

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**



AETCI 10-501

**KEESLER AIR FORCE BASE
Supplement**

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Operations**

**PROGRAM ACTION DIRECTIVES (PAD)
AND PROGRAMMING PLANS (PPLAN)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance in AETCI 10-501, 16 November 2005.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

6.3. (Added) Guidance for Developing 81 TRW Programming Plans (PPLANs):

6.3.1. (Added) Prepare a PPLAN when a major action will result in a significant change to an organization mission, or will require the support of two or more organizations. PPLANs are directive upon all 81 TRW organizations. A sample PPLAN format is in attachment 4 of AETC Supplement 1 to AFI 10-501, 16 November 2005.

6.3.2. (Added) PPLANs will be prepared by the Office of Primary Responsibility (OPR), ie. organization having the prime functional responsibility for the major action, or the one most affected by the change. Organizations may request programming action guidance from the 81st Training Wing Programming Section (81 TRW/XPR).

6.3.3. (Added) PPLAN OPR will:

6.3.3.1. (Added) Organize and lead a PPLAN development team. Provide instructions for preparing organization inputs and assist the OCR in resolution of problems occurring during the development and implementation of the PPLAN.

6.3.3.2. (Added) Prepare the PPLAN in final form.

6.3.3.3. (Added) Ensure the PPLAN is coordinated through the Commander of each impacted organization prior to forwarding to the 81 TRW Vice Commander for signature.

6.3.3.4. (Added) Finalize an After-Action Report and terminate the PPLAN when all actions have been completed.

6.3.3.5. (Added) Provide copies of all finalized documents to 81 TRW/XPR, to include PPLAN, After-Action Report and termination letter.

6.3.4. (Added) 81 TRW/XPR will:

6.3.4.1. (Added) Determine whether a PPLAN is required, and if so, request the OPR identify an Office of Collateral Responsibility (OCR) for the PPLAN.

6.3.4.2. (Added) Assign numbers to PPLANs serially by fiscal year (i.e., 10-01, 10-02, 10-03).

6.3.4.3. (Added) Maintain a file of programming directives and changes, after-action reports and terminations.

6.3.5. (Added) Group Commanders will:

6.3.5.1. (Added) Monitor the progress on PPLAN tasks and related actions within functional area of responsibility.

6.3.5.2. (Added) Designate an OCR and appoint project officer(s) to serve on the PPLAN development team when requested.

6.3.6. (Added) OCR will:

6.3.6.1. (Added) Ensure all tasks needed to support the major action are identified and included in the PPLAN, and monitor the time-phasing and completion of all tasks during implementation.

6.3.6.2. (Added) Consolidate After-Action Reports and submit to the PPLAN OPR when all actions have been completed.

6.3.7. (Added) Project Officers will:

6.3.7.1. (Added) Identify tasks needed to support the major action within area of responsibility. Establish time-phasing of the tasks, and coordinate tasks and related actions as required.

6.3.7.2. (Added) Monitor all tasks and report the status of deficiencies discovered within area of responsibility.

6.3.7.3. (Added) Ensure the Commander is aware of the development and implementation status of the PPLAN.

6.3.7.4. (Added) Prepare an After-Action Report and submit to the PPLAN OPR when all actions have been completed.

8. AF Form 847, *Recommendation for Change of Publication*.

CHRISTOPHER R. VALLE, Col, USAF
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