

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

45TH SPACE WING INSTRUCTION 10-401

**22 JULY 2010
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Plans**



WING PLANS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 45 SW/XP
(Mr. Patrick Blucker)

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This instruction implements AFMAN 10-401, Volume 2, *Planning Formats and Guidance*, AFI 10-404, *Base Support and Expeditionary Site Planning*, and AFI 10-501, *Program Action Directives and Programming Plans* formats for use in developing and maintaining wing-level plans. It establishes responsibilities and provides procedures to be used by all 45 SW organizations involved in the 45 SW Wing Plans Program. For clarification of this SWI, see **Attachment 1** which contains a Glossary of References and Supporting Information. Any comments or recommended changes may be forwarded to 45 SW/XPI, 1201 Edward H. White II Street, Mailstop 7202, Patrick, AFB FL 92925-3239, Attn: Mitchell Singer, for review and incorporation. Send clarification and waiver requests with justification to the above for 45 SW/XP approval. Units may supplement this instruction with Operating Instructions as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

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1. General. A plan is a documented course of action that informs participants of the roles, responsibilities, and relationships governing the activities and performance of an organization during an operation or event. These roles, responsibilities, and relationships, and the associated processes and procedures are to be used on a one-time or as-needed basis during the operation governed by that plan. A plan ensures full coordination, training, and exercise (dry-run practice or table-top simulation) occurs before an event takes place. Since wing plans are generally written in response to a requirement identified in an Air Force Instruction (AFI), a Headquarters Air Force Space Command (AFSPC) directive, or locally established need and the principal focus of the plan or the requirement will dictate which type of plan is created as follows:

1.1. **Operating Plan (Plan).** A written list of prepared instructions for a non-contingency operation. This type of plan does not give guidance or direction in a wartime scenario, but rather guidance in the operations of a limited, recurring task.

1.2. **Operations Plan (OPlan).** Any employment or deployment plan for conducting joint operations in response to a requirement established by the Joint Chief of Staff. OPlans are usually written in the wing plans office due to their classification and limited distribution.

1.3. **Supporting Plan.** Written when an agency/unit has a requirement to support another agency/unit on a one-time, non-recurring basis (for example, a unit wants to use Base X for a flying mission). The support plan will consist of dates, runway hours required, hangar space required, billeting and messing required, etc. The support plan will include points of contact for both the deploying unit and the operating base as well as signatures from both.

1.4. **Programming Plan (PPlan).** A formal planning document written below HQ USAF level that helps accomplish and record major actions. Promotes a smooth flow of direction to accomplish a required objective (for example, activating a new unit).

1.5. **Concept Plan (CONPlan).** Accomplished when a theater concept of operations is accepted by higher headquarters, but does not require all the details of an OPlan. Usually does not contain time-phased force deployment data (TPFDD).

1.6. **In-Garrison and Expeditionary Site Plan (IGESP).** Assesses the base capability to support wartime and contingency operations. It has two parts. Part 1 identifies the base's total support capability. Part 2 is an assessment of the base's ability to support either a most demanding contingency operation or a number of specific contingency operations with the resources identified in Part 1.

1.7. **Contingency Plan.** Used for major contingencies that can reasonably be anticipated in principal geographic sub-areas of a command.

1.8. **Exercise Plan.** Guidance for a specific exercise. The exercise may be combined, joint, or single service depending on participating organizations.

2. Responsibilities:

2.1. The 45th Space Wing Commander (45 SW/CC), or the 45th Space Wing Vice Commander (45 SW/CV), approves and signs new plans when required by higher headquarters, instruction, OPORD, or directive. Otherwise, group commanders or deputy group commanders may sign and approve plans or may elevate plans for CC/CV signature if they deem appropriate. The 45 SW/CV generally signs and approves plans generated within a wing staff organization.

2.2. **The office of primary responsibility (OPR):** 45 SW/XP recommends which organization will be the overall OPR for each plan. This assessment is based on the preponderance of activity or support described in the plan as well as subject matter expertise. Any challenge to OPR assignments will be resolved by the 45 SW/CV.

2.2.1. Develops plan(s) and ensures proper construction and formats are used.

2.2.2. Identifies tasked organizations.

2.2.3. Coordinates the plan with all affected agencies.

- 2.2.4. Conducts annual reviews of the plan to keep it current.
- 2.2.5. Makes distribution of the plan to all users.
- 2.2.6. Ensures the TurboDOCS status field accurately reflects the status of plan(s) in review.
- 2.2.7. Ensures plan POCs (action officers) are identified in writing to 45 SW/XPI.

2.3. **Agreements and Plans (45 SW/XPI):**

- 2.3.1. Manages the 45 SW plans program and maintains the Plans Master Library to include OPLANS applicable to the 45 SW.
- 2.3.2. Publishes and distributes a plans index annually, or as changes occur.
- 2.3.3. Reviews/coordinates on all new plans and changes to existing plans.
- 2.3.4. Ensures plans are reviewed annually by OPRs.
- 2.3.5. Ensures compliance with higher headquarters or locally established directives.
- 2.3.6. Provides guidance to organizations as needed.

2.4. **Tasked Organizations:**

- 2.4.1. Review plans for compliance.
- 2.4.2. Ensure the most recent guidance and current information is being utilized.

3. **Plan Development:**

3.1. **Office of Primary Responsibility.** The OPR has the overall responsibility to ensure the plan is written properly, has all required inputs, is distributed to the correct receivers, and is reviewed annually. For an overview of this process use the Plan Development/Review Flowchart depicted in [Attachment 2](#).

Note: The OPR for a 45 SW plan will generally be the squadron or two letter office in which the action officer resides.

3.2. **Determine Required Tasked Organizations.** The OPR determines which organizations should be tasked to provide required support or coordination, and considers who best provides the type of support needed. Mission success may be impacted if incorrect organizations are tasked. The OPR must ensure all tasked organizations are identified in Annex A and they coordinate on the plan prior to publication.

3.3. **Review Requirements.** The OPR must review the plan annually, prior to the anniversary date. The purpose of the review is to check the information for accuracy, determine if the plan is still needed, and incorporate all changes that occurred during the year. If changes are needed or anticipated, the OPR must coordinate the plan with all affected agencies to ensure a comprehensive review is provided. Annual reviews do not always require a revision or re-publication be accomplished. If no changes are necessary, the OPRs may recommend that the plans do not need to be coordinated through the wing. In such situations, OPRs will have their group CC or deputy forward a Letter of Certification to XP requesting a new Annual Review date one year from the date the Annual Review was completed. See [Attachment 3](#) example memorandum for Certification of Annual Plans Review. Otherwise, the OPR must produce change pages or re-publish the plan.

3.3.1. **Review Findings.** The findings of a successful annual plans review will result in one of three outcomes: a) a re-publication of the plan signed by the wing commander, vice wing commander, or group CC or deputy; b) publication of a change package including a Letter of Transmittal and change pages approved by the vice wing commander, or group commander; or c) a certification declaration by the vice wing commander, or group CC or deputy, that the plan is “current and usable in its present form”, i.e., no changes are required. See [Attachment 3](#).

3.3.2. **Delegations.** Delegations for plan approvals or signatures below the vice wing commander or group commanders are not permitted.

3.4. **Plan Distribution.** The OPR is responsible to distribute the plan and any changes to all organizations identified on distribution. 45 SW/XP will be included on distribution for all 45 SW plans.

3.5. **Plan Requirement.** A decision must be made concerning the adequacy of a plan versus a wing instruction or unit operating instruction. A plan will provide execution conditions for natural disasters, regional conflicts, or specific date related events. The OPR is responsible for writing a plan and maintaining it. The OPR must determine the scope of operation by reviewing all documents related to the requirement and incorporate previous plans if they exist. A new plan may be required in support of a specific higher headquarters tasking.

3.6. **Determine Scope and Objective.** When a plan is needed, the OPR will outline the scope of the operation to be planned for and list objectives that must be met to accomplish the mission. The OPR should take an overall look at the plan and determine what information is required in the plan summary.

3.7. **Plan Support.** Each base is required to develop an In-Garrison and Expeditionary Site Plan (IGESP). Part I of the In-Garrison and Expeditionary Site Plan identifies resources and capabilities of a location by functional area and is the focus of the expeditionary site survey. For contingency requirements, Part II of the plan allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors (LIMFACs). It is through these plans that all units operating out of the location become familiar with existing resource allocations and key tactics, techniques, and procedures (TTPs). Information contained in the IGESP is helpful when initially developing a plan.

3.8. **Numbering a Plan.** The plan is numbered after the implementing directive or functional equivalent. **Note:** Please contact 45 SW/XPI to coordinate assignment of plan number. If more than one plan will use the same number, sub-indenture the plans accordingly using an Alpha Suffix, i.e. 32-7041-A, 32-7041-B. If the wing needs two different types of plans written against the same requirement, (CONPlan and COOP), this should be reflected in the title.

4. Updating a Plan.

4.1. **Plan Requirement.** Plan OPR will annually revalidate the requirement for the plan. If a requirement still exists, check the plan for currency and accuracy. When a requirement no longer exists, a letter must be sent to all organizations listed (in Annex Z) justifying termination.

4.2. **Conducting a Review.** The OPR will conduct a review annually to determine if the scope of operation has changed. If in doubt, the OPR should have all organizations tasked in the plan review the plan and identify any required changes to the OPR. The coordination process for an annual review is the same process used for developing a new plan (see [Attachment 2](#)). Complete republication of the plan is not required unless the mission has changed or the guidance for the plan has changed (such as, Air Force Regulations superseded by Air Force Instructions).

4.3. **Change Packages.** In lieu of republishing a plan, minor changes can be incorporated via change package, which consists of the Letter of Transmittal and replacement Page Changes (see paragraph 5.2.4.). Change packages are consecutively numbered as Change 1, 2, or 3 respectively, and are uploaded by the OPR into TurboDOCS as a separate file or Document Version, i. e., Change 1, dtd 10 April 2009. OPRs should include the Change Number and Date in the Filename to be used in TurboDOCS, i.e., 10-2 CEMP Change 1_dtd 10 Apr 09.

5. Determine Format.

5.1. **Format.** Use higher headquarters published guidance and directives when provided. The 45 SW format will be used when higher headquarters has not specified a format (see [Attachments 4 thru 13](#)).

5.2. Page Numbers:

5.2.1. **Roman Numerals.** The Plan Summary, Security Instructions, Record of Changes, and Table of Contents, are numbered consecutively, centered at the bottom of the page using lower case Roman Numerals.

5.2.2. **Arabic Numerals.** The basic plan is numbered consecutively at the bottom of the page, centered, using Arabic numbers.

5.2.3. **Alpha-Numeric Numbering.** Annex, appendix, tab, and exhibit pages are numbered sequentially at the bottom of the page, centered, beginning with the Annex letter, Appendix number, tab number, exhibit letter, and page number, for example page 1 of Annex A would be A-1; and page 1 of Annex B, Appendix 1, Tab J, would be B-1-J-1.

5.2.4. **Change Page Numbers.** Page changes will have the change number, and the date of change in parenthesis (**Change 1, 10 Apr 09**) centered two lines below the page number.

5.2.5. **Blank Pages.** Pages intentionally left blank will indicate so by using "**THIS PAGE INTENTIONALLY LEFT BLANK.**"

5.3. Signatures.

5.3.1. **Plan Signature.** The wing commander, vice wing commander, group commander, or deputy group commander, will sign the Basic Plan, and the Letter of Transmittal. Each Annex will have one of these individual's signature blocks but will not be re-signed; include the word "OFFICIAL" above the signature element. In rare cases that involve other federal regulations, there may be exceptions to the signature rule.

5.3.2. **Annex Signature.** After a plan (new or republished) has been fully coordinated and group commander/staff agency/functional signatures are obtained via Staff Summary

Sheet (AFSPC Form 1768), re-signing of individual Annex(s) is not required. In this case include the signature element of the 45 SW/CC/CV or group CC/deputy, on the last page of the Annex and type the word "OFFICIAL" above the signature element. In rare cases that involve other federal regulations, there may be exceptions to the signature rule. If tasking is beyond the 45 SW, i.e., not in the 45 SW chain of command, the plan should be fully coordinated thru the external agency via Staff Summary Sheet, and signed on the last page of the Annex by an official belonging to the external agency acknowledging their anticipated participation in the plan.

5.3.3. **Appendices, Tabs, and Exhibits.** Signatures are not required unless the signing authority is not in the chain of command. (See para 5.3.2).

5.4. **Abbreviations.** The first time an abbreviation is used, the abbreviated word or phrase will be spelled out; thereafter, the abbreviation may be used alone.

5.5. **Paragraphs.** Number paragraphs using Arabic numerals.

5.5.1. **Subparagraphs.** Subdivided paragraphs are lettered using subdivisions (a, b, etc.) as needed.

5.5.2. **Further Paragraph Subdividing.** Designations for further paragraph subdividing will be as follows: 1, a, (1), (a), 1, a, (1), and (a), respectively. When formatting a plan, A may be used by itself (stand alone), and does not have to be followed by B. Similarly, 1 may be used stand alone and does not have to be followed by 2.

5.6. **Capitalizing and Underlining.**

5.6.1. **References.** References to specific annexes and other attachments are typed in capital and lower case letters.

5.6.2. **Paragraph Titles.** Paragraph titles are capitalized and underlined, and in larger print than the text.

5.6.3. **Subparagraph Titles.** Subparagraph titles are underlined with only the first letter of each word capitalized. The print will be the same size as the text.

6. **45 SW Plan/OPlan Requirements.**

6.1. **Minimum Content and Format Requirements.** The following paragraphs describe the minimum format requirements for a 45 SW Plan/OPlan.

6.1.1. **Letter of Transmittal.** This memo introduces the plan and describes conditions under which the plan will be implemented. It identifies the OPR, office symbol, and phone number. The memo will be signed by the wing commander, vice wing commander, group commander, deputy group commander, or his/her technical director, (see [Attachment 4](#)).

6.1.2. **Cover Page.** The cover page will be standard for 45th Space Wing Plans (see [Attachment 5](#)). The cover page will be *red* for Classified Plans/OPlans. The cover page for Unclassified plans will be printed on white, beige, or any other light colored paper.

6.1.3. **Table of Contents.** Identifies each plan section with associated page numbers. Only those annexes, appendices, tabs, or exhibits used in the plan should be identified, and those not used will be eliminated (see [Attachment 6](#)).

6.1.4. **Basic Plan.** The Basic Plan is a detailed description of the overall operations (see [Attachment 7](#)). The format includes the header, the unit designation, the base name plus zip code, and the date of the plan. The 45 SW Plan Number and the Identifying Section will be underlined, capitalized, and in larger print than the text. If the plan is classified, the classification will be listed on the header and the footer (see guidance for Marking of Classified).

6.1.5. **Annexes.** The minimum annexes required for 45 SW plans are:

6.1.5.1. **Annex A, Tasked Organizations.** This section includes all organizations required to support the plan (see [Attachment 8](#)). They will be listed in numerical order for wing, group, and squadron. The page numbering will begin with A-1.

6.1.5.2. **Annex C, Operations.** Provides information concerning plan operations and includes tasking references as well as references used to write the plan. The overall purpose of the plan and its precise mission will be explained in this annex. The page numbering will begin with C-1 (see [Attachment 9](#)).

6.1.5.3. **Annex J, Command Relationships.** Identifies the relationships between the tasked organizations and should include a flow chart or organizational chart. The page numbering will begin with J-1 (see [Attachment 10](#)). If adding an appendix, use Appendix 1 to Annex J (see [Attachment 11](#)).

6.1.5.4. **Annex Z, Distribution.** Identifies the office symbol of all on-base agencies that require a copy of the plan, and the names and addresses of all off-base agencies that require a copy of the plan. Includes the number of copies each agency requires. The list should include higher headquarters, major commands, and numbered Air Forces (mailing address with building number and zip code) with the need-to-know (see [Attachment 12](#)). The following annex designations are used when required:

6.1.5.5. **Annex Title listing.**

Table 1. Annex Title Listing.

Annex A - Tasked Organizations	Annex N - Safety
Annex B - Intelligence	Annex P - Administration
Annex C - Operations	Annex Q - Security
Annex D - Logistics	Annex R - Chaplain Activities
Annex E - Personnel	Annex S - Engineering and Services
Annex F - Public Affairs	Annex T - Force Protection Annex
Annex G - Civil Affairs	Annex U - Information Management
Annex H - Environmental Services (weather)	Annex V - War Reserve Materiel (WRM)
Annex J - Command Relationships	Annex W - Civil Engineering
Annex K - Command and Control Systems	Annex X - Execution Checklist
Annex L - Operations Security (OPSEC)	Annex Y - Reports
Annex M - Mapping, Charting, and Geodesy	Annex Z - Distribution

7. Administrative Requirements.

7.1. Security.

7.1.1. **Classification Markings.** All Plans/OPlans will be classified according to their source documents. Refer to DoD 5200.1-R, Information Security Program, and AFI 31-401, Managing the Information Security Program, for the proper classification marking of the Plan/OPlan.

7.1.2. **For Official Use Only (FOUO).** If required, "For Official Use Only" will be identified on the header and the footer. Refer to AFI 37-131, Freedom of Information Act Program.

7.2. **Plan Date.** Each annex, appendix, and exhibit of a plan must have the same date. The original plan date will be located in the upper right-hand corner, one line below the unit address. Page changes will have the change number, and date of the change in parenthesis (e.g. Change 1, 26 Jan 97).

8. Coordination.

8.1. **Wing Plans.** All wing plans will be staffed through 45 SW/XP for concurrence prior to Command Section coordination. OPRs must resolve comments prior to Command Section coordination.

8.1.1. **Request Inputs.** OPRs provide information to tasked agencies and collect their written inputs to prepare an initial draft.

8.2. **Coordinate Initial Draft.** Send the initial draft to tasked agencies and 45 SW/XPI via normal coordination processes for review.

8.3. **Incorporate Inputs into the Final Draft.** Incorporate all information into the document. This copy will be coordinated with the group commanders and other organizations as necessary.

8.4. **Coordinate Final Draft.** Review the draft for conflicts and resolve with the OPR. Send the final draft to 45 SW/XPI for final review and coordination.

8.4.1. **Staff Summary Sheet.** OPRs will coordinate the final copy using AF Form 1768, *Staff Summary Sheet*. It will include: A summary of the document, a request for coordination by the affected agencies, and group, squadron, or detachment commander's signature. Rewrites must be coordinated through all affected agencies.

8.4.2. **Final Signature.** After all reviews have been accomplished and corrections made, POCs of plans requiring the 45 SW/CC or CV signature will forward the coordinated staff package to the wing Command Section for signature. POCs of plans that require group CC/deputy signature will forward their plan to the group commander's office. After approval, plans will be returned to the POC for distribution.

9. Publishing: Reproduction will be made by the OPR. The Defense Automated Printing Service is equipped to reproduce both classified and unclassified plans. Use a DAPS PATRICK 5604/37 (REV. 9-99), Printing Requisition Form, to request reproduction.

10. Plan Distribution:

10.1. **Final Distribution.** Depending on file size, distribution of the signed plan or plan change package will be made by the plan OPR, according to Annex Z, using electronic media (Compact Disc) or e-mail to the maximum extent practical. An electronic copy of the signed plan or plan change package should also be provided to 45 SW/XPI in Microsoft Word format for read-only archive in the 45 SW Plans Master Library.

10.2. **Determining Plan Recipients.** When distributing a classified plan, ensure the receiving agency has a "need-to-know" and can properly store the plan. If a classified plan needs to be written, and the OPR does not have an approved storage container, 45 SW/XP has an approved safe to store working papers and diskettes. All other plans are sent to all affected organizations and 45 SW/XPI.

10.3. **Distributing Classified Plans.** An AF Form 310, Document Receipt and Destruction Certificate, will be used when mailing a copy to off-base receivers. The form will be completed according to Information Management Procedures. Proper procedures for wrapping and mailing classified plans are listed in Air Force directives.

10.4. Adopted Forms:

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

EDWARD L. BOLTON, JR., Brigadier General, USAF
Commander

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

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

DoDR 5400.7, *DoD Freedom of Information Act Program*, 15 October 2007

AFI 10-404, *Base Support and Expeditionary Site Planning*, 9 March 2004

AFI 10-501, *Program Action Directives and Programming Plans*, 5 January 1994

AFI 31-401, *Information Security Program Management*, 1 November 2005

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSPC—Air Force Space Command

CDF—Cargo Deployment Function

CINC—Commander in Chief

CONPlan—Concept Plan

DoD—Department of Defense

EXPLAN—Exercise Plan

FOUO—For Official Use Only

IDRC—Installation Deployment Readiness Cell

IGESP—In-Garrison and Expeditionary Site Plan

LIMFAC—Limiting Factor

MAJCOM—Major Command

OPlan—Operations Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OPS—Operations

OPSEC—Operation Security

PDF—Personnel Deployment Function

PPlan—Programming Plan

SW—Space Wing

TPFDD—Time-Phased Force and Deployment Data

WRM—War Reserve Materiel

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.

In-Garrison and Expeditionary Site 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 for actions and resources supporting war or contingency operations, including deployment activities.

Chain of Command—The succession of commanding officers from a superior to a subordinate through which command is exercised; also called command channel.

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 CINCs Strategic Concept and those annexes and appendices deemed necessary to complete planning. Usually does not contain a TPFDD.

Exercise Plan (EXPLAN)—The document published as guidance for a specific exercise.

For Official Use Only (FOUO)—Information that has not been given a security classification according to an executive order but which may be withheld from the public for one or more reasons identified in AFI 37-131.

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

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

Limiting Factor (LIMFAC)—A factor or condition that either temporarily or permanently impedes mission accomplishment. This limitation has a significant impact on the capability to perform the wartime mission and has become a wartime constraint.

Need-to-Know—A criterion used in security procedures which requires the custodians of classified information to establish, prior to disclosure, that the intended recipient must have access to the information to perform his official duties.

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 CINCs Strategic Concept and a movement schedule of these resources to the theater of operations. Forces and supplies are identified in the OPlan TPFDD.

Operation Security (OPSEC)—A process of analyzing friendly actions attendant to military operations and other activities to identify those actions that can be observed by adversary intelligence systems, determine indicators hostile intelligence systems might obtain that could be pieced together to derive critical information, or select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

Plan—The scheme or proposed method for accomplishing a mission or reaching an objective.

Plan Summary—A required element of an operation plan which provides a brief description of the mission, the general situation, the concept of operations, the major forces required, command arrangements, and the commander's appraisal of logistic feasibility.

Strategic Plan—Provides the wing's vision for the future and strategies and actions to achieve this vision.

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.

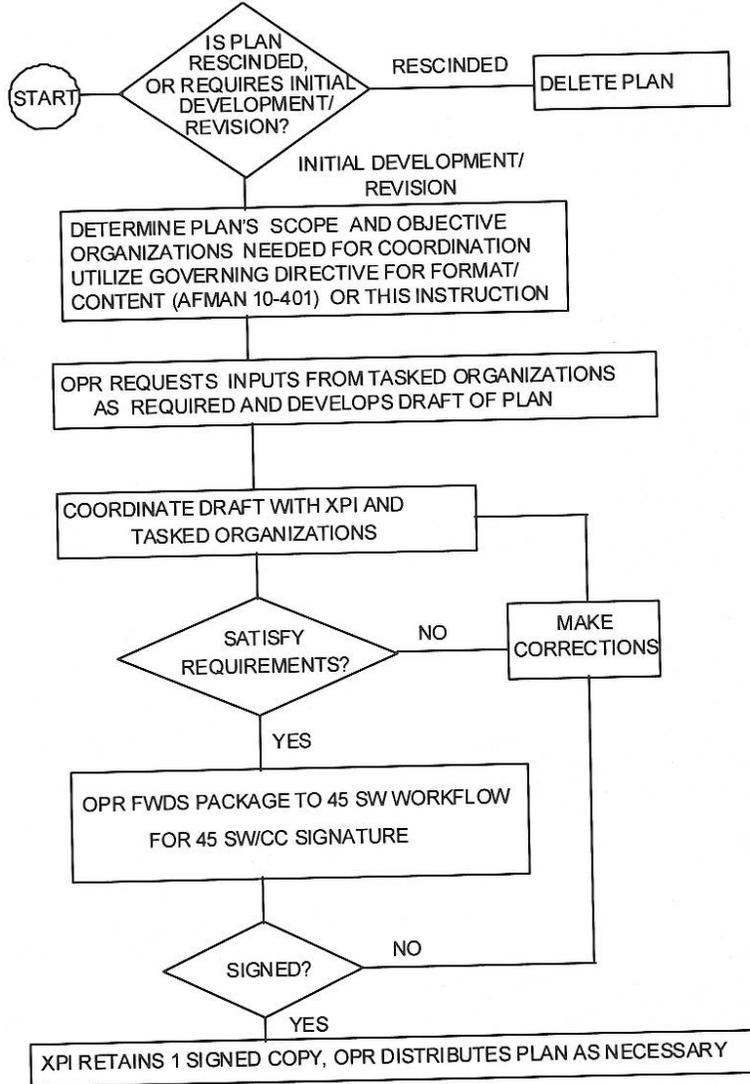
Sustainability—The ability to maintain the necessary level and duration of combat activity to achieve national objectives.

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

Attachment 2

PLAN DEVELOPMENT/REVIEW FLOWCHART

Figure A2.1. Plan Development/Review Flowchart.



Note: OPR forwards package to Group CC for his/her signature or to 45 SW/CC Workflow for CC or CV signature.

Attachment 3

CERTIFICATION OF ANNUAL PLANS REVIEW

Figure A3.1. Certification of Annual Plans Review.

MEMORANDUM FOR 45 SW/XP

FROM: 45 SW/CC/CV OR GRP CC/CD
Street Address
Patrick AFB FL 92925-3239

SUBJECT: Certification of Annual Review for 45 SW Support Plan XXX-XX, dtd DD MMM YY

1. This organization has reviewed subject plan per the items below and finds it to be current and useable in its present form and requires no revision:

- a. The requirement/tasking in support of this plan still exists.
- b. All applicable procedures within the plan still apply and are useable.
- c. Office symbols and phone numbers are correct in the Basic Plan and all applicable Annexes, Appendixes, Tabs and Exhibits.
- d. Annex Z (distribution list) has been verified and reflects the correct office symbols and addresses for organizations who require this plan on a "need to know" basis.
- e. The references listed are current and the plan content is readable and easily understood.

2. Based on our review and assessment of this plan, request XP revise the date of completion for the Annual Review to _____.

3. Direct any questions to our Unit Plans POC Mr John Doe, Office Symbol, 4-XXXX.

ANDREW A. JACKSON, Lt Col, USAF
Commander

cc: 45SW/XPI

Attachment 4

LETTER OF TRANSMITTAL IN MEMORANDUM FORMAT

Figure A4.1. Letter of Transmittal in Memorandum Format.

DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)

(DATE OF PLAN)

MEMORANDUM FOR DISTRIBUTION (ANNEX Z)

FROM: 45 SW/CC
1201 Edward H. White II Street
Patrick AFB FL 92925-3239

SUBJECT: 45th Space Wing (45 SW) Plan XX-XX, Title, dtd DD MMM YY

1. 45 SW Plan XX-XX, Title, dtd 29 Dec 09, delineates wing support to (briefly describe requirement) at Patrick AFB, FL. This is the initial distribution of the plan and supersedes no others, or, this plan supersedes the version dtd 29 Dec 06.
2. This plan was coordinated with all tasked organizations within the 45 SW, its tenant units and all affected contractors.
3. Annual review of the plan and all supporting documentation will be conducted prior to the one year anniversary date of this letter.
4. Unit checklists and other supporting documents will be prepared within 60 days after plan approval.
5. The (Name of Organization), (2Ltr Office Symbol), is designated Office of Primary Responsibility (OPR) for this plan. Please address specific questions to our POC Mr John Doe, Office Symbol, (321) XXX-XXXX, or DSN 854-XXXX.

EDWARD L. BOLTON, JR.
Brigadier General, USAF
Commander, 45th Space Wing

Attachment:
45 SW Plan XX-XX, dtd 29 Dec 09

cc:
45 OG/CCE
45 MSG/CCE
45 MDG/CCE
45 LCG/CCE
45 SW/XPI

Attachment 5

SAMPLE COVER PAGE

Figure A5.1. Sample Cover Page.

(CLASSIFICATION)

HEADQUARTERS 45TH SPACE WING
PATRICK AIR FORCE BASE, FLORIDA



NAME OF THE PLAN/OPLAN
NUMBER OF THE PLAN/OPLAN
(DATE OF THE PLAN)

OPR: (Organization Symbol)

(CLASSIFICATION)

Attachment 6
TABLE OF CONTENTS

Figure A6.1. Table of Contents.

(CLASSIFICATION)	
Headquarters 45th Space Wing (AFSPC) Patrick AFB, FL 32925-3239 (Date of Signature)	
<u>45 SW PLAN/OPLAN XXX-XX</u>	
<u>TABLE OF CONTENTS</u>	
<u>CONTENTS</u>	<u>PAGE</u>
Security Instructions/Record of Changes	i thru ii
Plan Summary	iii thru iv
Table of Contents	v
Basic Plan	1 thru 5
ANNEX A- TASKED ORGANIZATIONS	A-1
ANNEX C- OPERATIONS	C-1
ANNEX J- COMMAND RELATIONSHIPS	J-1
Appendix 1, Command Relationships Diagram	J-1-1
ANNEX Z- DISTRIBUTION	Z-1
v (CLASSIFICATION)	

Attachment 7
BASIC PLAN FORMAT

Figure A7.1. Basic Plan Format.

(CLASSIFICATION)	
Headquarters 45th Space Wing (AFSPC) Patrick AFB, FL 32925-3239 (Date of Signature)	
45 SW PLAN (Number of plan) (Classification of plan)	
BASIC PLAN (Classification of Section)	
REFERENCES:	a. List of Air Force Instructions requiring this Plan b. List of other Plans or Agreements supported by this Plan c. List of other References that affect this plan
TASKED ORGANIZATIONS: See Annex A for tasked forces.	
1. () SITUATION.	
a. () General. Briefly explain the purpose of the plan's execution.	
b. () Pre-conflict Actions. Refer to AFMAN 10-401, if required.	
c. () Assumptions. List assumptions which the plan is based.	
d. () Legal Consideration: List those legal considerations on which the plan is based.	
2. () MISSION. State concisely the task and purpose to be carried out by executing this plan. Use the mission of the Commander originating the plan.	
3. () EXECUTION.	
a. () Concept of Operations. Preferably, include the entire concept of operation in the basic plan. (Optionally, because some OPlans necessarily cover alternative courses of action for carrying out the mission, and others require considerable detail to convey adequate guidance for the development of support plans, the entire concept may be placed in Annex C)	
(1) () General. Indicate the concept of operations as derived from the Commander's estimate of the situation. State how the Commander's intends to carry out the operation.	
b. () Tasks.	
1 (CLASSIFICATION)	

Figure A7.2. Basic Plan Format continued.

(CLASSIFICATION)

Headquarters 45th Space Wing (AFSPC)
Patrick AFB, FL 32925-3239
(Date of Signature)

c. () Coordinating Instructions. In the final subparagraph, list the instructions applying to two or more elements of the command that are necessary to coordinate the operation but do not belong in any specific annex. Explain any terms that relate to the timing of execution.

4. () ADMINISTRATION AND LOGISTICS

5. () COMMAND AND SIGNAL

a. () Command Relationship. Refer to Annex J

b. () Command Post. List the designations and locations of each major headquarters involved in execution.

c. () Succession to Command. Designate in order of succession the headquarters responsible for assuming command of the operation in specific circumstances.

d. () Command, Control, and Communication System. Provide a general statement on the scope of C3 systems and procedures required to support the operation. Highlight any C3 systems or procedures requiring special emphasis.

45 SW/CC/CV OR GRP CC/CD
DESIGNATED AUTHORITY

Annexes: (List annexes used)

A	Tasked Organizations
C	Operations
J	Command Relationships
Z	Distribution

2
(CLASSIFICATION)

Attachment 8

ANNEX A, TASKED ORGANIZATIONS FORMAT

Figure A8.1. Annex A, Tasked Organizations Format.

(CLASSIFICATION)

Headquarters 45th Space Wing (AFSPC)
Patrick AFB, FL 32925-3239
(Date of Signature)

ANNEX A TO 45 SW PLAN XXX-XX
TASKED ORGANIZATIONS

<u>ORGANIZATION</u>	<u>COMMANDER</u>
45th Space Wing	45 SW/CC
45th Operations Group	45 OG/CC
45th Medical Group	45 MDG/CC
45th Mission Support Group	45 MSG/CC
45th Security Forces Squadron	45 SFS/CC

45 SW/CC/CV OR GRP CC/CD
SIGNATURE BLOCK

Appendices:
1--TBD
2--TBD

OFFICIAL:
OPR Signature Block

A-1
(CLASSIFICATION)

Attachment 9

ANNEX C, OPERATIONS FORMAT

Figure A9.1. Annex C, Operations Format.

(CLASSIFICATION)	
	Headquarters 45th Space Wing (AFSPC) Patrick AFB, FL 32925-3239 (Date of Signature)
<u>ANNEX C TO 45 SW PLAN XXX-XX</u>	
OPERATIONS (X) Note: Portion/Paragraph Markings are only required for Secret or Higher	
<u>REFERENCES:</u>	a. List directives and instructions used to prepare this Annex b. List other plans that effect the operation of this plan.
1. () <u>SITUATION.</u>	
a. () <u>Purpose.</u>	This annex provides guidance for conducting operations.
b. () <u>Enemy.</u>	The nature of the enemy, how the enemy will fight, and the threat.
c. () <u>Friendly.</u>	Describe allied and other forces available and their capabilities.
d. () <u>Assumptions.</u>	Assumptions not in the basic plan that have an impact.
e. () <u>Planning Factors.</u>	Those considered during execution.
f. () <u>Area of Operation.</u>	
2. () <u>MISSION.</u>	State the mission of operations in relation to the mission statement.
3. () <u>EXECUTION.</u>	
a. () <u>Concept of Operation.</u>	Briefly describe the concept of operations, the estimated duration of operations, and how employed forces are to be used.
b. () <u>Tasks.</u>	Guidance for specific combat operations.
4. () <u>ADMINISTRATION AND LOGISTICS.</u>	Describe resource availability to meet mission requirements.
5. () <u>COMMAND AND SIGNAL.</u>	
	45 SW/CC/CV OR GRP CC/CD SIGNATURE BLOCK
OFFICIAL: OPR Signature Block	CLASSIFIED BY: (SECRET or higher) DECLASSIFY ON: (SECRET or higher)
C-1 (CLASSIFICATION)	

Attachment 10

ANNEX J, COMMAND RELATIONSHIPS FORMAT

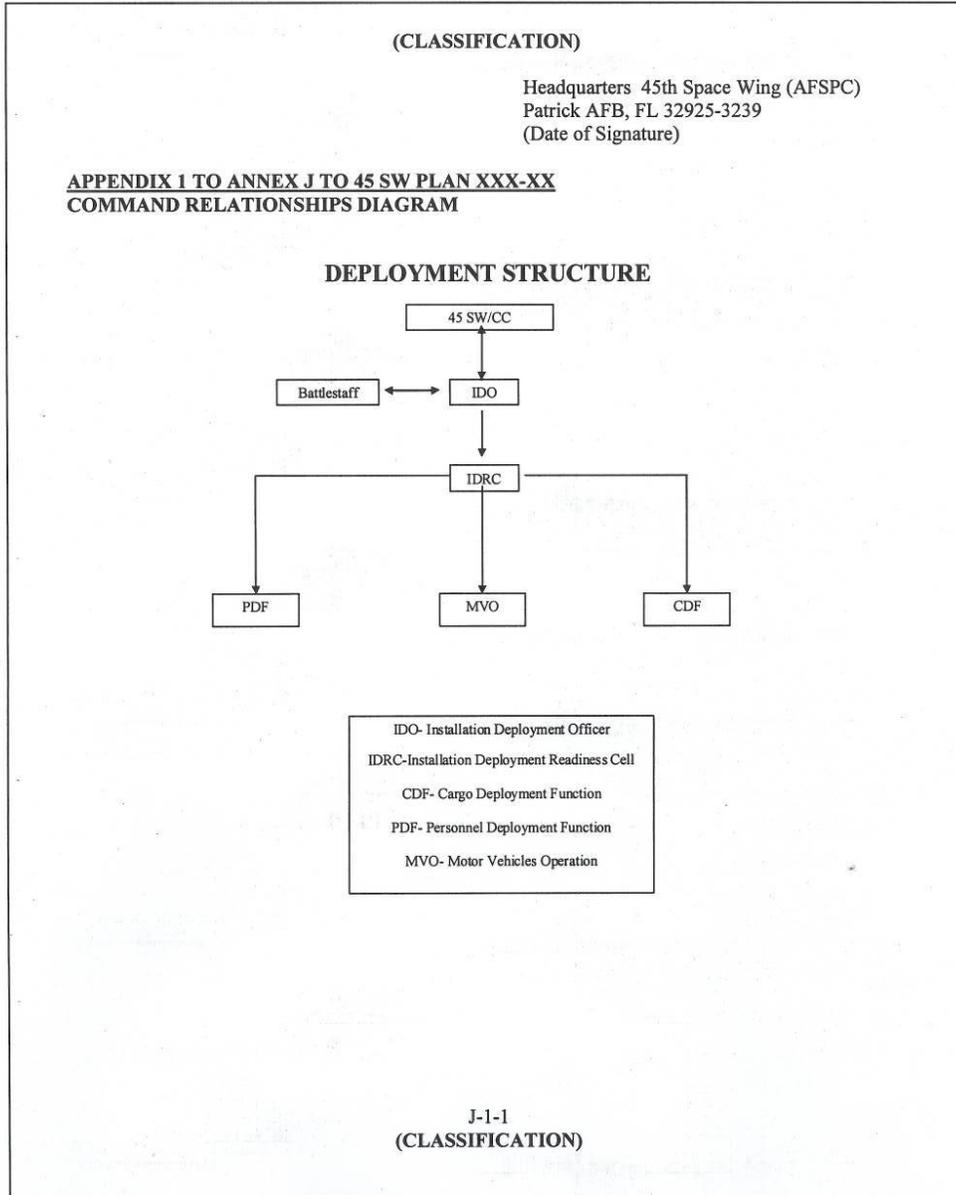
Figure A10.1. Annex J, Command Relationships Format.

(CLASSIFICATION)	
	Headquarters 45th Space Wing (AFSPC) Patrick AFB, FL 32925-3239 (Date of Signature)
<u>ANNEX J TO 45 SW PLAN XXX-XX</u> <u>COMMAND RELATIONSHIPS</u>	
<u>REFERENCES:</u>	a. List of Instructions and directives used in making this annex. b. List other plans that affect the operation of this plan.
1. () <u>GENERAL.</u>	
a. () <u>Purpose.</u>	This annex provides guidance for conducting...operations.
b. () <u>Mission.</u>	Mission statement.
2. () <u>COMMAND LINES.</u>	List any augmentation forces that will be used during operations, and indicate the command line between these elements.
3. () <u>SUPPORT AND COORDINATION RELATIONSHIPS.</u>	Indicate the relationship of any organizations providing support.
4. () <u>PLANNING RELATIONSHIPS.</u>	Specify any relationships between other organizations that develop supporting plans.
	45 SW/CC/CV OR GRP CC/CD SIGNATURE BLOCK
Appendices:	
1--	Command Relationships Diagram (optional)
2--	Additional appendices
OFFICIAL:	
OPR	Signature Block
J-1 (CLASSIFICATION)	

Attachment 11

APPENDIX 1, TO ANNEX J

Figure A11.1. Appendix 1, to Annex J.



Attachment 12

ANNEX Z, DISTRIBUTION FORMAT

Figure A12.1. Annex Z, Distribution Format.

(CLASSIFICATION)	
Headquarters 45th Space Wing (AFSPC) Patrick AFB, FL 32925-3239 (Date of Signature)	
<u>ANNEX Z TO 45 SW PLAN XXX-XX</u>	
<u>DISTRIBUTION</u>	
<u>DISTRIBUTION</u>	<u>NO. COPIES</u>
HQ AFSPC/XXX	X
HQ 14 AF/XXX	X
45 SW/XPI <u>1 Electronic (Signed)</u>	1
List all organizations that have a requirement for the Plan	
45 SW/CC/CV OR GRP CC/CD SIGNATURE BLOCK	
OFFICIAL: OPR Signature Block	
Z-1 (CLASSIFICATION)	

Attachment 13

PLAN REVIEWER CHECKLIST

Note: This checklist is designed to help with the preparation of new plans or the republication of existing plans. For plans change packages, apply applicable portions as needed.

Table A13.1. Plan Reviewer Checklist.

PLAN REVIEW	YES	NO	N/A
1. COVER			
A. Long title accurate?			
B. Short title accurate?			
C. Footer correct?			
D. OPR correct?			
E. Shield placed properly?			
F. Marked correctly (front and back covers)			
2. LETTER OF TRANSMITTAL			
A. "MEMORANDUM FOR" correct?			
B. Predated? (Date same as front cover)			
C. "FROM" block correct?			
D. "SUBJECT" correct?			
E. Long and short titles referenced in text?			
F. Superseded information provided?			
G. Instructions for supporting plans listed?			
H. OPR referenced?			
I. Signature block accurate?			
J. Attachment (Plan) listed?			
K. On 45 SW letterhead?			
3. DISTRIBUTION CHANGES PAGE			
A. Headers accurate? (Format, date, etc.)			
B. "MEMORANDUM FOR," date, "FROM," and "SUBJECT" correct? (45 SW/XPI must be copied)			
C. Paragraph 1 accurate? (Space for address)			
D. OPR listed in paragraph 3?			
E. "INSTRUCTIONS" note listed at bottom of page?			

PLAN REVIEW	YES	NO	N/A
4. SECURITY INSTRUCTIONS AND RECORD OF CHANGES			
A. Headers accurate? (Format, date, etc.)			
B. Both on one page?			
C. Long and short titles in paragraph 1?			
D. Classification in paragraph 2?			
E. OPR in paragraph 3?			
F. Reproduction limitations in paragraph 4?			
G. Disposal instructions in paragraph 5? (If FOUO or higher)			
H. Three columns in Record of Changes correct?			
I. Several lines allowed in record of changes?			
J. Page numbered “i”?			
5. PLAN SUMMARY			
A. Headers accurate? (Format, date, etc.)			
B. Minimum number of headings covered?			
(1) Purpose			
(2) Conditions for Execution			
(3) Operations to be Conducted			
(4) Key Assumptions			
(5) Operational Constraints			
(6) OPSEC			
(7) Command Relationships			
(8) Logistic Appraisal			
(9) Limiting Factors			
C. Page numbered “ii” (and up as required)?			
6. TABLE OF CONTENTS			
A. Headers accurate? (Format, date, etc.)			
B. Format accurate as outlined in this instruction?			
C. Titles of contents match titles given through plan in headings?			
D. All annexes accounted for (including those not used)?			
E. Page number column accurate? (Reflects all pages in each section)			
F. Page numbered with lowercase Roman numerals?			

PLAN REVIEW	YES	NO	N/A
7. BASIC PLAN			
A. Headers accurate? (Format, date, etc.)			
B. "REFERENCES" and "TASK ORGANIZATION" listed correctly?			
C. Minimum topics covered?			
(1) Situation			
(2) Mission			
(3) Execution			
(4) Administration and Logistics			
(5) Command and Signal			
D. Wing CC signature block accurate?			
E. All annexes listed on last page of text?			
F. Pages numbered correctly?			
8. ANNEX A [TASK ORGANIZATION]			
A. Headers accurate? (Format, date, etc.)			
B. All tasked Group/Squadron Commanders listed correctly and "in order"?			
C. Unit names accurate?			
D. Page numbered "A-#" correctly?			
9. ANNEX Z [DISTRIBUTION]			
A. Headers accurate? (Format, date, etc.)			
B. Is distribution correct? (Distribute to the following as a minimum)			
(1) All tasked organizations			
(2) 45 SW/XP			
C. Are all office symbols correct?			
D. Number of copies reasonable?			
E. Page numbered "Z-#" correctly?			
10. ADDITIONAL ANNEXES, APPENDICES, TABS, ETC.			
A. Headers accurate? (Format, date, etc.)			
B. Page numbering correct?			
C. Title of appendices listed as attachment to each annex? Tabs on appendices, etc.			
D. Titles match headings (In Attach lists and Table of Contents)?			

PLAN REVIEW	YES	NO	N/A
11. CONTENTS			
A. Are taskings logical and complete?			
B. Does plan make sense?			
C. Is each task clearly levied against a specific CC?			
D. Does plan “flow”?			
E. Are tasked CCs listed in Annex A and briefly addressed in Basic Plan?			
F. Are tasks reasonable given resources and constraints?			
12. COORDINATION			
A. Are all tasked agencies given the opportunity to review and coordinate on draft plan?			
B. Is 45 SW/XPI given the opportunity to review and coordinate on draft plan (even if not tasked)?			
13. GRAMMAR			
A. Future tense (e.g., Tasks will be done)			
B. Active voice			
C. Not verbose			
D. Keep language simple, clear and to the point			
E. Check spelling			
14. CONSISTENCY (ESTABLISH “RULE” AND STICK WITH IT)			
A. Abbreviations (Spell out once, use abbreviation thereafter)			
B. “Name calling” (e.g., “45 SW/CC” or “wing commander”)			
C. Capitalization end			