

**BY ORDER OF THE COMMANDER
502 AIR BASE WING**

**JOINT BASE SAN ANTONIO
INSTRUCTION 10-001**



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Operations

**CONTINGENCY PLANS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DAFI 10-401, *Air Force Operations Planning and Execution*, with additional guidance derived from AETCI 10-401, *Contingency Plans Management*. This instruction implements 502 Air Base Wing (ABW) guidance for contingency/operational planning at Joint Base San Antonio (JBSA). This publication applies to the Regular Air Force. This publication does not apply to the Air Force Reserve, Air National Guard (ANG), and United States Space Force. It outlines the responsibilities and procedures for installation-level plan development and unit-level plan management. It describes 502 ABW HQ staff responsibilities and provides guidance for maintenance of installation-level operational plans. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Submit suggested changes to this instruction on DAF Form 847, *Recommendation for Change of Publication*, through command channels, to 502 ABW/A35, 2080 Wilson Way, JBSA-Fort Sam Houston, Texas 78234-7680. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests to waive requirements in this publication are to be submitted through the chain of command and 502 ABW/A35 to the approving authority of this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Overview and Program Elements:

1.1. Overview. This publication defines the JBSA, 502 ABW Contingency Plans Management Program. The 502 ABW/Commander (CC) is responsible for the JBSA response to contingencies and the contingency/operational/installation-level planning program. This publication establishes processes for plans development, review, change and revision. Additionally, processes are identified to address the unique requirements of a Joint Base environment that have not been adequately addressed in HHQ instructions. Other services/Major Command's units located on JBSA are not required to comply with this publication, but are encouraged to review and take the additives in this instruction under advisement when developing planning documents.

1.2. JBSA 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 AETC directives. It is incumbent for all those involved in contingency planning to verify current requirements.

1.3. JBSA Contingency Plans Listing. The JBSA Contingency Plans Listing is designed to provide a condensed reference of all JBSA contingency plans. The listing outlines all contingency plans applicable to JBSA units. The installation plans listing will be updated as necessary and reviewed annually. JBSA tenant organizations will provide a summary of plans information provided to the 502 ABW/A5. 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. 37 TRW, 59 MDW). WPO will publish an installation plans listing adapted to JBSA.

1.3.1. The listing includes all plans published by JBSA and all wing plans required by AETC plans and directives. This listing is provided to assist applicable JBSA Office of Primary Responsibility (OPRs) and Unit Plans Officers plan development and management. The listing may be accessed via the 502 ABW/A5 SharePoint Site at <https://intelshare.intelink.gov/sites/502ABW/A5/layouts/15/start.aspx#/SitePages/Home.aspx>.

2. Responsibilities:

2.1. 502 ABW Commander will:

2.1.1. Ensure compliance with this regulation.

2.1.2. Approve all plans that affect operations of more than one unit (installation-level plans) after coordination by 502 ABW/A5.

2.2. Unit Commanders of units assigned to the 502 ABW Crisis Action Team (CAT) and tasked units that support JBSA contingency plans must:

2.2.1. Approve plan changes and reviews of wing plans for which their organization is the OPR.

2.3. 502 ABW/A5 Wing Plans Officers (WPO) will:

2.3.1. Maintain a Secret security clearance and access to SIPRNet, as needed.

2.3.2. Publish and maintain Contingency Plan Listing, to include all changes and revisions.

2.3.3. Coordinate on and delegate responsibilities for preparation of functional area inputs, if serving as Contingency Plan OPR. The OPR is determined by the source document requiring the plan or by the wing commander. Normally, the plan OPR will be functionally aligned by AFI or regulation.

2.3.3.1. On JBSA, all plans that affect operations of more than one unit will be considered installation level and will be reviewed/coordinated throughout JBSA by 502 ABW/Plans and Programs (A5) and approved by the 502 ABW/CC. This includes plans that traditionally are specific to one unit, but because of the complexity of the Joint Base environment must have host wing oversight. When there is a question as to the level of a plan on JBSA, 502 ABW/Operations Plans Programs and Integration (A3/5) will determine if the plan is signed by the wing commander or can be left at the group or unit level.

2.3.4. Provide training for newly-assigned tenant organization plans representatives for offices tasked in installation plans and subordinate unit plans representatives (UPR).

2.3.4.1. Conduct Key Personnel (Senior Staff, Commanders, and Senior Enlisted Leaders) training to include:

2.3.4.1.1. WPOs may seek assistance to delegate key personnel briefings for tenant unit/wing personnel and unit personnel to tenant WPOs and/or UPRs.

2.3.4.1.2. In addition to providing 502 ABW commanders and key personnel with plans briefings the 502 ABW/A5 will provide plans briefings to personnel identified as plans Points of Contact (POC) within Mission Partner units, that are Wing level or equivalent so that they can provide this training as required to key personnel within their units.

2.3.4.2. 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.

2.3.5. Establish a plan review process. 502 ABW Contingency plans will be reviewed as required. Consider aligning reviews with functional AFI requirements. Plans mandated to be reviewed more frequently by higher headquarters directives will be reviewed accordingly.

2.3.6. Review the current AETC and 502 ABW Contingency Plans Listing to ensure compliance with plans requirements.

2.3.7. Ensure all installation level plans are available either by electronic means (i.e., SIPRNet, NIPRNet, SharePoint) or hard copy.

2.3.7.1. Plans checklists will be reviewed when associated plan is due for review, all changes will be included into C2IMERA.

2.3.7.2. Distribution will consist of plan being uploaded to the 502 ABW/A5 SharePoint site and notification email sent to plans representatives in tasked units.

2.3.8. Develop contingency plans program management. Include HQ AETC/Operations Plans and Programs (A3OX) in distribution. Consider the following for inclusion in the document:

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

2.3.8.2. Supporting checklist development.

2.3.8.3. Unit Plans Representative (UPR) guidance.

2.3.8.4. Installation-level plans listing.

2.3.8.5. Guidance for development of plans checklists.

2.3.8.6. Wing Contingency Plans listing will include, as a minimum, plan short title, date published, OPR, and changes posted. Update listing as necessary, but at least annually, and distribute to all UPRs, as required.

2.3.9. 502 ABW/A5 will publish the JBSANANTONIOMAN 10-002, *Contingency Plans Development*, which is available on the 502 ABW Plans SharePoint site. This document will provide direction on plans development, coordination, approval, publication, revision, supporting checklists development, UPR and OPR guidance, installation-level plans listing, and guidance for development of plans checklists. This instruction will be used for plans management program oversight for the 502 ABW.

2.4. Unit Plans Representatives (UPR) will:

2.4.1. Be appointed by the unit commander and have a minimum Secret security clearance, as needed. Appointment letters can be via electronic means and routed through the security manager, to validate 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.

2.4.2. Conduct/participate in plans reviews as required.

2.4.2.1. 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. Submit recommended changes as needed.

2.4.2.1.1. 502 ABW/A5 will initiate review of all installation level plans IAW the JBSANTONIOMAN 10-002.

2.4.2.2. Coordinate plan review IAW installation plans review guidance.

2.4.3. Develop and maintain adequate functional area UCC checklists or instructions as appropriate for plans in which the unit is tasked.

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

2.4.5. All documentation will be stored in the appropriate unit folders on the 502 ABW Plans SharePoint site.

2.5. Plan OPRs will:

2.5.1. 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 502 ABW OPR (i.e. Base Defense Plan/Security Forces). All units tasked in plan must take part in the review process.

2.5.2. 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.

2.5.2.1. 502 ABW/A5 will initiate and coordinate all reviews of installation-level plans.

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

2.5.3.1. Ensure checklists (CAT, EOC, and UCC) are developed and contained within the plan. All changes to checklists will be treated as a change to the plan and coordinated with 502 ABW/A5.

2.5.4. OPR will adjudicate CRMs during review process IAW WPO guidance.

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

2.5.6. When preparing a new plan, revising or making a change to an existing plan, 502 ABW/A5 will review and approve all drafts or changes/revisions and coordinate the document throughout the Joint Base.

2.5.7. 502 ABW/A5 will ensure the security instruction, record of changes page is documented on all installation-level plans.

2.6. Tenant Wing plans offices (XP/Readiness).

2.6.1. After receiving training and guidance from 502 ABW/A5 office, will train their subordinate UPRs. JBSA tenant organization plans officers need only brief newly assigned JBSA plans representatives. Items covered should include key responsibilities, plans format, plans review, and local considerations.

2.6.2. JBSA tenant units will ensure their plans are available either by electronic means (i.e., SIPRNet, NIPRNet, SharePoint) or hard copy and forward a copy to 502ABW.XP5.Plans@us.af.mil.

3. Wing Plans Working Group (WPWG):

3.1. WPWG membership should consist of the WPOs, UPRs and OPRs. For tenant organizations, membership in host-unit WPWGs is also highly encouraged. 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).

3.1.1. WPWG will be held at a minimum semi-annually and also incorporate UPR training.

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.
- 3.3.6. Annual Plans Representative refresher training will be conducted during every WPWG for new plans representatives or current plans representatives that require refresher training.

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.

4.1.1. 502 ABW/A5 will determine if a plan is an installation-level plan. If a plan tasks other 502 ABW units or requires coordination with mission partners, the plan will generally be classified as an installation-level plan and require Installation Commander's signature. Due to the unique requirements of the joint base environment, some plans that have been traditionally maintained at the unit level may require installation-level oversight.

4.2. Plan Format. Wing supporting plans are written in the format of the plan supported or as prescribed in a higher headquarters directive.

4.2.1. Plan format examples are identified in the JBSANTONIOMAN 10-002 for plans with no prescribed format.

4.3. Security and Document Marking Considerations:

4.3.1. Classified contingency plans shall be marked IAW DoDM 5200.01 Volume 2_AFMAN 16-1404 Volume 2, *Information Security Program: Marking of Information*.

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

RANDY P. OAKLAND, Brigadier General, USAF
Commander

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

CJCS GDE 3130, *Joint Planning and Execution Overview and Policy Framework*, 12 April 2023

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

DoDM 5200.01, Volume 1, AFMAN 16-1404, Volume 1, *Information Security Program: Overview, Classification, and Declassification*, 6 April 2022

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

DoDM 5200.01, Volume 3, DAFMAN 16-1404, Volume 3, *Information Security Program: Protection of Classified Information*, 12 April 2022

DODM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

AFP 10-219, Vol 1, *Contingency and Disaster Planning*, 9 June 2008

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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

DAFI 10-2501, *Emergency Management Program*, 16 October 2023

DAFI 10-401, *Operations Planning and Execution*, 13 January 2021

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

Abbreviations and Acronyms

C2IMERA—Command and Control Incident Management Emergency Response Application

CAT—Crisis Action Team

DOD—Department of Defense

EOC—Emergency Operations Center

NIPRNet—Non-Secure Internet Protocol Router Network

OPR—Office of Primary Responsibility

SIPRNet—Secure Internet Protocol Router Network

UCC—Unit Control Center

UPR—Unit Plans Representative

WPO—Wing Plans Officer

WPWG—Wing Plans Working Group

Office symbols

HQ AETC/A3OX—Headquarters Air Education and Training Command/Operations Plans and Programs

502 ABW/CC—502d Air Base Wing Commander

502 ABW/A35—502d Air Base Wing Operations Plans Programs and Integration

502 ABW/A5—502d Air Base Wing Plans and Programs

902 CES/CEX—902d Civil Engineering Squadron Emergency Management

37th TRW—37th Training Wing

59th MDW—59th Medical Wing