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), 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 AF Form 847, Recommendation for Change of Publication. 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 AFI 33-360, Publications and Forms Management, 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 Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).
SUMMARY OF CHANGES

Simplified the plan coordination and review process by omitting mandatory three-letter coordination and requiring plans to undergo only two-letter coordination. Extended coordination period to thirty calendar days from fifteen. Updated mandatory coordination offices. Updated plan format to include specifying government or contractor manpower support requirements.

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.

   1.1.2. 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 (OPR).

   1.1.7. Publish or rescind USAFA plans as required.

1.2. USAFA Organizations:

   1.2.1. Plans Managers. Mission Element commanders (Attachment 1) will appoint a Unit Plans Manager to manage coordination of USAFA plans within their units. Other USAFA organizations may appoint plans managers as desired. Unit Plans Managers will:

      1.2.1.1. Serve as the focal point for all plans originated within their organization, as well as for all plans sent to their unit for review and coordination.
      1.2.1.2. Appoint subordinate plans OPR as required. Provide guidance and 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. Conduct and complete annual reviews IAW this instruction.
1.2.1.4. Maintain coordination documentation for each plan originated within or by their unit in accordance with Air Force Records Information Management System standards.

1.2.1.5. Coordinate all requests to change plan 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 plan OPRs in resolving critical comments using a “comment matrix” (see paragraph 2.3.9. and Attachment 2).

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.

1.2.3. 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 suspenses.

1.2.3.3. Submit coordinated draft to A5/8 for review and publishing.

2. USAFA Plans Management Procedures:

2.1. All USAFA plan OPRs will conduct at least a basic annual review during 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 that no update is required. All plans shall undergo a fully coordinated review and update at least every four (4) years unless waived by HQ USAFA/A8P 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 Mission Element Commander/Director’s review, comment and update the plan accordingly.

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

2.3.3. Allow at least 30 working days for coordination.

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 Base Operations Security (OPSEC) manager, 10th Civil Engineering Squadron (10 CES/CC), and 10th Security Forces (10 SFS/S5P).

2.3.5. Obtain coordination from any 10th Air Base Wing (10 ABW) organization by sending their plan to the TMT 10 ABW Taskers 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 (Mission Element Commander or Unit director) from all organizations listed in the plan’s Tasked Organizations (Annex A). Coordinate with all 10 Air Base Wing (10 ABW) units IAW paragraph 2.3.5.

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 (TMT).

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.

2.3.10. Include applicable Plans Managers when coordinating across or between Mission Elements. Subordinate units shall not send plans directly between units without informing/coordinating with all applicable Plans Managers.

2.3.11. Obtain review and approval from all mandatory and affected agencies IAW paragraph 2 for any changes made to a plan prior to its annual review. Unless otherwise approved by HQ USAFA/A5/8, these interim changes will not preclude an annual review.

2.3.12. Provide the updated plan, completed 2-ltr coordination and resolved comment matrix to HQ USAFA/A5/8 via TMT NLT 15 working days prior to the end of the suspense month.

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-pitch with 1-inch margins.

3.4. Plans must incorporate Microsoft Word (MS Word)® “Bullet and Numbering” formatting in order to correctly and efficiently number paragraphs. See “outline numbering” in the MS Word Help tool for specific instructions and a tutorial.

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.

WILL CLARK, Colonel, USAF  
Director, Strategic Plans, Programs and Requirements
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFPD36-35, United States Air Force Academy, 14 March 2018
AFMAN33-363, Management of Records, 1 March 2008
AFI33-360, Publications and Forms Management, 1 December 2015

Adopted Forms
AF Form 847, Recommendation for change of Publication

Abbreviations and Acronyms
AF—Air Force
AFMAN—Air Force Manual
IAW—in Accordance With
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.
Certifying Authority—The individual who certifies that the plan meets Air Force requirements for necessity, good taste, and applicability to the Air Force.
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 [PL], 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 who “owns” the plan and is responsible for any required plan reviews, updates and execution.

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

Suspense Month—Same as anniversary month.
Attachment 2

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, 333-2250, a58.taskers@usafa.edu, or on the USAFA Plan SharePoint site at https://sharepoint.usafa.edu/hq/a58/plansmgmt/default.aspx.

A2.2. The USAFA plan comment matrix template is available from the USAFA Plans Manager, HQ USAFA/A8P, 333-2250, a58.taskers@usafa.edu, or on the USAFA Plan SharePoint site at https://sharepoint.usafa.edu/hq/a58/plansmgmt/default.aspx.