



WEASEL NOTAM 35 FW 20-01
Wing Plans Update Process
13 Jul 20



PURPOSE: To establish guidelines for creating or updating installation Plans and Programs.

COMMANDER'S INTENT: To establish standard processes for optimizing Plans management across the Wing. The instructions for Plan preparation, formatting, and administrative procedures described in this document will be followed for all 35 FW Plans unless higher headquarters (HHQ) directives dictate otherwise.

BACKGROUND: The planning process is an integral part of the Air Force at all echelons. Base-level Plans typically require collaboration across multiple agencies in both planning and execution. Thus, the creation and revision of Plans must be widely coordinated and standardized to ensure efficiency and effectiveness. This NOTAM aims to publish a baseline to demystify these processes and eliminate any ambiguity by providing step-by-step procedures to follow when developing a new Plan, reviewing an existing Plan, or staffing a Plan. It is derived from Chapter 1 of the Wing Plans and Programs Operating Instruction which can be found on the IG Plans and Programs (IGP) SharePoint referenced below.

IMPLEMENTATION: Each Plan's Office of Primary Responsibility (OPR) is responsible for developing, formatting, and updating the Plan. OPRs will consult the applicable IGP, HHQ, and AF directives and/or guidance before drafting, revising, or rescinding a Plan to ensure compliance.

1. If a new Plan is required, the unit-level Plan OPR will contact 35 FW Inspectors General Plans and Program Office. The IGP point of contact (POC) will assist the OPR throughout the drafting process.
2. Each 35 FW Plan will be reviewed by the Plan OPR annually, biannually, etc. in accordance with the governing guidance of the document. OPRs will also revise their responsible Plans anytime the Plan is inadequate as written, or when administrative/organizational changes make the Plan difficult to use.
3. The following is a step-by-step outline of the process to review/update a Plan as required by the criteria above. This process was developed to ensure IGP can track Plan updates, keep Plan OPRs and Units on timeline, and ensure Wing compliance with applicable AFIs. Further questions on this process can be directed to IGP.
 - a. The Plan OPR saves the most recent version of the Plan as a Microsoft Word Document to be updated as a "Draft" version. The document will be titled in the following format: "[classification] (if other than Unclassified) Plan Title Year Draft".
 - b. The Plan OPR and OPR-tasked subject matter experts (SMEs) will identify and make any initial updates to the "Draft" version of the plan.
 - c. The Plan OPR emails the updated "Draft" Word Doc Plan to IGP along with an eSSS containing a suspense and OPR POC.
 - d. IGP routes the eSSS, "Draft" Plan, and a blank Comment Resolution Matrix (CRM) through TMT to be disseminated throughout the Wing for further coordination and inputs from other applicable agencies.

- e. Recipients of the TMT disseminate the eSSS, “Draft” Plan, and CRM to the appropriate levels throughout their Unit.
- f. Applicable Unit SMEs review the “Draft” Plan and record all inputs/change requests in the CRM.
- g. The Unit then emails their completed CRM to the Plan OPR POC by the suspense listed on the eSSS.
- h. The Plan OPR consolidates the Unit CRMs into a Master CRM, adjudicates any conflicts at the appropriate level, and implements the updates into the “Draft” Plan.
- i. The Plan OPR sends the final draft of the Plan and the Master CRM to IGP.
- j. IGP routes the final draft of the Plan up for signature, along with the Master CRM for review at the various coordination levels.
- k. Once signed, the updated Plan will be distributed across the Wing by the entity in the final block of the coordination section of the eSSS. As a technique, AFH 33-337 *The Tongue and Quill* recommends including the Plan OPR’s office symbol as the final block in the coordination section with “File” as the action to ensure the package is vectored to the source for closure. In any case, it is imperative that the Plan OPR and IGP ensure Wing dissemination of the Plan.
- l. IGP will upload the newly revised and signed Plan to the IGP SharePoint for easy access across the Wing.

4. The Plan(s) should contain the following information:

- a. Long Title – “35 FW Plan Title Year”
- b. Short Title (if used) – “MAB [Abbreviated Plan Title] Year” Ex: (DCP, IEMP, etc.)
- c. OPR (Note: OPR name will reflect the office symbol and not the POC’s name.)
- d. Accessibility/Releasability/Plan Summary
- e. Table of Contents
- f. FW/CC Plan Approval Letter and Distribution
- g. Security Instructions and Record of Changes
- h. Chapters – As applicable
- i. Attachments: Glossary of References and Supporting Information (IAW AFI 33-360)

5. Classified Plans should follow all formatting instructions outlined in the applicable security classification guides.

6. Chapter 1 of The 35 FW/IGP Operating Instruction can be used for additional guidance or support to this NOTAM (<https://misawa.eis.pacaf.af.mil/35FW/35FWIGP/Pages/Plans-and-Programs-Library.aspx>). Contact the 35 FW Director of Plans and Programs at 35FW.IGP.PlansandPrograms@us.af.mil for specific questions about this NOTAM.

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