

31 AUGUST 2000



Operations

**PREPARATION OF MISSION PLANNING
MATERIALS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ PACAF/DOTW
(Capt John M. Hillyer)
Supersedes PACAFI 10-408, 27 March 2000

Certified by: HQ PACAF/DOT
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Pages: 5
Distribution: F

This instruction supersedes PACAFI 10-408, 27 Mar 2000, implements AFPD 10-4, *Operation Planning*, and applies to all Pacific Air Forces (PACAF) units and members. This instruction outlines policies and guidance for mission planning material preparation and mission folder construction. Recommendations for changes to this instruction should be forwarded to HQ PACAF/DOTW via message or AF Form 847, Recommendation for Change of Publication. This publication does not apply to the US Air Force Reserve (AFRES) nor the Air National Guard (ANG).

SUMMARY OF REVISIONS

Minimum Safe Altitude and Route Abort Altitude nomenclature and procedures harmonized with 11-series instructions.

1. Responsibilities:

- 1.1. HQ PACAF/DOTW will:
 - 1.1.1. Act as overall program manager.
- 1.2. HQ PACAF/INXU will:
 - 1.2.1. Check preparation of mission folders during staff assistance visits and validate requests for mission folder support data.
 - 1.2.2. Act as a liaison between Intelligence and Operations to coordinate any changes to this instruction.
- 1.3. Units tasked to maintain Mission Folders will:

- 1.3.1. Appoint a POC to monitor the preparation and maintenance of mission folders. The POC will be responsible to the OG/CC for the accuracy and timeliness of folder preparation and will manage the activities of all OG agencies in the preparation and construction of mission folders.
- 1.3.2. Provide qualified personnel, materials, equipment, and secure facilities for mission planning.
- 1.3.3. Acquire mission data; prepare, construct, and maintain mission folders.
- 1.3.4. Develop and maintain standard mission planning procedures to be used in mission planning and flight plan preparation.
- 1.3.5. Provide quality control of mission folder construction prior to mission folder certification.
- 1.3.6. Institute a certification program to verify the accuracy, currency, and comprehensiveness of all mission folder data, forms, and materials.
- 1.3.7. Forward any local supplements to this instruction to HQ PACAF/DOTW 25 E St., Suite I 232, Hickam AFB, HI 96853-5426.

2. Mission Folder Certification:

- 2.1. Each wing will prepare detailed local guidelines outlining mission folder certification procedures.
- 2.2. A verification team comprised of experienced wing representatives will validate mission folders (i.e., personnel from intelligence, plans, standardization/evaluation, weapons and tactics, and squadron flight leads). A validation checklist shall be developed and available for use by the verification team during mission folder review.
- 2.3. The verification team will review folders as required to ensure completeness, accuracy, and clarity of mission folders. A record/log of team activities shall be maintained for a minimum of one year. Reconvene a verification team when changes to ingress/egress routing, target data, aircraft configuration or performance data warrant mission folder recertification. The wing Weapons Officer or his designated representative (i.e., MPC chief) will serve as the mission folder final certification authority.

3. Forms:

- 3.1. Units will create suitable forms to support unit-specific mission folders. (Contact OPR for example forms).
- 3.2. A Mission Folder Change Record and an Inventory Index will be created for each mission folder.

4. Controlling Mission Folder Inputs and Mission Folders:

- 4.1. Inputs/changes to mission folders will be given to the mission folder custodian for inclusion. Annotate changes/revisions on the Mission Folder Change Record.
- 4.2. The Inventory Index will be updated to reflect each change as applicable.
- 4.3. Written procedures will be developed that define local responsibilities and actions for the control, handling and changes to the mission folders. Local procedures should include the general responsibilities of each staff agency and appropriate review and approval responsibilities.

4.4. When mission folders are initially constructed, annotate Mission Folder Change Record with "Initial Review" on the first line of the type change block and sign. Subsequent reviews will be annotated on the next available line of the form.

4.5. Mission folders will be reviewed to ensure completeness, accuracy, and legibility. The wing will develop procedures to ensure the review is conducted and annotated on the Mission Folder Change Record.

5. Security Procedures for Mission Folders:

5.1. The classification of mission folders and their contents should be outlined in local mission planning checklists or an OG OI. Normally the overall mission folder will be classified SECRET unless supplemental materials are of a higher classification or the OPlan used directs a higher classification.

5.1.1. Training folders are unclassified unless specific classified information (charts, callsigns, data cards, target photos, etc.) is included.

5.2. Classification markings will be permanently affixed to all mission folder contents and cover sheets/binders. Include: Classification Authority, Declassification Instructions, Date of Document, and OPR, IAW EO 12958.

6. Classified Control Procedures:

6.1. Units will develop control procedures for mission folders. These procedures will be IAW DOD 5200.1R and AFI 31-401, Information Security Program Management.

6.2. Units will develop an Inventory Index. The index will list all components of the mission folder and be used to sign the folder in/out for aircrew study/verification.

6.2.1. List material as it appears in the mission folder.

6.2.2. Use classification abbreviations as appropriate: S/NF, TS, S/RELROK, etc...

7. Destruction Procedures:

7.1. Destruction of classified materials in mission folders will be IAW DOD 5200.1R/AFI 31-401.

7.2. Reusable materials (such as imagery) should be removed and placed into storage files.

8. Symbols, Annotations, and Terminology:

8.1. Units will develop standardized annotations and symbology per MDS. Define symbology and annotations in an OG OI or local checklist. At a minimum the units will use the following symbology:

8.1.1. Triangle for Target

8.1.2. Square for Initial Point

8.1.3. Circle for Turn Point

8.2. Minimum Safe Altitude (MSA) computations will be annotated on each low-level leg of the mission (legs planned at 5000 AGL and below).

8.2.1. Determine MSA IAW applicable 11-series instructions.

8.2.2. Annotate MSA computations in the third or fourth block of the course arrow block (CAB) and/or navigation information block (NIB).

8.3. Route Abort Altitude (RAA) computations will be annotated on the overall mission portrayal for all missions.

8.3.1. Determine RAA IAW applicable 11-series instructions.

8.3.2. Conspicuously annotate figure in the center of the navigation chart in red ink or NVG compatible ink within a red or NVG compatible container.

8.4. Distance ticks, time ticks, cumulative times and leg times are annotated at the unit's discretion.

8.5. Orbit points will be depicted when dictated by mission requirements.

8.6. Minimum takeoff fuel will be calculated. Minimum takeoff fuel is the amount of fuel required to fly the preplanned route profile from brake release at take-off through recovery.

9. Mission Folder Contents:

9.1. Units will prepare one mission folder for each preplanned mission in the ATO/ITO.

9.2. Evasion and Recovery information will be addressed by unit intelligence/ life support and is not required in mission folders.

9.3. Do not include MODE III tables, authenticator materials or sealed authenticators in the mission folder. Procedures should be established within the wing to ensure these items are issued to aircrew as required by the OPlan.

9.4. Target area imagery, including BTG/OTG, will have the DMPI and north arrow annotated.

9.5. As a minimum, mission folders will contain the following items:

9.5.1. Inventory Index

9.5.2. Flight Plan

9.5.3. Weapons Data Card

9.5.4. Navigation Chart

9.5.5. Communications card

9.6. Primary, alternate and emergency recovery airfield data should be available to the aircrew (unit smart pack or NIMA FLIPs).

9.7. Flight plans should contain the following information:

9.7.1. Checkpoint identifier and coordinates

9.7.2. Magnetic course

9.7.3. Leg distance

9.7.4. Leg time

9.7.5. Cumulative time

9.7.6. Ground speed

9.7.7. Fuel computation data

9.8. The weapons data card will be prepared by weapons personnel and will be retained in the mission folder.

9.9. Navigation charts can be cut and folded to make them usable in the cockpit. The MPC chief will determine what format is appropriate for particular missions. This format will remain standard throughout similar mission folders.

9.9.1. Navigation chart annotation recommendations:

9.9.1.1. Course line

9.9.1.2. Checkpoint, IP, TGT symbol identifiers (numerical)

9.9.1.3. Time and distance ticks on low level route portions of route to target

9.9.1.4. Course arrow boxes (CABs) to include MSA data on low-level legs

9.9.1.5. Route Abort Altitude (RAA)

9.9.1.6. Navigation information boxes (NIBs)

9.9.1.7. Hack, as required

9.9.1.8. IFF/SIF reminder

9.9.1.9. Alternate/Emergency recovery airfields

9.9.1.10. OAP identifiers

9.9.1.11. Radar predictions will be prepared when requested by the MPC chief or as required by profile/delivery. Predictions will be prepared IAW local guidance.

9.9.1.12. Known threats

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