

**BY ORDER OF THE COMMANDER
21ST SPACE WING**

21ST SPACE WING INSTRUCTION 10-301

5 JUNE 2012



Operations

PLANS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil/.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 21 SW/XPP

Certified by: 21 SW/XP (Lt Col James A. Oldenburg)

Supersedes: 21 SWI 10-301, 14
December 2007

Pages: 21

This instruction implements AFMAN 10-401 Vol II, Planning Formats and Guidance, AFI 10-403, Deployment Planning, AFI 10-501, Program Action Directives and Program Planning (PPLAN), and AFI 10-503, Strategic Basing. It establishes responsibilities and procedures for developing, coordinating, and publishing 21st Space Wing (21 SW) operations, support, and functional plans. This instruction applies to all 21 SW staff agencies and group commanders involved in writing wing plans. This publication does not apply to members of the Air Force Reserve and Air National Guard. Refer recommended changes and conflicts between this and other publications to office of primary responsibility, on Air Force (AF) Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

This publication may not be supplemented.

SUMMARY OF CHANGES

This document was substantially revised and was completely reviewed. This version supersedes all previous versions of 21 SWI 10-301. The revision of this publication is to meet the standard required by Air Force strategic basing process and to make necessary administrative updates. It

deletes the requirement to notify OPRs 90 days in advance of anniversary of plan. It also makes multiple administrative and operational updates in plans management and responsibilities.

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1. General. 21 SW is affected by many types of plans. Plans management is an on-going process used by the wing to provide guidance, plan programs, assign responsibilities to 21 SW subordinate units to support unit activation, inactivation or move; an acquisition or modification in excess of \$10 million in any 1 year or \$50 million over the life of the program; force structure changes requiring an Implementation Plan directed by headquarters or 21 SW leadership. The proponent is the key element for generating plans—the office, unit, or activity at any level that initiates an Air Force basing action.

2. Types of Plans. The Department of Defense uses many types of plans. The type of plans most common to the 21 SW will be supporting plans or functional plans. Other plans are described below.

2.1. Operations Plan (OPLAN). CJCSM 3122.01A defines an OPLAN as a complete and detailed joint plan containing a full description of the CONOPS, all annexes applicable to the plan and a TPFDD. OPLANs can quickly be developed into an Operation Order (OPORD).

2.2. Concept Plan (CONPLAN). CJCSM 3122.01A defines a CONPLAN as an operation plan in an abbreviated format that would require considerable expansion or alteration to convert it to an OPLAN, Campaign Plan or OPORD.

2.3. Supporting Plan. AFMAN 10-401, Volume 1, states, “In the supporting plan phase, each subordinate and supporting commander who is assigned a task in the Commander’s plan prepares a supporting plan.” This means any higher headquarters’ OPLAN which tasks the 21 SW (through 14 AF) requires the 21 SW to develop a supporting plan. Typically, this is accomplished and coordinated by the Wing Plans and Programs Office.

2.4. Functional Plan. AFMAN 10-401, Volume 1, states, “functional plans involve military operations in a peacetime or permissive environment. Functional plans are tasked by the Joint Strategic Capabilities Plan (JSCP) for humanitarian assistance/disaster relief, peacekeeping, or counter drugs. Most 21 SW plans fall into this category.” The following are examples of functional plans:

2.4.1. Contingency Plans

2.4.2. Installation Security Plans

2.4.3. Base Snow Removal Plans

2.4.4. Comprehensive Emergency Management Plans.

2.4.5. Base Weather Support Plans

2.5. Base Support Plan (BSP). AFMAN10-401, Volume 1, states, “As a minimum, base-level plans must address mobility, mobilization (if appropriate), reception, employment, deployment, sustainment, and redeployment planning required for the combat force to accomplish its mission. All installations with a wartime mission, regardless of size or location, must develop base support plans according to AFI 10-404, Base Support Planning, to define their wartime activities.”

2.6. Programming Plans (PPlans). Headquarters directive, coordinated document, consisting of a Basic Plan and supporting functional staff annexes, which defines the actions required, and outlines the responsibilities for achieving a given program objective. The primary types of actions for which PPlans are developed include unit activations and inactivations; realignments involving the physical move of people or assets; base closures; beddown of weapons systems; unit conversions from one weapons system to another; beddown and/or integration of specialized systems or unique organizational constructs; and increases or decreases in a unit’s Primary Aircraft Inventory.

2.7. Programming Message (PMsg). A PMsg is a headquarters’ level message used in lieu of a PPlan when less comprehensive documentation will suffice to implement a program objective. For example, a PMsg is often utilized when limited functional involvement is required to execute the action. A PMsg may also be used as an interim measure to establish the overall goal and provide basic guidance pertaining to a major program action while more comprehensive documentation is being developed. This is the method of choice when planning time is limited. 2.8. Implementation Plans (IPlans). Wing-level plans that delineate actions required for wing agencies to complete a specific project (base closure, unit activation, etc.). These are typically generated based on requirements outlined in a higher headquarters Programming Plan (PPlan).

3. Operations, Support, and Functional Plan Responsibilities:

3.1. Commander, 21st Space Wing (21 SW/CC). Approves and signs all plans tasking agencies outside the 21 SW and all plans tasking across group lines within the 21 SW.

Delegates signature authority for plans to installation commanders at geographically separated units (GSU) where the 21 SW GSU is the host for the installation.

3.2. Wing Plans, Programs and Exercises Office (21 SW/XP):

3.2.1. Manages the 21 SW plans program.

3.2.2. Maintains a wing plans library consisting of plans signed by the Wing Commander or designated representative. The Plans Library includes only those plans that task agencies outside the 21 SW or across group lines. It may also include those plans at a 21 SW GSU where that GSU is the host for the site (and therefore the Installation Commander).

3.2.3. Publishes, updates, and distributes an index of wing plans. The index includes only those plans defined in paragraph 3.2.2 above.

3.2.4. Reviews/coordinates on wing-level plans.

3.2.5. Manages the annual review of wing-level plans.

3.2.6. Ensures compliance with higher headquarters or locally-established directives to prevent duplication.

3.2.7. Provides guidance to 21 SW organizations on the plans program.

3.2.8. Serves as the focal point to coordinate, within the 21st Space Wing, plans from organizations outside the 21 SW that task 21 SW units. 21 SW/XP will prepare a staff summary sheet through all agencies affected in that plan, consolidate any comments, and provide a consolidated wing response back to the plan's OPR.

3.2.9. Publishes a letter of rescission when all actions in an IPlan are completed.

3.3. Office of Primary Responsibility (OPR). Is responsible for creating, coordinating, and managing plans within its functional area.

3.3.1. Develops plans as directed by higher headquarters' requirements.

3.3.2. Ensures proper construction and format of plans.

3.3.3. Identifies all tasked agencies.

3.3.4. Coordinates plans with tasked agencies. This includes both agencies within the 21 SW and those external to the 21 SW. Use a staff summary sheet to obtain coordination within the 21 SW. For non-Air Force agencies outside the wing, use an official memorandum requesting coordination with an explanation of support requested from that agency. Any failure to provide input will be treated as concurrence.

3.3.5. Conducts annual reviews of plans to ensure accuracy and currency.

3.3.6. Distributes plans to all users. Ensures the 21 SW/XP has a soft copy (in addition to a hard copy) for the 21 SW/XP Plans library and to update the wing plans index.

3.4. Tasked Organizations. It is imperative any tasked agency reviews the plan to ensure tasks in the plan are accurate and feasible.

3.4.1. Reviews plan for compliance and feasibility.

3.4.2. Ensures the plan reflects the most recent guidance and information.

3.4.3. Ensures plan reflects the most recent operations security requirements to protect sensitive capability, intentions and activities.

4. General: A plan is a documented course of action establishing procedures on a one-time or as-needed basis. A plan ensures established procedures are coordinated before an event takes place. Operation, concept, supporting, and functional plans are developed based on requirements identified by either an Air Force Instruction (AFI), a Joint Chiefs of Staff (JCS) directive, Headquarters United States Strategic Command (USSTRATCOM) directive, Headquarters Air Force Space Command (AFSPC) directive or locally-established requirement.

4.1. Plans Format and Guidance.

4.2. Format. Plans adhere to formats prescribed in higher headquarters' directives. AFMAN 10-401, Volume 2, Planning Formats and Guidance, is the governing guidance for formatting Air Force operational and concept plans. 21st Space Wing planners will use the format described in paragraphs 4.2.1 and 4.2.3 of this instruction (unless another higher headquarters' directive prescribes an alternate format). The objective of using a prescribed plan format is to ensure standardization and ease of use across the wing. Paragraph 4.1.2 shows numbering standards for 21 SW plans, and paragraph 4.1.3 defines the minimum content and formatting requirements. The content of plans prescribed in paragraph 4.1.3 can be added to as necessary. Group and squadron plans should also use this format to ensure consistency across the wing.

4.2.1. Numbering Plans. The plan number depends on the higher headquarters' directive requiring the plan.

4.2.1.1. Plans with a higher headquarters corresponding plan. These plans should be numbered to correspond with the higher headquarters plan. For example, if AFSPC publishes a Comprehensive Emergency Management Plan supplement to AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations, which mandates a wing plan, the wing plan will be 21 SW Comprehensive Emergency Management Plan 10-2. If the 21 CES and the 721 CES both publish Comprehensive Emergency Management plans, they both will be numbered 10-2. To alleviate confusion, all plans with like plan numbers will add a "P" suffix for Peterson units and a "C" suffix for Cheyenne Mountain Air Force Station units. Plans directed by a higher headquarters instruction may be numbered to correspond with that instruction.

4.2.1.2. Plans without a higher headquarters corresponding plan. These plans should follow functional area numbering similar to number instructions. Use AF Index 2 as a guide for choosing numbering systems.

4.2.2. Numbering Standards.

4.2.2.1. Numbering Paragraphs. There are two preferred methods for numbering paragraphs in 21 SW plans. Plan paragraphs will be numbered using one of the formats in Figure 1.

Figure 4.1. Numbering Plan Paragraphs.

Format 1 (Includes Indenting)	Format 2 (No Indenting)
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<ol style="list-style-type: none"> 1. Main paragraph <ol style="list-style-type: none"> a. Subparagraph b. Subparagraph <ol style="list-style-type: none"> (1) Sub-subparagraph (2) Sub-subparagraph <ol style="list-style-type: none"> (a) Sub-subparagraph <ol style="list-style-type: none"> 1. Sub-subparagraph 2. Sub-subparagraph (b) Sub-subparagraph c. Subparagraph 2. Next main paragraph 	<ol style="list-style-type: none"> 1. Main paragraph 1 <ol style="list-style-type: none"> 1.1. Subparagraph 1 1.2. Subparagraph 2 <ol style="list-style-type: none"> 1.2.1. Sub-subparagraph 1.2.2. Sub-subparagraph <ol style="list-style-type: none"> 1.2.2.1. Sub-subparagraph <ol style="list-style-type: none"> 1.2.2.1.1. Sub-subparagraph 1.2.2.1.2. Sub-subparagraph 1.2.2.2. Sub-subparagraph 1.3. Subparagraph 3 2. Next main paragraph 2
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4.2.2.2. Numbering Pages. All page numbers will be centered at the bottom of each page except the cover page, which is not numbered. Change page numbers will use the following numbering system adding “(Change X, Date)” centered two lines below the page number.

4.2.2.2.1. The Administrative and Security Instructions, Record of Changes, Plan Summary, Classification Guidance, and Table of Contents Pages. Use lowercase Roman numerals, starting at “I” and number consecutively.

4.2.2.2.2. The Basic Plan. Use Arabic numerals starting at “1” and number consecutively.

4.2.2.2.3. Annexes, Appendices, Tabs, & Exhibits. Use Alpha-numeric numbers corresponding to the Annex letter, Appendix number, Tab letter and Exhibit number, and page within each section. For example, page 2 of appendix 4 of annex C would have a page number of C-4-2.

4.2.3. Plan Content and Format. Below is list of minimum requirements for a 21 SW plan. Each 21 SW plan must have these items. Additional items may be added, as required.

4.2.3.1. Cover Page. As a minimum, the cover page includes the long title, plan number, the date, the OPR, and security classification, as applicable. NOTE: Red covers are reserved for classified plans; use any other color for unclassified plans.

4.2.3.2. Memorandum of Transmittal. Establishes the basis for authority of the plan. This will be signed by the wing or vice wing commander or designated representative.

4.2.3.3. Administration and Security Instructions. Outlines any appropriate administrative and security instructions pertaining to the information contained in the plan. This page can include a RECORD OF CHANGES section, or the RECORD OF CHANGES can be on a separate page. This section will contain, as a minimum, the following:

4.2.3.3.1. Title. A single paragraph describing the long title of the plan, the short title of the plan, and if this plan supersedes another plan, what plan is superseded.

- 4.2.3.3.2. Effective Period. Describes when the plan will be effective and implemented.
- 4.2.3.3.3. Office of Primary Responsibility (OPR). Describes the OPR and how to contact them.
- 4.2.3.3.4. Classification/Security Considerations. Describes the classification of the plan and any special handling requirements.
- 4.2.3.3.5. Reproduction. Describes any prohibitions or limitations on reproducing the plan and gives a point of contact for reproduction permissions.
- 4.2.3.3.6. Supporting Plans. Describes if any supporting/subordinate plans are required.
- 4.2.3.3.7. Changes. Describes who is responsible for publishing and distributing changes.
- 4.2.3.3.8. Record of Changes. An area to allow a record of changes to the plan. This includes an area to allow entering a record of changes, to include (1) change number, (2) change date, (3) date entered, and (4) posted by. Note: This can also be a separate page.
- 4.2.3.4. Classification Guidance. As required, outlines classification rules for information contained in the plan.
- 4.2.3.5. Table of Contents. Lists the plan's contents by sections and annexes/appendices. List all Annexes, Appendices, Tabs, Exhibits, and their corresponding starting page number used in the plan.
- 4.2.3.6. Basic Plan. Provides references, a plan summary, defines terminology used in the plan, and addresses general responsibilities of organizations tasked in the plan.
- 4.2.3.7. Annexes. A major subdivision of an IPlan prepared by a functional staff agency. A plan is functionally organized into annexes. To ensure standardization across 21 SW, the following Annexes will normally be used. Add Appendices, Tabs and Exhibits within Annexes, as required.

Figure 4.2. Annexes.

Annex A - Task Organization
Annex B - Intelligence
Annex C - Operations
Annex D - Logistics (all logistics related functional areas)
Annex E - Personnel (all military and civilian personnel related functional areas)
Annex F - Public Affairs
Annex G - Staff Judge Advocate
Annex H - Weather Operations
Annex I - Not Used
Annex J - Financial Management
Annex K - Communications and Information
Annex L - History
Annex M - Security Forces

Annex N - Chaplain
 Annex O - Not Used
 Annex P - Open
 Annex Q - Medical Services
 Annex R - Open
 Annex S - Services (all services related functional areas)
 Annex T, U - Open
 Annex V - Safety
 Annex W - Civil Engineering (all civil engineering related functional areas)
 Annex X - Open
 Annex Y - Manpower
 Annex Z - Distribution

4.2.3.8. Appendices. Each Annex can be subdivided into Appendices to address specific functional areas. For example, Annex D covers Logistics. Under Logistics are areas such as Transportation, Supply, Mobility, Contracting, etc. Separate Appendices can be added to discuss specifics about these logistics-related functional areas. Add as many Appendices as required. Appendices are numbered starting at "1," for example Appendix 1 to Annex D.

4.2.3.9. Tabs. Tabs are attachments to appendices should a plan need to further define requirements listed in an Appendix.

4.2.3.10. Exhibits. Exhibits are attachments to Tabs.

5. Signature Requirements: Signature requirements are based on who is tasked in the plan. Use the following guidance when determining who will sign a plan's memorandum of transmittal:

5.1. 21st Space Wing Commander. Wing plans tasking agencies outside the 21 SW or across group lines require the 21 SW/CC or his/her designated representative signature.

5.2. Group Commander. Plans tasking across squadron lines, but remaining within a single group, can be signed by the respective group commander or designated representative.

5.3. Squadron Commander. Plans tasking solely within a single squadron can be signed by the squadron commander or designated representative.

5.4. Functional Area Chiefs. Plans tasking solely between functional areas (for example, a plan tasking from the 21st Civil Engineering Fire Department to the 50th Civil Engineering Fire Department) can be signed by the functional area chief (in this example, the 21 CES Fire Chief or designated representative).

5.5. Individual Annexes. Individual annexes need not be signed by the individual responsible for the functional area. The signature on coordination documentation serves as a record of concurrence.

6. Plan Development: Each plan follows a process from inception to completion. This process ensures (1) the plan is required and accurate, (2) tasked agencies can provide required support, (3) the plan is correctly formatted and (4) the plan is distributed to the necessary agencies. See

Attachment 2 for a plans development process flowchart. All plans must be formally staffed before implementation.

7. Plan Staffing Requirements: All plans must be staffed through appropriate agencies. This ensures others have the opportunity to review your plan for possible impacts to their organization. Staffing a plan provides two-way benefits. The plan OPR benefits from the expertise of functional representatives who ensure taskings in the plan are realistic and attainable. The tasked agencies benefit because they can tailor the support they can give in advance of plan implementation and not be caught off guard when the plan is implemented. There are essentially two types of staffing, initial (full) and annual review. 21 SW/XP will manage the wing-level plans annual review process, while the plan OPR is responsible for staffing and coordinating the plan. For wing-level plans, 21 SW/XP will notify the plan OPR of the requirement to perform the annual review. Use a staff summary sheet for coordination within the 21 SW. For non-Air Force agencies outside the Wing, use an official memorandum with an explanation of the requested support from that agency.

7.1. Initial (Full) Staffing. This is required any time a completely new plan is drafted for implementation or an existing plan is rewritten due to extensive changes. All agencies affected by the plan must review the plan and provide appropriate comments before the plan is staffed through the Wing Command Section for approval. (See Attachment 3)

7.1.1. The plan OPR will include 21 SW/XP in the early stages of the plan review. As a minimum, 21 SW/XP will review not only for format but also to verify the accuracy of the list of wing and tenant units and external coordinating agencies.

7.1.2. The OPR is responsible for coordinating the plan with all affected agencies (including wing, tenant and external agencies). The OPR will forward necessary copies to each agency and monitor responses from these agencies.

7.1.3. After completing coordination from paragraph 7.1.2, the plan OPR will prepare a staff summary sheet to obtain wing commander approval/signature on the draft plan. 21 SW/XP will be included in this wing coordination.

7.1.4. After the Wing Commander or Vice Wing Commander (or designated representative) approves the plan and signs the memorandum of transmittal, the OPR will make necessary distribution (paper or electronic copies). 21 SW/XP requires both one paper copy and one electronic copy of the plan for the wing plans library.

7.1.5. 21 SW/XP will post approved and signed plans that meet classification requirements in the Wing Plans and Programs Office plans library.

7.2. Annual Review. To ensure currency of information and taskings, all plans must be reviewed annually. This gives tasked organizations the opportunity to update their respective annexes to more accurately reflect ability to support requirements in the plan. See Attachment 4 for a flowchart of the annual review process.

7.2.1. 21 SW/XP initiates this review prior to the anniversary of the date of each wing-level plan. 21 SW/XP sends a memorandum to the plan OPR to remind the plan OPR to complete the review process. The plan OPR will prepare a staff summary sheet with all tasked organizations as coordinating agencies. These agencies, as a minimum, include all

group CCs, wing staff offices and all agencies (within and external to the 21 SW) tasked in the plan.

7.2.2. Minor changes may be made by page-replacement procedures or by pen-and-ink procedures depending on the complexity of the change. Ensure any change is coordinated with all affected agencies to obtain written concurrence. The OPR will maintain coordination documentation, provide a copy of that documentation to 21 SW/XPP and distribute changes to everyone in Annex Z, Distribution.

7.2.3. If the annual review results in extensive changes, full staffing procedures will be required.

8. Implementation Plans (IPlans):

8.1. Commander, 21st Space Wing (21 SW/CC), or designated authority approves all IPlans.

8.2. Wing Plans and Programs Office (21 SW/XP).

8.2.1. Manages 21 SW IPlans.

8.2.2. Develops IPlans as directed by higher headquarters' PPlan requirements.

8.2.3. Represents 21 SW/XP at AFSPC Programming Plan (PPlan) meetings.

8.2.4. Staffs PPlans to 21 SW groups and wing staff agencies for review.

8.2.5. Tasks 21 SW groups and wing staff agencies to prepare their IPlan annexes and to develop milestone timelines for each IPlan project.

8.2.6. Publishes and distributes IPlans to the 21 SW group and wing staff agencies.

8.2.7. Tracks the status of IPlan milestones through the project lifespan.

8.2.8. Processes changes to the IPlans, including coordination of the changes and distribution.

8.2.9. Formally rescinds IPlans when the primary objectives of the plan are met.

8.2.10. Consider meeting the intent of the 21 SW mission, vision and priorities (Attachment 5) during the development phase of the IPlan.

8.3. 21 SW Group and Wing Staff Agency OPRs.

8.3.1. Are responsible for the content of their IPlan functional area annexes, including providing changes to 21 SW/XP when the OPR deems necessary.

8.3.2. When tasked by 21 SW/XP, prepare their functional area annex, to include developing milestones for each trackable action for the IPlan projects. All inputs are to be coordinated through the chief of the respective group or wing staff agency before being submitted to 21 SW/XP.

8.3.3. Ensure OPSEC is integrated into planning efforts to increase mission effectiveness.

8.3.4. Provide status reports in accordance with Annex A of each IPlan.

8.4. Numbering IPlans. IPlans are assigned a number based upon the fiscal year the IPlan was initiated in and the number of IPlans created within that calendar year (i.e., 06-01). A book containing IPlan numbers is located in 21 SW/XPP.

8.5. Numbering Standards.

8.5.1. Numbering Paragraphs. IPlan paragraphs will be numbered in one of the following formats in Figure 2. Note: You must have a subparagraph “b” to have an “a”.

8.5.2. Numbering Pages. All page numbers will be centered at the bottom of each page except the cover page, which is not numbered. Change page numbers will use the following numbering system adding “(Change X, Date)” centered two lines below the page number.

Figure 8.1. Numbering IPlan Paragraphs.

Format 1 (Includes Indenting)	Format 2 (No Indenting)
1. Main paragraph	1. Main paragraph 1
a. Subparagraph	1.1. Subparagraph 1
b. Subparagraph	1.2. Subparagraph 2
(1) Sub-subparagraph	1.2.1. Sub-subparagraph
(2) Sub-subparagraph	1.2.2. Sub-subparagraph
(a) Sub-subparagraph	1.2.2.1. Sub-subparagraph
1. Sub-subparagraph	1.2.2.1.1. Sub-subparagraph
2. Sub-subparagraph	1.2.2.1.2. Sub-subparagraph
(b) Sub-subparagraph	1.2.2.2. Sub-subparagraph
c. Subparagraph	1.3. Subparagraph 3
2. Next main paragraph	2. Next main paragraph 2

8.5.2.1. The Security Instructions and Record of Changes, Plan Summary, Classification Guidance and Table of Contents Pages. Use lowercase Roman numerals, starting at “I” and number consecutively.

8.5.2.2. The Basic Plan. Use Arabic numerals starting at “1” and number consecutively.

8.5.2.3. Annexes, Appendices, Tabs & Exhibits. Use Alpha-numeric numbers corresponding to the Annex letter, Appendix number (Arabic numerals), and Tab letter and page within each section. (For example: Annex A, page 1, is "A-1," Appendix 1 to Annex A, page 1, is "A-1-1," Tab A to Appendix 1 to Annex A is "A-1-A-1.").

8.6. Plan Contents. Below is a description of an IPlan’s contents.

8.6.1. Cover Page. As a minimum, the cover page includes the long title, plan number, date, OPR and security classification, as applicable.

8.6.2. Table of Contents. Lists the IPlan’s contents by page number. Lists all Annexes, Appendices, and Tabs. If a portion is not used in the plan, indicate “Not Used” in the “Page” column and if a portion will be published separately, state that in the “Page” column.

8.6.3. Preface and Record of Changes. Defines the purpose for this plan and includes critical information necessary for its implementation. Also contains a list of the published changes to the IPlan.

8.6.4. Basic Plan. Provides references, defines terminology used in the plan and addresses general responsibilities of organizations tasked in the plan.

8.6.5. Annexes. Provides specific details of taskings required to be performed to effectively meet the goals of the plan. If a particular annex letter is not applicable to a plan and is not used, enter “Not Used” in the plan’s table of contents. The following is a list of usual annexes.

Figure 8.2. Annex Listing For IPlans.

Annex A - Reporting Requirements
Annex B - Plans, Support Agreements and Deployments
Annex C - Operations
Annex D - Logistics (all logistics-related functional areas)
Annex E - Personnel (all military and civilian personnel-related functional areas)
Annex F - Public Affairs
Annex G - Staff Judge Advocate
Annex H - Civil Engineering (all civil engineering-related functional areas)
Annex I - Not Used
Annex J - Financial Management
Annex K - Communications and Information
Annex L - Open
Annex M - Security Forces
Annex N - Medical
Annex O - Not Used
Annex P - Open
Annex Q - Chaplain
Annex R - Safety
Annex S - Services (all services)
Annex T - History
Annex U, V, W, X - Open
Annex Y - Manpower
Annex Z - Distribution List

8.6.6. Appendices. Each annex may be further broken down into appendices to address specific functional areas or to contain the milestone actions for the annex. For example, Annex D covers Logistics. Under Logistics are areas such as Supply, Transportation, Contracting, Precision Measurement Equipment Laboratory, etc.

8.6.6.1. You may add or delete appendices to or from your plan to fit your need. If you don’t need an appendix, simply omit it from the list of appendices in the Table of Contents.

8.6.7. Tabs. Tabs are attachments to appendices should a plan need to further define requirements listed in an appendix or to document milestones if multiple functional area annexes are required.

9. Administrative Requirements:

9.1. Classification Markings. Refer to DoD 5200.1-R, Information Security Program, and AFI 31-401, Managing the Information Security Program, for proper classification markings.

9.2. For Official Use Only (FOUO). Refer to DoD 5400.7-R/Air Force Supplement, DoD Freedom of Information Act Program, for FOUO rules. FOUO is for information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions. Mark documents with "FOR OFFICIAL USE ONLY" at the bottom on the outside of the front cover (if any), on each page containing FOUO information, and on the outside of the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

CHRIS D. CRAWFORD, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 5200.1.R, Information Security Program, 14 January 1997

DoD Regulation 5400.7_AFSUP1_AFSPCSUP_1, DoD Force Freedom of Information Act Program, 15 October 2007

DoD 5400.7-R_AFMAN33-302, Freedom of Information Act Program, 21 October 2010

AFMAN 10-401V2, Planning Formats and Guidance, 1 May 1998

AFI 10-403, Deployment Planning, 13 January 2008

AFI 10-404, Base Support and Expeditionary (Bas&E) Site, 11 October 2011

AFI 10-501, Program Action Directives and Program Planning (PPLAN), 05 January 1994

AFI 10-503, Strategic Basing, 21 September 2010

AFI 31-401, Managing the Information Security Program, 01 November 2005

21 SWI 10-2, Program Management, 08 April 2008

Prescribed Forms:

There are no prescribed forms.

Adopted Forms

AF IMT 847, Recommendation of Change of Publication

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Abbreviations and Acronyms—

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSPC—Air Force Space Command

IGESP—In-Garrison Expeditionary Site Plan

CONPLAN—Concept Plan

CRM—Comment Resolution Matrix

FOUO—For Official Use Only

IPlan—Implementation Plan

JCS—Joint Chiefs of Staff

JSCP—Joint Strategic Capabilities Plan

MAJCOM—Major Command

OPLAN—Operations Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

PPlan—Programming Plan

PMsg—Programming Message

SW—Space Wing

TPFDD—Time-Phased Force and Deployment Data

USSTRATCOM—Headquarters United States Strategic Command

Terms

Annex—A document appended to a basic plan or order to make it clearer or to give it further detail.

Appendix—A subordinate addition to the annex of a plan, which is usually too bulky or full of details to include in an annex. An appendix is related to a major division or category of data to be presented.

Basing—Actions taken to position Air Force units (on AF or non-AF property) or non-USAF entities on USAF real property. Basing is the process used to determine the location of a unit, manpower, mission, or activity.

Base Support Plan—The installation level planning accomplished to support unified and specified command wartime operation plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities and limitations to plan the actions and resources supporting war or contingency operations other than war, including deployment and reception operations.

Beddown—Establishing a unit, mission, activity, or personnel on real property for longer than one year. This applies to activities of all military branches, other DoD, non-DoD federal, state and local government, and/or private agencies requesting the use of Air Force real property. Beddown is considered the execution of a basing action.

Comment Resolution Matrix (CRM)—This document is used in second and subsequent rounds of coordination of a plan. The CRM serves as a record of all comments made during coordination and how those comments were resolved. Typically, the CRM is a four-column document with the following headings: PAGE, PARAGRAPH, COMMENT and RESOLUTION. The Page and Paragraph columns identify the location within the plan of the comment in the Comment column. The Comment column lists the OPR who submitted the original comment, the criticality of the comment (Critical, Substantive or Administrative) and the original comment itself. The Resolution column describes how that comment was resolved (whether or not the comment was included/incorporated in the plan) and justification for the described resolution.

Concept Plan (CONPLAN)—An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD. It contains the CINC's Strategic Concept and those annexes and appendices deemed necessary to complete planning. Usually does not contain a TPFDD.

For Official Use Only (FOUO)— FOUO is for information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions. The governing directive for FOUO is DOD 5400.7-R/AF Sup.

Guidance—Policy, direction, decision, or instructions having the effect of an order when issued by a higher authority.

Implementation Plan—A wing-level detailed plan to execute and track projects that have been approved by HQ AFSPC. These projects include force structure changes, such as activations, inactivations, unit relocations and transfers and major mission upgrades or changes.

Installation Deployment Plan—A document which provides detailed procedures, instructions, and comprehensive data required to expeditiously deploy personnel and equipment.

Operation—A military action or the carrying out of a strategic, tactical, service, training, or administrative military mission; the process of carrying on combat, including movement, supply, attack, defense, and maneuvers needed to gain objectives of any battle or campaign.

Operation Order (OPORD)—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

Operation Plan (OPLAN)—A plan for the conduct of joint operations that can be used as a basis for development of an OPORD. An OPLAN identifies the forces and supplies required to execute the Commander's Strategic Concept and a movement schedule of these resources to the theater of operations. Forces and supplies are identified in the OPLAN TPFDD.

PPlan—A MAJCOM level plan. A directive, coordinated document, consisting of a Basic Plan and supporting functional staff annexes, which defines the actions required, and outlines the responsibilities for achieving a given program objective. The primary types of actions for which PPlans are developed include unit activations and inactivations; realignments involving the physical move of people or assets; base closures; beddown and/or integration of specialized systems or unique organizational constructs; and increase or decrease in a unit's Primary

Aircraft Inventory.

Programming Message (PMsg)— A PMsg may be used in lieu of a PPlan when less comprehensive documentation will suffice to implement a program objective. A PMsg may also be used as an interim measure to establish the overall goal and provide basic guidance pertaining to a major program action while more comprehensive documentation is being developed. This is the method of choice when the planning time is limited.

SITE SURVEY—An authorized visit by an individual or team to survey real property to determine its feasibility for a unit or mission beddown. Site surveys may, in part, consist of preliminary examinations, field investigations, etc.

Support—The action of a force which aids, protects, complements, or sustains another force in accordance with a directive requiring such action.

Supporting Plan—An operation plan prepared by a supporting commander or subordinate commander to satisfy the requirements of the supported commander's plan.

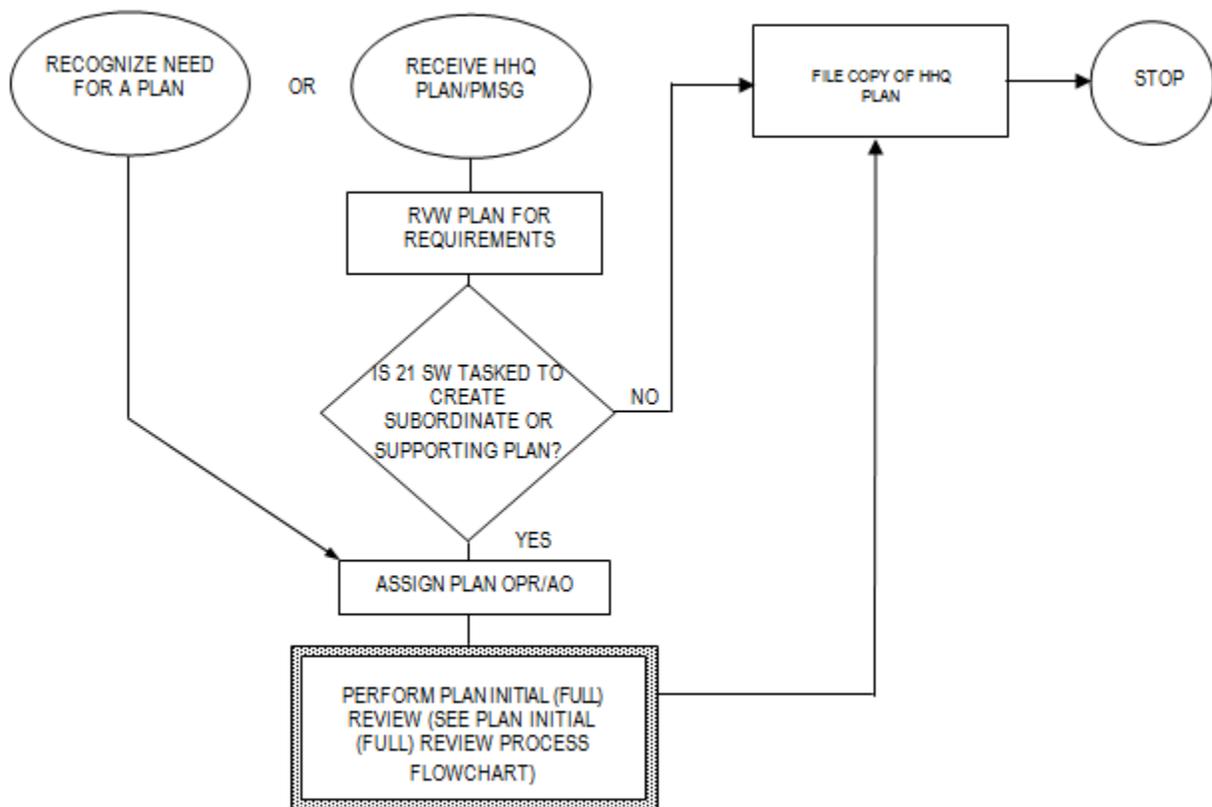
Tab—A tab is a further subdivision of an appendix to provide clarity of presentation.

Attachment 2

WING PLANS-PLANS DEVELOPMENT PROCESS

A2.1. Wing Plans. Plans Development Process.

Figure A2.1. Plans Development Process (Flow Chart).

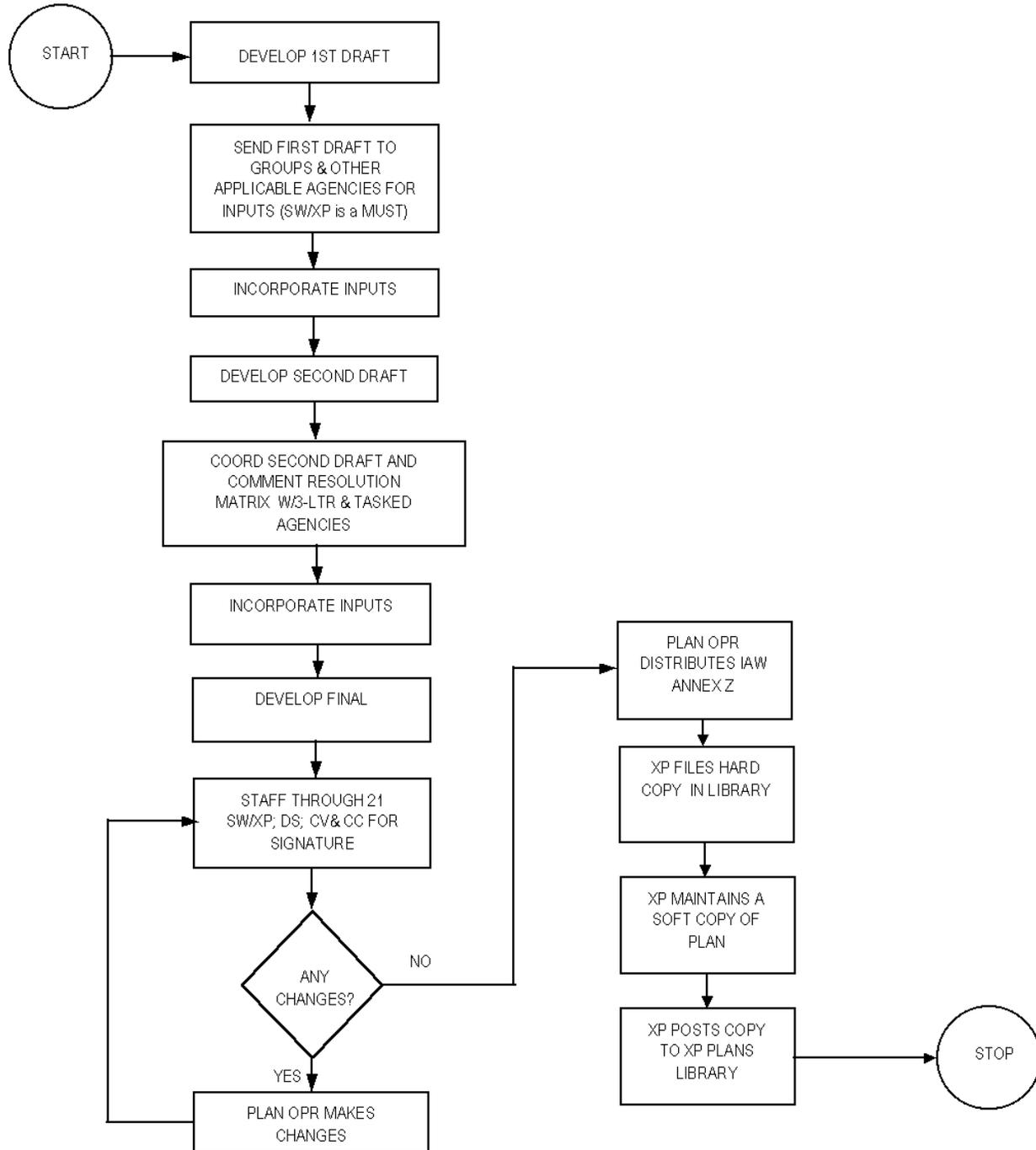


Attachment 3

WING PLANS-INITIAL (FULL) REVIEW PROCESS

A3.1. This Attachment contains the initial review process.

Figure A3.1. Wing Plan Initial Review Process (Flow Chart)

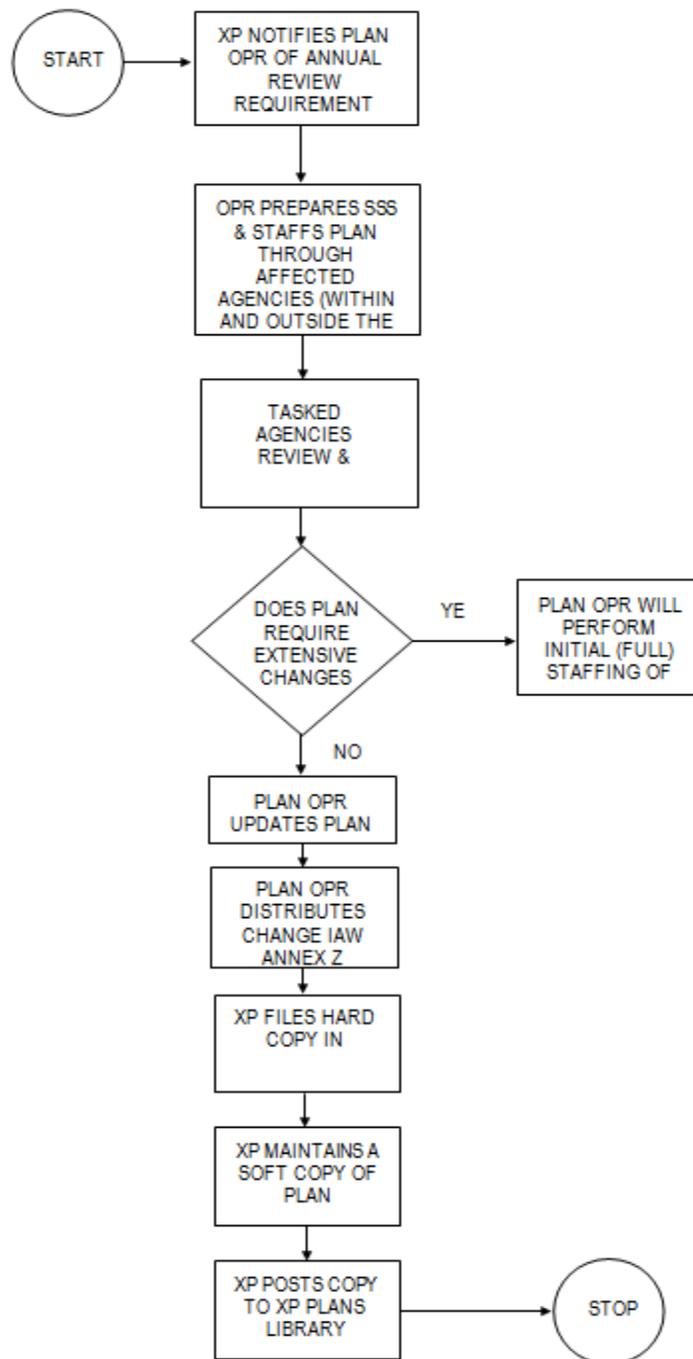


Attachment 4

WING PLANS-PLANS ANNUAL REVIEW PROCESS

A4.1. The Attachment contains the annual review process.

Figure A4.1. Annual Review Process.



Attachment 5

21 SW MISSION, VISION, AND PRIORITIES

A5.1. The 21 SW Mission, Vision, and Priorities.

A5.1.1. 21 SW Mission.

A5.1.1.1. Operate and sustain global missile warning and space control capabilities and installations to dominate the high ground for America and its allies

A5.1.1.2. 21 SW Vision

A5.1.1.2.1. America's most innovative and disciplined space wing -- leaders, globally postured to dominate the high ground

A5.1.1.3. 21 SW Priorities

A5.1.1.3.1. Priority 1: Support the Current Fight

A5.1.1.3.2. Priority 2: Lead Into the Future

A5.1.1.3.3. Priority 3: Lead and Take Care of Our People

A5.1.1.3.4. Priority 4: Innovation and Discipline