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Operations



**DEVELOPMENT OF PROGRAMMING PLANS
AND PROGRAMMING MESSAGES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/XPXP
(Lt Col James E. Lech)

Certified by: HQ AFRC/XP
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This instruction implements AFRD 10-5, *Basing*. It establishes requirements and assigns responsibility to AFRC organizations involved in programmatic executions. It explains responsibilities, procedures, the format for developing and managing AFRC Programming Plans (PPlans) and Programming Messages (PMsgs), and applies to all action officers who write them.

Section A—General

1. References and Terms: See [Attachment 1](#).

2. Inter-MAJCOM PPlan: If a programming action involves two or more major commands (MAJCOM) for which AFRC is the office of primary responsibility (OPR) policies, procedures, and formats contained in this instruction apply. For intercommand PPlans/PMsgs for which another command is OPR, PPlan development is accomplished according to that command's respective governing publication. The gaining MAJCOM, or the MAJCOM preparing the majority of actions, will normally be the OPR. An intercommand PPlan requires adequate lead time for coordination and signature by each command prior to publication.

3. Programming Plan Authority:

3.1. HQ AFRC Director of Plans and Programs. HQ AFRC Director of Plans and Programs (HQ AFRC/XP) is designated the overall OPR for command PPlan/PMsg policies, procedures, management, and administration. HQ AFRC/XP delegates authority for AFRC PPlans and PMsgs to the HQ AFRC Plans and Programs Division (HQ AFRC/XPX). HQ AFRC/XPX is the central controlling agency for the development of all AFRC PPlans/PMsgs and may authorize other AFRC staff agencies to develop PPlans/PMsgs when appropriate. In addition, XPX:

3.1.1. Appoints a program manager for each PPlan/PMsg developed.

3.1.2. Monitors the USAF Programming Document (PD) and initiates development of PPlans/PMsgs to implement directed and authorized changes in AFRC force structure.

3.1.3. Assigns a control number for and monitors the development status of all AFRC PPlans/PMsgs. HQ AFRC/XPX has sole authority to assign AFRC PPlan/PMsg control numbers.

3.1.4. Maintains a record of division staff agencies that have been delegated approval authority for PPlan/PMsg inputs by their respective director.

3.1.5. Assists other AFRC organizations with development of PPlans/PMsgs. Ensures proper coordination and approves, releases, and manages the final product for the respective director.

3.2. Functional Area OPRs for PPlans/PMsgs:

3.2.1. Directorates appoint Annex Managers to represent their functional area during PPlan/PMsg development.

3.2.2. The approval authority for PPlan functional area inputs to PPlans /PMsgs, including PPlan functional annexes and time-phased action (TPA) inputs, rests with the respective director for that functional area or designated functional representative.

3.3. Signatures on PPlans. To facilitate the use of electronic mail (e-mail) capabilities in the development and distribution of PPlans, the basic plan is the only PPlan component requiring a signature. Coordinating approval by the appropriate director is indicated by coordination slip or draft approval initials prior to final XP review.

Section B—Responsibilities

4. Staff Responsibilities.

4.1. Program Manager.

4.1.1. Obtains PPlan/PMsg control number and all information pertaining to the proposed action.

4.1.2. Reviews AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*; AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*; and AFI 32-9005, *Real Property Accountability and Reporting*. An action involving a unit move requires a movement directive according to AFI 16-403. An action affecting an installation (activation, inactivation, transfer, etc.) must comply with the provisions of AFI 32-9005. An action affecting a unit type code is processed under the provisions of HOI 10-402, *AFRES Unit Type Code Management*.

4.1.3. Promptly processes an environmental evaluation for all proposed actions in conjunction with programming document development. AFI 32-7001, *Environmental Budgeting*, applies to both CONUS and overseas actions. All actions require submission of an AF Form 813, Request for Environmental Impact Analysis, to the host command environmental planning office for review and final disposition. If the action is on a non-AFRC base, the program manager must ask the host command to process the environmental evaluation. At an AFRC base, the environmental planning office is in the Environmental Programs Division (HQ AFRC/CEV). The program manager must state in the programming document that the environmental evaluation has begun and its status at the time of publication. The program manager makes the environmental evaluation

request available for review during the entire planning phase, and notifies annex managers of its final disposition.

4.1.4. In instances which involve the creation of a new AFRC unit, promptly processes request for basic identity data element (BIDE) unit registration in the joint master data base according to Joint Pub 1-02.

4.1.5. Develops the basic PPlan/PMsg and Concept of Operations, Annex Alpha.

4.1.6. Sets up the initial annex managers meeting and notifies all staff agencies, furnishing them applicable background information and a draft basic plan, if available. Prepares a list of annex managers for inclusion in the basic plan.

4.1.7. Chairs and schedules annex manager meetings. Ensures proper coordination across all staff levels during plan development.

4.1.8. Coordinates with the designated functional area OPRs to generate PPlan/PMsg inputs and initiates development of supporting functional staff annexes/Time-Phased Actions (TPA). For actions requiring a full PPlan (versus a PMsg), consideration should be given to the option of conducting a PPlan development conference. The PPlan development conference may limit the need for additional site activation task forces (SATAF), closure task forces (CTF), and realignment task forces (RTF).

4.1.9. Provides PPlan templates to annex managers.

4.1.10. Establishes suspense dates for the various developmental and implementation phases.

4.1.11. Schedules and conducts site visits, site surveys, or SATAF visits as required.

4.1.12. Within Annex Y of the PPlan, or as the final section of a PMsg, establishes reporting procedures including frequency (normally monthly), due dates, and required format for progress reports. Specifies all agencies to be included as addressees for unit reports. Includes criteria for projecting when unit reporting requirements expire, but state continued reporting is required until either (a) standards set forth in Annex Y or reporting section of PMsg have been met, or (b) the unit is otherwise notified by HQ AFRC/XPX that reports are no longer required.

4.1.13. Publishes and distributes the PPlan/PMsg and changes or revisions. Ensures all agencies participating in or affected by the execution of the PPlan/PMsg are included as PPlan/PMsg addressees. The primary method of distribution is electronic mail. Offices requiring hard copy will identify such requirement to HQ AFRC/XPX.

4.1.14. Reviews recurring progress reports from the field and coordinates with appropriate HQ AFRC staff agencies to resolve problems.

4.1.15. Via message, announces the declassification of classified PPlans/PMsgs as soon as possible after public announcement. Ensures the message includes an accurate citation of the declassification authority, and that all agencies on distribution for the original PPlan/PMsg are included as addressees.

4.1.16. Takes action to officially close PPlan/PMsg when the objective and last activity are completed. The closure message should include all agencies that received the original PPlan/PMsg.

4.2. Annex Managers. HQ AFRC directorates appoint an Annex Manager to:

- 4.2.1. Assist the program manager with the development of the draft basic plan/PMsg as required and ensure the development of supporting annexes and TPAs, as applicable.
- 4.2.2. Act as single point of contact within the functional area. Responsible for coordinating all aspects of the PPlan/PMsg within the functional area prior to submission of PPlan/PMsg inputs. Ensure coordination with other AFRC staff agencies and with counterparts in non-AFRC agencies when their respective annex or TPA affects those agencies.
- 4.2.3. Ensure that action items identified during SATAFs, site surveys, and site visits are incorporated into the appropriate annex/TPA.
- 4.2.4. Provide the PPlan manager with finalized annexes and appendices to include supporting TPA (see [Attachment 2](#)).
- 4.2.5. Ensure accomplishment of HQ AFRC TPA within the respective functional area. Notify the program manager of any suspected problems, including proposed resolution. Monitor the status of field TPA within the respective functional area by reviewing recurring progress reports from the field and provide assistance to affected units as required. Monitor the adequacy and currency of the respective functional area annex/TPA and submit required revisions of assigned functional annex manager to the PPlan manager.
- 4.2.6. Provide the program manager a list of agencies, office symbols, addresses, and number of copies for final distribution.
- 4.2.7. File progress reports with the PPlan OPR if directed by Annex Y of the PPlan or by the PMsg.

Section C—Format and Report Procedures

5. Format and Administrative Procedures.

5.1. Page Format. Format PPlan and supplement pages using templates developed by HQ AFRC/XPX.

5.2. Annex A. Annex ALPHA, Concept of Operations, explains the execution of the programming document, addresses the total intent of the document, and directs how and when to accomplish the objective. The decision to prepare Annex ALPHA rests with the PPlan OPR and program manager. Explain in detail the scope and size of the program or project, the relative timeframe, and any other pertinent data that may be helpful in executing the objective. Explain any peculiar situations that may impact execution and how to handle these situations. Explain impacts on other programs or projects and how the execution of this objective relates to them. If Annex ALPHA is not used, the Basic Plan must state that Annex ALPHA is not necessary.

5.3. Reporting Procedures. Reports for PPlans are governed by both Annex Y, Required Reports, and Appendix 1 to Annex Y, Progress Report format. Units include their respective NAF as an info addressee for progress reports prescribed by PPlans/PMsgs. Additional guidance pertaining to reporting is in paragraph 7. of this instruction (see [Attachment 2](#) for format/content examples).

5.4. PPlan Elements. [Attachment 2](#) to this regulation consists of format/content examples for selected PPlan elements, as follows:

5.4.1. A PPlan Table of Contents example which specifies the alphabetic designators to be used for each annex. Annexes required for any given PPlan will vary depending on the nature of that PPlan (that is, not every PPlan will have an Annex H; only those requiring a Manpower & Organization Annex). Additionally, some designators are not currently used.

5.4.2. An example for the basic plan.

5.4.3. An example for a functional staff agency annex using Annex E--Operations as an example.

5.4.4. An example showing the appendix formats for PPlan TPA. All PPlan TPA will be incorporated into the PPlan as appendices to the functional annexes as follows: Appendix 1 for HQ AFRC TPA, Appendix 2 for field-level TPA. If there are no HQ AFRC TPA, but fields TPA are required, the fields TPA become Appendix 1 to the annex. Other appendices may be added, consecutively numbered, as necessary.

5.4.5. Examples for Annex Y, Required Reports, and Appendix 1 to Annex Y, Progress Report.

5.5. Other Examples. A PMsg example is included at [Attachment 3](#) and PPlan Closure message at [Attachment 4](#).

5.6. Security Classification. Classify PPlan/PMsg data according to content, according to DoD 5200.1-R/AFI 31-401, *Managing the Information Security Program*. Information which is sensitive but not classified should be identified as "FOR OFFICIAL USE ONLY" and handled according to AFI 37-131, *Freedom of Information Act Program*.

5.7. Documentation Management Procedures. Record copies of each PPlan/PMsg and associated documentation will be maintained and disposed of by the PPlan/PMsg OPR according to AFI 37-133, volume 2. Destruction of classified PPlans/PMsgs and associated documentation will be accomplished according to DoD 5200.1/AFI 31-401.

6. Preparation of Changes/Revisions.

6.1. Interim Change. An interim change to an existing PPlan/PMsg is issued under urgent circumstances and transmitted, by message, to only those addressees required to take immediate action. Interim changes are assigned consecutive change numbers until a formal change is published, normally within 120 days after issue of an interim change.

6.2. Formal Change. Address a formal change issued in letter form with attachments as necessary or in message form to all agencies on distribution for the original PPlan/PMsg. A formal change consists of write-in and/or page revisions. Formal changes are assigned consecutive numbers and incorporate all interim changes published since the previous formal change. A distribution page is published with each change (except for message changes where the message addressees will serve as the distribution page).

6.3. Revised PPlan/PMsg. When a program in a published PPlan/PMsg has changed significantly, publish a revised PPlan/PMsg. The revised PPlan/PMsg title and number remains the same as on the original; however, reaccomplish the PPlan/PMsg totally. Mark the front cover of the new PPlan "REVISED" and redate it. For PMsgs, the word "REVISED" will follow the PMsg title in the subject line.

7. Reporting.

7.1. Unit. Unit commanders tasked by AFRC PPlans/PMsgs submit progress reports according to specific reporting instructions contained in each PPlan/PMsg. For PPlans, reports indicate status of all TPA for which the unit is responsible. When an action has been completed, report it as complete and continue to report it as complete in subsequent reports. Include the PPlan/PMsg OPR, all functional AFRC staff agencies that have provided annexes to the PPlan or are affected by the PMsg, and the appropriate NAF and/or intermediate counterparts for each applicable AFRC functional agency. On all correspondence containing PPlan/PMsg progress report information, reference the respective PPlan/PMsg number and title.

7.2. Intermediate Headquarters. Any agency designated as an intermediate headquarters in the implementation of a PPlan/PMsg reviews the unit reports and will endorse the report to the appropriated HQ AFRC functional staff agency, with an information copy to HQ AFRC/XPP.

7.3. HQ AFRC Staff Agency. Each functional annex manager (FAM) reviews unit reports, monitors the status of unit TPA within its functional area, and notifies the PPlan/PMsg manager of any suspected problem areas. The respective OPR initiates action, through appropriate channels, to assist units in resolving problems. Additionally, functional annex managers endorse progress reports with the PPlan OPR if directed by Annex Y of the PPlan or by the PMsg.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND TERMS

References

DODM 5200-28, *ADP Security Manual*

AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPlan)*

AFI 10-503, *Basic Unit Beddown Program*

AFI 10-504, *Overseas Basing Realignment*

AFI 16-402, *Aerospace Vehicle Program Assignment, Distribution, Accounting, and Termination*

AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*

AFI 31-501, *Personnel Security Management Program*

AFI 32-7001, *Environmental Budgeting*

AFI 32-9005, *Real Property Accountability and Reporting*

AFI 37-131, *Freedom of Information Act Program*

AFMAN 37-139, *Records Disposition Schedule*

Terms

Attrition Reserve (AR) -- Based on availability, AR aircraft may be procured for a unit to replace anticipated losses of primary aircraft authorization (PAA). For more details, see AFI 16-402.

Backup Aircraft Inventory (BAI) -- BAI are those aircraft authorized over and above PAA to permit scheduled and unscheduled maintenance, modifications, inspections, and repairs without reduction of aircraft available for the operational mission. BAI are normally computed using 10 percent of total PAA. For more details, see AFI 16-402.

Closure Task Force (CTF) and Realignment Task Force (RTF) -- The organization and process employed to implement the required actions directed by the Defense Base Realignment and Closure Commission. It is an extension of the Directorate of Plans and Programs, augmented by appropriate members of the HQ AFRC and/or supporting command staffs, to provide on-scene assistance/surveillance to support unit-level agencies in the accomplishment of closure actions (CTF) or to effect the realignment or transfer of a base to another MAJCOM, DoD, or federal agency (RTF).

Contingency/Wartime Tasking Susceptibility Date -- The specific date a unit is programmed to be susceptible to contingency/wartime tasking (initial operational capability (IOC)/operational ready (OR) date for a converting unit).

Equipage Quarter -- The most frequently applied definition for equipage quarter is the quarter of the fiscal year during which a unit is programmed to receive its PAA. This is the same as conversion quarter, as outlined in the USAF Programming Document (PD). Equipage quarter may also pertain to the quarter during which a unit is programmed to receive special weapons or radar systems equipment. *New aircraft or equipment (other than maintenance trainers) for a conversion may flow into a unit prior to the equipage

quarter, if the environmental process allows it. Status of Resources and Training Systems (SORTS) reporting during the equiptage quarter is according to the applicable SORTS regulations. AFRC units undergoing conversions which require a change to their SORTS Designated Operational Capability (DOC) statement may expect to receive their new DOC statement during the equiptage quarter.

Forecast Operational Ready (OR) Quarter -- The end of the quarter following the equiptage conversion quarter. If an additional quarter is required to attain OR status, this should be spelled out in the applicable PPlan/PMsg.

Formal Change -- A PPlan/PMsg change transmitted by message or letter to all addressees who received the original PPlan/PMsg.

Functional Annex Manager -- The focal point within a HQ AFRC staff agency that is tasked to provide input to a PPlan/PMsg for that respective functional area. For a PPlan, input provided is in the form of comments/recommended changes to the basic plan, as well as an annex and associated TPA. For a PMsg, input milestones or verbiage pertaining to a specific detail or set of details falling within the respective functional area of responsibility. The specific duties of functional area managers are outlined in chapter 4 of this instruction.

Interim Change -- A PPlan/PMsg change of urgent nature that is transmitted, by message, to only those addressees required to take immediate action or having an immediate need to know.

Initial Operational Capability (IOC) -- Normally the first attainment within the USAF of the capability to effectively employ a weapon item of equipment or system, which is manned and operated by an adequately trained, equipped, and supported military unit. IOC is used only for bedown of newly developed weapon systems. Specific dates for IOC are forecast on a case-by-case basis. Conversions in an established weapon system are given a forecast OR quarter.

Limiting Factor (LIMFAC) -- A cause or reason that may preclude a unit from attaining IOC/OR status as forecast in a PPlan or PMsg. Unit commanders bring LIMFAC to the attention of the appropriate AFRC agency, through normal channels and as soon as possible.

Maintenance Trainers -- Aircraft that will be pre-positioned at units to be used for training maintenance personnel. There will normally be two to three trainers, which will be on-station 60 to 90 days prior to the equiptage quarter.

Milestone -- A major action or key event identified in the PPlan/PMsg and essential to accomplishment of the programmed objective as scheduled.

Office of Primary Responsibility (OPR) -- A designated staff office or field-level agency that is responsible for a particular aspect of a PPlan or PMsg.

Operational Ready (OR) -- A unit will be considered OR when no longer reporting C-5 according to the applicable SORTS instructions. The term OR will apply to all units reporting under SORTS, and in the case of the first unit equipping with a new system, IOC, and OR will be synonymous.

PPlan Development Conference -- A conference called by the PPlan manager and attended by functional annex managers for the purpose of developing an entire draft or final PPlan. Attendance by numbered air force (NAF), unit, and other agency personnel to the PPlan development conference is at the discretion of the PPlan Manager.

PPlan Manager -- The focal point within HQ AFRC/XPPX who is primarily responsible for developing and managing a PPlan/PMsg.

Programming Message (PMsg) -- A PMsg used in lieu of a PPlan is a less comprehensive documentation which suffices for implementation of a program objective; however, exercise caution in making such a determination. Use a PMsg as an interim measure to establish the overall goal and provide basic guidance pertaining to a major program action while a PPlan is being developed.

Programming Plan (PPlan) -- A coordinated document which is directive in nature, consisting of a basic plan and supporting functional staff annexes, which defines the actions required and outlines the responsibilities for achieving a specific program directive.

Revised PPlan -- A completely new PPlan that replaces a previously published PPlan of the same number and subject.

Site Activation Task Force (SATAF) -- The organization and process required to bring a program, system, equipment, and/or site to OR. SATAF are also conducted to facilitate unit inactivations, unit relocations, and conversions from one weapons or radar systems to another. The SATAF process is an extension of the Directorate of Plans and Programs, augmented by appropriate members of the HQ AFRC and/or supporting command staffs, to provide periodic on-scene assistance/surveillance to support unit-level agencies in the accomplishment of force structure program objectives. The following is a brief synopsis of SATAF assessment criteria (assessment of the process, not the unit): GREEN: Maintain standards with organic capability or proven work-around to disconnects (low-risk situation). YELLOW: Standard is attained by "high-risk" work-arounds or insufficient information is available to make an assessment. RED: Disconnects with no solution; showstopper, action will not occur as programmed.

Tasking Relief Date -- The specific date a deactivating unit is relieved of contingency/wartime tasking.

Time-Phased Actions (TPA) -- Actions/events to be initiated and completed at a specific time ensuring timely accomplishment of a PPlan's programmed objective(s).

Training Quarter -- This is the quarter of the fiscal year immediately following the equipage quarter. During this quarter, the unit trains with the new weapon system with the intent to be OR by the last day of the quarter. A training quarter will not be required for all weapons system conversions. If required, details will be spelled out in the PPlan/PMsg.

Unit Primary Aircraft Authorization (PAA) Increases -- PAA increases will flow to allow the unit to attain an overall C-level of C-3 or better for the new authorizations by the first of the quarter following the quarter in which the PAA increases become effective.

Attachment 2

PROGRAMMING PLAN FORMAT
TABLE OF CONTENTS

	Page
Preface	i
Table of Contents	(number as required)
Record of Changes/Supplements	(number as required)
Background of the Plan, its Objective, Authority, or References, Assumptions, Effective date, OPR	1 through
Annexes	
Annex A Concept of Operations; Milestones	A-1 through
Annex B Manpower and Organization	B-1 through
Annex C Personnel Actions (Military and Civilian)	C-1 through
Annex D Comptroller	D-1 through
Annex E Operations	E-1 through
Annex F Civil Engineering	F-1 through
Annex G Logistics	G-1 through
Annex H Command, Control, Communications, and Computers	H-1 through
Annex I Administration	I-1 through
Annex J Public Affairs	J-1 through
Annex K <i>Inspector General</i>	K-1 through
Annex L Medical	L-1 through
Annex M Chaplain	M-1 through
Annex N Services	N-1 through
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Annex P Security Forces	P-1 through
Annex Q Intelligence	Q-1 through
Annex R Safety	R-1 through
Annex S History	S-1 through
Annex T-X As Required	T-1 through
Annex Y Reports	Y-1 through
Annex Z Distribution	Z-1 through

BASIC PLAN
AFRC PROGRAMMING PLAN XX-XX

TITLE: Title of PPlan

1. PURPOSE: Clearly state the PPlan objective(s), including timing. For example, "The purpose of this PPlan is to provide guidance and assign responsibilities to support the activation of the XX FS beginning in FY9X/X." Use additional subparagraphs if necessary.

2. PARTICIPATING ORGANIZATIONS: List organizations involved in or affected by implementing the objective(s) of the PPlan. Example:

- | | |
|------------|-----------|
| a. HQ USAF | d. XX AF |
| b. HQ AFRC | e. XXX WG |
| c. HQ ACC | f. XXX SQ |

3. AUTHORITY/REFERENCES: List correspondence/documents, in chronological order, that have a bearing on the PPlan. Always include AFRCI 10-501 as a reference.

a.()

b.()

4. GENERAL PROGRAM GUIDANCE: Provide background information and overall program guidance using subparagraphs as required. Include major program milestones in this section. Detailed milestones/time-phased actions (TPA) will be included in the appropriate appendix.

5. INTERMEDIATE HEADQUARTERS: Outline overall (general) responsibilities for any unit required to serve as intermediate headquarters in implementation of PPlan objective. Use subparagraphs, as required. Specific intermediate headquarters responsibilities should be outlined in the respective functional annexes, as necessary. Delete this section if not applicable and renumber subsequent sections accordingly. (*NOTE:* Do not task numbered air forces (NAF) functional areas as intermediate headquarters in the basic plan, but state in this section that tasking for NAF functional areas is specified in the annexes and coordinated with the NAF prior to inclusion.)

6. UNIT RESPONSIBILITIES: Outline overall (general) unit responsibilities. State that additional (specific) unit responsibilities are included in the functional annexes. Use subparagraphs, as required.

7. ENVIRONMENTAL CONSIDERATIONS: The program manager must state that the environmental evaluation has begun and its status at the time of publication.

8. HQ AFRC PROGRAM MANAGEMENT: Responsibility for attainment of the programmed objectives of this PPlan is assigned to the HQ AFRC/XPP. Offices of Primary Responsibility (OPR) and Points of Contact (POC) for each annex are listed in Appendix I to the Basic Plan. Each OPR, through its respective appointed POC, is responsible for the accomplishment of TPAs within its area of responsibility, as outlined in the applicable appendix to each functional annex. (Currency of annexes and appendices are the responsibility of each functional staff agency assigned as OPR for that area.)

9. DISPOSITION: This PPlan is FOR OFFICIAL USE ONLY. Dispose of it according to AFMAN 37-139 upon completion of the objective and last activity (or other disposition instructions as necessary). HQ AFRC/XPP will notify units when all actions are complete.

FOR THE COMMANDER

(XP SIGNATURE BLOCK)

APPENDIX 1
TO
BASIC PLAN
HQ AFRC ANNEX MANAGERS

<u>ANNEX</u>	<u>MANAGER</u>	<u>OFFICE</u>	<u>PHONE(DSN)</u>
Program Manager			
ALPHA			
BRAVO			
CHARLIE			
DELTA			
ECHO			
FOXTROT			
Etc.			

NOTE:

Only list those annexes used in the preparation of the PPlan.

ANNEX E
TO
AFRC PROGRAMMING PLAN XX-XX
OPERATIONS*

1. OBJECTIVE: The XXX WG is programmed to activate and equip 24 PAA F-XX aircraft and attain OR status NLT 30 Sep 9X.
2. SPECIFIC OPERATIONS GUIDANCE: To support this objective, the following guidance is provided to key operational* agencies:
 - a. Overview is given here. Address pertinent functional area guidance as required; for example, for operations, might include such topics as aircraft equipage, aircrew manning, training, flying hours, combat reporting, Air Reserve Component man-day requirements, etc. List and define goals.
 - b. Additional paragraphs as required.
3. RESPONSIBILITIES AND ACTIONS:
 - a. The following HQ AFRC/DO divisions are responsible for actions in the listed functional areas:
 1. The Operations Training and Tactics Division (DOT) will:
(Outline functional areas for which DOT is responsible.)
 2. The Operational Readiness Division (DOX) will:
(Outline functional areas for which DOX is responsible.)
 3. Etc.
 - b. (If applicable, specify intermediate HQ responsibilities) will:
 1. Appoint a project officer to monitor operational matters pertaining to this PPlan.
 2. (Specific functional tasking as required.)
 - c. (Specify Unit) will:
 1. Identify an overall operations program manager.
 2. (Specify functional tasking as required.) (See paragraph 3.3. of this instruction for guidance on unit tasking.)

*This sample uses Operations as a example for explanatory purposes. For actual annexes, indicate functional area as appropriate; that is, Logistics, Manpower & Organization, etc.

APPENDIX 1
TO
ANNEX E
OPERATIONS TIME-PHASED ACTIONS (TPA)

NO.	REQUIRED ACTION	OPR	START	END
DO-1	Briefly state required action	DOT	01 Oct 9X	30 Dec 9X

NOTES:

Appendix 1 will be used for "HQ AFRC" TPAs; Appendix 2 will be used for "Field" TPAs. If there are no headquarters TPAs, then the "field" TPAs will become Appendix 1.

OPR column should reflect an AFRC 3- or 4-digit agency for HQ TPAs and a unit element for field TPAs.

Start and end dates should be reflected using day-month-year. If a TPA does not have to start on a specific date but rather within a specific month, use the first of the month for the start date and the last day of the month for the end date.

If an action does not have to start/end by a particular time, it is not time-phased and should not be included in the TPAs. If it still needs to be addressed as a requirement put it in the appropriate section of the functional annex.

If a start/end date is TBD, explain contingent upon what in the remark column. Otherwise, TBD dates will have to be provided via a change to the PPlan.

ANNEX Y
TO
AFRC PROGRAMMING PLAN XX-XX
REPORTS

1. PURPOSE: Prescribes the recurring progress reports for the PPlan and provides the report format to be used.
2. RESPONSIBILITIES AND ACTIONS:
 - a. Commander, XXX AW: Transmit a (specify frequency) progress report by e-mail to the HQ AFRC/XPXP program manager plus those annex managers who have identified TPAs/milestones. The report will identify the unit's status as of the end of the previous reporting period and be transmitted not later than the fifth day of each (specify frequency) using the format in Appendix 1, Annex Y, this PPlan. These reports should begin (specify date) and continue until all actions, requirements, and objectives of this PPlan are complete. All reports will contain the name, grade, office symbol, and DSN of the preparer.
 - b. NAF OPR:
 1. Review unit reports and monitor unit progress toward program objectives.
 2. Submit a report to the HQ AFRC/XPXP program manager and annex managers on actions identified by the unit as potential problems or behind schedule. Report should be sent by the tenth of the (specify frequency) and assess the impact of the problem or delay and recommend a course of action. A report is not required if all program actions are proceeding smoothly and do not require any changes.
 - c. HQ AFRC Annex Managers:
 1. Review the recurring reports and monitor the status and progress of active unit level TPA items within their functional area.
 2. Work with the appropriate functional unit agency to facilitate problem resolution, as required, coordinating with the PPlan OPR, other AFRC staff agencies, and intermediate headquarters counterparts, as necessary.
 3. (Additional HQ AFRC staff agency responsibilities and actions, as required.)
3. CHANGES TO REPORTING REQUIREMENTS:
 - a. Requests for changes to these reporting requirements should be made through channels to HQ AFRC/XPXP with an information copy to the appropriate annex manger.
 - b. HQ AFRC/XPXP will publish any interim or permanent changes to these reporting requirements.

APPENDIX 1
ANNEX Y
TO
AFRC PROGRAMMING PLAN XX-XX
PROGRESS REPORT FORMAT

1. PURPOSE: Prescribe the report format and data requirements for the progress report.
2. REPORT FORMAT: For this report to stand alone and be read without reference to this appendix, transmit item number, item descriptions, and column headings. Abbreviations are acceptable for these items. Do not transmit notes and parenthetical explanations.

SUBJECT: XXX AW (specify frequency) Progress Report according to AFRC PPlan 98-XX As Of (specify)

PART I - COMMANDER’S COMMENTS: The commander should assess the current status of the conversion and comment on any factor that limits or creates a problem with meeting program objectives. Status of current or potential problems should include actions being proposed or taken and expected “get well” date. If higher echelon assistance has been requested on any problem related to this PPlan, include a brief summary of unit action taken to resolve the problem, and the nature of the request for assistance including date of request, headquarters addressed, and response to date.

PART II - Status of Milestone/Active Time Phased Actions (TBA)

1. Report the current status of all active milestones/TBAs for which the reporting activity is responsible. Active action items are those actions that have begun, have been completed, or were scheduled to start during the current reporting period. Discontinue reporting milestones/TPAs once they are reported complete.

<u>Milestone/TPA</u>	<u>Scheduled Completion</u>	<u>Actual Completion</u>	<u>Status</u>
Use the appropriate number from the applicable PPlan annex	Date published in the annex	Date published in the annex	State “Complete” or “Behind Schedule”

2. If a milestone/TPA is behind schedule, comments are mandatory. Comments should include why the activity is behind; the estimated completion date; the impact of the delay on the milestone/TPA, the annex, and the PPlan as a whole; and the corrective action. Example as follows:

DO-1 A lack of formal school quotas has delayed completion of aircrew qualification. HQ AFRC/DOT has been notified and additional quotas are forthcoming. New estimated completion date is 30 June 1999. No impact on overall PPlan completion.

Attachment 3**PROGRAMMING MESSAGE FORMAT**

FROM: HQ AFRC ROBINS AFB GA//XPXP//

TO: (Organizations having an active role)

INFO: (Organizations that should know about the plan but do not have an active role)

UNCLAS

MSGID/RI/HQ AFRC XP//

RMKS/SUBJ: AFRC PROGRAMMING MESSAGE (PMSG) XX-XX, (Title)

REF A: AFRCI 10-501

REF B: (list any other applicable references in chronological order)

1. OBJECTIVE:
2. CONCEPT OF OPERATIONS: (If required.)
3. BACKGROUND/GENERAL INFORMATION:
4. PLANNED COURSE OF ACTION:
5. OPR/PROGRAM MANAGEMENT:
6. COMMAND RELATIONSHIP:
7. ENVIRONMENTAL IMPACT ANALYSIS PROCESS (EIAP): (Include this paragraph if applicable. Paragraph should contain a brief synopsis of EIAP status and projected completion date; if already complete, state results of EIAP, including completion date.)
8. ANNEXES AND MILESTONES: (If required)
9. PROGRESS REPORTS: (Outline report format and reporting frequency)
10. PUBLIC AFFAIRS: responsibility for initiating public affairs actions in support of this PMsg rests with (specify appropriate Public Affairs office) in coordination with HQ AFRC/PA. queries from the news media or general public should be directed accordingly.
11. DISPOSITION: This PPlan is "FOR OFFICIAL USE ONLY". Dispose of it according to AFMAN 37-139.

Attachment 4

PPLAN CLOSEOUT MESSAGE FORMAT

FROM: HQ AFRC ROBINS AFB GA//XPXP//

TO: (Transmit to all addresses in Annex Z)

UNCLAS

MSGID/XX/HQ AFRC/XPXP//

SUBJ: AFRC PPLAN 98-XX, (Title, Date)

THE PRIMARY OBJECTIVES OF AFRC PPLAN 98-XX ARE COMPLETE AND THE PPLAN CLOSED EFFECTIVE (Date). ACCOMPLISH ANY REMAINING ACTIVITIES THROUGH NORMAL STAFF ACTION AND DISPOSE OF THE PPLAN ACCORDING TO AFMAN 37-139.