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Operations

PLANS MANAGEMENT

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This instruction incorporates some formatting concepts in AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation* and AFMAN 10-401, Volume 2, *Planning Formats and Guidance*. It establishes responsibilities and procedures for developing, coordinating, and publishing 90th Space Wing (90 SW) plans. This instruction applies to all 90 SW staff agencies and group and squadron commanders involved in writing wing plans. This instruction does not apply to group or squadron unique plans; however, squadrons should use this guidance to maximize plan standardization throughout the wing. Send recommended changes to 90 SW/XP, 5305 Randall Ave, F. E. Warren AFB, WY 82005. Units may supplement this instruction with Operating Instructions.

Maintain and dispose of records created as a result of prescribed processes in accordance with *The Air Force Records Disposition Schedule (WebRims)*. Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

SUMMARY OF REVISIONS

This instruction has been significantly revised and must be completely reviewed. A bar (|) indicates a revision from the previous edition.

1. References:

- 1.1. DOD Directive 5210.83, DOD Unclassified Controlled Nuclear Information. Outlines guidance for determining and marking documents Unclassified Controlled Nuclear Information.
- 1.2. DOD Regulation 5400.7/Air Force Supplement, *DOD Freedom of Information Act Program*. Describes correct procedures for marking documents For Official Use Only.

1.3. AFMAN 10-401, Volume 1. *Operation Plan and Concept Plan Development and Implementation*. Provides Air Force-unique planning aspects not addressed in Joint Operation Planning and Execution System (JOPES) documents and complements JOPES guidance for Air Force planners at all levels.

1.4. AFMAN 10-401, Volume 2. *Planning Formats and Guidance*. Prescribes the formats for and gives guidance on preparing and completing operations and concept plans.

1.5. Joint Pub 5-0, *Doctrine for Planning Joint Operations*. Delineates the joint planning process and defines Operation Plans (OPLANS).

2. Operations, Support, and Functional Plan Responsibilities:

2.1. Commander, 90th Space Wing (90 SW/CC). Approves and signs all wing plans.

2.2. Wing Plans and Programs Office (90 SW/XP):

2.2.1. Manages the 90 SW Plans Program.

2.2.2. Maintains a plans library, electronic and paper, consisting of plans signed by the wing commander or designated representative. The plans library includes only those plans that task agencies inside 90 SW or across group lines.

2.2.3. Publishes an intranet based index of wing plans. This index includes only those plans defined in paragraph 2.2.2. above.

2.2.4. Reviews/coordinates on wing-level plans. Reviews now only for format but also to verify compliance with HHQ and local policies. Will ensure the OPR has written coordination with all tasked agencies.

2.2.5. Tracks and tasks OPRs with the annual review of wing-level plans.

2.2.6. Provides guidance to 90 SW organizations on the plans program.

2.3. Office of Primary Responsibility (OPR). Responsible for creating, coordinating and managing plans within its functional area.

2.3.1. Develops plans as directed by higher headquarters requirements.

2.3.2. Ensures proper construction and format of plans.

2.3.3. Identifies all tasked agencies.

2.3.4. Coordinates plans with tasked agencies, via bottom-line and top-line reviews, on an annual or as needed basis, whichever is sooner. This includes both agencies within 90 SW and those external to 90 SW. OPR will route bottom-line and top-line reviews per the 90th Space Wing Administration Guide. For non-Air Force agencies outside the wing, use an official memorandum requesting coordination with an explanation of support requested from that agency.

2.3.5. Distributes plans to all users per Annex Z and provide 90 SW/XP a scanned copy of the signed plan for the 90 SW Wing Plans intranet library. Classified plans will be distributed in hard copy format only.

2.4. Tasked Organizations. It is imperative any tasked agency review the plan to ensure tasks in the plan are accurate and feasible. Review plans for compliance and feasibility and ensure the plan reflects the most recent guidance and information for their functional area.

3. General. A plan is a documented course of action establishing procedures on an 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 AFI, a Joint Chiefs of Staff (JCS) directive, Headquarters United States Space Command (USSPACECOM) directive, Headquarters Air Force Space Command (AFSPC) directive or locally-established requirement. A wing plan is defined as a plan which tasks a group or agency outside the OPR's group.

3.1. 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. All wing plans will be typed in Arial font, size 12. The objective of using a prescribed plan format is to ensure standardization and ease of use across the wing. Group and squadron plans should also use this format to ensure consistency across the wing.

4. Plan Review and Staffing Requirements.

4.1. Annual Review. To ensure currency of information and taskings, all plans will be reviewed annually. This gives tasked organizations the opportunity to update their respective annexes to more accurately reflect abilities to support requirements in the plan.

4.1.1. 90 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, 90 SW/XP will notify the plan OPR 90 days in advance of the requirement to perform the annual review.

4.1.2. If review determines only a small portion (20% or less of all pages) of the plan requires minor updating/improvement, changes may be made by page-replacement or by pen-and-ink change depending on complexity. Ensures a bottom-line review for any change is coordinated with all affected agencies. A top-line review will then be completed with effected group commanders.

4.1.3. The OPR will maintain coordination documentation and distribute changes to everyone in Annex Z, Distribution.

4.2. Staffing. Staff plans through appropriate agencies. This ensures others have the opportunity to review your plan for possible impacts to their organization. A good rule of thumb is to coordinate with any office mentioned in your plan or listed in Annex Z.

4.2.1. 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.

4.2.2. As a minimum, the following organizations will review all 90 SW plans: all group CCs, 0 OSS/OSE for OPSEC, 90 CPTS, 90 SW/SE, 90 SW/JA, 90 SW/XP and all agencies (within and external to 90 SW) tasked in the plan. **NOTE:** IAW AFSPC and 20 AF policy, all plans containing Missile Potential Hazards (MPH), missile or nuclear mishaps or disaster control situations will be coordinated through 20 AF/SE.

4.2.3. Follow the 90 SW Administrative Guide for coordination within 90 SW. For non-Air Force agencies outside the Wing, use an official memorandum with an explanation of the requested support from that agency. All agencies affected by the plan must review the plan and provide appro-

appropriate comments before the plan is staffed through 90 SW/XP and the Wing Command Section for approval.

4.2.4. The OPR will accomplish a comment resolution matrix (CRM) after each level of review. A 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.

4.2.5. After the wing commander approves the plan by signing the last page of the basic plan and Annex A, and the applicable authority signs the memorandum of transmittal, the OPR will make necessary distribution (paper or electronic copies). 90 SW/XP requires both one paper copy and one electronic copy with scanned signatures of the plan for the wing plans library.

5. Implementation Plans (IPLANS).

5.1. Commander, 90th Space Wing (90 SW/CC) or designated authority approves all IPLANS.

5.2. Wing Plans and Programs Office (90 SW/XP):

5.2.1. Manages 90 SW IPLANS.

5.2.2. Develops IPLANS s directed by higher headquarters programming plans (PPLAN) requirements.

5.2.3. Staffs PPLANS to 90 SW groups and wing staff agencies for review.

5.2.4. Tasks 90 SW groups and wing staff agencies to prepare their IPLAN annexes and to develop milestone timelines for each IPLAN project.

5.2.5. Publishes and distributes IPLANS to the 90 SW group and wing staff agencies.

5.2.6. Tracks the status of IPLAN milestones through the project lifespan.

5.2.7. Processes changes to the IPLANS, including coordination of the changes and distribution.

5.2.8. Formally rescinds IPLANS when the primary objectives of the plan are met.

5.3. 90 SW Group and Wing Staff Agency OPRs:

5.3.1. Are responsible for the content of their IPLAN functional area annexes, including providing changes to 90 SW/XP when the OPR deems necessary.

5.3.2. When tasked by 90 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 90 SW/XP.

5.3.3. Provide status reports in accordance with Annex A of each IPLAN.

5.4. 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 fiscal year (e.g., 00-1).

6. Administrative Requirements.

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

6.2. 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.

6.3. Unclassified Controlled Nuclear Information (UCNI). Refer to DoD Directive 5210.83, *DoD Unclassified Controlled Nuclear Information*, for UCNI rules. Consider whether dissemination of such information would assist a potential adversary targeting nuclear material or aid in producing a nuclear explosive device.

EVAN J. HOAPILI, Colonel, USAF
Commander

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

DOD Directive 5210.83, ***DOD Unclassified Controlled Nuclear Information***

DOD 5200.1.R, ***Information Security Program***

DOD Regulation 5400.7/AF Supplement, ***DOD Force Freedom of Information Act Program***

AFMAN 10-401, ***Operation Plan and Concept Plan Development and Implementation***

AFI 10-403, ***Deployment Planning***

AFI 10-404, ***Base Support Planning***

AFI 10-501, ***Program Action Directives and Program Planning***

AFI 31-401, ***Managing the Information Security Program***

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSPC—Air Force Space Command

AFSPCI—Air Force Space Command Instruction

BSP—Base Support Plan

CINC—Commander in Chief

COMSEC—Communications Security

CONPLAN—Concept Plan

CRM—Comment Resolution Matrix

FOUO—For Official Use Only

IPlan—Implementation Plan

JCS—Joint Chiefs of Staff

LIMFAC—Limiting Factor

MAJCOM—Major Command

NSA—National Security Agency

OPLAN—Operations Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OPSEC—Operation Security

PDF—Personnel Deployment Function

PPlan—Programming Plan

SW—Space Wing

TPFDD—Time-Phased Force and Deployment Data

USSPACECOM—Headquarters United States Space Command

WRM—War Reserve Material

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.

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—Common terminology used for the destination of combat forces in a theater.

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

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.

Communications Security (COMSEC)—The protection resulting from all measures designed to deny unauthorized persons information of value which might be derived from the possession and study of telecommunications or to mislead unauthorized persons in their interpretation of the results of such possession and study.

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.

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 CINC's 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.

PPlan—A MAJCOM level plan which describes MAJCOM or USAF initiatives that help accomplish a major action.

Shortfall—The lack of forces, equipment, personnel, materiel, or capability, identified as a plan requirement that would adversely affect a command's ability to accomplish its mission and that are not immediately available to satisfy mission requirements.

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

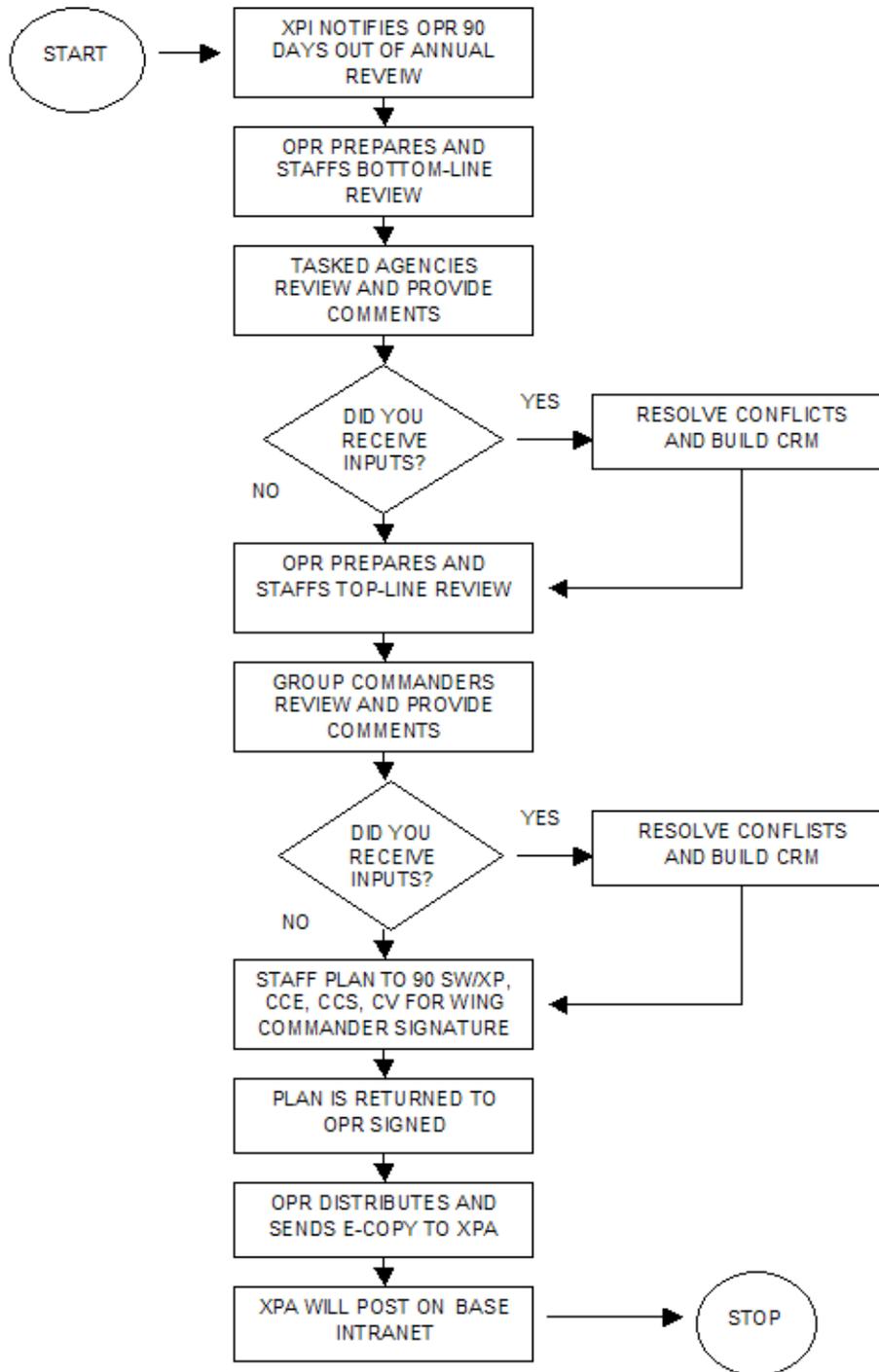
Supporting Plan—An operation plan prepared by a supporting commander or subordinate commander to satisfy the requirements of the supported commander's plan.

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

PLANS ANNUAL REVIEW PROCESS



Attachment 3

PLAN COVER

(Type using Arial font, size 24)

**90TH SPACE WING
SEVERE WEATHER
FUNCTIONAL PLAN**

90 SW FPLAN 420-1



1 JUNE 2004

OPR: 90 SW/XP