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Operations

UNIT PLANS COORDINATOR PROGRAM



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This instruction implements AFRPD 10-1, *Mission Directives*. It establishes the 914th Airlift Wing Unit Plans Coordinator Program. It provides policies and procedures for all units within the 914 AW to interact effectively in their planning functions, expanding requirements and guidance contained in AFMAN 10-401 Vol 1, *Operation Plan and Concept Plan Development and Implementation*, AFRCI 10-101, *Wing Procedures Plan*, and AFRCPD 10-1, *Functions and Responsibilities of Wing Plans*. It applies to all members of the 914th Airlift Wing.

SUMMARY OF REVISIONS

This revision clarifies the responsibilities and procedures of the Unit Plans Coordinator (UPC) (para 2 and 3), and it identifies the new instructions that govern the Plans Program.

1. General:

- 1.1. All units within the 914 AW will appoint a UPC and an alternate to manage their plans responsibilities.
- 1.2. The Wing Plans Office (XP) will act as the coordinating agency in the development and management of all 914 AW plans.

2. Responsibilities:

- 2.1. Unit Plans Coordinators/alternates will:
 - 2.1.1. Monitor and maintain, as necessary, those plans under which their unit is tasked.
 - 2.1.2. Initiate changes as necessary to ensure compliance with directives.

2.1.3. Provide updates and plans support to their commanders (e.g. developing plan summaries and/or checklists).

2.1.4. Keep unit commander and unit members apprised of the unit's taskings.

2.1.5. Act as a liaison with XP.

2.1.6. Attend meetings and workshops scheduled by XP.

2.2. The Wing Plans Office will:

2.2.1. Receive and maintain all plan taskings for the 914 AW.

2.2.2. Analyze plans, changes, and related correspondence for specific tasking, in coordination with the applicable UPCs representing the office of primary responsibility (OPR).

2.2.3. Brief all unit plan coordinators and commanders upon receipt of any new plan tasking.

2.2.4. Maintain an electronic copy and hard copy of all plans. Electronic copies will be made available on the local area network.

3. Plans Review Procedures:

3.1. The Wing Plans Office will direct the OPR to review all 914 AW plans annually, or IAW the directing regulation, whichever is more frequent. Any changes will receive final approval from the XP office prior to publication to ensure proper formatting in accordance with AFMAN 10-401. All plans will be written in accordance with guidance with AFMAN 10-401, unless other directives state something contrary. All deviations from AFMAN 10-401 will be coordinated with XP.

3.2. In conjunction with these reviews, key staff personnel, as determined by the 914 AW/CC, will receive an updated briefing. These briefings will be prepared and presented by the Wing Plans Office. A briefing summary will be developed and maintained by the OPR for use during these updates, as well as in the event of practice and/or actual implementation of these plans.

3.3. The Wing Plans Office will act as the central point of contact and coordinating agency for review/revision of 914 AW plans having overlapping areas of responsibility. XP will notify tasked units when revision of one of these plans is being initiated and establish suspense dates for completion of necessary changes. XP will provide the 914 AW/CC timely progress reports.

4. Review of UPC/Alternate Appointments. XP will accomplish a review of all UPCs/alternates semi-annually. Units should advise XP, in writing, of any changes in UPC/alternate appointments immediately.

5. Current Plans Listing. The Wing Plans Office will publish a current Plans Listing semi-annually to each UPC. The OPR of any plan will be responsible for making distribution of any changes and/or revised plans to the appropriate offices.

6. Unit Continuity Binder. Each UPC will have a continuity binder containing a minimum of the following, Letter of Appointment of Primary and Alternate UPC, Current Plans Listing, 914 AWI 10-101 and UPC Self-Inspection Checklist. A chart timetable indicating review dates for assigned unit plans is required.

7. Unit Commander Briefings. Newly assigned unit commanders will receive in-depth briefing of their unit tasking by the Wing Plans Office and their UPC within 90 days of their assignment.

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Commander