

**BY ORDER OF THE COMMANDER  
552D AIR CONTROL WING (ACC)**

**552 AIR CONTROL WING  
INSTRUCTION**



**10-401**

**18 DECEMBER 2017**

**Operations**

**WING PLANS AND PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Jason W. Idleman)

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This instruction implements Air Force Instruction (AFI) 10-401, *Air Force Operations Planning and Execution*. It outlines the 552 Air Control Wing (552 ACW) Chief of Plans (XPP), Command and Control (C2), and Signature Management Officer (SMO) functions. Specifically, it outlines the process for development, review and publication of operations plans (OPLANs), concept plans (CONPLANs), exercise plans (EXPLANs), functional plans (FUNCPLANs), and associated planning documents. It also establishes the 552 ACW Inspector General's (IG) office as the point of contact for wing exercise execution. A representative from the Inspector General's Inspections and Readiness (IGI) directorate will attend 72d Air Base Wing (72 ABW) planning meetings and facilitate exercise planning forums called Warrior Team Meetings (WTMs). It also prescribes necessary unit actions to planning and participating in Wing and Base exercises. This Instruction may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to 552 ACW/XPP for coordination prior to certification and approval. 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 Forms 847 from the field through Major Command (MAJCOM) OPR 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/afirms/afirms/afirms/rims.cfm>. This instruction is directive and applies to all units assigned to the 552 ACW that maintain operations plans or participate in the development of operations planning documents. It does not apply to

Air Force Reserve Command (AFRC) and Air National Guard (ANG) units except where noted otherwise.

### ***SUMMARY OF CHANGES***

This document has been reviewed and re-certified due to routine review requirements. It removes references to the Unit Level-Unit Command and Control Program which is no longer used by the 552 ACW. Changed title from “Wing Plans and Exercises” to “Wing Plans and Programs” to better reflect office responsibilities.

**1. Rules and Responsibilities.** The Wing Plans and Programs directorate (XP) manages the creation, construction, review and maintenance of all 552 ACW generated plans, as well as the review and local inputs of all Higher Headquarters (HHQ) and 72 ABW plans (Action Officer: XPP). Each plan or correspondence received relevant to contingency taskings of the 552 ACW will be reviewed by XPP to determine required actions. Commanders (CCs), Battle Staff (BS), Unit Plans Officers (UPOs), and other pertinent OPRs of various plans are required to be briefed on all unit tasked plans annually, either by attending a plans briefing or reviewing the executive summaries. XP will ensure appropriate security classification and proper Operations Security (OPSEC) procedures are followed. The three branches of the directorate, Wing Plans (552 ACW/XPP), Battle Staff Coordinator (552 ACW/BSC), and Wing Signature Management Officer (552 ACW/SMO) are responsible to the Director, Wing Plans and Programs (552 ACW/XP) for the accomplishment of these responsibilities. The director is further supported by a Superintendent and Deputy Director.

**2. Director, Wing Plans and Programs (XP).** The Director of XP will serve as the focal point for the 552 ACW/CC’s direction regarding all plans and programs. In addition, he/she will serve as the Battle Staff Director in accordance with 552 Air Control Wing Instruction (ACWI) 10-203, *Battle Staff Operations*.

2.1. Director, 552 ACW/XP will:

2.1.1. Serve as the Wing’s contingency operations response lead. As such, he/she will coordinate Wing response/actions among all relevant Wing entities to contingency support requests from HHQ for the 552 ACW/CC’s approval. In addition, he/she is responsible for providing status updates to Wing leadership to provide the most current and correct decision-making data and/or execution data.

2.1.2. Provide leadership and management of the 552 ACW/XP directorate to ensure all programs and positions are appropriately staffed and resourced to accomplish the 552 ACW/CC’s objectives and ensure stability and continuity of plans and programs.

2.1.3. Provide support to the 552 ACW/CC, Vice Commander (CV) and Director of Staff (DS) in the support of all Wing plans and programs as directed by the 552 ACW/CC. To include but not limited to: Department of Defense Readiness Reporting System (DRRS), 72 ABW Crisis Action Team, Signature Management Officer, Operational Security, and Wing Command and Control functions and support technology.

**3. Chief, Wing Plans (XPP).** The XPP will manage the creation, construction, review and maintenance of all 552 ACW generated plans as well as the review and local inputs of all HHQ and 72 ABW plans (Action Officer: XPP). Each plan or correspondence received relevant to

contingency tasking of the 552 ACW will be reviewed by XPP to determine required actions. CCs, BS, and other pertinent OPRs of various plans are required to be briefed on all unit tasked plans annually by attending a plans briefing or reviewing the executive summaries. XPP will ensure appropriate security classification and proper OPSEC procedures are followed.

3.1. 552 ACW XPP will:

- 3.1.1. Upon receipt of a plan, brief the 552 ACW/CC, appropriate OPRs, and other relevant/affected base agencies.
- 3.1.2. Establish a comprehensive programmed review and management process for all 552 ACW contingency and peacetime tasked or potentially tasked and maintained plans (OPLANs, CONPLANs, EXPLANs, and FUNCPLANs).
- 3.1.3. Plan reviews will occur upon initial issue, in accordance with (IAW) subject plan's published review frequency, anniversary date, and/or implementation of significant changes.
- 3.1.4. Review all applicable plan websites for published changes, ensure changes are posted to subject plans, and notify OPRs of subject changes as soon as possible.
- 3.1.5. Review all 552 ACW produced plans annually.
- 3.1.6. Prepare a release of proposed changes for the plan's OPR and submit to the 552 ACW/CC or CV for signature as required.
- 3.1.7. Maintain documentation of staffed reviews via either hardcopy or organized electronic filing.
- 3.1.8. Annually publish an Index of Plans affecting the 552 ACW.
- 3.1.9. Post all 552 ACW unclassified plans to 552 ACW/XP SharePoint with links to the 552 ACW SharePoint homepage, to include links to the 72 ABW plans.
- 3.1.10. Brief the 552 ACW/CC, CV, and Group CCs on all tasked plans annually, upon initial issue, when significant change is implemented, or as requested by Wg/CC.
- 3.1.11. Serve as subject matter expert (SME) on plan content to 552 ACW/CC and BS, when activated.
- 3.1.12. Be responsible for all inspection programs relating to Wing plan's program maintenance.
- 3.1.13. Provide SME coordination to Wg/BSC and 552 ACW/IGI in planning, executing and evaluating events supporting the 552 ACW/CC Inspection Program.
- 3.1.14. Serve as liaison to HHQ on 552 ACW plans-related matters.
- 3.1.15. Develop and implement wing annexes or supplements to plans as required.
- 3.1.16. Serve as the primary DRRS monitor IAW AFI 10-201, *Force Readiness Reporting*. In addition, ensures accurate reporting by wing units for monthly Air Expeditionary Force (AEF) Reporting Tool/DRRS/Air Force Input Tool (AFIT) briefing to the 552 ACW/CC.
- 3.1.17. Serve as the Deputy Director in the absence of the Director, Wing Plans and Programs and perform any additional duties as prescribed by the Director.

**4. Unit Plans Officer (UPO).** The UPO will assist the Chief of Wing Plans (XPP) in managing the creation, construction, review and maintenance of all 552 ACW generated plans, as well as the review and local inputs of all HHQ and 72 ABW plans (Action Officer: XPP). To ensure continuity of execution, UPOs will be familiar with all assigned plans and be able to guide Group/Squadron Commanders in execution, should the need arise. This includes HHQ OPLANS, Global Response Force (GRF) and North American Aerospace Defense Command (NORAD) taskings.

4.1. UPOs will:

- 4.1.1. Serve as primary liaison between the Groups/Squadrons and XPP.
- 4.1.2. Respond to XPP staffed plans reviews as appropriate within respective units.
- 4.1.3. Establish a programmed plans review process for Group/Squadron generated plans.
- 4.1.4. Consult with XPP prior to the development of any unit level or Group plans.
- 4.1.5. Include XPP as part of staff review prior to finalization and publication.
- 4.1.6. Ensure XPP receives a copy of all unit-produced plans or annexes.
- 4.1.7. Seek all necessary internal reviews for changes.
- 4.1.8. Maintain documentation of all reviews.
- 4.1.9. Develop and/or update executive summaries for all 552 ACW developed plans as necessary.
- 4.1.10. Manage the XP Plans Library.

**5. Wing Battle Staff Coordinator (BSC).** The BSC will direct crisis action planning for the 552 ACW/CC, coordinating the employment and deployment of E-3 resources world-wide. Along with assigned primary duties, BSC also directs the Commanders BS, OPSEC, and Patriot Excalibur (PEX) programs. Finally, BSC is qualified to serve as alternate Wing Battle Staff Director in the absence of the Director and Deputy Director, Wing Plans and Programs.

5.1. 552 ACW/BSC will:

- 5.1.1. Serve as the 552 ACW/XP representative and liaison to the 552 ACW/IGI for local 552 ACW exercises and attend all 72 ABW exercise planning meetings as required or requested.
- 5.1.2. Perform any additional duties as prescribed by the Director, Wing Plans and Programs.

**6. Wing Signature Management Officer (SMO).** The SMO will define the local operating environment and capture process points that present key signatures and profiles with critical information value. This process, known as the Base Profiling Process (BPP), is the deliberate effort to identify functional areas and the observables they produce to contribute to the overall signature of day-to-day activities and operational trends. Once the BPP is complete, the results can be used to develop a wing level Critical Information List (CIL) and identify key process points for potential protection or exploitation. This ultimately provides commanders several options to exploit or deny operational signatures to ensure mission effectiveness.

6.1. 552 ACW/SMO will:

- 6.1.1. Serve as the SMO in accordance with AFI 10-701, *Operations Security* and all supplemental guidance.
- 6.1.2. Serve as the Wing Crisis Action Team representative from 552 ACW/XP.
- 6.1.3. Provide SME coordination with BSC and 522 ACW/IGI in the planning, execution and evaluation events that support the 552 ACW/CC Inspection Program.

**7. -552 ACW/XP Superintendent.** The 552 ACW/XP Superintendent is responsible for the development and execution of all operations plans to meet higher headquarters OPLAN and CONPLAN taskings. Responsible for reviewing the wing's Unit Type Code (UTC) readiness status. Supervises the preparation and review of operations plans, operation orders, contingency plans, and supporting documents, which implement general war and contingency plan taskings, requiring the worldwide deployment and employment of 552 ACW personnel and weapon systems. Develops and coordinates work methods and procedures to ensure efficient use of personnel and economy of operations.

7.1. 552 ACW/XP Superintendent will:

- 7.1.1. Serve as the Signature Management Non-Commissioned Officer (SMNCO) IAW AFI 10-701 and all supplemental guidance.
- 7.1.2. Fulfill any Wing Staff additional duties as directed by the 552 ACW/XP.
- 7.1.3. Provide SME coordination to the BSC and 552 ACW/IGI in planning, executing and evaluating events supporting the WG/CC Inspection Program.
- 7.1.4. Serve as the primary DRRS monitor IAW AFI 10-201. In addition, ensures accurate reporting by wing units for monthly AEF Reporting Tool/DRRS briefing to the 552 ACW/CC.

**8. Deputy Director.** The Deputy Director will support the Director, 552 ACW/XP in the accomplishment of his or her duties and the management of all XP functions. In addition he or she will perform any additional duties as prescribed by the Director, Wing Plans and Programs.

**9. 552 ACW/IG Inspections and Readiness directorate (IGI).** The 552 ACW/IGI is responsible for validating and verifying the Commander's Inspection Program (CCIP) IAW AFI 90-201, *The Air Force Inspection System* and applicable MAJCOM supplement.

GEOFFREY F. WEISS, Colonel, USAF  
Commander

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

AFI 10-401, *Air Force Operations Planning and Execution*, 12 March 2012

AFMAN 33-363, *Management of Records*, 2 June 2017

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

AFI 10-201, *Force Readiness Reporting*, 30 November 2016

AFI 10-701, *Operations Security*, 28 July 2017

AFI 90-201, *The Air Force Inspection System*, 26 January 2017

***Prescribed Forms:***

None

***Adopted Forms:***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**ACW**—Air Control Wing

**ACWI**—Air Control Wing Instruction

**AEF**—Air Expeditionary Force

**AF**—Air Force

**AFI**—Air Force Instruction

**AFIT**—Air Force Input Tool

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**BPP**—Base Profiling Process

**BS**—Battle Staff

**BSC**—Battle Staff Coordinator

**C2**—Command and Control

**CC**—Commander

**CCIP**—Commander's Inspection Program

**CIL**—Critical Information List

**CV**—Vice Commander

**CONPLANS**—Concept Plans

**DRRS**—Department of Defense Readiness Reporting System

**DS**—Director of Staff

**EXPLANS**—Exercise Plans

**FUNCPLANS**—Functional Plans

**GRF**—Global Response Force

**HHQ**—Higher Headquarters

**IAW**—In Accordance With

**IG**—Inspector General

**IGI**—Inspector General’s Inspections and Readiness

**MAJCOM**—Major Command

**NORAD**—North American Aerospace Defense Command

**OPLANS**—Operations Plans

**OPR**—Office of Primary Responsibility

**OPSEC**—Operations Security

**PEX**—Patriot Excalibur

**RDS**—Records Disposition Schedule

**SME**—Subject Matter Expert

**SMNO**—Signature Management Non-Commissioned Officer

**SMO**—Signature Management Officer

**UPO**—Unit Plans Officer

**UTC**—Unit Type Code

**WTMs**—Warrior Team Meetings

**XP**—Plans and Programs Directorate

**XPP**—Chief of Plans