

BY ORDER OF THE COMMANDER AIR MOBILITY COMMAND INSTRUCTION 10-501
AIR MOBILITY COMMAND

26 JULY 2011

Operations

PREPARING PROGRAMMING PLANS



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(Col John W. Chapman)

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This instruction implements AFD 10-5, *Basing*, and covers policies and procedures for preparing, reviewing, and approving AMC Programming Plans (PPLANs). It explains the responsibilities, procedures, and format for developing and managing AMC PPLANs and applies to all action officers who write them. This publication does not apply to Air National Guard or United States Air Force Reserve units. This publication may not be supplemented. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Fixed Command and Control Operations Branch (AMC/A3OC) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers.

SUMMARY OF CHANGES

This document has been substantially revised and must be thoroughly reviewed. Major changes include clarification to the responsibility for writing the Basic Plan. Further, this document now defines the AMC Staff OPR and their role in the staffing process.

Section A—General

1. References and Terms. See attachment 1.

2. Office of Primary Responsibility (OPR). HQ AMC/A8P will determine the office of primary responsibility (OPR) for HQ AMC PPLANs, and the OPR will appoint a program manager. Each directorate will designate an office/branch as the single point of contact (POC) for PPLANs and that POC appoints the annex manager. See Section B for program manager and annex manager responsibilities.

2.1. **HQ AMC PPLAN Numbers.** PPLANs are numbered sequentially within each fiscal year (i.e., 11-01, 11-02, etc.). HQ AMC/A8P assigns and controls AMC PPLAN numbers.

3. Types of PPLANs. The OPR will examine each program or project individually to determine if a PPLAN is necessary. Normally, HQ AMC/A8P will not staff PPLANs for non-AMC tenant units. The parent organization of the tenant unit is responsible for preparing the PPLAN, if required.

3.1. **AMC PPLAN.** When the desired objective of a program or project requires action by numerous agencies or organizations, e.g., bedding down a new weapon system, a PPLAN is appropriate. The PPLAN may detail all required actions or be general in nature and provide working guidelines.

3.2. **Inter-MAJCOM PPLAN.** If a programming action involves two or more major commands (MAJCOMs) requiring actions from each MAJCOM to reach the objective, an inter-MAJCOM PPLAN may be appropriate. Examples of actions requiring an inter-MAJCOM PPLAN include, but are not limited to, MAJCOM base ownership transfer and/or transfer of a specific mission or resource from one MAJCOM to another. Affected MAJCOMs will develop a coordinated course of action. The gaining MAJCOM, or the MAJCOM preparing the majority of actions, will normally be the OPR for the document. An inter-MAJCOM PPLAN requires adequate lead time for coordination and signature by each MAJCOM prior to publication.

3.3. **Email PPLAN.** An email PPLAN outlines the basic requirements. A PPLAN may be in email format when a short suspense dictates and/or there is no requirement for detailed documentation. The key to an email PPLAN is brevity. The Basic Plan format is similar to a normal PPLAN and may be an interMAJCOM email. See Figure A3.4.

3.4. **Implementation Plan (IPLAN).** IPLANs are formal planning documents written and staffed below MAJCOM-level that delineates actions required for Wing agencies to complete a specific project and/or objective (base closure, reorganization, added mission, etc.). IPLANs are typically generated based on requirements outlined in a higher headquarters PPLAN.

Section B— RESPONSIBILITIES

4. Program Managers. HQ AMC/A8P will designate the PPLAN OPR as the program manager who is familiar with the objective of the PPLAN and has a working knowledge of the functional areas which will participate in its development and execution. AMC division-level program manager will provide name, grade, functional address symbol, and telephone extension to HQ AMC/A8P. This program manager will be the unit's voice and champion to the A-staff and POC for all staffing requirements and inquiries. Program managers will not publish or distribute PPLANs and changes without Director of Strategic Plans, Requirements, and Program's approval. The program manager's responsibilities are to:

4.1. Review AFI 10501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*; AFI 16403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*; and AFI 329005, *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.

4.2. Promptly process an environmental evaluation for all proposed actions in conjunction with PPLAN development. AFI 327001, *Environmental Budgeting*, applies to both CONUS and overseas actions. All actions require submission of a completed, draft 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-AMC base, the program manager must ask the host command to execute the Environmental Impact Assessment Process (EIAP). At AMC, the Integrated Planning Branch (A7PI) is in the Programs Division (HQ AMC/A7P). The program manager must state in the PPLAN that EIAP has begun and its status at the time of publication. The program manager will monitor EIAP progress and notify annex managers of its final disposition.

4.3. Assist in scheduling and conducting site visits, site surveys, and Site Activation Task Force (SATAF) visits, as required. Reference HQ AMC/A8PB SATAF Guidebook located on Air Force Knowledge Now website at <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-XP-AM-08-2-1-3&Filter=OO-XP-AM-08>

4.4. Develop, coordinate, publish, and distribute PPLANs IAW Section C--Format and Procedures. Develop and publish changes or revisions as required.

4.4.1. Concept of Operations. Annex ALPHA, Concept of Operations, explains the execution of the PPLAN, addresses the total intent of the document, and directs how and when to accomplish the objective. The decision to prepare Annex ALPHA rests with the PPLAN OPR and program manager. Explain in detail the scope and size of the program or project, the relative timeframe, and any other pertinent data that may be helpful in executing the objective. Explain any peculiar situations that may impact execution and how to handle these situations. Explain impacts on other programs or projects and how the execution of this objective relates to them. If Annex ALPHA is not used, the Basic Plan must state that Annex ALPHA is not necessary.

4.4.2. Set up the initial annex managers' meeting and notify all staff agencies, furnishing them applicable background information and a draft Basic Plan, if available.

4.4.3. Identify annex managers and prepare a list for inclusion in the Basic Plan.

4.4.4. Establish suspense dates for the various developmental and implementation phases.

4.4.5. Assist annex managers, as required, in developing annexes, appendices, functional presentations, and display charts. Review and evaluate products.

4.4.6. Prepare Appendix III (Reporting Procedures) and Annex XRAY (Distribution).

4.4.7. Assemble final document for publication/distribution.

4.5. Record and monitor program progress and present coordinated results of analyses and program status reports to top-level management, as required.

- 4.6. Schedule and chair subsequent meetings of the annex managers, as necessary.
- 4.7. Notify all addressees upon completion of the objective. See Figure A3.5.

5. Annex Managers. The program manager and all annex managers comprise a working group. They are responsible for coordinating information and collectively developing the PPLAN. The annex managers' responsibilities are to:

- 5.1. Attend all annex managers' meetings and serve as a single point of contact for their directorate or functional area on all matters related to the PPLAN. Notify the program manager if an annex manager changes.
- 5.2. Develop appropriate annexes, appendices, and time-phased actions (milestones and activities) with the assistance of the program manager. Electronic templates with standardized formatting should be provided to all functional areas.
- 5.3. Coordinate with all of the impacted functional areas within their directorate.
- 5.4. Provide the program manager the names, office symbols, and email addresses of office/agencies to receive a final copy of the PPLAN.
- 5.5. Review program or project progress on an ongoing basis in order to facilitate problem solutions. Advise the program manager of problem areas which may impact the annex or the overall objective of the PPLAN and assist action agencies in resolving identified problem areas.

Section C— Format and Procedures

6. Format. A PPLAN normally consists of a cover page, special instructions, record of changes, table of contents, Basic Plan, and annexes necessary to accomplish its objective. See Attachments 3 for detailed PPLAN formats.

6.1. **Annex.** An annex is a subdivision within a PPLAN, which applies to a specific directorate such as Logistics, Operations, Personnel, etc. Each annex has a standard alphabetical designator (see Attachment 2). There is no deviation from standard annex designations. If additional annexes are required, the PPLAN program manager will assign an annex designation, such as UNIFORM, VICTOR, or WHISKEY. The decision to prepare an annex rests with that directorate's annex manager for PPLANs.

6.2. **Appendix.** An appendix is a further subdivision of, or an addition to, an annex. Each appendix is identified by a Roman numeral designator. Most appendices list time-phased actions, showing milestones and activities with descriptions, action agencies, monitors, and start/completion dates. See Figure A3.3.

7. Classification. AFI 31-501, *Personnel Security Program Management*, establishes procedures for safeguarding classified information. All PPLANs must include classification guidance allowing users to identify specific classified information, the source of the classification, and declassification instructions for the information. Unclassified PPLANs that pertain to Air Force P-series documents are FOR OFFICIAL USE ONLY in accordance with DoD 5400.1-R AP 3.2, *Information Security Program* and AFI 31-401, *Information Security Program Management*, 22 July 1999. PPLANs are not available to the public without prior approval of the appropriate disclosure authority in accordance with AFSUPDODR 5400-7.

Standard PPLANs include this guidance in the "Special Instructions" section. Before preparing a classified PPLAN, review AFI 31501.

8. Procedures. The following procedures will ensure the development of a quality document:

8.1. **Basic Plan.** The PPLAN program manager, in concert with unit subject matter experts, will develop the Basic Plan through their MAJCOM functional POC to gain a division-approved draft Basic Plan. The program manager will distribute to all AMC functional areas by the current electronic staff tool (i.e. TMT) for 3-digit and 2-digit coordination. The Basic Plan will include the objectives, authority and references, general situation, explanation of planned course of action, OPR, program management, and command and control. It will include statements on the disposition of the environmental evaluation and the PPLAN upon completion of the PPLAN's objective. It may also include any additional information as subsequent items.

8.2. **Coordination.** Applicable coordination is required on all PPLANs prior to publication. Determining the adequacy of coordination is the responsibility of the program manager. The Basic Plan must have HQ AMC/A5/8 Director or Deputy Director authentication prior to publication and distribution.

8.3. **Distribution.** The program manager will email the authenticated PPLAN to appropriate addressees including all organizations listed in Annex XRAY, Distribution.

8.4. **Changes.** If units or functional areas need to change portions of the PPLAN, they will contact the program manager. The program manager will determine if a change is necessary. If changes are required, the updated PPLAN will be uploaded into the MAJCOM electronic staffing tool or emailed to the appropriate agencies.

8.5. **Public Release Requests.** Release of PPLAN information to the public will be processed in accordance with DoD 5400.7-R_AFMAN 33-302 the Freedom of Information Act Program.

8.6. **Reporting.** Appendix III to the Basic Plan contains reporting procedures for each PPLAN. Status reports will be handled via the MAJCOM electronic staffing tool. Time extensions to suspenses will only be granted by the Program Manager.

8.7. **Disposition.** Upon completion of the PPLAN's objective and last activity, the OPR for the PPLAN will notify all users that they may dispose of the plan via a closeout email (see Figure A3.5.). Dispose of the PPLAN according to Air Force Records Disposition Schedule (RDS) contained in AFRIMS (https://afrims.amc.af.mil/rds_series.cfm).

MICHAEL S. STOUGH, Brigadier General, USAF
Deputy Director of Strategic Plans, Requirements,
and Programs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*, 5 January 1994

AFI 10-503, *Strategic Basing*, 27 September 2010

AFI 10-504, *Overseas Basing Realignment*, 18 January 1994

AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 1 December 2009

AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*, 25 January 2011

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 32-7001, *Environmental Budgeting*, 9 May 1994

AFI 32-9005, *Real Property Accountability and Reporting*, 14 August 2008

DoD 5400.7-R_AFMAN 33-302, *DoD Freedom of Information Act Program*, 21 October 2010

Prescribed Forms

None

Adopted Forms

AF 847, *Recommendation For Change Of Publication*, 22 Sep 2009

Terms

Action Agency—An action agency is the office responsible for accomplishing and reporting time-phased actions. The action agency of the first activity of a particular milestone is the highest ranking organization of those organizations responsible for activities within that milestone. An action agency should include both unit and office symbol.

Activity—Activities are a chronological sequence of the tasks necessary to accomplish the milestone. Activity numbers also consist of three digits and are in increments of five beginning with 000. List activities chronologically by start date.

Annex Manager—The individual responsible for planning, coordinating, monitoring, and reporting progress on all actions associated with an individual functional area is an annex manager.

Appendix—An appendix is a subdivision of, or an addition to an annex. Each appendix has a Roman numeral designator. Most appendices list time-phased actions, showing milestones and activities with descriptions, action agencies, monitors, start and complete dates. Figure A3.3. contains an example of this type of appendix.

Basing—Actions taken to position Air Force units worldwide include selecting sites and resolving political, airspace, environmental, and beddown issues. Such actions may range from

establishing and maintaining units in permanent facilities (beddown) to arranging access, transit, and service agreements for contingencies, exercises and visits.

Dates—Each milestone or activity has start and complete dates which are actual calendar dates. Annex managers must ensure completion of the specified actions. This phase of development requires close coordination among all functional areas.

Description—The description briefly outlines each milestone and activity. The description of the first activity (000) in a particular milestone is a general description of all the activities that follow under that milestone.

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base. Installations are Air Staff-controlled.

Milestone—A milestone is a unique major occurrence of primary importance to the program's objective. A milestone may stand alone or have subordinate activities further outlining required tasks. The first digit is always alphabetical and refers to its particular annex or functional area (F for FOXTROT) with a 3-digit number following. Generally, milestone numbers are in increments of five beginning with 005. This numbering system allows for expansion or addition at a later date should the need arise. If separate appendices within a functional annex are necessary, the appendix milestones may use 100-series milestones to identify responsibilities within each appendix (e.g., F005, F105, F205, F305, etc.).

Monitor—A monitor is the office having the responsibility for providing guidance and general supervision of a milestone and activity.

Programming Plans (PPLAN)—PPLANs are formal planning documents which are written to facilitate the accomplishment of major actions. They state objectives in terms of time-phased resource requirements (forces, manpower, material quantities, and costs).

Program Manager—The individual responsible for planning, coordinating, and monitoring progress on actions associated with a PPLAN through the annex managers.

Site Activation Task Force (SATAF)—A team of MAJCOM functional experts chartered to travel to an installation to identify all the actions necessary to ensure a beddown at that installation is successful. SATAFs are led by a MAJCOM, and provide periodic, on-scene assistance to unit-level agencies to accomplish a program objective. It employs appropriate members of the MAJCOM, staff and may include HAF functionals. The SATAF structure is comprised of headquarters team members and representation from the affected unit(s), which are organized into functional working groups. Each working group has an assigned chairperson, who functions under the auspices of the SATAF Team Chief. A SATAF may be convened to support bringing a program, system, equipment and/or site to operational readiness. SATAFs are also conducted to facilitate unit activations, inactivations, relocations, and conversions from one weapons system to another.

Site Survey—An authorized visit by an individual or team to survey real property to determine its feasibility for a unit or mission beddown. Site surveys may, in part, consist of preliminary examinations, field investigations, etc.

Time-Phased Actions—Actions and events which must be initiated and completed at a specific time to ensure timely accomplishment of a PPLAN's objectives.

Attachment 2

ASSIGNMENT OF ANNEXES/ALPHABETICAL DESIGNATORS

Figure A2.1. Annexes/Alphabetical Designators

ALPHA.....	Concept of Operations
BRAVO.....	Manpower, Personnel, and Services
CHARLIE.....	(As Required)
DELTA.....	Comptroller
ECHO.....	Operations
DELTA.....	Installations & Mission Support, Contracting and Security Forces
GOLF.....	Logistics
HOTEL.....	Communications
INDIA.....	Test & Evaluation
JULIETT.....	Public Affairs
KILO.....	Inspector General
LIMA.....	Surgeon
MIKE.....	Chaplain
NOVEMBER.....	(As Required)
OSCAR.....	Staff Judge Advocate
PAPA.....	(As Required)
QUEBEC.....	Intelligence
ROMEO.....	Safety
SIERRA.....	(As Required)
TANGO.....	Historian
UNIFORM thru WHISKEY.....	(As Required)
XRAY.....	Distribution

Attachment 3

AMC PROGRAMMING PLAN (PPLAN) EXAMPLES (U)

Figure A3.1. Basic Plan to AMC Programming Plan (PPLAN) (U)

BASIC PLAN

TO

AMC PROGRAMMING PPLAN (PPLAN) 97-01 (U)

1. OBJECTIVE: (Base closure, unit activation, inactivation, conversion, move, etc.)
2. AUTHORITY/REFERENCES:
 - a. (Directives, letters, messages, etc.)
 - b. AMCI 10-501, 15 Jun 96.
3. GENERAL SITUATION: (Background, objective(s), target dates, participating organizations, definitions, and other pertinent data.)
4. EXPLANATION AND/OR PLANNED COURSE OF ACTION: (Includes tasks of participating organizations, coordination instructions, etc.)
5. OPR/PROGRAM MANAGEMENT: The office of primary responsibility for this document is HQ AMC/designated OPR office symbol. The HQ AMC program manager is (Program Manager's Rank/Name), HQ AMC/designated OPR office symbol , 402 Scott Drive, Scott AFB IL 62225-5307, DSN 779-(OPR's #), FAX 779 (OPR's #). Program management system requirements and reporting procedures for all managers are in Appendices II and III of this Basic Plan.
6. COMMAND AND CONTROL: (Authorized communications channels for units involved in the PPLAN. Normally, direct communications are appropriate.)
7. ENVIRONMENTAL CONSIDERATIONS: (Include a statement on the disposition of an environmental evaluation.)
8. DISPOSITION: This PPLAN is FOR OFFICIAL USE ONLY; dispose of it in accordance with AF Records Disposition Schedule (RDS) contained in AFRIMS (https://afrims.amc.af.mil/rds-1_series.cfm) upon completion of the objective and last activity (or other disposition instructions). HQ AMC/A8P will notify units when all actions are complete.
9. ADDITIONAL REMARKS: Request users of this PPLAN advise the office of origin of any factor which may seriously limit its execution.

<p>FOR THE COMMANDER</p> <p>//signed// (Stamped AMC/A5/8 signature block)</p>
<p>Appendices I - Annex Managers II - Management System III - Reporting Procedures</p>

Figure A3.2. Annex to AMC Programming Plan (U)

<p>(CLASSIFICATION)</p> <p>(ANNEXES BRAVO THRU WHISKEY--ANNEX GOLF AS A SAMPLE)</p> <p>ANNEX GOLF</p> <p>TO</p> <p>AMC PROGRAMMING PLAN 97-01</p> <p>LOGISTICS (U)</p> <p>1. GENERAL: (Relate the objectives of the respective functional areas to the general situation. Discuss other pertinent factors.)</p> <p>2. ACTIONS REQUIRED: (Provide definitive guidance for actions essential to the attainment of the objectives.)</p> <p>3. RESPONSIBILITIES: (Assign tasks as necessary to achieve timely completion of required actions.)</p> <p style="text-align: center;">FOR THE COMMANDER</p> <p>Appendix I (Format for one appendix) Time-Phased Actions Appendices (Format for more than one appendix) I - Time-Phased Actions (Fuels) II - Time-Phased Actions (Supply)</p>
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Figure A3.3. Appendix I to Basic Plan to AMC Programming Plan (PPLAN) (U)
(CLASSIFICATION)

APPENDIX I

TO
ANNEX GOLF

AMC PROGRAMMING PLAN 97-01

TIME-PHASED ACTIONS (SUPPLY) (U)

<u>MILESTONE</u> <u>/ACTIVITY</u>	<u>DESCRIPTION</u>	<u>AGENCY</u>	<u>MONITOR</u>	<u>SCHEDULED DATE</u>	
				<u>START</u>	<u>COMPLETE</u>
G005/000	Close out base supply.	AMC/A4X	AMC/A4X	22 Jul XX	10 Nov XX
G005/005	Determine civilian and military manpower necessary during phase-down.	60 ABG/LGS	AMC/A4X	22 Jul XX	1 Aug XX
G005/010	Screen base excess property, determine AF requirements, and ship to appropriate destination.	60 ABG/A4X	AMC/A4X	22 Jul XX	1 Sep XX
G005/015	Coordinate with civil engineer on items left in buildings for disposition action.	60 ABG/LGS	AMC/A4X	1 Sep XX	30 Sep XX
G005/020	Provide dates forward supply system (FSS) responsibilities will terminate.	AMC/A4X	AMC/A4X	1 Sep XX	20 Oct XX
G005/025	Prepare and turn in buildings on base supply records.	60 ABG/LGS	AMC/A4X	1 Sep XX	10 Nov XX

Figure A3.4. Message/Email PPLAN Format (U)

FROM: HQ AMC SCOTT AFB IL//A5/8//

TO: *(Organizations that have an active role)*

ZEN HQ AMC SCOTT AFB IL//CE/DP/FM/LG/PA/SE/DO/XPM/XPP//

INFO: *(Organizations that should know about plan but do not have an active role)*

U N C L A S

MSGID/RI/HQ AMC XP//

RMKS/SUBJ: AMC PROGRAMMING PLAN (PPLAN) XX-XX, (Title).

REF/A/RMG/XX// *(Normally references Program Change Request (PCR) that this plan executes)*

REF/B/DOC/XX//

REF/C/DOC/AMCI 10-501, PREPARING PROGRAMMING PLANS AND PROGRAMMING MESSAGES,

15 JUN 96//

1. OBJECTIVE:

2. CONCEPT OF OPERATIONS: *(If required)*

3. GENERAL SITUATION:

4. PLANNED COURSE OF ACTION:

5. OPR/PROGRAM MANAGEMENT:

6. COMMAND AND CONTROL:

7. ENVIRONMENTAL CONSIDERATIONS:

8. ANNEXES AND MILESTONES: *(If required)*

9. DISPOSITION: THIS PPLAN IS FOR OFFICIAL USE ONLY. DISPOSE OF IT IN ACCORDANCE WITH

AF RECORDS DISPOSITION SCHEDULE (RCS) CONTAINED IN AFRIMS

(https://afrims.amc.af.mil/rds_series.cfm) UPON COMPLETION OF THE OBJECTIVE AND

LAST ACTIVITY. AFFECTED UNITS WILL NOTIFY HQ AMC/A8P WHEN ALL ACTIONS ARE COMPLETE.

10. ADDITIONAL REMARKS:

Figure A3.5. PPLAN Closeout Message/Email Format (U)

FROM: HQ AMC SCOTT AFB IL//A5/8//

TO: (TRANSMIT TO ALL ADDRESSEES IN PPLAN'S ANNEX XRAY)

UNCLAS

MSGID/SYS.RRM/HQ AMC A8PB//

RMKS/SUBJECT: AMC PPLAN 97-01, PROGRAMMING OF UNITS, 1 OCT 97.

THE PRIMARY OBJECTIVES OF AMC PPLAN 97-01 ARE COMPLETE AND THE PPLAN CLOSED

EFFECTIVE (DATE). ACCOMPLISH ANY REMAINING ACTIVITIES THROUGH NORMAL STAFF

ACTION AND DISPOSE OF THE PPLAN IAW AF RECORDS DISPOSITION SCHEDULE (RDS) CONTAINED IN AFRMINS. IN AN EFFORT TOWARD PROCESS

IMPROVEMENT, WE URGE OUR CUSTOMERS TO CONTACT OUR AMC POC, (*Program Manager Name*),

A8PB, DSN 576-2251, WITH YOUR COMMENTS ON THE PROCESS OF DEVELOPING AND COMPLETING

THIS PPLAN AND ASSOCIATED ACTIONS.//