

**BY ORDER OF THE COMMANDER
36TH WING**



36TH WING INSTRUCTION 10-401

28 MARCH 2014

***Certified Current On 28 April 2015
Operations***

PLANS, PROGRAMS, AND READINESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 36 WG/XP

Certified by: 36 WG/XP
(Mr Stephen L. Wolborsky)

Pages: 8

This instruction implements the provisions of Air Force Directive (AFPD) 10-2 *Operations Readiness*, Air Force Instruction (AFI) 10-204 *Readiness Exercises and After-Action Report Programs* and AFI 10-401 *Air Force Operations Planning and Execution*. It establishes objectives and assigns responsibilities for the 36 Wing (36 WG) Plans, Programs, and Readiness and other offices/units within the Wing. This directive applies to the 36th Wing and all subordinate and tenant units. This directive does not apply to the Air National Guard and Air Force Reserve Command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force Web-RIMS *Records Disposition Schedule (RDS)*. Public Law 104-13, *The Paperwork Reduction Act of 1995* and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, affect this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate chain of command.

1. Purpose.

1.1. The 36th Wing Plans, Programs, and Readiness Directorate (36 WG/XP) provides the 36th Wing Commander (36 WG/CC) a strategic planning capability in the areas of joint basing policy, military buildup/development, operational plans (OPLANS), and large-scale

exercises. To achieve this capability, the office uses three divisions along the following functional lines: Joint Basing (XPJ), Plans and Programs (XPP), and Readiness (XPR).

1.2. This instruction articulates the internal division of labor for 36 WG/XP as well as its relationships with other 36 WG organizations regarding plans, programs and readiness. In general, 36 WG/XP focuses on strategic-level policy and long-range planning, deferring detailed operational/tactical planning and execution to the responsible 36 WG units. 36 WG/XP will maintain the wing's Strategic Planning Calendar (SPC) and serve as the point of contact (POC) for external agencies to initiate coordination for major exercises and training events at Andersen AFB (AAFB) and surrounding areas, e.g., Andersen South and Northwest Field. Additionally, 36 WG/XP coordinates with internal and external organizations to deconflict and synchronize major exercises and training events at AAFB and surrounding areas. Lastly, 36 WG/XP will serve as the Commander's Action Group (CAG).

2. Objective.

2.1. The overarching objective of the Wing Plans, Programs, and Readiness Directorate is to maximize wing efforts within the areas of responsibility described above and represent wing leadership during higher-level strategic planning efforts.

3. Responsibilities.

3.1. 36 WG/CC

3.1.1. Provide oversight and direction for the wing's strategic planning functions. Issue planning and execution guidance to XP and applicable base/wing agencies.

3.1.2. Employ 36 WG/XP as lead agent for synchronizing wing level and above strategic exercise and training opportunities.

3.1.3. Facilitate interaction with the Joint Region Marianas staff through 36 WG/XP.

3.1.4. Serve as a principal on Guam's Civil-Military Coordinating Council (CMCC) to provide adaptive program management of the military buildup.

3.1.5. Serve as a principal and voting member of the Joint Region Partnership Council (JRPC).

3.1.6. Serve as the Deputy Commander of JRM.

3.2. 36 WG/Group Commanders

3.2.1. Identify subject matter experts (SMEs) to assist 36 WG/XP with matters requiring specific functional knowledge.

3.2.2. Provide information on activities that impact the ability to execute the wing mission.

3.2.3. Provide Weekly Activity Report (WAR) inputs to 36 WG/XP, as directed by 11 AF.

3.2.4. Provide inputs to 36 WG/XP for inclusion in the COMPACAF quarterly letter for 36 WG/CC approval.

3.2.5. Provide information on operational activities, to include major deployments, receptions, exercises and training to 36 WG/XPR weekly via the 36 WG/XP organizational e-mail box for inclusion in the SPC.

3.3. 36 WG/XP Director

3.3.1. Provide executive oversight to XP divisions.

3.3.2. Co-chair the Joint Region Senior Leadership Council (SLC), along with the 36 MSG/CC, JRM Executive Director and JRM Chief of Staff.

3.3.3. IAW the JRPC Charter, serve as an official JRPC Advisor.

3.3.4. Provide political-military advice to wing leadership. Provide staff support for the CMCC.

3.3.5. Act as liaison to members of Congress and their staffs.

3.3.6. Represent the 36 WG at the Guam Stakeholders Working Group (GSWG).

3.3.7. Produce the COMPACAF quarterly letter for 36 WG/CC review/approval.

3.3.8. Produce the WAR for 36 WG/CC review/approval.

3.4. 36 WG/XPJ

3.4.1. Serve as the base's lead agency for coordinating all joint basing policy issues requiring base commanding officer (BCO) input.

3.4.2. Meet all OSD and Joint Region Marianas (JRM)-imposed reporting timelines and objectives for joint basing-related issues.

3.4.3. Complete AAFB coordination for implementing new OSD joint basing guidance and business rules.

3.4.4. Oversee Memorandum of Agreement (MOA) compliance, dispute resolution, allocation of resources, and other issues on behalf of the JRPC.

3.4.5. Prepare and support wing leadership for JREC/JRPC/Executive Steering Committee (ESC)/Intermediate Command Summit (ICS) meetings.

3.4.6. Compile, analyze and report results of the Cost and Performance Visibility Framework (CPVF). Validate CPVF quarterly for performance against joint basing Common Output Level Standards, and annually for cost/manpower. Train new SMEs to enter information into the CPVF database.

3.4.7. Analyze resourcing actions, to include development of POM and budget submissions.

3.4.8. Provide input to PACAF, or other headquarters as required, on successes and challenges of Joint Basing.

3.4.9. Brief all incoming Commanders on Joint Region Marianas concept.

3.5. 36 WG/XPP

3.5.1. Synchronize contingency planning efforts within the wing and with other DOD or cooperating organizations on Guam.

3.5.2. Ensure applicable OPLANs and CONPLANs incorporate 36 WG considerations and accurately reflect 36 WG and AAFB capabilities, shortfalls and limiting factors.

3.5.3. Supervise wing planning efforts in the area of integrated air and missile defense (IAMD).

3.5.4. Pursue advocacy and funding opportunities to mitigate mission shortfalls and vulnerabilities as a means to improve base resiliency.

3.5.5. Coordinate with other base stakeholders to develop 36 WG position on major construction programs affecting AAFB to ensure all units can meet their mission requirements. Provide input to PACAF, or other headquarters as required, with 36 WG/CC approval, to advocate for MILCON programs, other resources and required capabilities.

3.5.6. Serve as primary liaison for long-range planning, advocacy and synchronization for major investment programs. Once individual projects progress to the design phase, coordinate transition of primary planning responsibility to 36 CES. Programs include:

3.5.6.1. Pacific Airpower Resiliency

3.5.6.2. The Pacific Air Forces Regional Training Center

3.5.6.3. Air Mobility Command Complex

3.5.6.4. USMC relocation initiatives that impact AAFB, to include the Aviation Combat Element (ACE)

3.5.6.5. Other emerging beddown initiatives

3.5.7. Provide staff support for the GSWG and the Civil Military Coordination Council (CMCC).

3.5.8. Develop wing advocacy and orientation presentations for site visits/surveys/Site Alteration/Activation Task Forces (SATAFs). On order, coordinate these visits on behalf of the wing commander.

3.5.9. Assess the Critical Infrastructure Program for OPLAN and CONPLAN fidelity in collaboration with the Andersen AFB Anti-Terrorism Officer.

3.5.10. Update development and OPLAN-related sections of command briefings.

3.5.11. Review exercise objectives and OPORDs for OPLAN fidelity.

3.5.12. During Crisis Action Planning, advise the 36 WG/CC as necessary on strategic matters.

3.6. **36 WG/XPR**

3.6.1. Provide general oversight, strategic direction, synchronization and deconfliction for all exercises and major training evolutions at AAFB proper. Group POCs will inform XP of major exercises and training evolutions involving 36 WG assets that take place outside of AAFB proper.

3.6.2. Where applicable, represent 36 WG at concept development/planning conferences for exercises that affect AAFB or 36 WG assets to ensure wing objectives and priorities are incorporated into planning. Continue the two-way coordination process with

designated wing POCs' for follow on planning. Coordinate with JRM for on-island exercise synchronization and integration.

3.6.3. Develop and maintain the wing's strategic planning calendar (SPC). The SPC will be classified up to the SECRET level and will be maintained on SIPRNET on the 36 WG/XP Sharepoint.

3.6.3.1. For ease of deconfliction/situational awareness, coordinate with 36 WG unit POCs, Protocol, and the Installation Deployment and Reception Center (IDRC) to ensure that the following items at a minimum are identified on the SPC:

3.6.3.1.1. All squadron level and higher exercises/inspections

3.6.3.1.2. Major receptions/deployments/redeployments, to include Aviation Training Relocation events

3.6.3.1.3. Holidays and wing down days

3.6.3.1.4. Major base events that affect the wing mission

3.6.3.1.5. HHQ taskings

3.6.3.1.6. Expeditionary Bomb Squadron/Fighter Squadron night flying activities of significant duration

3.6.3.1.7. Concept development, planning, and warfighter conferences

3.6.3.1.8. Air shows/open houses, to include off-station shows featuring AAFB participants

3.6.3.1.9. 1-star and equivalent or higher "DV" visits

3.6.3.1.10. Any other activity with bearing on the Wing's ability to commit to operational taskings

3.6.3.2. To manage the SPC, 36 WG/XPR will:

3.6.3.2.1. Coordinate with designated unit POCs across the installation.

3.6.3.2.2. Exercise DIRLAUTH to contact HHQ action officer-level POCs in order to represent the Wing's objectives.

3.6.3.2.3. Chair monthly SPC review to generate options on major SPC decisions by the 36 WG/CC. Present options for approval at executive level meetings.

3.6.3.2.4. Present post-decisional SPC updates at the weekly wing staff meeting.

3.6.3.2.5. Conduct periodic internal review of 1-2 year timeframe outlook.

3.6.3.3. Attend weekly Reception Working Group (RWG) meetings.

3.6.4. Coordinate inputs from 36 WG GP/CCs and draft the WAR for 36 WG/CC approval.

3.6.5. Develop and manage command briefings.

3.6.5.1. Tailor and present command briefings as tasked by the 36 WG/CC.

3.6.5.2. Update mission related sections in coordination with 36 WG/XPP and 36 WG/XPJ, as required.

STEVEN D. GARLAND
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AAFBI 10-207, *Installation Control Center Procedures and Functions*, 21 March 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AAFB—Andersen Air Force Base

ACE—USMC Air Combat Element

AO—Action Officer

AFRIMS—AF Records Information Management System

BCO—Base Commanding Officer

CAG—Commander's Action Group

CMCC—Civil Military Coordination Council

CPVF—Cost Performance Visibility Framework

DOD—Department of Defense

DIRLAUTH—Direct Liaison Authorized

ESC—Executive Steering Committee

GSWG—Guam Stakeholders Working Group

HHQ—Higher Headquarters

IAMD—Integrated Air and Missile Defense

ICS—Intermediate Command Summit

JB—Joint Base or Joint Basing

JMOS—Joint Management Oversight Structure

JREC—Joint Region Executive Council

JRPC—Joint Region Partnership Council

JRM—Joint Region Marianas

LIMFAC—Limiting Factor

MILCON—Military Construction

MOA—Memorandum of Agreement

NEPA—National Environment Protection Act

OSD—Office of the Secretary of Defense

PACAF—Pacific Air Forces Command

POM—Program Objective Memorandum

PRTC—PACAF Region Training Center

RDS—Records Disposition Schedule

SPC—Strategic Planning Calendar

SATAF—Site Activation Task Force

TCO—Treaty Compliance Officer

WAR—Wing Activity Report

XP—Wing Plans, Programs, and Readiness Office

XPJ—Joint Basing Division of XP

XPP—Plans and Programs Division of XP

XPR—Readiness Division of XP