

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



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CONTINGENCY PLANS MANAGEMENT

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This instruction implements AFD 10-4, Operations Planning: Air & Space Expeditionary Force (AEF), 30 April 2009. It contains the procedures that will be used for base level plans management under AFMAN 10-401, Volume 2, *Planning Formats and Guidance*. This guide outlines the responsibilities and procedures for base-level plan development and unit-level plan management. This instruction implements command guidance for contingency/operational planning at Headquarters, Air Education and Training Command (HQ AETC) and AETC bases. It is applicable to Air Force Reserve Command (AFRC) operational planners. It is not applicable to Air National Guard (ANG) units. It describes HQ staff responsibilities and provides guidance for maintenance of base-level operational plans. This applies to tenant organizations as well as HQ AETC-owned activities.

Units coordinate local supplements to this instruction through AETC/A3OX prior to publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to HQ AETC/A3OX, 1 F Street, Suite 2, Randolph AFB TX, 78150-4325. 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 the Air Force Records Disposition Management System (RDS) located in Air Force Management System (AFRIMS) on the Air Force Portal: <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. See Attachment 1 for a glossary of references and supporting information.

Introduction Note: Experience and history have shown that actions taken during an emergency, contingency, or disaster response, as well as recovery actions, are much more effective if planned. Plans help units respond to a crisis and minimize the time it takes to organize and begin recovery actions. The longer it takes a unit to react effectively, the greater the potential for loss of life and USAF resources. Plans help focus our efforts so we do the right things quickly and the most important things first. When more than one person is involved, plans help sort out who does what and when. Plans, operating instructions, and checklists are commonly considered the products of planning. When preparing plans, never forget that personnel organized, equipped, and trained to respond to a variety of contingencies are the most important “product” of planning.

(Added-KEESLERAFB) This supplement implements and extends the guidance in AETCI 10-401, Contingency Plans Management for the 81st Training Wing. This supplement applies to all assigned, attached, and/or associate units supported by the 81st Training Wing at Keesler AFB MS, including Air Force Reserve units. It is not applicable to Air National Guard (ANG) units.

SUMMARY OF CHANGES

This interim change revises AETCI 10-401 by removing all references to the AETC/A3OX Community of Practice and replaces with AETC/A3OX SharePoint site and classification procedures in para 5.1.1. , removes the requirement for Self Inspection Reports to be posted on the AETC/A3OX CoP and requires wings/units to utilize the Management Internal Control Toolset (MICT). This change also implements a tiered approach for signifying the appropriate waiver authority as indicated in parentheses (T-0, T-1, T-2, or T-3) following the sentence/paragraph that drives the requirement, IAW AFI 33-360. A margin bar (|) indicates newly revised material.

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1. Program Elements:

1.1. Plans Listing. The Plans Listing is designed to provide a condensed reference of all AETC contingency plans. The listing outlines HQ AETC plans and all wing-level plans required by HQ AETC or Headquarters, United States Air Force (HQ USAF) directives. All references and requirements for Wing Plans Officers refer to Host Wing Plans Officers when an installation has more than one wing (i.e. Sheppard AFB – 80 FTW/82 TRW). AETC wing plans officers will publish a base plans listing adapted to their base. (T-2) The base plans listing will be reviewed annually and updated as necessary. (T-2) AETC tenant organizations will provide plans information for the host unit summary. (T-2)

1.1.1. AETC Contingency Plans Listing. Every January, HQ AETC/A3OX will publish a listing of AETC contingency plans. (T-2) The listing includes all plans published by HQ AETC and all wing plans required by HQ AETC or HQ USAF plans and directives. This listing is provided to assist wing plans officers and applicable HQ AETC staff OPRs with plan development and management. The listing may be accessed via the HQ AETC/A3OX SharePoint Site at <https://cs3.eis.af.mil/sites/OO-OP-AE-97/>

1.1.2. To assist HQ AETC/A3OX in updating the AETC contingency plans listing, all HQ AETC directorates who require wings to prepare base-level or supporting plans will review their requirements and provide updates to AETC/A3OX by December to ensure currency of the listing. (T-2)

2. Responsibilities:

2.1. HQ AETC Functional Staff will:

2.1.1. Publish the initial contingency plan, to include all changes and revisions. (T-2)

2.1.2. Review base-level contingency plans for accuracy of content within 45 days of plan publication. (T-2)

2.1.3. Provide guidance to subordinate units on contingency plans for which they are responsible. (T-2)

2.1.4. Monitor suspense's for base-level contingency plan publication and distribution. (T-2)

2.2. HQ AETC/A3OX will:

2.2.1. Determine plan format. If not specified by other directives, use the format presented in this instruction. (T-2)

2.2.2. Accomplish and distribute AETC Contingency Plans Listing in January of each year and or when updated. (T-2)

2.3. Unit Commanders. Commanders that own wing plans must ensure the following:

2.3.1. Appoint a Unit Plans OPR and designate a primary and at least one alternate OPR Plans Manager to facilitate the wing planning program. Appointments are a minimum of one year. (T-2)

2.3.2. Approve plan changes and reviews on wing plans for which the organization is the OPR. (T-2)

2.3.2.1. **(Added-KEESLERAFB)** Prior to submission to the Wing Commander or higher headquarters, 81 TRW/XPO will review all plans and changes. The 81 TRW Commander is the approving authority for all newly developed and major revisions to war and contingency plans. A major revision is one in which tasking has been changed or additional requirements, as directed by higher headquarters, have been included. The Vice Commander, 81 TRW/CV, is the approving authority for minor revisions and changes. A minor revision is one in which administrative changes, such as office symbol changes and additional or supplemental guidance, are made.

2.3.3. Establish an OPR for the plan(s) for which the unit is responsible. Appoint in writing a primary and at least one alternate Unit Plans OPR. (T-2)

2.3.4. Ensure plans-related suspense deadlines are met. (T-2)

2.3.5. Ensure unit representation at Wing Plans Working Group (WPWG). (T-2)

2.3.6. Conduct staff assistance visits (SAVs) at least once per calendar year with all AETC and tenant organizations having contingency plan requirements. Document SAV

results and keep on file for two years. AETC tenant organizations will establish a similar program within their AOR.

2.3.7. Ensure all plans representatives conduct a self-inspection of their program at least once per calendar year. AETC tenant wings will ensure programs under their purview conduct self inspections at least once per calendar year.

2.3.8. AETC host wing plans officers should strongly consider establishing a wing plans working group (WPWG) comprised of plans representatives from functional areas and tenants with support requirements. AETC tenant wing plans offices should participate in host wing plans working groups as necessary.

2.3.9. Review and ensure the wing commander (or designated representative) approves base contingency plans.

2.3.10. Review the current AETC Contingency Plans Listing to ensure compliance with plans requirements.

2.3.11. Ensure proper distribution of base plans to tasked organizations and the appropriate HQ AETC functional OPR. Distribution of the wing contingency plans will be in accordance with the HQ AETC Contingency Plans Listing. AETC tenant wings will ensure correct distribution within their wing.

2.3.12. Conduct key personnel briefings to include:

2.3.12.1. Initial briefings on all base-level war and contingency plans for newly assigned key personnel within 60 days after they assume that position. The wing commander designates key personnel in writing (normally group and squadron commanders, others as desired).

2.3.12.2. Refresher briefings on plans for designated key personnel annually.

2.3.12.3. **(Added-KEESLERAFB)** 81 TRW/XPO will document briefings and attendance. Key position supervisors are designated as:

2.3.12.3.1. **(Added-KEESLERAFB)** Headquarters, 81st Training Wing Commander, Vice Commander, and Executive Officer.

2.3.12.3.2. **(Added-KEESLERAFB)** Group Commanders and Deputy Group Commanders (81 TRG, 81 MDG, 81 MSG).

2.3.12.3.3. **(Added-KEESLERAFB)** IGI, Director of Inspections.

2.3.12.3.4. **(Added-KEESLERAFB)** Associate Units:

2.3.12.3.4.1. **(Added-KEESLERAFB)** 403 WG: Wing Commander, Operations Group Commander, and Mission Support Group Commander.

2.3.12.3.4.2. **(Added-KEESLERAFB)** 85 EIS Commander.

2.3.13. Publish local guidance for plans management. Include HQ AETC/A3OX in distribution. Consider the following for inclusion in the document:

2.3.13.1. Plans development, coordination, approval, publication, and revision guidance.

2.3.13.2. Supporting checklist development.

2.3.13.3. Unit plans representative guidance.

2.3.13.4. Base-level plans summary (AETC host wings only).

2.3.14. Prepare a Wing Contingency Plans listing to include, as a minimum, plan short title, date published, OPR, and changes posted. Update as necessary, but at least annually, and distribute to all wing and tenant unit plans representatives. AETC tenant units will create a similar listing for their plans.

2.3.15. Ensure all base level plans are available either by electronic means (i.e., CoP, SIPRnet, NIPRnet, SharePoint) or hard copy in accordance with the HQ AETC Contingency Plans Listing. AETC tenant wings will ensure similar availability for their plans.

2.4. Wing Plans Officers (Operational Planners):

2.4.1. Must have a Secret clearance. (T-2) If handling of classified material is required, the wing plans officer will also have access to SIPRnet. (T-2)

2.4.2. Review all base-level operations/contingency plans before final publication and distribution. (T-2) AETC tenant organization plans officers will review AETC-mandated plans and supplements to host-unit plans. (T-2) Ensure the wing commander (or designated representative) approves base contingency plans.

2.4.3. If serving as OPR for a plan, coordinate on and delegate responsibilities for preparation of functional area inputs. The OPR is determined by the source document requiring the plan or by the wing commander. Normally, the base OPR will be functionally aligned with the HQ AETC OPR. (T-2)

2.4.4. Provide training for newly-assigned AETC and tenant organization plans representatives within 60 days of appointment. (T-2) AETC tenant organization plans officers need only brief newly assigned AETC plans representatives. Items covered should include key responsibilities, plans format, plans review, staff assistance visits (SAVs), and local considerations.

2.4.5. Establish a plans review program. Consideration should be given to aligning reviews with functional AFI requirements. In the absence of such guidance, plans will be reviewed at least once in a 24-month period. (T-2) Plans mandated to be reviewed more frequently by higher headquarter directives will be reviewed accordingly. AETC tenant organizations will establish a similar program within their Area Of Responsibility (AOR). (T-2)

2.4.5.1. **(Added-KEESLERAFB)** Publish and distribute the Keesler's Plans Handbook to Unit Plans Representatives (UPRs). Update the Handbook as required.

2.4.6. Conduct staff assistance visits (SAVs) at least once per calendar year with all AETC and tenant organizations having contingency plan requirements. (T-2) Document SAV results and keep on file for two years. (T-2) AETC tenant organizations will establish a similar program within their AOR. (T-2)

2.4.7. Ensure all plans representatives conduct a self-assessment of their program at least once per calendar year utilizing the Management Internal Control Toolset (MICT). (T-2)

AETC tenant wings will ensure programs under their purview conduct self inspections at least once per calendar year. (T-2)

2.4.8. AETC host wing plans officers should strongly consider establishing a wing plans working group (WPWG) comprised of plans representatives from functional areas and tenants with support requirements. AETC tenant plans offices should participate in host wing plans working groups as necessary.

2.4.9. Review the current AETC Contingency Plans Listing to ensure compliance with plans requirements. (T-2)

2.4.10. Ensure all base level plans are available either by electronic means (i.e., SIPRnet, NIPRnet, SharePoint) or hard copy. AETC tenant wings will ensure similar availability for their plans. (T-2)

2.4.11. Ensure proper distribution of base plans to tasked organizations and the appropriate HQ AETC functional OPR. (T-2) Distribution of the wing contingency plans will be in accordance with the HQ AETC Contingency Plans Listing. AETC tenant wings will ensure correct distribution within their wing. (T-2)

2.4.12. Conduct key personnel training to include:

2.4.12.1. Initial briefings on all base-level war and contingency plans for newly assigned key personnel within 60 days after they assume that position. (T-2) The wing commander designates key personnel in writing (normally group and squadron commanders, and other designees as desired). WPOs may delegate key personnel briefings for tenant unit/wing personnel to Tenant Wing Plans Officers when properly trained to accomplish task.

2.4.12.2. Refresher briefings on plans for designated key personnel annually. (T-2) Use this opportunity to work with key personnel (commanders) to emphasize the importance of creating strong objectives for exercises to test/evaluate each plan and identify Limiting Factors (LIMFACs). It is essential LIMFACs identified throughout the year be resolved through the creation of processes mitigating shortfalls.

2.4.13. Publish local guidance for plans management. (T-2) Include HQ AETC/A3OX in distribution. Consider the following for inclusion in the document:

2.4.13.1. Plans development, coordination, approval, publication, and revision guidance.

2.4.13.2. Supporting checklist development.

2.4.13.3. Unit Plans Representative (UPR) and Unit Plans OPR guidance.

2.4.13.4. Base-level plans listing (AETC host wings only).

2.4.13.5. Guidance for development of plans checklists.

2.4.14. Prepare a Wing Contingency Plans listing to include, as a minimum, plan short title, date published, OPR, and changes posted. (T-2) Update listing as necessary, but at least annually, and distribute to all wing and tenant UPRs, as required. (T-2) AETC tenant units will create a similar listing for their plans. (T-2)

2.5. Unit Plans Representatives (UPR):

2.5.1. Will be an officer or noncommissioned officer (or civilian equivalent) with at least a Secret clearance who is thoroughly familiar with the unit's operation and capabilities. (T-2) Commanders should consider one year retainability as a minimum when appointing new plans representatives. Send a letter of appointment to the wing plans officer within 10 workdays of appointment. (T-2) (Note: Contractors authorized as the unit plans officer must have a security clearance to handle classified up to the Secret level.) Security clearances will be validated by a unit security manager and included on the letter of appointment. (T-2)

2.5.1.1. **(Added-KEESLERAFB)** Appoint a primary and alternate UPR. Send the appointment memorandum to 81 TRW/XPO and update the memorandum when changes occur. Appointment memorandum will include names, grades, DoD ID (EDIPI), security clearances, office symbols, and duty phones. When possible, appoint a new representative 60 days before the reassignment of a former representative.

2.5.1.2. **(Added-KEESLERAFB)** Schedule a plans representative briefing and training with 81 TRW/XPO within 30 days of appointment as UPR. Attend annual refresher training as directed by 81 TRW/XPO.

2.5.1.3. **(Added-KEESLERAFB)** Send the names of newly assigned key supervisors as designated in paragraph 2.3.12.3. to 81 TRW/XPO within 30 days of their assignment. This requirement can be included in the Crisis Action Team Staff appointment memorandum when applicable.

2.5.2. When UPR serves as an OPR for a plan, they will coordinate on and delegate responsibilities for preparation of tasked agencies input(s) IAW WPO guidance. (T-2) The OPR is determined by the source document requiring the plan or by the wing commander. The base OPR for a plan should be functionally aligned with the HQ AETC OPR. All units tasked in plan must take part in the review process. (T-2)

2.5.2.1. Conduct annual plans reviews as required. Plan OPR initiates review to all tasked organizations. UPRs will conduct an annual review of their plan tasks to determine if the ability still exists to support the plan as written. (T-2) Submit recommended changes to the plan OPR.

2.5.2.1. **(KEESLERAFB)** Conduct annual plans reviews as required. The Wing Plans officer initiates review to all tasked organizations. UPRs will conduct an annual review of plans that their units are tasked to determine if the ability still exists to support the plan as written. Submit recommended changes to the Wing Plans Officer.

2.5.2.2. Coordinate plan review IAW installation plans review guidance.

2.5.2.2. **(KEESLERAFB)** Coordinate plan reviews IAW Keesler Air Force Base Plans Program Handbook. Obtain publication from 81 TRW/XPO.

2.5.3. Inform the wing plans officer when a higher-headquarters directive or plan creates a requirement to develop or change a wing plan. Where tasked by a plan, UPRs will participate in the wing's plan review process. (T-2)

- 2.5.3.1. **(Added-KEESLERAFB)** Associate units preparing plans for higher headquarters in which a Wing activity is tasked will coordinate the plans with 81 TRW/XPO, 377-2222, and the tasked activity before publication of the plan. Coordinate changes to plans through 81 TRW/XPO and affected activities prior to publication.
- 2.5.4. Brief new AETC and tenant organization key personnel within 60 days of their assignment on all plans and changes that affect their specific functional area. (T-2) Give additional briefings, as required, to cover new plans or changes. Document all briefings.
- 2.5.5. Ensure adequate instructions, checklists, etc., are developed to implement plans under which their agency is tasked. Develop training objectives or table top exercise inputs for actions. (T-2)
- 2.5.5.1. **(Added-KEESLERAFB)** Unit specific plan implementation checklists can be filed in the same binder as the corresponding plan or cross-referenced to indicate exact location. Tab and highlight unit specific taskings within the plan for easy reference. Unit specific tasks can be integrated into the Crisis Action Team (CAT) checklist where applicable. If a CAT checklist does not exist for a particular plan, a unit specific checklist is required.
- 2.5.5.2. **(Added-KEESLERAFB)** Prepare and maintain Crisis Action Team (CAT) checklists when their organization has a CAT staff member appointed. Review checklists quarterly and document in the CAT checklist binder. Update checklists as required
- 2.5.6. Participate in SAVs within their agency with the wing plans officer. Keep SAV results on file for at least two years. (T-2)
- 2.5.6.1. **(Added-KEESLERAFB)** SAV corrective action replies are forwarded in writing to 81 TRW/XPO through the unit commander. Use sample format contained in Attachment 5.
- 2.5.7. Conduct a self-assessment of their program via MICT at least once per calendar year and maintain a copy on file for at least two years. AETC tenant wings will ensure programs under their purview conduct self-assessments at least once per calendar year and maintain a copy on file for at least two years. (T-2) WPOs wing-assessments are accomplished in MICT for AETC/A3OX and others review.
- 2.5.8. **(Added-KEESLERAFB)** Use the 81 TRW War/Contingency Plans Index for the plans management program. The Wing Plans Office publishes an updated listing quarterly. Use this management tool to conduct semi-annual plans inventory. Interim changes are posted immediately by each UPR when a new plan or change is received.
- 2.5.9. **(Added-KEESLERAFB)** During the 6th month following the staff assistance visit by 81 TRW/XPO, conduct a plans self-inspection using the Staff Assistance Visit Checklist. During this self-inspection, visit all work centers and subdivisions that maintain plans and document the results. Upon completion, prepare and forward a memorandum through the unit commander to indicate findings and/or discrepancies to 81 TRW/XPO. Ensure a copy of the completed self-inspection checklist is attached.

2.5.10. **(Added-KEESLERAFB)** Maintain a plans continuity folder containing the following:

2.5.10.1. **(Added-KEESLERAFB)** Table of Contents.

2.5.10.2. **(Added-KEESLERAFB)** UPR appointment letter.

2.5.10.3. **(Added-KEESLERAFB)** Latest Plans Staff Assistance Visit Report and replies.

2.5.10.4. **(Added-KEESLERAFB)** Current 81 TRW War and Contingency Plans Index.

2.5.10.5. **(Added-KEESLERAFB)** Current 81 TRW Plans Summary.

2.5.10.6. **(Added-KEESLERAFB)** The latest Plans Self-Inspection Checklist and results.

2.5.10.7. **(Added-KEESLERAFB)** AETCI 10-401 and KAFB Sup.

2.5.10.8. **(Added-KEESLERAFB)** Current UPR Listing.

2.5.10.9. **(Added-KEESLERAFB)** Miscellaneous documents.

2.5.10.10. **(Added-KEESLERAFB)** Ensure that a copy of AETCI 10-401, and this supplement are on hand or available for reference. An OPR for a Base Plan must have a printed copy of AETCI 10-401 and this supplement; electronic files will not suffice for OPRs.

2.5.11. **(Added-KEESLERAFB)** Each unit/agency will maintain current plans for which they are tasked. Ensure their unit/agency has all required 81 TRW plans on file and maintained in accordance with this instruction. Ensure plans are readily accessible to the Group Control Center (GCC), Medical Control Center (MCC), and Unit Control Center (UCC) as applicable.

2.5.12. **(Added-KEESLERAFB)** Ensure all plans suspenses are met, such as requests to conduct annual reviews.

2.5.13. **(Added-KEESLERAFB)** When an organization has multiple copies of a plan located outside the organization's plans library, list the location/internal distribution of the copies on the inside front cover of the unit's master plan. When changes are made, the OPR will provide a copy of the change to holders of the additional plans. Ensure only a minimum amount of distribution copies are requested from the plan OPR.

2.5.14. **(Added-KEESLERAFB)** Contact XPO for general plans information when necessary. Unit key personnel should include those individuals performing duties in the GCC, MCC, and UCC as applicable.

2.6. Unit Plans OPRs: A Unit Plans OPR is an individual(s) assigned to the unit is responsible for the development and management of a wing/unit plan. This includes wing plans on the AETC Contingency Plans Listing. When possible, commanders should assign OPRs from their plans office/agency. Unit Plan OPRs will ensure the following:

2.6.1. Develop and maintain Unit Plans Continuity Book with the following Tabs. (T-2)

2.6.1.1. Tab A - Table of Contents

- 2.6.1.2. Tab B – Memorandum(s) of Appointment
- 2.6.1.3. Tab C – AETCI 10-401 and any Installation Plans guidance
- 2.6.1.4. Tab D – AETC Plans Listing and Installation Plans Summary
- 2.6.1.5. Tab E - Plan Review Documentation Plan OPRs: Maintain coordination and master copy of each plan revision/change for the life of the revision/change.
- 2.6.1.6. TCurrent Roster of Wing Plans OPRs (office symbol/name).
- 2.6.2. Serve as unit representative to the WPWG. (T-2)
- 2.6.3. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material. (T-2)
- 2.6.4. Ensure all plans-related suspense deadlines are met. (T-2)
- 2.6.5. Inform the UPR when a higher-headquarters directive or plan creates a requirement to develop or change a wing plan. (T-2)
 - 2.6.5.1. Initiate plan reviews with all tasked organizations.
 - 2.6.5.2. Ensure all reviews, changes and revisions are posted to each plan maintained by the unit.
- 2.6.6. Facilitate the internal and external coordination process at the unit. (T-2)
- 2.6.7. Notify installation XP of the intent to produce or change a wing plan or annex. (T-2)
- 2.6.8. Comply with the procedures and formats in this instruction or applicable series instruction when preparing a new plan, or revising or issuing a change to an existing plan. (T-2)
- 2.6.9. Conduct an annual review of all plans for which the organization is OPR in accordance with this instruction or when governing directives or an organizational change dictate a review. (T-2)
- 2.6.10. Monitor and document all plan preparation, review, revision, and change actions through appropriate suspense deadlines and follow-up actions. (T-2) Ensure the security instructions, record of changes page is documented. (T-2)
- 2.6.11. Document annual reviews and changes in the plan, and maintain coordination actions for one year. (T-2)

3. Wing Plans Working Group (WPWG):

- 3.1. The creation of a WPWG is highly encouraged at all installations. For tenant organizations, membership in host-unit WPWGs is also highly encouraged. WPWG membership should consist of the wing plans officer and squadron/unit plans representatives. Consideration should be given to local, off-base subject matter experts for inclusion in the WPWG.
- 3.2. The wing plans officer (or designated representative) should chair or facilitate the WPWG.

3.3. Consider the following for discussion during WPWG meetings:

3.3.1. Development and coordination of new plans.

3.3.2. Discussion of current plan requirements, i.e. creation of a new plan annex

3.3.3. Review of local procedures and a “How Goes It?” seminar to ensure current plans satisfy requirements.

3.3.4. Introduction of new plans representatives.

3.3.5. Consider review of plans, training events or table top exercise requirements to address implementation and local actions.

4. Staff Assistance Visits:

4.1. Wing staff assistance visits are an integral part of a comprehensive wing plans surveillance program. Conduct staff assistance visits at least annually. The squadron commander (or equivalent) of the AETC or tenant organization will respond in writing to the wing plans officer indicating corrective actions taken. (T-2) Report open items to wing plans officer every 30 days until the corrective action is completed. (T-2) Wing plans officers will:

4.1.1. Publish a proposed staff assistance visit schedule for the entire calendar year. (T-2)

4.1.2. Confirm visit with the squadron commander (or equivalent) of each AETC and tenant organization before the visit to establish time, date, and purpose.

4.2. Staff assistance visits must be task-oriented and not primarily administrative in nature. Consider the following items for review during SAVs.

4.2.1. Review of all plans to ensure plans viability

4.2.2. Review of all plans to ensure that supervisors are aware of, and can support, specific functional area tasking. Additionally, Verify documentation of key personnel briefings.

4.2.3. Review of all tasked plans on file for currency.

4.2.4. Actions for preparing plans.

4.2.5. Review of functional area Crisis Action Team (CAT) checklists for currency and adequacy. Ensure adequate instructions, checklists, etc., are developed to implement plans under which their agency is tasked.

4.2.6. Review of classification procedures. (Ensure actions listed in checklists, operating instructions, etc., are classified properly.)

4.3. During staff assistance visits, items discussed must be documented to include deficiencies noted, actions taken, open items, and those corrected on the spot. Highlight recurring deficiencies. Provide a formal reply to the squadron commander of the AETC or tenant organization visited. Unit plans representatives will keep copies of staff assistance visit reports on file for two years. (T-2)

5. Plan Organization:

5.1. Identifying Plans. Wing plans offices will assign a number and or title to their base contingency plans to coincide with the number and or title of the HQ USAF or AETC plans they support or as specified by higher headquarters or other governing directives. (T-2)

5.2. Plan Format. Wing supporting plans are written in the format of the plan supported or as prescribed in a higher headquarters directive. (T-2) When developing plans that have no prescribed format, use the format in AFMAN 10-401, Volume 2, as a guide. (T-2) Annex designations listed in Attachment 2 are a guide only and may be realigned as required.

5.2.1. **(Added-KEESLERAFB)** Margins. Ensure the following minimum requirements are observed: one inch top margin, one inch left and right margins, one and one-quarter inch bottom margin (this will allow space for page numbering and security markings if applicable).

5.2.2. **(Added-KEESLERAFB)** Font. Use the same typing element consistently throughout the plan. Required font is Times New Roman, size 12, for text material to aid in ease of readability.

5.2.3. **(Added-KEESLERAFB)** Heading (see figure 5.1.). On all 81 TRW plans, type the following on the top right corner of the first page of each annex, appendix or tab, one inch from the top:

Figure 5.1. Heading.

81st Training Wing (AETC)

Keesler Air Force Base MS

5.2.4. **(Added-KEESLERAFB)** Footer (see figure 5.2.). On all 81 TRW plans, type the following on the bottom left corner of the last page of each annex, one and one-quarter inch from the bottom:

Figure 5.2. Footer

OPR:

Date

Original

5.3. **Organization of a Plan.** All plans should include these elements in the order listed, unless specified otherwise in higher headquarters directives:

5.3.1. **Plan Covers.** The cover must show the date of the plan, the issuing headquarters, short title and number of the plan; proper security classification, administrative markings, and caveats; source of classification; and downgrading or declassification instructions. Covers must not contain classified information. Mark top and bottom of both covers with the overall classification of the plan. Card stock covers may be used on all plans. Classified plan covers must be red or pink.

5.3.1.1. **(Added-KEESLERAFB)** 81 TRW plan covers must include basic information and must include the OPR and the long title. Recommend print job order include three hole punch at left margin. Also, light blue card stock should be used for cover and back. (See Plan Cover Example at Attachment 6 of this supplement.)

5.3.2. **Letter of Transmittal.** The letter of transmittal of a contingency plan should identify the reason for preparing the plan. The need for preparing further supporting plans must be specified. The OPR for the plan must be identified and disposition instructions must be included when the plan supersedes a previous plan.

5.3.2.1. **(Added-KEESLERAFB)** See Memorandum of Transmittal, *Sample* in Attachment 7 of this supplement.

5.3.3. **Security Instructions and Record of Changes.** The security instructions must include the long and short titles of the plan and must be the first page (i) following the letter of transmittal. State the classification of the plan and any reproduction limitations. The record of changes for the plan may be included on the same page as the security instructions, or may be a separate page published on the back of the security instructions. Reproduction and limitation instructions are included on the "Security Instructions" page.

5.3.3.1. **(Added-KEESLERAFB)** See Security Instructions (with Record of Changes and Record of Review) at Attachment 8 of this supplement.

5.3.4. **Classification Guidance.** The classification guidance page lists subjects requiring protection (e.g. operational code words, concept of operations, etc.), if any, and the time period during which the protection is required (e.g. planning phase, execution phase, post-event phase).

5.3.5. **Plan Summary.** The plan summary is used for all contingency plans. It provides a concise description of the purpose to be achieved by implementing the plan. It also provides a brief review of conditions for implementation, operations to be conducted, assumptions, operational constraints, command relationships, logistics requirements, limiting factors, and commander's appraisal of the logistics and transportation feasibility of the plan.

5.3.5.1. **(Added-KEESLERAFB)** See Plans Summary, *Sample* at Attachment 9 of this supplement.

5.3.6. **Table of Contents.** See attachment 2. Annex designations are a guide only and may be realigned when necessary to fit specific needs. The table of contents should include elements that are published separately.

5.3.7. **Basic Plan.** The basic plan consists of the seven main paragraphs shown in attachment 3. Additional paragraphs may be included to fit the needs of the plan. The basic plan shall be signed by the wing commander or designated representative.

5.3.8. **Attachments to the Plan.** Annexes used for the plan shall be listed on the final page of the basic plan. Other attachments (appendices, tabs, exhibits, or maps) shall be listed on the final page of any attachment which has further attachments. The basic plan shall refer to each annex that has been prepared; however, information provided in basic plan is not normally repeated in the attachments. Annexes shall be signed by the functional area chief charged with overall responsibility for the annex. Exception: Annex A and Annex Z (and other non-tasking annexes such as glossaries, acronyms, terminology, maps, etc.) do not require signature. See Attachment 4 for a sample annex.

5.3.8.1. **(Added-KEESLERAFB)** See Annex *Sample* at Attachment 10, Appendix Format at Attachment 11 and Tab, *Sample* at Attachment 12 of this supplement.

5.3.9. **Execution Checklist.** The execution checklist summarizes the action required by the commander preparing the plan to ensure coordinated initiation of operations.

5.3.10. **Distribution List.** The distribution list accounts for all copies of the plan and informs users which agencies and headquarters maintain copies of the plan. Distribution should be held to the minimum essential for planning. Addressees must advise plan OPRs of necessary changes to the distribution list.

5.3.10.1. **(Added-KEESLERAFB)** See Distribution Annex Z, *Sample* at Attachment 13 and Distribution Change/Receipt Memorandum *Sample* at Attachment 14 of this supplement.

5.3.11. DELETED

5.3.11. **(KEESLERAFB)** See Change Memorandum *Sample* at Attachment 15 to notify those on the distribution list (Annex Z) of changes to a plan.

5.3.12. **(Added-KEESLERAFB)** Use AF Form 2519, *Plans Development Quality Assurance Checklist*, at Attachment 16 as a guide during plan changes or rewrites.

5.4. Change Procedures:

5.4.1. When to Issue a Change. A plan shall be changed rather than revised if the total adjustments (any new or previously changed material) affect less than 40 percent of the plan. (T-2)

5.4.2. Identifying Changes:

5.4.2.1. The date of the change, the date of the basic plan, and the classification of the plan (if other than unclassified) must be included in paragraph 1 of the letter of transmittal. (T-2)

5.4.2.2. A copy of the distribution list must be attached to the letter of transmittal. If a new annex Z is accomplished, a distribution list is not required. (T-2) The "To" element should read: "See Attached Distribution List" or "See Annex Z."

5.4.2.3. DELETED

5.4.3. Change Methods:

5.4.3.1. **Page Changes.** This is the preferred method of change. This method re-accomplishes all pages containing changes. If the change contains classified material, two copies of AF Form 1565, *Entry, Receipt, and Destruction Certificate*, are prepared according to DoD Regulation 5200.1-R, *Information Security Program*, and AFI 31-401, *Information Security Program Management*.

5.4.3.2. **Write-In Changes.** Write-in changes (in ink) are permissible but shall not be used to make lengthy changes. This procedure may be used only for minor corrections, such as changes to numbers, dates, single words, short phrases, etc. If page changes are also being made, the write-in changes are either included on the AF Form 1565, if used, or listed on the change letter of transmittal.

5.4.3.2.1. **(Added-KEESLERAFB)** Plan Change Processing Procedures. See Attachment 15 for change format letter for pen and ink changes with page inserts.

5.4.3.2.2. **(Added-KEESLERAFB)** Hold pen-and-ink changes to a minimum. Use page changes rather than pen-and-ink changes for lengthy or complex changes.

5.4.4. **Change Transmittal.** A transmittal letter is prepared for each change and the change is distributed to all addressees listed in Annex Z.

5.4.5. **(Added-KEESLERAFB)** File changes in front of the plan, immediately following the front cover, with the latest change on top. Use blue or black ink to post all changes. Reference the change number in the left margin of the same line that is changed. Enter the change data in the Record of Changes list in the front of the plan.

5.5. Security and Document Marking Considerations:

5.5.1. Classified contingency plans shall be marked IAW DoDM 5200.01, Volume 2, DoD Information Security Program: Marking of Classified Information and AFI 31-401, Information Security Program Management.

5.5.1.1. DELETED

5.5.1.2. DELETED

5.5.1.3. DELETED

5.5.1.4. DELETED

5.5.1.5. DELETED

5.5.2. AETCPAM 33-301, *Employees Responsibilities under the Freedom of Information Act (FOIA) and the Privacy Act (PA)*, shall be reviewed by plan OPRs to determine if a plan falls under its purview. Marking, handling, and disposition of plans determined to be "For Official Use Only" will be in accordance with AETCPAM 33-301.

5.6. Reconstitution of Mission Plan (RoMP):

5.6.1. RoMPs must be simple and flexible enough to find utility during any crisis. Plans mired in excruciating detail with focus on just one type of event will have little or no value when confronted with actual circumstances of the disaster at hand.

5.6.2. AETC/A3OX will:

5.6.2.1. Ensure each Wing and tenant (when appropriate) has developed a RoMP addressing their specified mission requirements. (T-2) RoMP is not required if Wing or tenant (when appropriate) has an AETC/A3OX reviewed Commander approved/signed Installation COOP.

5.6.2.2. Review and coordinate each organization's RoMP.

5.6.3. Each organization developing a RoMP will:

5.6.3.1. Develop using the format in Atch 5.

5.6.3.2. Complete review and update their RoMP NLT 31 August biennially. Submit updated RoMP to AETC/A3OX NLT 1 July biennially for coordination. RoMPs will be reviewed and updated to the format in Atch 5 within 90 days of this interim-change publication date.

5.6.3.3. Ensure RoMP is fully integrated into the installation exercise program.

5.6.3.4. Ensure RoMP conveys a clear understanding of risks, and include a plan of action and milestones to mitigate those risks.

5.6.3.5. Post coordinated/signed RoMP to HQ AETC Crisis Action Team (CAT) Community of Practice NLT 31 August biennially, or as changes occur.

5.6.3.6. Complete annual Table Top exercise of the RoMP. (T-2) The completion of the table top exercise will be communicated to A3OX via the After Action Report submitted IAW AETCI 10-205, para 5.5.3. (T-2) Continuity of Operations Plans Exercises may suffice as your Annual RoMP exercise IAW AFI 10-208, AETC Sup 1.

5.6.4. In most cases, geographically separated, subordinate units will fall under and be sufficiently covered by their parent organization's RoMP. However, when the mission of a geographically separated, subordinate unit is too complex/unique to fit under their parent organization's RoMP, the parent organization may direct the subordinate unit to develop a RoMP to ensure preservation of the mission. Exceptions are:

5.6.4.1. 2AF, due to its unique operational mission responsibilities, will develop a RoMP IAW with this instruction. (T-2)

5.6.4.2. Air Force Recruiting Service will develop a RoMP separate from that of their host installation. (T-2)

5.6.4.3. Air University, due to its unique organization, will develop a RoMP including the 42 ABW mission. (T-2)

6. Adopted Forms:

AF Form 1565, *Entry, Receipt, and Destruction Certificate*

AF Form 2519, *All Purpose Checklist*

JAMES A. WHITMORE, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

(KEESLERAFB)

DENNIS G. SCARBOROUGH, Colonel, USAF
Vice Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*, 30 April 2009

AETCPAM 33-301, Employee Responsibilities under the Freedom of Information Act (FOIA) and the Privacy Act (PA), 10 November 2005 (DELETED)

AFMAN 10-401, Volume 2, *Planning Formats and Guidance*, 1 May 1998

AFI 10-402, Volume 1, *Mobilization Planning, and Personnel Readiness*, 9 August 2007

AFI 10-403, *Deployment Planning and Execution*, 13 January 2008

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 10-701, *Operations Security (OPSEC)*, 18 October 2007

AFI 90-201/AETC Sup 1, *Inspector General Activities*, 28 June 2010

DoD 5400-7/AFSUP1, *DoD Freedom of Information Act Program*, 11 April 2006

DoD 5200.1-R, *Information Security Program*, 14 January 1997

DoD Pamphlet 5200.1-PH, *DoD Guide to Marking Classified Documents*, 1 April 1997

Abbreviations and Acronyms

CAT—Crisis Action Team

CoP—Community of Practice

DoD—Department of Defense

OPR—Office of Primary Responsibilities

RoMP—Reconstitution of Mission Plan

WPWG—Wing Plans Working Group

SIPRNet—Secure Internet Protocol Router Network

WMP—War and Mobilization Plan

Attachment 2 (CLASSIFICATION)
SAMPLE TABLE OF CONTENTS FORMAT

A2.1. AETC SAMPLE PLAN (U) - Table of Contents (U)

CONTENTS	Page
Letter of Transmittal Cover	
Security Instructions	i
Record of Changes and/or Corrections (may be included on same page as security instructions)	ii
Plan Summary	iii thru v
Table of Contents	vi thru vii
Basic Plan	BP-1 thru BP-8
Appendix 1, OPSEC	BP-1-1
Appendix 2, COMSEC	BP-2-1
Appendix 3, Concept of Operations	BP-3-1
TAB A, Administration & Logistics	BP-3-A-1
TAB B, Command and Control	BP-3-B-1
ANNEX A – TASK ORGANIZATION	A-1
ANNEX B – CONTINUITY OF OPERATIONS SUPPORT	B-1
ANNEX C – OPERATIONS	C-1
ANNEX D – LOGISTICS	D-1
ANNEX E – FORCE SUPPORT	E-1
ANNEX F – PUBLIC AFFAIRS	F-1
ANNEX G – AIR FORCE SECURITY ASSISTANCE TRAINING SQUADRON	G-1
ANNEX H – ENVIRONMENTAL SERVICES	H-1
*ANNEX I – EXECUTION CHECKLIST. Place holder for checklists (where appropriate)	
	I-1
ANNEX J – MEDICAL SERVICES	J-1

ANNEX K – COMMUNICATIONS-COMPUTER SYSTEMS K-1

ANNEX L – ENGINEERING L-1

ANNEX M – SECURITY FORCES M-1

ANNEX N – (Covered under FORCE SUPPORT) N-1

ANNEX O – NOT USED

ANNEX P – (Covered in Annex K)P-1

ANNEX Q – STAFF JUDGE ADVOCATE Q-1

ANNEX R – RECRUITING SERVICE R-1

ANNEX S – CHAPLAIN SERVICE S-1

ANNEX T – BASIC MILITARY AND TECHNICAL TRAINING T-1

ANNEX U – COMPTROLLER U-1

ANNEX W – PLANS W-1

ANNEX X – EXECUTION CHECKLIST X-1

ANNEX Y – GLOSSARY Y-1

ANNEX Z – DISTRIBUTION Z-1

NOTE: Annex designations are a guide only and may be realigned when necessary to fit specific needs. Information presented in the basic plan is of general need, not for individual functional use better served in individual annexes.

Attachment 3 (CLASSIFICATION)**SAMPLE BASIC PLAN**

Basic Plan

REFERENCES:

List references by publication number and title. Cite references required for a complete understanding of the plan. References used should be documents readily available to users of the plan. Higher-headquarters plans which this plan supports must be listed. List references as follows:

- a. XXX
- b. XXX
- c. XXX

TASK ORGANIZATION: See annex A. (or list them as appropriate.)

1. () PURPOSE: Provide a concise description of the purpose to be achieved by implementing the plan. If this is a supporting plan, indicate the plan it supports.

a. () **General:** Describe the general environment that would establish the probable preconditions for implementation of this plan.

b. () **Assumptions:** List the assumptions on which the plan is based. That is, list either the conditions most likely to exist or other conditions likely to have a significant impact on this plan as a whole. (Additionally, assumptions about specific aspects of the operation should be included in appropriate annexes.)

2. () CONDITIONS FOR IMPLEMENTATION:

a. () Summarize the politico-military situation in which execution of the plan should be considered, if applicable.

b. () Summarize any legal and environmental considerations that could impact on plan implementation.

3. () OPERATIONS TO BE CONDUCTED:

a. () **Concept of Operations:** This explains the operations to be conducted. It should describe the general nature and purpose of the operations to be conducted, and the coordination and cooperation necessary to execute actions required by the plan.

b. () **Tasks:** In separately lettered subparagraphs, list each task assigned to each applicable commander.

4. () ASSUMPTIONS: List all assumptions.

a. () **Administration:** State what the administrative requirements are if other than "normal." Any requirement for operating instructions or checklists in support of the plan may be addressed here.

b. () **Logistics:** Provide broad guidance on how support will be furnished. For detailed guidance on major aspects of required support, refer the reader to the appropriate annex.

5. () OPERATIONAL CONSTRAINTS: List major factors that may impede accomplishing the mission, to include any limiting factors.

6. () COMMAND RELATIONSHIPS: If other than "normal," identify the command and control relationship such as between the wing and an off-base agency that supports the plan.

7. () OPERATION SECURITY: OPSEC PMs will assist unit planners to incorporate protection of critical information and indicators into supported wartime, operational, and contingency plans. Identify critical information and OPSEC indicators from all functional areas requiring protection throughout each phase of the operation.

NOTES:

1. Detailed information on tasking for lower echelons of command is normally not covered in the basic plan. Detailed information should be covered in the appropriate annexes, appendices, etc.
2. The seven major paragraph headings shown in this sample will be used in *all* plans. Additional paragraph headings may be used to fit the particular needs of the plan.

Attachment 4 (CLASSIFICATION)

SAMPLE ANNEX FORMAT

ANNEX C, AETC SAMPLE PLAN (U)

(U) OPERATIONS

(U) REFERENCE: *

a. (U) AFI xx-xxx

b. (U) xxxxxxxxxxxx

1. (U) GENERAL:

a. (U) xxxxxxxxxxxxxx

b. (U) xxxxxxxxxxxxxx

c. (U) xxxxxxxxxxxxxx

d. (U) xxxxxxxxxxxxxx

2. (U) ASSUMPTIONS: *

a. (U) xxxxxxxxxxxxxx

b. (U) xxxxxxxxxxxxxx

3. (U) RESPONSIBILITIES:

a. (U) xxxxxxxxxxxxxxxx

b. (U) xxxxxxxxxxxxxxxx

c. (U) xxxxxxxxxxxxxxxx

4. (U) LIMITING FACTORS:

a. (U) xxxxxxxxxxxxxxxx

b. (U) xxxxxxxxxxxxxxxx

*Do not duplicate those in the basic plan.

C-1

(CLASSIFICATION)

NOTES:

1. If there is no specific material for a titled paragraph, do not include that paragraph. If you have additional paragraphs, put them behind those shown.
2. Limit annexes to essential information not covered in other publications. This does not preclude referencing those other publications as appropriate.
3. For HQ AETC, each annex will be signed by the appropriate two-letter directorate or chief of special staff office. At base level, plan annex will be signed by the appropriate annex OPR (for example, group or squadron commanders, agency chief, etc.).

Attachment 5

RECONSTITUTION OF MISSION PLAN FORMAT

Plan Covers. The cover must reflect proper security classification (minimum FOUO), Organization Designation, short title, plan OPR, date, administrative markings and caveats. Covers must not contain classified information. Classification markings will be in accordance with AFI 31-401, *Information Security Program Management*.

BASIC PLAN

1. () PURPOSE: Provide a concise description of the purpose to be achieved by implementing the plan. If this is a supporting plan, indicate the plan it supports.

a. () **Mission** – Describe the mission the applicable organization Commander is responsible for safeguarding. It should explain the general nature and purpose of the operations to be conducted, as well as the coordination and cooperation necessary to execute required actions.

b. () **Assumptions** – List the conditions most likely to exist or other conditions likely to have a significant impact on the plan as a whole.

c. () **Milestones** – List key actions and steps required to ensure successful reconstitution of the mission.

2. () CONDITIONS FOR IMPLEMENTATION:

a. () Summarize any politico-military situation that should be considered if the plan is executed.

b. () Summarize any legal and environmental considerations that could impact plan implementation.

3. () PLAN OF ACTION: As a minimum, list simple, proposed course(s) of action for the following scenarios:

a. () **Evacuation** – Partial/full evacuation of personnel and resources to include dependents and civilian workforce population. Installations will not initiate plans and/or agreements with other installations or MAJCOMs to address this area. The AETC CAT will coordinate all requests for evacuation.

b. () **Sheltering** - Partial/full sheltering of personnel and resources to include dependents and civilian workforce population.

c. () **Relocation of Mission** (if applicable) – Identify possible actions to relocate mission. Installations will not initiate plans and/or agreements with other installations or MAJCOMs to address this area. The AETC CAT will coordinate all requests for mission relocation.

d. () **International and Joint Service Student Actions** (if applicable) – Travel arrangements, contact with sister services and/or Embassies for required actions regarding delays in training, mission movement and/or student movement. Installations will not initiate plans and/or agreements with other installations or MAJCOMs to address this area. The AETC CAT will coordinate all requests for relocation.

e. () **Mitigation** - Address mitigation of operational capability, damage to resources and injury of personnel caused by disasters, accidents or terrorist related events.

f. () **Critical Assets** (if applicable) – Address continuity of operations and or required reconstitution actions of critical assets identified under the critical infrastructure program.

4. () OPERATIONAL CONSTRAINTS: List major factors that may impede accomplishing the mission, to include any limiting factors.

5. () AETC SUPPORT REQUESTS: Identify possible AETC requests to include, but not limited to, airlift and/or humanitarian support, UTC support packages, funding requests, etc.

Attachment 5 (KEESLERAFB)**FORMAT FOR PREPARATION OF REPLIES TO PLANS STAFF ASSISTANCE VISIT
REPORTS MEMORANDUM, SAMPLE****(Appropriate Letterhead)**

(Date)

MEMORANDUM FOR 81 TRW/XPO

FROM: (Unit and Address)

SUBJECT: Reply to Plans Staff Assistance Visit (SAV) Report (Date of Report)

The following corrective actions have been taken on discrepancies identified in subject report:

1. Reference para _____. Corrective action: Discuss in detail the corrective action taken. Address the recommendation(s) provided. Corrective actions should be directed at root causes, not the symptoms of the problem. If all corrective actions for a discrepancy are complete, then end this paragraph with CLOSED. If some part of this corrective action is closed and other parts are still open, then indicate which actions are open/closed and provide an estimated completion date (ECD) for those still open. For example: "Training of all key supervisors on plans tasking is in progress. (OPEN, ECD: 21 Sep 2011)."
2. Reference para _____. Corrective action: Repeat as in para a, for each discrepancy identified in the report.

(Signature of Unit Commander/Division Chief)

Notes:

1. For items not CLOSED in this reply, send notification by letter to XPO when they are closed. Include date each action was complete.
2. It will not normally take more than 30 days from the date of this report to complete any open corrective action. However, should it take 30 days or longer, advise XPO of status the last day of the month. Include slipped dates (if any) and reasons.
3. All discrepancies identified in a SAV Report must be addressed in the reply except those clearly identified as having been fixed on the spot.
4. Replies should be prepared/forwarded within the suspense time set in the SAV Report. Extensions may be requested from 81 TRW/XPO when required.

Attachment 6 (Added-KEESLERAFB)

PLANS COVER FORMAT

CLASSIFICATION

81st TRAINING WING

KEESLER AIR FORCE BASE

PLAN TITLE

SHORT TITLE: 81 TRW PLAN XXXXXXXXX

(KEESLER TRAINING WING EMBLEM)

(CENTER OF PAGE)

UNIT OPR DESIGNATION

KEESLER AFB MS 39534-5000

DATE

CLASSIFICATION

NOTE: Recommend print job include three hole punch at left margin. Staple at top left hand corner. Also, use light blue card stock for both front and back cover sheet.

Attachment 7 (Added-KEESLERAFB)**MEMORANDUM OF TRANSMITTAL, SAMPLE****(Appropriate Letterhead)**

(DATE) (Note 3)

MEMORANDUM FOR (Distribution, etc. Annex Z)

FROM: (Unit Name and Address)

SUBJECT: 81 TRW Plan (Number, Title, Date)

1. Attached is 81 TRW Plan (Number). This plan is the 81 TRW supporting plan for (list appropriate publication, i.e., higher headquarters plan, AFI, etc.).
2. This plan is effective for planning upon receipt and for implementation when directed by Commander, 81st Training Wing (or higher headquarters, as appropriate).
3. Supporting implementing instructions, operating instructions or checklists will be prepared by tasked organizations and forwarded to (OPR office symbol) for review and coordination (as required) within 30 days of publication.
4. The OPR for this plan is (OPR title and full address), Keesler AFB MS 39534-XXXX.
5. This plan supersedes 81 TRW Plan (Number, Date), which should be destroyed in accordance with AFMAN 37-139, (or other disposition directive depending upon plan classification).

Signature Element of Commander

[Attachment 8](#)**81 TRW Plan (Number)****Notes:**

- 1. Do not include paragraphs which do not apply.**
- 2. Signature element may be the plan OPR if directed by regulation.**
- 3. Date of the Transmittal Memorandum is normally the same as that of the plan.**

Attachment 8 (Added-KEESLERAFB)

SECURITY INSTRUCTIONS (WITH RECORD OF CHANGES AND RECORD OF REVIEW) *SAMPLE*

81st Training Wing (AETC)
Keesler Air Force Base MS

81 TRW PLAN (Number)

SECURITY INSTRUCTIONS/RECORD OF CHANGES/REVIEW

1. The long title of this plan is 81st Training Wing (number and title). The short title is 81 TRW Plan (number or short title).
2. This document is UNCLASSIFIED (or FOR OFFICIAL USE ONLY, etc.).*
3. Reproduction is authorized for portions of this plan to assist organizations in development of supporting OIs or checklists. Complete copies of this plan can be obtained from (OPR).
4. The office of origin and primary responsibility is (OPR).

RECORD OF CHANGES

CHANGE NUMBER	DATE ENTERED	POSTED BY

RECORD OF ANNUAL REVIEW

REVIEWED BY	DATE REVIEWED	REMARKS

Notes:

* If the document is FOUO, paragraph 2 will read, "This document is designated FOR OFFICIAL USE ONLY (FOUO). It will be safeguarded and disposed of in accordance with AFRIMS."

** Review may be more frequent than annual or when the governing directive or organizational changes dictate a plan review.

Attachment 9 (Added-KEESLERAFB)**PLANS SUMMARY SAMPLE**

81st Training Wing (AETC)
Keesler Air Force Base MS

81 TRW PLAN (Number)

Plan Summary

- 1. PURPOSE:** Briefly tell what purpose is to be achieved by implementing the plan. If this is a supporting plan, the supported plan is identified here.
- 2. CONDITIONS FOR IMPLEMENTATION:** In this paragraph, summarize the situation in which the plan should be considered for implementation.
- 3. OPERATIONS TO BE CONDUCTED:** Summarize operations to be conducted upon plan implementation, including subparagraphs on deployment and/or equipment, forces assigned, and supporting plans, if applicable.
- 4. KEY ASSUMPTIONS:** List key assumptions that are absolutely essential to the logic of the plan.
- 5. OPERATIONAL CONSTRAINTS:** List any significant operational constraints that must be worked around in carrying out this plan.
- 6. OPSEC:** Summarize OPSEC considerations which significantly impact the conduct of the operation.
- 7. COMMAND RELATIONSHIPS:** If other than normal, summarize the 81 TRW arrangements to be employed in executing the plan. Command relationships will usually be "Normal."
- 8. LIMITING FACTORS:** List factors which are beyond current or projected capabilities.
- 9. LOGISTICS APPRAISAL:** Provide an estimate of logistics and transportation feasibility.

NOTE: Refer to para 5.3.4, Basic Instruction.

Attachment 10 (Added-KEESLERAFB)

ANNEX, SAMPLE

81st Training Wing (AETC)
Keesler Air Force Base MS

ANNEX A, 81 TRW SAMPLE PLAN

(Title of Annex)

References:

a. List any applicable reference by number and title to specific material covered in annex, but do not duplicate references listed in the basic plan.

1. General:

- a. xxxxxx
- b. xxxxxx

2. Assumptions: (Do not duplicate those in basic plan)

- a. xxxxx
- b. xxxxx

3. Responsibilities:

- a. xxxxx
- b. xxxxx

4. Limiting Factors:

- a. xxxxx
- b. xxxxx

NOTES: Refer to attachment 4, basic instruction.

Signature Block

Appendices:

- 1. xxxxx
- 2. xxxxx

OPR: (Unit/CC)

Date (Date approved by 81 TRW/CC)

Original

Page number: A-1

Attachment 11 (Added-KEESLERAFB)**APPENDIX, *SAMPLE***

81st Training Wing (AETC)
Keesler Air Force Base MS

APPENDIX 1 to ANNEX E to 81 TRW Plan 301

(Title of Appendix, Example: Military Personnel- Readiness)

REFERENCES: List any applicable references by number and title to specific material covered in the appendix, but do not duplicate references which are listed in the basic plan or annex.

Paragraph headings will vary depending on the purpose of the appendix. Use the best paragraph headings for communicating your specific material. If tabs are used, refer to them in the appendix text. Limit information in the appendix to required actions to support the contingency for which the plan is written.

TAB:

A - (Title of TAB)

Notes:

1. Signature block elements are not required on appendices. However, an appendix must be signed if the appendix OPR differs from the Annex OPR.
2. Page numbering: E-1-1 + Annex designator plus Appendix Number plus page number.
3. Include appendix OPR if different from annex OPR. Follow format contained in paragraph 5.2.4. (Added)

Attachment 12 (Added-KEESLERAFB)

TAB, *SAMPLE*

81st Training Wing (AETC)
Keesler Air Force Base MS

TAB A TO APPENDIX 1 TO ANNEX E TO 81 TRW PLAN (Number)
(Title of Tab, Example: Processing Procedures)

REFERENCES: (List references by number and title , if appropriate.)

Format the body of the tab to best suit the material which is provided. Tab material is often not suitable for paragraph form.

Exhibits:

- 1 - (Title of Exhibit)
- 2 - (Title of Exhibit)

Notes:

1. Exhibits are **ONLY** listed on the last page of the tab they support and **NOT** in the Table of Contents. Some plans have enclosures instead of exhibits. The same guidelines apply for exhibits.

2. Page Numbering:

- a. E-2-A-1 = Annex Designator plus Appendix number plus Tab letter identifier and Tab page number.
- b. E-2-1-1-1 = Annex Designator plus Appendix number plus Tab letter identifier plus Tab page number plus Exhibit number.

3. Include tab OPR if different from annex or appendix OPR. Follow format contained in paragraph 5.2.4. (Added)

Attachment 13 (Added-KEESLERAFB)**DISTRIBUTION (ANNEX Z), SAMPLE**

81st Training Wing (AETC)
Keesler Air Force Base MS

ANNEX Z TO 81 TRW PLAN (Number)DISTRIBUTION**ON-BASE**

(UNIT)	(NR of CYS)
81 TRW/CC/CV	1
81 TRW/XPO	2 (1 Hard Copy, 1 Disk Copy)
81 MSG/CC	1
X	1
X	1
X	1
X	1
X	1
X	1
X	1
PLAN OPR	10 % (Stock)

TENANT UNITS

85 EIS 1
403d WG 1

OFF-BASE ACTIVITIES

HQ AETC STAFF AGENCY AS REQUIRED (Consult the HQ AETC War and Contingency Listing maintained by 81 TRW/XPO.)

Attachment 14 (Added-KEESLERAFB)

DISTRIBUTION CHANGE/RECEIPT MEMORANDUM, *SAMPLE*

(Appropriate Letterhead)

(DATE)

MEMORANDUM FOR: (Distribution from Annex Z)

FROM: (Plan OPR Name and Address)

SUBJECT: 81 TRW Plan (Number), Title

The information requested below will help us maintain a current distribution listing. Please return the completed 1st Ind within 10 days of receipt of this plan or change.

Signature Element of OPR or Commander

1st Ind, _____

TO: (Unit/Plan OPR)

- 1. This office has received _____ copy/copies of subject plan.
- 2. Distribution is correct/incorrect. (If incorrect, please indicate required changes.)

Exclude from distribution _____
(Please return copy for stock)

Increase number of copies to _____

Decrease number of copies to _____
(Please return copy for stock)

Change office symbol from _____ to _____.

3. Remarks:

Signature of Plans Representative

Organization/Office Symbol/Ext

cc: 81 TRW/XPO

Attachment 15 (Added-KEESLERAFB)**CHANGE MEMORANDUM, *SAMPLE*****(Appropriate Letterhead)**

(Date)

MEMORANDUM FOR: (Distribution - Annex Z)

FROM: (OPR Unit and Address)

SUBJECT: Change 1 to 81 TRW Plan (Number), (Date of Basic Plan)

1. Attached is Change 1 to 81 TRW Plan (Number), (Long Title), (Date of Basic Plan)
2. Make the following changes to subject plan:

a. Write-In Changes

PAGE	PARAGRAPH	LINE	ACTION
1	4c	2	Delete the sentence beginning with "Activate the Rumor Control Center."
2	2d	5	Change 7310 to 4001

b. Page Changes:

REMOVE

D-4 thru D-6

INSERT

D-4 thru D-7

3. After completing changes, annotate the Record of Changes page and file this letter immediately behind the front cover.
4. Tasked organizations will make necessary changes to their implementing instructions (OIs or checklist), if required, within 30 days of receipt of this change.

Signature Block

(Unit Commander or Plan's OPR)

Attachments:

1. Distribution Page
2. Page Changes

Attachment 16 (Added-KEESLERAFB)

AF FORM 2519, PLANS DEVELOPMENT QUALITY ASSURANCE CHECKLIST.

ALL PURPOSE CHECKLIST		PAGE 1	OF 3	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Plans Development Quality Assurance Checklist		81 TRW/ XPO	20141213	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Y	N	N/A
	NEW/REVISION/CHANGES (ALL OPR MATTERS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1. Plans OPR verified review of AETCPAM 33-301 to determine if a plan falls under its purview (FOIA/PA).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Was a meeting with XPO arranged and conducted prior to starting work on the plan, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Was the appropriate format determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Was a schedule set up to ensure suspense for publication could be met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Did the plans officer discuss preparation considerations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Are formats IAW AFMAN 10-4-1 and attachments in KAFB Sup 1, AETCI 10-402?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Was a plan working group needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Were correct draft preparations, coordination procedures and requirements followed before approval/printing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is the concept of operations clearly understood and is it clearly defined and realistic in your draft? (Can we do the things we say we are going to do in the manner we say we are going to do them?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Does the plan fully support the higher headquarters plan or other directives governing the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Is the format in keeping with AFMAN 10-401, AETCI 10-402 or in accordance with a higher headquarters plan/directive that it supports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Have all requirements for annexes/appendices/tabs been determined? Have OPRs for these plan parts furnished necessary information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Has a draft been provided to XPO for initial review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Have all corrections/changes suggested by XPO been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Except when otherwise directed, are all AETCI 10-402 key elements addressed in the plan? Most plans will contain the following AETCI 10-402 elements:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Letter of Transmittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Security Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Record of Changes (can be combined with the Security Instructions page, if desired.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Plan Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Basic Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Appropriate Annexes, Appendices, Tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Annex A - Tasked Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. Annex X - Execution Checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Annex Z - Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l. Appendix 1, Annex Z - Distribution Change Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ALL PURPOSE CHECKLIST		PAGE 3	OF 3	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PLANS DEVELOPMENT QUALITY ASSURANCE CHECKLIST		OPR 81 TRW/XPO	DATE 20141213	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Y	N	N/A
1.	Have tasked organizations been offered the opportunity to provide inputs and has the plan been reviewed to ensure that change includes all known required corrections/additions or deletions ? Note: At times, it may be necessary to publish a change without including all known amendments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will changed make the total changed/added/deleted material in plan equal or surpass 40% of plan? If so, initiate a complete refvision instead of a change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	In the final draft change packages: a. Is there a change transmittal letter containing the minimum information as provided in attachment 15? b. Is each page marked appropriately to include security markings and vertical lines in the left hand margin adjacent to the changed material? c. Is change number and date of change included on each page beneath the page number? d. Is the Table of Contents adjusted to include changes, additions, and/or deletions called for in the change? e. Is there a distribution list or updated Annex Z? f. Are page changes, rather than pen and ink changes, used for lengthy or complex changes? g. Are AF Forms 1565 (in two copies) provided when classified pages are included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the final copy of a change been provided to TRW/XPO for final review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has final processing been accomplished and plan change distributed? Has it been announced in the Keesler base bulletin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>