

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 10-405**



**11 JULY 2023**

**Operations**

**USAF ACADEMY PLANS  
DEVELOPMENT AND MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This USAF Academy (USAFA) instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, and AFPD 36-35, *United States Air Force Academy*. It establishes procedures and outlines responsibilities for the USAFA plans management program. This publication applies to all Air Force (AF), Space Force, civilian, and contractor personnel who prepare, manage, review, certify, approve, or use publications and forms. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended. Compliance with the attachments in this publication is/is not mandatory. The authorities to waive requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is either HQ USAFA/CC, HQ USAFA/CV, or the HQ USAFA/A5/8 Director. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

New procedures for coordinating through Tasker Management Tool (TMT). Updated mandatory coordination offices. Established a SharePoint site for 10 ABW/XP.

### **1. USAFA Plans Management Responsibilities:**

1.1. The Director of Strategic Plans, Programs and Requirements (HQ USAFA/A5/8), through the Plans and Programs Division (HQ USAFA/A8P), is the USAFA Plans Manager for all USAFA plans. HQ USAFA/A8P will:

1.1.1. Maintain the official record set of all USAFA plans in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Each official record set will contain, at a minimum:

1.1.1.1. A digital copy of the plan.

1.1.1.2. Completed two-letter (2-ltr) Task Management Tool (TMT) staff summary sheet (e-SSS) coordination of the plan OPR's Mission Element Commander/Director.

1.1.1.3. Consolidated 2-ltr coordination comment matrix reflecting disposition/resolution of all recommended changes and comments.

1.1.1.4. Proof of resolution of any "Critical" comments on the CRM. Email concurrence is acceptable.

1.1.2. Publish the official set of plans and the plans index in the Academy Plans folder on the USAFA Share Point site (<https://sharepoint.usafa.edu/hq/a58/plansmgt/>) and update the index each time a plan is published or rescinded.

1.1.3. Establish policies and procedures for the USAFA Plans Program.

1.1.4. Provide guidance and training to USAFA Plans Managers and OPRs.

1.1.5. Assign and update plan numbers and anniversary dates.

1.1.6. Determine each USAFA plan Office of Primary Responsibility.

1.1.7. Publish or rescind USAFA plans as required.

### **1.2. USAFA Organizations:**

1.2.1. Mission Element (ME) Commanders will appoint a Plans Manager to manage coordination of USAFA plans. The 10 ABW Plans and Programs Office (XP) will serve as the main coordination point for all 10 ABW Plans signed by the 10 ABW. ME Plans Managers will:

1.2.1.1. Serve as the focal point for all plans originated within their Mission Element.

1.2.1.2. Provide guidance and internal training to plans OPRs as appropriate. Instruct OPRs on preparing draft documents, completing, coordinating, and obtaining proper approval signatures IAW [paragraph 2](#).

1.2.1.3. Ensure annual reviews and revisions are completed IAW this instruction.

1.2.1.4. Maintain coordination documentation for each plan originated within their ME in accordance with Air Force Records Information Management System standards.

- 1.2.1.5. Coordinate all requests to change ME PLANs OPRs with HQ USAFA/A8P.
- 1.2.1.6. Send requests for adjusted suspense dates with justification to HQ USAFA/A8P.
- 1.2.1.7. Coordinate plan information and suspense with their unit's chain of command.
- 1.2.1.8. Support OPRs in resolving critical comments using a "comment matrix" (see [paragraph 2.3.8](#) and [Attachment 2](#)).
- 1.2.1.9. Submit finalized plan package to A5/8 for review and publishing.
- 1.2.2. USAFA plan OPRs will:
  - 1.2.2.1. Review and update the plan with any obvious changes before beginning formal coordination (i.e., office symbol changes).
  - 1.2.2.2. Accomplish plan coordination IAW [paragraph 2](#).
  - 1.2.2.3. Forward completed/approved Plan package to ME Plans Manager. ME Plans Manager will review and send package to USAFA A5/8.
  - 1.2.2.4. Notify ME Plans Manager of any action concerning a plan.
- 1.2.3. Mission Element Commanders/Directors will:
  - 1.2.3.1. Ensure plan validity by reviewing plan OPRs inputs and final decisions.
  - 1.2.3.2. Ensure subordinate commanders assist their plan OPRs in meeting suspense's.
- 1.2.3. 10 ABW plans OPRs will:
  - 1.2.3.1. Reference the 10 ABW/XP Plans SharePoint <https://usaf.dps.mil/teams/10ABWPlansPrograms/SitePages/10-ABW-Plans.aspx> and the 10 ABW Plans Updating and Staffing Process Guide.
  - 1.2.3.2. Coordinate all plans through the 10 ABW prior to submission for 10 ABW/CC signature.

1.3. Tasked Organizations. At any time if a tasked organization cannot fulfill tasked duties within a plan contact the USAFA Plans Manager. The USAFA Plans Manager will establish mediation between tasked agency and Plan OPR.

## 2. USAFA Plans Management Procedures:

- 2.1. All USAFA plan OPRs will complete at a minimum a basic annual review no later than their plan's anniversary month (the "suspense").
- 2.2. If the plan OPR determines their plan is still current, they shall advise HQ USAFA/A8P and ME Plans Manager that no update is required. All plans shall undergo a fully coordinated revision at least every four (4) years unless waived by HQ USAFA/A8P, with concurrence of ME Plans Manager, or as dictated by governing directives.
- 2.3. If the Plan OPR determines an update is required, the Plan OPR will:
  - 2.3.1. Obtain Plans Manager's review, complete internal unit coordination, USAFA coordination and update the plan accordingly before submitting for approval.

2.3.2. Resolve any rejected or modified critical (severe impact) comments prior to submitting a plan for approval and through the ME Plans Manager to HQ USAFA/A8P.

2.3.3. Allow at least **30 working days** for USAFA Plan coordination. OPRs are responsible for ensuring that mandatory coordination is completed. TMT is recommended to route and coordinate all plans. Each organization should be tasked at the same time in one TMT request. If an organization requires more time for coordination, it should submit a request for an extension to the OPR on or prior to the suspense date.

2.3.4. Obtain the following mandatory coordination: Operations and Analysis directorate (HQ USAFA/A3/9), Logistics, Engineering and Force Protection directorate (HQ USAFA/A4), Strategic Plans, Programs and Requirements directorate (HQ USAFA/A5/8), Inspector General (HQ USAFA/IG), Judge Advocate (HQ USAFA/JA), Safety directorate (HQ USAFA/SE), the USAFA Operations Security Program (OPSEC) manager (10 ABW/XP), 10th Air Base Wing Inspector General (10 ABW/IG), and 10th Security Forces (10 SFS/S5P).

2.3.5. Obtain coordination from any 10th Air Base Wing (10 ABW) organization by sending plan to the TMT 10 ABW workflow box for coordination from subordinate 10 ABW organizations. Do not send plans directly to any tasked 10 ABW agencies; instead, show only "10 ABW" on the TMT action.

2.3.6. In addition to mandatory coordination agencies, obtain 2-ltr coordination from each Mission Element and 2-ltr coordination from all organizations listed in the plan's Tasked Organizations (Annex A).

2.3.7. Accomplish 2-ltr coordination IAW prescribed USAFA Action Officer and Staff Guide

(<https://sharepoint.usafa.edu/hq/CCEA/default.aspx>) using the USAFA Task Management Tool.

2.3.8. Utilize a standardized comment matrix for 2-ltr coordination (**Attachment 2**) with inputs consolidated by each Mission Element. Consolidate all comments into one matrix. Annotate each comment as "Accepted," "Rejected," or "Modified." Resolve all rejected or modified critical comments with the comment originator (via email is acceptable).

2.3.9. Obtain and maintain all external coordination with non-USAFA units, including any required memoranda of agreement/understanding (MOAs/MOUs), and forward copies to HQ USAFA/A5/8.

#### 2.4. Plan OPR changes:

2.4.1. OPR changes between Mission Elements. The current plan OPR shall submit an OPR change notification and justification through their organization's Plans Manager to their Mission Element Commander/Director and the losing unit Plans Manager shall coordinate with HQ USAFA/A5/8 and the proposed gaining unit.

2.4.2. OPR changes within Mission Elements. Current Plan OPR shall submit OPR change notifications, approved by its Mission Element Commander/Director, through the organization's Plans Manager to HQ USAFA/A5/8.

2.5. HQ USAFA/A5/8 is the final release authority for all USAFA Plans and will notify all USAFA organizations via email when a plan is approved, published, or rescinded.

### 3. USAFA Plan Format:

3.1. Develop/update plans IAW formatting standards ([Attachment 2](#)) unless governing directives dictate a specific format. HQ USAFA/A5/8 is the approval authority for any format deviations.

3.2. HQ USAFA/A5/8 will assign official plan dates upon final release and publishing.

3.3. Standard font shall be Times New Roman 12-point font with 1-inch margins.

3.4. Automatic formatting, tabbing, and page numbering *will not* be used. There will be two spaces after each paragraph number, after each paragraph title, and between all sentences. OPR will determine proper indentions and numbering accordingly.

3.5. Type main paragraph titles in underlined, upper case, bold font. Underline subparagraph titles in title-case, bold font.

3.6. Contact HQ USAFA/A5/8 before coordinating any classified plans. Classified plans will require an appropriate cover sheet, page markings displaying the proper level of classification, and special coordination and handling procedures.

3.7. Utilize MS Word® headers and footers for section titles and page numbering.

PATRICK E. GRUBER Colonel, USAF  
Director, Strategic Plans, Programs and  
Requirements

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFPD 10-4, *Operations Planning: Force Presentation/Force Generation and Global Force Management*, 4 April 2019

DAFPD 36-35, *United States Air Force Academy*, 1 Aug 22

AFI 33-322, *Records Management and Information Governance Program*, 27 Jul 21

DAFMAN 90-161, *Publishing Processes and Procedures*, 14 April 2022

#### *Adopted Forms*

DAF Form 847, *Recommendation for change of Publication*

#### *Abbreviations and Acronyms*

**AF**—Air Force

**AFMAN**—Air Force Manual

**IAW**—In Accordance With

**ME**—Mission Element

**OPR**—Office of Primary Responsibility

**TMT**—Task Management Tool

**USAFA**—United States Air Force Academy

#### *Terms*

**Action Officer**—Wing/base-level subject matter expert responsible for areas addressed by subject plan.

**Anniversary Month**—The month in which the plan is dated.

**Annual Review**—A review conducted each year by the plan OPR to ensure the plan is still current and essential.

**Approval Authority**—The individual who approves the plan for publication, verifying that it is aligned with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy.

**Basic Annual Review**—Plan OPR will ensure plans are current, accurate and comply with all established guidance annually.

**Consolidated Resolution Matrix**—A tracking excel spread sheet for comments.

**Mission Element**—At the Academy, a named or numbered Academy unit charged with fulfilling a particular mission (Director of Athletics [AD], Commandant of Cadets [CW], Dean of the Faculty [DF], Preparatory School [PS], and 10th Air Base Wing [10 ABW]).

**Plans Manager**—The person(s) and office appointed OPR for plans coordination and review planning efforts within a Mission Element or unit.

**Plan OPR**—The organization/office who “owns” the plan and is responsible for any required plan reviews, updates, coordination, and execution.

**Record Set**—The formal coordination and approval documentation that supports a published plan.

**Suspense Month**—Same as anniversary month.

## Attachment 2

### A2. USAFA PLAN TEMPLATE AND COMMENT MATRIX

**A2.1.** All USAFA organizations will use the standard plan format unless higher headquarters or their functional community dictates a special format. The USAFA plan format template is available from the USAFA Plans Manager, HQ USAFA/A8P, 333-3668, [a58.taskers@afacademy.af.edu](mailto:a58.taskers@afacademy.af.edu), or on the USAFA Plan SharePoint site at <https://sharepoint.usafa.edu/hq/a58/plansmgt/default.aspx>.

**A2.2.** The USAFA plan comment matrix template is available from the USAFA Plans Manager, HQ USAFA/A8P, 333-3668, [a58.taskers@afacademy.af.edu](mailto:a58.taskers@afacademy.af.edu), or on the USAFA Plan SharePoint site at <https://sharepoint.usafa.edu/hq/a58/plansmgt/default.aspx>.