

8 April 1998

Operations



AFFTC OPERATIONS PLANNING PROCESS

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OPR: AFFTC/XPX (J. Gray, DSN 527-3837)
Supersedes AFFTCR 28-1, 25 January 1991

Certified by: AFFTC/XP (Randall Scott)

Pages: 9

Distribution: F

This instruction implements AFPD 10-4, *Operations Planning*, AFI 10-217, *Resource Augmentation Duty (READY) Program*, and AFI 10-404, *Base Support Planning*, at Edwards AFB. It applies to all AFFTC organizations. It details the processes and responsibilities of those agencies involved in operations planning, and establishes the local policy and procedures for management of the Edwards AFB Resource Augmentation Duty Program.

SUMMARY OF REVISIONS

Updates changes to office symbols throughout; updates reference for revising an OPLAN. This instruction incorporates the responsibilities of the Base Support Planning Committee (BSPC) as they pertain to operations planning; details the plans preparation and approval process for operations and contingency plans, and outlines the roles, responsibilities, and processes of the Edwards AFB READY program. See attachment 1, Terms Defined, for explanation of terms.

1. Operational Planning At AFFTC. The AFFTC prepares two types of plans, which make up the operations planning process at AFFTC:

1.1. AFFTC Base Support Plan (BSP). The AFFTC BSP supplements the Air Force Material Command War and Mobilization Plan, Volume 1 (WMP-1). It contains mission requirements and policy guidance for the AFFTC during periods of national emergency or war. It also combines into a single document those wartime tasks that have been levied upon AFFTC by higher headquarters, and is the single source document for use in time of war.

1.2. AFFTC Plans. An AFFTC Plan is a plan by which a commander carries out a single or a series of related operations under specified situations. Plans prepared by AFFTC organizations will be issued when:

- 1.2.1. Required by Air Force Instruction, Manual, or Policy Directive (e.g., Disaster Preparedness Plan)
- 1.2.2. Directed by higher headquarters (e.g., Recall Plan) or is necessary to reflect local response to or support of HQ AFMC Plans (e.g., Base Support Plan).
- 1.2.3. Required to perform a task or address a specific situation (e.g., Earthquake Preparedness Plan).

2. Responsibilities.

- 2.1. The Base Support Planning Committee (BSPC) will:
 - 2.1.1. Monitor the operational planning procedures at AFFTC.
 - 2.1.2. Review specified AFFTC plans for consistency with AFFTC policy and direction.
 - 2.1.3. Recommend approval of operations/contingency plans to the AFFTC Commander.
 - 2.1.4. Ensure specified plans are updated or reviewed on a recurring basis.
- 2.2. The AFFTC Plans Division (AFFTC/XPX) will:
 - 2.2.1. Maintain a master index of all AFFTC plans.
 - 2.2.2. Assign a number to all plans for control and filing purposes.
 - 2.2.3. Maintain a suspense system index for updating AFFTC Plans.
- 2.3. All AFFTC organizations will:
 - 2.3.1. Prepare plans for their functional areas as required by Air Force or AFMC guidance or as necessary to perform specific tasking under specified conditions.
 - 2.3.2. Coordinate review of plans with all organizations tasked within the plan with AFFTC/XPX, as well as with the BSPC (if applicable) prior to publication.
 - 2.3.3. Make changes or corrections as recommended by AFFTC/XPX and the BSPC.
 - 2.3.4. Distribute plans to all affected organizations.
 - 2.3.5. Initiate periodic review and coordinate any changes with AFFTC/XPX and the BSPC (if applicable).
 - 2.3.6. Ensure one copy of each published plan, or any change to an existing plan, is provided to AFFTC/XPX and the BSPC (if applicable).
 - 2.3.7. Review all plans that task the organization and report Limiting Factors, where required, as described in paragraph 4.

3. Procedures.

- 3.1. AFFTC BSP. The office of primary responsibility (OPR) of the BSP is AFFTC/XPX. AFFTC functional offices will prepare their appropriate annexes/appendices to AFFTC/XPX for incorporation into the plan. AFFTC/XPX is responsible for coordination with the BSPC, distribution, and initiation of periodic reviews.

3.2. AFFTC Plans. AFFTC OPRs will prepare plans under the appropriate Air Force or AFMC direction. If the directive does not specify a format to be used, consult AFFTC/XPX to determine an acceptable format. Regardless of format used, all plans will contain the office symbol and telephone extension of the OPR, the date of the plan, the review cycle, and the effective duration of the plan.

3.3. Draft plans will be coordinated with AFFTC/XPX, the BSPC (if applicable), and all affected organizations.

3.3.1. AFFTC/XPX will assign a locally generated plan number to reflect the higher headquarters plan or being instruction being supported.

3.3.2. After AFFTC/XPX and BSPC review and approval, OPR will obtain appropriate signatures. AFFTC/CC will be final approval authority on all AFFTC plans, unless approval authority for a plan has been delegated, in writing.

3.3.3. The OPR will make distribution.

3.3.4. Each OPR will initiate review of the plan annually, or as required by the governing directive.

3.3.5. Revising the plan: Any revision or change to an operational plan will be coordinated using the same process as the initial plan.

4. Limiting Factors.

4.1. A Limiting Factor (LIMFAC) is defined as a shortage of resources (personnel, equipment, supplies, facilities, etc.) that has serious and adverse impact and limits a unit's capability to perform the wartime mission. A LIMFAC is characterized as a problem that is beyond the ability of the unit to resolve, and to which there is not a viable or acceptable work-around, and requires elevation for resolution. All LIMFACs are classified SECRET as a minimum.

4.2. Reporting/Elevating Limiting Factors.

4.2.1. When a unit has a potential limiting factor, it should be elevated within the organizational chain of command to the Wing level. All reasonable efforts should be made at each level to resolve the problem or identify acceptable work-arounds.

4.2.2. When a LIMFAC is beyond the capability of the Wing to resolve, report it to 95 ABW/LGI, in writing. Use the format provided in the sample at attachment 2 to document the LIMFAC. Provide all necessary background information to assist in evaluation of the problem. Up-channeled LIMFACs should be accompanied by an AF Form 1768, **Staff Summary Sheet**, to ensure proper coordination. Remember that all LIMFACs are classified SECRET or higher.

4.2.3. 95 ABW/LGI will review the LIMFAC package for completeness and present the LIMFAC to the BSPC for evaluation and possible resolution.

4.2.4. LIMFACs that cannot be resolved at BSPC level will be numbered, incorporated into the Base Support Plan, and forwarded to HQ AFMC/XPO for Command action.

4.2.5. All LIMFACs will be reviewed and revalidated semiannually, in May and November of each year. 95 ABW/LGI will initiate LIMFAC reviews.

5. Base Support Planning Committee.

5.1. Membership. The Base support Planning Committee (BSPC) is established in accordance with AFI 10-404. The BSPC is chartered by the AFFTC Corporate Board to actively integrate the planning efforts of all AFFTC wartime or contingency planning bodies.

5.1.1. The BSPC consists of a core team of the primary base planning agencies. Functionally, this covers most organizations that are primarily tasked to execute war and contingency plans. Technical experts outside the core team may be called to lend their expertise to the BSPC. The committee is composed of representatives from these offices:

5.1.1.1. 95 ABW/XP/LG (Chair/secretary)*

5.1.1.2. AFFTC/XPX *

5.1.1.3. AFFTC/CVI

5.1.1.4. 95 SPTG/AS

5.1.1.5. AFFTC/MO

5.1.1.6. 412 TW/LGLX

5.1.1.7. 412 TW/OGB*

5.1.1.8. 95 AMDS/SGPR*

5.1.1.9. 95 ABW/MSP

5.1.1.10. 95 ABW/CEX

5.1.1.11. 95 ABW/SP

5.1.1.12. 95 ABW/CP

5.1.1.13. 95 ABW/LGI

Note: Organizations marked by asterisk are responsible for informing AFFTC/CC, 95ABW/CC, 412TW/CC, and 95MDG/CC on progress of the BSPC.

5.2. Responsibilities.

5.2.1. The BSPC will:

5.2.2. Review installation contingency missions, to include test acceleration, deployment, natural disaster, or other contingency response, and identify allocated and available resources to accomplish these missions.

5.2.3. Review and recommend approval of those plans describing base contingency or war requirements (operations plans) before publication.

5.2.4. Develop the Base Support Plan.

5.2.5. Act as the READY Review Working Group.

5.2.6. Review all organizational Limiting Factors.

5.2.7. Incorporate Limiting Factors into Base Support Plan.

- 5.2.8. Attempt to identify and formalize Limiting Factor work-arounds that may require cross-organizational assistance.
- 5.2.9. Forward Limiting Factors that cannot be resolved at AFFTC level to HQ AFMC/XPO.
- 5.2.10. Perform semiannual review of Limiting Factors.

6. Resource Augmentation Duty (READY) Program.

6.1. The AFFTC READY Program. The Resource Augmentation Duty (READY) Program identifies, places, codes, and trains people to meet augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations.

6.2. READY Review Board (RRB): The RRB is responsible for approving all READY requests and determining augmentee resources. The RRB will also monitor training status of augmentees.

6.2.1. RB Membership:

- 6.2.1.1. AFFTC/CV (Chair)
- 6.2.1.2. 95 ABW/CV
- 6.2.1.3. 95 ABW/LG (RRWG)
- 6.2.1.4. 412 TW/CV
- 6.2.1.5. 95 ABW/MS (Advisory)

6.3. READY Review Working Group (RRWG).

6.3.1. The Base Support Planning Committee (BSPC) acts as the RRWG.

6.3.2. The RRWG reviews and recommends for approval/disapproval all READY requests that have been validated by the Manpower Office and forwards them to the RRB.

6.4. Responsibilities.

6.4.1. Augmented activities.

- 6.4.1.1. Appoint a Unit READY Coordinator.
- 6.4.1.2. Prepare and submit READY requests.
- 6.4.1.3. Develop augmentee training plan.
- 6.4.1.4. Maintain a READY Training Folder for each augmentee.
- 6.4.1.5. Ensure augmentee training is provided, tacked, and reported to augmented activity for inclusion in training records.

6.4.2. Augmentee activities.

- 6.4.2.1. Appoint a Unit READY Coordinator.
- 6.4.2.2. Provide READY augmentors as directed by the READY Review Board.
- 6.4.2.3. Make augmentees available for required training.
- 6.4.2.4. Identify replacement augmentees not less than 30 days prior to PCS, separation/retirement, or reassignment of current augmentee.

- 6.4.2.5. Update augmentee READY codes in PC III.
- 6.4.3. Military Personnel Flight (95 ABW/MSM).
 - 6.4.3.1. Maintain the READY database.
 - 6.4.3.2. Act as an advisor to the READY Working Group and READY Review Board as required.
- 6.4.4. The Manpower Office.
 - 6.4.4.1. Validate READY requests and provide copy of validation to READY Working Group.
 - 6.4.4.2. Perform annual revalidation of READY requirements.
- 6.5. Procedures.
 - 6.5.1. Augmented activity.
 - 6.5.1.1. Prepares READY Request (see attachment 4) and forwards it to AFFTC/MO for validation.
 - 6.5.1.2. Prepares augmentee training synopsis and develops augmentee training program.
 - 6.5.1.3. Develops augmentee equipment needs list
 - 6.5.1.4. Determines and outlines augmentee call-up criteria.
 - 6.5.1.5. Acquires and provides to augmentee any equipment (mission, safety, etc.) required by the augmentation duty to be performed.
 - 6.5.2. Manpower Office reviews READY request and validates requirement. If validated, AFFTC/MO passes READY Request and validation to the RRWG. If request is not valid, AFFTC/MO returns it to unit with an explanation of why it failed to meet validation requirements.
 - 6.5.3. The RRWG reviews validated requests, the proposed training program, equipment requirements, and call-up criteria. Recommends work-around or alternative measures where applicable. Forwards recommendation of approval/disapproval to RRB.
 - 6.5.4. The RRB reviews validated requests, approves or disapproves READY requirements, and sources those requirement from available base resources.
 - 6.5.5. The Military Personnel Flight establishes the PC III Data for approval READY requirements, informs requesting agency of request approval and sourcing unit, and notifies sourcing unit of READY augmentee tasking.
 - 6.5.6. The Manpower Office revalidates existing READY requirements annually and provides results to the RRB.

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Commander

Attachment 1**GLOSSARY OF TERMS***Terms*

Base Support Plan (BSP)—The installation Level plan to support unified and specified command wartime operational plans, as well as MAJCOM supporting plans. Contains wartime planning and tasks required to support the most stringent wartime and contingency tasking.

Base Support Planning Committee (BSPC)—A deliberate planning body, whose primary responsibility is to actively integrate the efforts of all base-level wartime planning bodies.

Limiting Factor (LIMFAC)—A limiting factor (LIMFAC) is defined as a shortage of resources (personnel, equipment, supplies, facilities, etc.) that has serious and adverse impact and limits a unit's capability to perform the wartime mission. A LIMFAC is characterized as a problem that is beyond the ability of the unit to resolve, and to which there is not a viable or acceptable work-around, and required elevation for resolution.

Operations Plan (OPLAN)—Any plan prepared by the unified or specified commands for the conduct of military operations in a hostile environment in response to a JCS requirement.

Resource Augmentation Duty (READY) Program—Identifies, places, codes, and trains people to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations.

Attachment 2**SAMPLE LIMITING FACTOR FORMAT**

(Limiting Factors should be submitted on plane bond paper to 95 ABW/LGI)

1. UNIT:**POINT OF CONTACT:**

2. LIMITING FACTOR. Be brief, but specific. Describe what it is you need and don't have to accomplish the wartime mission.

3. REASON. Why is this a limiting factor? Be specific.

4. IMPACT. Explain how the lack of this item or capability affects your readiness posture. Remember that a LIMFAC is a condition or shortage to which there is no local work-around or solution. A LIMFAC must directly and adversely impact the capability to accomplish the wartime mission, and higher headquarters assistance is required. LIMFACs will be reported to Command and should be reflected in SORTS, as applicable.

****NOTE.** (Do not sign the LIMFAC. Attach a cover sheet or Staff Summary signed by the unit commander or two-letter agency chief)

All LIMFACs are classified SECRET or higher

Attachment 3

SAMPLE READY AUGMENTATION REQUEST

1. UNIT: 95 TRNS
2. DATE: 4 May 1995
3. DESCRIPTION OF AUGMENTATOR DUTY: READY CODE (HE)-Vehicle Fleet Management
4. JUSTIFICATION FOR AUGMENTOR REQUIREMENT: Transportation emergency/contingency tasking exceeds