

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE**

**CANNON AIR FORCE BASE INSTRUCTION
10-100**



9 SEPTEMBER 2010

Operations

BASE PLANS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Chad E.A. Pit-og)

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This instruction implements AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, 30 April 2009. It provides guidance on stewardship of base plans, specifically appointing the 27th Special Operations Wing Plans and Programs Division (27 SOW/XP) as steward. It provides a standardized template for all plans to adhere to, in the absence of any other higher headquarters guidance. Additionally, it provides for a master review schedule that details what plans are in existence on the installation, who the functional Office of Primary Responsibility (OPR) is for the plan, and when the plan was last reviewed and is due for the next review. It also establishes a centralized repository for all wing plans. This instruction also establishes a Plans Integration Working Group (PLING) to review, coordinate, prioritize and manage wing plans. It codifies roles and responsibilities associated with the PLING, including appointment requirements. It applies to all units assigned to the 27th Special Operations Wing (27 SOW). This plan will be reviewed every two years to ensure currency. 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/afrims/afrims/>. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through local publications/forms managers. Failure to observe prohibitions and mandatory provisions of this directive may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

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Chapter 1

BASE PLANS

Section 1A—Purpose

1.1. Purpose. To define roles and responsibilities of all parties involved in the base planning process at Cannon AFB. It also specifies the location where all base plans will reside, it establishes a master review schedule of all base plans, and codifies a standardized format for all base plans. In sum, this instruction lays out guidance that will ensure continuity and standardization of all base plans at Cannon AFB, NM.

Section 1B—Guidance

1.2. Roles & Responsibilities. The following details the key roles and responsibilities associated with the management of all base plans.

1.2.1. 27 SOW/XP will:

- 1.2.1.1. Function as lead Office of Coordinating Responsibility (OCR) on all base plans.
- 1.2.1.2. Act as primary office for reviewing and coordinating base plans with all functional units and staff agencies, as well as outside agencies and Higher Headquarters (HHQ), as required.
- 1.2.1.3. Draft appropriate staff packages for coordination, assign suspenses, identify units to coordinate on specific plans.
- 1.2.1.4. Track comments provided during coordination and facilitate adjudication of those comments between the plan's functional OPR and the unit that provided the comment.
- 1.2.1.5. Provide guidance on format of base plans in order to (IOT) ensure standardization. **Note:** some plans have HHQ format requirements which will not be overridden at base level.
- 1.2.1.6. Answer general questions on the plan as it relates to coordination and format.
- 1.2.1.7. Establish and maintain an electronic repository for all approved base plans.
- 1.2.1.8. Establish an index of all approved plans, to be posted in the electronic repository.
- 1.2.1.9. Set an annual review schedule which prescribes when each plan is to be reviewed, in accordance with (IAW) plan requirements (annually, biannually, etc.).
- 1.2.1.10. Inform functional units of any change in requirements that will impact the continued need for an existing plan, or the need to create a new plan.
- 1.2.1.11. Serve as the chair for the Plans Integrated Working Group (PLING) and ensure procedures outlined in **Chapter 2** of this instruction are followed.

1.2.2. The functional unit or staff agency that is OPR for the plan will:

1.2.2.1. Provide the name(s) of (a) subject matter expert(s) (SME) to XP. The SME will serve as the point of contact (POC) responsible for adjudicating all comments to the plan and answering SME questions.

1.2.2.2. Draft the actual plan contents IAW prescribed formats and coordinate the draft plan internal to their unit/agency prior to routing to XP.

1.2.2.3. Lead meetings, briefings, working groups, et al., required to obtain plan updates and approval.

1.2.2.4. Update/review the plan IAW established annual review schedule.

1.2.2.5. Monitor and/or implement guidance that impacts the content, format and necessity of a given plan or guidance that requires a new plan outright. For example, if a particular plan is no longer required due to a change in AFI, it is the functional unit's responsibility to inform XP, provide the necessary documentation (i.e., the AFI) and have it removed from the review schedule. Similarly, if an AFI directs the creation of a new plan, it is that functional unit's responsibility to apprise XP of this requirement, at which time, XP will provide a suspense for the creation of this plan, should there not already be a HHQ suspense in place.

1.3. Plans Repository. All Cannon base plans will reside on a single webpage repository located on the AFSOC sharepoint server and accessed at the following location: https://eis.afsoc.af.mil/sites/27SOW_XP/XPI/Cannon%20AFB%20Base%20Plans%20Library/Forms/AllItems.aspx. Navigation to this website may also be done by following this organization tree, located on the 27 SOW Sharepoint Homepage: 27 SOW>27 SOW Staff Agencies>27 SOW/XP>XPI>Cannon AFB Base Plans Library (listed under Site Libraries on the XPI page).

1.3.1. This webpage will serve as the sole access point for all base plans. All individuals assigned to Cannon will have read privileges on this website. Additionally, plan POCs, as designated in the plan, or appointed in writing by the functional commander who is the OPR for the plan, will have additional permissions allowing them to edit and upload changes to the plans.

1.4. Plans Master Review Schedule. A master review schedule will also be maintained on the sharepoint website listed in paragraph 1.3 It will be titled Cannon AFB Plans Master Review Schedule. 27 SOW/XP will be responsible for the maintenance of this schedule which will list the following pieces of information:

1.4.1. Title of the plan, including numerical designation, as necessary.

1.4.2. Approval date (month and year) of the current plan.

1.4.3. Office of primary responsibility for the plan.

1.4.4. POC(s) for the plan, their office symbol and phone number.

1.4.5. Required frequency of review (e.g., annual, bi-annual, tri-annual, etc.).

1.4.6. Scheduled month and year of next review.

1.4.6.1. This date will generally not coincide with anniversary date of the currently approved plan. This date is intended to reflect when initial functional review must begin,

and will allow for that review period, plus anticipated coordination time. For example, if a plan is approved in May 2010, and has an annual review requirement, the scheduled month and year of next review will likely be sometime in January – March of 2011, to allow sufficient time for review and coordination. The length of time for review and coordination will vary with each plan, based on its complexity, length, number of units required to coordinate, etc.

1.4.7. Current status of the plan (e.g., Current, Under Review, Pending Approval).

1.4.8. Miscellaneous notes.

1.5. Standardized Format of Base Plans. All base plans will have a standardized format, unless otherwise directed by HHQ guidance. Refer to [Attachment 2](#) of this instruction for further information.

Chapter 2

PLANS INTEGRATION WORKING GROUP (PLING)

Section 2A—Purpose

2.1. Purpose. The Wing Plans and Programs Division, 27 SOW/XP, is the base level OPR for plans management. To assist in this effort, XP will chair the Plans Integration Working Group (PLING). The PLING will be comprised of representatives from each squadron and wing staff agency who will help orchestrate the overall base planning effort.

Section 2B—Guidance

2.2. Roles and Responsibilities for PLING efforts.

2.2.1. Unit Commanders (below Group*) and Staff Agency Chiefs will: (*below Group unless the Group has consolidated all planning efforts in a single organization (e.g., 27 SOMDG in the 27 SOMDSS)).

2.2.1.1. Appoint a primary and alternate unit/agency plans representative, in writing, and forward appointment letters to 27 SOW/XP. For continuity, plans representatives should be appointed for a minimum of one year. In addition, the representative should be familiar with plans for which their unit is OPR. A sample Appointment Letter is found at [Attachment 3](#) of this instruction. **Note:** Staff agencies that are permanently manned by one person only need to submit a primary representative.

2.2.1.2. Review the Cannon AFB Plans Master Review Schedule on the sharepoint website, listed in paragraph [1.3](#) of this instruction, for currency. In the event a specific plan, for which that commander's unit is responsible for, is not listed there, ensure 27 SOW/XP receives a copy of the most current approved version of the plan. If a plan is no longer required, provide written justification and documentation for removal from the schedule to 27 SOW/XP.

2.2.1.3. Serve as the final review authority for all plans their unit is OPR for prior to sending to 27 SOW/XP for further review and coordination. In this capacity, provide a recommendation to XP, based on the extent of changes in the plan, as outlined in the summary of changes, on whether the plan is ready for 27 SOW/CC review, or if it requires full review within the wing. Reviews should be done IAW the scheduled review date for each plan, as listed on Cannon AFB Plans Master Review Schedule.

2.2.2. Wing Plans (27 SOW/XP) will:

2.2.2.1. Conduct PLING meetings at least once a quarter.

2.2.2.1.1. Conduct of meetings involve all preparatory actions necessary to schedule the meeting, including notification to PLING representatives of date and time, building of appropriate briefing materials, and dissemination of applicable read-aheads. Additionally, meeting minutes will be kept by 27 SOW/XP, and will be published to all PLING representatives following the meeting, along with the anticipated date of the next meeting. Meeting minutes will be published to the

sharepoint website listed in paragraph 1.3 of this instruction as soon as possible, given mission requirements at the time.

2.2.2.1.2. Meetings will consist of the following minimum elements: a discussion of all plans currently in review/coordination, a discussion of plans that were approved since the last PLING meeting, and a discussion of plans scheduled for review within the next 90 days. Additionally, any lessons learned or feedback related to the plans process will be shared with all working group members.

2.2.2.2. Provide email notification to OPRs and PLING representatives (if different) to begin review of their appropriate plan(s) one month prior to the scheduled review date, as listed on the Cannon AFB Plans Master Review Schedule.

2.2.2.3. Assist OPRs and PLING representatives (if different) as required during the review and coordination process. Ensure that procedures outlined in this instruction are adhered to.

2.2.2.4. Evaluate the draft plan and summary of changes provided by the plan OPR to determine the level of coordination required.

2.2.2.5. When approved, publish the final approved plan to the sharepoint website listed in paragraph 1.3 of this instruction, inform the plan OPR of the approval status, and update the Cannon AFB Plans Master Review Schedule.

2.2.3. PLING Representatives will:

2.2.3.1. Act as the unit/agency POC for all 27 SOW base plans issues.

2.2.3.2. Ensure all drafts of plans are routed internally to squadron commanders or staff agency chiefs, IAW the scheduled review date for each plan, as listed on Cannon AFB Plans Master Review Schedule.

2.2.3.3. Bring all planning conflicts which impact timely completion of scheduled projects to the attention of the PLING for resolution.

2.2.3.4. Review the Cannon AFB Plans Master Review Schedule on the sharepoint website, listed in paragraph 1.3 of this instruction, for currency. In the event a specific plan, for which that unit is responsible for, is not listed there, ensure 27 SOW/XP receives a copy of the most current approved version of the plan. If a plan is no longer required, provide written justification and documentation for removal from the schedule to 27 SOW/XP, through the commander or staff agency chief.

2.2.3.5. Attend all scheduled PLING meetings.

2.3. Plans Review Process: All SOW functional plans require the wing commander's approval/signature and must be reviewed IAW the processes outlined in this instruction. All plans must be reviewed IAW the schedule prescribed in the Cannon AFB Plans Master Review Schedule. The determination of how extensive the review is can be made, in general, by following the 10% change rule. If less than 10% of the plan's contents are changed, then a streamlined review process may take place. If greater than 10%, then the full review process must take place. 27 SOW/XP also reserves discretion on whether to require a full review on any plan, regardless of how much the plan contents are changed.

2.3.1. PLING representative roles and responsibilities. The PLING representative's role in reviewing and coordinating on a plan is determined by whether or not their unit is the OPR for the plan.

2.3.1.1. Plans for which the PLING representative's unit/agency is the OPR.

2.3.1.1.1. If the unit/agency determines that the plan requires less than 10% change, the commander/staff agency chief may recommend to 27 SOW/XP that it is ready for SOW/CC signature. The commander/staff agency chief may also recommend full staffing, despite the paucity of change. In the former case, XP retains the right to concur or non-concur with this recommendation, based on their evaluation of the plan and the summary of changes. In the event XP non-concurs with the commander/staff agency chief's recommendation, an explanation will be provided to that individual on why XP non-concurred. In the latter case, XP will always concur with the recommendation.

2.3.1.1.2. If the unit/agency determines that the plan requires change greater than or equal to 10% of its content, the commander must recommend to 27 SOW/XP that the plan undergo full review and coordination through the wing.

2.3.1.2. Plans for which the PLING Representative's unit/agency is not the OPR. In this case, the PLING representative's role will principally be limited to internal coordination within their unit, when tasked by 27 SOW/XP, and serving as a liaison to the plan OPR for questions on their unit's comments and coordination. Reference paragraphs [2.3.2.10](#) and [2.3.2.11](#) of this instruction for further details.

2.3.2. Process Flow. The following process, as depicted in [Figure 2.1](#) of this instruction, will be used for all plan reviews.

2.3.2.1. 27 SOW/XP will notify the plan POC and PLING representative, via email, that a plan's schedule review date is approaching. **Note:** the plan POC may or may not be the same as the PLING representative. The POC will be the specific individual(s) named in the plan as the point of contact.

2.3.2.2. The OPR will download the plan from the sharepoint website, as listed in paragraph [1.3](#) of this instruction. **Note:** the OPR is the office where the POC resides. The PLING representative might not reside in the same office as the POC.

2.3.2.3. The OPR will build a draft plan, to bring the plan current. At a minimum, it will require an updated signature page for 27 SOW/CC signature.

2.3.2.4. The PLING representative will internally coordinate the draft plan within their unit/agency.

2.3.2.5. The PLING representative will ensure a summary of changes is created from the plan rewrites while it is in internal coordination.

2.3.2.6. The PLING representative, in conjunction with the POC, will make a determination of whether there was a 10% change to plan contents or not.

2.3.2.7. The PLING representative will forward the plan, summary of changes, and percentage of change determination to their Sq/CC or Wing Staff Agency (WSA) Chief.

2.3.2.8. The commander/chief will review, ensure necessary corrections are made, and forward to 27 SOW/XP the plan, summary of changes, and their recommendation of whether further coordination is needed (based on the 10% change rule).

2.3.2.9. 27 SOW/XP will evaluate the plan, summary of changes, and commander/chief recommendation.

2.3.2.9.1. If greater than 10% change is noted or the commander/chief recommends a full review, a full review and coordination will be conducted.

2.3.2.9.2. If the commander/chief recommends no further coordination, and XP concurs based on their analysis, XP will draft a staff package for the SOW Command Section, bypassing all other PLING representatives. In this case, steps **2.3.2.10** through **2.3.2.17** will be skipped.

2.3.2.9.3. If the commander/chief recommends no further coordination, and XP non-concurs based on their analysis, the commander/chief will be provided with an explanation for the non-concurrence.

2.3.2.10. If the plan requires full PLING coordination, then 27 SOW/XP will draft the staff package and task all PLING representatives to review and provide Sq/CC or Staff Agency Chief coordination.

2.3.2.11. PLING representatives will coordinate the plan internal to their organization, ensure comments are recorded on the Comments Resolution Matrix (CRM) (sample CRM at **Attachment 4**), and ultimately obtain their Sq/CC or Staff Agency Chief coordination (or non-concur) on the staff package.

2.3.2.12. When 27 SOW/XP receives all squadron and staff agency inputs, they will email the plan POC and PLING representative to adjudicate any comments (including resolving any non-concurs).

2.3.2.13. Upon comment adjudication completion, the PLING representative will inform 27 SOW/XP.

2.3.2.14. 27 SOW/XP will begin Group/CC coordination.

2.3.2.15. Groups will add comments to the CRM, provide commander coordination (or non-concur) on the staff package.

2.3.2.16. When 27 SOW/XP receives all group inputs, they will email the plan POC and PLING representative to adjudicate any comments (including resolving any non-concurs).

2.3.2.17. Upon comment adjudication completion, the PLING representative will inform 27 SOW/XP.

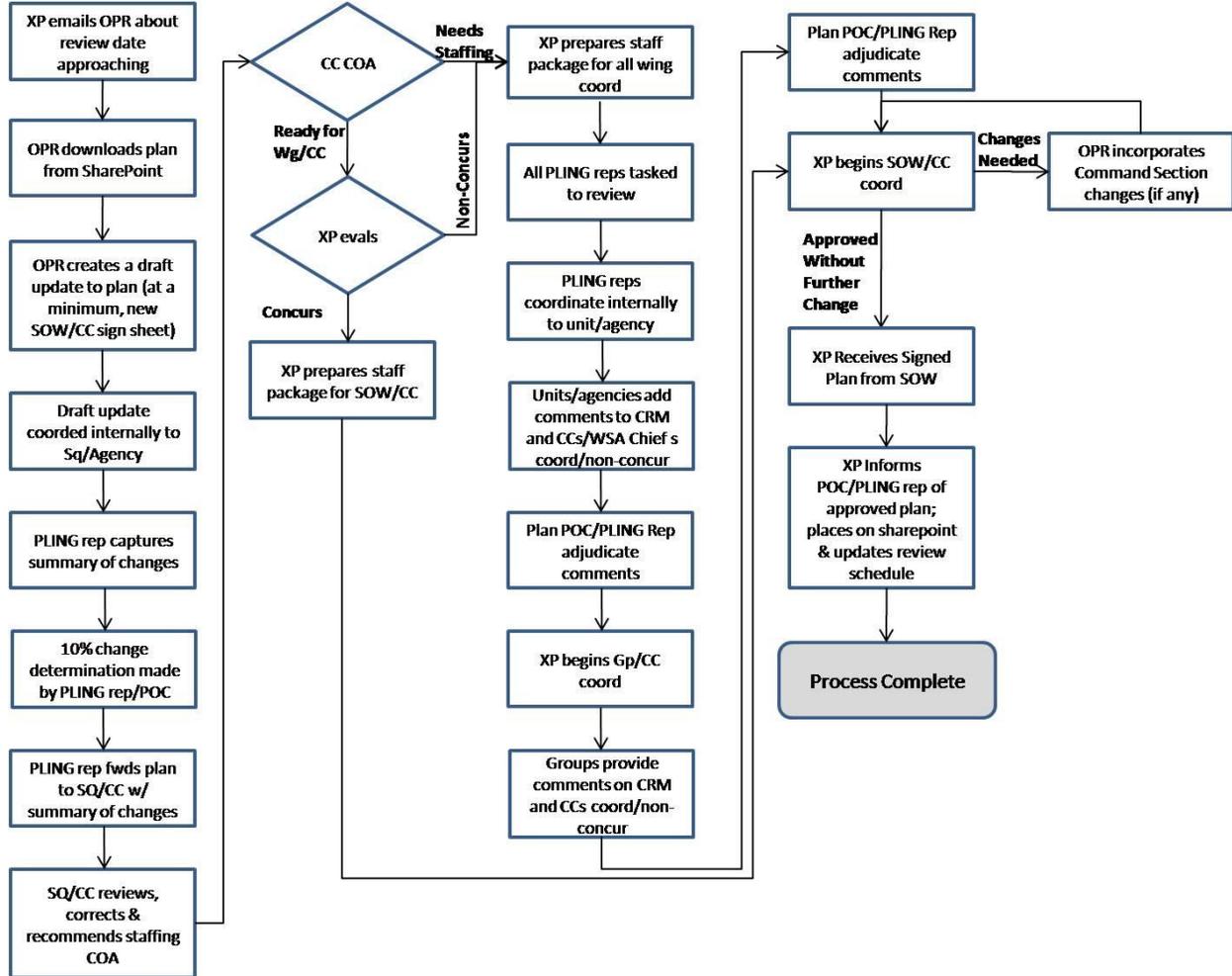
2.3.2.18. 27 SOW/XP will begin staffing the plan for Wing/CC signature and approval.

2.3.2.19. 27 SOW/XP and the PLING representative will resolve any command section comments before the plan goes to 27 SOW/CC for final signature and approval.

2.3.2.20. After 27 SOW/CC signs the plan, the command section will provide the approved, signed plan to 27 SOW/XP.

2.3.2.21. 27 SOW/XP will inform the PLING representative and plan POC of approval, place the approved plan on the sharepoint website listed at paragraph 1.3 of this instruction, and update the Cannon AFB Plans Master Review Schedule.

Figure 2.1. Plans Review Process Flowchart.



2.4. Prescribed and Adopted Forms.

2.4.1. Prescribed Forms:

No forms prescribed.

2.4.2. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

STEPHEN A. CLARK, Colonel, USAF
Commander, 27th Special Operations Wing

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

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, 30 Apr 09
AFI 10-401, *Air Force Operations Planning and Execution*, 7 Dec 06
AFMAN 10-401V2, *Planning Formats and Guidance*, 1 May 98
AFMAN 33-363, *Management of Record*, 1 Mar 08

Abbreviations and Acronyms

AEF—Air & Space Expeditionary Force
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AFSOC—Air Force Special Operations Command
CRM—Comments Resolution Matrix
HHQ—Higher Headquarters
IAW—In accordance with
IOT—In order to
OCR—Office of Coordinating Responsibility
OPR—Office of Primary Responsibility
PLING—Plans Integration Working Group
POC—Point of Contact
RDS—Records Disposition Schedule
SME—Subject Matter Expert
SOW—Special Operations Wing
WSA—Wing Staff Agency

Attachment 2

STANDARDIZED FORMAT OF BASE PLANS

A2.1. Use AFMAN 10-401, Vol 2 for structuring your plan. Section C of the AFMAN, including all pre-annex information and specified annexes will be adhered to for all base plans. An example of this format can also be found at the end of this Attachment.

A2.1.1. The use of appendices in Section C is optional. Deviation to appendix titles is allowed. These deviations are authorized as most base plans will not contain subject matter that is relevant to the particular appendices listed in the AFMAN. If an appendix listed in the AFMAN is not used in a particular base plan, it is not necessary to document that in the plan.

A2.1.2. Should a base plan not use a particular annex from the AFMAN, it must still be included in the plan with the annotation “This Section Not Used” on the relevant page.

A2.2. Microsoft Word is the word processing standard. Use the following formats to ensure standardization (**note:** these instructions are written for Microsoft Office 2007):

A2.2.1. Under the Page Layout tab:

A2.2.1.1. All margins (Top, Bottom, Left, Right, Gutter) - 1”.

A2.2.1.2. Header margin (from edge) - 0.5” (located under Margins, Custom Margins, Layout).

A2.2.1.3. Paper size - Letter 8.5 X 11”.

A2.2.1.4. Paper source - Auto Select (located under Size, More Paper Sizes, Paper).

A2.2.1.5. Layout (located by clicking arrow on Page Setup ribbon, selecting Layout):

A2.2.1.5.1. Start section - Continuous.

A2.2.1.5.2. Header and Footer - Different First Page.

A2.2.1.5.3. Alignment - Top.

A2.2.2. Under the Home tab.

A2.2.2.1. Font Size - 11.

A2.2.2.2. Font Type - Times New Roman.

A2.2.2.3. Style - Normal.

A2.2.2.4. Paragraph: (located by clicking arrow on Paragraph ribbon, selecting Indents and Spacing).

A2.2.2.4.1. Before and After Spacing – 0 pt.

A2.2.2.4.2. Line Spacing – Single.

A2.2.2.5. Tabs: (located by clicking arrow on Paragraph ribbon, selecting Indents and Spacing tab, selecting Tabs button at bottom of window).

A2.2.2.5.1. Alignment - Left.

A2.2.2.5.2. Default Tab Stops - 0.2" (1/5 inch).

A2.2.3. Page numbers inside the document will follow this format:

A2.2.3.1. The cover page is always page 1, but a page number will not be displayed on the page.

A2.2.3.2. Numerical only page numbers will be used until the first annex page is reached. Auto numbering of page numbers can be done on these pages only (to access, go to the Insert Tab and select page number).

A2.2.3.3. Annex pages (must be manually entered):

A2.2.3.3.1. Annex pages will start with page one and count consecutively.

A2.2.3.3.2 Each new annex will reset the page numbers back to one, utilizing the following convention: Annex Letter, a dash, and the page number of that annex (e.g., Annex A, page 1 of that annex will be marked "A-1", with the next page being "A-2", and so on; the first page of Annex B would then be "B-1"). Note: Appendices, Exhibits and other sections below an Annex do not require a change in this numbering convention. All pages in an annex will be numbered consecutively, starting with page one.

A2.2.3.4. All page numbers will be centered in the footer, using Times New Roman 10 font.

SAMPLE ANNEX & APPENDIX FORMAT

ANNEX B TO NAME OF YOUR PLAN

INTELLIGENCE (*ANNEX SUBJECTS ARE PER AFMAN 10-401V2*)

REFERENCES: List documents providing intelligence required for planning, including related annexes to this plan (such as Annex H, Weather Operations).

1. MISSION AND CONCEPT OF INTELLIGENCE OPERATIONS (*PARA 1 WILL ALWAYS BE MISSION AND CONCEPT OF THE PARTICULAR ANNEX*)

a. Mission. State concisely the intelligence mission as it relates to the planned operation. Refer to the command mission statement in the basic plan. When Annex B is distributed separately, also include the command mission statement from the basic plan.

b. Concept of Intelligence Operations. Outline the purpose of intelligence operations. Summarize the resources and agencies to be employed in directing, collecting, processing, producing, and disseminating the necessary intelligence during normal and crisis periods prior to, as well as during execution of the OpOrd.

2. SITUATION (*PARA 2 WILL ALWAYS BE THE SITUATION THAT PERTAINS TO THAT ANNEX*)

a. Characteristics of the Area. Provide a summary of the physical, economic, political, medical, social, and psychological aspects and conditions of the area of operations as they may influence the concept of the plan. Don't repeat information included in the general situation discussed in the basic plan. Include a sufficient analysis of the area of operation to permit development of supporting plans. Include complete

information or preferably reference documents and reports which contain required intelligence information.

b. Weather and Terrain. Describe the environmental factors such as weather and terrain in the projected deployment location that could impact planning and execution of the OPLAN and air operations in general. For example, a detailed description of seasonal rainy seasons significantly affecting air operations at a deployment location would be appropriate. Additionally, include a discussion of the deployment area's infrastructure. If detailed and lengthy, place the summarized climatic information in an appendix to this annex. Include seasonal environmental factors such as:

- (1) Seasonal occurrence of adverse wind and seas (such as monsoons).
- (2) Seasonal occurrence of precipitation and other airborne contaminants (for example, dust, smog, and haze).
- (3) Seasonal occurrence of abnormal tides and currents that could impact on beach operations.
- (4) Seasonal temperature, humidity, and density altitude variations that could affect operations.

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(THIS PAGE NUMBER WOULD GO IN THE FOOTER)

- (5) Other seasonal environmental factors that could limit operational capability.

3. INTELLIGENCE ACTIVITIES. Detail intelligence activities and task and specify the intelligence resources to be used in collecting, processing, producing, and disseminating intelligence required to support the operation plan. Specifically identify the supporting intelligence plans. *(PARA 3 SHOULD BE RELEVANT FUNCTIONAL ACTIVITIES ASSOCIATED WITH ANNEX)*

4. ASSIGNMENT OF INTELLIGENCE TASKS *(PARA 4 SHOULD LIST SUBORDINATE UNITS INVOLVED, IF ANY)*

5. COMMAND AND CONTROL (C2). Summarize those C2 systems and procedures to be used to carry out the intelligence function or reference the appropriate paragraphs of Annex K. Discussion should address interface and connectivity requirements between intelligence and C3 systems. Specifically, describe intelligence systems required for executing the OPLAN. *(PARA 5 WILL ALWAYS BE C2 FUNCTIONS)*

6. MISCELLANEOUS INSTRUCTIONS. Use separate subparagraphs to include items not included above, for example, deception, censorship, disclosure of intelligence, public relations, use of specialized intelligence personnel, and composition of the IN staff. *(PARA 6 WILL BE YOUR CATCHALL FOR ANYTHING THAT DOESN'T FIT INTO THE OTHER PARAGRAPHS)*

//SIGNED//

FUNCTIONAL COMMANDER/STAFF AGENCY CHIEF'S SIGNATURE BLOCK

Appendices:

NUMBER AND LIST ALL RELEVANT APPENDICES, IF ANY EXIST

SAMPLE APPENDIX FORMAT

APPENDICES START ON A NEW PAGE AFTER THE ANNEX THEY ARE ATTACHED TO

APPENDIX 1 TO ANNEX B TO NAME OF YOUR PLAN

NAME OF YOUR APPENDIX (THIS WILL BE SITUATIONALLY DEPENDENT – NO NEED TO UTILIZE SAME APPENDIX TITLES LISTED IN AFMAN 10-401V2)

THERE ARE NO PRE-SET PARAGRAPH TITLES AND APPENDICES DO NOT REQUIRE SIGNATURE BLOCKS LIKE ANNEXES. FORMAT SHOULD FOLLOW AS SUCH:

1. PARA TITLE IN ALL CAPS (e.g., PURPOSE)

a. Sub Para

(1) 2nd Level Sub Para

(a) 3rd Level Sub Para

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(THIS PAGE NUMBER WOULD GO IN THE FOOTER)

Attachment 3

SAMPLE PLING APPOINTMENT LETTER

DEPARTMENT OF THE AIR FORCE
YOUR UNIT (AFSOC)
CANNON AIR FORCE BASE NEW MEXICO

DATE

MEMORANDUM FOR 27 SOW/XP

FROM: YOUR UNIT
STREET ADDRESS
Cannon AFB, NM 88103

SUBJECT: Appointment of Plans Integrated Working Group (PLING) Members

1. The following individuals are appointed as Plans Integrated Working Group (PLING) members for YOUR UNIT:

RANK & NAME PRI PHONE Signature: _____

RANK & NAME ALT PHONE Signature: _____

2. This letter supersedes all previous letters, same subject. If you have questions, please contact PRIMARY RANK & NAME, at DSN: PRIMARY PHONE.

COMMANDER'S SIGNATURE BLOCK
Commander

NOTE: Only the text that is italicized should be modified on this appointment letter (please note the header information as well). Wet ink signatures by the appointees and commander are required.

