

AFRESI10-101/434SUP1

BY ORDER OF THE COMMANDER 434TH WING

AIR FORCE RESERVE INSTRUCTION 10-101

434TH WING

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21 JULY 1997

Operations

WING/GROUP PLANS PROCEDURES

OPR: 434 ARW/XPO (Major Dave Delgado)

Certified by: 434 ARW/XP (Lt Col Duane Schaefer)

Supersedes AFRESI 10-101

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The OPR for this supplement is 434 ARW/XPO (Major Dave Delgado). This supplement implements and extends the guidance of Air Force Reserve Instruction (AFRESI) 10-101, 4 December 1996. 434 ARW/XP supplementary material is indicated by 434 ARW/XP in bold face type. This supplement describes 434 ARW/XP procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the standalone Air Force Reserve basic. This supplement applies to all 434 ARW personnel.

SUMMARY OF REVISIONS

This revision aligns this supplement with current instructions in AFI 37-160V1, *The Air Force Publications and Forms Management Programs—Developing and Processing Publications*.

2.1.3.1. (Added)(434 ARW) Wing Plans (XP) maintains the primary copy of all plans--local, AFRC, or gaining MAJCOM, under which the unit may be tasked.

2.1.3.2. (Added)(434 ARW) XP maintains a listing, review schedule, and summary of all plans under which the unit may be tasked. XP reviews and updates the Plans Summary at least annually. XP distributes a copy of the unit may be tasked. XP reviews and updates the Plans Summary at least annually. XP distributes a copy of the updated Plans Summary to unit/subordinate commanders and designated staff as needed, but at least annually.

2.1.3.3. (Added)(434 ARW) All plans are reviewed and updated for applicability, currency, and accuracy at least annually. Review of locally generated plans and supplements to higher headquarters (HHQ) plans are accomplished by the OPR, as listed in the Plans Summary, and XP. XP reviews HHQ plans. The review is accomplished by the schedule in the Plans Summary. Whenever a plan changes, update the Plans Summary within 90 days of the change.

2.1.5.1. (Added)(434 ARW) XP documents the initial review of a new plan in the Plans Summary.

2.1.5.2. (Added)(434 ARW) Add any new plans to the Plans Summary within 90 days of receipt.

2.1.11.1. (Added)(434 ARW) XP briefs unit/subordinate commanders and designated staff on all current, applicable plans under which the unit may be tasked at least annually.

2.1.11.2. (Added)(434 ARW) XP briefs unit/subordinate commanders and designated staff on any new plans, local, AFRC, or gaining MAJCOM, under which the unit may be tasked within 90 days of receipt.

2.1.11.3. (Added)(434 ARW) Newly assigned unit/subordinate commanders receive a briefing within 90 days of assuming command from XP on all current, applicable plans under which the unit may be tasked.

2.1.11.4. (Added)(434 ARW) Document the names of briefed individuals and the date of the briefing in the Plans Summary.

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