

**BY ORDER OF THE COMMANDER
552D AIR CONTROL WING**

**552 AIR CONTROL WING
INSTRUCTION 10-204**



14 FEBRUARY 2018

Operations

STRATEGIC PLANS

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OPR: 552 ACW/XPP

Certified by: 552 ACW/XP
(Lt Col Guy J. Wingenbach)

Supersedes: 552 ACWI 10-204, 23 July
2013

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It establishes policy and staff responsibilities for the management and execution of strategic planning documents and higher headquarters (HHQ) contingency taskings. This instruction defines the plans function in the 552d Air Control Wing (552 ACW), levies responsibilities, sets forth procedures, and describes products. A copy of instruction is provided to HQ ACC/A3YA. This instruction is directive and applies to all units in the 552 ACW. It does not apply to Air Force Reserve Command (AFRC) and the Air National Guard (ANG) units, except where noted otherwise. This publication may not be supplemented or further implemented/extended. 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 AF Form 847 from the field through the appropriate functional change of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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).

SUMMARY OF CHANGES

This publication has been reviewed and revised due to routine review requirements. Major change includes the removal of the For Official Use Only (FOUO) classification from Chapter 3. The document should be reviewed in its entirety.

1. General. The 552 ACW Plans (XP) directorate receives, monitors, and evaluates all HHQ contingency taskings for the 552 ACW. Each tasking or correspondence received, relevant to operational deployment and employment, will be reviewed by XP to determine required action. XP will brief the Wing Commander (CC) and/or designated representative and provide recommended Battle Staff (BS) actions. Validated taskings will be forwarded to the appropriate groups and/or designated OPR for review and action. XP will manage BS operations IAW 552 ACWI 10-203, *Battle Staff Operations*.

2. Responsibilities.

2.1. The 552 ACW/XP shall:

2.1.1. Brief 552 ACW/CC, BS members, and other relevant wing/base organizations on real world and exercise taskings.

2.1.2. Recommend to WG CC/Vice Commander (CV) or designated representative initiation of BS operations. If initiation of BS operations is deemed necessary, initiate BS recall through 552 ACW Command Post (CP).

2.1.2.1. Prepare and conduct Initial Assessment and Reference Start Time (RST) +4 briefs.

2.1.2.2. Maintain all necessary BS operation documents/materials identified in 552 ACWI 10-203.

2.1.3. When BS is not activated, track all associated action items as identified by group/squadrons in support of subject tasking.

2.1.4. Establish and maintain 24-hour point of contact information/prioritization with 552 ACW/CP and all other HHQ strategic planning entities (e.g. HQ ACC Contingency Action Team (CAT), CONUS NORAD Region (CONR), etc.).

2.1.5. Monitor Global Force Management (GFM) against taskings and brief senior leadership weekly and advise when taskings will affect GFM.

2.1.6. Monitor HQ ACC Consolidated Planning Schedules (CPS) formerly known as Consolidated Planning Order (CPO) taskings; highlight to senior leadership taskings which will affect GFM.

2.1.7. Serve as focal point for receipt, review, and compliance tracking of all HHQ suspenses relating to strategic planning, including, but not limited to War Mobilization Planning, Volume 5 (WMP-5), GFM, Operation NOBLE EAGLE (ONE).

2.1.7.1. Establish and facilitate annual review of subject documents in para 2.1.7. Staff, as necessary, to group leadership for inputs. Consolidate inputs and prepare for WG CC/CV release to HHQ. Maintain record of review and recommended changes.

2.1.8. Serve as key advisor to the 552 ACW/CC and BS on taskings and strategic planning matters.

2.1.9. Serve as the liaison between HHQ and 552 ACW units for strategic planning related matters.

2.1.10. Upon conclusion of HHQ taskings, coordinate lessons learned with A3Y and the tasking organization(s) (e.g. NORAD, CONR, USAFE, Joint Interagency Task Force-South (JIATF-S), etc.).

2.1.10.1. Lessons learned are tactically and administratively inclusive.

2.1.11. Serve as co-chair of the Wing Deployments Working Group along with Wing Deployments, 552 ACW/DR.

2.1.12. Serve as a wing focal point for the following functions:

2.1.12.1. BS Operations (see 552 ACWI 10-203)

2.1.12.2. CPS Taskings

2.1.12.3. WMP Data

2.1.12.4. ONE Policy

2.1.12.4.1. ONE coordination, mission planning, and sortie generation processes shall be delegated to the 552 Operations Group (OG). OG will in turn, provide status updates to XP.

2.1.12.5. GFM

2.2. The 552 ACW/CP shall:

2.2.1. Immediately notify XP upon the receipt of messages tasking the 552 ACW. During duty hours, CP will call the XP office; after duty hours, CP will contact XP in accordance with the "XP Contact Letter".

2.2.2. Forward traffic via SIPRNET to: usaf.tinker.552-acw.mbx.552-acw-xp@mail.smil.mil

2.2.3. Include XP, as a coordination office, on programmed reviews of Wing Designated Operational Capability (DOC) statements.

2.3. Group CCs will:

2.3.1. Ensure XP is informed of all taskings or changes affecting GFM, CPS, and Air and Space Expeditionary Force (AEF) management.

2.3.2. Use XP as the focal point for addressing issues, concerns, and/or questions to HHQ regarding subject tasking(s).

2.3.3. Designate OPRs to which XP will have direct liaison authorized (DIRLAUTH) to facilitate action officer (AO) level planning and execution.

2.3.4. Refer all HHQ inquiries regarding 552 ACW taskings to XP.

2.3.5. Support compliance with all XP facilitated processes.

3. Procedures.

3.1. Initial response: 552 ACW/CP, upon receipt of a HHQ tasking, will notify XP. XP will in turn, notify 552 ACW CC/CV, as required. In addition, XP will:

3.1.1. Recommend appropriate level of BS activation.

3.1.2. Ensure 552 ACW/CP, all Group CCs and their designated agencies are immediately informed of all HHQ taskings.

3.1.2.1. Provide tasking documents to Wing Deployments, 552 ACW/DR, 552 OSS/OSK, and 752 OSS/OSK as appropriate.

3.1.2.2. Forward a copy of tasking documents to the 552 ACW Foreign Disclosure Officers as required.

3.1.2.3. Liaise with 552 ACW/DR for phasing of cargo and personnel movement.

3.1.3. Evaluate the level of support requested for subject tasking against all standing taskings; determine impacts on Wing's ability to meet GFM requirements; provide assessment to Wing senior leaders.

3.1.4. Formulate/consolidate a Wing position to HHQ on the validity and ability to support subject tasking.

3.1.5. Obtain/establish a contact with a command authority at the supporting/supported command level.

3.1.6. Authorize Groups DIRLAUTH to HHQ/supported command agencies when appropriate.

3.1.7. Prepare BS Initial Assessment brief as required.

3.2. Follow-on actions: As identified in 552 ACWI 10-203, *Battle Staff Operations*.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, *Readiness*, 6 November 2012

AFMAN 33-363, *Management of Records*, 02 June 2017

552 ACWI 10-203, *Battle Staff Operations*, 11 March 2016

Prescribe Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sept 09

Abbreviations and Acronyms

AEF—Air and Space Expeditionary Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

AO—Action Officer

BS—Battle Staff

CAT—Contingency Action Team

CONR—Continental NORAD (North American Aerospace Defense Command) Region

CONUS—Continental United States

CP—Command Post

CPO—Consolidated Planning Order

CPS—Consolidated Planning Schedules

DIRLAUTH—Direct Liaison Authorized

DOC—Designated Operational Capability

GFM—Global Force Management

HHQ—Higher Headquarters

JIATF-S—Joint Interagency Task Force-South

NORAD—North American Aerospace Defense Command

OG—Operations Group

ONE—Operation NOBLE EAGLE
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
RST—Reference Start Time
USAFE—United States Air Forces in Europe
WMP 5—War Mobilization Planning, Volume 5
XP—Exercise and Plans Office

Terms

Battle Staff—Staff formed by the commander to plan, direct and coordinate forces in response to contingency and crisis situations. This includes developing courses of action and executing commander and HHQ directives. In 552 ACW, the wing Battle Staff is divided into four cells: Senior Battle Staff, Synergy, Functional, and Advisory.

Global Force Management—A process to align force Apportionment, Assignment, and Allocation methodologies in support of the National Defense Strategy and joint force availability requirements; presents comprehensive visibility of the global availability and operational readiness (to include language, regional, and cultural proficiency) of U.S. conventional military forces; globally source joint force requirements; and provide senior decision makers a vehicle to quickly and accurately assess the impact and risk of proposed Allocation, Assignment and Apportionment changes.