

24 APRIL 2004



Operations

**OPERATIONS CONTINGENCY AND
WARTIME PLANNING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 39 ABW/XP (Capt Dennison K. Frasier)

Certified by: 39 ABW/XP
(Maj Robert M. McNease)

Supersedes INCIRLIKAFBI 10-104,
10 October 2001

Pages: 5
Distribution: F

This instruction standardizes format and coordination of all plans published at Incirlik AB. It implements AFD 10-4, *Operations Planning*, AFD 20-1, *Logistics Strategic Planning*, and applies to all Wing plans and personnel. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision aligns IABI 10-104 with the new 39 ABW organizational structure.

1. Unit Plans Manager (UPM) & Wing Plans Working Group (WPWG)

1.1. Every squadron and Wing agency will designate in writing their UPM and WPWG representatives (**Attachment 2**). The WPWG will meet as a minimum quarterly and on an as needed basis. The 39 ABW/XP will organize and chair the meetings.

1.2. The WPWG will discuss receipt of higher headquarters plans or operation orders and will establish the requirement to prepare supporting plans, orders or supplements to such plans.

1.2.1. 39 ABW/XP will determine the office of primary responsibility (OPR) for all plans. The WPWG will determine what offices of collateral responsibility (OCR) need to write annexes to the plan.

2. Coordination Prior to Publication

2.1. The OPR will task all agencies identified as having inputs to draft their inputs in the proper format. The OPR will submit a draft to 39 ABW/XP for review. OPRs will have referenced AFMAN

10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation* and AFMAN -10-401, Volume 2, *Planning Formats and Guidance*, for guidance on plan development, implementation and format.

2.2. 39 ABW/XP reviews the draft plan and then sends the draft plan back to the OPR for correction. After correcting, the OPR will send the plan out for coordination using a staff summary sheet (SSS). Coordinating officials will be those agencies and squadrons who have a role in the plan and may include 39 ABW staff agency heads (e.g., JA, SE, PA), 39 ABW group and squadron commanders (e.g., 39 MXS/CC), and tenant units (e.g., 728 AMS/CC).

2.3. After the OPR receives coordination (verified by the head of that organization's signature on the SSS) the OPR will submit the plan to 39 ABW/XP for a second review. When the OPR submits the plan for this review they must send the signed SSS and all comments. 39 ABW/XP will make sure the OPR has inserted those comments in the plan. If there are no errors, 39 ABW/XP will forward the plan to the command section for coordination by the CCEA, CCS, CV, and CCE. If they return the plan for corrections, 39 ABW/XP will send the plan back to the OPR for corrections.

2.4. Once the command section coordinates on the plan, it will be sent to the CC for review and signature. The commander's signature on the SSS and the letter of transmittal mean the plan is now in effect. The OPR is responsible for disseminating the plan to the agencies listed on the plan's distribution sheet. 39 ABW/XP needs a paper copy with the commander's signature on it for filing.

2.5. The 39 ABW/XP will post the plan to the shared files for access through the intranet.

2.6. The 39 ABW/XP will maintain a file copy of signed, final coordination staff summary sheets, signed plans and electronic copies of the plans.

3. Plan Format

3.1. Plans will be formatted as directed by governing Air Force instruction or manual. If there is no governing document specified, plans will be formatted according to AFMAN 10-401, Volumes 1 and 2, Times New Roman, font size 12.

3.2. The OPR, in conjunction with the WPWG, will determine which staff agencies are required to develop appropriate annexes, appendices, tabs, exhibits or maps. The OPR will brief the agencies concerned, and establish suspense dates for submission of required input. Agencies that have annexes to write are responsible for drafting their annexes and ensuring they are in the proper format. The OPR will be responsible for inputting subsequent changes requested in the final coordination process.

3.2.1. Initial inputs for a plan will be submitted as an attachment in an e-mail message. A signed staff summary sheet will be submitted as approval of the draft plan once the plan has been sent out for final squadron commander coordination (second review).

3.3. The plan cover will have the following information: plan identification number, short title, date of basic plan, overall classification (including Restricted Data (RD) or Formerly Restricted Data (FRD) markings) at top and bottom, front and back of the cover, downgrading declassification instructions, copy number, and the 39 ABW emblem. The cover page must not contain any classified information.

3.3.1. Secret FRD and Secret RD **will not** have declassification instructions, according to DoD 5200.1R, *Information Security Program*, paragraph C5.1.31.4.

3.3.2. The back cover will be blank except for overall classification markings at the top and bottom of page.

3.3.3. If the plan is classified Secret or higher, the cover will be red. If the plan is Confidential, the cover will be blue. If the plan is FOUO or is not classified, the cover will be black and white.

3.4. Plans will be numbered according to the higher headquarters plan being supported. If the plan is not tasked through a higher headquarters plan, then the plan number will correspond to the governing Air Force Instruction.

4. Annual Plan Review

4.1. Each plan will be reviewed annually during the calendar quarter the plan was published. It is the responsibility of the OPR to accomplish the review.

4.2. At the beginning of the review quarter, 39 ABW/XP will remind the OPR it is time to accomplish a review of the plan. The OPR will work with the UPM from all organizations and agencies that contributed to the plan to review it and to update if needed. The OPR will make the required changes and send the plan to the squadron/detachment commanders and agency heads for their coordination and comments. Once coordination is completed, the OPR will then forward the draft, signed SSS, and comments to 39 ABW/XP. 39 ABW/XP will review the draft for accuracy. If there are no errors, 39 ABW/XP will forward the draft, signed SSS, and comments to the command section for coordination. The process should be almost identical to that found in paragraphs 3.2. to 3.6 except the commander will normally not have to sign the letter of transmittal. The goal for a complete review is 60 days.

4.2.1. A record of changes will be included on the security instruction page.

4.2.2. The OPR will maintain copies of the change requests until the plan they affect is superseded.

5. Wing Index of Plans

5.1. The 39 ABW/XP will publish a Wing Index of Plans, listing all current plans. A copy of the index will be sent to each organization on distribution for any local plans and will also be maintained via the Plans Intranet web page.

MICHAEL C. GARDINER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 10-401 Vol. 1, *Operation Plan and Concept Plan Development and Implementation*

AFMAN 10-401 Vol. 2, *Planning Formats and Guidance*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-404, *Base Support Planning and Expeditionary Site Planning*

AFI 20-101, *Logistics Strategic Planning Procedures*

DOD 5200.1R, *Information Security Program*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

FOUO—For Official Use Only

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

UPM—Unit Plans Manager

WPWG—Wing Plans Working Group

Attachment 2

MEMORANDUM FOR 39 ABW/XP

FROM: Your Squadron CC

SUBJECT: Appointment of Unit Plans Managers (UPM)/Wing Plans Working Group (WPWG) Representatives

1. The following individuals have been appointed UPM/WPWG members for your organization.

Primary

Alternate

Name:	Name:
Rank:	Rank:
Office:	Office:
Phone:	Phone:
Fax #:	Fax #:
NIPERNET E-mail:	NIPERNET E-mail:
SIPERNET E-mail:	SIPERNET E-mail:
Security Clearance:	Security Clearance
DEROS:	DEROS:

2. The above listed individuals have at least nine months remaining on station and will be replaced 30 days prior to PCS.

3. The primary, alternate (You can have more than one alternate), and replacement will attend the required Initial Plans Training.

4. The unit security manager has reviewed this letter and the above individuals have at least a secret clearance and have been granted access.

5. This letter supersedes all previous letters previous to date. If you have any questions concerning my representative, please contact XXXXXXXX at 676-XXXX

Squadron Commander's signature block