# ATTACHMENT 5 - OPERATIONS PLAN TEMPLATE

|  |  |
| --- | --- |
| ***BY ORDER OF THE COMMANDER*** | ***CADET WING OPERATIONS PLAN*** |
| ***000th CADET WING AFROTC*** |  |
|  | ***DD MONTH YYYY*** |
| Image result for AFROTC |  |
|  | ***Spring Semester 2020*** |

**COMPLIANCE WITH THIS PLAN IS MANDATORY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCESSIBILITY:** \**State where this document can be accessed for your detachment here*

**RELEASABILITY:** Cadre and Cadets of AFROTC Detachment 000

**\****This is a document that must include training location dates and times so for OPSEC reasons, should be kept password protected and realizable to cadets and cadre.*

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000 CW/CC Certified by: AFROTC Det 000 OFC, (C/Col First Last)

(Captain Officer-in-Charge)

Supersedes: CADET WING OPERATIONS PLAN, DD MMM YY Page: ###

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IAW AFROTCI 36-2011 *Cadet Operations* para 10.2.13. The OPLAN is designed to provide the Cadet Wing, or equivalent, an OFC approved training roadmap for a specific semester. At a minimum, OPLANs must include:

10.2.13.1. When the required training objectives are to be presented within the semester. If any training objectives for the academic year will not be presented during the semester, the current OPLAN must account for these missed objectives in either a previous or subsequent OPLAN that falls within the same academic year.

10.2.13.2. When concurrently enrolled cadets (e.g. AS250 Cadets) are to be presented all required training objectives IAW the current academic year’s AFROTCI 36-2011, Volume 1.

10.2.13.3. The authorized positions for POC Cadets to include the organizational chart, leadership position designation, and duty descriptions.

10.2.13.4. The plan for the Cadet Wing, or equivalent, to acquire and track attendance for all Mandatory PMT events.

The OPLAN content is highly adjustable to what the detachment feels is necessary apart from the above AFROTCI 36-2011 required items and the following:

**- Table of Contents**

**- Indorsement Line**

**- Objective Table**

**- Unit Manning Document**

**- Cadet Wing Position Descriptions**

**Example Table of Contents**

**SECTION A – SITUATION**

1 - Situation

2 - Mission

3 - Classification of Cadets

4 - Administration

**SECTION B – WING ORGANIZATION**

1 - Command of the Cadet Wing

2 - Wing Structure

3 - Cadet Appointments and Rotation

4 – PMT Events

**SECTION C – LLAB ORGANIZATION**

1 - Goals

2 - Execution

3 - Deployment

4 - Employment

**SECTION D – PHYSICAL TRAINING**

1 – PMT

**SECTION E – OUTSIDE ACTIVITIES**

1 – PMT or Voluntary PMT

2 - Non PMT or Non AFROTC Sponsored Activities

**SECTION F – AWARDS CRITERIA**

1 - Honor Flight and Warrior Flight

2 - AFROTC Meritorious Service Award

3 - AFROTC Commendation Award

4 - AFROTC Achievement Award

5 - Warrior Spirit Award

6 - Academic Honors Award

7 - Physical Fitness Award

8 - College Scholarship Recipients

9 - Recruiting Award

10 - Superior Performer

**SECTION G – EVALUATION AND DISCIPLINE**

1 – Evaluation

2 – Discipline

**Example Indorsement Line**

**1. MISSION.** The mission of the 000th Air Force Reserve Officer Training Corps Cadet Wing is to successfully complete all AFROTC objectives in order to develop leadership qualities that will enable cadets to become future Air Force officers. To fulfill this mission, the Cadet Wing will conduct training that augments the Holm Center's academic curriculum by providing prospective Air Force officers opportunities and feedback needed to develop the leadership, managerial, and supervisory skills required of successful Air Force officers. The goals of the AFROTC LLAB curriculum are:

Provide first-year cadets an informative and motivational program designed to recruit, retain, and familiarize cadets with the Air Force way of life and foster leadership, followership, teamwork, and esprit de corps.

1.1. Provide cadets scheduled to attend FT with the mental and physical skills needed to succeed in the AFROTC FT environment.

1.2. Provide cadets returning from FT sufficient opportunities to demonstrate and develop the leadership and management skills needed to successfully function as active duty officers.

1.3. Provide cadets to be commissioned additional opportunities to demonstrate and develop the leadership and management skills needed to successfully function as an active duty officer and to adequately prepare them to transition from the AFROTC environment to active duty.

JOE M. SNUFFY, C/Col, AFROTC

Commander, 000 CW

1st Ind, AFROTC DET 000/OFC

MEMORANDUM FOR CW/CC

\_\_x\_\_\_Approved \_\_\_\_\_ Disapprove

OFFICER I. CHARGE, Capt, USAF

Commander, Operations Flight

**Example Objectives Table**

**Fall 2019 Lead Lab Overview & Projected Objectives**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TW** | **Date** | **GMC OBJs** | **UOD & DETAILS** | **POC OBJs** |
| **1** | 29-Aug-20XX | 1, 4, 5, 6 | UOD: Civilian Uniform/Blues, ABUs  Details: Briefings, Transit to/from Apogee, Drill and Ceremonies Practice, Retreat, Flight Time | 7, 8, 9, 10 |
| **2** |  |  |  |  |
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**Example Unit Manning Document**

This Unit Manning Document lists each positions along with its official title, office symbol, and rank of the cadet holding that position.

|  |  |  |  |
| --- | --- | --- | --- |
| Office Symbol | Office Title/Function | Rank | Name |
| Wing Staff | | | |
| CW/CC | Cadet Wing Commander | C/Col |  |
| CW/CV | Cadet Wing Vice Commander | C/Col |  |
| CW/IG | Inspector General | C/Lt Col |  |
| CW/DIG | Deputy Inspector General | C/1st Lt |  |
| CW/CCE | Commander's Executive | C/Maj |  |
| GMCL | General Military Course Liaison | C/3C |  |
| Training Readiness Group | | | |
| TRG/CC | Training Readiness Group Commander | C/Lt Col |  |
| TRG/CD | Training Readiness Group Deputy Commander | C/Maj |  |
| IMTS/CC | Initial Military Training Squadron Commander | C/Capt |  |
| IMTS/CCA | Initial Military Training Squadron Alpha Flight Commander | C/1st Lt. |  |
| IMTS/CCB | Initial Military Training Squadron Bravo Flight Commander | C/1st Lt |  |
| FTPS/CC | Field Training Preparation Squadron Commander | C/1st Lt |  |
| FTPS/CCD | Field Training Preparation Squadron Delta Flight Commander | C/Capt |  |
| FTPS/CCE | Field Training Preparation Squadron Echo Flight Commander | C/1st Lt |  |
| Operations Group | | | |
| OG/CC | Operations Group Commander | C/Lt Col |  |
| OG/CD | Deputy Operations Group Commander | C/Maj |  |
| PFS/CC | Physical Fitness Squadron Commander | C/Capt |  |
| PFS/CD | Deputy Physical Fitness Squadron Commander | C/1st |  |
| OSS/CC | Operations Support Squadron Commander | C/Capt |  |
| OSS/CD | Operations Support Squadron Commander Deputy | C/1st Lt |  |
| HGS/CC | Honor Guard Squadron Commander | C/Capt |  |
| MSG/CC | Mission Support Group Commander | C/Lt Col |  |
| Operations Group | | | |
| MSG/CD | Mission Support Group Deputy Commander | C/Maj |  |
| RA | Resource Advisor | C/1st Lt |  |
| PAO | Public Affairs Officer | C/1st Lt |  |
| RO | Recruiting Officer | C/1st Lt |  |
| FSS/CC | Force Support Squadron Commander | C/Capt |  |
| FSS/CD | Force Support Squadron Deputy Commander | C/1st Lt |  |

**Example Cadet Wing Position Descriptions**

**000th Cadet Wing Position Descriptions**

**CADET WING STAFF**

*Cadet Wing Commander - CW/CC*

**Reports to:** Operations Flight Commander

**Function:** Directs and is responsible for all actions within the Cadet Wing.

**Duties:** The CW/CC is responsible for:

* + Accomplishment of all tasks as stated in the Mission Directive.
  + Enforcing all job descriptions within the Cadet Wing as stated within this document.
  + Conducting staff meetings as required with all key cadet officer personnel.
  + Maintaining appearance, discipline, effectiveness, training, and conduct of the Cadet Wing in accordance with the standards of all AFROTC regulations.
  + Leading the POC and GMC in accomplishment of the detachment mission and greater AFROTC mission.
  + Effectively delegating to and supervising the CW/CV, IG, OG/CC, TRG/CC, and MSG/CC.
  + Performing other duties as assigned.

**Deliverables:**

* + Cadet Wing OPLAN, Cadet Wing Detachment Policy, Continuity Binder, Submit Weekly WAR to OFC.

*Cadet Wing Vice Commander - CW/CV*

**Reports to:** CW/CC

**Function:** To advise & support CW/CC in the direction of all actions for the Cadet Wing.

**Duties:** The CW/CV is responsible for:

* + Assuming command of the Cadet Wing in the absence of the CW/CC.
  + Submitting a weekly hard copy report at the end of LLAB to the OFC detailing the attendance of the wing IAW AFROTCI 36-2010 Section 4.6.3. Should any cadet fall under 80% attendance the OFC will be notified.
  + Planning, running, and facilitating discussion for Wing Staff meetings. Review notes with Wing Staff and Cadre to implement changes. Additionally, follow up on how the changes have been implemented.
  + Taking notes during LLAB based on what training was supposed to accomplish, if it was accomplished, if an objective must be revisited, and how it can be improved for the future.
  + Supervising training and staff performance while enforcing CW/CC policies and Wing policies according to AFROTCI 36-2010, AFROCI 36-2011, Volume 1, T-700, AFI 36-2905 supplement, and AFI 91-202.
  + Monitor Cadet “Failure to Perform” files along with CW/IG.
  + Being an extension of the Wing Commander to alleviate workload and performing other duties as assigned.

**Deliverables:**

* + Performance Folders, Morale Reports, Submit Weekly WAR to CW/CC, Continuity Binder.