

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE**

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



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Operations

**USAF OPERATIONS PLANNING
PROCESS**

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This instruction implements Air Education and Training Command Instruction (AETCI) 10-401, *Contingency Plans Management*. It establishes the 56th Fighter Wing (FW) Plans Program. It assists plans representatives in carrying out their duties and responsibilities. It applies to all units assigned to Luke Air Force Base (LUKEAFB) who are tasked by Luke Operations Plans (OPLAN's) or who develop inputs to Luke Contingency plans. This instruction applies to tenant organizations. This instruction is UNCLASSIFIED. This publication applies to Air Force Reserve Command and to Air National Guard Units. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Changes include: updated reference used; OPR Responsibilities; Plans Administration; and removed 56 FW Functional Area Plans Representative (FAPR) will accomplish a Management Internal Control Toolset (MICT) semi-annual self-inspection during the months of July and January in accordance with the Wing Self Inspection Program. Added **paragraph 13.1.6** The plan OPR will coordinate the plan review process up to Group Commander coordination. Updated mandatory statements.

1. Program Objectives.

1.1. USAF operation planning is an integral part of the Air Force at all echelons. The Wing Plans Program supports two main areas: higher headquarters plans and publications and local contingencies or programs. A plan is designed to provide a coordinated effort by several or all agencies to accomplish a specific goal. Many of our plans are designed to deal with contingencies such as war or disaster. Should they occur, we must be prepared and be able to rely on our contingency plans to guide us through actions that have to be taken during these situations.

2. Organization Responsibilities.

2.1. Group commanders, squadron commanders, tenant unit commanders, and associate unit commanders have overall responsibility for maintaining all required plans and carrying out tasks outlined for their respective organizations. A listing of unit required plans are found in both the 56 FW Index and Synopsis of Plans. To receive a copy of a plan, contact the OPR listed on the front page of the specific plan or electronically access the Wing Plans and Programs SharePoint site.

2.2. Appointment of Plans Representatives: Commanders will appoint a primary and alternate plans officer, NCO, or civilian equivalent who is thoroughly familiar with the unit's operations. This position will be the FAPR, and a SECRET clearance is required. Security clearances will be validated by the respective security manager and included on the letter of appointment. Commanders will ensure the individual has a minimum of 1-year retainability when appointing new unit plans representatives. Units will forward the appointment letter to 56 FW/IGP within 10 days of appointment using the format in **Attachment 2** of this instruction. 56 FW/IGP will train all FAPRs. The group and unit FAPR's will maintain a copy of the appointment letter and training certificate in their unit plans continuity binder.

3. Wing Plans and Programs Responsibilities.

3.1. Review all locally written plans before final publication and distribution.

3.2. Coordinate and delegate responsibilities for preparation of functional area inputs when OPR for a plan. The OPR is determined by the source document requiring the plan or by the 56 FW/IGP if no other guidance indicates the OPR. Normally, the base OPR will be functionally aligned with the HQ AETC OPR. When not the OPR, 56 FW/IGP is always the Office of Controlling Responsibility (OCR) to ensure proper formatting and timeliness.

3.3. Establish a Wing Plans Working Group (WPWG) composed of plans representatives from functional areas and associate units. The WPWG will be formed as required to complete or revise plans.

- 3.4. Train newly assigned FAPRs within 30 days of receipt of appointment letter.
- 3.5. Review current **AETC Contingency Plans Listing** to ensure base compliance with plans requirements.
- 3.6. Ensure proper distribution of base plans to tasked organizations. Distribution of contingency plans should be in accordance with (IAW) AETC Contingency Plans Listing.
- 3.7. Establish an effective base plan review program. Review dates are listed in the 56 FW Index of Plans. OPlan reviews are now accomplished biennially unless specified by the HHQ directives of that plan.
- 3.8. Conduct Staff Assistance Visits (SAV) once per calendar year, or when requested by the unit.
- 3.9. Manage wing key personnel briefing program to include:
 - 3.9.1. Initial briefing for wing key personnel on all base-level war and contingency plans within 60 days of their appointment. The wing commander designates the follow duty positions as wing key personnel:

Table 3.1. Key personnel.

56 FW/CC	56 FW/CV	56 FW/IGP	56 OG/CC	56 OG/CD
56 MXG/CC	56 MXG/CD	56 MSG/CC	56 MSG/CD	56 MSG/IDO
56 MDG/CC	56 MDG/CD	944 FW/CC		

- 3.9.2. Refresher briefings on plans annually.
- 3.9.3. Documentation of briefings and attendance.
- 3.10. Build a plan's development guide, outlining specific information essential to the continuity of plans responsibilities.
- 3.11. Prepare an index of all wing plans annually and forward it to AETC AOS/AOW, 19AF/DOR, and all affected wing and tenant organizations. Forward to FAPRs as updated via e-mail.
- 3.12. Publish an Index and Synopsis of Plans as required.

4. OPR Responsibilities:

- 4.1. The OPR is determined by the source document requiring the plan or by the wing commander. The installation/base OPR for a plan should be functionally aligned with the HQ AETC OPR (i.e., Integrated Defense Plan / Security Forces). All units tasked in plan must take part in the review process.
- 4.2. Conduct a complete review of all plans for which the organization is OPR in accordance with this instruction or when governing directives and/or an organizational change dictates a review.
- 4.3. Inform the wing plans office when a higher-headquarters directive or plan creates a requirement to develop or change a wing plan.

- 4.4. Develop plans, annexes, appendices, etc., for which your agency is designated OPR. Notify your unit's group FAPR and the Wing Plans and Programs office (56 FW/IGP) for any assistance.
- 4.5. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material.
- 4.6. When notified by the Wing Plans and Programs office, OPR is to staff initial draft plan to each assigned FAPR for review, changes and/or negative replies. Track responses to ensure widest dissemination to all tasked agencies.
- 4.7. Review and input changes submitted for each plan and prepare the change documents provided by the Wing Plans and Programs office.
- 4.8. Staff final draft plan and accompanying eSSS to each Group Commander for review, coordination and approval using each assigned Group FAPR as the point of contact.
- 4.9. Provide 56 FW/IGP the final draft plan, all Annex SSS's with wet signed pages of each Annex owner, all group SSS's and a memorandum of change listing all major changes incorporated into the draft plan.
- 4.10. Prepare a briefing outlining each plan you are OPR for, and if requested, present it to the wing key personnel annually. Briefing dates will be determined through coordination with the wing command section, Wing Plans and Programs office, and plan OPRs. These are refresher briefings and will normally not be required more frequently than once a year.

5. FAPR Responsibilities (Group/Squadron/Unit):

- 5.1. Be appointed by the commander and have a minimum SECRET security clearance, as needed. Appointment letters can be via electronic means and routed through the security manager thus validating the appointee's clearance. When FAPR also serves as an OPR for a plan, coordinate on and delegate responsibilities for preparation of tasked agencies input(s) IAW 56 FW/IGP guidance.
 - 5.1.1. Submit an appointment letter to Wing Plans and Programs office within 10 days of appointment. **Note:** Each group FAPR is required to maintain appointment letters/certificates of all their respective squadron/unit FAPRs.
 - 5.1.2. Newly appointed plans representatives will review all plans that task their unit within 30 days of appointment. Document the initial review on the "Security Instructions/Record of Changes / Review page of the plan. Extra copies of a plan may have the statement "Review documentation of this plan is maintained in the master copy located in _____." *Regardless of where plan documentation is listed, the Group Plans Office is responsible for the currency of all plans in the group.*
- 5.2. Maintain and update as needed, appointment letter/memo of commander designated group key personnel.
 - 5.2.1. Provide initial briefings to group/squadron/unit key personnel on all plans and changes that affect their specific functional area within 60 days of assignment. Give additional briefings as needed to cover recommended changes to existing plans or to cover new plans as they are published. Maintain documentation on all briefings. Contact your respective group FAPR or Wing Plans and Programs office if assistance is needed.

5.3. Conduct and participate in plans reviews as required.

5.3.1. FAPR initiates review to all tasked organizations. The FAPR should review plans to ensure taskings to their unit are still current and supportable. Submit recommended changes as required or needed.

5.3.2. Coordinate plan review IAW installation plans review guidance.

5.4. Brief new key personnel on all plans and changes that affect their specific functional area. Give additional briefings, as required, to cover new plans or changes and document all briefings. Wing key personnel duty positions are identified in [paragraph 4.9.1](#).

5.5. Develop and maintain a group/squadron/unit FAPR continuity book (UCB) IAW [paragraph 6](#) of this instruction.

5.6. Be a member of the WPWG, when required.

5.7. Ensure, at a minimum, an annual/biennial review is conducted for all plans for which your organization is OPR or your unit is tasked within. The page i, "Security Instructions/Record of Changes/Review" located in all plans will clarify the specific annual/ biennial timeline review requirements. [Attachment 3](#) will be used to coordinate your plan with all tasked organizations. Forward your results to the Wing Plans and Programs office. **Note:** The FAPR may also annotate the tasked plans review on an Excel document in lieu of annotation and printing of each tasked plan's page i, "Security Instructions/Record of Changes/Review". The Excel document must contain the month and year the plan is reviewed, the signature or initials of the reviewing FAPR, and also the date the review was accomplished.

5.7.1. Coordinate plans with subject matter experts within your group/squadron/unit.

5.7.2. Establish procedures for tracking and documenting plan coordination within your group/squadron/unit.

5.8. Coordinate development of plans, annexes, appendices, etc., for which your agency is designated OPR.

5.9. Notify the group FAPR and the Wing Plans and Programs office if you intend to produce or change a wing plan or annex, or when a higher headquarters directive or plan creates a requirement to develop or change. Specify required wing actions by endorsement or memo to the Wing Plans and Programs office.

5.9.1. A fully coordinated working draft will be submitted to the plans OPR through your group FAPR for review, coordination. Monitor and document all actions through appropriate suspense's and follow-up actions. Approval at wing level will only be submitted through the Wing Plans and Programs office prior to publication.

5.10. Ensure adequate instructions, checklists etc., are developed by the group and each squadron to implement plans under which the unit is tasked. See [paragraph 15](#) of this instruction concerning defense condition (DEFCON) checklist preparation. Checklists will be reviewed annually and documented. Checklist will be dated and revised within 30 days of when a plan is changed or revised.

5.11. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material.

5.12. Review checklists to accomplish OPlan compliance, DEFCON, or FPCON changes, recall procedures, and CSD distribution. Ensure unit specific developed checklists are reviewed annually and review is documented.

5.13. Each FAPR will maintain a current set of plans for which their unit is tasked. The plans can be stored by one of the following means; electronically, on the hard drive (if UNCLASSIFIED). Ensure wing plans on file are IAW the 56th Fighter Wing Index of Plans. Maintain plans IAW plan administration guidance in [paragraph 7](#).

5.14. Use Memorandum for Record (MFR), to show where copies of a particular plan are located. Ensure that the MFR is kept current with revisions or replacement of plans. *The group FAPR is responsible for all plans maintained at the group level.*

5.15. When a group/squadron/unit FAPR has departed or replaced, ensure a new letter of appointment is forwarded to group FAPRs and 56 FW/IGP within 10 days of appointment. A primary and an alternate must be trained by the Wing Plans and Programs office within 30 days of appointment.

5.16. Participate in Wing Plans and Programs office Annual Staff Assistance Visits. The primary unit FAPR should be in attendance. All group/squadron/unit FAPRs will:

5.16.1. All 56 FW FAPR's will perform and document an annual self-assessment and forward their most recent SA results to 56 FW/IGP NLT two weeks prior to their scheduled SAV date. Tennant Units located on Luke AFB will still be required to accomplish the paper version of the FAPR Self-Assessment Checklist located in the 56th Fighter Wing Operation Plans (OPLANs) Guide, and forward most recent SI two weeks prior to their scheduled SAV.

5.16.2. The items covered in the SAV will be IAW [paragraph 14](#) through [14.2](#).

5.16.3. During Staff Assistance Visits, items discussed must be documented, and discrepancies noted when unable to be corrected on the spot. Recurring discrepancies will be addressed and annotated. The squadron commander (or equivalent) will respond in writing to the Wing Plans and Programs office indicating corrective actions taken. Report open items to the Wing Plans and Programs office every 30 days until the corrective action are completed. Staff Assistance Visit reports will be maintained at the group/squadron/unit level for a period of two years after the last corrective action is completed. Copies of the previous two years Staff Assistance Visits and Unit Self Inspections must be kept on file within the Unit's FAPR Continuity Book, and also maintained at the Wing Plans and Programs office.

6. Plans Administration:

6.1. The 56 FW/IGP and FAPRs will administer the Plans Program.

6.2. AFMAN 10-409-O, *Support to Adaptive Planning* and AETCI 10-401 will be used in plan's administration and maintenance.

6.3. To assist in plan's management, each plans representative will prepare and maintain a FAPR Continuity book. This book will be setup with the following sections:

6.3.1. Section A – Table of Contents/Index.

6.3.2. Section B – Plans Representative Letter of Appointment and Certificate of Training.

6.3.3. Section C – Wing Plans Staff Assistance Visit (SAV) and Unit Self Inspections (SI) reports and/or results/findings. These SAV/SI reports and/or results/findings will be maintained for the past two annual inspections from the last corrective action had been completed.

6.3.4. Section D – Luke Plans Guide (Electronic cross-reference is acceptable unless tasked with dual roles as both FAPR and OPR).

6.3.5. Section E – 56th Fighter Wing Index of Plans. The index will indicate plans your unit is tasked under and plans for which your unit is the OPR. Units are permitted to create other forms or spreadsheets as long as it shows plans the unit is tasked under and plans for which the unit is the OPR.

6.3.6. Section F – Review Documentation for all tasked OPLAN's using the Security Instruction/Record of Change/Review, page i of the plan or Microsoft Excel equivalent and any unit generated checklists review documentation.

6.3.7. Section G – Wing Plans Working Group (WPWG) listing (most current version).

6.3.8. Section H – Group/Unit/Agency Key Personnel Briefing/Documentation. Memorandums, email sent to all key members listed in the sent box with read receipt, or any local documentation.

6.3.9. Section I – Plans Program Correspondence (letters from 56 FW/IGP, trend analyses, etc.)

6.3.10. Section J – Staff Assistance Visit (SAV) Schedule. Once the current year's SAVs are completed, this section may remain empty until 56 FW/IGP publishes a new SAV schedule.

6.3.11. Section K – LUKEAFBI 10-401.

6.3.12. Section L – Wing Synopsis of Plans (most current version).

6.3.13. Section M, N, O, etc.: Optional sections that may be added to meet specific unit continuity requirements. Generally, plans will be located here (all in one tab) or a cross reference form, or MFR stating where plans are located.

6.4. Plans, if printed, will be filed together in a central location and readily accessible by primary users and key personnel. Do not inter-mix plans with other programs. All unit-tasked plans, if printed will also be backed up electronically.

7. Plan Format: Supporting plans are written in the format of the supported plan or as prescribed in higher headquarters directives. Use the format in the 56th Fighter Wing Operation Plans (OPLAN's) Guide, when developing plans. Annex designations will be followed to the extent possible. However, Annexes may be realigned as necessary to comply with Air Force Instructions and Directives. If the plan format deviates from the format outlined in the 56th Fighter Wing Operation Plans (OPLAN's) Guide, a statement will be added to the —Letter of Transmittal identifying the instruction or directive requiring the changed format.

7.1. **Plan Cover** . The cover must show the date of the plan, overall classification, short title, long title and OPR. Unclassified plans will have a white cover and classified SECRET plans will have a red cover. Any deviation from this must be approved through 56 FW/IGP.

7.2. **Letter of Transmittal** . Identify plan content, requirement to create supporting plans. The need for developing further supporting plans must be specified. Identify instruction or directive if deviation from normal plan format is required. The OPR must be identified, and disposition instructions must be included when the plan supersedes a previous plan. The wing commander normally signs the letter of transmittal. If the plan does not task any other units, the group commander for the unit writing the plan can sign it.

7.3. **Distribution Changes** . All plans must include a standard memorandum that units may use to notify the plan OPR and the Wing Plans and Programs office of changes in distribution requirements. This procedure helps both agencies keep distribution lists current. The distribution change memorandum follows the letter of transmittal.

7.4. **Security Instructions and Record of Changes** . Security instructions must include the long and short titles of the plan and must be the first page following the letter of transmittal. State the classification of the plan and any reproduction limitations. A statement of OPSEC and COMSEC consideration and a determination of applicability or inapplicability will be annotated. (**Note:** If applicable, OPSEC requires an Annex L to be developed.) Record of changes for the plan should be included on the same page as the security instructions or may be a separate page published on the back of the security instructions. This page will be numbered —il within the footer.

7.5. **Plan Summary**. The plan summary is used for all contingency plans. It provides the purpose, conditions for implementation, operations to be conducted, key assumptions, operational constraints, time to commence effective operations, command relationships, logistics requirements, commanders appraisal of the logistics and personnel feasibility of the plan, and consolidated listing and impact assessment of shortfalls or limiting factors. Continue with Roman numeral page numbering.

7.6. **Table of Contents** . The table of contents will include all elements of the plan. Continue with Roman numeral page numbering.

7.7. **Basic Plan** . The basic plan consists of five main paragraphs: situation, mission, execution, administration and logistics, and command and signal. Additional paragraphs may be included to fit particular requirements of the plan. The basic plans should refer to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in attachments. Page numbering will begin with “1.”

7.8. **Attachments.**

7.8.1. **Annexes** . Annexes contain detailed information for a specific organization or subject. Annexes used for the plan will be listed on the final page of the basic plan. Annex designations should be followed to the extent possible as outlined in the guide. However, annex designations may deviate when necessary to fit specific needs. Pages will be numbered with the annex designation listed first, for example page 1 of Annex C will be numbered C-1.

7.8.2. **Appendices** . Appendices are designed to provide additional or expanded information on one or more subjects addressed in the annex. Appendices used for the plan will be listed on the final page of the subject annex. Pages will be numbered with the annex designation listed first followed by the appendix designation, for example page 1 of Appendix 1 to Annex C will be numbered C-1-1.

7.8.3. **Tab** . Tabs are a further detailed breakout of an appendix. Tabs used for the plan will be listed on the final page of the subject appendix. Pages will be numbered with the annex designation listed first followed by the appendix designation, for example page 1 of Tab A to Appendix 1 to Annex C will be numbered C-1-A-1.

7.8.4. **Exhibits** . Exhibits are a further detailed breakout of a Tab. Pages will be numbered with the annex designation listed first followed by the appendix designation, for example page 1 of Exhibit 1 to Tab A to Appendix 1 to Annex C will be numbered C-1-A-1-1.

7.8.5. **Execution Checklist** . The execution checklist (Annex X) summarizes actions required to ensure initiation of operations. Execution checklists are required for all plans.

7.8.6. **Distribution List** . The distribution list accounts for all copies of the plan and informs users which agencies and headquarters maintain copies of the plan. Distribution of the plan will be held to the minimum essential for planning. The distribution list is designated Annex Z in a plan. Ensure that 56 FW/IGP is included on the distribution list. Distribution of Contingency Plans should be IAW AETC Contingency Plans Listing.

8. Plan Preparation Procedures. If your organization is designated OPR for a plan:

8.1. Initial Step .

8.1.1. Notify the Wing Plans and Programs office. Keep in touch with each group FAPR and the Wing Plans and Programs office during all phases of plan development and do not hesitate to ask for guidance.

8.2. Plans Guidance . Guidance on plan content will normally be contained in:

8.2.1. Higher headquarters plan you are supporting.

8.2.2. Air Force Instruction (AFI).

8.2.3. Higher headquarters correspondence.

8.3. Plan Component Responsibilities .

8.3.1. Tasked organizations are required to prepare their annexes in correct format and submit them to you. Refer to AETCI 10-401 or the 56 FW Plans Guide for further guidance or contact the group FAPR followed by the 56 FW/IGP office. If you represent a large organization, you may not have the knowledge of all facets of your organization. Contact people with expertise in each area and request input.

8.4. Coordination.

8.4.1. The key to effective planning is thorough coordination with all affected organizations. Remember, you only have 60 days to get an existing plan published, which includes coordinating, gathering and making changes, getting applicable annexes signed, and allowing time for Wing Plans and Programs office to secure the 56 FW/CC's approval and signature. You have 90 days to get a new plan published, which includes coordinating, gathering necessary information from tasked groups/squadron/units, getting applicable annexes signed, and allowing time for 56 FW/IGP to secure the 56 FW/CC's approval and signature.

8.4.1.1. Coordinate your draft with all tasked organizations. If you are supporting a higher headquarters plan, provide each tasked organization with a copy of the

appropriate higher headquarters annex, plus a copy of the basic plan. This can be accomplished by:

8.4.1.1.1. A coordination meeting of all tasked organizations. In this event, make enough copies of your draft and send to appropriate agencies ahead of time to allow them enough time to review it before the meeting.

8.4.1.1.2. E-mail the draft to tasked organizations if the plan is unclassified. Be sure you suspense them for return of the draft with their comments.

8.4.1.1.3. Another option is to hand-carry your draft to the tasked organizations.

8.4.1.1.4. The OPR will provide wing plans office with an electronic MFR listing major changes from the last published plan that is included within the revised plan.

8.5. Approval and Signature . Once finalized, the OPR will obtain signatures on all annexes and attain Group Commander eSSS approval. Only the 56 FW/IGP will secure 56 FW/CC's and 56 FW/CV's approval and signature on the plan's letter of transmittal and basic plan.

8.6. Distribution . The Wing Plans and Programs office will return the approved plan to the OPR, post it to the 56 FW Wing Plans library, and also post it on the Wing Plans and Programs SharePoint page. The OPR will forward it to all FAPRs and all non-Luke units and their respective AETC functional OPR's, IAW and listed in Annex Z of the plan. Notify the wing plans office when distribution has been completed. Plan OPRs will keep Annex Z current and will issue a change when the list changes. (An administrative change may be acceptable for minor, non-task related changes, i.e., one office symbol change – multiple office changes will require a page change.)

8.7. Plan Suspense's . Plan OPRs and representatives will make every effort to ensure suspense's to 56 FW/IGP are met. Reviews will be complete in 30 days. Requests for extensions will be submitted, in writing, NLT 10 days before established suspense date. Please include adequate justification in your request.

8.8. Master Copy . Plan OPRs will retain the original (master copy) of their plans on file, together with all coordination and an electronic word version back up copy.

9. Plan Changes:

9.1. When to Issue a Change .

9.1.1. A plan will be changed, rather than revised, if total adjustments (any new or previously changed material) affect less than 40 percent of the plan.

9.2. Coordination .

9.2.1. Coordinate changes with all tasked organizations within Annex A of plan.

9.3. Identifying Changes .

9.3.1. The date of the change, date of the basic plan, and classification of the plan (if classified) must be included in **paragraph 1** of the letter of transmittal. A transmittal letter is prepared for each change and the change is distributed to all addresses listed in Annex Z.

9.3.2. A copy of the distribution list must be attached to the letter of transmittal. If a new Annex Z is included as part of the change, a distribution list is not required. The —MEMORANDUM FOR element should read — (Distribution Annex Z).

9.4. Change Methods .

9.4.1. All changes are made to the plans by Wing Plans and Programs and posted to the SharePoint site. Users can download the plans with the changes already incorporated.

9.5. Final Coordination .

9.5.1. Submit all changes to 56 FW/IGP in final, coordinated form also including all approved eSSS coordination and change memorandum. OPRs are sent a change sheet template to list the changes required. Wing Plans and Programs will finalize the change sheet and will submit the change package to 56 FW/CV for signature.

9.6. Post distribution .

9.6.1. The 56 FW/IGP will return the change to the OPR and post it on the plans Wing Plans and Programs SharePoint page. The OPR will forward it to all FAPRs and non-Luke units IAW Annex Z of the plan. Notify the 56 FW/IGP when distribution has been completed.

10. Posting a Plan Change: The following procedures will be used to standardize posting of changes to plans:

10.1. 56 FW/IGP will post an updated version with all changes included on the 56 FW Wing Plans and Programs SharePoint site.

10.2. Use AF Form 310, *Document Receipt and Destruction Certificate* or AF Form 1565 *Entry, Receipt, and Destruction Certificate*, to transmit classified changes. When AF Forms 310 or 1565 accompany a classified change, retain a copy with the plan and file it immediately after the change transmittal/instruction letter for the change. The other copy should be retained with the removed pages until the pages are destroyed. It should be complete and retained as the certificate of destruction.

11. Plan distribution.

11.1. **Distribution** of wing plans will be kept to a minimum and **limited** to those agencies with **taskings**. If requests for additions/deletions to wing plans distribution lists are received by plan OPRs, evaluate the need and provide your recommendation to the Wing Plans and Programs office. This is important, since the Wing Plans and Programs office is charged with ensuring the number of plans distributed is kept to a minimum. *Only those offices listed in the Distribution List will be issued an official copy.* If an office justifies a need for a copy of the plan by sending a distribution change or a request for a copy through their squadron or group and the request is approved by their commander and wing plans and programs, their office will be added to the Distribution List (Annex Z). 56 FW/IGP will ensure proper distribution of base plans to tasked organizations. The assigned plan OPR will distribute final copies of the plan to all non-Luke units and their respective AETC functional OPR's and forward a copy of that distribution message to the Wing Plans and Programs office.

12. Annual/Biennial Review:

12.1. All plans are required to be reviewed biennially 45 days prior to their approval month, or more frequently if directed by higher headquarter guidance. This review is to determine if a plan is current, if it needs to have a change issued, or if it needs to be revised. OPRs with plans that require a more frequent review from a higher headquarters directive will provide such documentation to the Wing Plans and Programs office. The following processes should be followed:

12.1.1. The Wing Plans and Programs office will notify the assigned plan OPR 45 days prior to the Annual/Biennial Review due date of the OPLAN. The entire review process, from start to finish, should be completed within 30 days.

12.1.2. The plan OPR will establish a suspense for all tasked units to have the review inputs submitted.

12.1.3. The assigned plan OPR will forward the Annual/Biennial Review to all group FAPRs.

12.1.4. The Group FAPRs will forward the notice to the tasked units FAPRs within their group.

12.1.5. All tasked units FAPRs will coordinate the review process within their units and submit a response, *Changes required, or No changes required*, to their group FAPR.

12.1.6. The OPLAN OPR will coordinate the review process within the staff agencies and tenant units FAPRs. They will submit a response, *Changes required or No changes required*, back to the Wing Plans and Programs office.

12.1.7. Information will flow in reverse order, from the tasked unit to the group FAPR, to the OPRs group FAPR, and then back to the plan OPR.

12.1.8. If the plan is determined to still be current, all tasked units will be directed to annotate this on the "Security Instructions/Records of Change/Review" page of the plan or the optional Excel document in lieu of each tasked plan's page i.

12.2. A change will be issued to a plan if changes affect less than 40 percent of the plan. A change will **not** affect the original date of the plan. All letters of transmittal for changes may be signed by the 56 FW/CV. The entire change process, from start to finish, should be completed within 45 days.

12.3. Recommended changes will, at a minimum, contain the page number, paragraph number, and specifically what needs to be changed or deleted. If it is more than a word or unit/office symbol change, state the paragraph you want to change then state what you want the paragraph to say. The following processes should be followed:

12.3.1. The plan OPR forwards a request for changes to their group FAPR, requesting it be forwarded to tasked units within their group, the three other group FAPRs, and Wing Plans and Programs office.

12.3.2. The three other group FAPRs will forward the plan to tasked units within their group. Wing Plans and Programs office will forward to staff agencies and tenant units.

12.3.3. Tasked units will review the plan and provide recommended changes to their group FAPR. Staff agencies and tenant units will provide recommended changes to the plan OPR.

12.3.4. Information will flow in reverse order, from the tasked unit to the group FAPR, to the OPRs group FAPR, and then back to the plan OPR.

12.3.5. The OPR will complete a plan change document and submit it to wing plans and programs, through their group FAPR.

12.3.5.1. The OPR will provide the Wing Plans and Programs office with a MFR, summarizing major change(s) from the last published plan that is included within the revised plan.

12.3.5.2. The Wing Plans and Programs office will prepare and submit the plan change package for 56 FW/CV approval. The package will include the change letter of transmittal, change document, and AF Form 1768, Staff Summary Sheet.

12.3.5.3. The OPR will maintain all changes received until the next annual/biennial review of the plan.

12.4. A plan revision will be accomplished if changes affect more than 40 percent of the plan. A revision **will** change the original date of the plan. Tasked group coordination and annex signatures are required prior to final approval from 56 FW/CC. Request inputs for a revision in the same manner as you would for changes. The entire revision process, from start to finish, should be completed within 60 days.

12.4.1. Wing Plans and Programs will review the draft plan for proper formatting. Proper plan formatting can be found in the 56th Fighter Wing Operation Plans (OPLAN's) Guide.

12.4.2. Once the draft plan has been prepared, the plans OPR will forward a group commander's coordination and approval package to each group FAPR. An AF Form 1768/Staff Summary Sheet will be included with each package. These packages will be forwarded back to the OPR and then the entire package returned to wing plans and programs.

12.4.3. The OPR should maintain an electronic copy of the plan on which applicable annex "wet" signatures will be obtained. An AF Form 1768/Staff Summary Sheet will be included for each applicable annex owner. Annexes may be sent out individually to speed up the process. Each annex is required to be signed by the owning commander or functional area chief charged with overall responsibility for the Annex. Their deputy may sign "for" the commander or agency chief in their absence.

12.4.4. Wing Plans and Programs office will secure the 56 FW commander's approval and signature for all plans issued on Luke AFB.

12.4.5. Wing Plans and Programs office will convert the approved plan to PDF format and post it on the Wing Plans and Programs SharePoint site.

12.4.6. Wing Plans and Programs office will update 56 FW Index of Plans, 56 FW Synopsis of Plans, and notify all 56 FW FAPRs (via e-mail) updated versions are available on the 56 FW Wing Plans and Programs SharePoint site.

12.5. The OPR will be provided the original signed plan package, original Staff Summary Sheets, and an electronic copy of the plan. The OPR will maintain all documentation until the next anniversary review of the plan.

13. Wing Plans and Programs Staff Assistance Visits (SAVs):

13.1. The Wing Plans and Programs office will conduct annual SAVs for FAPRs using the checklist located within the 56th Fighter Wing Operation Plans (OPLAN's) Guide. During the visit, the Wing Plans and Programs office should, as a minimum:

13.1.1. In-brief the commander/chief of the unit if available.

13.1.2. Brief FAPRs on their responsibilities as listed in LAFBI 10-401, and the 56th Fighter Wing Operation Plans (OPLANs) Guide.

13.1.3. FAPR group/squadron/unit continuity book contents.

13.1.4. Outline plans preparation procedures, when appropriate.

13.1.5. Check to ensure all required plans and changes are on hand and properly reviewed, annotated and maintained.

13.1.6. Review base plans to ensure they are aware of, and can support, specific functional area taskings.

13.1.7. Review checklists/operating instructions in support of taskings for adequacy and currency. This includes CAT unclassified checklists when applicable.

13.1.8. For those agencies maintaining classified plans and plans-related materials, review material to ensure it is current, needed, and properly marked.

13.1.9. Provide on-the-spot assistance and guidance on plans matters.

13.1.10. Out brief the Commander after the visit, if requested.

13.1.11. Obtain feedback from the FAPR.

13.2. The Wing Plans and Programs office provides the FAPR a written report of the SAV and the suspense for a report of corrective action(s), if required. (SAVs will be designated as "Satisfactory" or "Unsatisfactory") The FAPR will respond IAW [paragraph 6.12.3](#) The SAV report will identify date of visit, individual conducting the visit, personnel contacted, program support, findings, recommendations, observations, and other comments and suspense date for reply. Attachment [4](#) and [5](#) contain a sample SAV report and reply letter.

14. Operations Security (OPSEC). Protection of classified/unclassified plans, checklists and plan's correspondence is vital to security of operations. FAPRs must remain aware at all times of the need to safeguard information.

14.1. Unless otherwise directed, any reference to the fact that an actual or exercise change in readiness condition is being considered, is taking place, or has been accomplished is classified SECRET.

14.2. The fact that tests, exercises or drills are being conducted is not classified unless instructions are received to the contrary. Any combination of specifics of a readiness exercise that would tend to reveal reaction timing, command capabilities or operations plans must be classified accordingly.

14.3. During final coordination, all wing contingency plans will be reviewed by the 56 FW OPSEC Program Manager.

JASON M. RUESCHHOFF, Brigadier General,
USAF
Commander, 56th Fighter Wing

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

AETCI 10-401, *Contingency Plans Management*, 19 May 2021

AFMAN 10-409-O, *Support to Adaptive Planning*, 26 June 2022

AFI 10-701, *Operations Security (OPSEC)*, 24 JULY 2019 w/ ICI 9 June 2020

DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking of Classified Information*, 24 February 2012 w/IC4, 28 July 2020

AFI 10-2501, *Emergency Management Program*, 10 Mar 2020 w/DAFIGM2022-01, 8 Jun 2022

AFI 33-322, *Records Management and Information Governance Program*, w/ IC1 28 July 2021

Adopted Forms

AF Form 310, *Document Receipt and Destruction*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1565, *Entry, Receipt, and Destruction Certificate*

AF Form 1768, *Staff Summary Sheet*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CAT—Crisis Action Team

CSD—Commander's Staff Directive

DEFCON—Defense Condition

EMERGCON—emergency conditions

FAPR—Functional Area Plans Representative

FPCON—Force Protection Condition

FW—Fighter Wing

IAW—In Accordance With

MFR—Memorandum for Record

MICT—Management Internal Control Tool

OCR—Office of Controlling Responsibility

OPLAN—Operations Plans

OPR—Office of Primary Responsibility

OPSEC—Operations Security

SAV—Staff Assistance Visit

SI—Self Inspections

UCC—Unit Control Center

WPWG—Wing Plans Working Group

Attachment 2

SAMPLE FAPR APPOINTMENT LETTER FORMAT

Figure A2.1. Sample FAPR Appointment Letter.



DEPARTMENT OF THE AIR FORCE
 56TH FIGHTER WING (AETC)
 LUKE AIR FORCE BASE AZ 85309-1629

Date

MEMORANDUM FOR 56 FW/IGP

FROM: Office

SUBJECT: Appointment of Functional Area Plans Representative (FAPR)

1. The following individuals are appointed as the unit/agency FAPRs to serve as members of the 56 FW Wing Plans Working Group:

<u>Rank/Name</u>	<u>Org</u>	<u>Phone</u>	<u>Security Clearance</u>
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Primary

Alternate

2. These individuals are not pending retirement/separation/reassignment and have more than one year on their service commitment.
3. The individuals listed above have had their security clearance verified through their Group, Squadron, or Unit Security Manager.
4. This memo will be re-accomplished each time our unit/group plans representative changes. This memo supersedes all previous memorandums of same subject

LAST, FIRST, MI, Rank, USAF
 Commander

Attachment 3

ANNUAL/BIENNIAL REVIEW NOTICE FOR OPLAN

Figure A3.1. Annual/Biennial Review Notice for OPLAN.



DEPARTMENT OF THE AIR FORCE
56TH FIGHTER WING (AETC)
LUKE AIR FORCE BASE AZ 85309

DD MMM YEAR

MEMORANDUM FOR: Office Primary Responsibility (OPR)

FROM: 56 FW/IGP

SUBJECT: Annual/Biennial Review Notice for 56 FW OPLAN XXXX (SUSPENSE TO 56 FW/IGP: DATE)

- According to our Annual/Biennial Wing Plans Review Schedule, 56 FW OPLAN XXXX, is due for its **Annual/Biennial** review. Please ensure your final draft (routed by your organization through all Groups) is provided to IGP NLT: Day/Month. IGP will review the plan and rout through the Wing for final approval. As the OPR, you must ensure a review is conducted and documented as depicted below in para 2. The OPR will electronically forward the "draft" OPLAN to all the Functional-Area Plans Representatives (FAPRs) listed on the Wing Plans Working Group Appointment (WPWG) Letter. The OPR is responsible to ensure a thorough review has been conducted by all tasked agencies, track the plan's progression, met all suspense's, ensure that submitted changes are input and properly formatted within the plan, through attainment of Group CC approval IAW the 56 FW OPLAN's Writers Guide.
- Each FAPR must obtain feedback from their unit subject matter experts (SME's), deployment managers (if applicable) and commander's to optimize internal coordination and plan (annex) content and accuracy. Following internal coordination and final approval, the FAPR must document the review completion by annotating the "Record of Biennial Review" portion of the attachment as depicted in the examples below:

Example A	<u>REVIEWED BY</u> "MSgt Smith/DUS"	<u>DATE REVIEWED</u> XX MONTH YEAR	<u>REMARKS</u> Still Current—No Changes"
Example B	<u>REVIEWED BY</u> "Mr. Jones/REJ"	<u>DATE REVIEWED</u> XX MONTH YEAR	<u>REMARKS</u> Requires Change/Revision"
Example C	<u>REVIEWED BY</u> "Maj Thomas/JGT"	<u>DATE REVIEWED</u> XX MONTH YEAR	<u>REMARKS</u> Requires Rescission"
- If a FAPR annotates "Requires Changes" or "Requires Revision" in the remarks, they should initiate the drafting process to quickly consolidate, coordinate, and process any plan changes or revisions. Each FAPR must forward a copy of the annotated attachment to the plan's OPR to ensure the maintenance of the annotated originals in their FAPR Continuity Binder.
- The plan OPR should consolidate/reviews received from all the FAPR, and annotated attachments to determine if a change, revision, or rescission notice must be published.
- Following internal review, coordination and updates, the OPR will coordinate the plan through all Group | Commander's for review and eSSS approval. All coordination (signed Annex pages/SSS's/eSSS) and the final draft must be provided to IGP for final coordination through the Wing NLT XXX.
- Lastly, this memo isn't requiring you to process a change/revision; it is requiring you to conduct a review of your current OPLAN. If a revision is required, it must be provided to IGP NLT XX MM YEAR. If no change is required, or only administrative changes are needed, then process the change directly through IGP without staffing through the Groups by the suspense date. Please direct any concerns/questions to the 56FW/IGP.

SIGNATURE BLOCK
Director of Plans

Attachment 4

SAMPLE STAFF ASSISTANCE VISIT (SAV) REPORT FORMAT

Figure A4.1. Staff Assistance Visit Report Format.



DEPARTMENT OF THE AIR FORCE
 56TH FIGHTER WING (AETC)
 LUKE AIR FORCE BASE ARIZONA 85309

Date

MEMORANDUM FOR UNITS, SQUADRONS AND GROUPS

FROM: 56 FW/IGP

SUBJECT: Report of Staff Assistance Visit

1. The annual Staff Assistance Visit (SAV) was conducted on XX MMM XXXX. This SAV was conducted to ensure appropriate plans were maintained and program currency. During this visit, the Functional Area Plans Representative (FAPR) program knowledge, understanding and unit continuity book were reviewed.
2. Authority: This SAV was conducted under the guidelines established in AETCI 10-401 and LAFBI 10-401.
3. SAV Administrator: 56 FW/IGP, Name, rank and title
4. Office visited: Unit, Squadron or Group
5. Program comments. Program efficiency, knowledge and program health.
6. Findings: Programs elements requiring correction.
7. Observations: Programs items requires adjustment or minor program deficiencies
8. Recommendation: Processes requiring further
9. Rating: SAV's ratings will be rated Satisfactory or Unsatisfactory (IAW LAFBI 10-401).
10. Processing Instructions: Maintain a copy of your last two SAV and Self Inspection reports and replies in your FAPR Continuity Book from the date the last corrective action is taken.

Signature Block
 Director of Plans

Attachment 5

SAMPLE REPLY FORMAT FOR STAFF ASSISTANCE VISIT (SAV) REPORT

Figure A5.1. Reply Format for Unsatisfactory Staff Assistance Visit Report.

DEPARTMENT OF THE AIR FORCE
YOUR GROUP/SQUADRON
LUKE AIR FORCE BASE, ARIZONA

Date

MEMORANDUM FOR 56 FW/IGP

FROM: UNITS, SQUADRONS OR GROUPS

SUBJECT: Reply to Unsatisfactory Staff Assistance Visit (SAV) Report (DD MM YEAR)

The following corrective actions have been taken on discrepancies identified in subject report:

a. Reference Para. _____. Corrective Action: Discuss in detail the corrective action(s) that were taken. Address the recommendation(s) provided. Corrective action(s) should be directed at root causes, not symptoms of the problem. If all corrective actions for a discrepancy have been completed, end this paragraph with CLOSED. If some part of this corrective action is closed and other parts are still open, indicate which actions are open/closed and provide an estimated completion date (ECD) for those still open. For example: "Training of all key personnel on plans tasking is in progress. (OPEN, Estimated Completion Date: DD MMM YEAR)."

b. Reference Para _____. Corrective Action: Follow same format as in paragraph "a" above for each discrepancy identified in the report.

(Signature of Unit Commander)

NOTE:

1. Send follow-up notification letters to 56 FW/IGP when each discrepancy is CLOSED. Include date each action was completed.
2. It should normally take no more than 30 days from the date of this report to close all open items. However, should it take over 30 days, provide a status report each 30 days until all items are closed. Include slipped dates (if any) and reasons.
3. All discrepancies and comments identified in a SAV Report must be addressed in the reply except those clearly identified as having been fixed on the spot.
4. Replies will be prepared/forwarded within suspense's set in the SAV Report. Extensions may be requested when required.

Signature Block
Commander