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**Operations**

**CONTINGENCY PLANS  
DEVELOPMENT**

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This manual implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Force Presentation/Force Generation and Global Force Management* and Joint Base San Antonio Instruction 10-001, *Contingency Plans Management*, with additional guidance derived from Department of the Air Force Instruction (DAFI) 10-401, *Operations Planning and Execution*, AETCI 10-401, *Contingency Plans Management*. It also carries out 502 Air Base Wing (ABW) guidance for contingency/operational planning at Joint Base San Antonio (JBSA). It applies to everyone involved in the development of contingency plans; however, it is not applicable to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. It assists unit plans representatives in carrying out their responsibilities. It centralizes wing plans program requirements into one document. It describes Plans Program duties and responsibilities, plan preparation, administrative procedures, and plan formats. The manual will ensure unit plans programs representatives are accomplishing their assigned function and supporting the wing plans program. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 502 ABW/J3-5, 2080 Wilson Way, JBSA-Fort Sam Houston, Texas 78234-7680. Requests to waive requirements in this publication are to be submitted up the chain of command through 502 Air Base Wing Operations Plans Programs and Integration (502 ABW/J3-5) to the approving authority of this publication. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. 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

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## Chapter 1

### OVERVIEW OF PLANS PROGRAM

**1.1. This manual supplements the guidance found in AETCI 10-401 and is developed to assist unit plans representatives in carrying out their responsibilities.** The manual answers common questions raised by plans representatives. The manual centralizes wing plans program requirements into one document. It describes Plans Program duties and responsibilities, plan preparation, administrative procedures, and plan formats. The manual will ensure unit plans program representatives are accomplishing their assigned functions and supporting the wing plans program. This manual is directive in nature.

**1.2. This manual is UNCLASSIFIED.** Unit plans representatives are authorized to reproduce or extract any portions necessary for planning and operational purposes.

## Chapter 2

### RESPONSIBILITY

**2.1. Wing Plans Officer Responsibilities.** The 502 Air Base Wing Plans and Programs (502 ABW/J5) Wing Plan Officer (WPO) will:

2.1.1. Review the current Headquarter Air Education and Training Command (HQ AETC) Wing Contingency plans list to ensure base compliance with plans requirements.

2.1.2. Develop guidance for contingency plans program management. The program will address the following:

2.1.2.1. Plans development.

2.1.2.2. Coordination: Use TMT for 502 ABW units and email for all other mission partners not on TMT.

2.1.2.3. Approval.

2.1.2.4. Distribution.

2.1.2.5. Establish an effective base plans annual review program. Schedule will be maintained on the 502 ABW/J5 SharePoint.

2.1.2.6. Support checklist development.

2.1.2.7. UPR guidance.

2.1.2.8. Installation-level plans listing. (AETC host wings only).

2.1.3. Comply with proper Operation Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material. All applicable AETC Plans will reference OPSEC requirements to include the OPSEC mission, tasks/responsibilities, and related critical information (CI).

2.1.4. Conduct review of Wing Plans Summary annually or as needed.

2.1.5. Establish and Chair the Wing Plans Working Group (WPWG) composed of UPR from each JBSA staff functional area. WPWG should be held twice a year. Working group will address the following:

2.1.5.1. Development and coordination of new plans.

2.1.5.2. Review of current plan requirements, i.e. creation of a new plan annex.

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

2.1.5.4. Introduction of new plans representatives.

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

2.1.6. Establish a plans review process.

2.1.7. Ensure all installation level plans are available either by electronic means (i.e., Secure Internet Protocol Router Network (SIPRNet), Non-Secure Internet Protocol Router Network (NIPRNet), and SharePoint) or by hard copy. The 502 ABW/J5 SharePoint link is:

<https://intelshare.intelink.gov/sites/502-ABW-XP/layouts/15/start.aspx#/SitePages/Home.aspx> .

2.1.7.1. Once a plan is signed by the Installation Commander, it will be distributed. An email will be sent informing UPR/OPRs that the plan has been completed. For units that do not have access to 502 ABW/J5 SharePoint an electronic copy of the plan will be emailed to their representative. All representatives are encouraged to acquire access to 502 ABW/J5 SharePoint due to the large size of some of the plans.

2.1.8. Review and approve all base-level operation/contingency plans before final publication and distribution.

2.1.9. Review plans checklists annually or whenever a supported plan is revised.

2.1.10. In coordination with 902 Civil Engineering Squadron Emergency Management (902 CES/CEX), ensure all plans with checklist are current in the Web based Emergency Operations Center (WebEOC).

2.1.11. Member of the Crisis Action Team (CAT) as the plan representative.

2.1.12. Train Key 502 ABW Personnel and UPR. Tenant units and Mission Partners are responsible for training key personnel within their organizations.

2.1.13. Coordinate and delegate responsibilities for preparation of functional area inputs when OPR for a plan. Contact UPR/OPR via email 60 days prior to plan due date to request eSSS and details of plan review.

2.1.14. WPO will conduct Group coordination, mission partner coordination and Final plan coordination via TMT and email. OPRs will assist WPO with drafting eSSS, adjudicating and consolidating Change Resolution Matrix (CRM).

## **2.2. Key Personnel Positions.**

2.2.1. Key Personnel positions will be designated in writing and approved by the Installation Commander, reference [attachment 3](#) for key position.

2.2.2. WPO will provide briefings to key personnel upon assuming their position. Briefing will be documented using AF Form 2426 (See [attachment 4](#)). Provide refresher briefing as required or requested.

2.2.2.1. Briefing will cover the following:

2.2.2.1.1. AETC and 502 ABW Contingency Plans.

2.2.2.1.2. 502 ABW/J5 Plans Management process.

2.2.2.1.3. UPR responsibilities.

2.2.2.1.4. OPR responsibilities.

2.2.3. Commanders appoint additional unit key supervisors at their discretion.

## **2.3. Unit Plans Representative (UPR).**

2.3.1. UPR must be appointed in writing by the unit commander and must have a minimum "SECRET" security clearance, as needed. Appointment letters (reference [attachment 2](#)) can

be signed via electronic means and routed through the security manager to validate the appointee's clearance. The UPR and OPR can serve as the same person.

2.3.2. AETC and tenant/mission partner organization UPR may receive training from WPOs upon being assigned to this position and documented on AF Form 2426.

2.3.3. Establish plan process to meet 502 ABW/J5 review schedule.

2.3.4. UPR/OPR will provide eSSS, copy of the plan and any attachments including checklists required to conduct a review to 502 ABW/J5 on scheduled review date which is 60 days prior to due date (reference [attachment 5](#) & 6) for coordination.

2.3.5. Conduct/participate in plans reviews as required.

2.3.6. Ensure compliance with this manual on affected plans.

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

2.3.8. Inform the WPO when a Higher Headquarters (HHQ) directive creates a requirement to develop or change a wing plan.

2.3.9. Comply with proper Operation Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material. All applicable AETC Plans will reference OPSEC requirements to include the OPSEC mission, tasks/responsibilities, and related CI.

2.3.10. Serve as a member of the WPWG when group is convened.

2.3.11. Group UPR Only. Act as liaison between units in the group and 502 ABW/J5. Attempt to resolve issues at the lowest level. Coordinate with HHQ functional managers to resolve issues pertinent to group taskings.

2.3.12. Unit Plans Library.

2.3.12.1. CONTENTS. Each unit will maintain current in a unit plans library. Maintain the plans library in a location central to the unit's contingency activities. The location should be readily accessible to and known by all unit key personnel.

2.3.12.2. Units may elect to get access to plans using the 502 ABW/J5 library on SharePoint <https://intelshare.intelink.gov/sites/502-ABW-XP/layouts/15/start.aspx#/SitePages/>.

2.3.12.3. Units can maintain plans on portable data storage devices or laptop hard drive instead of maintaining printed copies. For contingency concerns, units with e-libraries must be prepared to work off-grid (on battery power) for a minimum of 3 hours. WSA/Group/OPR plan offices and members performing CAT duties must ensure to have access to their own hard copy or digital library during a contingency. When revisions and changes are made, J5 will notify units when plans are uploaded to the SharePoint.

2.3.12.4. CROSS-REFERENCING. Cross-reference all plans/copies of plans not maintained in the unit plans library (i.e., plans maintained by a flight in the squadron, but physically located in a different building) with DD Form 286.

2.3.12.5. PLAN DISTRIBUTION REQUIREMENTS. Plan Representatives must ensure internal functions receive copies of applicable plans. Plan OPRs will list only one copy per unit in appendix Z and ensure plans are distributed. Plan copies may be distributed electronically.

#### **2.4. Plans Office of Primary Responsibility (OPR).**

2.4.1. The OPR will be determined by the source document requiring the plan or by the wing commander. The installation OPR for a plan should be functionally aligned with the HQ AETC OPR. All units tasked in the plan must take part in the review process.

2.4.2. UPR/OPR will provide eSSS, copy of the plan and any attachments required to conduct a review to 502 ABW/J5 on scheduled review date which is 60 days prior to due date (reference attachments **5** and **6**) for coordination.

2.4.3. Inform the WPO when a HHQ directive creates a requirement to develop or change a wing plan.

2.4.4. Ensure Crisis Action Team (CAT), Emergency Operations Center (EOC), and Unit Control Center (UCC) checklists 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/J5.

2.4.5. Comply with proper Operation Security (OPSEC) procedures when developing, maintaining, coordinating, and storing plans, checklists or other plans material. All applicable AETC Plans will reference OPSEC requirements to include the OPSEC mission, tasks/responsibilities, and related CI.

2.4.6. Serve as a member of the WPWG.

**2.5. Classified Storage.** Units may store classified materials at other agencies when the volume of classified material or frequency of use does not justify maintaining a safe. Place the classified material in a sealed envelope. Mark the envelope on the front and back with the highest classification. The owner agency provides the storage agency a memorandum list of names, functional address symbols, and security clearances of personnel authorized access to the envelope. The owner agency reviews the material quarterly. The reviewing official dates and signs the envelope following each review. Use AF Form 614, Charge-out Record, when the envelope is temporarily removed. Establish procedures where all classified material is returned to the safe before the end-of-the-day check.

## Chapter 3

### PLAN PROCESS

#### 3.1. Review Process.

3.1.1. Round one. The plan OPR will provide eSSS, copy of the plan and any attachments required to 502 ABW/J5 to conduct the plan review in TMT and email for non-Air Force units. All tasked organizations (502 units and tenant/mission partners) will provide inputs via Comment Resolution Matrix (CRM). If necessary, the OPR can request inputs from organizations on distribution for the plan, but not tasked by it. 502 ABW/J5 will forward the collected CRMs to the plan OPR for review and adjudication.

3.1.2. Round two. The OPR will advise 502 ABW/J5 of the results of the review and forward updated plan and consolidated CRMs to 502 ABW/J5 for the second-round coordination in TMT. Tasked organizations will review the updated plan, adjudicated CRMs, and provide comments via CRMs.

3.1.3. Round three. After the second round review and CRM adjudication by plan OPR, 502 ABW/J5 will send the updated plan and consolidated CRMs to Wing CC for approval and signature via TMT.

3.1.4. Remember to consider the impact of host-tenant support agreements when making adjustments to wing plans. The review will identify areas requiring updates, changes, modifications, etc. After the review, either a change or revision to the plan must be made. A summary of changes now is required on the plan to indicate the major changes that were made. Review process flowchart is located in [attachment 5](#).

**3.2. When to Develop a Plan.** JBSA and 502 ABW contingency plans are developed as required by higher headquarters directives as specified in the HQ AETC contingency plans list. Anyone with knowledge of a requirement to produce a plan should notify 502 ABW/J5 to ensure proper coordination and tracking. The plans listing is located on the 502 ABW/J5 SharePoint.

**3.3. OPR Determination.** The OPR for JBSA plans is determined by the source document requiring the plan or 502 ABW/CC if no other guidance indicates the OPR. Normally, the wing OPR is functionally aligned with the HQ AETC OPR.

**3.4. Identifying Plans.** JBSA contingency plans are assigned a number and/or title to coincide with the number and/or title of the USAF or AETC plans they support, or as specified by higher headquarters directives.

**3.5. Plan Format.** JBSA contingency plans are written in the format described in this guide unless otherwise prescribed in a higher headquarters directive. Sample plan formats and administrative details are provided in [chapter 4](#). Deviations should be kept to a minimum to maintain standardization. This guide describes the preparation of unclassified plans. Refer to DODM 5200.01V2\_AFMAN 16-1404 V2 for guidance on classified plan preparation and marking. 502 ABW plans listing provides the classification of each plans under classification.

**3.6. Tasking Plan in TMT/email.** All plan coordination to tasked units will be tasked in TMT for 502 ABW, 59<sup>th</sup> Medical Wing (59<sup>th</sup> MDW), 37<sup>th</sup> Training Wing (37<sup>th</sup> TRW) and 12<sup>th</sup> Flying Training Wing (12<sup>th</sup> FTW) etc. Tenant/mission partners that are not in TMT will be tasked via

email. Any tenant/mission partners coordination will be manually input in TMT for tracking. Example of eSSS is located in [attachment 7](#).

**3.7. Plan Suspense.** Plan OPRs, staff and unit representatives must make every effort to meet suspense's for plan preparation. The plans office must meet higher headquarters suspense. This can only be achieved with the full cooperation of all wing plan OPRs. Submit requests for extensions to establish suspense's to J3-5 in TMT through groups, to include justification no later than 7 days prior to the suspense.

**3.8. When to Conduct a Review .** JBSA and 502 ABW contingency plans are reviewed based on the review schedule published in the Plan Listing on the 502 ABW/J5 SharePoint site. Additionally, a plan may require review outside the normal review cycle because of higher headquarters directives, new AFIs, etc.

**3.9. Plan Etiquette.**

3.9.1. Format matches AFH 33-337, *The Tongue and Quill*, and 502 ABW Staffing Guide.

3.9.2. Spelling, spacing, punctuation, alignment, format, etc. are consistent throughout.

3.9.3. Both versions are needed: PDF (with digital signature block included) and Microsoft Word doc.

3.9.4. Correct tabs listed in eSSS; ensure they are uploaded in the "Supporting Documents" section TMT.

3.9.5. Included "BLUF-bottom line upfront" summarizing the objective of tasker (i.e. for signature, for approval).

3.9.6. Even if a package requires "wet" signatures and routing hard copies, a TMT tasker is still required.

## Chapter 4

### PLAN ORGANIZATION

**4.1. Plan Elements.** All JBSA contingency plans will include these elements in the order listed unless specified otherwise in higher headquarters directives.

**4.2. Plan Cover.** The front cover must show the date of the plan, issuing headquarters, long and short titles, and number of the plan. The front and back covers of 502 ABW contingency plans will be printed and marked Controlled Unclassified Information (CUI) (if applicable) at the top and bottom.

**4.3. Memorandum of Transmittal.** The memorandum 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 included when the plan supersedes a previous plan. The memorandum of transmittal is not numbered, signed by the 502 ABW/J3-5, and be prepared on 502 ABW letterhead.

**4.4. First Page.** See [attachment 9](#) for example.

**4.5. Table of Contents .** See [attachment 11](#).

**4.6. Plan Summary.** The 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 of implementation, operations to be conducted, assumptions, operational constraints, OPSEC, command relationships, logistic requirements, limiting factors, and the commander's appraisal of the logistics and transportation feasibility of the plan.

**4.7. Basic Plan.** The basic plan consists of the six major paragraphs shown in [attachment 12](#). Additional paragraphs may be included to fit the needs of the plan. The basic plan will be signed by the wing commander or designated representative. The six major paragraphs of each plan must be listed in each plan even if they are not applicable. If they do not apply, "not applicable" should be inserted after the paragraph title (i.e., "4. ADMINISTRATION AND LOGISTICS: Not applicable"). This method permits standardization and enables planners to refer immediately to a standard paragraph when seeking specific information.

**4.8. Attachments.** Attachments to the basic plan listed in order of increasing detail are appendixes, annex, tabs, and exhibits. The basic plan should refer to each appendix that has been prepared. However, information provided in the basic plan is not normally repeated in the attachments. If other attachments are used, the planner should refer to any appendixes in the text of the appendix and any tabs in the text of the appendix. The Table of Contents should contain a list of all appendixes, appendixes, tabs, exhibits, and maps. Appendixes used for the plan should be listed on the final page of the basic plan. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment that has further attachments.

**4.9. Appendix.** An appendix is produced by a functional area (operations, logistics, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject. All JBSA plans will contain, as a minimum, an appendix A (tasked organization) and appendix Z (distribution) unless specified otherwise in a higher headquarters directive. Use other appendix designations as required (do not use the letters "I" or "O" as appendix designators).

**4.10. Annex.** An annex is a subordinate addition to an appendix. It includes information too lengthy or detailed for the basic appendix. Normally, each appendix is devoted to a major category of information. For example, if a plan requires more than one response option, a separate appendix could be used to address each option.

**4.11. Tabs.** A tab is a further subdivision of an annex used to organize and clarify the presentation of detailed data. Tabs are prepared in the same general format as appendices.

**4.12. Exhibit.** An exhibit is a further subdivision of a tab to enable the planner to organize the portrayal of greater levels of detail.

**4.13. Tasked Organization.** The tasked organization appendix lists all organizations tasked by the plan.

**4.14. Distribution List.** This is normally appendix Z in the JBSA plans. The distribution list accounts for all copies of the plan and informs users which agencies and headquarters maintain copies of the plan. See [attachment 15](#) distribution appendix format.

**4.15. References.** Additional information concerning the plan format is available in AFMAN 10-401. All references will be consolidated with the Appendix titled “Glossary of References and Supporting Information” (Reference [attachment 14](#)).

**4.16. Marking.**

4.16.1. Unclassified. Plans containing controlled unclassified information (CUI) will be marked “CUI” in the banner and footer of all pages in the plan document; to include front plan cover and first page cover. Refer to DoDI 5200.48\_DAFI 16-1403, Controlled Unclassified Information for portion markings and CUI markings in classified documents.

4.16.2. Classified. See DoDM 5200.01 vol 2 and AFMAN 16-1404 vol 2 for marking plans.

**4.17. Paragraph Numbering.** Designations for subdividing, numbering, and lettering paragraphs is 1, 1.1, 1.1.1, and 1.1.1.1, respectively. When using the former method, indent each progressive subdivision. When a paragraph or section is subdivided, it must have at least two subdivisions. Remember, if there is a supporting statement (1) then it must have a supporting statement (2), etc.

**4.18. Page Numbering.**

4.18.1. Pages are numbered and located in the footer and centered at the bottom of the page. Do not number the first page and start number on second page. The plan title and date on the plan will be located in the header and centered.

4.18.2. Covers will stand-alone (nothing printed on the other side).

**4.19. Rules for Capitalizing and Underlining.**

4.19.1. References to specific appendixes and other attachments are in this format i.e., appendix G is capitalized only in the Table of Contents or as a heading.

4.19.2. Subparagraph titles are expressed and underlined as in this sample (i.e., Assumptions).

4.19.3. Sub subparagraph titles are not underlined and expressed as in this format--initial capitals.

**4.20. Text Spacing.** Text is single-spaced. Space after a period is 2 spaces.

**4.21. Dates.** Each separate element of a plan must bear the date of issue. Until a plan is revised, all elements should bear the same date of issue.

**4.22. Abbreviations.** The first time a title or designation is used in an element of a plan that is not contained in the glossary (if applicable), the title or designation must be spelled out and immediately followed by the approved abbreviation (i.e., Joint Base San Antonio [JBSA]). In that element of the plan, the abbreviation alone is used thereafter.

**4.23. Plan Binder Cover Format.** The front cover must show the date of the plan, issuing headquarters, long and short titles, and number of the plan. The front and back covers of 502 ABW contingency plans will be printed and marked UNCLASSIFIED//CONTROLLED UNCLASSIFIED INFORMATION (if applicable) at the bottom. See for the plan cover format **attachment 13**. 502 ABW plans listing will provide the classification of each plan under column “classification”.

RUSSELL D. DRIGGERS, Brigadier General,  
USAF  
Commander

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

AETCI 10-401, *Contingency Plans Management*, 19 May 2021

DAFI 10-401, *Air Force Operations Planning and Execution*, 13 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

DoDI5200.48\_DAFI16-1403, *Controlled Unclassified Information (CUI)*, 5 October 2021

DoDD 5400.7\_AFMAN33-302, *Freedom of Information Act (FOIA) Program*, 27 April 2018

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

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

AFH 33-337, *The Tongue and Quill*, 27 May 2015

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

AFI 33-322, *Management of Records*, 23 March 2020

***Prescribed Forms***

None

***Adopted Forms***

None

***Abbreviations and Acronyms***

**CAT**—Crisis Action Team

**CRM**—Change Resolution Matrix

**CUI**—Controlled Unclassified Information

**DOD**—Department of Defense

**EOC**—Emergency Operations Center

**HHQ**—Higher Headquarters

**JBSA**—Joint Base San Antonio

**NIPRNet**—Non-Secure Internet Protocol Router Network

**OPR**—Office of Primary Responsibility

**OPSEC**—Operation Security

**SIPRNet**—Secure Internet Protocol Router Network

**TMT**—Task Management Tool

**UCC**—Unit Control Center

**UPR**—Unit Plans Representative

**WebEOC**—Web based Emergency Operations Center

**WPO**—Wing Plans Officer

**WPWG**—Wing Plans Working Group

*Office Symbols*

**HQ AETC**—Headquarter Air Education and Training Command

**502 ABW/CC**—502 Air Base Wing Commander

**502 ABW/J3**—5—502 Air Base Wing Operations Plans Programs and Integration

**502 ABW/J5**—502 Air Base Wing Plans and Programs

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

**12<sup>th</sup> FTW**—12<sup>th</sup>Flying Training Wing



**37<sup>th</sup> TRW**—37<sup>th</sup>Training Wing

**59<sup>th</sup> MDW**—59<sup>th</sup>Medical Wing

Attachment 2

UNIT PLANS REPRESENTATIVE APPOINTMENT MEMORANDUM

Figure A2.1. Unit Plans Representative Appointment Memorandum Template.

**DEPARTMENT OF THE AIR FORCE**  
502D AIR BASE WING  
JOINT BASE SAN ANTONIO

4 Mar 22

MEMORANDUM FOR 502 ABW/XP

FROM: 502 [Unit]/CC  
2080 Wilson Way  
JBSA-Fort Sam Houston TX 78234-7680

SUBJECT: Unit Plans Representative (UPR) Appointment Letter

1. IAW AETCI 10-401, Contingency Plans Management, para 2.5.1, dated 18 April 2017; commanders will appoint a Unit Plans Representative and they will have a minimum of SECRET security clearance. The following personnel are appointed as Unit Plans Representatives for the [unit].

Pri/Alt	Name/Rank	Office Symbol	Office Phone	Clearance	NIPR Email
Primary					
Alternate					

2. The unit tasking organizational email address is: [Redacted]  
(required if a non-Air Force organization and/or do not use the Task Management Tool (TMT).

3. Security clearances have been verified by the [Unit], Security Manager.

[Name]  
Security Manager, USAF

4. This letter supersedes all previous letters on the same subject.

[Name]  
[Unit], USAF  
Squadron Commander or equivalent director

*Mission – Wingman – Partners*

**Attachment 3**

**WING DESIGNATED KEY PERSONNEL POSITON MEMORANDUM**

**Figure A3.1. Wing Designated Key Personnel Position Memorandum.**

Attachment 4

EXAMPLE OF AF FORM 2426

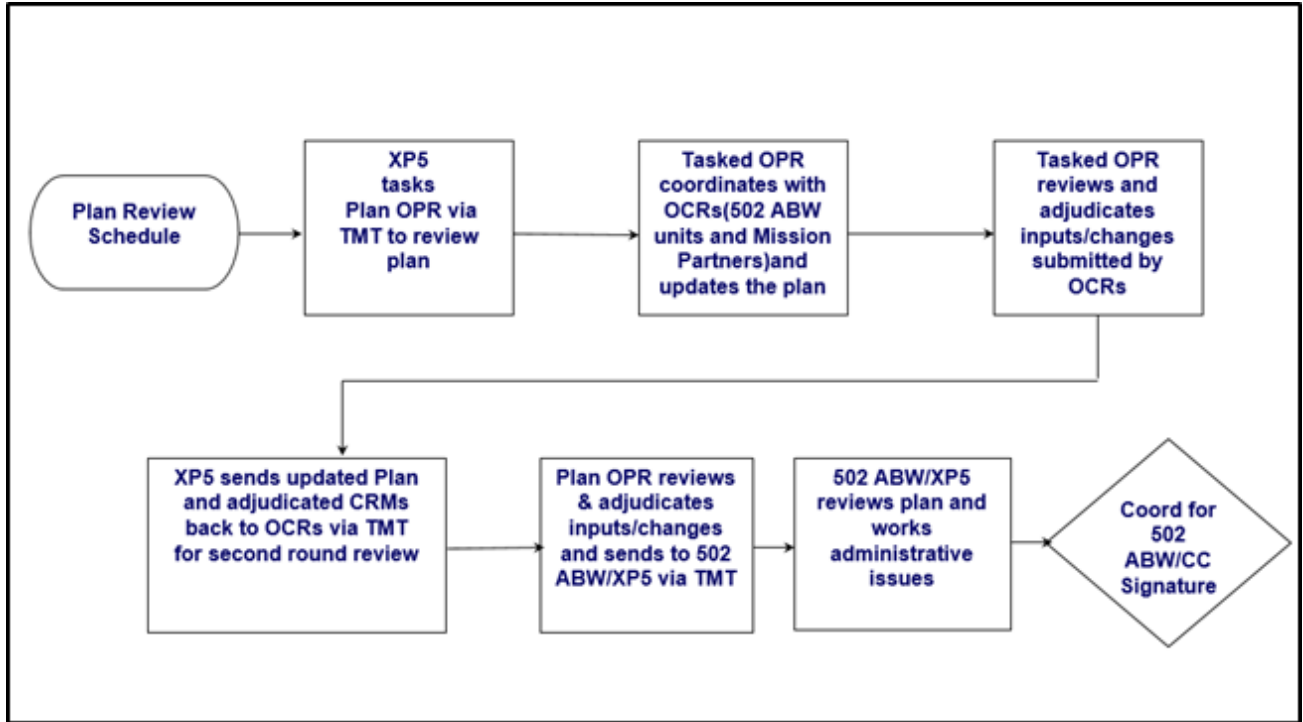
Figure A4.1. Example of an AF Form 2426.

TRAINING REQUEST AND COMPLETION					
REQUESTER	ORGAN/OFF SYM	PHONE	DATE		
Arnold Rippy	502 ABW/XP5	210-808-7545	20221014		
COORDINATION ROUTING					
TO	DATE	INITIAL	TO	DATE	INITIAL
NAME/RANK	EMPLOYEE NUMBER	COURSE CODE/SCORE	REQUESTED DATE	SCHEDULED DATE	
Arnold Rippy/GS-12	502 ABW/XP5	UPR training	20221014	20221014	
REMARKS (Continue on Reverse)					
INSTRUCTOR'S/EVALUATOR'S NAME AND SIGNATURE, AS APPLICABLE (Type or Print)					
YANG.YING.1390508740 <small>Digitally signed by YANG.YING.1390508740 Date: 2022.10.14 13:59:10 -0700'</small>					
AF IMT 2426, 19960801, V2			PREVIOUS EDITIONS WILL BE USED		

Attachment 5

PROCESS FLOWCHART

Figure A5.1. Plans Process Flowchart.



**Attachment 6**  
**SIX STAGE PLANS REVIEW**

**Table A6.1. Plans Review Stages.**

<b>Stage</b>	<b>Staff Action</b>	<b>OPR/UPR</b>	<b>Estimated Days*</b>
Stage 1	1. 502 ABW/J5 starts reviewing the plan. 2. Plan OPR/UPR sends eSSS and supporting documents to 502 ABW/J5 60 days prior to plan expiration date for first round coordination.	502 ABW/J5/ Plan OPR	60 days prior to due date/1 day
Stage 2	1. 502 ABW/J5 reviews and prepares TMT for 502 WSAs, Group workflows, and for Mission partners to review plan. Emails will be used to task all agencies that do not have TMT accounts. NOTE: All orgs provide input via CRM to Plans OPR 2. 502 ABW/J5 sends CRMs to Plan OPR for review and adjudication.	502 ABW/J5	30 days
Stage 3	1. Plan OPR/UPR sends eSSS, revised plan, consolidated CRMs to 502 ABW/J5 for second round coordination via TMT/email. 2. 502 ABW/J5 sends second round CRMs to Plan OPR for review and adjudication	Plan OPR/ 502 ABW/J5	14 days
Stage 4	1. Plan OPR sends revised plan and consolidated CRMs from two rounds coordination to 502 ABW/J5. 2. 502 ABW/J5 reviews and works administrative issues.	Plan OPR/ 502 ABW/J5	5 days
Stage 5	1. J5 sends final coordination tasker thru TMT to 502 ABW/JA to coordinate for 502 ABW/CC signature. 2. Monitors TMT for status and sends follow up on missed suspense.	502 ABW/JA	15 duty days
Stage 6	1. Distribution: Upload completed plan to SharePoint. 2. Print hard copy for file 3. Notify UPRs of completion. 4. Update Plans Review summary schedule.	J5	1 day
	<b>Total staffing</b>		<b>days</b>
Note * Staffing time may fluctuate depending on the situation and nature of the plan			

## Attachment 7

## EXAMPLE STAFF SUMMARY SHEET (ESSS)

Figure A7.1. Example Staff Summary Sheet (eSSS)

BLUF: (Provide goal of tasker) Maximum two sentences.  
-----

WSA Coordination Office Action Name/Rank/Date  
 502 ABW/CVM Review  
 502 ABW/CP Review  
 502 ABW/HC Review  
 502 ABW/IG Info only  
 502 ABW/JA Review  
 502 ABW/PA Review  
 502 ABW/SE Review  
 -----Unit Coordination-----

502 CPTS Review  
 502 CONS Review  
 -----

502 CEG Task subordinate units  
 -----

502 FSG Task subordinate units  
 -----

502 ISG Task subordinate units  
 -----

502 SFG Task subordinate units  
 -----eSSS-----

AO: Capt John Smith/502 ABW/XP/210-221-1111  
 -----

1. PURPOSE: State what you want to accomplish with this eSSS. Example: "Obtain 502 ABW signature on Plan Tab 1."  
 2. BACKGROUND: Concise summary of relevant background/historical data related to the issue.  
 3. DISCUSSION: Discussion of the current plan issue and/or alternatives.  
 4. RECOMMENDATION: One sentence—what do you want to do with the package? "Obtain Wing/CC's signature on page \_\_\_ on Plan Tab 1."



V/r  
 Signature Block

2 Tabs (All Tab names and quantity should match in the body of tasker)  
 1. Plan  
 2. Consolidated CRM

## Attachment 8

## EXAMPLE MEMORANDUM OF TRANSMITTAL FORMAT

A8.1. Example Memorandum of Transmittal Format.

	<p style="text-align: center;"><b>DEPARTMENT OF THE AIR FORCE</b> <b>502D AIR BASE WING</b> <b>JOINT BASE SAN ANTONIO</b></p>	
		27 APRIL 2018
MEMORANDUM FOR ALL DISTRIBUTION (ANNEX )		
FROM: 502 ABW/XP 2080 Wilson Way JBSA – Fort Sam Houston Texas 78234		
SUBJECT: Letter of Transmittal for Joint Base San Antonio (JBSA) Medical Contingency Response Plan (MCRP)		
<ol style="list-style-type: none"><li>1. This document is the primary reference document for use by all organizations and functions of 502 ABW/JBSA and geographically separated units (GSUs) to assist in a crisis response. 502 ABW/JBSA Commanders, Agency Chiefs and Mission Partners at all levels are responsible for ensuring the requirements contained in this document are accomplished by their subordinate activities upon receipt.</li><li>2. The Office of Primary Responsibility (OPR) for this plan is 59 MDW/XP. Requests for additions or deletions should be sent to the OPR.</li><li>3. Supporting implementing instructions, operating instructions and checklists will be prepared or updated in accordance with the Plan Summary within 30 days of receipt of this plan.</li><li>4. This plan supersedes all previous Medical Contingency Response Plans and previous versions should be destroyed.</li></ol>		
<p>JAMES C. SHARP, GS-14, DAFC Director Operations, Plans, Programs and Integration</p>		
1 Attachment: 1 JBSA MCRP, 27 April 2018		

## Attachment 9

## EXAMPLE FIRST PAGE

Figure A9.1. A Plan's Example First Page.

<b>SECURITY INSTRUCTIONS AND RECORD OF CHANGES/REVIEW</b>		
1. The long title of this plan is The Hurricane Contingency Response Plan. The short title is HCRP.		
2. This document is "UNCLASSIFIED".		
3. The office of origin is 502 ABW/XP.		
4. Reproduction of this document, in whole or in part, to assist task organizations in development of supporting operating instructions/checklists is authorized.		
5. This document will be disposed of IAW provisions of DoDM 5400.07_AFMAN 33.302, DoD Freedom of Information Act Program.		
<b>RECORD OF CHANGES</b>		
<b>Change No</b>	<b>Date Entered</b>	<b>Posted by</b>
Change 1: Document was written as a Command Instruction but not properly published. Changed document to a plan.	2 September 2020	Mark Dollgener 502 ABW/XP5
Added 4 attachments	26 Aug 2021	MSgt Aaron Webb 502 ABW/XP5
Plan review and update	Jul 2022	Ying Yang 502 ABW/XP5
<b>SUMMARY OF CHANGES</b>		
Major changes include update to tasks/responsibilities of tasked agencies, formatting and administrative corrections, tasked agency listing and distribution listing update, reference update, etc.		

Attachment 10

EXAMPLE PLAN SUMMARY FORMAT

Figure A10.1. Example of a Plan Summary.

502D AIR BASE WING JBSA-FSH, TX 78150

*Date of Plan*

JBSA PLAN XXXX

PLAN SUMMARY

**PURPOSE:** Briefly describe the reason for implementing the plan. If this is a supporting plan, identify the supported plan here.

**CONDITIONS FOR IMPLEMENTATION:** Summarize the situation in which the plan should be considered for implementation.

**OPERATIONS TO BE CONDUCTED:** Summarize operations conducted on plan implementation, including subparagraphs on deployment and/or employment, forces assigned, and supporting plans if applicable.

**KEY ASSUMPTIONS:** List key assumptions that are absolutely essential to the logic of the plan.

**OPERATIONAL CONSTRAINTS:** List major factors that may impede accomplishing the mission.

**OPSEC:** Summarize OPSEC considerations that impact significantly on conduct of the operation. If operation is unclassified and only normal OPSEC considerations apply, enter normal.

**COMMAND RELATIONSHIPS:** If other than normal, summarize the command arrangements to be employed in executing the plan. Usually, command relationships will be normal.

**LOGISTICS APPRAISAL:** Provide an appraisal of the logistics and transportation feasibility.

**LIMITING FACTORS:** Provide a consolidated listing and impact assessment of limiting factors that impact significantly on the conduct of operations. Specify tasks that cannot be accomplished and efforts to resolve them.

Attachment 11

EXAMPLE TABLE OF CONTENTS FORMAT

Figure A11.1. Example Table of Content Format.

<b>EXAMPLE TABLE OF CONTENTS FORMAT</b>	
<b>Chapter 1 – BASIC PLAN</b>	<b>5</b>
1.1. Purpose.....	5
1.2. Conditions for Implementation.....	5
1.3. Operations to be Conducted.....	5
1.4. Assumptions.....	7
1.5. Operational Constraints.....	7
1.6. Command Relationships.....	7
1.7. Operation Security.....	7
<b>Chapter 2 – MORTUARY AFFAIRS GENERAL CHECKLIST</b>	<b>8</b>
2.1. Mortuary Affairs.....	8
2.2. Summary Courts Officer.....	10
<b>Chapter 3 – JBSA POSTMORTEM GUIDELINES</b>	<b>11</b>
3.1. General.....	11
3.2. Procedures for Death of an Active Duty Military Person Within JBSA....	11
3.3. Procedures for Death of an Active Duty Military Person Off JBSA.....	12
3.4. Procedures for Death of a Civilian On JBSA.....	12
3.5. Procedures for Death of a Civilian Off JBSA.....	13
3.6. Summary.....	13
<b>Chapter 4 - PERSONAL VISIT BRIEFING BY THE MORTUARY OFFICER</b>	<b>14</b>
<b>Chapter 5 – ACTIVE DUTY DEATHS</b>	<b>16</b>
5.1. General.....	16
5.2. The Mortuary Officer Actions Upon Death Notifications.....	16
5.3. Summary Courts Officer.....	19
5.4. Family Assistance Representative.....	20
5.5. Escort.....	20
5.6. Dependent/Authorized Family Member Travel.....	21
5.7. Payments.....	22
Figure 5.1. Initial Death Message Format in Email.....	26
Figure 5.2. Supplemental Death Message Format in Email.....	27
Figure 5.3. Letter Appointing Summary Courts Officer.....	28
Figure 5.3.1. Special Orders (Summary Courts Officer).....	29
Figure 5.3.2. Daily Bulletin Announcement Request Letter.....	29
Figure 5.3.3. Summary Courts Officer Letter to Person Authorized to Direct Disposition	30

Attachment 12

BASIC PLAN FORMAT TEMPLATE

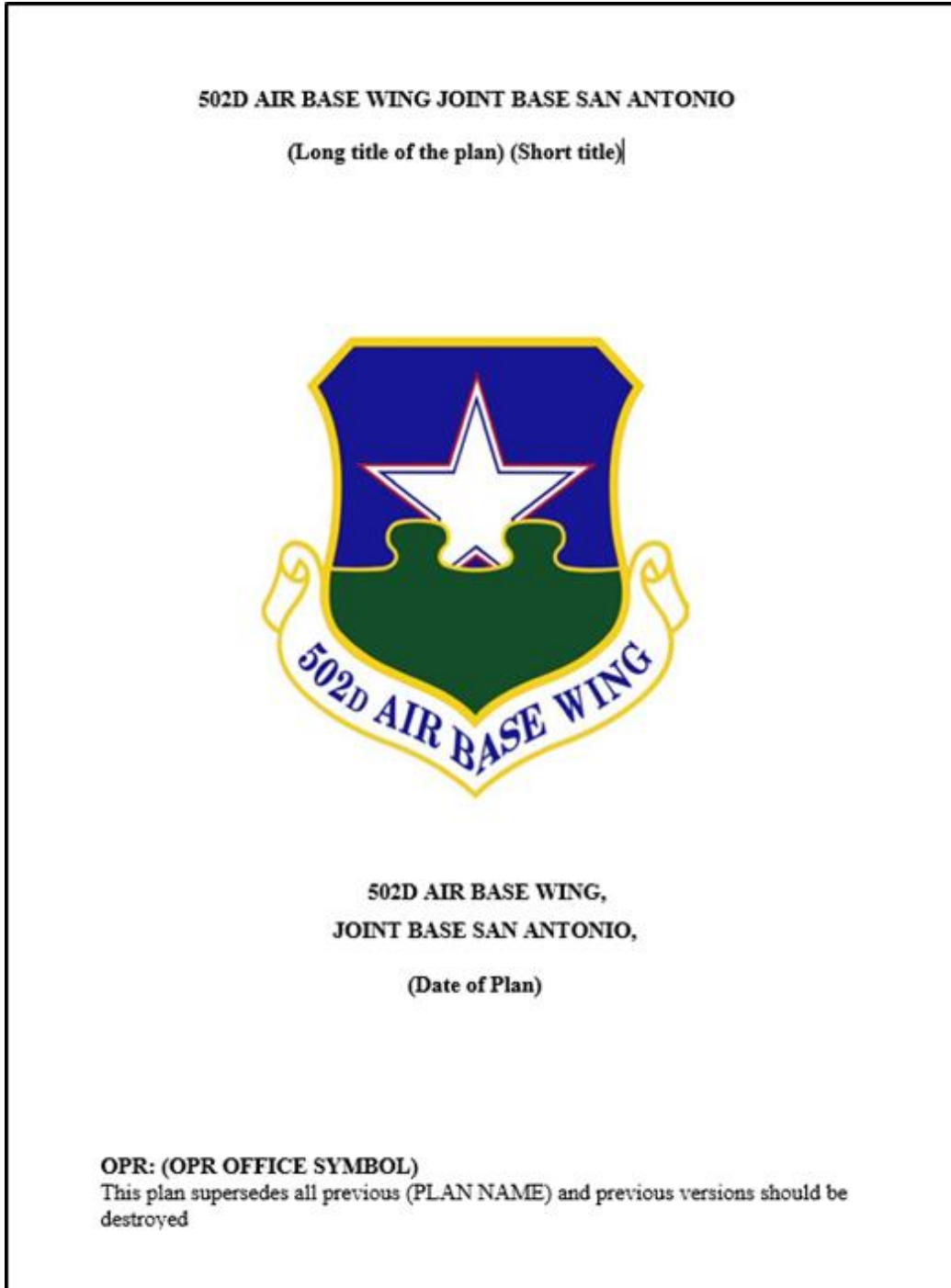
Figure A12.1. Basic Plan Format Template.



Attachment 13

PLAN BINDER COVER FORMAT

Figure A13.1. Plan Binder Cover Format.



**Attachment 14**

**EXAMPLE GLOSSARY OF REFERENCE, ABBREVIATIONS AND ACRONYMS**

**Figure A14.1. Example Glossary of References, Abbreviations and Acronyms.**

<b>Appendix X</b>	
<b>References</b>	
<i>AFI 36-3009, Airman and Family Readiness Centers, 7 May 2013</i>	
<b>Abbreviations and Acronyms</b>	
<b>502 ABW-502d</b>	Air Base Wing
<b>502 ABW/XP-502d</b>	Air Base Wing Operations Plans, Programs and Integration
<b>502 CES-502</b>	Civil Engineer
<b>AFI</b>	Air Force Instruction
<b>AETC</b>	Air Education and Training Command
<b>AFPC</b>	Air Force Personnel Center
<b>A&amp;FRC</b>	Airman and Family Readiness Centers
<b>AFAS</b>	Air Force Aid Society
<b>ARC</b>	American Red Cross
<b>ASA</b>	Army Support Agency
<b>CAT</b>	Crisis Action Team
<b>CI</b>	Compliance Inspection

## Attachment 15

## EXAMPLE OF DISTRIBUTION

Figure A15.1. Example of Distribution.

Appendix Z	
DISTRIBUTION	
<b><u>502 ABW</u></b>	
502 ABW/CC	
502 ABW/JA	
502 ABW/PA	
502 ABW/SE	
502 ABW/XP	
502 ABW/HC	
502 ABW/CP	
502 ABW/IP	
502 CPTS	
502 CONS	
<b><u>502d Force Support Group (502 FSG)</u></b>	
502 FSG	
502 FSS	
802 FSS	
<b><u>502 Installation Support Group (502 ISG)</u></b>	
502 ISG	
502 CS	
502 LRS	
502 OSS	
502 TDS	
<b><u>502 Civil Engineering (502 CEG)</u></b>	
502 CEG	
502 CES	
802 CES	
902 CES	
<b><u>502 Security Forces Group (502 SFG)</u></b>	
502 SFG	
502 SFS	
802 SFS	
902 SFS	

**Appendix Z**

**DISTRIBUTION  
(Continuation)**

**Mission Partners**

59th Medical Wing (59 MDW)  
37th Training Wing (37 TRW)  
SAMMC/BAMC  
IMCOM  
19 AF  
16 AF  
433 AW  
960 CW  
12 FTW  
149 FW  
AETC/A30X  
AFIMSC  
ARNORTH  
ARSOUTH  
METC  
AMEDDC&S  
ASA

This plan will also be available electronically and will be placed on the 502 ABW Plans Share Point site at this URL:  
[https://intelshare.intelink.gov/sites/502-ABW-XP/\\_layouts/15/start.aspx/](https://intelshare.intelink.gov/sites/502-ABW-XP/_layouts/15/start.aspx/)

## Attachment 16

## EXAMPLE TASKED ORGANIZATION

Figure A16.1. Example Tasked Organizations.

<b>Appendix A</b>		
<b>TASKED ORGANIZATIONS</b>		
<b><u>502 ABW WING STAFF</u></b>	<b><u>502 ISG</u></b>	<b><u>502 FSG</u></b>
502 ABW/CC	502 ISG/CC	502 FSG/CC
502 ABW/CV	502 CS/CC	502 FSS/CL
502 ABW/XP	502 OSS/CC	802 FSS/CC
502 ABW/CP	502 LRS/CC	902 FSS/CC
502 ABW/PA		
502 ABW/HC	<b><u>502 CEG</u></b>	<b><u>502 SFG</u></b>
502 ABW/JA	502 CEG/CL	502 SFG/CC
502 ABW/SE	502 CES/CL	502 SFS/CL
502 ABW/IP	802 CES/CL	802 SFS/CC
502 CONS/CC	902 CES/CL	902 SFS/CC
<b><u>MISSION PARTNERS</u></b>		
59th Medical Wing (59 MDW)		
37th Training Wing (37 TRW)		
SAMMC/BAMC		
IMCOM		
19 AF		
16 AF		
433 AW		
960 CW		
12 FTW		
149 FW		
AETC/A30X		
AFMSC		
ARNORTH		
ARSOUTH		
METC		
AMEDDC&S		
ASA		

Attachment 17

EXAMPLE PLAN REVIEW CHECKLIST

Figure A17.1. Example Plan Review Checklist.

Plan Review Checklist			
	YES	NO	N/A
1. OPR/UPR provides eSSS and supporting documents to XP5 to conduct first round coordination with tasked units (WSA, groups and mission partners) via TMT and email at least 60 days prior to plan expiration date.			
2. XP5 sends CRMs from TMT to OPR/UPR for review, adjudication and update of the plan.			
3. OPR/UPR updates plan and provides XP5 updated Plan and consolidated CRMs.			
4. XP5 initiate second round coordination via TMT and email. Repeat step#2 and step#3.			
5. XP5 review CRMs and Plan. If Plan and CRMs are approved, go to step#6 but if not approved, plan and CRMs will be returned to OPR/UPR for step #3.			
6. XP5 reviews and establishes TMT tasker for final coord for 502 ABW/CC signature. XP5 will send plan back to OPR/UPR for corrections.			
7. XP5 will upload completed plan to SharePoint, hard copy files and notify OPR/UPR that the plan has been signed and uploaded to the SharePoint.			
8. XP5 will email units that don't have access to the SharePoint an electronic copy of the plan.			

Attachment 18

EXAMPLE PLAN PREPARATION CHECKLIST

A18.1. This checklist is designed to help with the preparation of new plans or revision of existing plans. For plan revisions, run this checklist after the plan review process is complete.

Figure A18.1. Example Plan Preparation Checklist.

Plan Preparation Checklist			
A. REQUIRED PLAN ELEMENTS	YES	NO	N/A
1. Last page Binder Cover (refer to Attach 8 of the PPG)			
a. Long title accurate?			
b. Short title accurate?			
c. Shield placed properly?			
d. Date realistic? NOTE: Date on each plan element should be the same.			
e. OPR correct			
f. Bottom marked UNCLASSIFIED/CUI if required?			
2. Memorandum of Transmittal (refer to Attach 7 of the PPG)			
a. On AETC letterhead?			
b. Date the same as front cover?			
c. "MEMORANDUM FOR" correct?			
d. "FROM" block correct (XP5 office symbol)?			
e. "SUBJECT" correct?			
f. Long and short titles referenced in the text?			
g. Superseded information provided? If required			
h. Instructions for supporting plans listed?			
i. OPR referenced?			
j. 502 ABW/XP signature block accurate?			
k. Attachment (plan) listed?			
3. Plan summary (refer to Attach 9 of the PPG)			
a. Headers accurate (format, date, etc.)?			
b. Are the following paragraph headings used, including:			
(1) Purpose?			
(2) Conditions for implementation?			
(3) Operations to be conducted?			
(4) Key assumptions?			
(5) Operational constraints?			
(6) OPSEC?			
(7) Command relationships?			
(8) Logistics appraisal?			
(9) Limiting factors?			
c. Top and bottom marked CUI if required?			
4. Table of Contents (refer to Attach 10 of the PPG)			
a. Headers accurate (format, date, etc.)?			
b. Format accurate as outlined in PPG?			
c. Titles of contents match heading titles used in the body of the plan?			
d. All attachments, appendixes and annexes will be accounted for. (including those not used)? If not used, labeled in table of content "NOT USED"			

Figure A18.2. Example Plan Preparation Checklist, Continued.

A. REQUIRED PLAN ELEMENTS (Con't)	YES	NO	N/A
c. Titles of contents match heading titles used in the body of the plan?			
d. All attachments, appendixes and annexes will be accounted for. (including those not used)? If not used, labeled in table of content "NOT USED"			
e. Page number column accurate?			
f. Page numbered with lower case roman numerals?			
g. Top and bottom marked CUI if required?			
5. Basic plan (refer to Attach 11 of the PPG)			
a. Headers accurate (format, date, etc.)?			
b. "References" and "tasked organizations" listed correctly?			
c. Are the following paragraph headings used, including:			
(1) Purpose?			
(a) General?			
(b) Assumptions?			
(2) Conditions for implementation?			
(3) Operations to be conducted?			
(a) Concept of Operations?			
(b) Tasks?			
(4) Administration and logistics?			
(a) Administration?			
(b) Logistics?			
(5) Operational constraints?			
(6) Command relationships?			
d. Is 502 ABW/CC signature block accurate?			
e. All appendixes used in the plan listed on the last page of the text?			
f. Pages numbered correctly (first page of the basic plan begins with page "1")?			
g. Top and bottom marked CUI if required?			
6. Appendix A--Tasked Organization (refer to Attach 14 of the PPG)			
a. Headers accurate (format, date, etc.)?			
b. All tasked commanders/staff agency chiefs listed correctly and organized by wing/group?			
c. Unit names accurate?			
d. Top and bottom marked CUI if required?			
7. Appropriate appendixes			
a. Headers accurate (format, date, etc.)?			
b. Top and bottom marked CUI if required?			
c. Page numbering correct?			
d. Appendix title match with title used in the Table of Contents			
8. Appropriate tabs			
a. Headers accurate (format, date, etc.)?			
b. Page numbering correct?			
c. Titles of exhibits (if used) listed as attachment to each tab?			
d. Top and bottom marked CUI if required?			

Figure A18.3. Example Plan Preparation Checklist, Continued.

<b>A. REQUIRED PLAN ELEMENTS (Con't)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
e. Tab title match with title used in the Table of Contents?			
<b>9. Appropriate exhibits</b>			
a. Headers accurate (format, date, etc.)?			
b. Page numbering correct?			
c. Top and bottom marked CUI if required?			
d. Exhibit title match with title used in Table of Contents (all instances of exhibit title must be identical)?			
<b>10. Appendix X--Execution Checklist (when appropriate and useful)</b>			
<b>11. Appendix Y--Glossary (as needed)</b>			
<b>12. Appendix Z--Distribution (refer to Attach 13 of the PPG)</b>			
a. Headers accurate (format, date, etc.)?			
b. Is distribution correct? Distribute to the following as a minimum:			
(1) All tasked organizations			
(2) 502 ABW/XP			
(3) 502 ABW /CP			
(4) 502 ABW /IG			
(5) AETC (as required by AETC current contingency plan list)			
c. Are all office symbols correct?			
d. Page numbering correct ("Z-#")?			
e. Top and bottom marked CUI if required?			
<b>13. Back Cover</b>			
a. Top and bottom marked CUI if required?			
<b>B. FORMATTING</b>			
1. All instances of plan header ("502D AIR BASE WING...") match? Same capitalization used? Same date?			
2. All instances of section (plan summary, basic plan, attachment, appendix, etc.) titles match (i.e., is the title of appendix A the same in the Table of Contents, basic plan, and appendix itself)?			
3. All paragraphs aligned and right justified?			
4. Paragraphs numbered according to the following numbering scheme: 1., a., (1), (a), 1, and a or 1, 1.1, 1.1.1, and 1.1.1.1?			
5. If paragraph subdivided, does it have at least two subdivisions (i.e., cannot have an "a" without at least a "b" or a (1) without a (2), etc.)?			
6. Paragraph numbers/letters in consecutive order (ensure none have been inadvertently skipped)?			
<b>C. GRAMMAR</b>			
1. Future tense (i.e., tasks will be done)?			
2. Active voice?			
3. Not verbose?			
4. Language simple, clear, and to the point?			
5. Spelling checked?			

Figure A18.4. Example Plan Preparation Checklist, Continued.

<b>D. CONSISTENCY (ESTABLISH "RULE" AND STICK WITH IT)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Abbreviations (spelled out once the first time used, then abbreviation thereafter)?			
2. Name calling (i.e., 502 ABW/CC or Wing Commander)?			
3. Capitalization			
4. Used boldface, underlining, and capitalization for emphasis?			
5. Bottom line--does whole plan look and sound like it was written by one person?			
<b>E. CONTENTS</b>			
1. Are taskings logical and complete?			
2. Does the plan make sense?			
3. Is each task clearly levied against a specific commander?			
4. Does the plan flow?			
5. Are tasked commanders listed in appendix A and briefly addressed in the basic plan?			
6. Are tasks reasonable given resources and constraints?			
<b>F. COORDINATION</b>			
1. Are all tasked agencies given the opportunity to review/coordinate on the draft plan?			
2. If Air Traffic Control is tasked, coordination with AETC/A3OF received?			
3. Is XP5 given the opportunity to review/coordinate on the draft plan (even if not tasked)?			
<b>G. SECOND DRAFT</b>			
1. Used previous coordination copy to ensure all changes made?			
2. Discussed concerns with OPR (remind OPR to prepare staff package for final coordination)?			
4. Read a second time to catch mistakes missed before?			
<b>H. FINAL</b>			
1. Ensured all blocks on this checklist complete?			
2. Are all required elements included in staff package?			
a. eSSS			
(1) Tab 1--Completed Plan			
(a) Is cover (on bond paper) included and in the correct format?			
(b) Is each appendix signed (original signature) by the appendix OPR?			
(c) Is the date on each plan element consistent and realistic?			
(d) Is the location for 502 ABW/CC signature indicated?			
(e) Is the memorandum of transmittal printed on original AETC letterhead? Is the date the same as the plan date? Is the 502 ABW/XP signature block correct?			
(2) Tab 2--Coordination. Is coordination included from:			
(a) Each tasked group commander?			
(b) Head of each tasked agency that does not fall under a group commander (wing staff agencies and associate units)?			
b. Is the plan completed on compact disk in MS Word format?			
3. Is all coordination incorporated in the final plan?			
4. Has a spell check on the MS Word file been run?			
5. Has find and replace been used to search for any common mistakes?			

Figure A18.5. Example Plan Preparation Checklist, Continued.

I. REPRODUCTION AND DISTRIBUTION	YES	NO	N/A
1. Has XP5 made .pdf copy of signed plan and emailed it to all Unit Plans Representatives for printing/posting in unit libraries?			
2. Plan OPR ensured distribution is correct, including:			
a. All tasked organizations?			
b. 502 ABW/XP?			
c. 502 ABW/CP?			
d. 502 ABW/IG?			
3. Has XP5 returned final signed copy of plan and all coordination documentation to the Plan OPR to maintain for the life of the plan?			
4. Has XP5 posted the .pdf copy on the plans web page?			
5. Did Plan OPR ensure copies are sent to off-base recipients and HQ AETC functionals?			

## Attachment 19

## PLANS WITH UNIQUE FORMAT

Table A19.1. Plans With Unique Format.

<b>Plan Title</b>	<b>Reference</b>
Integrated Defense Plan Vol 1&2 (ID)	AFI 10-245
Antiterrorism Plan (AT)	AFI 10-245
Base Support Plan (BSP)	AFI 10-404
Spill Prevention Plan (SPC)	Plans are accomplished by contractors
Integrated Cultural Resources Management Plan (ICRMP)	AFI 32-7065
Installation Pest Management Plan (IPMP)	AFI 32-1053
Installation Emergency Management Plan (IEMP)	AFI 10-2