

**BY ORDER OF THE COMMANDER
KEESLER AIR FORCE BASE**

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



**KEESLER AIR FORCE BASE
Supplement**

OCTOBER 10, 2024

Operations

**CONTINGENCY PLANS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and adds further guidance to AETCI 10-401, *Contingency Plans Management*, 19 May 2021 and Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, 4 April 2019. This instruction implements command guidance for contingency/operational planning at Keesler AFB. It is not applicable to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units nor the United States Space Force. This guide outlines the responsibilities and procedures for installation-level plan development and unit-level plan management. It describes Keesler AFB staff responsibilities and provides guidance for maintenance of installation-level operational plans. Submit suggested changes to this instruction on DAF Form 847, *Recommendation for Change of Publication*, through command channels, to 81 TRW/XPO, 720 Chappie James Ave, Bldg. 2816, Rm. 112, Keesler AFB MS, 39534. 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 DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1. for a description of the authorities associated with the Tier numbers. Ensure all records generated 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 in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has undergone significant revision and must be reviewed in its entirety. 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 90-160.

2.3.1.1. **(Added)** 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 taskings have changed or additional requirements are necessary, as directed by higher headquarters. The Deputy Commander, 81 TRW/CD is the approving authority for minor revisions and changes. A minor revision would include items such as administrative changes and revisions, office symbol changes, and additional or supplemental guidance made to the plan.

2.3.3. **(Added)** Ensure plans-related suspense deadlines are met.

2.3.4. **(Added)** Ensure unit representation at Wing Plans Working Group (WPWG).

2.4.1.1. **(Added)** 81 TRW/XPO office is designated as the Wing Plans Officers (WPO).

2.4.3.3.5. **(Added)** 81 TRW/XPO will document briefings and attendance. Initial briefings on all base-level war and contingency plans for newly assigned key personnel within 60 days after they assume that position. Key position supervisors are designated as:

2.4.3.3.5.1. **(Added)** Headquarters, 81st Training Wing Commander, Deputy Commander, and Executive Officer.

2.4.3.3.5.2. **(Added)** Group Commanders and Deputy Group Commanders (81 TRG, 81 MDG, 81 MSG).

2.4.3.3.5.3. **(Added)** Inspector General Inspections (IGI), Director of Inspections.

2.4.3.3.5.4. **(Added)** 403 WG: Wing Commander, Deputy Commander, Operations Group Commander, Maintenance Group Commander, and Mission Support Group Commander.

2.4.3.3.5.5. **(Added)** 85 EIS Commander.

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

2.4.4.2. **(Added)** Review all base-level operations/contingency plans before final publication and distribution. (T-3). Ensure the wing commander (or designated representative) approves base contingency plans.

2.4.8. **(Added)** Conduct staff assistance visits (SAVs) at least once per calendar year with all AETC and tenant organizations having contingency plan requirements. Document SAV results in MICT. AETC tenant organizations will establish a similar program within their AOR.

2.4.9. **(Added)** CCIP results can be used as SAV if conducted within 90 days of scheduled SAV.

2.4.10. **(Added)** Establish a WPWG comprised of plans and representatives from functional areas and tenants with support requirements. AETC tenant plans offices should participate in host WPWG meetings, as necessary.

2.4.11. **(Added)** Participate in the Emergency Management Working Group (EMWG), Antiterrorism Threat Working Group (ATWG), Public Health Emergency Work Group (PHEWG), Integrated Defense Working Group (IDWG), Installation Development Working Group (IDWG), Operations Security (OPSEC) Working Group, Critical Infrastructure Protection Working Group (CIPWG), Continuity of Operations Working Group (COWG), and Airfield Operations Board (AOB).

2.4.12. **(Added)** Review plan assessments (e.g., FPCON Threat Assessment, Terrorist Threat Assessments, All Hazards Threat Assessments, etc.) to ensure plans are addressing threats and incorporated procedures to mitigate identified threats.

2.5.1.1. **(Added)** 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-3) Commanders should consider one-year retainability as a minimum when appointing new plans representatives. Send a letter of appointment to 81 TRW/XPO within 10 workdays of appointment. (T-3) **Note:** Contractors authorized as the Unit Plans Officer must have a security clearance up to the Secret level. Security clearances will be validated by a unit security manager and included on the letter of appointment.

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

2.5.1.3. **(Added)** Send the names of newly assigned key supervisors as designated in paragraph [2.4.3.3.5](#) to 81 TRW/XPO within 30 days of their assignment.

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

2.5.2.4. **(Added)** Facilitate the internal coordination process at the unit. At a minimum, review unit WIT report, GCC/UCC procedures, and affected unit AFIs during the review to determine required changes.

2.5.4.1. **(Added)** Develop training objectives or tabletop exercise inputs for actions. (T-3)

2.5.4.2. **(Added)** 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 (electronically or manually). Unit specific tasks can be integrated into the Keesler checklist where applicable. If a Keesler checklist does not exist for a particular plan, unit specific checklists are not required.

2.5.4.3. **(Added)** Prepare and maintain Keesler 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. **(Added)** Associate units preparing plans for higher headquarters in which a Wing activity is tasked, will coordinate the plans with 81 TRW/XPO and the tasked activity before publication of the plan. Coordinate changes to plans through 81 TRW/XPO and affected activities prior to publication.

2.5.7. **(Added)** Maintain a plans continuity folder containing the following:

2.5.7.1. **(Added)** Table of Contents.

2.5.7.2. **(Added)** UPR appointment letter.

- 2.5.7.3. **(Added)** Latest Plans Staff Assistance Visit Report and replies.
- 2.5.7.4. **(Added)** Current 81 TRW War and Contingency Plans Index.
- 2.5.7.5. **(Added)** Current 81 TRW Plans Summary.
- 2.5.7.6. **(Added)** The latest Plans Self-Inspection Checklist and results.
- 2.5.7.7. **(Added)** Miscellaneous documents.
- 2.5.8. **(Added)** Ensure a copy of the AETCI 10-401, this supplement, and Keesler Plans Handbook are on hand or available for reference.
- 2.5.9. **(Added)** 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.
- 2.5.10. **(Added)** Ensure all plan suspenses are met, such as request to conduct annual reviews.
- 2.5.11. **(Added)** When an organization has multiple copies of a plan located outside the organization's plans library, a list of the location/internal distribution of the copies must be kept. 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.
- 2.5.12. **(Added)** Contact XPO for general plans information when necessary. Unit key personnel should include individuals performing duties in the GCC, MCC, and UCC as applicable.
- 2.6.2.1. **(Added)** Participate in working groups for which the plan is developed (e.g., Emergency Management Working Group (EMWG), Antiterrorism Threat Working Group (ATWG), etc.) to include the Plans Working Group.
- 2.6.2.1.1. **(Added)** WPO will provide the OPR with an editable master Microsoft Word document that contains the formatting and layout of the plan.
- 2.6.2.1.2. **(Added)** Review threat assessments (e.g., FPCON Threat Assessment, Terrorist Threat Assessments, All Hazards Threat Assessments, etc.) to ensure plans are addressing threats and incorporated procedures to mitigate identified threats.
- 2.6.2.1.3. **(Added)** Review Wing Inspection Team (WIT) inspection results to determine if plan changes are required.
- 2.6.2.1.4. **(Added)** Review plan template to ensure document meets required standardization. Provide WPO with any passwords required to access electronic templates.
- 2.6.2.1.5. **(Added)** Ensure adequate instructions, checklists, etc., are developed to implement plans. Develop training objectives or tabletop exercise inputs for actions. (T-3)
- 2.6.4.1. **(Added)** Coordinate plan reviews IAW Keesler Air Force Base Plans Program Handbook. Obtain publication from 81 TRW/XPO.
- 2.6.6. **(Added)** Schedule a plans representative briefing and training with 81 TRW/XPO within 30 days of appointment as an OPR. Attend annual refresher training as directed by 81 TRW/XPO.
- 4.2.1. **(Added)** When developing plans that have no prescribed format, use the format found in **Attachment 3** of this supplement.

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Attachment 1*Abbreviations and Acronyms*

AOB—Airfield Operations Board

ATWG—Antiterrorism Threat Working Group

CIPWG—Critical Infrastructure Protection Working Group

COWG—Continuity of Operations Working Group

EMWG—Emergency Management Working Group

FPCON—Force Protection Condition

GCC—Group Control Center

IDWG—Integrated Defense Working Group

IDWG—Installation Deployment Working Group

MCC—Medical Control Center

OPSECWG—Operations Security Working Group

PHEWG—Public Health Emergency Working Group

SAV—Staff Assistance Visit

UCC—Unit Control Center

WIT—Wing Inspection Team

Office Symbols

81 TRW/XPO—Keesler AFB Wing Plans

81. TRW/CD—Keesler AFB Deputy Commander