

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

**MACDILL AIR FORCE BASE
INSTRUCTION 10-401**

14 NOVEMBER 2013

Operations

**WING PLAN DEVELOPMENT AND
IMPLEMENTATION**



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This instruction implements Air Force Manual (AFMAN) 10-401, Volume 2, *Planning Formats and Guidance*. This instruction has been developed to provide guidance to 6th Air Mobility Wing (6 AMW) and 927th Air Refueling Wing (927 ARW) units in carrying out their responsibilities in the wing planning process and to ensure minimum plans requirements as directed by Air Force (AF) policy are incorporated into all wing-level plans developed for the 6AMW and the 927 ARW. It describes plans program duties and responsibilities, plan preparation, administrative procedures, and plan formats. It is not intended to replace or supersede joint or higher headquarters guidance. If there is a conflict between this instruction and guidance from a higher command, please notify the Plans and Programs Manager (6AMW/XPP) of the conflict. Users of this instruction should familiarize themselves with the referenced guidance. This guide is UNCLASSIFIED. Unit plan office of primary responsibility (OPR) is authorized to reproduce or extract any portions necessary for planning and operational purposes. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with 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/afirms/afirms/afirms/rds/rds_series.cfm. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include (1) plans distribution and posting requirements, (2) plans coordination procedures including electronic staffing, (3) plans criteria for updates, (4) format changes to appointment memorandum, and electronic staffing. All procedures also include staffing requirements for the 927 ARW.

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1. Responsibilities.

1.1. The Wing Planning Process: This section provides an overview of the wing planning process and the interrelationships of the necessary agencies involved. This process is designed to facilitate the development, maintenance, and updating of all wing plans the 6 AMW and the 927 ARW are tasked by higher headquarters (HHQ) to support. This instruction only applies to wing-level plans. Wing Plans are cross-organizational which tasks multiple wing agencies. Wing plans are signed by the 6th Air Mobility Wing Commander (6 AMW/CC). Individual unit plans may use this document as a guide.

1.2. Responsibilities: This section identifies the specific responsibilities of each agency in the planning process.

1.2.1. Chief, Wing Plans (6 AMW/XP), will ensure the following:

1.2.1.1. Administer the wing planning program.

1.2.1.2. Appoint a Wing Plans Manager (6 AMW/XPP) to facilitate the wing planning program.

1.2.1.3. Be responsible for approving plan changes and reviews on wing plans for which XP is the OPR.

1.2.1.4. Sign the Memorandum of Transmittal on wing plans for which XP is the OPR.

1.2.2. 6 AMW/XPP will ensure the following:

1.2.2.1. Manage the wing plans process.

1.2.2.2. Develop a plans instruction (this document), outlining specific information essential to the continuity of plans responsibilities.

1.2.2.3. Maintain a hard copy plans library at both Wing Plans and the primary Crisis Action Team (CAT) locations, and an electronic library located at the Wing Plans SharePoint® site.

1.2.2.4. Establish a Wing Plans Working Group (WPWG) composed of plans OPRs and other personnel as necessary to ensure the facilitation of plans management.

1.2.2.5. Coordinate, delegate and facilitate necessary tasks for preparation of functional area inputs with the OPR for a plan.

1.2.2.6. Review all wing plans before final submission, publication, and distribution.

1.2.2.7. Ensure proper distribution of base plans to tasked external organizations that do not have access to 6 AMW SharePoint®. Ensure HHQ and other identified agencies received encrypted e-copies as required.

1.2.2.8. Establish an effective base plans bi-annual or (annual, if required by HHQ) review cycle. Remind plans OPRs as early as 90 days out from date of plan but no later than 60 days out for reviews. Individual plan OPRs may begin the review process earlier based on the size of the plan or as directed by HHQ. Each wing plan will be assigned to an odd or even number calendar year and month to ensure a balanced bi-annual review schedule. See Attachment 4, Wing Plans Bi-Annual Review Schedule.

1.2.3. Unit commanders/Wing agency chiefs. Commanders and wing agency chiefs that own wing plans must ensure the following:

1.2.3.1. Appoint a primary and alternate Unit Plans OPR to manage unit plan(s) and forward appointment letter to 6 AMW/XP (see [Figure 1](#) for further guidance). Appointments are a minimum of one year.

1.2.3.2. Sign the Memorandum of Transmittal on wing plans for which the organization is the OPR.

1.2.3.3. Ensure that plans-related suspense deadlines are met.

1.2.3.4. Ensure unit compliance with this instruction.

1.2.3.5. Ensure unit representation at Wing Plans Working Group (WPWG).

1.2.3.6. Ensure suspenses are tracked, investigated (as required) and met.

1.2.4. Unit Plans OPRs: A Unit Plans OPR is an individual(s) assigned to the agency that is responsible for the development and management of a 6 AMW plan. This also includes wings plans that are referred to as MacDill Plans. When possible, commanders should assign OPRs from their plans office/agency. Unit Plan OPRs will ensure the following:

1.2.4.1. Conduct annual/bi-annual review of all plans for which the organization is OPR in accordance with this instruction or applicable governing directives and ensure all plans-related suspense deadlines are met.

1.2.4.2. Facilitate the internal and external coordination process at the unit (see paragraph 2.9.1.). Implement wing-wide plan reviews as early as 60 days out from date of plan but no later than 30 days out for reviews. Based on plan size, reviews may warrant more time to complete review.

1.2.4.3. Ensure all reviews are posted to each plan maintained by the unit as required.

1.2.4.4. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists, or other plans material either electronic or hardcopy.

1.2.4.5. Serve as unit representative to the WPWG.

1.2.4.6. Comply with the procedures and formats in this instruction or applicable series instruction when preparing a new plan, or revising or issuing a change to an existing plan.

1.2.4.7. Provide 6 AMW/XPP one hard copy of all new/revised/updated plans for the CAT and Wing Commander's library, and an electronic copy for 6 AMW Plans SharePoint.

1.2.4.8. Ensure the security instructions and record of changes page is documented when required.

1.3. OPSEC: Protection of Critical Information (CI) within 6 AMW plans, checklists, and plans correspondence is vital to security and mission accomplishment of operations. Unit Plans OPRs must remain aware at all times of the need to safeguard CI. While Unit Plans OPR(s) must incorporate a strong sense of OPSEC responsibility into all plans, checklists, and operating instructions (OI), all 6 AMW and 927 ARW personnel affected by the plan are responsible for ensuring adherence to OPSEC requirements.

1.4. Classified Plans: Refer to DoDM 5200.01, Vol 3, DOD Information Security Program: Protection of Classified Information.

1.5. Sensitive/Unclassified Information Storage: Plans containing sensitive/For Official Use Only (FOUO) are released on a strict need-to-know. Refer to DoDM 5200.01, Vol 4, DOD Information Security Program: Controlled Unclassified Information (CUI), for safeguard requirements.

Figure 1. Unit Plans OPR Appointment Memorandum.

(Accomplish as changes occur in the unit plans OPR(s). Refer to paragraph 1.2.4. for more information.)

(Use Wing Letterhead)

(Date)

MEMORANDUM FOR 6 AMW/XPP

FROM: *(Commander's Office Symbol)*

SUBJECT: *(Unit)* Plans OPR Appointment Letter

1. IAW MADI 10-401, the following individuals are appointed plans OPR for this organization:

Primary
Alternate

Rank/Name:

Office Symbol:

Duty Phone:

Clearance:

2. This letter supersedes previous appointment letter dated _____ to this position.

3. Direct any questions to *(point of contact)* at *(telephone number)*.

Signature Block of Unit Commander
or Staff Agency Chief

cc:
Unit Plans POC

2. Preparing and Updating Plans.

2.1. Plan Development: Anyone with knowledge of a requirement to produce a plan should notify 6 AMW/XPP to ensure proper staffing, coordination and tracking.

2.2. OPR Determination: The OPR for 6 AMW plans is determined by the source document requiring the plan and/or functional alignment. Normally, the wing OPR is functionally aligned with the HQ AMC and/or AF OPR.

2.3. Identifying Plans: 6 AMW plans are assigned by either a number and/or title to coincide with the title and/or number of the higher headquarters plans they support or as specified by higher headquarters directive (if applicable). If there is no higher headquarters directive, or it is a base-level plan, confer with 6 AMW/XPP for identification guidance prior to proceeding with plan development.

2.3.1. Many plans are incorrectly labeled as an Operation Plan (OPLAN) because they contain some type of operational activity. An OPLAN is a unified or major command (MAJCOM) plan for fighting a wartime contingency operation. It will contain data and will direct units in contingency operations, provide deployment data, etc. The creation of an OPLAN must be approved by the Chairman, Joint Chiefs of Staff. The 6 AMW and the 927 ARW are currently tasked with one OPLAN. All other wing plans are categorized as support or peacetime contingency plans.

2.4. Plan Format: 6 AMW plans are written in the format described in this instruction unless otherwise prescribed in a HHQ directive. This instruction is based on AFMAN 10-401V2 and follows that format. Although other series wing plans may have specific formatting guidance, plan OPRs are still required to follow the guidance of this instruction for wing policy guidance and maintenance procedures. Sample plan formats and administrative details are provided in Chapter 3. Deviations should be kept to a minimum in order to maintain standardization. Refer to DoDM 5200.01, Vol 2, DOD Information Security Program: Marking Of Classified Information, for additional guidance on the preparation and marking of plans listed as SPECIAL ACCESS REQUIRED or classified CONFIDENTIAL or SECRET.

2.5. Plan Suspenses: Plan OPRs must make every effort to meet suspense deadlines for reviews and revisions. 6 AMW/XPP will notify units failing to meet the suspense and determine status. Unit commanders will investigate the cause(s) for exceeding the deadline and take corrective action as required. A formal HHQ plans tasking requires sufficient lead-time to ensure suspense deadlines are met. Local suspense may be determined by the amount of lead-time provided by HHQ. All suspense requirements can only be achieved with the full cooperation of all 6 AMW commanders, wing staff, and plan OPRs.

2.6. Plan Preparation Process: Any unit tasked to develop a wing plan should first consult with their HHQ-responsible OPR or possibly other MAJCOMs to determine if a similar document or guidance already exists. The unit will then gather the necessary information and build the plan according to the guidance in this document or applicable HHQ direction. Refer to paragraph 2.9 for coordination procedures.

2.7. Plan Review Process: Plan reviews with the exception of OPlans or as determined by HHQ will be reviewed bi-annually from the date of the plan. Plan OPRs will provide 6 AMW/XP plan review requirements for posting on the Wing Plans Status Index. When a review is required, the plan OPR will forward a plan draft to 6 AMW/XP for TMT tasker

coordination. A draft is required for new plan development or if HHQ changed policy or procedures that require local plan updates. If a draft is not required, 6AMW/XP will coordinate the current plan for coordination. The plan OPR will also provide information for a TMT staff summary. 6 AMW/XP will facilitate the review process for wing plans via TMT. 6 AMW/XP is the OCR for wing plans owned by other organizations however the plan OPR is responsible for the incorporation of wing inputs, completeness, and accuracy.

2.8. Plan Revision Process: A plan revision is normally conducted when the plan has been significantly updated. The revision process is detailed in the checklist located in [Attachment 3](#). Plan format examples are provided in Chapter 3. When a plan revision is accomplished, the publication date of the plan will change.

2.8.1. Out-of-Cycle Revision: Headquarters can direct an out-of-cycle revision of a plan for which they are the OPR. An out-of-cycle revision normally results from a significant change or revision to HHQ policy, guidance, or procedures.

2.9. Coordination Process:

2.9.1. All wing plans require coordination by all groups and applicable wing agencies either for action or information. Recommended changes and inputs will be provided via TMT either in the collaboration tab or consolidated OCR coordination. All subordinate unit inputs will be reviewed at both squadron and group levels prior to closing the TMT tasker as complete. All plans requiring coordination through the 927 ARW will be initiated with the 927 ARW Publications and Forms Manager.

2.9.1.1. If TMT is inaccessible for a prolonged period of time, 6 AMW/XP will determine if plan coordination will be accomplished by electronic staff summary sheet to prevent a delay.

2.9.1.2. 6 AMW/CC Approval. The 6 AMW/CC is the approval authority for all newly developed wing plans, revisions and reviews as applicable. The owning commander/agency chief must sign the Memorandum of Transmittal and the wing commander will sign the basic plan.

2.9.1.3. The plans OPR will update the Record of Review on page i of the plan for reviews that do not generate updates or revisions. The owning commander/agency will submit the updated plan in Adobe Pro X with signed digital signature and 6 AMW/CC digital signature block to 6 AMW/XPP for TMT SLAP. Once the 6 AMW/CC has signed the plan, 6 AMW/XPP will post to the Wing Plans SharePoint® site and provide the plan OPR an e-copy.

2.10. Hardcopy Reproduction: All plan OPRs will provide 6 AMW/XP one hardcopy for the wing commander's reference library and the CAT.

2.11. Distribution:

2.11.1. Internal: Wing Plans are accessible via the Wing Plans SharePoint® site.

2.11.2. External: Plans OPRs are responsible for ensuring all applicable external agencies either receive an electronic copy of the plan and/or hardcopies. The plan OPR will also be responsible for ensuring need-to-know external agencies that do not have access to SharePoint® are provided either an electronic or a hard copy of this plan. Ensure FOUO plans are e-mailed to external customers encrypted.

3. Plan Format.

3.1. Plan Elements: Plans are comprised of a number of elements including a cover, letter of transmittal, security instructions (with record of changes and record of review), plan summary, table of contents, basic plan, annexes, appendices, tabs, and exhibits. All 6 AMW plans will include these elements in the order listed, unless specified otherwise in higher headquarters directives.

3.1.1. Plan Cover. The front cover must show the date of the plan, the issuing headquarters, long title, and if applicable, the plan number. See paragraph 3.3. for instructions on properly marking the plan's classification and **Figure 2** for proper format.

3.1.2. Memorandum of Transmittal. The Memorandum of Transmittal of a plan should identify the reason for preparing the plan. The need for preparing further supporting plans must be specified. The OPR for the plan must be identified and disposition instructions must be included when the plan supersedes a previous plan. The Memorandum of Transmittal is not page numbered and is signed by the owning commander/agency chief. The date of the transmittal letter should be the same as that of the plan. **Figure 3** contains an example of a correctly formatted Memorandum of Transmittal.

3.1.3. Security Instructions and Record Of Changes/Reviews. The Security Instructions and Record of Review page is the first numbered page (page will be roman numeral "i"). The security instructions must include the long and short titles of the plan and should state any reproduction limitations. **Figure 4** contains security instructions and record of reviews format.

3.1.4. Plan Summary. The plan summary is used for all plans. It provides a brief review of the mission, general situation, concept of operations, and commander's appraisal of the logistics and personnel feasibility of the plan. Refer to **Figure 5** for plan summary format. The paragraphs indicated in **Figure 5** are mandatory. Subparagraphs are at the discretion of the plan OPR.

3.1.5. Table of Contents. The Table of Contents will include the first and last pages of each division. It will also include elements published separately. **Figure 6** shows the correct table of contents format.

3.1.6. Basic Plan. The basic plan consists of the five major paragraphs shown in **Figure 7**. Additional paragraph headings may be included to fit the needs of the plan. The basic plan will be signed by the 6 AMW/CC or designated representative. The five paragraphs of the basic plan must be listed in every plan, even if they are not applicable. If they do not apply, "Not Applicable" will be inserted after the paragraph title (for example, 4. ADMINISTRATION AND LOGISTICS. Not Applicable.). This method permits standardization and enables planners to refer immediately to a standard paragraph when seeking specific information.

3.1.7. Attachments: Attachments to the basic plan listed in order of increasing detail are annexes, appendices, tabs, and exhibits. Some HHQ directorates may direct a different format. The basic plan should refer to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in the attachments. If other attachments are used, the planner should refer to any appendices in the text of the annex and to any tabs in the text of the appendix. The table of contents should contain a listing of all

annexes, appendices, tabs, exhibits, and maps. Annexes used for the plan should be listed on the final page of the basic plan. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment that has further attachments.

3.1.7.1. An annex is based on functional area and not an organization; (Operations, Logistics, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject. All 6 AMW plans will contain as a minimum Annex A (Task Organization) and Annex Z (Distribution). Per AFMAN 10-401V2, the letters I and O must not be used as annex designators. Refer to **Figure 8** for a generic annex format.

3.1.7.1.1. The task organization annex lists all units that are required to act on the contents of the plan. The task organization annex is always listed as Annex A. Refer to **Figure 9** for task organization annex format.

3.1.7.1.2. OPSEC is required for all plans. In accordance with AFI 10-701, *Operations Security (OPSEC)*, Ensure OPSEC is considered and as necessary or specifically tasked by HHQ, integrated into all wartime and contingency plans, support plans, and in-garrison expeditionary site plans (IGESPs). Unless specifically directed by HHQ, wing plans will refer to the 6 AMW OPSEC Plan to satisfy OPSEC requirements.

3.1.7.2. Appendix. An appendix is a subordinate addition to an annex. It includes information too lengthy or detailed for the basic annex. Normally, each appendix is devoted to a major category of information. For example, if a plan requires more than one response option, a separate appendix could be used to address each option. Refer to **Figure 10** for appendix format.

3.1.7.3. Tab. A tab is a further subdivision of an appendix used to organize and clarify the presentation of detailed data. Tabs are prepared in the same general format as appendices.

3.1.7.4. Exhibit. An exhibit is a further subdivision of a tab to enable the planner to organize the portrayal of greater levels of detail.

3.1.7.5. Distribution List. See paragraph 2.11. of this instruction. Refer to **Figure 11** for Annex Z, distribution format.

3.2. References: List documents that are required for complete understanding of the annex or appendix. Do not duplicate references in annexes or appendices that are listed in the basic plan. If no references are required, continue with the next paragraph. Additional information concerning plan format is available in AFMAN 10-401V2.

3.3. Plan Marking: It is imperative that plans are marked with their appropriate classification. The classification level will be displayed on the front and back cover as well at the bottom of each page. Classified plans will be marked at the top and bottom of each page.

3.3.1. For Official Use Only (FOUO). At a minimum, all plans generated by the 6 AMW will be marked "For Official Use Only". Mark plans containing FOUO information with "For Official Use Only" at the bottom of the front cover and the back cover.

3.3.2. Special Access Required (SAR). Mark plans containing SAR information “Special Access Required” at the bottom of the front cover, on each page containing SAR information, on the last page, and on the back cover. Individual paragraphs containing SAR information may also be marked to alert users and assist in review.

3.3.3. Confidential. Mark plans at the bottom of the front and back cover as “CONFIDENTIAL”. Confidential plan covers will be marked in blue. Refer to DoDM 5200.01, Vol 2 for additional guidance on marking classified plans.

3.3.4. Secret. Mark plans at the bottom of the front and back cover as “SECRET”. Secret plan covers will be marked in red.

3.4. Paragraph Numbering: Designations for subdividing, numbering, and lettering paragraphs will use either an alphanumeric system: 1., a., (1), (a), 1., a., (1), and (a), respectively, or a numeric system: 2.3.4.2. In absence of higher headquarters guidance, the plan OPR will determine which numbering system best suits their particular plan. When using the alphanumeric system, each progressive subdivision of a paragraph is initially indented an additional five spaces.

3.5. Page Numbering:

3.5.1. Pages are numbered at the bottom center to indicate the page order within each element of the plan. Thus, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C.

3.5.2. The plan covers, memorandum of transmittal, security instructions, Table of Contents, plan summary, basic plan, and annex must start on a front (odd) page. The back of these pages will be marked “INTENTIONALLY BLANK”.

3.6. Capitalization and Underlining Guidance:

3.6.1. References to specific annexes and other attachments are in this format: Initial Capitals.

3.6.2. Paragraph titles are capitalized and underlined as in this format: SOLID CAPITALS.

3.6.3. Subparagraph titles are expressed and underlined as in this sample: Initial Capitals.

3.6.4. Sub-subparagraphs that begin with sentences rather than subtitles are not underlined.

3.7. Text Spacing and Sizing: Text is single-spaced, Times New Roman font, 12 pt pitch. However, a smaller font size may be used at the discretion of the plan OPR to conserve paper if the plan is of an excessive length. No font size smaller than 10 pt pitch will be used in the main body of the text. Margins will be set to 1 inch.

3.8. Dates: The plan date will be located on the front cover, the letter of transmittal and in the header of all numbered pages.

3.9. Abbreviations: The first time a title, designation, or acronym is used in an element of a plan that is not contained in the glossary, it must be spelled out and immediately followed by the approved abbreviation, for example, Crisis Action Team (CAT). Within that element of the plan, the abbreviation alone may be used thereafter.

Figure 2. Cover Page Format.

(Refer to paragraph 3.1.1. for more information.)

(CLASSIFICATION/CAVEAT)

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 6TH AIR MOBILITY WING
MACDILL AFB, FLORIDA 33621-5502

(Insert Wing Emblem)

6 AMW (LONG TITLE OF PLAN)

(Date)

OPR: (Unit/Office Symbol)

(CLASSIFICATION/CAVEAT)

Figure 3. Memorandum of Transmittal Format.

(Refer to paragraph 3.1.2. for more information.)

(Use Wing Letterhead)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION, ANNEX Z

FROM: 6 AMW/XP

SUBJECT: 6 AMW *(Full Title and if applicable, plan number)* Plan

1. The attached 6 AMW *(Full Title and if applicable, plan number)* *(Acronym)* Plan, dated XX XXX 20XX supports *(HHQ Plan/OPORD, etc.)*
2. This plan is effective for planning upon receipt and for implementation when directed by the Commander, 6th Air Mobility Wing (6 AMW).
3. The office of primary responsibility (OPR) for this plan is *(Organization/office symbol abbreviated office symbol), (address), MacDill AFB, FL 33621*. Submit request for plan or distribution changes to *((Organization/office symbol) setting forth the changes and justifying requested action*. This plan will be reviewed *(annually bi-annually)* on the plan date or when directed by headquarters.
4. This plan was coordinated with all 6 AMW and 927 AMW organizations. Reproduction of this document, in whole or part, to assist tasked organization in the development of supporting plans, operational orders, operating instructions (OI) and/or checklists is authorized. Supporting plans *(are/are not)* required.
5. Direct any questions to (plan OPR).

(Commander/Agency Chief Signature)

Figure 4. Security Instructions and Record of Review Format.

(Refer to paragraph 3.1.4. for more information. The Security Instructions is always the first numbered page (i.e. page i) of a plan).

6 AMW (*FULL TITLE AND IF APPLICABLE, PLAN NUMBER*) PLAN
 SECURITY INSTRUCTIONS AND RECORD OF REVIEW

1. The long title of this plan is the 6th (*Full Title and if applicable, plan number*) Plan. The short title is the 6 AMW (*Abbreviation Title/Acronym and/or plan number*) Plan.
2. This document is unclassified, FOR OFFICIAL USE ONLY (FOUO), and will be protected in accordance with DoD Regulation 5400.7/Air Force Supplement and DoDM 5200.1 Vol 4, DoD Information Security Program. Controlled Unclassified Information (CUI). The provisions of AFI 10-701, Operations Security (OPSEC), have been considered in the preparation and implementation of this plan. Disseminate information from this plan only to those personnel whose official duties specifically require knowledge of the plan.
3. Use of this document for other than its intended purpose is not authorized. Reproduction of this plan in whole or in part is authorized to prepare supporting procedures only.
4. Manage and dispose of this document in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The RDS also implements AFI 33-321, Authentication of Air Force Records; and AFI 33-340, Records Management Program.

RECORD OF (*ANNUAL/BI-ANNUAL*) REVIEW

REVIEWED BY	DATE REVIEWED	REMARKS

Figure 5. Plan Summary Format.

(Refer to paragraph 3.1.5. for more information.)

6th AIR MOBILITY WING (AMC)
MacDill AFB, Florida 33621
Date Of Plan

6 AMW (Full Title and if applicable, plan number)PLAN
PLAN SUMMARY

1. PURPOSE. Briefly describe the reason for implementing the plan and the specific objective it is intended to accomplish.
2. CONDITIONS FOR IMPLEMENTATION.
 - a. Situation. Summarize the situation in which the plan should be considered for implementation. This summary should give decision-makers a brief recapitulation of the major aspects of the plans. The information should be reviewed and, if necessary, updated before its use in adapting a course of action in a given situation.
 - b. Legal Considerations. Briefly summarize any legal considerations that may impact implementation.
3. OPERATIONS TO BE CONDUCTED. Summarize operations conducted upon implementation.
4. KEY ASSUMPTIONS. List the key assumptions that are absolutely essential to the logic of the plan.
5. OPERATIONAL CONSTRAINTS. List major factors that may impede implementing the plan, if applicable.
6. COMMAND RELATIONSHIPS. If other than normal, summarize the command arrangements to be employed in executing the plan. Usually, command relationships will be normal.
7. LOGISTICS APPRAISAL. Provide an estimate of logistic feasibility and considerations.

All paragraphs identified in this form must be included in the plan summary. Add additional paragraphs as required. Sub-paragraphs (legal considerations, OPSEC, etc.) may be used.

(Page #)

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Figure 6. Table of Contents Format.

(Refer to paragraph 3.1.6. for more information.)

6th AIR MOBILITY WING (AMC)
MacDill AFB, Florida 33621
(Date Of Plan)

6 AMW PLAN XXXX
TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES

<u>CONTENTS</u>	<u>PAGE</u>
Security Instructions and Record of Reviews	i
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Basic Plan	1
 ANNEX A, TASK ORGANIZATION	 A-1
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 ANNEX C, OPERATIONS	 C-1
Appendix 1--Appendix Title	C-1-1
Tab A--Tab Title	C-1-A-1
Exhibit 1--Exhibit Title	C-1-A-1-1
Tab B--Tab Title	C-1-B-1
Appendix 2--Appendix Title	C-2-1

All 6 AMW Plans must include, at a minimum Annex A (Task Organization) and Annex Z (Distribution).

When any annex designator is not used (A-Z), indicate so by entering -Not Used or ANNEX R-X...Not Used.

Annexes should be standardized IAW this instruction and AFMAN10-401 except as directed by HHQ plan OPR.

(Page #)

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Figure 7. Basic Plan Format.

(Refer to paragraph 3.1.6. for more information.)

Five major paragraphs must be listed in each plan, even if not applicable. If they don't apply, -Not Applicable: should be inserted after the paragraph line.

6th AIR MOBILITY WING (AMC)
MacDill AFB, Florida 33621
Date Of Plan

6 AMW PLAN XXXX
PLAN TITLE

REFERENCES: a. *Publication number, title*
b. *Publication number, title*

List references by publication number and title. Cite references required for a complete understanding of the plan, even if not applicable. References used should be documents readily available to users of the plan. HHQ plans supporting the plan must be listed.

TASK ORGANIZATION: See Annex A for tasked organizations.

1. SITUATION:

a. General. Describe the general environment that would establish the probable preconditions for plan implementation.

b. Assumptions. List the assumptions on which the plan is based. That is, list either the conditions mostly likely to exist, or other conditions likely to have a significant impact on the plan as a whole. Additionally, assumptions about specific aspects of the operations should be included in appropriate annexes.

2. MISSION. State concisely the task and purpose to be carried out by executing this plan.

3. EXECUTION.

a. Concept of Operations. Describe the general nature and purpose of the operations to be conducted. Preferably, include the entire concept of operations in the basic plan.

b. Tasks. List tasks assigned to each organization in a separate subparagraph. Group each organization under its respective group commander for ease of interpretation. List each task as a concise statement of a mission to be performed. Ensure task assignments include all the actions that must be performed in order to fulfill the concept of operations.

4. ADMINISTRATION AND LOGISTICS.

a. Administration. State what the administrative requirements of the plan are if other than Normal. Any requirement for operating instruction or checklist development may be addressed here.

Use additional paragraph headings to fit the particular needs of the plan.

1

Detailed tasking information for the units is normally not covered in the basic plan. They are developed and refined in individual annexes. Only basic tasks are stated here. However, each tasked organization should be briefly addressed in the basic plan

Figure 7. (Continued)

6th AIR MOBILITY WING (AMC)
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Date Of Plan

b. Logistics. Provide broad guidance on how support will be furnished. For detailed guidance on major aspects of required support, refer the user to the appropriate annex.

5. COMMAND AND SIGNAL. If other than Normal identify command and control relationships between the Wing and other agencies that support the plan. Signal includes a general statement on the scope and kind of communications computer systems to be used when the plan is implemented.

Basic Plan is signed by 6 AMW/CC

NAME, Rank, USAF
Commander

Annexes:

- A – Task Organization
- C – Operations
- X – Title of Annex
- X – Title of Annex
- X – Title of Annex
- Z – Distribution

List all annexes included in the plan (exclude all unused annexes).

Figure 8. Annex Format.

(Refer to paragraph 3.1.8.1. for more information.)

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ANNEX X TO 6 AMW PLAN XXXX
(TITLE OF ANNEX)

REFERENCES: a. Publication number, Title
b. Publication number, Title

1. GENERAL

a. XXXXXXXXXXXXXXXX

b. XXXXXXXXXXXXXXXX

(1) XXXXXXXXXXXXXXXX

(2) XXXXXXXXXXXXXXXX

2. ASSUMPTIONS

a. XXXXXXXXXXXXXXXX

b. XXXXXXXXXXXXXXXX

3. TASKS

a. XXXXXXXXXXXXXXXX

b. XXXXXXXXXXXXXXXX

Limit annex to essential information not covered in other pubs. This does not preclude referencing those pubs as appropriate.

If there is no specific material for a titled paragraph, do not include that paragraph. If you have additional paragraphs, put them after those shown.

Do not duplicate assumptions in basic plan.

(Page #)

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4. LIMITING FACTORS

a. XXXXXXXXXXXXXXXXXX

b. XXXXXXXXXXXXXXXXXX

Appendices:

1--*Appendix Title*

2--*Appendix Title*

List all appendices (if any)
addressed in the annex.

OPR: (*Office symbol of annex OPR if required*)

(Page #)

FOR OFFICIAL USE ONLY

Figure 9. Task Organization Annex (Annex A) Format.

(Refer to paragraph 3.1.8.1.1. for more information.)

6th AIR MOBILITY WING (AMC)
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ANNEX A TO 6 AMW PLAN XXXX
TASK ORGANIZATION

6 AMW

6 AMW/CC

6 AMW/CP

6 AMW/PA

6 AMW/SE

6 AMW/JA

This is an example only and should not be considered a list of tasked organizations for your plan.

As a minimum, list all major elements (groups, squadrons, staff agencies) tasked by the plan.

6 OG/CC

6 MXG/CC

6 MSG/CC

6 MDG/CC

If there are specific duties for tasked units that will not be covered in other annexes they may be included in appendices to this annex.

ASSOCIATE/OTHER UNITS

AFOSI, Det 323

927 ARW

A-1

FOR OFFICIAL USE ONLY

Figure 10. Appendix Format.

(Refer to paragraph 3.1.8.1.2. for more information.)

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APPENDIX X TO ANNEX X TO 6 AMW PLAN XXXX
(TITLE OF APPENDIX)

REFERENCES

- a. Publication number, Title*
- b. Publication number, Title*

List any applicable reference specific to the material covered in the appendix. Do Not duplicate references in basic plan or index.

Assign appendix paragraph titles as required to meet the needs of each appendix.

1. PARAGRAPH HEADING

a.

b.

(1)

(2)

Tabs:

- A – Tab Title
- B – Tab Title

No signature element required.

List all tabs (if any) addressed in the appendix.

Figure 11. Distribution Annex (Annex Z) Format

(AMC)	6th AIR MOBILITY WING MacDill AFB, Florida 33621 <i>Date Of Plan</i>
<u>ANNEX Z TO 6 AMW PLAN</u> DISTRIBUTION	
1. <u>DISTRIBUTION POLICY CHANGE</u> . 6 AMW distributes hard copies of contingency and operations plans as specified in MAFBI 10-401, Wing Plans Development and Implementation. This plan is located at the 6 AMW Plans SharePoint® site, https://eim.amc.af.mil/org/6xp/xpp(FOUO)/Wing%20Plans%20Library/Forms/AllItems.aspx . The OPR of this plan will also be responsible for ensuring need-to-know external agencies who do not have access to share point are provided either an electronic or a hard copy of this plan.	
2. <u>EXTERNAL DISTRIBUTION</u> .	
AFOSI Det 340	
<i>(For off base. Unit/office symbol and mailing address.)</i>	

SCOTT V. DeTHOMAS, Colonel, USAF
Commander

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

AFI 10-701, *Operations Security (OPSEC)*, 8 June 2011

AFMAN 10-401V2, *Planning Formats and Guidance*, 1 May 1998

DoDM 5200.01, Vol 1, *DoD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012

DoDM 5200.01, Vol 2, *DOD Information Security Program: Marking Of Classified Information*, 24 February 2012

DoDM 5200.01, Vol 3, *DOD Information Security Program: Protection Of Classified Information*, 24 February 2012

DoDM 5200.01, Vol 4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*, 24 February 2012

6 AMW Operations Security Plan (FOUO), 1 October 2012

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

Abbreviations and Acronyms

6 AMW—6th Air Mobility Wing

927 ARW—927th Air Refueling Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

CAT—Crisis Action Team

FOUO—For Official Use Only

HHQ—Higher Headquarters

HQ AMC—Headquarters, Air Mobility Command

OI—Operating Instruction

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

RDS—Records Disposition Schedule

WPWG—Wing Plans Working Group

XP—Chief, Wing Plans

XPP—Plans and Programs Manager

Attachment 2

PLAN REVIEW CHECKLIST

PLAN	DATE			
		YES	NO	N/A
FORMAT				
1. COVERS				
A. Title accurate?				
B. Header and Footer correct?				
C. Date consistent? (Note: Date on each plan element should be the same.)				
D. OPR correct?				
E. Shield placed properly?				
F. Marked correctly (front and back covers)				
2. LETTER OF TRANSMITTAL				
A. MEMORANDUM FOR(spacing) correct?				
B. Predated? (Date same as front cover)				
C. FROM and SUBJECT blocks correct? (office symbol and address)				
D. Supersession information provided (if required)?				
E. Instructions for supporting plans listed?				
F. OPR referenced?				
G. Commander/agency chief digital signature block added and correct?				
H. Attachment (Plan) listed?				
I. On Current MacDill letterhead?				
3. 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. Reproduction limitations in paragraph 4?				
F. Disposal instructions in paragraph 5? (If FOUO or higher)				
G. Record of Reviews?				
H. Page numbered i?				
4. 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				

(7) Command Relationships			
(8) Logistic Appraisal			
(9) Limiting Factors			
C. Page numbered ii (and up as required)?			
5. 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?			
6. 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 digital signature block added and correct??			
E. All annexes listed on last page of text?			
F. Pages numbered correctly?			
7. 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?			
8. ANNEX Z [DISTRIBUTION]			
A. Headers accurate? (Format, date, etc.)			
B. Is internal distribution statement correct and external agencies listed as required?			
(1) 6 AMW/XP (One hardcopy and e-copy)			
(2) HHQ as required			
(3) External units as required.			
C. Are all office symbols correct?			
E. Page numbered Z-# correctly?			
9. 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 Atch lists and Table of Contents)?			
10. CONTENTS			
A. Are taskings logical and complete?			
B. Does plan make sense?			
C. Is each task clearly levied against a specific CC?			
D. Are tasked CCs listed in Annex A and briefly addressed in Basic			
E. Are tasks reasonable given resources and constraints?			
11. COORDINATION			
A. Are all tasked agencies given the opportunity to review and coordinate on draft plan?			
B. Is 6 AMW/XPP given the opportunity to review and coordinate on draft plan (even if not tasked)?			
12. 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 and grammar.			
13. CONSISTENCY (ESTABLISH RULE AND STICK WITH IT).			
A. Abbreviations (Spell out once, use abbreviation thereafter in each plan element.) Check for first use.			
B. Capitalization			
C. Use of Boldface, underlining and capitalization for emphasis.			
D. Bottom line: Does whole plan look and sound like it was written by one person?			

Attachment 3

PLAN PREPARATION CHECKLIST

NOTE: This checklist is designed to help with the preparation of new plans or the revision of existing plans. For plan revisions, run this checklist after the plan review process is complete.

	Complete
1. Notify Wing Plans Manager (DSN 968-9904, Comm 813-828-9904) of requirement to prepare or revise plan.	
2. Coordinate with 6 AMW/XPP before starting work on the plan to ensure correct coordination process and suspense milestones are met.	
3. Prepare first draft.	
A. Concept of Operations clearly understood, defined, and realistic.	
B. Plan fully supports HHQ plans or other governing directives.	
C. Plan format is in accordance with AFMAN 10-401V2, MACDILLAFBI 10-401, and/or HHQ plan/directives it supports. See Chapter 3 for more information on plan format.	
D. Determine requirements for annexes/appendices/tabs. Ensure tasked organizations furnish them.	
E. Include all key elements in the plan (except when otherwise directed).	
(1) Cover	
(2) Memorandum of Transmittal	
(3) Security Instructions and Record of Changes	
(4) Plan Summary	
(5) Table of Contents	
(6) Basic Plan	
(7) Annex A - Task Organization	
(8) Appropriate annexes, appendices, and tabs	
(9) Annex X - Execution Checklist (when appropriate and useful)	
(10) Annex Y - Glossary	
(11) Annex Z - Distribution	
F. Plan elements follow standard formats provided in this instruction. See Chapter 4 for more information on plan format.	
G. Signature blocks correct (Commander or agency chief on Memorandum of Transmittal, Wing CC on basic plan).	
H. Plan properly marked IAW DoD security classification guidance?	
I. Table of Contents accurate (annex/appendix/tab titles/page numbers correct).	
J. Distribution is correct including all external agencies?	

4. Provide draft to 6 AMW/XPP for TMT wing coordination.	
5. Incorporate changes and re-coordinate as required.	
6. Provide final draft (as required) to 6 AMW/XPP for TMT second coordination or SLAP to 6 AMW/CC for approval.	
7. Incorporate changes and re-coordinate as required.	
8. Prepare staff package and obtain commander/agency chief signature on Memorandum of Transmittal and 6 AMW/ CC signature on basic plan.	
9. Contact XPP to post plan on the Sharepont Library.	
10. Provide XPP one hardcopy of plan.	

Attachment 4

WING PLANS BI-ANNUAL REVIEW SCHEDULE

PLAN TITLE	Odd Year	Even Year
	Month	Month
MacDill Base Support Plan	1	
MAFB Installation Deployment Plan	5	
6 AMW Operations Security Plan		9
6 AMW Installation Control Center (ICC) Plan		4
6 AMW Installation Anti-Terrorism Plan		1
6 AMW Annex M to AMC Chemical Weapons Convention Compliance Plan		6
6 AMW OPEN SKIES Treaty Compliance Plan		2
Installation Emergency Management Plan (IEMP) 10-2	11	
6 AMW Contract Postal Service Center (PSC) Contingency Plan	2	
6 AMW Integrated Defense Plan 31-101		10
6 MDG Medical Contingency Response Plan (MCRP) 41-1-11	9	
MAFB Mishap Response Plan (MRP) 91-1		11
6 AMW Family Readiness Plan 30-1	6	
6 AMW 8010 Alert and Standby Force Procedures Plan	8	
6 AMW Base Realigned and Closure (BRAC) Operations Security Plan		3
6 AMW Aircraft Reception Plan (ARP)	3	
6 AMW Natural Disaster Aircraft Evacuation Plan	4	
6 AMW Repatriation Plan		
MAFB Disease Containment Plan (DCP)	10	8
6 AMW Mortuary Plan 34-242	7	
Transient Aircraft Alert Support (TAAS) Plan		7
CORONA South Support Plan		5
6 AMW Support of COMAMC PLAN 8044-98 (Must be reviewed annually.)		