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EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
INSTRUCTION 10-401**



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Operations

**412TH TEST WING PLAN
DEVELOPMENT AND MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Edwards Air Force Base Instruction (EDWARDSAFBI) provides informational guidance regarding the 412th Test Wing (412 TW) plans development and management process. It standardizes the format and coordination procedures for all plans developed and/or reviewed by the 412 TW. If a conflict exists between this instruction and guidance from a higher command, please notify the 412 Test Wing Plans and Programs Office, Partnering Section (412 TW/XPP). It applies to all 412 TW units, geographically separated units (GSUs), and tenant units. This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the 412th Test Wing Commander. This publication may not be supplemented or further implemented/extended.

Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updates of checklist attachments and administration changes.

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Chapter 1

GENERAL OVERVIEW

1.1. Overview. A plan is a documented course of action that informs participants of the roles, responsibilities, and relationships governing the activities and performance of an organization during an operation or event. These roles, responsibilities, and relationships, and the associated processes and procedures are to be used on a one-time or as-needed basis during the operation governed by that plan. 412 TW plans detail how to execute key processes for mission execution that may span multiple units (e.g., Emergency Management Plan, Integrated Defense Plan, or Disease Containment Plan). 412 TW Installation Plans Master Index is located at the following SharePoint site: <https://org2.eis.af.mil/sites/22774/XP/XPP/PLAN/default.aspx>.

1.1.1. Wing plans are generally written in response to a requirement identified in an Air Force Instruction (AFI), a Headquarters Air Force Materiel Command (AFMC) directive. This document provides guidance for 412 TW plans referred to as Wing Plans or Contingency Plans. 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 the plan be current and a copy of the 412 TW plan be on file with 412 TW/XPP.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. 412th Test Wing Commander (412TW/CC) or designated representative will:

- 2.1.1. Approve all new or revised 412 TW plans when required by higher headquarters (HQ), instruction or directive.
- 2.1.2. Validate all periodic plan reviews.
- 2.1.3. Approve all 412 TW inputs to HQ plans as compiled by 412 TW/XPP.
- 2.1.4. Ensure the 412 TW has developed supporting plans for all HQ plans which require 412 TW support.

2.2. The 412 Test Wing Plans and Programs Office, Partnering Section (412 TW/XPP) will:

- 2.2.1. Administer the Wing Plans Program.
- 2.2.2. Establish a 412 TW Plans instruction (this document) outlining specific information essential to the management and continuity of the Wing Plans Program.
- 2.2.3. Coordinate with units across the Wing to ensure 412 TW supporting plans are developed for HQ plans which require the 412 TW to have a supporting plan.
 - 2.2.3.1. Coordinate with the office of primary responsibility (OPR) to ensure plans are reviewed annually/as required.
 - 2.2.3.2. The OPR/OCR for 412 TW plans are usually determined by the source document requiring the plan, or by the 412 TW/CC, who tasked its creation.
 - 2.2.3.3. Recommend, if necessary, the 412 TW OPR for all new HQ plans. This assessment is based on the preponderance of activity or support described in the plan as well as subject matter expertise. Any challenge to OPR assignments will be resolved by the 412TW/CC.
 - 2.2.3.4. Recommend, if necessary, office(s) of collateral responsibility (OCR) who need to develop annexes to the 412 TW plan.
- 2.2.4. Manage and maintain the 412 TW Plans Master Library, the wing plans review schedule, a listing of plan OPRs and plan action officers (AO).
- 2.2.5. Reviews/coordinates on all new plans and changes to existing plans to ensure proper construction and formats are used.
- 2.2.6. Assign numbers to all new/revised 412 TW plans as required.
- 2.2.7. Assist units with coordination issues of TW or HQ plans as required.
- 2.2.8. Conduct final coordination of all wing plans to 412 TW Commander for approval and signature.
- 2.2.9. Ensure that electronic copies of approved plans are properly maintained as an official record and identified on the office of record file plan.

2.2.10. Ensure new or revised plan is routed back to plan OPR AO for distribution to the organizations listed in accordance with the plan distribution list (Annex Z).

2.2.11. Provides guidance and direction to organizations as needed.

2.3. Unit Commanders/Directors. 412 TW leadership at both the group and squadron level are integral to the plans process. Unit Commanders/Directors will:

2.3.1. Ensure unit compliance with this instruction.

2.3.2. Appoint an OPR AO for each plan for which their organization is responsible.

2.3.3. Ensure plans for which their organization is the OPR are in compliance with HHQ or locally established directives and reviewed prior to their required review date.

2.3.4. Ensure the most recent guidance and current information are being utilized when drafting or reviewing 412 TW plans.

2.3.5. Ensure all changes or revisions are posted to each plan maintained by the unit.

2.3.6. Notify 412 TW/XPP of the intent to produce or change a 412 TW plan.

2.3.7. Notify 412 TW/XPP when a governing directive for a plan is updated and initiate an out-of- cycle review of the 412 TW plan, if requested.

2.3.8. Review all 412 TW plans which task the unit and develop supporting annexes or checklists as necessary.

2.3.9. Review and coordinate on 412 TW plans, when requested.

2.3.10. Approve and sign plans for which their units are OPRs as required.

2.4. Unit Plan OPR AO. The Unit Plan OPR AO should be knowledgeable of their unit plans, resourceful, and utilize knowledgeable personnel to support the accomplishment of plan-related tasks as required. The Unit Plan OPR AO will:

2.4.1. Have appropriate clearances (normally secret) and be thoroughly familiar with the unit's operations to serve as its functional area plans representative.

2.4.2. Notify 412 TW/XPP when a HHQ instruction, manual, or requirement to develop, update or rescind a plan is received.

2.4.3. Initiate required plan reviews to ensure plan review/revision is completed before its required due date. Coordinate Round One (1) and Round Two (2) suspense's. For examples of electronic coordination process documents refer to [Attachment 2](#) for Round One—Comment Resolution Matrix (CRM) and [Attachment 3](#) for Round Two – Staff Summary Sheet electronic coordination.

2.4.4. Comply with the proper Operations Security (OPSEC) and information security procedures when developing, maintaining and storing plans and checklists.

2.4.5. Ensure all plans are appropriately marked and all distributions to include email are in compliance with AF guidance.

2.4.6. Comply with the procedures and formats in this instruction and all applicable referenced publications when preparing a new plan or revising or issuing a change to an existing plan.

- 2.4.7. Monitor, document and retain all plan preparation, review, revision, change actions and coordination documentation through appropriate suspense deadlines and follow-up actions.
- 2.4.8. Ensure 412 TW/XPP is provided a copy of the most recent plan(s) along with any required review instructions.
- 2.4.9. Ensure unit has appropriate 412 TW plan(s) on file and that they are current IAW the 412 TW Plans Master Library. Ensure all plans information is properly handled IAW its security classification.
- 2.4.10. Coordinate with unit's Wing Inspection Team (WIT) member or the 412 TW Inspector General (IG) office to incorporate plan requirements into local exercises as required.

Chapter 3

PLAN MANAGEMENT

3.1. Plan Maintenance. Each 412 TW unit will maintain a current copy of each plan they are the OPR for, tasked under or identified on the distribution list. Plans may be kept in paper or electronic format.

3.2. OPSEC. Protection of Critical Information (CI) within 412 TW plans, checklists, and plans correspondence is vital to security and mission accomplishment of operations. Units must remain aware at all times of the need to safeguard CI. All 412 TW personnel affected by the plan are responsible for ensuring OPSEC.

3.3. Storage. Plans must be stored in accordance with their classification. Plans containing sensitive or critical information are designated Controlled Unclassified Information (CUI) and may require protection against public disclosure. Secret plans must be marked and stored appropriately. See AFI 16-1404, *Air Force Information Security Program*, and Department of Defense Instruction (DoDI) 5200.1, *DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)*, for handling and safeguarding of classified and CUI documents.

Chapter 4

PLAN

4.1. Plan Development. Many plans are incorrectly labeled as an Operations Plan (OPLAN) because they contain some type of operational activity. An OPLAN is a unified or major command plan for war fighting or combat contingency operation. It will contain data and will direct units in contingency operations, provide deployment data, etc. OPLANS are approved at the Chairman, Joint Chiefs of Staff (CJCS) level. 412 TW plans are considered functional plans and referred to as Wing Plans or Contingency Plans. To assist in the plans process see [Attachment 4](#).

4.2. Plan Creation. Any unit wishing to, or tasked to, develop a plan should first consult 412 TW/XPP to determine if a similar document already exists. The unit will then gather the necessary information and build the plan according to the guidance in this document and any applicable HHQ documentation.

4.3. Plan Title and Numbering. Wing plans are assigned a number and title to coincide with the number and title of the HHQ plans they support. If there is no HHQ plan, the plan number will correspond to the governing Air Force Instruction (AFI) or other directive it supports. If more than one unit publishes a specific plan, each plan will add a volume number as a suffix distinguishing it for the purpose of unit recognition as execution. For 412 TW plans Edwards Air Force Base (EAFB) will use volume 1 and OL-412 TW Air Force Plant 42 (AFP 42) will use volume 2 as identifiers.

4.4. Plan Contents.

4.4.1. Wing plans are written in the format described in this instruction unless otherwise prescribed in a HHQ directive. This instruction is based on Air Force Manual (AFMAN) 10-401v2, Planning and Formats. The objective of using a prescribed plan format is to ensure standardization and ease of use across the wing.

4.4.2. Plans are comprised of a number of elements including a cover page, letter of transmittal, security instructions (with record of changes and record of review), table of contents, basic plan, appropriate annexes, with appendices, tabs, and exhibits as required. All 412 TW plans will include these elements in the order listed.

4.4.3. The front cover must show the date of the plan, the OPR, 412 TW, long title, plan date, number of the plan and plan classification.

4.4.4. The Letter of Transmittal of a plan is completed in memorandum format and identifies the reason for preparing the plan. The need for preparing further supporting plans or checklists must be specified. The OPR for the plan must be identified and disposition instructions must be included when the plan supersedes a previous plan. The Letter of Transmittal is signed by the 412 TW/CC documenting plan approval. The date of the transmittal letter should be the same as that of the plan.

4.4.5. The Security Instructions and Record of Changes page is the first numbered page (page will be numbered “i” or “1” if consecutive page numbering is used). The security instructions must include the long and short titles of the plan and should state any reproduction limitations. A record of changes is not necessary for changes made during formal reviews.

4.4.6. The table of contents lists the plan’s contents by sections, annexes, appendices, tabs, and exhibits and by page number. Page numbers and titles listed must match throughout the plan.

4.4.7. Use of a plan summary is optional. If you choose to include a summary, it should be no more than two pages and added directly after the table of contents. A plan summary provides a brief review of the mission, general situation, 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 Implementations, 3) Operations to be Conducted, 4) Key Assumptions, 5) Operational Constraints, 6) Command Relationships, 7) Logistics Appraisal and 8) Personnel Appraisal.

4.4.8. The basic plan provides references, addresses general responsibilities of task organizations, and lists annexes used in the plan. It should be no more than five pages. Include a reference to the Air Force guidance that requires the plan as well as the plan requirements.

4.4.9. A plan is functionally organized into annexes. An annex generally covers a functional area (Operations, Logistics, Safety, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject. Each annex can be subdivided into appendices to address specific functional areas. For example: Annex D covers Logistics including Transportation, Supply, Mobility, Contracting, etc. Separate appendices, tabs and exhibits can be added to discuss specifics about these logistics-related functional areas when more in depth information is required.

4.4.10. 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.

4.4.11. The Task Organization Annex (Annex A) lists all units that are required to act on the contents of the plan.

4.4.12. OPSEC is discussed briefly in the Security Instructions. Ensure OPSEC details are addressed in Annex Y. Primary considerations for OPSEC are mission communications and specific mission data, including routings and aircraft capabilities.

4.4.13. 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.

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

4.4.15. References: Lists 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. A complete listing of all references used in the plan should be listed under the Glossary of References at the end of the plan, along with an acronyms list and terms as required.

4.4.16. All 412 TW plans will contain as a minimum a Basic Plan, Annex A (Task Organization), Annex V (Safety), Annex Y (Operations Security), and Annex Z (Distribution). Other annexes as required will be assigned by the plan OPR.

4.5. Formatting.

4.5.1. Plans are formatted in accordance with Air Force Handbook 33-337, Tongue and Quill. Plan text is single-spaced in Times New Roman, font size 12, with 1" borders.

4.5.2. Page numbers are centered at the bottom of each page and indicate page order within each part of the plan. For example, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C or consecutive numbering may be used (i.e.; 1, 2, 3...).

4.5.3. Designations for subdividing, numbering, and lettering paragraphs will use following nomenclature for paragraphs and sub-paragraphs: numeral, lowercase letter, numeral in parentheses and lowercase letter in parentheses. The following string represents a tiered nomenclature for paragraph level: 1. a., (1), and (a), respectively.

4.5.4. Plan covers, Letter of Transmittal, and Distribution Change Memorandum must start on a front (odd) page with nothing printed on the back. Pages marked "INTENTIONALLY BLANK" will be inserted as required to ensure this happens. EXCEPTION: Page numbers and/or "INTENTIONALLY BLANK" should appear on the back of Letter of Transmittal and Distribution Change Memorandum. Other customary blank pages delineating new sections (basic plan, annex, etc.) are not required so as to reduce document size.

4.5.5. The plan cover will have the following information: plan name, plan number, date, 412 TW emblem, OPR and security classification as applicable. Organizational logos may also be included on the cover in addition to the 412 TW emblem. NOTE: Red covers are reserved for classified plans.

4.5.6. The classification of the plan will be capitalized and centered in the header and footer of each page.

4.5.7. The header will also include (aligned to the right):

4.5.7.1. 412TH TEST WING.

4.5.8. Plan template example and other guidance is available in the 412 TW Plans Master Library.

4.6. Plan Classification.

4.6.1. Refer to DoDM 5200.1, Volume 3, Enclosure 3 and 4, *DoD Information Security Program: Protection of Classified Information*, or additional guidance on the preparation and marking of plans classified CONFIDENTIAL or SECRET.

4.6.2. If the plan is classified Secret or higher, the cover will be red. If the plan is Confidential, the cover will be blue. If the plan is CUI or is not classified, the cover will be black and white. At a minimum, all plans generated by the 412 TW will be marked “For Official Use Only.”

4.6.3. The back cover will be blank except for overall classification markings at the top and bottom of page.

Chapter 5

PLAN REVIEW AND REVISION PROCESS

5.1. Plan Review Cycle. A 412 TW plan is current for two years from the date approved by the 412 TW/CC or the date of the last formal wing review of the plan, unless the review interval is otherwise directed in HHQ guidance.

5.1.1. **Plan Interim Change.** An interim change will be issued if total adjustment identified during the review coordination process affects a minor percentage of the plan and does not compromise plan execution. This process is intended to rectify areas requiring minor updates, modifications, changes, etc. To assist in the interim change process use the checklist located at [Attachment 5](#) and change transmittal memorandum format located at [Attachment 6](#). An interim change to a plan or annex of a plan will be prepared by the plan's OPR, coordinated with all affected agencies and issued to all organizations on the distribution list by the plan OPR.

5.1.2. The Memorandum of Transmittal will be updated and signed by the 412 TW/CC. The date of the change, the date of the plan and the classification of the plan must be included in paragraph 1 of the Letter of Transmittal. The plan's publication date/original approval date does not change for an Interim Change Review.

5.1.3. A copy of the distribution list must be attached to the Letter of Transmittal. If a new Annex Z is accomplished, a distribution list is not required. The "To" element should read: "See Attached Distribution List" or "See Annex Z". To assist with identifying the correct annex alpha designator use table located at [Attachment 7](#).

5.1.4. For page changes, the change number and date of the change must be placed in parentheses below the page number.

5.1.5. Page changes are the most efficient method for issuing changes to a plan. This method re- accomplishes all pages containing changes, leaving unaffected pages unchanged. To indicate new or changed material, a vertical line is added in the left margin and the footer is annotated.

5.1.6. Changes may also be issued by replacement paragraph and either cut and pasted into the revised plan or hand written into the plan with the interim change number and date annotated.

5.1.7. A record of changes will be included on the security instruction page annotating interim changes that are made between annual reviews.

5.2. Plan Revision. A revision will be issued if an interim change is not practical due to total adjustments identified during the review coordination process. A plan revision is mandatory if the plan publication date/original approval date is over 5 years old.

5.3. Out-of-Cycle Review. A unit commander can direct an out-of-cycle review of any plan for which they are the plan OPR. Additionally, 412 TW/XPP can direct an out-of-cycle review of a plan. An out-of-cycle review is when the review process is initiated at any time other than a plan's required review date.

5.4. Process Management. 412 TW/XPP will provide direction and oversight of the coordination process and review plans prior to final coordination to the 412 TW Command Section and subsequent approval by the Wing Commander.

5.4.1. At the beginning of each quarter 412 TW/XPP will notify all OPRs who have plans coming due for review over the next 90 days. Independent of this notification plan OPRs should track their unit plan's required review date(s) internally and begin plan reviews no later than 90 - 120 days prior to plan due date to prevent late plan publication.

5.4.2. OPRs will conduct an internal review of their plan after which they will send out Round One (1) coordination. Round One (1) coordination consists of Comment Resolution Matrix (CRM) and is sent to all tasked organizations (Annex A) and applicable stakeholders of the plan (Annex Z) to collect inputs. **OCRs will have 10 duty days to review the plan and submit comments, updates or suggested changes back to the plan OPR.** The plan's OPR is responsible for annotating each item as accepted, rejected or modified. All rejected comments must be re-coordinated with the comment originator. If agreement is not reached, 412 TW/XPP will assist with resolving the adjudication of the rejected comment.

5.4.3. If during a review the plan OPR receives no recommended changes a formal plan review memorandum will be drafted by the OPR and routed through 412 TW/XPP for 412 TW/CC signature. If there are minor changes an interim change may be issued. If there are substantial changes or the plan is 5 years old it will undergo a formal revision and full update.

5.4.4. Round Two (2) is the final coordination of the plan after all inputs from the CRMs have been adjudicated. This round consists of a Staff Summary Sheet (SSS) coordination with Group Commanders/Directors for review and recommendation of approval by the 412 TW/CC. **Group Commanders/Directors will have 10 duty days to review the plan and coordinate via the SSS.**

5.4.5. Once Round Two (2) coordination is complete OCRs are to submit their final plan and all signed SSSs to 412 TW/XPP for final coordination to the 412 TW/CC for approval.

5.4.5.1. Unit OPRs should keep all records of plan coordination (CRMs and SSSs) on file until the next plan revision is published.

5.4.6. OPRs and OCRs are responsible for meeting all suspense dates. 412 TW/XPP will follow up with the commanders of units which have exceeded established suspense dates for plans in which they are the OPR.

5.4.7. 412 TW plan OPRs are responsible for keeping their unit plans current and for providing copies to 412 TW/XPP. Plans that are not in current standing will be removed from the 412 TW Plans Master Library until such time that the plan is brought into current status.

Chapter 6

DISTRIBUTION

6.1. After the updated plan or interim change is approved by the wing commander (or designee): The 412 TW/XPP office will forward an electronic signed/approved copy of the plan to the plan OPR for distribution IAW the distribution list (Annex Z).

6.2. All units included on the distribution list are required to: Maintain a current copy of the plan in either hard copy or electronically.

6.3. Hardcopy distribution will not occur. If the unit requires a plan in hard copy it will be responsible for printing it using the appropriate color of paper for the plan cover based on the plan's overall security classification.

6.4. Only CUI 412 TW plans will be posted on: The “412 TW/XP Plans and Programs” SharePoint site under the “412 TW Installation Plans” folder. Classified plans will be distributed in hardcopy by the OPR as required.

Chapter 7

WING PLANS REPOSITORY

7.1. Master Library. 412 TW/XPP will maintain the 412 TW Plans Master Library and index of 412 TW Plans. The library and index will be maintained on the 412 TW/XP Plans SharePoint web page and host all current unclassified wing plans.

7.1.1. The SharePoint plans site serves as a central repository for plans, index of plans, document templates, process coordination documents and plan development guidance. Hosting the 412 TW Plans Master Library and index of 412 TW Plans on SharePoint allows wing leadership and plan OPRs/OCRs continuous access to current unclassified 412 TW plans. Previous versions of plans will be archived by 412 TW/XPP for reference.

Chapter 8

PLAIN LANGUAGE

8.1. This information: Is not specific to plans; rather it is generic guidance to be used on any type of document. More information and techniques can be found www.plainlanguage.gov.

8.2. Plain language (also called Plain English): Is communication your audience can understand the first time they read or hear it. Language that is plain to the writer may not be plain to the readers. Written material is in plain language if your audience can find what they need and understand what they find.

8.3. Sentences should average 15–20 words, and: Never be longer than 40 words. Cut out unnecessary words.

8.4. Use common, everyday words in short sentences and sections: Words and phrases your average reader is familiar with and likely to prefer over legalistic or bureaucratic terms.

8.5. Plain language means readers can understand documents more quickly. They make fewer errors and comply more accurately and quickly with requirements. Keep it short clear and concise.

MATTHEW W. HIGER Colonel, USAF
Commander

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

AFI 10-401, *Air Force Operations Planning and Execution*, 7 Dec 2006 AFI 16-1404, Air Force, *Information Security Program*, 28 May 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
DoDM 5200.1, Volume 3, Enclosure 3 and 4, *DoD Information Security Program: Protection of Classified Information, IC2*, 19 March 2013

DoDI 5200.1, *DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)*, 21 Apr 2016

Adopted Forms

AF 847, *Recommendation for Change of Publication*

AF 1768, *Staff Summary Sheet*

Abbreviations and Acronyms

412TW—412 Test Wing

412TW/CC—412 Test Wing Commander

412TW/XP—412 Test Wing Plans and Programs

412TW/XPP—412 Test Wing Plans and Programs, Partnering Section

AO—Action Officer

AFRIMS—Air Force Records Information Management System

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFP 42—412 TW Air Force Plant 42

AFMC—Air Force Materiel Command

AFMAN—Air Force Manual

CI—Critical Information

CIL—Critical Information List

CJCS—Chairman, Joint Chiefs of Staff

CONPLAN—Contingency Plan

CUI—Controlled Unclassified Information

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

ESSS—Electronic Staff Summary Sheet

GSU—Geographically Separated Unit

HHQ—Higher Headquarters

IAW—In Accordance With

JCS—Joint Chiefs Staff

OCR—Office of Collateral Responsibility

OL—Operating Location

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

POC—Point of Contact

RDS—Records Disposition Schedule

WIT—Wing Inspection Team

Attachment 3

STAFF SUMMARY SHEET FOR PLAN CONCURRENCE

Figure A3.1. Staff Summary Sheet for Plan Concurrence.

ROUND TWO

STAFF SUMMARY SHEET FOR PLAN CONCURRENCE

1. A Staff Summary Sheet (SSS) is used to route a document through the various staff agencies for review/concurrence and to the 412/CC for signature/ approval.
2. TO: List offices in the order that they should coordinate, approve or sign.
3. ACTION: Show the action desired in this column.
4. SUBJECT: Enter subject, use the same subject as for the attached correspondence.
5. The Summary Section is adaptable to the purpose of the package.
6. PURPOSE: Lists what the SSS is trying to accomplish
7. BACKGROUND: Information that is functionally appropriate for the issue
8. RECOMMENDATION: State the recommendation for the 412 TW/CC (or designee)
9. NOTES: Follow on coordination actions

NOTE: *The above is appropriate for final products that will be signed by the wing commander. For additional information regarding SSSs refer to AFH33-337 Tongue and Quill.*

STAFF SUMMARY SHEET							
TO	ACTION	SIGNATURE (Signature), GRADE AND DATE	TO	ACTION	SIGNATURE (Signature), GRADE AND DATE		
1 412 TW/CC	Approve/ Sign	Click to sign	6 412 MSG-CC	Review/ Concurrent	Click to sign		
2 412 TW/CV	Review/ Concur	Click to sign	7 412 FSS-CL	Review/ Concurrent	Click to sign		
3 412 TW/ID	Review/ Concurrent	Click to sign	8 412 SFS-CL	Review/ Concurrent	Click to sign		
4 412 MDO/CC	Review/ Concurrent	Click to sign	9 412 CS/CC	Review/ Concurrent	Click to sign		
5 412 AMDS-CC	Review/ Concurrent	Click to sign	10 412 LRS-CL	Review/ Concurrent	Click to sign		
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE		TYPE/ST INITIALS JMD	SUSPENSE DATE	
Jane Doe, NH-3		412TW/XPP	DSN 327-XNNXX				
SUBJECT							
Final review of Edwards Disease Containment Plan (DCP)				**NOTE: This is a Concurrent Review**			
SUMMARY							
1. PURPOSE: Obtain approval/signature from the 412 TW/CC of the Edwards Air Force Base (EAFB) Disease Containment Plan (DCP), dated XX XXXX XX.							
2. BACKGROUND The DCP will be used to minimize the loss of operational capability caused by biological-related wartime contingencies, operationally significant naturally occurring outbreak of disease, or terrorist events. The plan will provide maximum protection for base personnel before, during, and after an operationally significant naturally occurring outbreak of disease, or terrorist events. The plan will also assist in restoring critical Edwards AFB and unit functions as soon as possible following a biological incident, as well as assist in relief of suffering and provide care for survivors after a biological event. The plan also provides for Defense Support to Civil Authorities (DSCA) to civilian communities, when applicable.							
The following 412 TW units have coordinated on this plan and recommend approval: 412TW/ID, 412MDO/CC, 412AMDS-CC, 412MSG-CC, 412FSS-CL, 412SFS-CC, 412CS-CC, 412LRS-CL, 412CE-CL, 412MXO-CC, 412CPTS/CC, 412OO-CC, 412OSS-CC, 412TW/SE, 412TW/CP, 412TW/HC, 412TW/JA, EAFB 10, AFOSI-CC, AFTC/PK, 412TW/PA, 412TW/XPP							
3. RECOMMENDATION: 412 TW/CC sign and approve plan							
4. NOTES: Approve/Sign SSS and DCP and return to AO Jane Doe (jane.doeXX@us.af.mil)							

Attachment 4**OVERALL WING PLANS PROCESS****Table A4.1. Overall Wing Plans Process.**

NOTE: This is an overall end-to-end of the plan review process.
1. OPR determines need for new Plan or is required to conduct a review (scheduled or directed).
2. OPR makes electronic copy of existing plan and conducts initial review of plan for changes to unit designation, typographical errors, etc. Save changes into a "DRAFT" document.
3. OPR sends DRAFT plan to others in their unit for review. Comments are incorporated into the DRAFT plan by OPR
4. OPR sends plan with initial changes to 412 TW/XPP for initial review and for tracking purposes, and number assignment if new plan. XPP will review the plan, note suspense date and record that plan is in coordination.
5. 412 TW/XPP will follow up with OPR to ensure all coordination is taking place by suspense date.
6. OPR will send out Round 1 (CRM) shot gun coordination
7. OPR will adjudicate comments received, make corrections/updates and notify corresponding unit(s) of any rejected comments.
8. OPR will send out Round 2 (concurrence) shot gun coordination
9. 412 TW/XPP will follow up with OPR to ensure all coordination is taking place by suspense date.
10. Upon completion of Round 2 coordination the OPR will forward all AF IMT 1768s to 412 TW/XPP.
11. 412 TW/XPP will send the Plan for final signature along with all AF IMT 1768s and adjudicated comments matrices to 412TW/CC for signature.
12. 412 TW/XPP will coordinate with OPR if there are any changes to be made or questions about the plan are received from the 412TW/CC.
13. 412 TW/XPP will provide a copy of the approved plan back to OPR. Once signed by the 412TW/CC the plan is in effect.
14. Unit OPR will distribute 412 TW plan to the organizations listed on the plan's distribution list as required.
5. 412 TW/XPP will save a final copy of the plan to the XPP 412 TW Plans Master Library SharePoint site.

Attachment 5**PLAN INTERIM CHANGE CHECKLIST****Table A5.1. Plan Interim Change Checklist.**

NOTE: This checklist is designed to help with the preparation of Interim Changes.	
Action	Complete
1. Plan OPR determines need for interim change. Was the 412 TW Plans and Programs Office (XPP) notified by the OPR of the intent to change the plan?	
2. Were all tasked organizations coordinated with to provide inputs? Did all tasked organizations provide concurrence after required corrections/additions/deletions were made?	
3. Will the change(s) make total changed/added/deleted material in plan make the plan difficult follow? If so, a complete revision (rewrite) will be initiated instead of a change.	
4. Complete the requested page changes /paragraph change updates for all collected plan changes.	
5. Incorporate consolidated plan change updates into the record of Changes and Review document in the Plan Front Data. Ensure you match up the change #'s on both documents.	
6. Is each page marked appropriately, including security markings and vertical lines in the margin adjacent to changed material? Is the change number and date of change included on each page beneath the page number?	
7. Update the Letter of Transmittal. Does paragraph one include the date of the Interim Change, the date of the original Basic Plan and the classification of the plan? Does it include the current 412 TW/CC signature block?	
8. Coordinate completed draft plan for concurrence with OPR unit commander.	
9. Submit completed draft plan to 412 TW/XPP for approval coordination.	
10. 412 TW/XPP coordinates plan with TW Command Section for 412 TW/CC approval. Interim change is approved once the Letter of Transmittal is signed by the 412 TW/CC.	
11. The Wing Plans Officer will return the signed/approved change Letter of Transmittal change to OPR for retention and distribution. The OPR will distribute the change IAW Annex Z and ensure all OCR's are notified once the document is published on the 412 TW/XP SharePoint website.	

Attachment 6**CHANGE TRANSMITTAL MEMORANDUM FORMAT**

A6.1. Note. This is an example of the text included on 412 TW letterhead.

Figure A6.1. Change Transmittal Memorandum Format.

(Date)
MEMORANDUM FOR DISTRIBUTION (See Annex Z or as an alternate "See Distribution Page")
FROM: (Plan OPR Office Symbol and Address)
SUBJECT: Change 1 to 412 TW Plan (Number), (Date of basic plan)
1. Attached is Change 1, dated (Date of Change) to 412TW Plan XXX, (Long Title).
2. Please make the following changes to subject plan:
a. Pen and ink changes:
<u>Page</u> <u>Paragraph Line Change</u>
M-1 6b 3 At the end of first sentence, add "as directed by Security Police."
R-1-1 8c 6 Delete sentence beginning with "The augmentees will...."
NOTE: PEN AND INK CHANGES WILL BE LIMITED TO MINOR CHANGES ONLY.
b. Page changes:
<u>Remove</u> <u>Insert</u>
C-1 thru C-4 C-1 thru C-4
L-1-1 L-1-1
F-1, F-2 (DENOTES A NEW PAGE IS BEING ADDED)
SIGNATURE BLOCK

Attachment 7**412TW ANNEX ALPHA DESIGNATOR BY UNIT****TABLE A7.1. 412TW Annex Alpha Designator by Unit.**

Title	Letter	Unit
Annex	A	Task organization*
Annex	B	Intelligence
Annex	C	Operations Group
Annex	D	Logistics
Annex	E	Personnel
Annex	F	Public Affairs
Annex	G	Legal
Annex	H	Electronic Warfare
Annex	I	Maintenance Group
Annex	J	Test Engineering Group
Annex	K	Communications
Annex	L	Security Forces
Annex	M	Mission Support Group
Annex	N	<Open>
Annex	O	<Open>
Annex	P	Medical Group
Annex	Q	Command Section
Annex	R	Test Pilot School
Annex	S	Services
Annex	T	Civil Engineering Group
Annex	U	Finance
Annex	V	Safety*
Annex	W	Wing Staff Agencies
Annex	X	Command Post
Annex	Y	OPSEC*
Annex	Z	Distribution*
*Denotes mandatory annexes in all plans		