFI 10-401 or as directed by supported plan?
- A1.16.** Is a current copy of 919 SOWI 10-401 on hand?
- A1.17.** Is a current copy of 919 SOWI 10-402 on hand?