

**11 April 1999**

**Operations**

**PLANS MANAGEMENT**



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OPR: 911 AW/XP (Maj James Wood)  
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This instruction implements AFRPD 10-4, *Operations Planning*. It establishes procedures for plans tasking of the 911 AW. It applies to offices of primary responsibility (OPR) preparing plans and to any unit supporting plans that task the 911 AW.

**SUMMARY OF REVISIONS**

This revision updates and streamlines previous guidance in 911 AWI 10-401, 1 June 1995.

**1. Plans Preparation:**

- 1.1. This instruction provides guidance for the preparation of supplements to higher headquarters plans and operation directives as well as for plans originate by the 911 AW.
- 1.2. The Chief of Plans and Operations Planner (XP) will review plans and directives under which the 911 AW may be tasked. The 911 AW commander will determine OPRs for the preparation of supporting documents in connection with each plan and operations directive. Selection of an OPR will be based on who has the knowledge and experience in the functional area of the plan. XP will notify the designated OPR when the particular plan is assigned to them for preparation of plan or supplement.
- 1.3. XP will maintain a master plans file. Each OPR will prepare plans or changes for the master plan file following these steps:
  - 1.3.1. The OPR will determine which agencies, if any, must be tasked to prepare annexes in support of the plan or change and notify these agencies of their responsibility.
  - 1.3.2. After all necessary annex information is obtained; the OPR will write a plan draft.
  - 1.3.3. The OPR will circulate a plan draft to every agency affected by the plan so that those agencies can make recommendations before the plan is published.

1.3.4. Upon receipt of all recommendations from affected agencies, the OPR will make revisions to the plan if necessary.

1.3.5. The OPR will publish the plan and distribute copies to appropriate higher headquarters, the XP master plans file, as well as the 911 AW units that have need for the document.

**2. Plans Review.** This instruction provides guidance for the review of plans in which the 911 AW is tasked. Higher headquarters documents are reviewed periodically with a view toward informing the OPR of any limitations in 911 AW capabilities that might require the OPR to issue a change to the plan.

### **3. Plans Administration:**

3.1. This instruction provides guidance for the administration of plans in which the 911 AW is tasked. Administrative procedures are uniform for higher headquarters documents and 911 AW originated supplements/plans. Any 911 AW agency on distribution plan must comply with all administrative directives.

3.2. XP will publish a semiannual index of plans. Upon request, XP will assist 911 AW agencies to prepare, review, and administer plans.

3.3. All 911 AW units that maintain plans of any sort will ensure that those documents are current, properly filed and safeguarded. Agencies will accomplish these administrative procedures:

3.3.1. Study all directives applicable to any plan maintained by the section.

3.3.2. If there is any doubt as to the proper administrative procedures to be followed, the affected agency will request assistance from XP.

### **4. Plans Briefings:**

4.1. This instruction provides guidance for periodic briefings by the XP Operations Planner for the Commander and key staff. Briefing format and requirements are uniform for higher headquarters documents and 911 AW originated supplements or plans.

4.2. XP will review all plans for the 911 AW commander. 911 AW commander will determine which agencies should become OPRs for preparation and presentation of briefings for the Commander and key staff. Selection of an OPR for briefing a plan will be based on who has the most knowledge and experience in the plan's major functional area. XP will assist the commander in designating the names of key staff members who will receive briefings and will schedule the time and location of briefings.

4.3. XP may maintain classified and unclassified plans briefing folders. These folders will contain copies of appropriate briefings to be given to the commander and key staff. Each briefing contained in the folders will contain a summary of the important information found in the corresponding plan. The briefing will contain the same headings as found in the plan (i.e., title, operations, execution, summary, etc.) and will follow the plans format. Documentation sheets will be kept with each briefing to record the date key staff member received a briefing. XP will notify the OPR in advance that a briefing of a particular plan or operations directive is scheduled. Each OPR will prepare a briefing for the appropriate plans briefing folder following these steps:

4.3.1. The OPR will study the existing plans briefing folders maintained by XP.

4.3.2. The OPR will request assistance, if necessary, from XP.

4.3.3. The OPR will prepare a draft of the briefing.

4.3.4. The OPR will prepare visual aids, such as slides, or obtain demonstration equipment as necessary to use in conjunction with the briefing.

4.3.5. Upon receipt of approval of the briefing from XP, the OPR will prepare a final briefing for the plans briefing folders.

4.3.6. The OPR will, in cooperation with XP, supervise the documentation of the briefing in the plans briefing folders.

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