

**BY ORDER OF THE COMMANDER
31ST FIGHTER WING (USAFE)**

AVIANO AIR BASE INSTRUCTION

10-401

17 JUNE 2021

OPERATIONS

**WING PLAN DEVELOPMENT AND
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 31 FW/XP

Certified by: 31 FW/CC
(Brig Gen Jason E. Bailey)

Supersedes: AFI 33-360, 18 May 2006

Pages: 20

This instruction outlines the responsibilities of 31st Fighter Wing (FW) units, geographically separated units (GSUs), and tenant units in the wing plans process. It standardizes the format and coordination procedures for all plans developed and/or reviewed at Aviano Air Base (AB). It utilizes guidance established in Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3122.01A, Joint Operations and Planning Execution System (JOPES) Volume I. It is not intended to replace or supersede joint or higher headquarters guidance. If a conflict exists between this instruction and guidance from a higher command, please notify the 31 FW Plans and Programs office (31 FW/XP). In accordance with (IAW) AFI 38-101, Air Force Organization, this instruction institutes 31 FW Plans and Programs Office (31 FW/XP) under the direction of the 31 FW Commander (31 FW/CC). 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). 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 847s from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The major changes include 1.3, title from The Chief 31 FW/XP to The Chief of Wing Plans. Other changes include (*)2.3, 31 FW SUPPLANS and (*)2.4, internal plans are managed by 31 FW/XP are called 31 FW Plans. Changes were made to update 31FW/XP wing address SharePoint site. Also, primary changes include Wing Plan Manager Notifications to OPR timeline, suspense date for initial review date and final review timeline. The publication has been revised to include, (*)3.4. when more than 21% of the plan changes before the regular periodic review date, the OPR will send the revised plan through a full review process, including approval by the FW/CC. Significantly, more detail was provided on 31 FW Plans, and the page numbering system has been simplified.

Chapter 1

WING PLANS ROLES AND RESPONSIBILITIES

1.1. General. This section spells out the specific responsibilities of each agency in the planning process. IAW AFI 38-101, Air Force Organization, 31 FW/XP ensures the Commander's vision for plan development is implemented. AFI 10-401, Air Force Operations Planning and Execution, para. 3.9 states base level planning is required for deliberate, crisis action, and sustainment planning. At a minimum, base-level plans must address mobility, mobilization (if appropriate), reception, employment, deployment, sustainment, and redeployment planning required for the combat forces to accomplish its mission.

1.2. The 31st Fighter Wing Commander (FW/CC) will:.

- 1.2.1. Approve and sign the Basic Plan for each wing plan.
- 1.2.2. Approve all periodic plan revisions.
- 1.2.3. Approve all 31 FW input to Higher Headquarters (HHQ) plans as compiled by 31 FW/XP.

1.3. The Chief of Wing Plans will:.

- 1.3.1. Administer the wing plans program.
- 1.3.2. Appoint a Wing Plans Manager (31 FW/XP Wing Plans Manager) to manage the wing plans program.
- 1.3.3. Approve interim changes to 31 FW plans.
- 1.3.4. Ensure 31 FW supporting plans are developed for all HHQ plans as required.
- 1.3.5. Review and coordinate as required on all base-level plans before final submission, publication, and distribution.

1.4. The Wing Plans Manager will:.

- 1.4.1. Directly manage the wing plans review and management process.
- 1.4.2. Establish and enforce this wing planning instruction, outlining specific information essential to the continuity of the wing plans program.
- 1.4.3. Review all base-level plans before final approval to ensure proper format.
- 1.4.4. Coordinate the wing review of all HHQ plans when tasked.
- 1.4.5. Perform quality assurance reviews during 31 FW plan management and development.
- 1.4.6. Notify/distribute all finalized base plans to tasked organizations listed in Annex Z.
- 1.4.7. Maintain all wing plans on the 31 FW/XP SharePoint page.
- 1.4.8. Determine the base OPR for all new HHQ plans.
- 1.4.9. Assist the OPR in determining the Offices of Coordinating Responsibility (OCR) for a new wing plan.

1.4.10. Maintain a list of all 31 FW appointed Unit Plans Managers (UPM) and provide required support.

1.4.11. **(Added)** Train UPM, IAW this instruction.

1.5. 31 FW Unit Commanders will:

1.5.1. Appoint, in writing, a primary and alternate UPM. UPM appointment letters will be maintained by 31 FW/XP. Consideration for appointment as UPM requires personnel:

1.5.1.1. Have a minimum of 12 months remaining on station.

1.5.1.2. Documented US Secret Clearance and North Atlantic Treaty Organization (NATO) Secret Clearance

1.5.2. Ensure unit compliance with this instruction.

1.5.3. Ensure plans for which their organization is the OPR are reviewed prior to their required review date.

1.5.4. Review, coordinate and develop supporting annexes/checklists (as necessary) for a wing plan when requested.

1.5.5. Notify 31 FW/XP of the intent to produce or change a wing plan.

1.5.6. Notify 31 FW/XP when a governing directive for a plan is updated and initiate an out of cycle plan review.

1.6. The UPM will:

1.6.1. Develop and maintain a UPM continuity book or suitable electronic version, containing the required items as defined in **Attachment 2** of this instruction.

1.6.2. Upon request from 31 FW/XP, provide electronic inputs to all new draft plans or plans under routine review/update to the identified OPR.

1.6.3. Meet all plans-related suspense's.

1.6.4. Inform the unit commander of the status of all plans in draft or review.

1.6.5. Manage the internal and external coordination process at the unit IAW **Chapter 3** of this instruction.

1.7. SharePoint 31 FW/XP maintains the Wing Plans SharePoint page as the central repository for wing plans.

1.7.1. The SharePoint Plans website allows plan OPRs and OCRs continuous access to established 31 FW plans. Older versions of plans will be archived by 31 FW/XP for reference.

1.7.2. 31 FW SharePoint site address is:
<https://portal.usafe.af.mil/sites/Aviano/31FW/XP/SitePages/Home.aspx>

Chapter 2

PLAN DEFINITIONS

2.1. General. The Department of Defense (DoD) uses many different types of plans listed in AFI 10-401, section 3C. To assist with understanding of plans it is necessary to provide definitions of DoD Plans. The European Command (EUCOM) has provided the guidance that Functional Plan (FUNCPLANS) are no longer used within the DoD; and only recognizes the plan categories of Operation Plan (OPLAN), Concept Plan (CONPLAN), or Supporting Plan (SUPPLAN). The plans outlined in **Chapter 2** are provided for informational purposes only.

2.2. HHQ Plans define the provisions required when a specific type of plan is established. These plan types are only written by HHQ or higher level authorities, not at the base level.

2.2.1. OPLAN. CJCS Joint Pub (JP) 5-0 defines an OPLAN as “a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a Time-Phased Force and Deployment Data (TPFDD). It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater.” OPLANs can be quickly developed into an Operations Order (OPORD). OPLANs and OPORDs are prepared in response to requirements from the President, the SecDef, or the CJCS.

2.2.2. CONPLAN. CJCS JP 5-0 defines a CONPLAN as “an operation plan in an abbreviated format that may require considerable expansion or alteration to convert it into a complete operation plan or operation order.” It includes a base plan with annexes required by the JFC and a supported commander’s estimate of the plan’s feasibility. It may also produce a TPFDD if applicable.”

2.2.3. Supporting Plan (SUPPLAN). CJCS JP 5-0 defines a SUPPLAN as “an operation plan prepared by a supporting commander, a subordinate commander, or an agency to satisfy the requests or requirements of the supported commander’s plan.” Any higher headquarters OPLAN which tasks the 31 FW requires the development of a supporting plan. The 31 FW OPR will develop the plan and coordinate it with 31 FW/XP and any identified OCR. This plan will be identified as a 31 FW SUPPLAN XXXX-YY and numbered in accordance with section 2.3.

2.2.4. Programming Plan (PPLAN). United States Air Force in Europe Instruction (USAFEI) 10-501, Development and Implementation of Programming Plans, describes United States Air in Europe-Air Force Africa (USAFE-AFAFRICA) processes for developing and implementing projects to manage changes in scheduled force structure, weapons, systems, personnel, facilities, or materiel within the command. The PPLAN identifies the objective, schedules tasks, assigns responsibilities, and provides a formal reporting system to keep the commander, staff offices, subordinate units, and other interested agencies and commands aware of accomplishments.

2.3. 31 FW SUPPLANS. Plans developed to support an established HHQ OPLAN, CONPLAN, or SUPPLAN are known as 31 FW SUPPLANS and will be numbered according to the plan it supports. The digits prior to the hyphen will correlate to the HHQ numbered plan it supports. The two digits following the hyphen are the year the plan was last reviewed.

2.4. 31 FW PLANS. Internal plans managed by XP are called 31 FW Plans. The official title is written as a 31 FW PLAN XXXX-YY. The requirement to write a wing plan is directed by many different sources and are all signed by the Wing Commander for authority. An example of an internal plan is the 31 FW PLAN 1002-15, Operations Security Plan. Unless specifically directed, the wing commander has the option to keep or delete a 31 FW Plan.

Chapter 3

PLANS MANAGEMENT AND DEVELOPMENT PROCESS

3.1. Plan Review Cycle. Unless the review interval is otherwise directed in HHQ guidance, all 31 FW plans are current for 2 years from the date of approval by the 31 FW/CC or the date of the last formal wing review. Refer to Figure 1-1 for routing procedures.

3.2. Out-of-Cycle Review. An out-of-cycle review is a review initiated at any time other than a plan's annual/biennial review date. The Chief of Wing Plans or the plan's OPR can direct an out-of-cycle review.

3.3. Plan Interim Change. A plan interim change is a change to 20% or less to an approved plan that occurs prior to the plan's periodic review date. The purpose of an interim change is to correct minor errors or implement changes that don't warrant the full periodic review process. Interim changes will be coordinated with all affected organizations, refer to Figure 1-2 The Chief of Wing Plans may approve an interim change and will update the Memorandum of Transmittal and notify units in Annex Z when publishing an interim change. The plan's publication date does not change for an Interim Change. To assist in the interim change process use the checklist located at [Attachment 10](#).

3.4. Plan Revision. If more than 20% of the plan changes before the regular periodic review date, the OPR will send the revised plan through a full review process, including approval by the FW/CC. Use the checklist located in [Attachment 11](#).

3.5. Plan Approval. The wing commander will approve newly generated plans, periodic reviews, and revised plans. After the FW/CC signs the Basic Plan and the Chief of Wing Plans signs the Memorandum of Transmittal, the Wing Plans Manager will post the completed plan on the 31 FW Plans SharePoint website and notify all units listed in Annex Z.

3.6. Suspense Timeline. The Wing Plans Manager is responsible for clearly communicating all suspense dates via an electronic Staff Summary Sheet (eSSS) process routed through the 31 FW Director of Staff (DS) for tasking and accountability. OPRs and OCRs are responsible for meeting all suspense dates. To ensure timely publication of plans the Chief of Wing Plans will follow up with commanders of units that miss established suspense dates.

3.7. Distribution and Release. The squadron commander and their unit OPR will work with the Wing Plans Manager to determine the distribution and release list of the plan. Annex Z will contain this list and is a mandatory annex for all plan renditions. The Wing Plans Manager will post unclassified completed plans on the unclassified Wing Plans SharePoint site. Copies of all classified plans will be stored on the Wing Plans classified SharePoint site.

3.8. Plans Numbering Policy is in accordance with paragraphs 2. 3 and 2.4 and the following:

3.8.1. Root Number: If not associated with a HHQ plan, the OPR will number the plan with the first two digits 'XX' associated with the OPR's unit mission as defined by the AFRIMS RDS numbering system. The complete list of the AFRIMS numbering system is included in [Attachment 12](#). The third and fourth digits represent the sequence within already existing unit plans for the specific OPR. The OPR's first locally developed plan would be 'XX01', the second would be 'XX02' and so forth. This four digit number is followed by a hyphen.

3.8.2. Date Number: The last portion of the plan number will be the two digit year the last review was conducted and approved. In the event of a new plan, the two digit year would correspond to the year the draft was approved. Only the last two digits of the year are used.

3.8.2.1. 31 FW Plans Numbering Examples:

3.8.2.2. New 31 FW Plan: A new wing plan is drafted and approved in 2016 that is Civil Engineering (CE) centric and CE is the OPR. CE already has 2 existing wing plans on file: This plan will be identified as 31 FW PLAN 3203-16. The AFRIMS number for Civil Engineering is '32' and, because CE is already the OPR for two existing plans, this new draft will become their third plan, '03'. Because this plan was drafted and approved in 2016, the last two digits are '-16'.

3.8.2.3. Existing Plan: The existing plan 31 FW PLAN 4402-14 (Med Group is OPR) is revised and approved in 2016. The new number designation for this newly approved version of the plan will be 31 FW PLAN 4402-16.

3.9. Task Authority will be listed within the Memorandum of Transmittal of the plan to explain why the plan exists and the duration the plan must be maintained. A reference to the applicable directive/AFI/regulations/etc. must be mentioned.

3.10. Office of Primary Responsibility (OPR) – Plan Development is the UPM designated as the primary point of contact to facilitate creating the original draft of a new plan or coordinating changes to a specific established plan. Each plan must be coordinated in accordance with HHQs and 31 FW/XP directives outlined in this chapter.

3.11. Offices of Coordinating Responsibility (OCRs) – Plan Development is assigned by specific instructions provided by HHQs or assigned by 31 FW/XP in conjunction with the OPR. OCRs are the primary points of contact used by the OPR when engaging in a plan review/creation coordination.

3.12. Plan Review Process and Timeline. The periodic plan review is intended to ensure the plan remains up-to-date, relevant, and mission-focused while giving each stakeholder an opportunity to recommend changes. See Figure 1-1 for process flowchart.

3.12.1. Wing Plans Manager will notify OPR 90 days prior to the review date that their plan is due for review.

3.12.2. OPR will update the plan and provide plan to Wing Plans Manager for routing 60 days prior to expiration.

3.12.3. For standardization and accountability, the Wing Plans Manager will route plans via the Task Management Tool (TMT). XP will create an eSSS for COORD with all groups and affected wing staff agencies and assign a SUSPENSE of 15 duty days for this coordination.

3.12.4. Unit Comment Resolution Matrix (CRM) Attachment 14 will be consolidated into one CRM, (MXG, OG, MSG, MDG, WSA).

3.12.5. XP will close the tasker once all CRMs are received.

3.12.6. XP will send the consolidated CRM to OPR with a SUSPENSE of 7 duty days to approve or disapprove all comments.

3.12.7. Once complete, OPR will forward the updated plan and CRM, including approval/disapprovals notations to XP.

3.12.8. The Wing Plans Manager will conduct a final formatting check of the plan, and create a tasker in TMT within 7 duty days. This will include the previous CRM, including any OPR comments on approval/disapproval, with the final CONCUR/NON-CONCUR.

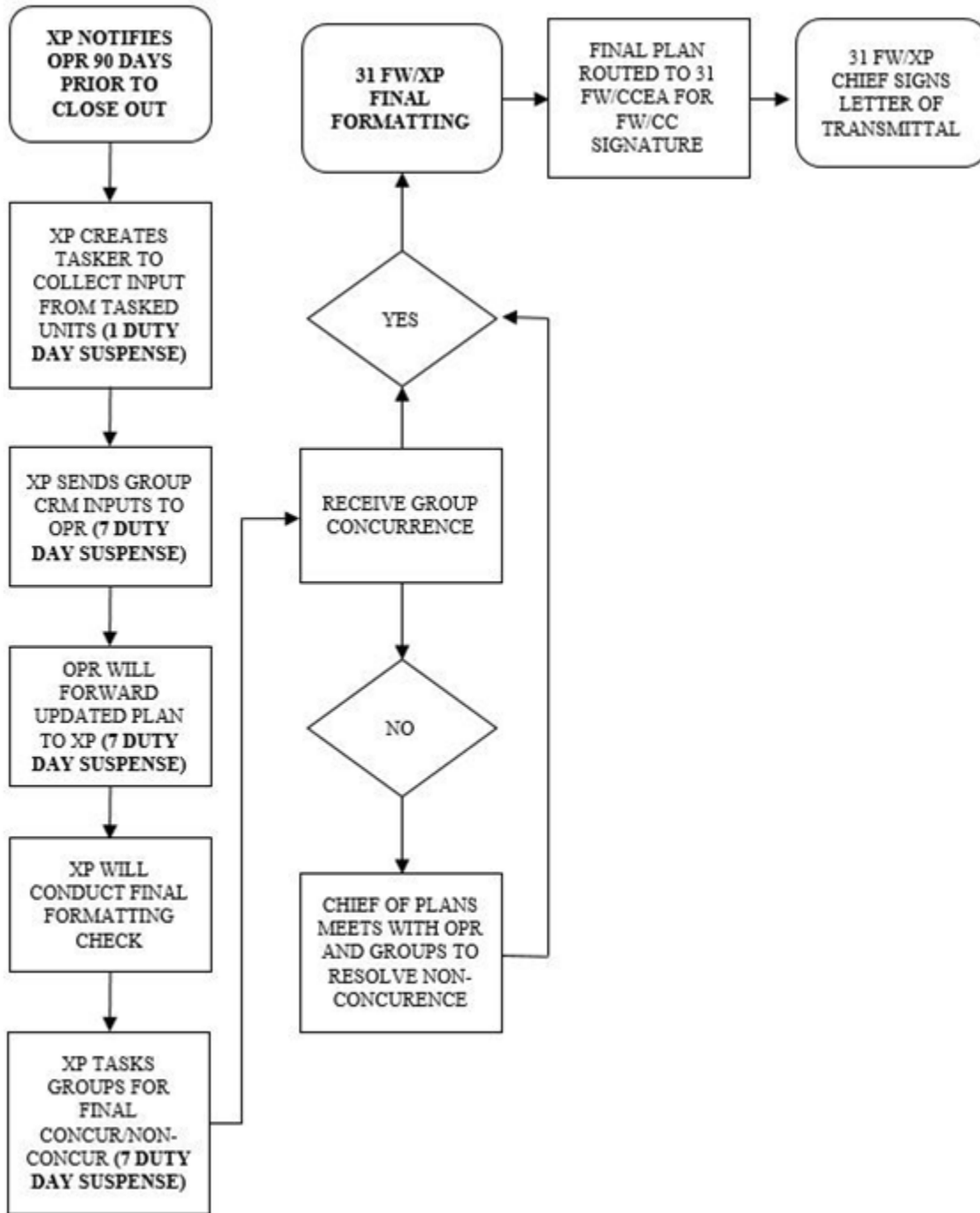
3.12.9. XP will tasks Groups for final CONCUR/NON-CONCUR and approval with a SUSPENSE of 7 duty days.

3.12.9.1. If Group Commanders NON-CONCUR, the Chief of Wing Plans will chair a meeting with the OPR and the group deputy to resolve the non-concurrence.

3.12.10. After concurrence from the groups, the Wing Plans Manager will prepare the Plan for FW/CC signature, and send the plan to the 31 FW/CCEA.

3.12.11. The Chief of Wing Plans will sign the Memorandum of Transmittal after the FW/CC signs the plan. The Wing Plans Manager will then upload the plan to the 31 FW/XP SharePoint, and notify those units listed in Annex Z of the plans publication.

Figure 3.1. Review Cycle.



3.13. Plan Interim Change Procedures. Interim changes will be prepared by following the procedures below and the checklist at [Attachment 10](#).

3.13.1. To indicate new or changed material, a vertical line is added in the left margin as well as the record change number, page footer, and date changed needs to be annotated in the Record of Changes Table.

3.14. Plan Front Data Interim Change Procedure. The Plan Front Data will capture the changes and updates identified during the plans review process. The OPR is responsible to ensure the data is incorporated, accurate, and thorough.

3.14.1. Plan Front Data consists of cover page, memorandum of transmittal, security instructions, record of change, classification guidance, plan summary, and table of contents. See Attachment 3 and 4.

3.14.1.1. The OPR will create an updated Memo of Transmittal. Paragraph one will be updated to include the date of the Interim Change, the date of the original Basic Plan and the classification of the plan. This memo must include the Chief of Wing Plans signature block. It will replace the original Memorandum of Transmittal.

3.14.1.2. Record of Review and Change. The OPR will create an updated Record of Review and Change document. It will reference all the changes listed in numbered order as they appear on the Comment Resolution Matrix. OPRs must ensure all previous changes from prior reviews are listed before any current changes. It will replace the plans original Record of Review and Change.

3.15. Finalizing a Plan Interim Change. The updated Plan Front Data is due to the 31 FW/XP box no later than 10 duty days after 31 FW/XP directs the Interim Change. The rest of the Interim Change process will follow Figure 1-2 The Interim Change is considered final after the Chief of Wing Plans signs the Memorandum of Transmittal.

3.15.1. After the Chief of Wing Plans signs the Memorandum of Transmittal, the Wing Plans Manager will send a notification e-mail to all affected units listed in Annex Z.

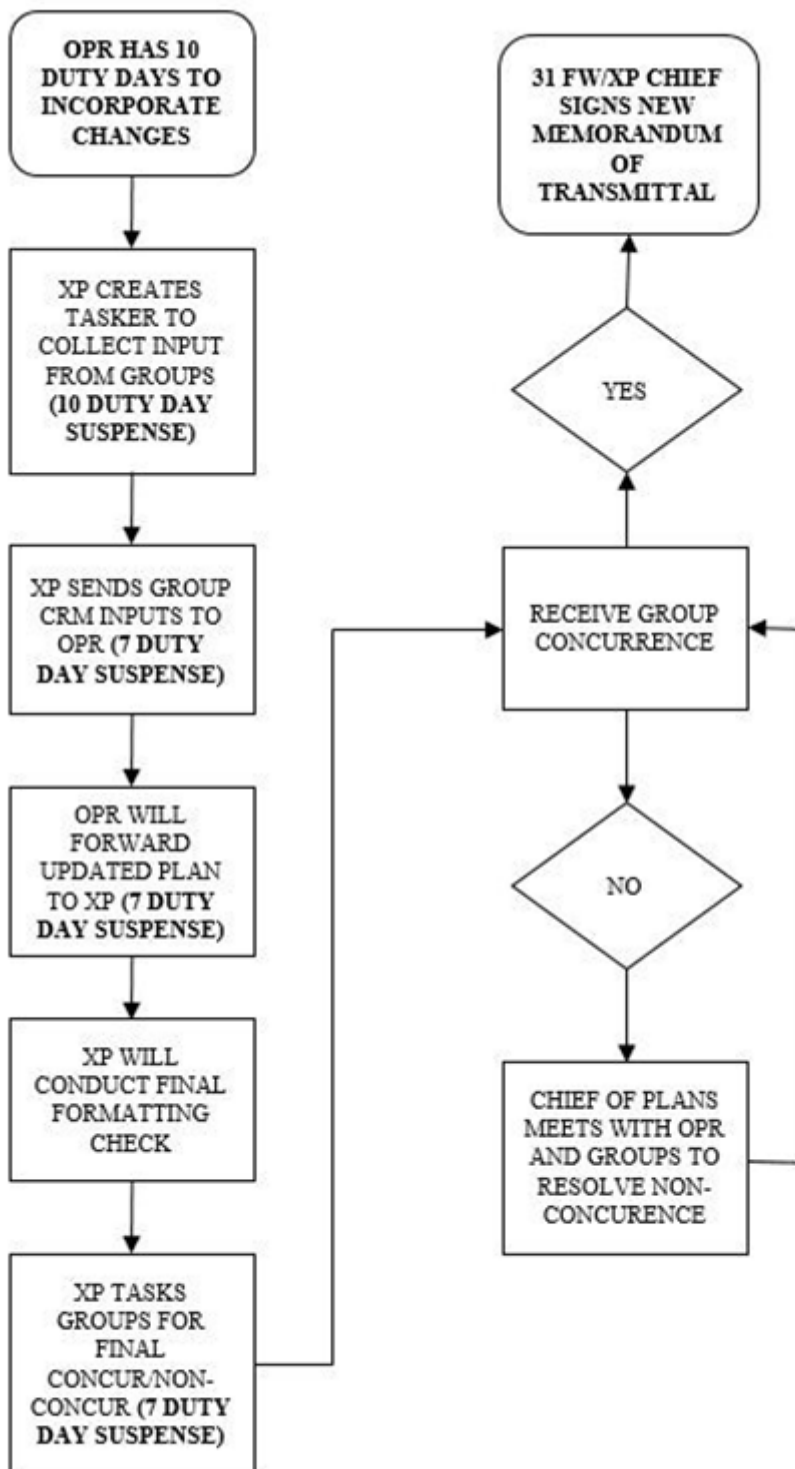
3.16. Validating a New Plan. If this is the first version of a 31 FW plan, the OPR will incorporate all supplied data into the draft, to include annexes and associated support documents, plan front data and provide it to XP for routing.

3.17. Required New Plan Documents. Initially, at a minimum, the new plan will include the documents discussed in detail in Chapter 4.

3.18. New Plan Coordination Process. Upon completion of the draft plan, the coordination process mirrors the plans review process outlined in Figure 1-1 The OPR will adhere to the guidelines established for the plans review coordination process.

3.19. Obsolete Plan. In the event the plan is determined obsolete by the Unit Commander, the OPR will forward a Memorandum of Record signed by the Unit Commander via email to the 31 FW/XP org box. The memo will state the plan is now obsolete and can be placed into official records history (in accordance with AFMAN 33-363 Management of Records).

Figure 3.2. Interim Changes.



Chapter 4

31 FW PLAN FORMAT GUIDANCE

4.1. General. 31 FW plans and planning products will conform to the guidance, standardized formats, and content herein.

4.2. Instruction For Attachments - 31 FW Sample Plan. A complete sample 31 FW PLAN template is found at Attachments **3, 4, 5, 6, 7, 8,** and **9** of this instruction. Any deviation from the required format must be approved by 31 FW/XP. The text contained within the template provides additional instruction to the OPR based on text type used:

4.2.1. “<Indented text within bracket>” indicates plan specific information is to be input by the OPR.

4.2.2. “Enclosed [underlined text]” is solely used for informational purposes. This data is used to explain some aspect of the format; it is not part of the format.

4.2.3. “Regular text” is required to be used exactly as shown in the format of the plan documents.

4.3. Page Format Basics. Format of all plan pages will meet these listed criteria:

4.3.1. Margins. (Top, Bottom, Left, Right) - 1.0” (one inch). Header & Footer margin - 0.5” (one-half inch). Gutter Margin - 0.5” (one half inch – if placing plan in a binder).

4.3.2. Paper Size and Orientation. Letter 8.5” x 11” white bond in Portrait orientation.

4.3.3. Font. Bookman Old World Style; Font Size – 10 for document pages. For classification markings, use Arial 12 point bold.

4.3.4. Paragraph. Number and indent paragraphs and subparagraphs. Use 0.3-inch as the default for tab settings. Include headings for all major paragraphs and subparagraphs. A paragraph “1” must have a paragraph “2”; a subparagraph “a” must have a subparagraph “b.” Additional subparagraphs, if required, will be headed as “(1)” followed by “(2)”. Return second and succeeding lines of subparagraphs to the left margin of the page.

4.3.5. Footer. Center the required page number (see distinctions below), type size – 10.

4.3.6. Header. Pages ii through the final page of the plan will display the following data in Font Size 8, right column aligned. e.g.31 FW PLAN XXXX-YY Aviano AB, Italy dy-month-yr (date)

4.4. Saving and Naming Files. Each file will be saved separately throughout the plan review process. Section 3.8. specifies the naming nomenclature and numbering for the draft plan. During finalization of the plan, the OPR will combine all separate files into a single document for posting on the 31 FW/XP centralized SharePoint archive.

4.5. Listing References. References may be used, but must be available to plan users. They will be referred to by publication number, title, current date and classification. [e.g.: Joint Pub 4-02, “Doctrine for Health Service Support,” 26 April 1995 (U)]

4.6. Information Security and Classification Guidance. Conform to the following as appropriate:

4.6.1. DoD Directive 5200.01, Volume 1 “Overview, Classification, and Declassification.”

4.6.2. DoD Directive 5200.01, Volume 2 “Marking of Classified Information”

4.6.3. DoD Directive 5200.01, Volume 3 “Protection of Classified Information”. Discusses plans marked Secret Formerly Restricted Data (FRD) and Secret RD will not have declassification instructions.

4.6.4. DCID 6/4, “Personnel Security Standards and Procedures Governing Eligibility for Access to SCI”

4.6.5. DCID 1/19, “DCI Security Policy for Sensitive Compartmented Information”

4.6.6. DCID 6/9, “Physical Security Standards for Sensitive Compartmented Information Facilities”

4.7. Plan Classification. At a minimum, all plans generated by the 31 FW will be marked “Controlled Unclassified Information.”

4.7.1. The plan classification level will be reflected in the header and footer of each page of the plan except for the memorandum of transmittal. Memorandum of Transmittal will be marked with classification.

4.8. Plan Front Data. This section details specific guidance for the format and general content of plan front data: cover sheet, transmittal memorandum, security instructions, record of review/change, plan summary and table of contents.

4.8.1. Numbering. Plan front data pages will use roman numerals “i”, “ii”, etc., starting with the Security Instructions and continuing through the table of contents.

4.8.2. Required Documents:

4.8.2.1. Cover Sheet - The cover sheet will display 31 FW info, the plan number, plan long title, date of the plan, and the classification (including Restricted Data (RD) or FRD markings). See [Attachment 3](#) for the correct template format.

4.8.2.2. Memorandum of Transmittal - This memorandum will include information on the task authority requiring the creation of the plan and the duration the plan will remain in existence (if provided). It will establish the review timeline (annual/biennial) required for the plan. Additionally, it will provide any disposition instructions for the superseded plan, its changes, and related documents when the plan replaces or updates an existing plan. The Chief of Wing Plans will sign this memorandum. [Attachment 1](#) will always be the plan as outlined in the template.

4.8.2.3. Security Instructions and Record of Changes - This document includes the long and short titles of the plan and will state any reproduction limitations. This document will also capture any review/changes to the plan identified through a Plan Interim Change. See [Attachment 4](#) for the correct template format.

4.8.2.4. Plan Summary - This document summary provides a detailed overview of the plan. It provides a brief review of the mission, general situation, and concept of operations and commander’s appraisal of the logistics and personnel feasibility of the plan. The following paragraphs are mandatory; subparagraphs are at the discretion of the plan OPR. 1) Purpose, 2) Conditions For Implementation, 3) Operations to be Conducted, 4) Key Assumptions,

5) Operational Constraints, 6) Operations Timeline, 7) Command Relationships, 8) Logistics Appraisal, 9) Personnel Appraisal and 10) Shortfalls and Limiting Factors. See [Attachment 4](#) for the correct template format.

4.8.2.5. Classification Guidance - This document will include any classification guidance (if required). This document provides users with the subjects requiring protection, specifies the level of protection, and establishes the period during which the protection must be continued. See [Attachment 4](#) for the correct template format.

4.8.2.6. Table of Contents - Will mirror [Attachment 4](#) and any Annex listed that is not used will have “Not Used” placed in the page number column. See [Attachment 4](#) for the correct template format.

4.9. Basic Plan. This section discusses specific guidance for the format and general content of the basic plan. See [Attachment 5](#) for the correct template format.

4.9.1. Numbering. The basic plan pages will be numbered “1”, “2”, etc. through the end of the document.

4.9.2. Basic Plan is the only required document. The document will at a minimum consist of five major paragraphs; 1) Situation, 2) Mission, 3) Execution, 4) Administration and Logistics, and 5) Command and Control. Additional paragraph headings may be included to fit the needs of the plan. The template in [Attachment 5](#) provides several examples. This method permits standardization and enables planners to refer immediately to a standard paragraph when seeking specific information. [Paragraph 3](#), Execution, includes specific tasks for each area of required support across the wing. The tasks are used to create supporting annexes, and associated appendixes, tabs, and exhibits.

4.10. Annexes and Associated Supporting Documentation. This section details the specific guidance for the format and general content of data in an annex. Appendixes, Tabs, and Exhibits are additional forms of supporting documents in increasing detail to an Annex. Attachments [6- 9](#) provide proper format guides.

4.10.1. Alpha Annex Designators. In order to standardize plan organization, most 31 FW units have a specified Annex as shown in [Attachment 13](#). If the plan OPR needs to assign an Annex to a unit without specified Annex, there are seven “undesignated” Annexes available. If more units are tasked in the plan, the additional units can be included as an Appendix to their applicable group’s Annex. Please direct any questions concerning this process to Wing Plans Manager.

4.10.2. Annex. Document created by a tasked OCR that provides specific details on mission accomplishment of the required supportive tasks as defined in the basic plan.

4.10.3. Appendix. Document provides supporting data to an Annex.

4.10.4. Tabs. Document provides supporting data to an Appendix.

4.10.5. Exhibits. Document provides supporting data to a Tab.

Jason E. Bailey, Brigadier General
31st Fighter Wing Commander

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

AFI 10-401, *Air Force Operations Planning And Execution*, 7 Dec 06

AFI 10-404, *Base Support and Expeditionary Site Planning*, 27 Aug 15

AFI 10-501, *Program Action Directive (PAD) and Programming Plans (PPLAN)*, 5 Apr 19

AFI 38-101, *Manpower and Organization*, 29 Aug 19

AFMAN 33-363, *Management of Records*, 01 Mar 08.

AFMAN 33-363_USAFE Sup, *Management of Records*, 25 Nov 08

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force*, 30 Apr 09

DoD Directive 5200.01, Volume 1 “*Overview, Classification, and Declassification.*”

DoD Directive 5200.01, Volume 2 “*Marking of Classified Information*”

DoD Directive 5200.01, Volume 3 “*Protection of Classified Information*”

CJCSM 3122.01A, *Joint Operations and Planning Execution System (JOPES) Vol I*, 28 Feb 06

JP 5-0, *Joint Operation Planning*, 26 Dec 2006

USAFEI 10-501, *Development and Implementation of Programming Plans and Programming Messages*, 29 January 2015

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

31 FW—31st Fighter Wing

31 FW/CC—31st Fighter Wing Commander

31 FW/XP—31st Fighter Wing Plans and Programs Office

31 FW/XP org box—31 FW/XP organization box

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Record Information Management Systems

CE—Civil Engineering

CJCSM—Chairman of the Joint Chiefs of Staff Manual

CONPLAN—Concept Plan

DoD—Department of Defense
eSSS—Electronic Staff Summary Sheet
EUCOM—European Command
FOUO—For Official Use Only
FUNCPLAN—Functional Plan
FRD—Formerly Restricted Data
GSU—Geographically Separated Unit
HHQ—Higher Headquarters
IAW—In Accordance With
IOP—Index of Plans
JOPEs—Joint Operations Planning and Execution Systems
JP—Joint Publication
NATO—North Atlantic Treaty Organization
OCR—Office of Coordinating Responsibility
OPORD—Operations Order
OPR—Office of Primary Responsibility
OPLAN—Operation Plan
PAD—Program Action Directive
PPLAN—Programming Plan
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
SECDEF—Secretary of Defense
SUPPLAN—Supporting Plan
TPFDD—Time Phased Force and Deployment Data
UPM—Unit Plans Manager
USAF—United States Air Force
USAFE—United States Air Forces In Europe

Attachment 2**UNIT PLANS MANAGER CONTINUITY BOOK**

A2.1. General. The purpose of your Unit Plans Manager Continuity book is to ensure the proper management of your Unit Plans Program. The Continuity Book may be digital and kept on UPM shared drive. The Continuity Book will contain the following (in the listed order):

A2.1.1. Appointment of members. Current Appointment letters for both primary and alternate.

A2.1.2. Sharepoint. Current directory of Wing Plans staff and associated contact information, as provided on the 31 FW/XP Plans SharePoint website (<https://portal.usafe.af.mil/sites/Aviano/31FW/XP/SitePages/Home.aspx>).

A2.1.3. 31 FW AABI. Current copy of AVIANO ABI 10-401.

A2.1.4. Directory for 31FW plans. Current copy of 31 FW index of plans will be located on the 31 FW/XP Plans SharePoint website. Highlighting the plans for which your unit is the OPR.

A2.1.5. Current UPM roster. All UPM's across the 31 FW will be provided on the 31 FW/XP Plans SharePoint site.

Attachment 3

31 FW PLAN FORMAT SAMPLE - PLAN FRONT DATA - PART I

Figure A3.1. 31 FW PLAN FORMAT SAMPLE.

CLASSIFICATION



(From here to bottom of title: Font Size 18, bold, centered)

31 FIGHTER WING

<XXXX>

<LONG TITLE OF PLAN>

Aviano Air Base, Italy

(Date: Font Size 12, bold, centered)

XX Month 201X

Figure A3.2. 31FW Plan



**CLASSIFICATION
DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)**

DATE

MEMORANDUM FOR DISTRIBUTION (Annex Z)

FROM: 31 FW/XP

SUBJECT: 31FW Plan <XXXX>, *Plan Title*

1. Attached is 31 FW Plan <XXXX, *Plan Title*>. This plan outlines the responsibilities and procedures for the wing in response to <topic/event>. This plan supersedes [when replacing a previous version] 31 FW PLAN <XXXX>, and is effective upon receipt.
2. This plan fulfills a requirement established by <AFI XX-XXX> and will remain in effect until <DATE XXXX>. [Include information on the task authority (AFI, DoD, etc) that required the creation of the plan and the duration it is directed to remain in existence (if provided). At a minimum, the 31 FW/CC will be the task authority if there are no governing regulations requiring the establishment of the plan. Indicate the requirement for the wing plan and the duration of its existence.]
3. This plan will be reviewed <annually/biennially>. [Establish the timeline (annual/biennial) required for review of the plan, as directed by the task authority.]
4. The OPR for the plan is <unit office symbol XX/XXX>. This plan has been prepared by the 31 FW/XP Wing Plan Manager and has been coordinated with all tasked agencies.

[To be included in Classified Plans Only:]

5. This plan is effective for implementation upon receipt. This plan will be disposed of IAW DoD, 5200.01 Volumes I, II, & III "Information Security Program"/AFI 31-401 *Information Security Program management* when superseded or rescinded.)

// signed //
I M. CHIEF, Rank, USAF
Chief, Wing Plans and