



**Operations**

## **UNIT PLANS BRIEFING PROGRAM**

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### **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes responsibilities and procedures for a briefing program which will ensure the commander and key staff personnel are kept apprised annually on the status and content of Plans/OPORDS which the Wing is or may be tasked. It implements the provisions of AAFPD10-4, *Operations Planning*. This applies to all units assigned to the 919th Special Operations Wing.

**1. GENERAL.** 919th Special Operations Wing Plans (919 SOW/XP) is responsible for reviewing and summarizing all applicable Plans and Operational Orders (OPORDS). New commanders will be briefed within 90 days of assuming command. New Plans or major revisions to existing plans will be briefed as soon as practical.

**2. RESPONSIBILITIES.** The 919 SOW/XPO office is responsible for establishing a wing briefing program and ensuring the program is conducted in accordance with this instruction.

**3. PROCEDURES:**

**3.1.** Prepare and maintain a current status summary/briefing on each Plan, OPORD, or operation directive which the wing plans office maintains. Briefings will be updated as changes occur and reviewed annually.

**3.2.** Briefings will be scheduled in conjunction with the commander's staff meetings or as necessary. The following positions are designated "key staff" and must receive required briefings:

3.2.1. Wing Commander, Vice Commander & Executive Officer

3.2.2. 919 OG/CC and 919 OG/OGD.

3.2.3. 711 SOS/CC, 711 SOS/DO, 5 SOS/CC, and 5 SOS/DO.

3.2.4. 919 OSS/CC, 919 OSS/IN, and 919 OSS/DOS

3.2.6. 919 MSS/CC, 919 SPS/CC, and 919 CES/CC

3.2.7. 919 LG/CC

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OPR: 919 SOW/XP (Capt Edward W. Anderson III)  
Certified by: 919 SOW/CC (Col Jack W. Blair, Jr)

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3.2.5. 919 SPTG/CC

3.2.8. 919 MXS/CC, and 919 LSS/CC

3.2.9. 719 CF/CC

3.2.10. 919 SOW/CP and 919 SOW/SE

3.2.11. 919 MDS/SG

3.2.12. 919 SOW/XP Personnel

**3.3.** Documented attendance at the briefings will be kept for a period of not less than one year.

**3.4.** Key personnel are encouraged to request a specific briefing on applicable tasked functions on an as needed basis.

**3.5.** Personnel who are absent from scheduled briefings must contact 919 SOW/XPO for a make-up which must be completed within 90 days of the originally scheduled briefing.

JACK W. BLAIR, Colonel, USAFR  
Commander