

**BY ORDER OF THE COMMANDER  
TENTH AIR FORCE**

**TENTH AIR FORCE INSTRUCTION  
10-101**



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**Operations**

**TENTH AIR FORCE COMBAT  
PLANNING COUNCIL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Reserve Command Mission Directive (AFRC MD) 1118, *Headquarters Fourth, Tenth, and Twenty-Second Air Forces*, Air Force Reserve Command Instruction (AFRCI) 10-601, *Mission Needs and Operational Requirements*, and Air Force Instruction (AFI) 11-202V1, *Aircrew Training*. It establishes the Tenth Air Force (10AF) Combat Planning Council (CPC) membership, working groups, meeting dates, procedures, duties and responsibilities. The CPC advises the 10AF Commander (10AF/CC) on training and equipment issues. The CPC will be a tool for the commander to ensure command assigned Air Force Reserve Command (AFRC) units are trained and equipped to maintain operational readiness according to the applicable gaining command standards, as directed by the above mission directive. This instruction applies to all unit equipped and associate 10 AF units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through Headquarters (HQ) 10 AF publications/forms managers. 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/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

## *SUMMARY OF CHANGES*

**This document is substantially revised and must be completely reviewed.**

**1. Organization/Tasks.** The CPC will be organized to address tactics, training and equipment requirement issues across all weapons systems/missions and by individual mission area. The working groups listed below will be the normal CPC working groups. 10AF Operations and Plans Division (A3A5) may change the working groups to meet mission requirements and may establish temporary working groups to address specific issues.

**1.1. Broad Area Working Groups.** To address issues across all weapons systems/missions, the CPC will establish broad area working groups:

**1.1.1. Training Working Group.** This working group will be composed of operations officers and training officers (or their equivalent) from all units, intelligence officers/noncommissioned officers (NCO) with training responsibilities, and members of 10AF Training and Tactics staff. Members of the AFRC Operations Training staff will be invited as advisers. A member of 10AF Training and Tactics staff will be the Training Working Group Chairman. The working group will consider the following: unit issues, open tasks from previous CPCs, issues generated by the Air Combat Command (ACC) Realistic Training Review Board (RTRB), and after action reviews from current contingency or Air Expeditionary Force (AEF) operations. The working group is not limited to these issues and may also consider ready aircrew program issues affecting all units, training inputs to the Air Force Input Tool (AFIT) and use of the Aviation Resource Management System (ARMS). The output of the working group will be to share common problems and solutions across all mission areas. When solutions cannot be found, the working group will generate action items for the Mission Design Series (MDS) Working Groups, Mission Area Working Groups (MAWGs) or 10AF Training and Tactics staff.

**1.1.2. Weapons and Tactics Working Group.** This working group will be composed of weapons and tactics officers (or their equivalent) from all units, intelligence officers/NCOs from units with a weapons and tactics function, space officers from units with an intelligence mission and members of 10AF Weapons and Tactics staff. Members of the AFRC Operations Training staff with weapons and tactics responsibilities and AFRC representatives from the Air Force Reserve/Air National Guard Air Reserve Test Center (AATC) will be invited as advisers. A member of 10AF Weapons and Tactics staff will be the Weapons and Tactics Working Group Chairman. The working group will consider the following: unit issues, open action items from previous CPCs, issues generated by the Air Reserve Component Weapons and Tactics Council (ARC WEPTAC), after action reviews from current contingency AEF operations, munitions forecasting/expenditure, and airspace/ranges. The working group is not limited to these issues and may also consider Tactics Improvement Proposals (TIP) as part of the Numbered Air Force (NAF) Tactics Review Board (TRB) process. The output of the working group will be to share common problems and solutions across all mission areas. When solutions cannot be found, the working group will generate action items for the MDS Working Groups or MAWGs or 10AF Weapons and Tactics staff.

1.1.3. **Mission Area Working Groups (MAWGs).** These working groups will be composed of representatives from multiple MDSs. Normally, these groups will be aligned with the Air Force Core Functions of Air Superiority, Global Precision Attack, Personnel Recovery, and Special Operations. The number and focus of the working groups may be changed at the discretion of 10AF/A3A5. The MAWGs will normally meet before MDS working groups meet. The working groups will consider broader issues facing the entire mission area, such as current and potential areas of operations, technological developments, training, tactics, and interoperability. The working group is not limited to these issues and may also consider Tactics Improvement Proposals (TIP). The output of the working group will be to share common problems and solutions across multiple MDSs. Additionally, MDS representatives may submit equipment, tactics, and training issues from the MAWGs for consideration at the MDS working groups.

1.1.4. **10 AF/A3A5 Requirements Consolidation Working Group.** This working group will be composed of 10AF unit operations group commanders or their designated representatives. 10 AF/A3A5, or designee, is the chairman. Members of 10 AF/A3A5, AFRC/A3, AFRC/A5R, AFRC/A8 and AATC staffs will be invited as advisers. The output of this working group is a prioritized list of the capability requirements from the MDS and MAWG lists. The working group will consider the previous year's CPC Requirements List and the status of current AFRC requirement projects.

1.2. **Mission Design Series (MDS) Working Groups.** To address specific MDS issues, the CPC will have an MDS working group for each MDS operated by 10 AF. These working groups will be composed of representative operations personnel from each unit operating the specific MDS, as well as personnel from the test community, Higher Headquarters (HHQ) Plans and Requirements staff members, and 10 AF subject matter experts (SMEs). Each MDS working group will be chaired by an Operations Group Commander, Deputy Operations Group Commander or other unit leadership selected by 10 AF/A3A5. The working group will have two outputs: a training issues list and a prioritized equipment requirement list. The working group is not limited to these issues and may be assigned other tasks by 10 AF/A3A5.

1.2.1. **Training Issues.** Training issues may consist of the following: unit issues, open tasks from previous CPCs, issues generated by the lead Major Command (MAJCOM) RTRB, issues forwarded by the CPC broad area working groups, inputs to the MDS Ready Crew Tasking Memoranda, and changes to AFIs governing MDS-specific training.

1.2.2. **Requirements.** Each MDS working group will consider the following: the most recent MDS CPC requirements list; the most recent ANG/AFRC Weapons and Tactics Council MDS requirements ranking, the most recent MDS lead MAJCOM requirements conference ranking, the status of current AFRC projects and new items suggested by unit members. The requirements list will include all mission requirements, regardless of potential funding source or cost. The final list will be a subjective ranking based on the proposed requirement's impact on combat capability.

**2. Membership.** The CPC has permanent members from within 10AF. These members are instrumental to the effectiveness of the CPC. Members who are unable to attend should ensure a knowledgeable person, empowered to act on their behalf, represents them. The CPC also relies on the expertise of invitees from outside 10AF as advisers.

2.1. Permanent members of the CPC:

- 2.1.1. 10 AF Director of Operations, Plans, and Programs
- 2.1.2. 10 AF Deputy Director of Operations, Plans, and Programs
- 2.1.3. 10 AF/A3A5 Staff
- 2.1.4. Unit Operations Group Commanders and Deputies
- 2.1.5. Unit Squadron Commanders and/or Directors of Operations
- 2.1.6. Unit Training Officers
- 2.1.7. Unit Weapons/Tactics Officers

2.2. The CPC solicits the expertise of AFRC members from outside 10 AF (including those on extended active duty on other MAJCOM and USAF staffs). Regular invitees are:

- 2.2.1. HQ AFRC Operations Division and Director of Operations Training Staff
- 2.2.2. HQ AFRC/A5R and Staff
- 2.2.3. HQ AFRC/A8 Staff
- 2.2.4. HQ AFRC/A3 Staff
- 2.2.5. Lead MAJCOM Requirements Representatives
- 2.2.6. AATC Representatives

2.3. Attendance by other unit members and Reserve advisers is encouraged. The CPC project officer will ensure wide dissemination of meeting announcements by e-mail, message by posting on the online 10 AF CPC site.

**3. Responsibilities.** The 10 AF/A3A5 is the overall chairman of the CPC. 10 AF Tactics and Training Division (A3T) and the CPC project officer are the OPRs for CPC meeting planning and creating the CPC master tasking list. The responsibility for a successful CPC is at every level. Individual responsibilities are:

3.1. Unit Commanders will:

- 3.1.1. Send the required attendees to council meetings and empower them to speak for the unit.
- 3.1.2. Allow council member time and TDY funds to accomplish assigned tasks.
- 3.1.3. Provide feedback to 10 AF/CC and Director of Operations on CPC effectiveness.

3.2. 10 AF Director of Operations, Plans, and Programs (10 AF/A3A5) will:

- 3.2.1. Provide overall CPC planning direction to 10 AF/A3T and the CPC Project Officer. Provide extra manpower as required.
- 3.2.2. Set CPC meeting dates in relation to the AFRC requirements process.
- 3.2.3. Select CPC working group chairmen.
- 3.2.4. Select a CPC project officer from the 10 AF/A3A5 Staff.

- 3.2.5. Serve as the focal point for CPC issues requiring input to the AFRC senior leadership.
  - 3.2.6. Coordinate RTRB issue resolution with AFRC and gaining MAJCOMs.
  - 3.2.7. Ensure the CPC Requirements list and other requirements issues are provided to the Reserve requirements process.
  - 3.2.8. Establish a permanent archive of the CPC minutes and master tasking list.
  - 3.2.9. Provide 10AF operations manpower as required to accomplish the tasks on the CPC master task list.
- 3.3. 10 AF Chief of Training and Tactics (10 AF/A3T) will:
- 3.3.1. Function as the day-to-day CPC contact in the absence of the CPC project officer.
  - 3.3.2. In concert with the 10 AF/A3A5, select and supervise the CPC project officer from the 10 AF/A3A5 Staff.
  - 3.3.3. Ensure all meeting planning and schedule timeline actions are accomplished in accordance with (IAW) this instruction.
  - 3.3.4. Provide day-to-day supervision to ensure items on the CPC task list are followed to conclusion and documented.
- 3.4. CPC Project Officer will:
- 3.4.1. Execute the CPC planning and scheduling tasks IAW this document.
  - 3.4.2. Coordinate CPC meeting dates with the 10 AF/A3A5 and A3T and prepare a meeting announcement requesting input for agenda items.
  - 3.4.3. Coordinate with 301 FW and host base for meeting facilities, billeting, audio-visual equipment, etc.
  - 3.4.4. Confirm CPC working group chairmen.
  - 3.4.5. Coordinate and publish draft agenda in concert with 10 AF/A3T and working group chairmen.
  - 3.4.6. Provide information on agenda, driving information, billeting and meeting room location to attendees prior to CPC by e-mail, message or posted on an online 10 AF CPC site.
  - 3.4.7. Collect attendee information prior to and during the CPC to create an attendance.
  - 3.4.8. Provide a slide format to all chairmen for working group out-brief reports.
  - 3.4.9. Following CPC, prepare minutes of the CPC for 10 AF/A3A5 to include all taskings and an executive summary.
  - 3.4.10. Distribute the CPC minutes (when approved by 10 AF/A3A5) to all attendees, guests and 10 AF wing commanders by e-mail and post them on the online 10 AF CPC site.
  - 3.4.11. Following CPC, prepare for 10 AF/A3T a master CPC tasking list extracted from the CPC minutes that includes any open tasks from previous CPCs.

3.4.12. Following CPC, prepare for the 10 AF/A3A5 an executive out-brief from the CPC minutes to be presented to the 10 AF/CC.

3.4.13. Prepare and collect critique forms from CPC attendees and consolidate suggested changes for the next CPC.

3.5. Broad Area Working Group Chairmen will:

3.5.1. Coordinate meeting agenda with CPC project officer.

3.5.2. Confirm meeting room and equipment requirements with CPC project officer.

3.5.3. Provide CPC project officer with out-brief slides and taskers IAW required format prior to Mission Area Working Group meetings.

3.5.4. Provide the CPC project officer with working group minutes.

3.6. MDS and Mission Area Working Group Facilitators will:

3.6.1. Coordinate meeting agenda with CPC project officer.

3.6.2. Confirm meeting room and equipment requirements with CPC project officer.

3.6.3. Provide CPC project officer with out-brief slides and taskers IAW required format prior to the CPC general session out-brief.

3.6.4. Provide the CPC project officer with working group minutes.

3.7. MDS Chairmen will:

3.7.1. Assign MDS SME no later than 60 days prior to start of CPC.

3.7.2. Coordinate MDS Working Group agenda with MDS SME.

3.8. MDS SMEs will:

3.8.1. Coordinate MDS Working Group agenda with MDS Chairman and CPC project officer.

3.8.2. Confirm meeting room and equipment requirements with CPC project officer.

3.8.3. Provide CPC project officer with out-brief slides and prioritized requirements list with supporting requirements documentation.

3.8.4. Remain in place to brief MDS working group slides to NAF/CC or designee.

**4. Meeting Schedule.** CPC meetings will normally be held annually in May. 10 AF/A3A5 will set the meeting date. Factors to be considered will be the date of the ANG/AFRC Weapons and Tactics Council, MAJCOM TRBs and the AFRC requirements planning timeline in AFRCI 10-601. The CPC should be scheduled with enough lead-time to generate the requirements documents and deliver them to AFRC/A5R by their deadline. This timing may force an earlier TIP/TRB process. This schedule is an overall guideline. While it should be followed to the maximum extent possible, 10 AF/A3A5 may modify it to meet unique requirements for the given year.

4.1. The CPC will normally begin on Tuesday morning with opening remarks from the 10 AF/CC. The morning session will consist of informational and administrative briefings to include: conference agenda, Rules of Engagement (ROE), local area security,

Communications Security (COMSEC) and Operations Security (OPSEC) and any other briefings or issues determined by 10 AF/A3A5 Staff to be benefit to the conferees. Members of AFRC/A5R, Lead MAJCOM A5 and A8 representatives, and experts from the Operations Test community will be invited as briefers and advisors. They will brief the members of all working groups on the status of all studies and analysis, engineering, and acquisition programs by mission area. The members will be briefed on the most current AFRC Prioritized Integrated Requirements List (PIRL) and spend plans. The briefings should be scheduled prior to breaking up for the individual working groups. The members will take this information to their respective working groups so they may make informed decisions.

4.2. The Training and Weapons and Tactics Working Groups, if required, will meet on Tuesday morning, prior to the general session, in preparation for the following breakout meetings.

4.3. A short CPC general session will be held Wednesday morning prior to the start of the Mission Area Working Groups. A member of 10 AF/A3A5 staff will provide instructions to the working groups. These instructions will normally include a brief description of the AFRC requirements process, along with instructions on the deliverables each working group must complete prior to the completion of CPC.

4.4. Thursday should be dedicated to allowing the working groups time to complete all of the required deliverables for submission.

4.5. Friday will consist of the formal out-brief and the close of CPC. The out-brief will be scheduled as a general session and may be chaired by the 10AF/CC. This session should be scheduled to end by noon to facilitate travel. The 10 AF/A3A5 Requirement Consolidation Working Group will meet after the general session is adjourned.

**5. Planning Cycle.** The planning cycle is intended to be a general checklist for CPC execution and is not all-inclusive. The planning cycle for each new CPC begins at the end of the previous one with a review of critiques.

5.1. Last Day of CPC: Collect critique forms and compile suggestions for changes.

5.2. Within two weeks: submit CPC Requirements List to 10AF/CC for approval, then forward approved list to AFRC/A5R.

5.3. Within 30 days:

5.3.1. Prepare and distribute minutes.

5.3.2. 10 AF/A3T Conduct meeting to vet and assign taskers.

5.4. Quarterly: Review CPC Tasking List for progress and update suspenses.

5.5. 1 Oct: Select CPC project officer and set CPC date. Normally, CPC will be in May, beginning the Tuesday after the May UTA. This allows for final preparations during the UTA, and facility preparation on the Monday following the UTA. In addition, CPC Project Officer should reserve the facility and meeting rooms at chosen CPC location to ensure availability during the chosen CPC dates.

5.6. NLT 31 Oct: Submit request to conduct CPC during selected date range. Conference request requirements and processes change periodically, and can normally be found on the AF Portal. Identify topics for Day 2 informational briefings.

5.7. NLT 120 days prior: Announce CPC dates, begin coordination for facilities and billeting, begin draft agenda. Identify briefers for Day 2 informational briefings.

5.8. NLT 90 days prior: Send 90-day message with basic agenda and Visit Access Request (VAR) information.

5.9. NLT 60 days prior: Send 60-day message to include registration instructions; basic agenda; VAR information; and initial plan for Working Group Chairmen, SMEs, and 10 AF Facilitators. Open online CPC registration. Finalize facilities and equipment requirements and coordinate with 301 FW.

5.10. NLT 30 days prior: Send 30-day message. Build draft detailed agenda.

5.11. 15 Days prior: Send out draft detailed agenda; confirm meeting rooms, audio-visual equipment and billeting

RONALD B. MILLER, Maj Gen, USAFR  
Commander

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

AFRC MD 1118, Headquarters Fourth, Tenth, and Twenty-Second Air Forces, 13 January 2015  
AFI 10-601 AFRC SUP, Mission Needs and Operational Requirements, 30 April 2015  
AFI 11-202V1, Aircrew Training, 22 November 2010  
AFMAN 36-363, Management of Records, 1 March 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**10 AF**—Tenth Air Force  
**AATC**—Air National Guard Air Reserve Test Center  
**ACC**—Air Combat Command  
**AEF**—Air Expeditionary Force  
**AF IMT**—Air Force Information Management Tool  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRC**—Air Force Reserve Command  
**AFRC MD**—Air Force Reserve Command Mission Directive  
**AFRCI**—Air Force Reserve Command Instruction  
**ANG**—Air National Guard  
**ARMS**—Aviation Resource Management System **CC**—Commander  
**COMSEC**—Communications Security  
**CPC**—Combat Planning Council  
**HQ**—Headquarters  
**IAW**—In accordance with  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**NAF**—Numbered Air Force  
**NCO**—noncommissioned officers  
**NLT**—no later than

**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**RAP**—Ready Aircrew Program  
**RDS**—Records Disposition Schedule  
**ROE**—Rules of Engagement  
**RROC**—Reserve Requirements Oversight Council  
**RTRB**—Realistic Training Review Board  
**SORTS**—Status of Resources and Training System  
**TDY**—temporary duty  
**TIP**—Tactics Improvement Proposals  
**TRB**—Tactics Review Board  
**USAF**—United States Air Force

### *Terms*

**Additional Flying Training Period (AFTP)**—AFTPs involve airborne duties in an aircraft MDS in which the member is authorized to perform flight duties.

**Additional Ground Training Period (AGTP)**—AGTPs involve approved aircrew related ground training activities as documented on the appropriate 10AF AGTP Authorization forms.

**Certifying Official**—Certifies the member did perform the AFTP/AGTP indicated on the signed document. This certification is based on the program and procedures used to manage AFTP/AGTP in the unit.

**Consecutive AFTP**—Two separate, single AFTPs performed in a single calendar day.

**Dual AFTP**—Two continuous flying training periods recorded as a single event, which may be accomplished on a single mission/sortie or on several missions/sorties within the same flight duty period.

**Single AFTP**—A period of training that includes flying (at least one-tenth of an hour) and a minimum of four hours continuous duty.

**Training Period (TP) for Flying Training**—A training period for pay, authorized for an individual in an authorized flying position. The types of TPs for flying-related training are AFTP and AGTP.

**Verifying Official**—Corroborates from documentation that the member accomplished the AFTP/AGTP indicated on the signed document.