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Operations

**52 FW OPERATION PLANNING PROCEDURES
AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 52 FW/XPP (MSGt Raul Cabral)
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Certified by: 52 FW/XP (Lt Col George E. Day Jr.)
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This instruction implements Air Force Policy Directive 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*. It establishes guidance for wing-wide planning. The 52d Fighter Wing (52 FW) Plans Element (XPP) is the wing-level office of primary responsibility (OPR) for plans management, and is responsible for integrating effort, creating a unified wing operational concept, and ensuring compliance with Air Force Manual (AFMAN) 10-401 Volume 1 (V1), *Operation Plan and Concept Plan Development and Implementation*. 52 FW/XPP chairs the Wing Planning Group (WPG), composed of representatives from each squadron and wing staff agency responsible for drafting revising and coordinating plans. Contents of this instruction apply to all military and civilian personnel assigned to Spangdahlem Air Base, Germany. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 37-123, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (AFRDS).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changed organization functional address symbol from XPO to XPP. Clarified and simplified both 52 FW/XPP and Unit Plans Representatives responsibilities. Revised planning procedures for 52 FW/XPP and unit created plans. Adjusted the plans write and review timeline in **Attachment 1**. Revised the Appointment Letter in **Attachment 2**. Added a requirement for continuity books. Deleted the Quality Planning Process Diagram, Annual Plan Review Letter and Unit Readiness Section Diagram attachments.

1. Responsibilities:

1.1. 52 FW Director of Staff (52 FW/DS) will:

1.1.1. Task and suspend the groups and wing agencies with review of plans.

1.1.2. Review plans after group coordination of electronic Staff Summary Sheet (SSS) or Air Force (AF) Form 1768, **Staff Summary Sheet (SSS)** is completed.

1.2. Unit Commanders will:

1.2.1. Appoint a primary and alternate unit plans representative and forward appointment letters (see **Attachment 2**) to 52 FW/XPP. Plans representatives should be a noncommissioned officer or commissioned officer and should have a minimum of 1 year retainability at the time of their appointment. All unit plans representatives will have at least a SECRET security clearance eligibility. Representatives should be granted special access to North Atlantic Treaty Organization information (if required) on AF Form 2583, **Request of Personnel Security Actions**.

1.2.2. Ensure 52 FW/XPP is provided a list of all plans the unit is OPR.

1.2.3. Ensure plan reviews are conducted on all plans and annexes as required.

1.3. 52 FW/XPP, Plans Sections will:

1.3.1. Maintain, publish and distribute the 52 FW Index of Plans.

1.3.2. Chair monthly WPG meetings in the Wing Plans conference room.

1.3.3. Provide initial and/or periodic training (as required) for WPG members on preparation of planning inputs, specified formats, computer templates and coordination procedures.

1.3.4. Provide the 52 FW Installation Deployment Officer with a list of the wing's official Operational Plan (OPLAN), Concept Plan (CONPLAN) or Functional Manager Unit Type Code taskings.

1.3.5. Provide units with a copy of Unit's Plan Representative point of contact (POC) roster.

1.4. Unit Plans Representatives will:

1.4.1. Attend all WPG meetings and serve as members of the WPG.

1.4.2. Act as the focal point for all planning issues affecting their squadron/staff agency and will be directly responsible to their commander for all plan drafting, editing and coordination.

1.4.3. Bring all planning suspense conflicts which impact timely completion of scheduled projects to the attention of 52 FW/XPP for resolution.

1.4.4. Establish a plans continuity book containing, as a minimum, current copies of the following: Unit Plans Representative appointment letter, unit's list of plans, 52 FW Index of Plans, plans staff assistance visits checklist, Unit Plans representative POC roster, and WPG meeting minutes IAW AFMAN 37-123 and the AFRDS. In addition, either maintain a copy of AFMAN 10-401V1, AFI 10-404, *Base Support and Expeditionary Site Planning*, this instruction, and all other directives affecting their plans or have them accessible.

1.4.5. Upon appointment as Unit Plans Representative, contact 52 FW/XPP to set up an appointment to receive plans training.

2. Procedures: All plans requiring wing commander approval and/or signature must be coordinated through 52 FW/XPP. New plans are normally published within 120 days of receipt of higher headquarters tasking. Annual reviews must be started on the month listed in the Letter of Transmittal or IAW the 52 FW Index of Plans. In order to accomplish this, Unit Plans Representatives should conduct plan reviews IAW

with the timelines in [Attachment 1](#). Plans fall into one of two categories: those where 52 FW/XP is the OPR, and those where specific squadrons/staff agencies are the OPR.

2.1. The following steps will be initiated sequentially for plans that 52 FW/XPP are OPR for:

2.1.1. 52 FW/XPP will notify WPG members at the monthly WPG meetings when to write a new plan or review/revise a current plan. The 52 FW/DS will then task and suspense the groups and wing agencies.

2.1.2. Squadrons/staff agencies will provide 52 FW/XPP electronically (Unclassified but Sensitive Internet Protocol Router Network [NIPRNET] or Secret Internet Protocol Router Network [SIPRNET], dependent of classification/sensitivity) their plan annexes and/or appendices written IAW the format provided in applicable AF and United States Air Forces in Europe (USAFE) Instructions. All plans should be written using a 10xp series Word template. The 12xp series template will be used only when directed.

2.1.3. 52 FW/XPP will consolidate all inputs and distribute the completed draft plan with either an electronic SSS or an AF Form 1768 for unit commander's review/coordination.

2.1.4. 52 FW/XPP will, after receiving inputs with signed SSS, consolidate inputs and prepare a second draft and SSS for group commander's review/coordination. Group commanders will review the draft, make any required changes and return the draft and signed SSS to 52 FW/XPP for final consolidation.

2.1.5. 52 FW/XPP will verify all administrative requirements have been met by using [Attachment 3](#) and then produce the final draft copy. 52 FW/XPP will deliver the final draft and letter of transmittal, with a SSS for final review and coordination to 52 FW/DS for review and coordination. 52 FW Commander (CC) will review the plan, sign the letter of transmittal and forward both to 52 FW/XPP.

2.1.6. 52 FW/XPP will obtain required signatures on all annexes from squadron, group, and staff agency officials for final publication and distribution.

2.2. The following steps will be initiated sequentially for plans when squadron/staff agencies are the OPR:

2.2.1. The OPR will notify 52 FW/XPP that a plan is under development, due revision or change and then schedule a time to visit 52 FW/XPP to review requirements.

2.2.2. The OPR will notify 52 FW/XPP when to write a new plan or review/revise a current plan using established timelines and suspense dates in [Attachment 1](#). 52 FW/XPP will notify WPG members at the monthly WPG meetings and then the 52 FW/DS will task and suspense the groups and wing agencies.

2.2.3. Tasked squadrons/staff agencies will provide 52 FW/XPP electronically (NIPRNET or SIPRNET, dependent of classification/sensitivity) their plan annexes and/or appendices written IAW the format provided in applicable AF and USAFE Instructions. All plans should be written using a 10xp series Word template. The 12xp series template will be used only when directed by 52 FW/XPP.

2.2.4. The OPR will consolidate all inputs and distribute the completed draft plan to 52 FW/XPP. 52 FW/XPP will distribute draft plan with a SSS for unit commander's review/coordination.

2.2.5. The OPR will, after receiving inputs with signed SSS, consolidate inputs and prepare a second draft and SSS for group commanders' review/coordination. Group commanders will review the draft, make any required changes, and return the draft and signed SSS to the OPR for final consolidation.

2.2.6. The OPR will verify that all administrative requirements have been met by using **Attachment 3** and then produce the final draft copy. The OPR will deliver the final draft and letter of transmittal to 52 FW/XPP.

2.2.7. 52 FW/XPP will recheck all information and then forward plan with signed SSS to 52 FW/DS for review and coordination. The 52 FW/CC will review the final draft plan, sign the letter of transmittal and forward both to the OPR.

2.2.8. The OPR will obtain required signatures on all annexes from squadron, group, and staff agency officials for final publication and distribution.

3. Other 52 FW/XPP Functions:

- 3.1. Provide guidance and assistance to unit planning representatives during all phases of planning.
- 3.2. Request clarification on planning issues from higher headquarters, as required.
- 3.3. Request suspense extensions from higher headquarters, as necessary for quality planning.
- 3.4. Grant suspense extensions to unit planning representatives, when circumstances dictate.
- 3.5. 52 FW/XPP will ensure current classification requirements are adhered to throughout all phases of planning and monitor plans distribution.

DAVID L. GOLDFEIN, Colonel, USAF
Commander

Attachment 1

TIMELINES

Table A1.1. New Plans 90-Day Cycle.

Type of Plan	Initial Distribution Suspende	Unit/Staff Agency Initial Draft Inputs	52 FW/XPP Coordination	Unit/CC Coordination	Group/CC Coordination	52 FW/XPP Coordination	52 FW/CC Signature
HHQ OPLAN/ CONPLAN Requiring SUPPLAN OPR: 52 FW/ XPP	Upon receipt or at next WPG meeting	30 days following receipt or WPG meeting	10 days after initial draft inputs have been made	15 days following first draft by XPP	15 days after Unit/CC changes have been inputted by XPP	5 days after second draft changes have been made	15 days after final coordination changes have been made
	I+0	I+30	I+40	I+55	I+70	I+75	I+90
Base, squadron, agency plan OPR: Base, squadron, agency	At next WPG meeting or ASAP, depending on time constraints	30 days following receipt or WPG meeting	10 days after initial draft inputs have been made by OPR	15 days following first draft by OPR	15 days after Unit/CC changes have been inputted by OPR	5 days after second draft changes have been made	15 days after final coordination changes have been made

NOTE: I-Initial distribution, plus # of days.

Table A1.2. Annual Plans Review 60-day Cycle.

Type of Plan	Initial Distribution Suspende	Squadron/CC Coordination	Group/CC Coordination	52 FW/XPP Coordination	52 FW/CC Signature
HHQ OPLAN/ CONPLAN Requiring SUPPLAN OPR: 52 FW/ XPP	Upon receipt or at next WPG meeting	25 days following receipt or WPG meeting	15 days after all first draft changes have been made by XPP	5 days after second draft changes have been made	15 days after final coordination changes have been made
	I+0	I+25	I+40	I+45	I+60
Base, squadron, agency plan OPR: Base, squadron, agency	At next WPG meeting or ASAP, depending on time constraints	25 days following receipt or WPG meeting	15 days after all first draft changes have been made by OPR	5 days after second draft changes have been made by OPR	15 days after final coordination changes have been made

NOTE: I-Initial distribution, plus # of days.

Attachment 2

**UNIT PLANS REPRESENTATIVE APPOINTMENT AND CLASSIFIED ACCESS
LETTER EXAMPLE**

(WING LETTERHEAD)

Date

MEMORANDUM FOR 52 FW/XPP

FROM: (Your Unit)

SUBJECT: Unit Plans Representative Appointment and Classified Access Letter

1. In accordance with Spangdahlem Instruction 10-401, the following individuals are appointed as Unit Plans Representatives. They have at least a SECRET security clearance eligibility, authorizing them to receive/review classified material up to and including the security access level specified:

<u>Name/Rank</u>	<u>Office Symbol</u>	<u>Phone</u>	<u>DEROS</u>	<u>Security Access</u>	<u>FAX#</u>
Primary:					
John Doe, MSgt	52 LSS/LGLX	452-6734	Indef	Top Secret	452-7132
Alternate:					
Elmer Fudd, TSgt	52 LSS/LGLX	452-6956	Jun 99	Secret	452-6222

2. This letter supersedes all previous appointment letters, same subject.

NAME, Rank, USAF
Squadron Commander/Staff Agency

Attachment 3**COVER-TO-COVER PRE-SIGNATURE PLANS CHECKLIST**

A3.1. Plan Cover. MUST NOT contain any classified information and MUST be made of card stock. Must contain the following as appropriate:

A3.1.1. Overall classification of plan marked on top and bottom. If plan is UNCLASSIFIED but contains FOUO data, then marking goes on bottom only.

A3.1.2. Issuing headquarters.

A3.1.3. Short title and PID.

A3.1.4. Date of basic plan.

A3.1.5. Restricted data or formerly restricted data warning notices when required.

A3.1.6. OPR.

A3.1.7. "DERIVED FROM:" line if classified (Example: DERIVED FROM: COMUSAFE PLAN 4405-96, 1 MAY 1996) and left aligned.

A3.1.8. "DECLASSIFY ON:" line if classified and contains no RD/FRD. Copied from source document and left aligned.

A3.1.9. Copy number if TOP SECRET.

A3.1.10. Optional if less.

A3.2. Letter of Transmittal. Must be on appropriate unit letterhead with the following information:

A3.2.1. Overall classification of plan marked on top and bottom. If plan is UNCLASSIFIED but contains FOUO data, then marking goes on bottom only.

A3.2.2. Reason for preparing the plan and with whom it was coordinated during preparation.

A3.2.3. Need for preparing further supporting plans.

A3.2.4. OPR for plan if it supersedes another.

A3.2.5. Disposition instructions for superseded plans.

A3.2.6. Wing CC signature block (signed).

A3.2.7. The attachment line, with plan short title and PID listed attachment line.

A3.2.8. If letter contains classified, insert "derived from" and "declassify on" lines.

A3.2.9. If letter contains no classified, insert "UNCLASSIFIED when separated from classified enclosure" above bottom overall classification marking.

A3.2.10. If letter contains classified less than overall classification, insert "Downgrade to _____ (CLASSIFICATION) when separated from _____ (CLASSIFICATION) enclosure" above bottom overall classification marking.

A3.2.11. If letter contains RD or FRD, insert appropriate warning notice just below and to the right of the signature block.

A3.3. Security Instructions and Record of Changes. Must be page i.

- A3.3.1. Overall classification of this section marked on top and bottom of first page.
- A3.3.2. HQ header info on first page only.
- A3.3.3. Plan short title and PID line. i.e., 52 FW SUPPLAN 4405-96 (U).
- A3.3.4. The Section title line. SECURITY INSTRUCTIONS (U).
- A3.3.5. Must include long and short titles of plan.
- A3.3.6. Classification guidance for supporting plan development or plan execution.
- A3.3.7. Any special access program requirements (briefing, debriefing or dissemination instructions).
- A3.3.8. Reproduction limitations.
- A3.3.9. Use of “nicknames, code words, and exercise terms.”
- A3.3.10. Releasability of information to personnel and agencies not responsible to the JCS.
- A3.3.11. May include record of changes or be a separate page with columns for Change Number, Copy Number, Date, and Posted By.
- A3.3.12. If classified, a left aligned “DERIVED FROM:” line.
- A3.3.13. If classified and contains no RD/FRD, a left aligned “DECLASSIFY ON:” line.
- A3.3.14. Must be first page (i) after letter of transmittal.

A3.4. Plan Summary. Provides a brief recapitulation of the mission, general situation, concept of operations, major force requirements, command arrangements, and commander’s appraisal of the logistic and transportation feasibility.

- A3.4.1. Overall classification of this section marked on top and bottom of first page.
- A3.4.2. If classified, bottom of first page also contains a left aligned “DERIVED FROM:” and “DECLASSIFY ON:” lines as appropriate.
- A3.4.3. If section contains RD/FRD, insert appropriate warning notice on first line of footer.
- A3.4.4. HQ header info on first page only.
- A3.4.5. Plan short title and PID line. i.e., 52 FW SUPPLAN 4405-96 (U).
- A3.4.6. The section title line. i.e., PLAN SUMMARY (U).
- A3.4.7. References (U) line.
- A3.4.8. Reference list with: classification symbol “(U), (C), or (S)” of data that follows, publication number, *Title in Italics*, Date, and classification symbol of document.
- A3.4.9. Each paragraph from AFM 10-401 example used with appropriate classification symbol and/or marked “Not Applicable” after the paragraph title.
- A3.4.10. Each paragraph numbered and subdivided with designations of: 1., a., (1), (a), 1., a., (1), and (a), respectively. **NOTE:** for every “1” or “a” there must be a “2” or “b.”
- A3.4.11. Main paragraph titles are **UPPERCASE** and underlined.

A3.4.12. Subparagraph titles are **Title Case** and underlined.

A3.4.13. Sub-subparagraph titles are **Title Case** but not underlined. **NOTE:** an exception to this rule applies.

A3.4.14. Where forces, commands or agencies are identified or tasked; these will be **UPPERCASE** and underlined.

A3.4.15. Location names are **UPPERCASE**.

A3.5. Classification Guide (if applicable). See AFMAN 10-401, Vol II, page C-12, illustrative model.

A3.5.1. Overall classification of this section marked on top and bottom of first page.

A3.5.2. If classified, bottom of first page also contains a left aligned “DERIVED FROM:” and “DECLASSIFY ON:” lines as appropriate.

A3.5.3. HQ header info on first page only.

A3.5.4. Plan short title and PID line. i.e., 52 FW SUPPLAN 4405-96 (U).

A3.5.5. The section title line. i.e., CLASSIFICATION GUIDANCE (U).

A3.5.6. Lists subjects requiring protection.

A3.5.7. Lists level of protection to be afforded those subjects.

A3.5.8. Lists time period during which the protection must be continued.

A3.6. Table of Contents.

A3.6.1. Overall classification of this section marked on top and bottom of first page.

A3.6.2. HQ header info on first page only.

A3.6.3. Plan short title and PID line. i.e., 52 FW SUPPLAN 4405-96 (U).

A3.6.4. The section title line. i.e., TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES (U).

A3.6.5. Lists each section or attachment number, as applicable, and its full title.

A3.6.6. Lists first and last pages of each division.

A3.6.7. Lists all potential elements to include those that are “Not Applicable”, or Published Separately.”

A3.7. Basic Plan. Page #1. Consists of five main paragraphs:

A3.7.1. Overall classification of this section marked on top and bottom of first page. Each subsequent pages marked individually according to highest classification of that page.

A3.7.2. If classified, bottom of first page also contains a left aligned “DERIVED FROM:” and “DECLASSIFY ON:” lines as appropriate.

A3.7.3. If section contains RD/FRD, insert appropriate warning notice on first line of first page in footer.

A3.7.4. HQ header info on first page only.

A3.7.5. Plan short title and PID line. i.e., 52 FW SUPPLAN 4405-96 (U).

A3.7.6. The section title line (normally long title of plan, could be short title). i.e., CREEK THUNDER (U).

A3.7.7. References (U) line.

A3.7.8. Reference list with: classification symbol “(U), (C), or (S)” of data that follows, publication number, *Title in Italics*, Date, and classification symbol of document.

A3.7.9. Each paragraph from AFM 10-401 example used with appropriate classification symbol and/or marked “Not Applicable” after the paragraph title.

A3.7.10. Each paragraph numbered and subdivided with designations of: 1., a., (1), (a), 1., a., (1), and (a), respectively. **NOTE:** for every “1” or “a” there must be a “2” or “b.”

A3.7.11. Main paragraph titles are **UPPERCASE** and underlined.

A3.7.12. Subparagraph titles are **Title Case** and underlined.

A3.7.13. Sub-subparagraph titles are **Title Case** but not underlined. **NOTE:** an exception to this rule applies.

A3.7.14. Where forces, commands or agencies are identified or tasked; these will be **UPPERCASE** and underlined.

A3.7.15. Location names are **UPPERCASE**.

A3.7.16. Forms specified will list: Form number and **Title in Bold**.

A3.7.17. Wing CC signature block (NOT signed).

A3.7.18. List of actual annexes attached. DO NOT list any appendices as Not Used or Not Applicable.

A3.7.19. OFFICIAL line.

A3.7.20. Wing CV or OPR’s CC signature block (signed).

A3.8. Attachments:

A3.8.1. Annexes.

A3.8.1.1. Overall classification of this section marked on top and bottom of first page. Each subsequent page marked individually according to highest classification of that page.

A3.8.1.2. If classified, bottom of first page also contains a left aligned “DERIVED FROM:” and “DECLASSIFY ON:” lines as appropriate.

A3.8.1.3. If section contains RD/FRD, insert appropriate warning notice on first line of first page in footer.

A3.8.1.4. HQ header info on first page only.

A3.8.1.5. Plan short title and PID line. For Example: ANNEX C TO 52 FW SUPPLAN 4405-96(U).

A3.8.1.6. The section title line (normally long title of plan, could be short title). For Example: OPERATIONS (U).

A3.8.1.7. References (U) line.

A3.8.1.8. Reference list with: classification symbol “(U), (C), or (S)” of data that follows, publication number, *Title in Italics*, Date, and classification symbol of document.

A3.8.1.9. Each paragraph from AFM 10-401 example used with appropriate classification symbol and/or marked “Not Applicable” after the paragraph title.

A3.8.1.10. Each paragraph numbered and subdivided with designations of: 1., a., (1), (a), 1., a., (1), and (a), respectively. **NOTE:** for every “1” or “a” there must be a “2” or “b.”

A3.8.1.11. Main paragraph titles are **UPPERCASE** and underlined.

A3.8.1.12. Subparagraph titles are **Title Case** and underlined.

A3.8.1.13. Sub-subparagraph titles are **Title Case** but not underlined. **NOTE:** an exception to this rule applies.

A3.8.1.14. Where forces, commands or agencies are identified or tasked; these will be **UPPERCASE** and underlined.

A3.8.1.15. Location names are **UPPERCASE**.

A3.8.1.16. Forms specified will list: Form number and **Title in Bold**.

A3.8.1.17. Wing CC signature block (NOT signed).

A3.8.1.18. List of actual appendices attached. DO NOT list any attachments as Not Used or Not Applicable.

A3.8.1.19. OFFICIAL line.

A3.8.1.20. OPR’s CC signature block (signed).

A3.8.2. Appendices, Tabs, Exhibits. Same as annexes except: No signature blocks for Wing CC or OPR CC, and no OFFICIAL line.

A3.8.2.1. If an appendix, list of actual tabs attached. If a tab, list of actual exhibits attached. DO NOT list any attachments as Not Used or Not Applicable.

A3.9. Distribution List (Annex Z). Accounts for all copies of the plan and informs users which agencies and headquarters maintain copies.

A3.9.1. Marked as “For Official Use Only” on top and bottom of first page in classified plans unless classified information is included. Marking goes on bottom only for unclassified plans. Each subsequent page marked FOUO or according to highest classification of that page.

A3.9.2. HQ header info on first page only.

A3.9.3. Plan short title and PID line. “ANNEX Z TO 52 FW SUPPLAN 4405-96(U).”

A3.9.4. The section title “DISTRIBUTION (U)”.

A3.9.5. Copy for each agency expected to support the plan.

A3.9.6. Each organization, listed by functional address symbol (i.e., 52 FW/XP) expected to support the plan, number of copies, and copy number. See AFMAN 10-401, Vol II, page C-425, example.

A3.9.7. Wing CC signature block (NOT signed).

A3.9.8. OFFICIAL line.

A3.9.9. OPR's CC signature block (signed).

A3.10. Back Cover. MUST NOT contain any classified information and MUST be made of card stock.

A3.10.1. Overall classification of plan marked on top and bottom. If plan is UNCLASSIFIED but contains FOUO data, then marking goes on bottom only.

A3.10.2. Restricted data or formerly restricted data warning notices when required.