

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

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 10-401**

19 MAY 2021

Operations

**CONTINGENCY PLANS
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or order

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AETC/A3OX

Certified by: HQ AETC/A3O
(Lt. Colonel Carl F. Miller)

Supersedes: AETCI10-401, 18 April 2017

Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force* (AEF), 4 April 2017. This instruction implements command guidance for contingency/operational planning at Headquarters, Air Education and Training Command (HQ AETC) and AETC installations. It is not applicable to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. This guide outlines the responsibilities and procedures for installation-level plan development and unit-level plan management. It describes HQ staff responsibilities and provides guidance for maintenance of installation-level operational plans. 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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publication and Forms Management*, Table 1.1. for a description of the authorities associated with the Tier numbers. Contact your OPR at the wing for approval prior to supplementing this publication. Ensure that all records created as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program* and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in Air Force Records Information Management Systems.

SUMMARY OF CHANGES

This document has undergone significant revision and must be reviewed. This instruction includes current website and SharePoint addresses. This change also continues the 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 DAFI 33-360.

1.	Program Elements:.....	2
2.	Responsibilities:.....	3
3.	Wing Plans Working Group (WPWG):	5
4.	Plan Organization:	6
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		7
Attachment 2— (CLASSIFICATION) SAMPLE TABLE OF CONTENTS FORMAT		8
Attachment 3— (CLASSIFICATION) SAMPLE ANNEX FORMAT ANNEX C, AETC SAMPLE PLAN (U)		10

1. Program Elements:

1.1. Headquarters Air Force (HAF) and AETC requirements. Contingency Plans is a set of procedures prepared in advance to respond to specific or multiple contingencies the installation or unit may face and are derived from various HAF and HQ AETC directives. It is incumbent for all those involved in contingency planning to verify current requirements.

1.2. Plans Listing. The Contingency Plans Listing is designed to provide a condensed reference of all HAF and HQ AETC contingency plans. The listing outlines all contingency plans applicable to AETC wings and installations. The installation plans listing will be updated as necessary and reviewed annually. **(T-2)**. AETC tenant organizations will provide a summary of plans information provided to the host unit. **(T-2)**. All references and requirements for Wing Plans Officers (WPO) refer to Host Wing Plans Officers when an installation has more than one wing (i.e. Sheppard AFB – 80 FTW/82 TRW). WPO will publish an installation plans listing adapted to their installation. **(T-2)**.

1.2.1. 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 HAF and HQ AETC and all wing plans required by HAF or HQ AETC plans and directives. This listing is provided to assist applicable HQ AETC staff Office of Primary Responsibility (OPRs) and wing plans officers with plan development and management. The listing may be accessed via the HQ AETC/A3OX SharePoint Site at <https://usaf.dps.mil/sites/aetc-hq-a36/A3O/A3OX/SitePages/Home.aspx>

1.2.2. To assist HQ AETC/A3OX in updating the AETC contingency plans listing, all HQ AETC directorates that require wings to prepare installation-level or supporting plans will

review their requirements and provide updates to AETC/A3OX by 15 December to ensure currency of the listing. (T-2).

2. Responsibilities:

2.1. HQ AETC or other Air Force supporting agencies Functional Area Managers will:

2.1.1. Provide AETC/A3OX an annual validation of Contingency Plans Listing changes and revisions. (T-2).

2.1.2. Review installation-level contingency plans for accuracy of content prior to plan publication but no later than 45 days after 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 for installation-level contingency plan publication and distribution. (T-2).

2.2. HQ AETC/A3OX will:

2.2.1. Publish initial Contingency Plan Listing, to include all changes and revisions. (T-2).

2.2.2. Provide sample plan format specified in [Attachment 2](#) in this instruction. (T-2).

2.2.3. Accomplish and distribute AETC Contingency Plans Listing by January 15, of each year or when updated out of cycle. (T-2).

2.3. Wing Commanders/AETC Unit Commanders. AF Unit Commanders, units assigned to the Installation Crisis Action Team (CAT)s, and tasked units that support AETC contingency plans must ensure the following:

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

2.3.2. If AFRC support is needed, it may be requested from classic associated units to provide personnel to support both operational and logistics planning in support of AETC wartime requirements.

2.4. Wing Plans Officers (WPO):

2.4.1. Must have a Secret clearance and access to SIPRNet, as needed. (T-2).

2.4.2. If serving as Contingency Plan OPR, 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 installation OPR will be functionally aligned with the HQ AETC OPR.

2.4.3. Provide training for newly-assigned tenant organization plans representatives (T-2):

2.4.3.1. Installation plans offices, after receiving training and guidance from AETC/A3OX, will train subordinate unit plans representatives (UPR), and tenant plans offices tasked in installation plans.

- 2.4.3.2. Tenant Wing plans offices (XP/Readiness), after receiving training and guidance from AETC/A3OX and host wing XP office, will train their subordinate UPRs. AETC tenant organization plans officers need only brief newly assigned AETC plans representatives. Items covered should include key responsibilities, plans format, plans review, and local considerations.
- 2.4.3.3. Conduct Key Personnel (Senior Staff, Commanders, and Senior Enlisted Leaders) training to include:
- 2.4.3.3.1. WPOs may seek assistance to delegate key personnel briefings for tenant unit/wing personnel and unit personnel to tenant WPOs and/or UPRs.
 - 2.4.3.3.2. Refresher briefings as required or requested. Use this opportunity to work with key personnel, to emphasize the importance of creating strong objectives for exercises to test/evaluate each plan and identify limiting factors (LIMFACs). LIMFACs identified throughout the year should be resolved through the creation of processes mitigating shortfalls.
 - 2.4.3.3.3. Local plan coordination process.
 - 2.4.3.3.4. Roles and responsibilities (e.g. roles of the WPO, UPRs, OPRs, and WPWG).
- 2.4.4. Establish a plans review process. Contingency plans will be reviewed at least once in a 24-month period. **(T-2)**. Consider aligning reviews with functional AFI requirements. 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. Review the current AETC Contingency Plans Listing to ensure compliance with plans requirements. **(T-2)**.
- 2.4.6. Ensure all installation level plans are available either by electronic means (i.e., SIPRNet, NIPRNet, SharePoint) or hard copy. Each installation Contingency Plan listed on the Contingency Plan Listing will forward a copy of their plans and subsequent changes/revisions to AETC.A3OXWorkflow@us.af.mil. AETC tenant wings will ensure similar availability for their plans and forward a copy to AETC.A3OXWorkflow@us.af.mil. **(T-2)**.
- 2.4.7. Develop contingency plans program management. **(T-2)** Include HQ AETC/A3OX in distribution. Consider the following for inclusion in the document:
- 2.4.7.1. Plans development, coordination, approval, publication, and revision guidance.
 - 2.4.7.2. Supporting checklist development.
 - 2.4.7.3. Unit Plans Representative (UPR) guidance.
 - 2.4.7.4. Installation-level plans listing (AETC host wings only).
 - 2.4.7.5. Guidance for development of plans checklists.
 - 2.4.7.6. Wing Contingency Plans listing will 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) will:

2.5.1. Be appointed by the commander and have a minimum SECRET security clearance, as needed. Appointment letters can be via electronic means and routed through the security manager, thus validating the appointee's clearance. If serving as the Contingency Plan OPR, coordinate on and delegate responsibilities for preparation of tasked agencies input(s) IAW WPO guidance. (T-2)

2.5.2. Conduct/participate in plans reviews as required.

2.5.2.1. UPR will coordinate all plan reviews with tasked offices within their organizations. The UPR should review plans to ensure taskings to their unit are still current and supportable. (T-2) Submit recommended changes as needed.

2.5.2.2. Coordinate plan review IAW installation plans review guidance.

2.5.3. Brief new AETC tenant organization and/or subordinate key personnel 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.

2.5.4. Ensure adequate instructions, checklists, etc., are developed to implement plans under which their agency is tasked.

2.5.5. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material. (T-2)

2.6. Plan OPRs will:

2.6.1. The OPR is determined by the source document requiring the plan or by the wing commander. The installation/base OPR for a plan should be functionally aligned with the HQ AETC OPR (i.e. Integrated Defense Plan/Security Forces). All units tasked in plan must take part in the review process.

2.6.2. Conduct a review of all plans for which the organization is OPR in accordance with this instruction and installation guidance, or when governing directives and/or an organizational change dictates a review.

2.6.3. Inform the WPO when a higher-headquarters directive or plan creates a requirement to develop or change a wing plan.

2.6.4. Coordinate on and delegate responsibilities for preparation of tasked agencies input(s) IAW WPO guidance. (T-2)

2.6.5. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material. (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 WPO, squadron/unit plans representatives and plan OPRs. Consider utilizing local, off-base subject matter experts for inclusion in the WPWG (e.g. those with support agreements with the installation; life flight, and local police or fire department).

3.2. The WPO (or designated representative) should 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. Review of current plan requirements, i.e. creation of a new plan annex.

3.3.3. Review of local procedures to ensure current plans satisfy requirements.

3.3.4. Introduction of new plans representatives.

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

3.4. Consider incorporating this WG with others of a similar nature.

4. Plan Organization:

4.1. **Identifying Plans.** Wing plans offices will assign a number and or title to their installation 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)

4.2. **Plan Format.** Wing supporting plans are written in the format of the plan supported or as prescribed in a higher headquarters directive. (T-2) Annex designations listed in [Attachment 2](#) are a guide only and may be realigned as required.

4.3. Security and Document Marking Considerations:

4.3.1. Classified contingency plans shall be marked IAW DoDM 5200.01, Volume 2, DoD Information Security Program: Marking of Classified Information and AFI 16-1404, Air Force Information Security Program.

4.3.2. WPOs will contact their installation Freedom of Information Act (FOIA) manager or the AETC FOIA manager to determine if a plan falls under their purview.

STEPHEN L. HODGE, Colonel, USAF
Deputy Director of Operations and
Communications

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFP 10-219, Vol 1, *Contingency and Disaster Planning*, 9 Jun 2008, certified current 17 Sep 2013

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 10-701, *Operations Security (OPSEC)*, 24 Jul 2019

AFI 10-2501, *Emergency Management Program*, 10 Mar 2020

AFMAN 10-409-O, *Support to Adaptive Planning*, 19 April 2016

DAFI 10-401_DAFGM2021-01, *Air Force Operations Planning and Execution*, 19 January 2021

DAFI 33-360, *Publications and Forms Management*, 7 Aug 2020

DoDM 5200.01, Volume 1, AFMAN 16-1404, Volume 1, *Information Security Program: Overview, Classification, and Declassification*, 11 January 2021

DoDM 5200.01, Volume 2, AFMAN 16-1404, Volume 2, *Information Security Program: Marking of Classified Information*, Incorporating Change 2, 7 January 2021

DoDM 5200.01, Volume 3, AFMAN 16-1404, Volume 3, *Information Security Program: Protection of Classified Information*, 23 December 2020

DODM 5400.7, AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

CJCS GDE 3130, *Adaptive Planning and Execution Overview and Policy Framework*, 5 Mar 2019

CJCSI 3141.01F, *Management and Review of Campaign and Contingency Plans*, 31 Jan 2019

Abbreviations and Acronyms

CAT—Crisis Action Team

DoD—Department of Defense

NIPRNet—Non-Secure Internet Protocol Router Network

OPR—Office of Primary Responsibilities

SIPRNet—Secure Internet Protocol Router Network

UPR—Unit Plans Representative

WPO—Wing Plans Officer

WPWG—Wing Plans Working Group

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 <i>(may be included on same page as security instructions)</i>	ii
Plan Summary	iii thru v
Table of Contents	v thru ii
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-3-1
TAB B, Command and Control	BP-3-1
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 <i>Place holder for checklists (where appropriate)</i>	I-1
Annex J – Staff Judge Advocate	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 – Safety	O-1

Annex P – (Covered In Annex K)	P-1
Annex Q – Medical Services	Q-1
Annex R – Recruiting Service	R-1
Annex S – Chaplain Corps	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/References	Y-1
Annex Z – Distribution	Z-1
<p>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.</p>	

Attachment 3

**(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) xxxxxxxxxxxx
- b. (U) xxxxxxxxxxxx
- c. (U) xxxxxxxxxxxx
- d. (U) xxxxxxxxxxxx

2. (U) ASSUMPTIONS: *

- a. (U) xxxxxxxxxxxx
- b. (U) xxxxxxxxxxxx

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:

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.

1. Limit annexes to essential information not covered in other publications. This does not preclude referencing those other publications as appropriate.
2. For HQ AETC, the appropriate two-letter directorate or chief of special staff office will sign the annex that applies to them. At installation level, plan annex will be signed by the appropriate annex OPR (for example, group or squadron commanders, agency chief) etc.