

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**



**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 10-2501**

**MAXWELL AIR FORCE BASE  
Supplement**

**25 JUNE 2024**

**Operations**

**EMERGENCY MANAGEMENT  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement extends the guidance in DAFI 10-2501 by prescribing the Maxwell AFB Form 5. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) located in the Air Force Records Management System (AFRIMS). This supplement applies to all units assigned and attached to Maxwell AFB including AFRC, tenants, and contracted units. This publication may not be supplemented or further extended. Waivers to this publication are not authorized.

**SUMMARY OF CHANGES**

This revision removes all guidance except that which pertains to the Maxwell AFB Form 5.

4.11. **Unit Emergency Preparedness Coordinator (UEPC).** The UEPC will utilize the Maxwell AFB Form 5, *Unit Quarterly Emergency Management Report*, as required by the Installation Emergency Management Plan 10-2.

RYAN E. RICHARDSON, Colonel, USAF  
Commander, 42d Air Base Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DAFI10-2501, *Emergency Management Program*, 16 October 2023

***Prescribed Form***

Maxwell AFB Form 5, *Unit Quarterly Emergency Management Report*

***Adopted Form***

DAF Form 847, *Recommendation for Change of Publication*