

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 10-501**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**8 JANUARY 1999**

**Operations**

**PROGRAM ACTION DIRECTIVES (PAD)  
AND PROGRAMMING PLANS (PPLAN)**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.af.mil/im> . If you lack access, contact your Base Publishing Manager.

---

OPR: HQ AETC/XPPB (Maj S. Hix)  
Supersedes AFI 10-501/AETC Sup 1,  
15 February 1996

Certified by: HQ AETC/XPP (Col M. Paulson)  
Pages: 14  
Distribution: F; X: HQ USAF/ILXB - 1;  
HQ AFIA/IMP - 1; AUL/LSD - 1

---

**AFI 10-501, 5 January 1994, is supplemented as follows:** (A bar (|) in the left margin indicates revision from the previous edition.)

6.1. The guidance for developing AETC PPLANs for basing is (for other PPLANs see paragraph 6.1.8):

**6.1.1. Preparation:**

6.1.1.1. An AETC PPLAN is prepared when a basing decision results in a significant change in force structure or mission (flying, operations training, or training support) affecting two or more organizations. Examples of basing decisions include base closure actions, Interservice Training Review Organization (ITRO) decisions, standup of a new unit, movement of a unit or mission from one installation to another, or a significant change to an existing unit or mission.

6.1.1.2. HQ AETC agencies submit requests for AETC PPLANs to the Directorate of Plans and Programs, Plans and Programs Division, Bases and Units Branch (HQ AETC/XPPB), the AETC PPLAN office of collateral responsibility (OCR).

6.1.2. **Format.** The AETC PPLAN format is at Attachment 4 (Added). AETC PPLANs are serially numbered by fiscal year; for example, 9X-01, 9X-02, etc. HQ AETC/XPPB assigns PPLAN numbers only for documents originated by the HQ AETC staff.

**6.1.3. Program Manager:**

6.1.3.1. HQ AETC/XPP will determine the office of primary responsibility (OPR) for HQ AETC PPLANs. The OPR is the command proponent of the action for the program proposed. HQ AETC/XPPB is the OCR and process expert for the Site Survey, PPLAN, and Site Activation Task Force (SATAF). The OPR will assign management responsibility to a program manager who is familiar with the objective of the programming document and has a working knowledge of the functional areas which will participate in

its development and execution. The program manager must provide name, grade, functional address symbol, and telephone number to HQ AETC/XPPB.

6.1.3.2. AETC PPLANs are prepared by the program manager and HQ AETC/XPPB and are approved by HQ AETC/XP or HQ AETC/XPP depending on the scope of the action. The program manager is responsible for completing sections 1 through 5 as indicated in Annex A, Basic Plan. Program managers will not publish or distribute PPLANs or changes without HQ AETC/XPP approval. AETC PPLANs are directive on AETC organizations and any other organizations affected by the AETC PPLAN. Tracking of PPLAN taskings is the specific responsibility of the program manager of the PPLAN. When the PPLAN objective is fulfilled and all taskings are complete, HQ AETC/XPP will formally close out the PPLAN with a memo or message to the applicable staff agencies.

6.1.4. **Team Chief.** The HQ AETC/XPPB point of contact for the program proposed will schedule and conduct the site visits, site surveys, and SATAF visits as required and is the command representative for these actions. The team chief is also responsible for completing, coordinating, and editing the PPLAN.

6.1.5. **Authority.** Review AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*; AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*; and AFI 32-9005, *Real Property Accountability and Reporting*, for applicability. An action involving a unit move requires a movement directive according to AFI 16-403. An action affecting an installation (activation, inactivation, transfer, etc.) must comply with the provisions of AFI 32-9005.

6.1.6. **Environmental.** The program manager should promptly process an environmental evaluation for all proposed actions in conjunction with programming document development. AFI 32-7001, *Environmental Budgeting*, applies to both continental United States (CONUS) and overseas actions. All actions require submission of an AF Form 813, **Request for Environmental Impact Analysis**, to the host command environmental planning office for review and final disposition. If the action is on a non-AETC base, the program manager must ask the host command to process the environmental evaluation. At AETC, the environmental planning office is in the Environmental Division (HQ AETC/CEV). The program manager must state in the programming document that the environmental evaluation has begun and its status at the time of publication. The program manager will make the environmental evaluation request available for review during the entire planning and review phase and notify annex managers of its final disposition.

6.1.7. **AETC Bases.** The commander's staff at AETC bases may use this supplement as a guide for preparing base-level PPLANs. AETC bases are authorized to develop PPLANs with their tenant organizations as required.

6.1.8. **AETC Directorates and Organizations.** AETC directorates and organizations may use this PPLAN format as a guide for developing AETC planning documents for programs not involving basing decisions. These planning documents will be signed by the OPR's director or commander and be processed through HQ AETC/XPP for issuance of an AETC PPLAN number and entry into the PPLAN log.

**Attachment 4 (Added)**

**SAMPLE AETC PPLAN FORMAT**

**Headquarters Air Education and Training Command**

**Directorate of Plans and Programs**

244 F Street East, Suite 2



Randolph Air Force Base, Texas 78150-4321

AETC

PROGRAMMING PLAN

9X-XX

TITLE OF PPLAN

PREPARED BY  
HQ AETC/XXX  
AND  
HQ AETC/XPPB

APPROVED BY  
HQ AETC/XPP  
DDMMYY

**TABLE OF CONTENTS**

| <u>SUBJECT</u>                     | <u>PAGE</u> |
|------------------------------------|-------------|
| Basic Plan                         | 1           |
| 1. Program Goal                    | 1           |
| 2. Authority                       | 1           |
| 3. Background                      | 1           |
| 4. Description of Program          | 1           |
| 5. Program Milestones              | 1           |
| 6. PPLAN Implementation Procedures | 1           |
| 7. SATAF Implementation Procedures | 2           |
| Annex A - Taskings                 | A-1         |
| Annex B - Points of Contact        | B-1         |
| Annex C - Distribution             | C-1         |

## BASIC PLAN SAMPLE

- 1. Program Goal.** *(State the purpose. A PPLAN may have more than one goal.)*
- 2. Authority.** *(List the directives, memoranda, messages, and other official correspondence that provide the authority for this PPLAN. A sample list follows.)*
  - 2.1. SAF Memo, DD MMM YY, Subject:
  - 2.2. AFI 10-501/AETC Sup 1, DD MMM YY, *Program Action Directives (PAD) and Programming Plans (PPLAN).*
  - 2.3. HQ USAF/DO Msg, 000000Z MMM YY, Subject:
- 3. Background.** *(Present a brief chronological narrative of the initiatives, policy decisions, and implementation instructions that directed this programming action.)*
- 4. Description of Program.** *(Compose an executive summary that describes step by step how the proposed action will be implemented. This description should address issues such as funding, facilities, logistics, equipment, manpower, organizational structure, personnel, training, communications and information, and mobility. Include any assumptions integral to the validity of the plan. Briefly outline the concept of operations once the action has been implemented.)*
- 5. Program Milestones.** The completion of significant events or actions are called milestones. Listed below are the projected milestones for this project.

| <u>DATE</u> | <u>KEY EVENT/ACTION</u> |
|-------------|-------------------------|
|-------------|-------------------------|

- 5.1. DD MMM YY *(Concisely worded statements of the expected completion of particularly significant events; e.g., working group meetings, environmental impact analysis process submittals, SATAFs, equipment transfers, and standup dates.)*
- 5.2. DD MMM YY *(Add milestones as required.)*

### **6. PPLAN Implementation Procedures:**

- 6.1. *Responsibilities:*
  - 6.1.1. PPLAN OPR. The OPR (Office of Primary Responsibility) for this PPLAN is HQ AETC/XXX, the *Command Proponent* for the program. The OPR is responsible for tracking resulting actions through the final standup.
  - 6.1.2. PPLAN OCR. The OCR for this PPLAN is HQ AETC/XPP, the approval authority for all AETC PPLANS. XPPB is the process expert for the Site Survey, PPLAN, and SATAF.
  - 6.1.3. Other OCRs. Other OCRs listed in annex A will implement taskings and comply with suspenses.

6.1.4. Other Organizations. Other organizations affected by this PPLAN, but not listed in annex A as action agencies with primary taskings, will also comply with the reporting requirements specified in this PPLAN.

6.2. *Reports and Documentation:*

6.2.1. Task Completion. Action agencies identified in annex A of this PPLAN will notify the PPLAN OPR (HQ AETC/XXX) **when tasks have been accomplished**. The PPLAN OPR will, as required, provide a summary of completed tasks to the PPLAN OCR (HQ AETC/XPPB Team Chief).

6.2.2. Status Report. Action agencies will submit a status report to the PPLAN OPR **only when significant changes to a task occur or delays in completing a task are encountered**. The format for the status report is shown in Figure A4.1.

6.2.3. Document Coordination. Any AETC organization or staff agency generating or receiving documents (correspondence, messages, listing of time-phased taskings, faxes, memoranda of agreement or understanding, etc.) related to the achievement of the goals for this PPLAN will ensure the following actions occur:

6.2.3.1. Coordinate with PPLAN OPR and HQ AETC/XPPB team chief on any documents generated by action agency prior to release or signature.

6.2.3.2. Provide PPLAN OPR and HQ AETC/XPPB team chief an informational copy of documents generated by the action agency.

6.2.3.3. Forward the PPLAN OPR and HQ AETC/XPPB team chief a copy of any documents received by the action agency.

6.2.3.4. Invite the PPLAN OPR and XPPB team chief to attend any meetings conducted by the action agency and provide a copy of any meeting minutes.

**7. SATAF Implementation Procedures:**

7.1. *Site Activation Task Force (SATAF) Procedures. (Include this information if SATAFs are to be conducted. The scope of a SATAF extends beyond the major activities outlined in the PPLAN's tasking annex to identify and suspense the detailed action items required to complete the proposed program).*

7.1.1. Purpose. A SATAF will be established to identify and suspense the detailed action items required to transfer, beddown, and operate (*program title*). The SATAF will meet as necessary. The SATAF team chief will publish a compilation of the action items, OPRs, estimated completion dates, and pertinent comments associated with the program and distribute them to the tasked agencies. Additionally, the SATAF will identify all the costs associated with the transfer, beddown, and operation of (*program title*).

Figure A4.1. Sample Status Report Format.

|   |
|---|
| MEMORANDUM FOR HQ AETC/XXX (PPLAN OPR), XPP (PPLAN OCR) DD MMM YY   |
| FROM: ZZZ   |
| SUBJECT: Status Report for AETC PPLAN 9X-XX   |
| 1. Status of Tasks.   |
| a. TASK ID NO: (Give task identification (ID) number (No) listed in annex A.)                                 |
| STATUS: (Report one of the following: significant change or behind schedule.)                                 |
| PROBLEM: (Give a brief description of reason for problem.)  |
| IMPACT: (Report impact on tasks in annex A, other action agencies, and PPLAN milestones.)                     |
| SOLUTION: (Give brief description of what needs to be done to solve the problem.)                             |
| ECD: (Use the same estimated completion date [ECD] as in the PPLAN or show new ECD if this is the solution.)  |
| b. TASK ID NO: 23   |
| STATUS: Behind schedule.  |
| PROBLEM: Unable to provide assistance until Air Staff determines how to restructure the organization.         |
| IMPACT: PPLAN milestones 6.2 and 6.3 will change to a later date. This will affect action agencies.           |
| SOLUTION: Change ECD.   |
| ECD: 31 Oct 98.   |
| 2. Other Comments: (Identify any other items here; e.g., change point of contact (POC) phone number to XXXX.) |
| 3. POC for the Report: Maj Hogler, ZZZ, DSN XXX-XXXX.   |
| <p style="text-align: center;">(Signature Block)</p>  |

7.1.2. SATAF Organizational Structure. The SATAF will be composed of personnel from HQ AETC (*list other MAJCOMs, NAFs, outside agencies, etc.*), and the affected base-level agencies. The SATAF chief will be provided by HQ AETC/XPPB. The SATAF will be organized into functional area groups. The SATAF chief will designate members to direct each group's efforts to identify the tasks required to achieve the goal of this plan.

7.1.3. Completion of SATAF Action Items. Action agencies will notify the program manager when their respective taskings have been completed or incorporated into normal staffing actions. The program manager will track all action items and inform the SATAF chief of their status. The SATAF team chief will, as required, provide a summary of completed action items to the SATAF team and staff.

MYHRE E. PAULSON, Colonel, USAF  
Chief, Plans & Programs Division  
Directorate of Plans & Programs

## ANNEX A

## TASKINGS

*(In this annex, show the major organizational responsibilities and, if possible, the estimated completion dates [ECD]. This is not a list of all the time-phased tasks that will be worked to achieve the PPLAN's goals. The intent is to direct the action agencies to begin working on major activities that will impact the milestones and overall PPLAN goals. Since these major events or actions have ECDs, they may also be considered milestones. The key is to identify the agencies responsible for completing critical tasks and projecting the completion dates; i.e., determine "who, what, and when." Routine documentation and normal staffing will be used by the action agencies to work the individual tasks in their functional areas. In the meantime, the XPPB team chief will be receiving copies of all the PPLAN-related documents generated and received by the various action agencies).*

*(All of the functional agencies within the organization are listed in this annex. If a particular functional agency has no actions or responsibilities for the PPLAN's implementation, then annotate "not applicable" beside the functional agency's office symbol in this annex. If a functional agency has one or more taskings or responsibilities, use subparagraphs to show them. Use a different paragraph number for each action agency. List the primary taskings for each agency in chronological order by ECD).*

- |                        |   |
|------------------------|---|
| <b>1. HQ AETC/CCG.</b> | Not applicable.   |
| <b>2. HQ AETC/CCR.</b> | Not applicable.   |
| <b>3. HQ AETC/CE.</b>  |   |
| 3.1. ECD: 31 Oct 93    | Complete all environmental assessment actions for Any Place AFB and Any Where, AFB. [CEV] |
| 3.2. ECD: 01 Apr 94    | Construct new dormitory at Any Where AFB. [CEP]   |
| <b>4. HQ AETC/DO.</b>  |   |
| 4.1. ECD: 01 Dec 93    | Develop a plan to beddown the 36 F-99 aircraft from Any Place AFB CO Any Where AFB. [DOT] |
| <b>5. HQ AETC/DP.</b>  |   |
| 5.1. ECD: 01 Jul 94    | Evaluate overall manning and take appropriate actions to realign surplus resources. [DPX] |
| <b>6. HQ AETC/FM.</b>  | Not applicable.   |
| <b>7. HQ AETC/HC.</b>  | Not applicable.   |

- |   |                 |
|---|-----------------|
| <b>8. HQ AETC/HO.</b>                     | Not applicable. |
| <b>9. HQ AETC/JA.</b>                     | Not applicable. |
| <b>10. HQ AETC/LG.</b>                    | Not applicable. |
| <b>11. HQ AETC/PA.</b>                    | Not applicable. |
| <b>12. HQ AETC/RS.</b>                    | Not applicable. |
| <b>13. HQ AETC/SC.</b>                    | Not applicable. |
| <b>14. HQ AETC/SE.</b>                    | Not applicable. |
| <b>15. HQ AETC/SF.</b>                    | Not applicable. |
| <b>16. HQ AETC/SG.</b>                    | Not applicable. |
| <b>17. HQ AETC/SV.</b>                    | Not applicable. |
| <b>18. HQ AETC/XP.</b>                    | Not applicable. |
| <b>19. Wing Level.</b>                    | Not applicable. |
| <b>20. Other AETC Organizations.</b>      | Not applicable. |
| <b>21. Other Air Force Organizations.</b> | Not applicable. |
| <b>22. Other DoD Organizations.</b>       | Not applicable. |
| <b>23. Other Federal Organizations.</b>   | Not applicable. |
| <b>24. Other Organizations.</b>           | Not applicable. |

## ANNEX B

## POINTS OF CONTACT

| <u>FUNCTION</u>              | <u>ORGANIZATION</u> | <u>DSN NO.</u> | <u>PERSON</u> |
|------------------------------|---------------------|----------------|---------------|
| AETC PPLAN Team Chief        | HQ AETC/XPPB        | 487-3390       |               |
| AETC PPLAN OPR               | HQ AETC/XXX         | 487-XXXX       |               |
| Air Force Reserve Advisor    | HQ AETC/CCR         | 487-XXXX       |               |
| Air National Guard Advisor   | HQ AETC/CCG         | 487-XXXX       |               |
| Air Staff OPR                | HQ USAF/UUUU        | 227-XXXX       |               |
| Chaplain                     | HQ AETC/HC          | 487-XXXX       |               |
| Civil Engineering            | HQ AETC/CEP         | 487-XXXX       |               |
| Communications-Information   | HQ AETC/SCX         | 487-XXXX       |               |
| Contracting                  | HQ AETC/LGC         | 487-XXXX       |               |
| Environmental Compliance     | HQ AETC/CEV         | 487-XXXX       |               |
| Flying Training              | HQ AETC/DOT         | 487-XXXX       |               |
| Financial Management         | HQ AETC/FMP         | 487-XXXX       |               |
| Historian                    | HQ AETC/HO          | 487-XXXX       |               |
| Inspector General            | HQ AETC/IGI         | 487-XXXX       |               |
| Judge Advocate               | HQ AETC/JAC         | 487-XXXX       |               |
| Logistics                    | HQ AETC/LGX         | 487-XXXX       |               |
| Manpower and Organization    | HQ AETC/XPM         | 487-XXXX       |               |
| Medical                      | HQ AETC/SGP         | 487-XXXX       |               |
| Personnel                    | HQ AETC/DPX         | 487-XXXX       |               |
| Public Affairs               | HQ AETC/PAR         | 487-XXXX       |               |
| Recruiting Service           | HQ AETC/RSR         | 487-XXXX       |               |
| Requirements and Acquisition | HQ AETC/XPR         | 487-XXXX       |               |
| Safety                       | HQ AETC/SEP         | 487-XXXX       |               |
| Security Forces              | HQ AETC/SFX         | 487-XXXX       |               |
| Services                     | HQ AETC/SVX         | 487-XXXX       |               |

## ANNEX C

## DISTRIBUTION

|                    |   |  |
|--------------------|---|--|
| Altus AFB OK       |   |  |
| 97 AMW/CC          | 1 |  |
| Columbus AFB MS    |   |  |
| 14 FTW/CC          | 1 |  |
| Fairchild AFB WA   |   |  |
| 336TRG             | 1 |  |
| Goodfellow AFB TX  |   |  |
| 17 TRW/CC          | 1 |  |
| Keesler AFB MS     |   |  |
| 2 AF/CC            | 2 |  |
| 81 TRW/CC          | 1 |  |
| Kirtland AFB NM    |   |  |
| 58 SOW/CC          | 1 |  |
| Lackland AFB TX    |   |  |
| 37 TRW/CC          | 1 |  |
| Laughlin AFB TX    |   |  |
| 47 FTW/CC          | 1 |  |
| Little Rock AFB AR |   |  |
| 314 AW/CC          | 1 |  |
| Luke AFB AZ        |   |  |
| 56 FW/CC           | 1 |  |
| Maxwell AFB AL     |   |  |
| AU/CC              | 1 |  |
| 42 ABW/CC          | 1 |  |
| Randolph AFB TX    |   |  |
| HQ AETC/           |   |  |
| CCG/CCR            | 2 |  |
| CE                 | 2 |  |
| DP                 | 3 |  |
| ED                 | 1 |  |

|                           |           |
|---------------------------|-----------|
| FM                        | 1         |
| HC                        | 1         |
| HO                        | 2         |
| IG                        | 1         |
| JA                        | 1         |
| LG                        | 2         |
| PA                        | 1         |
| RS                        | 1         |
| SC                        | 1         |
| SE                        | 1         |
| SG                        | 1         |
| SF                        | 1         |
| SV                        | 1         |
| XP                        | 2         |
| DO                        | 3         |
| 19 AF/CC                  | 2         |
| 12 FTW/CC                 | 1         |
| Sheppard AFB TX           |           |
| 82 TRW/CC                 | 1         |
| 80 FTW/CC                 | 1         |
| Tyndall AFB FL            |           |
| 325 FW/CC                 | 1         |
| Vance AFB OK              |           |
| 71 FTW/CC                 | 1         |
| Vandenberg AFB CA         |           |
| 381 TRG                   | 1         |
| Washington DC             |           |
| HQ USAF/XXX               | <u>1</u>  |
| <b>Total Distribution</b> | <b>XX</b> |

GARY A. WINTERBERGER, Brig Gen, USAF  
Director of Plans and Programs