

**BY ORDER OF THE COMMANDER  
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION  
10-401**



**28 SEPTEMBER 2023**

**Operations**

**WING PLANS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 10-4, Operations Air Expeditionary Force and Global Force Management, DAFI 10-401, Operations Planning and Execution and AFMAN 10-409-O, Support to Adaptive Planning. This instruction outlines the responsibilities of the 341<sup>st</sup> Missile Wing (MW) Inspector General Plans and Programs (IGP) position. It standardizes the format and coordination procedures for all plans developed and/or reviewed at Malmstrom AFB. It utilizes guidance established in the Chairman of Joint Chiefs of Staff Manual (CJCSM) 3122.01A and Joint Operations and Planning Execution System (JOPES) 5.0. It is not intended to replace or supersede joint or higher headquarters (HHQ) guidance. If a conflict exists between this instruction and guidance from a higher command, please notify the 341 MW/IGP office. In accordance with (IAW) AFI 38-101, Manpower and Organization, this instruction institutes 341 MW/IGP under the direction of the 341 MW Commander (341 MW/CC) to ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

**SUMMARY OF CHANGES**

This publication has been rewritten to reflect changes in guidance and procedures dealing with wing plans. Publication name changed from Base Plans Management to Wing Plans Management. Added requirements for Wing, Group and Squadron commanders responsibilities in routing wing plans. Added routing requirements to the Office of Primary Responsibility (OPR) for final plan

approval to include an executive summary of the changes to include a copy of the final plan with the highlighted changes for easy read review.

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**1. Background.** USAF operational planning is an integral part of the Air Force at all echelons. The wing level plans program seeks to support two areas: higher headquarters operational planning or publications and local contingency planning. These areas require support from multiple base agencies in order for the wing to properly respond to contingencies. This instruction has been developed to aid plan managers through the development, formatting, coordination, and annual review requirements of 341 MW operational plans.

**2. Responsibilities.**

2.1. Wing Commander (341 MW/CC).

2.1.1. Designate the Wing IG Exercises and Plans Office (341 MW/IGP) as the functional manager for all wing plans developed on Malmstrom AFB (MAFB).

2.1.2. Approves wing plans developed on Malmstrom AFB in writing that task other MW agencies other than the plan OPR, unless specifically prescribed by HHQ directives.

2.2. 341 MW/IGP:

2.2.1. Coordinates the wing review of all HHQ plans when tasked; administratively controls, and reviews all wing plans initiated by Malmstrom AFB agencies.

2.2.2. Through coordination with respective Unit Commanders, appoints a primary and alternate OPR for each base plan or plan annex based on functional responsibility. Normally, the base OPR will be aligned with the HQ AFGSC OPR or determined by the source document requiring the plan. Maintain a listing of all 341 MW base OPRs.

2.2.3. Ensures plan numbers are assigned for locally developed plans.

2.2.4. Ensures review of all MAFB plans before publication and distribution for formatting.

2.2.5. Ensures the Unit Plans OPR properly coordinates all plans with other units and tenants.

2.2.6. Provides 90 days notification to the Unit Plans Representative prior to the plans annual and/or biennial review date. The review will be initiated 90 days prior to the first day of the month the Plan was signed by the 341 MW/CC unless the parent publication defining the review states otherwise.

2.2.7. Provides guidance to the Unit Plans Representative for proper distribution of all plans to tasked organizations.

2.2.8. Monitors suspense and documents required actions when notified by a Unit Plans Representative that a higher headquarters instruction, manual or plan, change, or new requirement to develop a base plan is received.

2.2.9. Contacts OPRs periodically for updates during the development, review, coordination and distribution phases of plans. Tracks and documents the periodic updates.

2.2.10. Ensure 341 MW supporting plans are developed for all HHQ plans when required.

2.2.11. Plans that are governed by state or federal regulations do not need to comply with the requirements of this publication. The only requirement for state or federally directed/regulated plans is that a current copy of the plan be on file with 341 MW/IGP.

2.2.12. Maintains a digital copy of 341 MW/CC signed plans, IAW Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This is done on the Wing IG Sharepoint page.

2.3. Group Commanders:

2.3.1. Review and coordinate on all 341 MW plans when requested.

2.3.2. Ensure all changes or revisions are posted to each plan maintained by the units.

2.3.3. Ensure plans, which their organization is responsible, are reviewed prior to their required review date.

2.4. Unit Commanders:

2.4.1. Appoint in writing, primary and alternate OPRs for plans which their organization is responsible.

2.4.2. Ensure plans are reviewed prior to their required review date when designated as OPR.

2.4.3. Ensure IGP is notified of the intent to produce or change a wing plan.

2.4.4. Ensure IGP is notified when a governing directive for a plan is updated and initiate an out of cycle plan review of the wing plan if required.

2.4.5. Ensures their unit primary or alternate OPR creates an executive summary of all the changes to the plan or a separate document which highlights the sections that were changed for easy read review during the final coord process with the 341 MW/CC.

2.5. Plan Manager, Office of Primary Responsibility (OPR):

2.5.1. Assign unit points of contact (POC) or unit document owner(s) for wing plans and notify 341 MW/IGP of changes 30 days prior to document owner reassignment.

2.5.2. Notifies IGP when a higher headquarters instruction, manual, plan change, or a requirement to develop a new base plan is received.

2.5.2.1. A plan will detail how to execute key processes for mission execution that span multiple units (i.e. Installation Defense Plan, Installation Emergency Management Plan, Disease Containment Plan, etc.).

2.5.2.2. Develops plans, annexes, appendices, etc., for which the unit is responsible using the format outlined in this instruction. If a unit's plan has specific format requirements outlined in an Department of the Air Force Instruction (DAFI), the unit will follow that guidance.

2.5.3. Coordinates plan drafts and appropriate annexes with tasked organizations and 341 MW/IGP using TMT, before being signed by the 341 MW/CC. A tasked organization is any entity on the installation that is expected to provide support in a given situation IAW the plan or annex being drafted/reviewed.

- 2.5.3.1. TMT will be used for all wing coordination and routing of assigned plan, to include proof of coordination in the TMT tasker's Supporting Documents tab. 341 MW Plans that use a web based planning tool will still use TMT (when available) when tasking agencies outside their unit.
- 2.5.4. Conducts meetings as needed, to review and discuss recommended changes to the plan. Consolidates recommended changes to the basic plan and attached annexes IAW paragraphs **5.2 through 5.2.2**.
- 2.5.5. Ensures overall classification reflects the content of the plan. Guidance for security markings for classified plans can be found in **paragraph 6.2.1**.
- 2.5.6. Reviews unit plans as appropriate. Notifies IGP of any changes or deletions to a plan.
- 2.5.6.1. Completes unit review of draft plans coordinated by other units. Attach recommended changes/corrections to the coordination package. Forward completed coordination package to the plan OPR. (May be accomplished via TMT.)
- 2.5.7. Informs key personnel on changes to plans that affect their specific functional area within the unit.
- 2.5.8. Ensures adequate written procedures and/or checklists are developed to implement plans that affect the unit.
- 2.5.9. If agency checklists require changes, ensures those changes based on a revised or changed plan are coordinated and incorporated through the appropriate OPR.
- 2.5.10. Distributes completed plans or revisions according to the distribution annex of the plan. This should be done electronically whenever possible.

**3. Organization of a Plan.** When creating or revising a plan, use the plan writing guide template in conjunction with this instruction. IGP has these available as electronic files. Plans will normally be organized as follows:

- 3.1. Plan Cover. The cover will show plan date, issuing headquarters, overall classification (CUI or Unclassified), the plan title and number, missile wing emblem. If the plan is CUI, CUI category info and the OPR. Classified plans will also include required declassification and derivative classification information IAW applicable Air Force and DoD guidance. If a plan is top secret, copy number will be annotated. Soft covers will be used on all plans and will NOT contain classified information.
- 3.2. Letter of Transmittal. Letter of Transmittal identifies the reason for preparing the plan, all agencies or commands coordinating on the plan, additional supporting plans identified if they are required by tasked agencies, the OPR for the plan and biennial (unless otherwise directed) review/disposition instructions for superseded plans. This letter will be printed on the organization letterhead. The respective group commander and the chief of Wing IG Exercises and Plans will sign the letter of transmittal.
- 3.3. Distribution Change Letter. This is used by addressees to notify the plan OPR of changes in distribution requirements. This letter is not numbered and follows the letter of transmittal.

3.4. Security Instructions and Record of Changes. This page identifies long and short titles of the plan. Classification guidance for supporting plan development and overall plan classification, declassification instructions, special access requirements, reproduction limitations, and use of nicknames will be identified. The security instructions identify biennial review requirements (unless directed otherwise). This will be the first page (i) following the letter of transmittal.

3.5. Plan Summary. The plan summary provides a brief outline of the purpose of the plan, conditions for implementation, and operations to be conducted. It also provides a brief description of actions to be taken during a contingency situation, such as threat analyses, installation vulnerability assessments, prevention, and mitigation of certain situations.

3.6. Table of Contents. All annexes, appendixes, and tabs included in the plan will be identified here. Page numbers and titles listed need to correspond throughout plan IAW [paragraph 4.2](#).

3.7. Basic Plan. The basic plan provides a full signature block for the installation commander. Additionally, the basic plan provides more detail than the plan summary. The basic plan varies from agency to agency based upon operational requirements. In general, it consists of a situation, execution and command and control.

3.7.1. The situation describes the environment that would establish conditions to implement the plan. It contains basic assumptions, operational constraints, and required agencies/forces.

3.7.2. The execution typically includes the entire concept of operations. It gives the commander's intent, the roles/responsibilities of agencies under the direction of the installation commander and expected tasks, and coordinating instructions. Should include a detailed plan for each phase of the Operation (if applicable).

3.7.3. Administration and logistics state the policies, guidance, and procedures to support all options for operations in each subparagraph or simply refer to the appropriate annex.

3.7.4. Command and control usually has two distinct meanings. Command describes the authority and responsibility of the installation commander in relation to agreements with outside agencies (memorandums of understanding). Control refers to the means by which a commander communicates with agencies.

3.8. Applicable Attachments. Attachments (annexes, appendices, tabs, exhibits) are listed on the final page of any attachment. For example, Tab 1 through Tab X to Appendix A would be listed on the final page of Appendix A.

3.8.1. All pages on the applicable attachments need to be numbered properly and correspond correctly to pages listed in the table of contents. The headquarters, base, and date of the plan need to be present in the top right-hand corner of the first page of each attachment.

3.8.1.1. An annex is produced by a functional area (e.g. Operations, Logistics, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject.

3.8.1.2. 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. Include a list of all organizations tasked by the plan in Annex A.

3.8.1.3. 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.

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

3.8.1.5. 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.

3.9. Distribution List. The distribution should be held to the absolute minimum consistent with the plan content. Functional address symbols should be used for Air Force addressees. The OPR provides tasked agencies with copies of the plan when needed. If the plan is classified, copy numbers need to be identified.

**4. Administrative Guidelines.** To ensure standardization with JOPES, wing plans will be formatted as prescribed in Joint Publication 5-0, Appendix A which can be found at <https://jdeis.js.mil/jdeis/index.jsp?pindex=27&pubId=711> . Within the plan, the following guidance applies unless directed otherwise by functional guidance:

4.1. Numbering Conventions Subparagraphs will be identified as follows:

4.1.1. Roman Numerals. The Plan Summary, Security Instructions, Record of Changes, and Table of Contents, are numbered consecutively, centered at the bottom of the page using lower case Roman Numerals.

4.1.2. Arabic Numerals. The basic plan is numbered consecutively at the bottom of the page, centered, using Arabic numbers.

4.1.3. Alpha-Numeric Numbering. Annex, appendix, tab, and exhibit pages are numbered sequentially at the bottom of the page, centered, beginning with the Annex letter, Appendix number, tab number, exhibit letter, and page number, for example page 1 of Annex A would be A-1; and page 1 of Annex B, Appendix 1, Tab J, would be B-1-J-1.

4.1.4. Change Page Numbers. Page changes will have the change number, and the date of change in parenthesis (Change 1, 10 Apr 22) centered two lines below the page number.

4.2. Blank Pages. Pages intentionally left blank will indicate so by using "THIS PAGE INTENTIONALLY LEFT BLANK."

4.3. Subparagraphs. Subdivided paragraphs are lettered using subdivisions (a, b, etc.) as needed.

4.3.1. Further Paragraph Subdividing. Designations for further paragraph subdividing will be as follows: 1. a. (1), (a), 1., a., (1.), and (a.) respectively. When formatting a plan, "a" may be used by itself (stand-alone), and does not have to be followed by "b". Similarly, "1" may be used stand alone and does not have to be followed by "2".

4.3.2. Text Formatting. The text is single-spaced Times New Roman font, 12 point with 1" borders.

4.4. Do not rewrite a plan simply to change the font. **Paragraph 5.2.1** of this publication refers specifically to the content of a plan.

4.5. Elements. Each separate element will identify the date of issue. All elements will maintain this date until the plan is completely revised and republished. Changes will be addressed later in this guide.

4.6. Signatures/Authentication. The basic plan and each secret annex are signed or authenticated by the commander of the organization issuing the plan and approved by the wing commander. Full signature blocks are used with digital signatures on the master document, however, digital signatures are omitted for the distribution copy of the plan. Other attachments do not require signatures unless they will be removed from the plan or issued separately. A memorandum for record indicating compliance with this requirement is sufficient to sign or authenticate for each secret annex. This memorandum for record must remain with each Secret annex.

**5. Review.** Plans will be reviewed on a bi-ennial cycle by the OPR unless otherwise mandated differently by higher guidance. This cycle encompasses a review, coordination, publication and distribution of the plan. Tasked organizations will coordinate on the bi-ennial review if needed for concurrence/recommended changes to the plan. Only agencies that are functionally affected need to coordinate on revisions/changes. This review will focus on technical content and tasks.

5.1. Notification. IGP will begin the cycle using a TMT tasker. The TMT task is sent 90 days prior to the date of review to remind OPRs to begin the review process. When the TMT task is received, it will be accepted by the OPR and the review must take place within that 90 day window, not after. The OPR for the plan will notify all tasked agencies requesting they review the plan. The Unit Plans Representative needs to inform IGP whether the plan is current with no changes, rescinded, or changed/revised.

5.2. Page Changes. When completing the review, update the record of review in the beginning of the plan. If no adjustments are needed, inform IGP and update the record of review. A review may reveal needed changes, which can be incorporated in one of two ways: page changes or pen and ink changes.

5.2.1. A plan should be changed rather than revised if the total adjustments (any new or previously changed material) affect less than 40 percent of the basic plan, attachments included. However, if more than 40 percent of the plan is affected, then a plan revision should be initiated.

5.2.1.1. Regardless of the type of change, Unit Plans Representatives need to update the record of changes in the front of the plan. This is accomplished by updating the change number, date, date entered and posted by information located in the security instructions. Updates to the security instructions need to be provided to all tasked agencies and IGP.

5.2.1.2. The preferred method for plan changes is the “Page Change” method. Page changes keep the document clean and reduce the chance of posting errors. To indicate new or changed material, a vertical line is added in the left margin. When a page change is made, the change number and date of the change must be annotated as follows: (Change X, 1 January 20XX). Change pages will retain the date of the original document until a new plan is published. Additional change numbers must be consecutive from previous changes. For example, if (Change 2, 1 January 2022) is the current version, (Change 3, 1 January 2023) will be next version.

5.2.1.3. IGP is required to be included in coordination on all changes prior to 341 MW/CC signature and publication. This is required whether IGP submitted changes or not. As with the basic plan, IGP coordination is for the format not the content of the change.

5.2.2. Pen and Ink Changes: These may be accomplished for minor corrections (spelling, office symbols, etc.). These should be kept to a minimum. Line through the incorrect information, initial and date the change. Write legibly the correct information.

**6. Information Security and Classification Guidance.** Classified plans will be developed, controlled, and marked as outlined in DoDM5200.01V1, and DoD Information Security Program. Each plan must be assigned an overall security classification that is determined by its content and in accordance with the security classification guidance (SCG) contained in any plan it supports.

6.1. The plan classification level will be reflected in the header and footer of each page of the plan.

6.2. Classification Markings on Plan Elements:

6.2.1. Guidance for marking CUI materials can be found in DoDM5200.01V4, DoD Information Security Program: Controlled Unclassified Information (CUI). Guidance for marking classified and unclassified materials can be found in DoDM5200.01V2, DoD Information Security Program: Marking of Classified Information.

6.2.2. When material is derivatively classified based on “multiple sources” (i.e., more than one security classification guide, classified source document, or combination thereof), the derivative classifier shall compile a list of the sources used. This list shall be included in or attached to the document.

6.2.3. All plans that are anything BUT purely unclassified (i.e. if they contain CUI, SECRET, etc.), must be coordinated through the unit security manager to ensure correct marking and disclosure statements.

6.2.4. For guidance on Disclosure statements, refer to AFI 33-332, Air Force Privacy and Civil Liberties Program.

**7. Coordination Guidelines.** Once a plan is developed, it is ready for coordination. Coordination provides an in-depth assessment of the product. It also ensures the accuracy of the plan after coordination and implementation.

7.1. 341 MW/IGP. All tasked agencies will coordinate with IGP on all plans signed by the 341 MW/CC to ensure documents are properly formatted. With limited exception, IGP will be the last step in the coordination process prior to MW/CC’s signature. IGP will staff the final package for review and possible changes prior to final coordination and signature.

7.2. Higher Headquarters (HHQ). If it is required to have HHQ coordination prior to implementation, ensure this is accomplished and documented on the staff summary sheet.

7.3. TMT. TMT will be used to record the review and coordination process. The notification in [paragraph 5.1](#) will be provided to OPR's owning group via TMT. The task will then be disseminated to the appropriate agency. OPRs should use TMT for the coordination process. If TMT is not used for the coordination process, OPRs will attach all documentation of the coordination to the Supporting Documents in TMT along with the final submitted plan to IGP.

7.3.1. TMT tasks will not be closed by IGP until all required documents are received. Owing groups shall not close tasks until all required documents are provided to IGP. Tasks closed without all requirements will be reopened.

7.3.2. Documents not meeting requirements outlined in this instruction or higher functional guidance will lead to re-tasking in TMT for correction.

7.4. Classified Plan Coordination SIPR TMT will be used to record coordination on any classified plans. All tasked agencies will have a separate block for their coordination. Additionally, the wing and group commanders of tasked agencies will also coordinate on the plan.

7.4.1. If SIPR TMT is not available, use the electronic version of the AF Form 1768, Staff Summary Sheet for coordination of classified plans. Mark top and bottom with the same classification as the applicable plan, however, should not contain any classified information and will include a paragraph identifying its classification when removed from the plan.

7.4.2. Once coordination is complete, file the staff summary sheets with the master copy of the plan. These should be maintained for the life of the plan.

## **8. Plan Distribution Requirements.**

8.1. Approval. After the plan has been reviewed, approved, and signed by the wing commander, it will be returned to the unit representative for publication/distribution. If a problem with the plan arises during the wing commander's review, IGP will contact the Unit Plans Representative for resolution.

8.2. Plan Distribution. When ready for publication/distribution, the Unit Plans Representative will review the published copy of the plan to ensure that it has been produced and collated correctly and, when able, will convert to an electronic portable document format (.pdf) for ease of distribution. The unit representative will then distribute the plan to the required agencies according to Distribution Annex of that plan.

8.2.1. Distribution of plans is generally limited to those units/agencies that have a tasking. This may be done electronically and any hard copy reproduction will be done at the tasked unit's expense.

8.2.2. Separate Distribution of Annexes. Plans are normally distributed complete with all necessary annexes and other attachments unless those annexes are classified for security reasons. When wider distribution of the plan is required, additional distribution of individual annexes is authorized.

8.2.3. Unit Plan Representatives will maintain the original or master copy of the plan and coordination documentation. They will provide IGP with one electronic copy of the final plan.

8.2.4. Release/request of plan information to AFGSC/IG in support of authorized inspections will be through the wing plans office.

BARRY E. LITTLE, Colonel, USAF  
Commander

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

JOINT PUBLICATION 5-0, *Joint Planning*, 1 Dec 2020

DoDI 5210.83, *DoD Unclassified Controlled Nuclear Information (UCNI)*, 12 July 2012

DoDM 5200.48, *Controlled Unclassified Information (CUI)*, 6 March 2020

DoDM 5200.01V1, *Information Security Program: Overview, Classification and declassification*, 6 April 2022

DAFI 10-401, *Air Force Operations Planning and Execution*, 12 Jan 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 March 2020

AFMAN 33-322, *Records Management And Information Governance Program*, 27 July 2021

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**CUI**—Controlled Unclassified Information

**DAFI**—Department of the Air Force Instruction

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**DoDM**—Department of Defense Manual

**HHQ**—Higher Headquarters

**IAW**—In accordance with

**IG**—Inspector General

**JOPEs**—Joint Operation Planning and Execution System

**OPR**—Office of Primary Responsibility

**PDF**—Portable Document Format

**RDS**—Records Disposition Schedule

**TMT**—Task Management Tool

**UCNI**—Unclassified Controlled Nuclear Information