

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 10-401**



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Operations

UNIT PLANS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy*. This instruction extends the guidance of Air Force Instruction (AFI) 10-401, *Air Force Operations Planning and Execution*. It provides guidance and procedures for staff responsibilities, review, evaluation, maintenance, and briefing of plans. It provides guidance for the preparation of plans, supplements, and other planning documents. This instruction applies to all units assigned to the 919th Special Operations Wing (919 SOW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This revision updates the Operations Plans Function with changes due to new electronic methods of maintaining, tracking, and reviewing plans. It also attempts to restructure the plans process after the elimination of guidance when the Wing XP function was dissolved. Currently Higher Headquarters (HHQ) is working on guidance to re-establish the plans program. Paragraphs 2.2.5, 2.2.6, 2.2.7 were deleted.

1. General. The Operations Plans office receives, evaluates, and maintains all tasking of the 919 SOW, in conjunction with 919th Logistics Plans and Mobility (919 LRS/LGRR). Each Plan/Tasking received, or correspondence received relevant to mission requirements will be reviewed by Plans (XP) to determine the required actions to be taken. Tasking will be forwarded to the appropriate Unit Plans Coordinator (UPC) and/or OPR to fulfill the mission, assigned tasks, or support required. Additionally, all plans/Operational Orders (OPORDS) will be coordinated through XP, prior to starting and before

finalization, to ensure feasibility, proper format, security classification and proper Operations Security (OPSEC)/Communications Security (COMSEC) procedures are adhered to.

2. Responsibilities.

2.1. 919 SOW/XP is the OPR for the Plans Program. The 919 SOW/XP will:

2.1.1. Maintain a copy of the directory of the 919 SOW IND 5, *Index of 919th SOW Plans and Operations Orders*, and a library of all plans/tasking pertinent to the 919 SOW.

2.1.2. Conduct a feasibility/capability study for each war-plan/ Time Phased Force Deployment Document (TPFDD) tasking.

2.2. Ensure all plans that require review are staffed to appropriate 919 SOW office/functional areas that require the plan reviews expertise.

2.3. Meet all HHQ and Host Base (96th Air Base Wing (96 ABW)) plans review inquiries and suspense's.

3. Procedures.

3.1. Briefings: Commanders, Key Staff Personnel, unit UPCs, and other pertinent OPRs of various plans are required to be briefed on all unit tasked plans annually. The 919 SOW/XP will send reviews for non-classified plans and plans that don't require an annual exercise electronically; the read receipt will be verification of review. Classified plans, plans requiring special review, and plans which require the Battle Staff to be stood up will be briefed when deemed necessary at the convenience of the 919 SOW/CC.

3.2. Upon receipt of a plan/tasking, 919 SOW/XP will brief the Wing Commander and key staff.

3.3. For classified plans/tasking 919 SOW/XP will brief only the personnel that have a "need to know." Additionally those personnel will be granted access to the document, for additional information.

4. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning*, 30 April 2009

AFI10-401, *Air Force Operations Planning and Execution*, 7 December 2006

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

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

COMSEC—Communications Security

DOC—Designed Operational Capability

HHQ—Higher Headquarters

OPORDS—Operational Orders

OPR—Office of Primary Responsibility

OPSEC—Operations Security

RDS—Air Force Records Disposition Schedule

SOW—Special Operations Wing

TPFDD—Time Phased Force Deployment Document

UPC—Unit Plans Coordinator

UTC—Unit Type Code

XP—Plans

Attachment 2**UNIT PLANS COORDINATOR SELF-INSPECTION CHECKLIST**

- A2.1.** Does the Plans Coordinator possess proper clearance?
- A2.2.** Does the Plans Coordinator maintain a current Plans list (919 SOWIND 5)?
- A2.3.** Are all essential plans on file and properly posted electronically or by hard copy if electronic version is not available?
- A2.4.** Are outdated plans disposed of in accordance with applicable directives?
- A2.5.** Is a current copy of the Plans Summary on file for tasked warplans/TFFDD's?
- A2.6.** Has the Plans Coordinator been briefed on Document Security?
- A2.7.** Is a letter appointing the Plans Coordinator on file, and a copy forwarded to 96 ABW/XPX?
- A2.8.** Are Procedures in effect to ensure classified material is controlled?
- A2.9.** Have all plans, supporting plans, annexes, and supplements been developed for unit driven exercises and inspections?
- A2.10.** Does the Unit Plans Coordinator brief the 919 SOW/CC and his key staff with a "Need to Know" on pertinent warplans annually?
- A2.11.** Are annual reviews of warplans accomplished annually with 919 LRS/LGRR and any comments forwarded to HHQ on any discrepancies?
- A2.12.** Is the Coordinator familiar with Unit Designed Operational Capability (DOC) statements and Unit Type Code (UTC)'s?
- A2.13.** Are Unit Plans, annexes, or supplements formatted as outlined in AFI 10-401 or as directed by supported plan?
- A2.14.** Is a current copy of 919 SOWI 10-401, *Unit Plans Coordinator Program* on hand?
- A2.15.** Is a current copy of 919 SOWI 10-402, *Unit Plans Briefing Program* on hand?