

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION  
10-401**



**26 APRIL 2018**

**Operations**

**WING PLANS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Manual (AFMAN) 10-409-O, *Support to Adaptive Planning* and AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*. It provides formats in developing and maintaining wing-level plans. The policy and procedures within apply to all 45th Space Wing (45 SW) entities except where specifically stated in functional or higher-level directives or instructions. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 through the appropriate chain of command to 45 SW/XPX, 1201 Edward H. White II Street, Patrick AFB FL 32925-3239, for review and incorporation. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR.

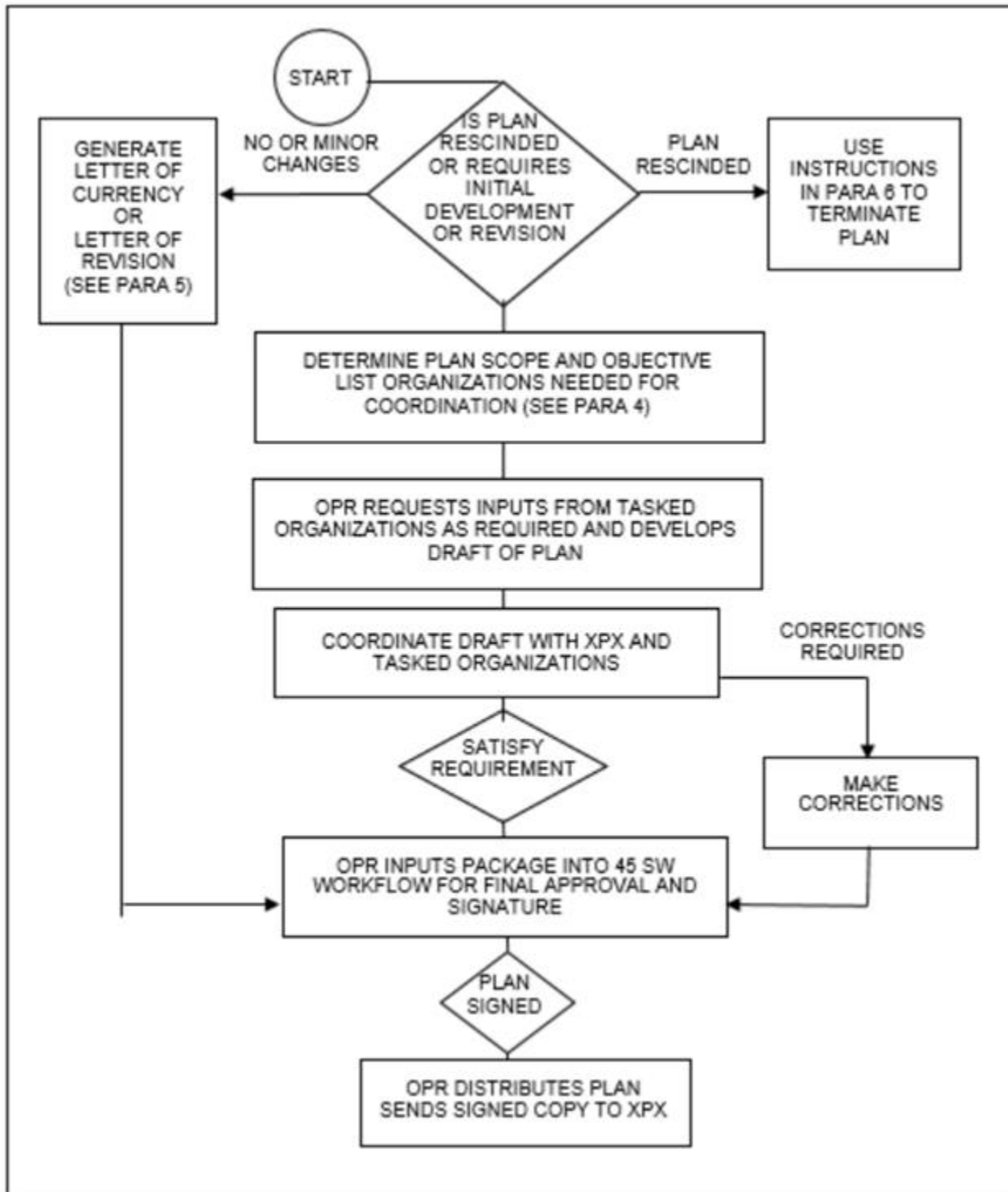
**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include updates to the processes and related formats used in the development, coordination, staffing and maintenance of wing plans. It updates organizational responsibilities; enhances certain descriptions to more accurately reflect current processes; and incorporates minor administrative changes for grammar and readability.

**1. Scope.** This instruction implements policy, assigns responsibility and prescribes procedures for the development, coordination, staffing and maintenance of wing plans using a localized format adopted from AFMAN 10-409-O, *Support to Adaptive Planning*.

**2. Policy.** It is the 45 SW Commander's policy for the 45 SW Plans and Programs Directorate (45 SW/XP) to manage and provide oversight to unit level subject matter experts and organizations on the proper development and maintenance of wing plans. The drafting, coordination and maintenance of individual plans resides with the group or wing staff agency with the predominance of functional expertise. All wing plans managed within the purview of this instruction will be centrally stored and managed using the 45 SW Document Organization and Control System (TurboDOCS). Decentralized storage of plans such as classified operations plans and functional plans, which are specifically excluded, is at the discretion of the owning organization. Prior to developing a plan, unit document owners should review the training materials and templates found in the TurboDOCS folder on the XP SharePoint link: <https://eis2.afspc.af.mil/sites/45sw/SA/XP/PlansandAgreements/>. An overview of the 45 SW plans process is depicted in Figure 1.

Figure 1. 45SW Wing Plans Process Overview.



### 3. Responsibilities.

#### 3.1. The 45 SW Plans and Programs Directorate (45 SW/XPX) will:

- 3.1.1. Manage the 45 SW plans program, provide wing plans policy and guidance, establish program requirements for 45 SW plans covered by this instruction.
- 3.1.2. Track overall currency of wing plans, report monthly status to senior leadership, wing staff agencies and groups.
- 3.1.3. Maintain the wing Master Plans Library accessible via the TurboDOCS link on the XP SharePoint: <https://eis2.afspc.af.mil/sites/45sw/SA/XP/PlansandAgreements/>.
- 3.1.4. Provide training for document owners on the basic use and operation of TurboDOCS, steps to draft, update and staff plans.
- 3.1.5. Establish and monitor annual review dates for wing plans covered by this instruction.
- 3.1.6. Review/coordinate format for all new and revised wing plans.
- 3.1.7. Review final staffing for evidence of coordination prior to senior-level approval.
- 3.1.8. Recommend organizational ownership for wing plans, (i.e., OPR), based on the preponderance of functional expertise and activity/support required by the plan.
- 3.1.9. Refer OPR assignment challenges for resolution by the vice commander or higher as needed.

#### 3.2. The 45 SW Office of Primary Responsibility will:

- 3.2.1. Assign unit points of contact (POC) or unit document owner(s) for wing plans and notify 45 SW/XPX 30 days prior to document owner reassignment.
- 3.2.2. Monitor preparation and status of new and revised plans; ensure the plan is reviewed annually for relevance and currency.
- 3.2.3. Provide liaison, as needed, with internal and external agencies i.e., affected agencies, tasked to support the plan.

#### 3.3. The Unit Document Owner (POC) will:

- 3.3.1. Prepare initial draft of new and revise existing wing plans using standard 45 SW format contained in this instruction, unless specified otherwise by higher instruction or functional guidance.
- 3.3.2. Review and coordinate assigned plan(s) as required prior to final signature.
- 3.3.3. Coordinate all new plans and updates to plans with 45 SW/XP during two-letter staffing.
- 3.3.4. Coordinate assigned plan(s) with the 45 SW Legal Office prior to final signature.
- 3.3.5. Obtain review and concurrence of plans by groups and wing staff agencies using current business rules and wing staffing processes, e.g., 45 SW Correspondence Guide and Task Management Tool Business Rules.

3.3.6. Conduct annual review of assigned plan(s) to validate the requirement for the plan and to ensure current guidance is being utilized.

3.3.7. Distribute new and revised plans or signed Letters of Revisions i.e., "change packages" IAW Annex "Z" (Distribution).

3.3.8. Provide monthly status in TurboDOCS for all overdue plans. Instructions may be found on the XP SharePoint: <https://eis2.afspc.af.mil/sites/45sw/SA/XP/PlansandAgreements/>.

#### 4. Plan Development.

4.1. **Plan Number.** 45 SW wing plans are typically numbered to correspond with the implementing directive, instruction or by functional direction. If more than one plan will use the same number, sub-indenture the numbering scheme using an Alpha Suffix, i.e. 32-7041-A, 32-7041-B. If two different plans are developed for the same requirement, i.e., Contingency Plan and Continuity of Operations Plan, this should be reflected in the title. Contact 45 SW/XPX for the assignment of plan numbers.

4.2. **Plan Date.** The plan date is the date of signature (approval) and will be located on the cover and on each page thereafter in the upper right-hand corner, one line below the unit address. The basic plan, each annex, appendix, and exhibit must have the same date. Page changes will have the change number or revision number and date of the change or revision in parenthesis (e.g. Change 1, 26 Jan 97) or (e.g. Revision 1, 26 Jan 97).

4.3. **Plan Format.** The 45 SW model document found on the XP SharePoint will be used to develop 45 SW plans, unless higher headquarters or functional guidance specifies otherwise: <https://eis2.afspc.af.mil/sites/45sw/SA/XP/PlansandAgreements/>. Where applicable, provide copies of higher headquarters or functional guidance to 45 SW/XP as reference.

4.3.1. **Cover Page.** The cover page will be standard for all 45 SW plans. The cover page for Unclassified plans will be printed on white, beige, or any other light colored paper. The cover page will be *red* for classified plans.

4.3.2. **Letter of Transmittal.** This memo introduces the plan and describes conditions under which the plan will be implemented. It identifies the OPR, office symbol, and phone number. The memo will be signed by the wing commander, vice wing commander, group commander or deputy group commander/technical director in the absence of the group commander.

4.3.3. **Table of Contents.** Identifies each plan section with associated page numbers. Only those annexes, appendices, tabs, or exhibits used in the plan should be identified and those not used will be eliminated or shown as "Not Used".

4.3.4. **Basic Plan.** The Basic Plan is a detailed description of the overall operation. The format includes the header, the unit designation, the base name plus zip code, and the date of the plan. The 45 SW Plan Number and the Identifying Section will be underlined, capitalized, and in larger print than the text. If the plan is classified, the classification will be listed on the header and the footer (see guidance for Marking of Classified).

4.3.5. **Annexes.** When additional information is needed for planning, add annexes to the basic plan and use the standard titles found in Table 4.1.

**Table 4.1. Standard Annex Titles.**

*Annex A - Tasked Organizations	Annex N - Safety
Annex B - Intelligence	Annex O – Not Used
*Annex C - Operations	Annex P - Administration
Annex D - Logistics	Annex Q - Security
Annex E - Personnel	Annex R - Chaplain Activities
Annex F - Public Affairs	Annex S - Engineering and Services
Annex G - Civil Affairs	Annex T - Force Protection Annex
Annex H - Environmental Services (weather)	Annex U - Information Management
Annex I – Not Used	Annex V - War Reserve Materiel (WRM)
*Annex J - Command Relationships	Annex W - Civil Engineering
Annex K - Command and Control Systems	Annex X - Execution Checklist
Annex L - Operations Security (OPSEC)	Annex Y - Reports
Annex M - Mapping, Charting, and Geodesy	Annex Z - Distribution
Note: * Asterisk denotes required Annex.	

4.3.5.1. **Annex A, Tasked Organizations** . The document owner together with the OPR determines which organization(s) should be tasked to provide the required support for the plan. The OPR must ensure all tasked organizations are identified in Annex A and they must review and coordinate on the plan prior to publication.

4.3.5.2. **Annex C, Operations** . Describes the overall purpose of the plan; the precise mission or requirement for the plan will be explained in this annex. Page numbering begins with C-1.

4.3.5.3. **Annex J, Command Relationships**. Identifies the relationships between the tasked organizations and should include a flow chart or organizational chart as needed. The page numbering begins with J-1. If an appendix is used with this Annex, the title will be shown as Appendix 1 to Annex J and begins with page J-1-A-1.

4.3.5.4. **Annex Z, Distribution**. Document owners are required to distribute the plan and any revisions to all organizations identified in Annex Z which is the standard annex used for the distribution of plans. The list should include DoD higher headquarters, mission partners other Federal and commercial agencies (mailing address with building number and zip code) and include the number of copies each agency requires. Copies should be provided on a need-to-know basis only. Include 45 SW/XP on distribution for all 45 SW wing plans.

#### 4.3.6. Numbering Conventions.

4.3.6.1. **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.

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

- 4.3.6.3. **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.
- 4.3.6.4. **Change Page Numbers.** Page changes will have the change number, and the date of change in parenthesis (**Change 1, 10 Apr 09**) centered two lines below the page number.
- 4.3.6.5. **Blank Pages.** Pages intentionally left blank will indicate so by using "**THIS PAGE INTENTIONALLY LEFT BLANK.**"
- 4.3.6.6. **Paragraph Numbers.** Number paragraphs using Arabic numerals.
- 4.3.6.7. **Subparagraphs.** Subdivided paragraphs are lettered using subdivisions (a, b, etc.) as needed.
- 4.3.6.8. **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".
- 4.3.7. **Plan Signature.** The 45th Space Wing Commander approves and signs new plans unless otherwise specified by higher headquarters, instruction, Operation Order or directive. In the absence of the wing commander the plan will be referred to the 45 SW Comptroller for signature. Signature may not be further delegated.
- 4.3.7.1. **Annex Signature.** When a plan involves non-45 SW components a separate Annex will be included for that purpose. Document owners should fully coordinate the plan thru the service or agency plans representative and obtain signature on the last page of the applicable Annex to acknowledge prior review and participation. If the plan does not include external components Annexes may still be used, however, the last page of the Annex will contain the signature block of the overall plan signatory and the word "OFFICIAL" above the signature element. When an Annex involves only the 45 SW, signature of the Annex is not required.
- 4.3.7.2. **Appendices, Tabs, and Exhibits Signature.** Used within Annexes to further divide contents. Signature is not required unless the signing authority is not within the same chain of command. In rare cases that involve other federal regulations, there may be exceptions to the signature rule.

## 5. Plan Review and Revision.

5.1. **Annual Review.** Document owners must review their assigned plan(s) annually prior to the anniversary date. The purpose of the review is to check for accuracy and determine if the plan is still needed. Annual reviews do not always generate a revision or re-publication of the plan. If no changes are needed document owners may prepare a Letter of Currency for signature by the Vice Commander or their Group Commander. In the absence of the Group Commander the Deputy Group Commander is authorized to sign the Letter of Currency. If

administrative changes are required document owners should prepare a Letter of Revision (LOR) in lieu of the Letter of Currency.

**5.2. Revisions.** In lieu of revising and republishing the entire plan, document owners may draft and coordinate LOR for signature by the appropriate approval authority. The LOR (change package) contains "pen and ink" changes or replacement page changes consecutively numbered i.e., Revision 1, 2, 3...etc., to be incorporated during the next update or republication of the plan. Changed pages will have the change or revision number and the date of in parenthesis (**Change 1, 10 Apr 09**) or (**Revision 1, 10 Apr 09**), centered two lines below the page number. Document owners must file the signed LOR with the plan and annotate the Record of Changes to reflect the date. Provide signed LORs to 45 SW/XPX for update in TurboDOCS.

**6. Termination.** When the requirement for a plan no longer exists, document owners will draft and coordinate a Letter of Termination (LOT) for signature at the same level as the original approval authority. The letter should be staffed for review by all groups and wing staff agencies with sufficient justification for the termination. Provide signed LOTs to 45 SW/XPX with a request to deactivate the plan and move it to the archive in TurboDOCS.

**7. Security.** All 45 SW wing plans will be marked according to their classification. Refer to Department of Defense Manual (DoDM) 5200.01, 24 February 2012, *DoD Information Security Program*, and Air Force Instruction (AFI) 16-1404, 29 May 2015, *Air Force Information Security Program*, for the proper classification marking of plans.

**7.1. Unclassified/For Official Use Only (FOUO).** Where applicable, "UNCLASSIFIED/FOUO" plans will be identified as such on the header and in the footer. Refer to DoD 5400.07, 25 January, 2017, *DoD Freedom of Information Act (FOIA) Program* and AFMAN 33-302, 21 October 2010, *Freedom of Information Act (FOIA) Program*, for criteria.

**7.2. Distributing Classified Plans .** An AF Form 310, *Document Receipt and Destruction Certificate*, will be used when mailing classified plans to off-base receivers. The form will be completed according to procedures for wrapping and mailing classified plans listed in Air Force directives. Contact 45 SW Information Protection office for current guidance.

WAYNE R. MONTEITH, Brigadier General, USAF  
Commander

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

AFMAN 10-409-O, *Support to Adaptive Planning*, 19 April 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

DoDM 5200.01, *DoD Information Security Program*, 24 February 2012

DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 25 January 2017

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 27 August 2015

AFI 10-501 AFSPCSUP, *Program Action Directives (PADs), Program Guidance Letters (PGLs), Programming Plans (PPlans), and Programming Messages (PMsgs)*, 8 July 2015

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

DOD5400.7-R\_AFMAN 33-302, *Freedom of Information Act (FOIA) Program*, 21 Oct 2010

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 310, *Document Receipt and Destruction Certificate*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

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

**AFSPC**—Air Force Space Command

**DOCS**—Document Organization and Control System

**DOD**—Department of Defense

**OPLAN**—Operations Plan

**OPR**—Office of Primary Responsibility

**OPSEC**—Operation Security

**POC**—Point of Contact

**SWI**—Space Wing Instruction

**SW**—Space Wing

### *Terms*

**Annex**—A document appended to a basic plan or order to make it clearer or to give it further detail.

**Appendix**—A subordinate addition to the annex of a plan, which is usually too bulky or full of details to include in an annex. An appendix is related to a major division or category of data to be presented.

**Chain of Command**—The succession of commanding officers from a superior to a subordinate through which command is exercised; also called command channel.

**Concept Plan (CONPlan)**—An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPlan or OPORD. It contains the CINCs Strategic Concept and those annexes and appendices deemed necessary to complete planning. Usually does not contain a TPFDD.

**For Official Use Only (FOUO)**—Information that has not been given a security classification according to an executive order but which may be withheld from the public for one or more reasons identified in DoDM 5200.01, Volume 4, *Controlled Unclassified Information*.

**Guidance**—Policy, direction, decision, or instructions having the effect of an order when issued by a higher authority.

**Installation Deployment Plan**—A document which provides detailed procedures, instructions, and comprehensive data required to expeditiously deploy personnel and equipment.

**Inter-Agency**—Relationship between the Air Force and a non-DoD Federal Agency or federally-recognized Indian tribe.

**Intra-Agency**—Air Force to DoD Component relationship, formerly known as "Inter-Service".

**Intra-Service**—Air Force to Air Force relationship.

**Limiting Factor (LIMFAC)**—A factor or condition that either temporarily or permanently impedes mission accomplishment. This limitation has a significant impact on the capability to perform the wartime mission and has become a wartime constraint.

**Need-to-Know**—A criterion used in security procedures which requires the custodians of classified information to establish, prior to disclosure, that the intended recipient must have access to the information to perform his official duties.

**Operation**—A military action or the carrying out of a strategic, tactical, service, training or administrative military mission; the process of carrying on combat, including movement, supply, attack, defense and maneuvers needed to gain objectives of any battle or campaign.

**Operation Order (OPORD)**—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

**Operation Plan (OPlan)**—A plan for the conduct of joint operations that can be used as a basis for development of an OPORD. An OPlan identifies the forces and supplies required to execute the CINCs Strategic Concept and a movement schedule of these resources to the theater of operations. Forces and supplies are identified in the OPlan TPFDD.

**Operation Security (OPSEC)**—A process of analyzing friendly actions attendant to military operations and other activities to identify those actions that can be observed by adversary intelligence systems, determine indicators hostile intelligence systems might obtain that could be pieced together to derive critical information or select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

**Plan**—The scheme or proposed method for accomplishing a mission or reaching an objective.

**Plan Summary**—A required element of an operation plan which provides a brief description of the mission, the general situation, the concept of operations, the major forces required, command arrangements and the commander's appraisal of logistic feasibility.

**Strategic Plan**—Provides the wing's vision for the future and strategies and actions to achieve this vision.

**Support**—The action of a force, which aids, protects, complements or sustains another force in accordance with a directive requiring such action.

**Supporting Plan**—An operation plan prepared by a supporting commander or subordinate commander to satisfy the requirements of the supported commander's plan.

**Tab**—A tab is a further subdivision of an appendix to provide clarity of presentation.