

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

**TINKER AIR FORCE BASE
INSTRUCTION 10-401**



18 MARCH 2026

Operations

**INSTALLATION CONTINGENCY
PLANS PROCESS AND PROCEDURES**

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This instruction implements Joint Publication 5-0, Joint Planning and AFI 10-401, *Air Force Operations Planning and Execution*. This instruction has been established to provide guidance and procedures for developing, reviewing, coordinating and publishing Tinker Air Force Base (TAFB) contingency plans; provide guidance to all units on Tinker AFB in carrying out their roles and responsibilities in the planning process; and to standardize all installation-level contingency response plans developed for the 72 ABW and Tinker Air Force Base. This instruction applies to all Tinker AFB organizations located at Tinker AFB. The Installation Commander (72 ABW/CC) has designated the 72 ABW/XP Plans and Programs Office as the lead plans function for Tinker AFB. 72 ABW/XP is responsible for each of the installation-wide peacetime and crisis action development planning functions: operational planning, crisis action training, readiness reporting, exercising C2 and execution process. As such, 72 ABW/XP is administratively responsible for all installation plans developed for Tinker AFB. The Installation Commander (72 ABW/CC) has designated the 72 ABW/SCOK as the lead instructions function for Tinker AFB. As such, 72 ABW/SCOK is administratively responsible for instructions on Tinker AFB needing to be published on the Air Force e-publishing website.

TINKERAFBI10-401 describes installation plans program duties and responsibilities, plan preparation, administrative procedures, and plan formats. TINKERAFBI10-401 is not intended to replace or supersede joint or higher headquarters (HHQ) guidance. If there is a conflict between this instruction and guidance from a higher command, please notify the Installation Plans and Programs Office (72 ABW/XP) of the conflict. Users of this instruction should familiarize themselves with the referenced guidance. TAFB personnel are authorized to reproduce or extract

any portions necessary for planning and operational purposes. Organizations have 120 days from date of publication to implement a request for waivers or exceptions to criteria stipulated within. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Any organization may supplement this instruction. Ensure all records created because 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the OPR using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate organizations chain of command.

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1. Installation Commander's Intent.

1.1. In accordance with (IAW) Chairman of the Joint Chiefs of Staff (CJCS) Guide 3130, *Joint Planning and Execution Overview and Policy Framework*, 12 April 2023 Section 7 para h. (7.h.) Plans and orders are products produced during planning and execution. (8.) The procedures in the CJCS 3130 family of documents provide commanders with a common standard when collaboratively planning and executing joint operations.

1.2. **Contingency Plans.** Operational planning is an integral part of all Joint Forces at all echelons. Contingency planning requires the collaboration efforts of all Joint Forces and all units on the Tinker Air Force Base Installation. The support from all agencies on-base is vital to the success of properly establishing contingency plans that help protect the safety of our resources, personnel, and assets.

1.3. **Adaptive Planning and Responsive C2.** Command and Control (C2) activities center on planning, coordinating, executing, and assessing operations and missions. These activities involve decision making, outlining objectives, monitoring and assessing the operational environment, anticipating changes, planning, adapting the approach, and verifying and correcting activities to meet commander's intent.

2. Roles, Responsibilities and Training.

2.1. The 72 ABW Planning Process. This section provides an overview of the Tinker AFB (TAFB) plan review process and the interrelationships with the necessary agencies involved. This process is designed to facilitate the development, maintenance, and updating of all TAFB installation level plans the 72 ABW is tasked to support. This instruction only applies to 72 ABW installation-level plans, plans in which multiple installation agencies are tasked for input and are signed by the Installation Commander (72 ABW/CC). Individual units may use this document as a guide.

2.1.1. Plans Listing. The Plans Listing is designed to provide a condensed reference for all 72 ABW installation-level plans. The listing outlines all installation-level plans required by Headquarters (HQ) Air Force Materiel Command (AFMC) or Headquarters, United States Air Force (HQ USAF) directives. All references and requirements for Installation Plans Program Manager refers to the 72 ABW/XP Office because this installation has more than one wing (i.e., Tinker AFB– 72 ABW / 552 ACW / 448 SCWM / 507 ARW, etc.). The Installation Plans Program Manager will publish an installation plan listing adapted to Tinker AFB. (See [paragraph 5](#).) The installation plans listing should be reviewed annually and updated as necessary. AFMC tenant organizations should provide plans information for the host unit summary.

2.1.1.1. 72 ABW Installation Plans Listing. Every January, 72ABW/XP will publish a listing of 72 ABW installation plans required to be maintained by the 72ABW. (See [paragraph 5](#).)

2.2. **Responsibilities.** This section identifies the specific responsibilities in the planning process.

2.2.1. Director, Plans and Programs Division (72 ABW/XP).

2.2.1.1. Administer the 72 ABW installation planning program and Chair the Wing Plans Working Group (WPWG) to institute Adaptive and Contingency Planning.

2.2.1.1.1. Adaptive planning (AP) is the commander's desired process supporting installation planning for Team Tinker. AP represents a major departure from previous approaches and cuts across established functional areas. AP provides more and better options, establishes increased opportunities for consultation and guidance during plan development, triggers updates of existing plans, and promotes increased agility in plan implementation.

2.2.1.1.2. At maturity, AP will create and revise plans rapidly and systematically, as circumstances require. They will be "living" plans. Living plans will provide a foundation for transition from deliberate planning to crisis planning. AP requires the regular involvement of senior leaders and will result in installation plans containing a range of viable options.

2.2.1.2. Designate a primary and at least one alternate Installation Plans Program Manager to manage the installation planning program. The Installation Plans Program Manager should be an officer or civilian equivalent who is thoroughly familiar with 72 ABW's operation and capabilities. Previous experience with Joint Planning, including force presentation and Deliberate and Crisis Action Planning, for the planning, deployment, employment, sustainment, redeployment and reconstitution of forces is highly desirable. Appointments are a minimum of one year and the person(s) should be assigned permanently to 72 ABW/XP. The Installation Plans Program Manager must have a secret clearance. If handling of classified material is required, the Installation Plans Program Manager will also require access to SIPRnet.

2.2.1.3. Be responsible for approving all installation plan changes and reviews.

2.2.1.4. Be responsible for reviewing and coordinating all installation plans during the annual review process before the package routes to the Wing Front Office for signature.

2.2.2. Installation Plans Program Manager (Primary).

2.2.2.1. Manage the installation plans process and facilitate the WPWG by scheduling the meeting. Serve as the recorder for the WPWG by publishing the Agenda and Meeting Minutes.

2.2.2.2. Develop an installation plans instruction (this document) outlining specific information essential to the expectations and continuity of installation plans responsibilities.

2.2.2.3. Prepare a listing of all Installation Plans on the 72 ABW/XP Installation Plans Management SharePoint site at https://usaf.dps.mil/teams/TMC719188/72DVOC/Lists/TAFB_Plans/AllItems.aspx. Upon approval of any installation plan revision, the Installation Plans Management SharePoint site will be updated.

2.2.2.4. Coordinate as necessary with the Unit Office of Primary Responsibility (OPR) for each plan.

2.2.2.5. Review all installation-level plans before final submission, publication, and distribution. After receiving group/unit coordination, 72 ABW/XP and 72 ABW/JA legal review, forward the plan to the Installation Commander (72 ABW/CC) for signature of the plan.

2.2.2.6. Ensure approved installation plans are posted to 72 ABW/XP Installation Plans Management SharePoint site at https://usaf.dps.mil/teams/TMC719188/72DVOC/Lists/TAFB_Plans/AllItems.aspx, C2IMERA and properly distributed to Unit Plans Program Managers (PPMs).

2.2.2.7. Establish an effective installation plans annual review program. Each reviewed installation plan should be listed on the Installation Plans Management SharePoint site with a scheduled date for the next review cycle.

2.2.2.8. Monitor and document all installation plan preparation, review, revision, and change actions through appropriate suspense deadlines and follow-up actions.

2.2.2.9. Maintain copies of the necessary staffing document formats/examples on the TAFB Installation Plans Management SharePoint site for each installation plan, for three years.

2.2.2.10. Determine plan format. If not specified by other directives, format guidance provided in this instruction should be followed. (See [paragraph 3](#).)

2.2.2.10.1. Ensure all plans and instructions are formatted IAW AF Tongue and Quill.

2.2.2.11. Accomplish and distribute the 72 ABW Installation Plans Listing in January of each year and/or when updated.

2.2.2.12. Approve plan changes and reviews on installation-level plans.

2.2.2.13. Establish an OPR for the installation plan(s) for which 72 ABW is responsible. Unit commanders for their functional area of responsibility (AOR) will appoint, in writing, a primary and at least one alternate Unit Plans OPR. (Reference Unit Commander Responsibilities.)

2.2.2.14. Ensure plan-related suspense deadlines are met.

2.2.2.15. Ensure unit representation at Wing Plans Working Group (WPWG) meetings.

2.2.2.16. Recommend and offer staff assistance visits (SAVs) at least once per calendar year to all 72 ABW and tenant organizations having installation plan requirements. Document SAV results and keeps on file for two years. AFMC tenant organizations should establish a similar program within their AOR.

2.2.2.17. Ensure all Unit PPMs conduct a self-inspection of their program each year in May and November IAW the 72 ABW Annual Self-Assessment Program. AFMC tenant wings should ensure programs under their purview conduct self-inspections at least once per calendar year.

2.2.2.18. Establish a WPWG comprised of plans representatives from functional areas and tenants with support requirements. AFMC tenant wing plans offices should participate in host wing plans working groups as necessary.

2.2.2.19. Review and ensure the Installation Commander or 72 ABW/XP Director approves all installation-level plans.

2.2.2.20. Conduct key personnel briefings to include:

2.2.2.20.1. Initial briefings on all installation-level war and contingency plans for newly assigned key personnel should be provided by 72 ABW/XP after they assume that position. **Note:** Executive Mission Assurance Steering Committee and TAFB Crisis Action Team.

2.2.2.20.2. Refresher briefings on the plans review process for the designated unit key personnel annually.

2.2.2.21. Publish timely local guidance memorandums for plans management. Consider the following for inclusion in the documents:

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

2.2.2.21.2. Supporting checklist development.

2.2.2.21.3. Unit Plans OPR and PPM guidance.

2.2.2.21.4. Installation-level plans summary (AFMC host wings only).

2.2.2.22. Ensure all installation-level plans are available by electronic means (i.e., C2IMERA, SIPRnet, NIPRnet, SharePoint) in accordance with the HQ AFMC Plans Listing. AFMC tenant wings should ensure similar availability for their plans.

2.2.3. 72ABW Unit Commanders/Directors. Commanders/Directors are integral to the installation plans process. They must have a secret clearance and have access to SIPRnet. In addition to attending initial briefings on all installation-level war and contingency plans for newly assigned key personnel within 60 days after they assume their position, unit commander/directors must ensure the following:

2.2.3.1. Attend training with 72 ABW/XP office within 60 days of assuming command.

2.2.3.2. Review all installation-level plans before final publication and distribution. Ensure the Installation Commander approves and signs all installation-level plans.

2.2.3.3. Ensure all plans that affect operations of more than one unit are considered installation-level and are reviewed/coordinated throughout TAFB by 72 ABW/XP and approved by the Installation Commander. This includes plans that traditionally are specific to one unit, but because of the complexity of the Total Force Integration (TFI) environment must have host wing oversight. When there is a question as to the level of a plan on TAFB, 72 ABW/XP will determine if the plan is signed by the Installation Commander or can be left at the group or unit level.

2.2.3.4. If you are the Office of Primary Responsibility (OPR) for a plan:

2.2.3.4.1. Appoint, in writing, a primary and at a minimum one alternate OPR Plans Manager.

2.2.3.4.2. Coordinate plan preparation by working with relevant stakeholders.

2.2.3.4.3. Delegate specific responsibilities to appropriate team members for document development.

- 2.2.3.4.4. Ensure proper alignment. Your OPR assignment should functionally match the OPR designed in the higher-level guidance document.
- 2.2.3.5. Coordinate on all installation-level plans to ensure TFI issues are addressed as part of the planning process. (See Unit PPM Responsibilities).
- 2.2.3.6. Appoint, in writing, at a minimum one primary and one alternate PPM.
- 2.2.3.6.1. Ensure newly appointed Unit OPRs and PPMs attend training with 72 ABW/XP office within 60 days of appointment. This training includes, at a minimum, the installation plans review process, roles and responsibilities, and plans format.
- 2.2.3.6.2. Provide internal training, on unit specific procedures, for newly assigned Unit OPRs and PPMs within 60 days of appointment. The items covered should include key responsibilities, plans format, plans review, staff assistance visits (SAVs), and local considerations.
- 2.2.3.7. Establish a group/squadron plans review program. Consideration should be given to aligning reviews with functional DAFI requirements. In the absence of such guidance, plans should be reviewed at least once in a 12-month period. Plans mandated to be reviewed more or less frequently by higher headquarter directives will be reviewed accordingly. AFMC tenant organizations should establish a similar program within their AOR.
- 2.2.3.8. Provide requested staff assistance visits (SAVs) at least once per calendar year with all 72 ABW and tenant organizations having contingency plan requirements in any installation plan where you are the OPR. Document SAV results and keep on file for two years. AFMC tenant organizations should establish a similar program within their AOR.
- 2.2.3.8.1. Staff Assistance Visits (SAVs) should be offered to all 72 ABW subordinate units with installation plan requirements. SAVs will be maintained IAW the RDS.
- 2.2.3.8.2. A virtual or face-to-face plans integration meeting should be conducted with Mission Partner units at or above the Wing level or equivalent as required, but at a minimum annually. Minutes of these meetings should be maintained IAW the RDS.
- 2.2.3.9. Ensure all plans representatives conduct a self-assessment of their program at least once per calendar year utilizing the Management Internal Control Toolset (MICT). AFMC tenant organizations should ensure programs under their purview conduct self-inspections at least once per calendar year.
- 2.2.3.9.1. 72 ABW/XP will have functional oversight in MICT of all 72 ABW plans representatives' checklists.
- 2.2.3.10. Unit Commanders/Directors and Unit Plan OPRs must maintain membership in the Wing Plans Working Group (WPWG) comprised of plans representatives from functional areas and tenants with support requirements. AFMC tenant plans offices should participate in host wing plans working groups as necessary.

2.2.3.11. Ensure all base-level plans are available either by electronic means (i.e., SIPRnet, NIPRnet, SharePoint, C2IMERA) or hard copy. AFMC tenant organizations should ensure similar availability for their plans. Ensure all base-level instructions are available on AF e-pubs.

2.2.3.12. Ensure Crisis Action Team (CAT) checklists are tasked through 72 ABW/XP to 72 ABW/CEX for inclusion in Safety and Emergency Management checklists. Approved changes to current checklists will be tasked to 72 ABW/CEX. 72 ABW/CEX will then inform 72 ABW/XP of the timeline established by the Web-based Emergency Operations Center (WebEOC) administrators for checklist inclusion. Checklists that are approved by 72 ABW/XP and 72 ABW/CEX will be included in WebEOC.

2.2.3.13. Ensure proper distribution of base plans to tasked organizations and the appropriate HQ AFMC functional OPR. Distribution of the installation plans will be in accordance with the 72 ABW Installation Plans Listing. AFMC tenant wings should ensure correct distribution within their wing.

2.2.3.13.1. Distribution will consist of plans loaded to the 72 ABW Installation Plans SharePoint site and C2IMERA, and a notification email sent to plans representatives in tasked units. The email will require acknowledgement and will have the link to the plan within the SharePoint site.

2.2.3.13.2. Mission Partner units without access to the SharePoint site will receive electronic copies of the plan over email and/or DoD Safe Drop. When providing copies of electronic plans over email, Unit Commanders/Directors must comply with AFI 33-322, *Records Management and Information Governance Program*.

2.2.3.14. Conduct key personnel training to include:

2.2.3.14.1. Initial briefings on all base-level war and contingency plans for newly assigned key personnel within 60 days after they assume that position. The Unit Commanders/Directors designate key personnel in their unit/agency in writing (normally key staff and other designees as desired). Unit Commanders/Directors may delegate key personnel briefings for personnel to Unit Plans Program Managers (PPMs) when properly trained to accomplish tasks.

2.2.3.14.2. 72 ABW/XP should provide training to Mission Partner units, at or above the Wing level or equivalent, personnel identified as Plans Program Managers (PPMs) that they can provide the training to key personnel within their units as required.

2.2.3.14.3. Refresher briefings on plans for designated key personnel annually. 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). It is essential LIMFACs identified throughout the year be resolved through the creation of processes mitigating shortfalls.

2.2.3.15. Publish guidance for plans management. Include 72 ABW/XP in distribution. Consider the following for inclusion in the document:

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

- 2.2.3.15.2. Supporting checklist development.
- 2.2.3.15.3. Unit Plans OPR and Unit PPM guidance.
- 2.2.3.15.4. Unit-level plans listing (AFMC host wings only).
- 2.2.3.15.5. Guidance for development of plans checklists.

2.2.3.16. Prepare plans and instructions listing to 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 wing and tenant plans representatives, as required. AFMC tenant units should create a similar listing for their plans.

2.2.3.17. 72 ABW/XP publishes a Plans Programming Guide (PPG) which is available on the 72 ABW Plans SharePoint site that includes plan development, coordination, approval, publication, revision, supporting checklists development, Office of Primary Responsibility (OPR) and Unit Plans Program Manager (PPM) guidance, installation-level plans listing, and guidance for development of plans checklists. This guidance should be used for the plans management program guidance for the 72 ABW.

2.2.3.18. Provide guidance to subordinate units on contingency plans for which they are responsible.

2.2.3.19. Monitor suspense's for installation-level plan publication and distribution.

2.2.4. Unit Plan Office of Primary Responsibility (OPRs). A Unit Plan OPR is an individual(s) assigned to the unit that is responsible for the development and management of installation-level plans. Each plan is assigned to the unit according to publication series number, specialty code, and/or AFSC code. When possible, unit commanders/directors should assign POCs from their Unit Plans Office of Primary Responsibility (OPR). Some examples of Unit Plan OPRs are 72d Security Forces Squadron Plans Section (72 SFS/S5X) for the Base Defense Plan 31-1 and 72d Civil Engineer Squadron, Emergency Management Office (72 CES/CEX) for the Installation Emergency Management Plan (IEMP) 10-2. Unit Plan OPRs should be an officer or senior noncommissioned officer (or civilian equivalent) with at least a secret clearance who is thoroughly familiar with the unit's operation and capabilities. Commanders should consider one-year retainability as a minimum when appointing Unit Plan OPRs for this assignment. Send a letter of appointment to 72 ABW/XP Workflow within 10 working days of appointment. (Note: Contractors authorized as Unit Plan OPRs must have a security clearance to handle classified up to the secret level.) Security clearances should be validated by the unit security manager and included on the letter of appointment. Each organization responsible for an installation-level plan will appoint a primary and alternate Unit Plans OPR. Unit Plans OPRs will:

- 2.2.4.1. Notify 72 ABW/XP of the intent to produce or change an installation-level plan or annex in accordance with the annual review, out of cycle change or other applicable guidance (HHQ directive, etc.).
- 2.2.4.2. Comply with the procedures and formats in this instruction and all applicable referenced publications when preparing a new plan or revising or issuing a change to an existing plan.

2.2.4.3. Through the 72 ABW/XP installation plans review process, conduct an annual review (biennial for designated plans) of all plans for which the organization is OPR or when governing directives or an organizational change dictates a review.

2.2.4.4. Prior to initiating the annual review process and following consolidation of group/unit coordination comments, provide 72 ABW/XP an electronic copy of the draft plan in Microsoft Word format.

2.2.4.4.1. After group/unit coordination, ensure **all** group/unit coordination comments are properly adjudicated and annotated in the electronic comment resolution matrix located at (<https://usaf.dps.mil/teams/TMC719291/cm1/SitePages/Home.aspx?FreeStandingSourceUrl=%2Fteams%2FTMC719291%2Fcm1%2Fdefault%2Easpx>). OPRs must contact the person making the comment on all substantial or critical comments received.

2.2.4.4.2. To properly deconflict all group/unit coordination, Unit Plan OPRs will provide commenting PPMs with justification regarding final determinations made when an OCR's comment/recommendation is rejected or modified.

2.2.4.5. Conduct a self-assessment of their program via MICT at least once per calendar year and maintain a copy on file for at least two years.

2.2.4.6. Ensure the following:

2.2.4.6.1. Develop and maintain the Unit Plans Continuity Book with the following Tabs.

2.2.4.6.1.1. Tab A - Table of Contents.

2.2.4.6.1.2. Tab B - Memorandum(s) of Appointment.

2.2.4.6.1.3. Tab C - Any Installation Plans guidance.

2.2.4.6.1.4. Tab D - 72 ABW Plans Listing and Installation Plans Summary.

2.2.4.6.1.5. Tab E - Plan Review Documentation (Plan OPRs: Maintain coordination and master copy of each plan revision/change for the life of the revision/change.)

2.2.4.6.2. Maintain current roster of Installation Plans OPRs (office symbol/name).

2.2.4.6.3. Serve as unit representative to the WPWG. Either Unit Commander or Unit Plans OPRs can act as unit representatives to the WPWG.

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

2.2.4.6.5. Ensure all plan-related suspense deadlines are met.

2.2.4.6.6. Inform the commander/director when a higher-headquarters directive or plan creates a requirement to develop or change an installation plan.

2.2.4.6.7. Notify 72 ABW/XP Office when an out-of-cycle plan review needs to be initiated.

2.2.4.6.8. Ensure all reviews, changes and revisions are posted to each plan maintained by the unit.

2.2.4.6.9. Ensure CAT, EOC and 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 72 ABW/XP.

2.2.4.6.10. Facilitate the internal and external coordination process (of instructions) at the unit.

2.2.4.6.11. Notify 72 ABW/XP office of any intent to produce or change an installation plan or annex.

2.2.4.6.12. Comply with the procedures and formats in this instruction or applicable series instruction when preparing a new plan or revising or issuing a change to an existing plan.

2.2.4.6.13. When significant changes need to be made to the existing plan, 72 ABW/XP will review and approve all drafts or changes/revisions and coordinate the document through the TAFB WPWG.

2.2.4.6.14. Conduct an annual review of all plans for which the organization is OPR in accordance with this instruction or when governing directives or an organizational change dictate a review.

2.2.4.6.15. Monitor and document all plan preparation, review, revision, and change actions through appropriate suspense deadlines and follow-up actions. Ensure the security instructions and record of changes page is documented.

2.3. Unit Plans Program Managers (PPM). A Unit PPM is an individual(s) assigned by their unit commander/director to provide collaborative efforts in the Adaptive and Contingency Planning for Tinker Air Force Base. This individual should be thoroughly familiar with their unit's operations and capabilities. Further, this individual should be thoroughly familiar with Joint Planning, including force presentation and Deliberate and Crisis Action Planning for the planning, deployment, employment, sustainment, redeployment, and reconstitution of forces. Appointments should be a minimum of one year. The Unit PPMs must have secret clearance. Most PPMs will also require access to SIPRnet.

2.3.1. Access to the XP Plans SharePoint is granted only through an appointment letter signed by the unit commander.

2.3.1.1. Unit PPMs must attend PPM training, in-person in the TAFB CAT facility bldg. 1, within 60 days of appointment.

2.3.1.2. Unit PPMs must attend annual PPM training to retain access to the XP Plans SharePoint.

2.3.1.3. Failure to comply could result in temporary "hold" on access to the XP Plans SharePoint.

2.3.2. Unit PPMs will review and coordinate on all installation-level plans processed through the review cycle.

2.3.3. Unit PPMs will provide recommended changes/revisions to the Plan OPR via electronic comment resolution matrix (CRM) on the XP SharePoint <https://usaf.dps.mil/teams/TMC719291/cm1/SitePages/Home.aspx?FreeStandingSourceUrl=%2Fteams%2FTMC719291%2Fcm1%2Fdefault%2Easpx>. On the CRM, Plan PPMs will provide the following information:

- 2.3.3.1. Save the draft document to your computer. Unit PPMs are **not authorized** to edit the plan.
 - 2.3.3.2. Provide three-digit page numbers, i.e. 001, 002, 003.
 - 2.3.3.3. Provide paragraph number, i.e. 3.8.7.1.
 - 2.3.3.4. Provide line number, i.e. 4 (if a paragraph has 6 lines, the OPR will count 4 lines down to locate the CRM referenced).
 - 2.3.3.5. Provide the comment and recommended change/revision.
 - 2.3.3.6. Provide the rationale for the recommended change/revision.
- 2.3.4. Coordinate on behalf of their unit on the Org Coordination Sheet via XP SharePoint. Concur, Concur w/Comments, Non-Concur, or Non-Concur w/Comments.
- 2.3.4.1. Not Applicable will not be acceptable.
 - 2.3.4.2. Units who do not provide a coordination are marked “No Response From Organization.” The coordination sheet is provided to the Installation Commander with the final PDF for signature.

2.4. **Plans Maintenance.** Each TAFB unit should ensure they maintain access to the TAFB Installation Plans Management SharePoint site.

2.5. **Operations Security (OPSEC).** Protection of Critical Information (CI) within TAFB plans, checklists, and plans correspondence is vital to security and mission accomplishment of operations. OPSEC applies to all activities that prepare, sustain, or employ forces during all phases of operations. CI concerning personnel, logistics, training, and operational matters which, when properly correlated to reveal operational capability, must be identified in the plan to ensure those implementing the plan know what needs to be protected for the plan’s successful execution. Plan OPRs must always remain aware of the need to safeguard CI. While Plan OPRs must incorporate a strong sense of OPSEC responsibility into all plans, checklists, and operating instructions (OIs), all TAFB personnel affected by the plans are responsible for ensuring OPSEC.

2.6. **Classification Management.** TAFB plans, or their annexes that are classified, must be marked and safeguarded according to their highest level of classification. It is the responsibility of the information holder to properly mark, safeguard, transmit, destroy, and allow access per DoDM5200.01V1_DAFMAN16-1404V1, *InfoSec Program - Overview, Classification and Declassification*; DoD5200.01V2_DAFMAN16-1404V2, *InfoSec Program - Marking of Classified Information*; DoDM5200.01V3_DAFMAN16-1404V3, *InfoSec Program - Protection of Classified Information*, and AFI 16-1404 (GM 23 Jul 20) *Air Force Information Security Program*.

2.7. Controlled Unclassified Information Storage. Plans containing Controlled Unclassified Information (CUI) should be marked and protected as required against public disclosure. See DoDM 5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*.

3. Preparing and Updating Installations Plans.

3.1. **Preparing and Updating Installation Plans.** 72 ABW/XP will determine if a plan is an installation-level plan. If a plan tasks other 72 ABW units or requires coordination with mission partners, the plan will generally be classified as an installation-level plan and requires the Installation Commander's signature. Due to the unique requirements of the TFI environment, some plans that have been traditionally maintained at the unit level may require installation-level oversight.

3.2. **Installation Plan Development.** Anyone with knowledge of the requirement to produce an installation plan should notify 72 ABW/XP to ensure proper coordination and tracking. Any installation plan which tasks multiple organizations should be incorporated into the TAFB installation plans process. 72 ABW/XP will assign a number and/or title to their installation plans to coincide with the number and/or title of the HQ USAF or AFMC plans they support or as specified by higher headquarters or other governing directives.

3.3. **OPR Determination.** The OPR for TAFB installation plans is determined by the source document requiring the plan or 72 ABW/CC tasking its creation.

3.4. **Identifying Plans/Publication Number.** TAFB installation plans are assigned a title to coincide with the title of the HHQ plans they support or as specified by HHQ directives (if applicable). If there is no higher headquarters directive or it is an installation-level plan, see 72 ABW/XP for identification guidance prior to proceeding with coordination. Unless specifically required, Air Force Instruction numbers should not be used in conjunction with TAFB plan names. It is recommended to use the Air Force Series number in conjunction with TAFB plan names. An example would be DAFI 31-101, *Base Defense* requires publication of a Base Defense Plan (BDP). The short title of the BDP would then be TAFB Plan 31-101. Meaning, the first installation-level plan published IAW the Security Forces 31-series functional instructions. (IAW DAFMAN 90-161, para. 4.3 – 4.3.2).

3.4.1. Many plans are incorrectly labeled as "OPLAN" because they contain some type of operational activity. An Operations Plan (OPLAN) is a unified or major command plan for fighting a war or contingency operation. It will contain data and will direct units in contingency operations, provide deployment data, etc. The creation of an OPLAN should be approved by the Chairman, Joint Chiefs of Staff.

3.4.2. An installation-level plan that does not support a HHQ plan is labeled with a long title such as, e.g., TAFB Installation Deployment Plan. If a plan OPR determines there is a conflict between this instruction and any higher headquarters guidance, notify 72 ABW/XP immediately.

3.4.3. Directive and Non-directive Publications. Directive and non-directive publications are not authorized to be published as plans IAW this instruction. These types of publications must be published IAW DAFI 90-160, *Publications and Forms Management*. Simply put, OPRs cannot avoid the mandatory publications management process by placing the word "Plan" in the title of their publication.

3.4.3.1. Directive Publications. These publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel must comply with directive publications unless waived by proper authority. Apart from restricted publications and those generated below wing/base level, these publications are hosted from the e-Publishing website. Some examples of installation-level and below directive publication types are Wing/Group/Squadron Instructions (I), Wing/Group/Squadron Manuals (MAN), Wing/Group/Squadron Instructional Checklists and Addenda, Wing/Group/Squadron Guidance Memorandums (GM), Wing/Group/Squadron Operating Instructions, etc.

3.4.3.2. Nondirective publications. These publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids or “how-to” guides. Publications in this category follow the standard AF format; publications managers may approve special or unique formats. The “Compliance is Mandatory” statement is not used, and they do not prescribe forms or any other type of data collection. These publications are hosted from the e-Publishing website apart from those generated below wing/base level. Some examples of installation-level and below nondirective publications are Wing/Group/Squadron Pamphlets, Wing/Group/Squadron Basic and Operational Tactics, Techniques and Procedures Documents, Wing/Group/Squadron Directories, Wing/Group/Squadron Handbooks, Wing/Group/Squadron Catalogs, Wing/Group/Squadron Visual Aids, etc.

3.5. **Plan Format.** Installation plans are written in the format described in this instruction unless otherwise prescribed in a HHQ directive. Deviations should be kept to a minimum to maintain standardization. Refer to DoDM5200.01V1_DAFMAN16-1404V1, *InfoSec Program - Overview, Classification and Declassification*, for guidance on preparation and marking of classified plans.

3.6. **Plan Suspense.** Plan OPRs, tasked OCRs, and reviewing agencies must make every effort to meet suspense deadlines for annual/biennial reviews, changes and revisions. 72 ABW/XP will route the plan for annual suspense and contact Plan OPRs and reviewing organizations if they fail to meet suspense to determine status. During initial group/unit coordination, it is mandatory that tasked organizations provide feedback.

3.7. **Plan Preparation Process.** Any unit wishing to or tasked to develop an installation plan should first consult 72 ABW/XP to determine if a similar document already exists. The unit will then gather the necessary information and build the plan according to the guidance in this document and any applicable HHQ documentation. Refer to [Paragraph 3.10](#) for coordination procedures.

3.8. **Plan Review Process.** A plan is reviewed, unless indicated elsewhere, before the anniversary of its publication. 72 ABW/XP will facilitate the review process for all plans identified in the TAFB Installation Plans Management SharePoint site. Remember to consider the impact of Host-Tenant Support Agreements (OPR: 72 LRS/LGRDX) when adjusting TAFB plans. The review is intended to identify areas requiring updates, changes, modifications, etc. See [paragraph 4](#) for thorough details on the review process.

3.9. Installation Plan Revision Process. An installation plan revision may be issued if total adjustments (any new or previously changed material) affect 40 or more percent of the plan, or if the plan has completed three consecutive annual review cycles without a change. Plan format examples are provided in [paragraph 3](#). Comply with all the information in this instruction when preparing a plan revision. When a plan revision is accomplished, the publication date of the plan will change (and subsequently its annual review date) to the date the revision was signed by the Installation Commander. Follow the coordination steps as outlined in [paragraph 3.10](#), to accomplish a plan revision.

3.9.1. Issuing Changes Following Plan Review. Follow the coordination procedures outlined in [paragraph 3.10](#), for issuing changes. Changes will be coordinated with all agencies affected by the change and approved by the Director, 72 ABW/XP, prior to publication.

3.10. Coordination Process.

3.10.1. 72 ABW/XP directs and oversees the coordination process. The TAFB Installation Plans Manager (72 ABW/XP) initiates group/unit coordination via the TMT and Electronic Staff Summary Sheet (E-SSS). All 72 ABW commanders and Unit OPRs receive an e-SSS coordination request through TMT. Organizations not assigned to the 72 ABW and outside of TMT will receive an electronic E-SSS for coordination request via email 72 ABW/XP Workflow. The plan OPR will adjudicate all comments (approve, modify, or reject), coordinating with the OCR on modified or rejected comments. The consolidated draft plan is then provided to the TAFB Installation Plans Program Manager for further action.

3.10.2. Staff Judge Advocate (SJA). 72 ABW/JA provides legal review on all TAFB plans, after all other agency reviews are completed on the e-SSS and prior to 72 ABW/CC review. The Unit Plan OPR will incorporate 72 ABW/JA comments and forward a copy to the Installation Plans Program Manager.

3.10.3. 72 ABW/CC Approval. 72 ABW/CC approves installation-level plans or instruction that have completed the revision process. These reviews and signature requests are typically conducted annually. All TAFB installation-level plans must be reviewed by 72 ABW/XP prior to final submission to 72 ABW/CC for approval and signature.

3.11. Installation Plan Reproduction and Distribution.

3.11.1. Hardcopy Reproduction. As required, individual organizations will be responsible for hard copy reproduction of plans. (See [paragraph 3.4](#), for plan marking guidance). To save paper, plans may be reproduced electronically.

3.11.2. Distribution.

3.11.2.1. Distribution Statements. OPRs responsible for plans classified as “CONFIDENTIAL,” or “SECRET,” will determine the need to mark Plan Covers with Distribution Statements IAW DoDI5230.24, Distribution Statements on Technical Documents.

3.11.2.2. TAFB Installation Plans Program Manager will distribute plans via email (NIPRNET or SIPRNET depending on classification of the plan) in accordance with Annex Z.

3.11.2.3. Unclassified and “Controlled Unclassified Information” plans will be posted to the 72 ABW XP Installation Plans Management SharePoint site. If a plan contains specific OPSEC CI Listing, consideration will be given to exempt the plan from posting to limit access to the CI list.

4. Installation Plans Format.

4.1. **Plans Overall Structure, Elements, Layout and Formatting.** This chapter will provide guidance on the structure, layout and formatting of all installation-level contingency plans. Plan OPRs will be required to follow the structure, layout and formatting provided in this instruction.

4.2. **Plans Structure.** The logical organization and hierarchy of content within all installation-level contingency plans will align with Joint Publication 5-0, *Joint Planning*, 01 July 2025. Link: https://jdeis.js.mil/jdeis/new_pubs/jp5_0.pdf. The structure will be annex, appendices, tabs and exhibits. Annexes and appendices have designated categories. See **Attachment 7** – List of Annexes, Appendices, and Tabs.

4.3. **Plan Elements.** Plans are comprised of multiple elements including a cover page, letter of transmittal with summary of changes, table of contents, security instructions (with record of changes and record of review), plan summary, basic plan, annexes, appendices and tabs. All TAFB installation-level plans will include these elements in the order listed, unless specified otherwise in HHQ directives.

4.3.1. **Plan Cover.** The front cover must show the issuing installation, full title of plan, date of the plan, and a picture of the Team Tinker shield. All cover page text should be Times New Roman, size 20 font, and bold. See **paragraph 3.4**, for instructions on properly marking the plan’s classification. As required, CUI guides with distribution statements will be right alignment on the bottom of the cover page.

4.3.2. **Letter of Transmittal.** The Letter of Transmittal (LoT) of a 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 must be included when the plan supersedes a previous plan. The LoT does not have a page number and will be signed by the Installation Commander. The date on the LoT should be the same as that of the plan. The LoT should be on Headquarters 72 ABW letterhead. Within the body of the LoT, include a link to the 72 ABW/XP Installation Plans Management SharePoint site.

4.3.3. **Table of Contents.** The Table of Contents (ToC) will include the first page of each section. It will also include elements published separately. Identify each Annex, Appendix and any other attachments included within the document. The ToC page is also the first numbered page in the document (page should be numbered “i”). Each page in the ToC will be hyperlinked.

4.3.4. **Security Instructions and Record of Changes/Reviews.** The security instructions must include the long and short titles of the plan, the classification requirements, and should state any reproduction limitations. The Record of Changes/Record of Annual Review should include two tables for posting changes within the document. The last page of the section should be a blank page listing substantive and procedural changes to the plan.

4.3.5. **Plan Summary.** The plan summary should be used in all plans. It provides a brief review of the mission, general situation, concept of operations, and commander's appraisal of the logistics and personnel feasibility of the plan.

4.3.6. **Basic Plan.** The basic plan should consist of five major paragraphs (Situation, Mission, Execution, Administration and Logistics, and Command and Signal). Additional paragraph headings may be included to fit the needs of the plan. The five paragraphs of the basic plan should be listed in every plan, even if they are not applicable. If they do not apply, "Not Applicable" will be inserted after the paragraph title (for e.g., "4. ADMINISTRATION AND LOGISTICS. Not Applicable.>"). This method permits standardization and enables planners to refer immediately to a standard paragraph when seeking specific information. The only exception from the basic plan format should be when there is a specified format provided by HHQ guidance.

4.3.7. **OPSEC.** OPSEC should be discussed in the Plan Summary or Basic Plan.

4.3.8. **Attachments.** Attachments to the basic plan listed in order of increasing detail are Annexes, Appendices, Tabs, and Exhibits. The basic plan should refer to each annex that has been prepared; however, information provided in the basic plan is typically not repeated in the attachments. If other attachments are used, the planner should refer to appendices in the text of the annex and to any tabs in the text of the appendix. The table of contents should contain a listing of all Annexes, Appendices, Tabs, Exhibits, and Maps. Annexes 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.

4.3.8.1. **Annex.** An annex is normally produced by a functional area (e.g. Operations, Logistics, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject. Each annex will vary on the contents. All TAFB plans should contain, as a minimum, Annex A (Task Organization) and Annex Z (Distribution). Deviations to this format must be approved by the Installation Plans and Programs Director, 72 ABW/XP. the annex format is identical to the basic plan format.

4.3.8.1.1. The Task Organization annex lists all units that are required to act on the contents within the plan.

4.3.8.1.2. **Appendix.** An appendix is a subordinate addition to an annex. It includes information too lengthy or detailed for the basic annex. 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. Formatting for an appendix is identical to the basic plan and the annex.

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

4.3.8.1.4. **Exhibit.** An exhibit is a further subdivision of a tab to enable the planner to organize and provide supplementary information or evidence that is of greater levels of detail.

4.3.8.1.5. **Distribution List.** The distribution list identifies organizations requiring access to the plan. As a minimum, the Installation Plans and Programs Manager will notify all tasked organizations, TAFB Crisis Action Team, TAFB Emergency Operations Center and Wing Inspection Office (72 ABW/IG) when an installation plan is published, reviewed, and/or changed. Plan OPRs will determine further distribution requirements. Unit PPMs must advise Unit Plan OPRs of necessary changes to the distribution list. The distribution list is designated Annex Z in TAFB plans.

4.4. **References.** List of source documents that are mentioned within the plan which provides supporting information, context, or guidance from a higher-level source (e.g., DAFI, DAFMAN, DoDI, etc.). These sources of information can be consulted for clarification, instructions, or verification.

4.4.1. A reference page shall be provided within installation plans following the Plan Summary. Unit Plan OPRs are responsible for maintaining the list of references. The references must be up to date.

4.4.2. The reference dates will be formatted as DD Month Year or DD Mmm YY. However, the Unit Plan OPR must be consistent with the date format throughout the entire document.

4.5. **Plan Marking.** It is imperative that plans are marked with their appropriate classification levels. Plans will be marked in the Header and Footer with the appropriate classification. Classification markings will be on the front and back of each page.

4.5.1. Classified plans. Classified plans will be maintained on the SIPR Net. They will be stored on the 72 ABW/XP SharePoint. These plans will be marked with the highest classification level, marked on the top and bottom of the front and back of each page in the header and footer. The front cover will contain the classification instruction block to include Derivative or Original Classifier; Derived From; Declassify On. Each interior page will be marked with either the highest classification of the document or the specific page on the top and bottom. Each paragraph will be marked to indicate the classification of that paragraph. Further classification and marking guidance can be found in DoDM 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*.

4.5.2. Controlled Unclassified Information (CUI). CUI plans will be marked “CUI” in bold on the top and bottom of each page in the header and footer. No context will be placed above CUI in the header or below CUI in the footer.

4.5.3. Unclassified. All installation plans will be marked “UNCLASSIFIED” in bold at the top and bottom of each page in the header and footer. No context will be placed above Unclassified in the header or below Unclassified in the footer.

4.5.4. **Headers.** Header alignment will be set to 0.5” from the top on every page. The only content placed inside the header should be the classification marking. On the Letter of Transmittal, the DoD shield and 72ABW letterhead may be placed with blue font inside the header.

4.5.4.1. DEPARTMENT OF THE AIR FORCE

4.5.4.2. HEADQUARTERS 72D AIR BASE WING (AFMC)

4.5.4.3. TINKER AFB, OKLAHOMA

4.5.5. **Footers.** Footer alignment will be set to 0.5” from the bottom on every page. The only content placed inside the footer will be the page number, plan # with *title*, and classification marking.

4.5.6. **Watermarks.** All plans in the review process should have a text watermark that reads “**DRAFT**” inside the header (under CUI) until the document is sent to the Installation Commander for approval signature.

4.6. **Page Numbering.** Pages will be numbered at the bottom, centered, in the footer. There will be one blank line space. The name and number of the plan; TAFB Plan 12-345, *Title*. Under the plan’s name and title will be the classification marking, **CUI/Unclassified**.

4.6.1. Each new “section” (basic plan, annex, appendix, tab, etc.) must start on a new page. Utilize the ‘Page Break’ feature to start a new section.

4.7. **Paragraph Numbering.** Designations for subdividing and numbering paragraphs will use a numeric system. (e.g., 3., 3.1., 3.1.1., 3.1.2., 4). Letters will not be used in the paragraph numbering system. Plans will have one line space between every paragraph, size 12. Margin alignment will be set as follows:

4.7.1. (3.) TITLE. Level 1 will be flush left alignment, indented at 0.0” and special hanging by 0.25”.

4.7.2. (3.1.) Level 2 will be left indented at 0.25” and special hanging by 0.38”.

4.7.3. (3.1.1.) Level 3 will be left indented at 0.50” and special hanging by 0.50”.

4.7.4. (3.1.1.1.) Level 4 will be left indented at 0.75” and special hanging by 0.70”.

4.7.5. (3.1.1.1.1.) Level 5 will be left indent at 1.00” and special hanging by 0.85”.

4.7.6. (3.1.1.1.1.1.) Level 6 will be left indent at 1.25” and special hanging by 1.00”.

4.7.7. (3.1.3.4.5.6.7.) Level 7 will be left indent at 1.50” and special hanging by 1.25”. IAW Tongue and Quill, p. 58, Level 7 is the final outline level. Air University recommends no more than three levels for most written work.

4.8. **Capitalization and Underlining Guidance.**

4.8.1. Each new section (basic plan, annex, appendix, tab, etc.) will be titled in all caps, bold, and underlined. References for specific annexes and other attachments are in this format: **APPENDIX 15 OF ANNEX C TO TAFB PLAN 12-345. FORCE PROTECTION**

4.8.2. Paragraph titles will be capitalized and not bold, as in this format: **SOLID CAPITALS**. Paragraph titles will end with punctuation, such as a period, but not with a colon.

4.8.3. Subparagraphs and all subtitles are not underlined and are expressed as in this format: Initial Capitals. An exception to this rule applies where organizations are identified or tasked. These will be capitalized. Subparagraph titles will end with punctuation, such as a period. It will only end with a colon if the subtitle follows a verb. For example, 3.1. The 72d MDG/CC will: (the following paragraphs will list 3.1.2. Action item. 3.1.3. Action item.)

4.8.4. **Installation Commander.** When directly referring to “The Tinker AFB Installation Commander” (72 ABW/CC), Installation Commander will be capitalized. When indirectly referring to an/any installation commander, installation commander will be lower case.

4.9. **Font, Spacing and Sizing.** Spacing and sizing will align with Tongue and Quill writing guidance.

4.9.1. **Font.** Times New Roman size 12 font will be used for all installation-level plans and instructions.

4.9.2. **Bold, Italics and Underlining.** The use of boldface, italicization and underlining will only be used to emphasize key words or key points. Exception: the titles of references must be italicized.

4.9.3. **Hyphens.** For standardization, on-base and off-base will be hyphenated in the installation plans. Antiterrorism is not hyphenated in CJCS Guides or DoD Instructions; therefore, Antiterrorism will not be hyphenated in Tinker AFB Plans or instructions. If in doubt on when to use a hyphen, review the rules of hyphens beginning on page 315 in the Tongue and Quill.

4.9.4. **Margins.** Margins will be set to 1 inch for top, bottom, left, and right. (IAW Tongue and Quill, pg. 163).

4.9.5. **Alignment.** For installation plans, documents will be set at the left alignment. For installation instructions, documents will be set at the left alignment. Exception: the “summary of changes” paragraph on page 1 will be justified alignment.

4.9.6. **Line Spacing.** Within paragraphs, sentences will be single space [no blank lines]. (IAW Tongue and Quill, pg. 245).

4.9.7. **Sentence Spacing.** For installation plans, there are two spaces between every sentence (IAW Tongue and Quill, pp. 300, 314, 323, 325, 327, & 329). For instructions, there will be one space between every sentence. There is one space between every word. Exception: there are two spaces after a colon.

4.9.8. **Paragraph Spacing.** For installation plans, there will be double space between every paragraph [one blank line], Times New Roman size 12. Exception: OPR and/or Installation Plans Manager may adjust the blank line spaces down to font size 10.5 if a paragraph is split between pages, if only one or two sentences are on the next page, etc. (IAW Tongue and Quill, pg. 245).

4.9.9. **Other Spacing.** For other circumstances concerning spacing:

4.9.9.1. **Memos.** There are two spaces between Memorandum For and Distribution (IAW Tongue and Quill, pg. 164).

- 4.9.9.2. **Colons.** There are two spaces after a colon used within a sentence (IAW Tongue and Quill pp. 303 & 328). Exceptions: expressions of time, ratios, or unless manuscript format and using right justified alignment, then one space after the colon is used.
- 4.9.10. **Use of Commas.** Tongue and Quill recommends open punctuation; therefore, open punctuation will be used in installation-level plans. Use a comma to separate three or more parallel words, phrases or clauses in a series. In open punctuation, exclude the comma before the final *and*, *or* or *nor*. Exception: Use closed punctuation to help clarify your meaning or when the items in the series are longer in phrases and clauses, especially when the items/clauses include “and” as in “up and down, in and out, and over and under”. A semi-colon may be used instead of a comma to separate a series of items that are complex.
- 4.9.11. **Split Paragraphs.** Avoid dividing a paragraph between pages if the paragraph consists of four or less sentences. Utilize the page break feature to move the entire paragraph to the next page. (IAW Tongue and Quill page 169).
- 4.10. **Dates.** Each separate element of a plan must bear the date of issue or revision. Until a plan is revised, all elements should bear the same date of issue.
- 4.10.1. **Date Format.** Date format should be consistent throughout entire document. It should be formatted as Day Month YYYY or DD Mmm YY. The recommendation is Day Month YYYY. (IAW Tongue and Quill, page 164).
- 4.10.2. **Title Cover.** The OPR is responsible for updating the Month and Year on the cover of their respective plan(s) during the annual review process.
- 4.10.3. **Letter of Transmittal.** The OPR is responsible for updating the supersedes date on the Letter of Transmittal during the annual review process.
- 4.11. **Acronyms/Abbreviations.** Upon first use, ensure the acronym is established [written out]. The approved acronym/abbreviation may follow enclosed inside parenthesis. For example, Crisis Action Team (CAT). Within that element of the plan, the acronym/abbreviation alone may be used thereafter. It is recommended the OPR provide a list of acronyms/abbreviations with the references page following the plan summary. For installation instructions, the acronym/abbreviation page will be at the end.

5. Plan Review and Revision Process.

- 5.1. **Installation Plans Review and Revision Process.** This section will outline the process and procedures for installation-level contingency plans. Instructions are managed through the Tinker Publication Office, 72 ABW/SCOK.
- 5.2. **Plans Review Process.** All Installation-level contingency plans will be reviewed and signed by the Installation Commander annually unless other requirements are identified in HHQ guidance. Signatures are due before the anniversary of its publication/no later than 365 days from the previous signature.
- 5.2.1. **Identifying Changes.**
- 5.2.1.1. All installation plan updates or changes will include a Letter of Transmittal (Change Page). **Paragraph 1** of the Letter of Transmittal will contain the date of the change, the date of the basic plan and plan’s classification (if classified).

5.2.1.2. A copy of the distribution list should be attached to the Letter of Transmittal. If a new Annex Z is accomplished, a distribution list is not required. The “To” element should read: “See Attached Distribution List” or “See Annex Z.”

5.2.1.3. **Page Changes.** Re-accomplish all pages on which changes occur and place the change number and date of the change in parentheses below the page number; for example: (“Change 1, 30 June 2020”). To indicate new or changed material, list all changes in process or procedures on a page following the **Paragraph 5**. Annual Review in the security instructions section.

5.2.2. **Out-of-Cycle Review.** Director, 72 ABW/XP or Unit Plans OPRs can direct an out-of-cycle review of any installation plan for which they are the Unit Plans OPR. An out-of-cycle review is when the review process is initiated at any time other than a plan’s annual review date. Out-of-cycle reviews should only be initiated when major changes are required because of new or revised HHQ guidance. Major changes include the addition or deletion of functional requirements which affect an organization’s ability to conduct their mission essential tasks.

5.2.3. **Platform.** The installation plans review process will be facilitated on the XP Plans SharePoint.

5.2.4. **Appt Letters.** Appt letters will be signed by unit commanders/directors designating at a minimum one Office of Primary Responsibility Managers (OPRs) if applicable, one Unit Plans Program Managers (PPMs), and one Subject Matter Experts (SME) for their respective unit.

5.2.4.1. **OPRs.** Each installation-level contingency plan is distributed to an office of primary responsibility in accordance with the appropriate functional area of responsibility. OPRs are responsible for attending OPR training with XP within 60 days of assignment. They are responsible for maintaining the most current information from the higher-level guidance, DAFI, DAFMAN, DoDI, etc. Any rewrite of the higher-level guidance, it is the OPRs responsibility to notify 72 ABW/XP to initiate an out-of-cycle review. OPRs will attend semi-annual OPR/PPM training with the 72 ABW/XP office.

5.2.4.2. **PPMs.** For maximum collaborative effort, each unit commander/director will designate at least one primary Unit Plans Program Manager (PPM) to review and coordinate on all installation contingency plans. Upon designation of this role and responsibility, PPMs will have 60 days to attend PPM training with 72 ABW/XP office. Failure to attend PPM training will result in access removal from XP Plans SharePoint. PPMs will review the content within the plans, identify any tasks assigned to their respective unit, provide any recommended changes/revisions to the plan on the SharePoint Comment Resolution Matrix, and Concur or Concur w/comments on the SharePoint Coordination Sheet. It is recommended that an N/A response is not provided. If a unit is not tasked within the plan, review the content for readability and comprehension. Provide any recommended changes for clarification and Concur as written or Concur w/comments.

5.2.4.3. **SMEs.** Subject Matters Experts may be utilized to review the content within the plan. The PPMs may send a copy of the draft plan to the SMEs within their unit for thorough review of the content. This allows deeper analysis of the outlined plan. In the event this emergency should occur, we need to ensure this contingency plan can be accurately followed.

5.2.4.4. **SharePoint Access.** Access to the XP Plans SharePoint is granted through Appt Letter only. Semi-annual training through the 72 ABW/XP office is required to retain that access. Failure to maintain this training could result in suspended access.

5.2.5. **Plan Review Timelines.** For plans to be reviewed and signed by the Installation Commander within a 12-month cycle, XP and the Unit Plan OPR will begin the review process well before the anniversary date of the last plan review. The process beginning date is based on the plan's previous review time and the Complexity Factor (CF) (**Table 1**). Depending on the CF of the plan, the review process can have a 35-to-210-day review timeline to complete an annual review before the anniversary date of the plan.

Table 1. Complexity Factor (CF) effect on Plan Review Process Timeline.

CF	OPR Initial Review	ORG Coordination	OPR Adjudication	XP Final Review	GRP/SQN Review	Command For Sign	Total Days
1	5	10	4	4	5	7	35
2	10	20	8	8	10	14	70
3	15	30	12	12	15	21	105
4	20	40	16	16	20	28	140
5	25	50	20	20	25	35	175
6	30	60	24	24	30	42	210

5.2.5.1. What defines the Complexity Factor? The CF of each installation-level plan has already been identified according to the following comprehensive list of items: number of pages, multiple organization coordination, additional coordination outside of the 72 ABW, and complexity of content within the plan.

5.2.5.1.1. Example 1: A 20-page plan with only 72 ABW staff agencies/unit coordination needed and no outside coordination - recommended complexity would be level 1. Example 2: a 300-page plan with multiple staff agencies across 72 ABW, 552 ACW and local governments - recommended complexity would be level 4.

5.2.5.2. How to change the CF? If the Unit Plan OPR determines the current CF is insufficient, the Unit Plan OPR may request a change in the CF of their plan(s) by contacting the 72 ABW/XP Office. Note: adjustments need to be made to align in accordance with the anniversary signature date.

5.2.6. **OPR Initial Review.** 72 ABW/XP will task the functional unit OPR to review the final word document from last year's review. The OPR will verify any changes or updates within the parent higher-level guidance that requires this installation-level plan. The OPR will make any necessary revisions/updates to the draft document and provide XP with the revised word document within the allotted number of days. (See **Attachment 4**)

5.2.7. **ORG Review and Coordination.** Through the Plans SharePoint site, 72 ABW/XP will task the Unit PPMs to review the plan. The Unit PPMs will complete the review, provide their recommended changes on the SharePoint Comments Resolution Matrix, and Concur on the SharePoint Coordination Sheet. ([Attachment 2](#))

5.2.8. **OPR Adjudication.** Upon org/unit review and coordination, 72 ABW/XP will task the OPR to review and respond to the SharePoint Comment Resolution Matrix. The OPR will make the appropriate revisions to the draft document and resubmit the document on SharePoint. The OPR will coordinate on the SharePoint Coordination Sheet and notify 72 ABW/XP when this task is complete.

5.2.9. **XP Final Review.** 72 ABW/XP staff will conduct a final review for formatting, prepare the CRM and Unit Coord Sheet for the Wing Front Office, and finalize the word document. The package will be sent to the 72 ABW/XP Director for coordination and routing.

5.2.10. **Group/Squadron Coordination.** The e-SSS package will be sent via TMT tasker to the functional Group/Squadron Commander or Director for coordination.

5.2.11. **Final Signatory.** The e-SSS package will be sent via TMT tasker to the 72 ABW Front Office for command section review, coordination and approval. The Installation Commander will sign the new plan and return it to 72 ABW/XP.

5.2.12. **Distribution.** 72 ABW/XP will process the newly signed plan. The plan will be published on the 72 ABW/XP Plans SharePoint and C2IMERA. XP will send an email notification to the Unit PPMs when the plan has been signed and published. Note: Mission Partners outside the Air Force net will receive a copy of the plan via DoD Safe Drop.

5.2.13. **Unit Coordination Sheet.** For the units not providing coordination, 72 ABW/XP will annotate the plan coordination sheet with the following statement “No Response from Organization.”

5.2.13.1. If the organization’s input is critical to the plan and no response has been received by the suspense date, the Unit Plan OPR should elevate this to their group/squadron commander/director for follow up to the non-responding organizations’ commanders/directors. If there is still no response to the review request, 72 ABW/XP will be notified and the request may be elevated to the Wing Commander for action.

5.2.14. **Status Reporting.** The status of Tinker AFB plans is reported to the Installation Commander and Staff on a monthly cadence. This includes current plans, those in coordination and plans being worked by organizations. It is the goal of the 72 ABW for the installation-level plans in the annual review process to be ‘On-Time’ at a minimum of 80% of the time. XP will report late and on-time data, monthly, to the Installation Commander.

5.2.15. **Extension Requests.** Extension requests for any of the steps in the review process must be submitted to the 72 ABW/XP Director. However, any extension in the timeline will impact the signature deadline. Therefore, time will need to be adjusted to one of the other steps in the process. Time allotted for the Wing Command Staff will not be reduced. Ultimately, extension requests are not granted unless critically necessary.

5.2.16. **Special Coordination.** All installation plans must be coordinated with the 72 ABW Judge Advocate Office to ensure all documents follow legal regulations.

5.2.17. **Additional Base-Level Planning.** Installations will also address planning for man-made and natural disasters and all types of local terror related attacks (including chemical, biological and nuclear) occurring on and off the installation.

5.3. **Revision Process.** After a plan has been reviewed and signed by the Installation Commander, that document cannot be altered. If an unsubstantial revision needs to be made to the plan prior to the next review cycle, the OPR of the plan may provide a Guidance Memorandum signed by the unit commander or Director to 72 ABW/XP. The Guidance Memorandum will be published alongside the signed plan.

5.4. **Out-of-Cycle Review.** An out-of-cycle review is when the review process is initiated at any time other than a plan's annual review date. The Director, 72 ABW/XP, or TAFB installation plans OPRs of any installation plan for which they are the OPR can direct an out-of-cycle review. Out-of-Cycle reviews should only be initiated when major changes are required by new or revised HHQ guidance. Major changes include the addition or deletion of functional requirements which affect an organization's ability to conduct their mission essential tasks.

6. Installation-Level Plans List.

6.1. **Installation Plans List.** This section provides a list of Essential and Supporting Plans for Tinker AFB. Plans are stored on the 72 ABW/XP Plans SharePoint and on C2IMERA. All instructions are processed through the Tinker Publication Office, 72 ABW/SCOK.

6.2. **Essential Plans.** All installation-level contingency plans are reviewed and signed by the Installation Commander, 72 ABW/CC, annually unless other requirements are identified in HHQ guidance. The signature is due no later than 365 days from the previous signature date.

6.2.1. TAFB Plan 10-2, *Installation Emergency Management Plan (IEMP)* - CE.

6.2.2. TAFB Plan 10-205, *Alert, Recall, Notification and Accountability (ARNA)* - XP.

6.2.3. TAFB Instruction 10-206, *Emergency Mass Notification Procedures* – XP.

6.2.4. TAFB Plan, 10-208, *Continuity of Operations (COOP)* – XP.

6.2.5. TAFB Instruction 10-229, *Release of Personnel Due to Hazardous Weather* – XP.

6.2.6. TAFB Instruction 10-403, *Deployment Planning and Execution* – LRS.

6.2.7. TAFB Plan 10-404, *Base Support and Expeditionary Site Plan (BaS&E)* – LRS.

6.2.8. TAFB Plan 10-800, *Crisis, Command and Control (C3)* – XP.

6.2.9. TAFB Plan 31-101, *Base Defense Plan (BDP)* – SFS.

6.2.10. TAFB Plan 31-145, *Installation Antiterrorism (AT) Plan* – SFS.

6.2.11. TAFB Plan 31-145, *Installation Barrier Plan (IBP)* – CE.

6.2.12. WSA Plan 31-145, *Wing Staff Agency (WSA) Antiterrorism (AT) Plan* – XP.

6.3. Supporting Plans.

6.3.1. TAFB Plan 10-1004, *Open House Policy & Procedures* – OSS.

- 6.3.2. TAFB Plan 10-1004, *Tinker Air Show-Emergency Response Plan (ERP)* – CE.
- 6.3.3. TAFB Plan 10-701, *Operation Security (OPSEC)* – XP.
- 6.3.4. TAFB Plan 11-1, *B-2 Aircraft Support (Spirit Shift)* – OSS.
- 6.3.5. TAFB Plan 11-2, *Severe Weather Reception Plan* – OSS.
- 6.3.6. TAFB Plan 11-204, *Support for Aircraft Carrying Hazardous Material* – OSS.
- 6.3.7. TAFB Plan 11-4, *Reflex Delta* – OSS.
- 6.3.8. TAFB Instruction 11-502, *Small Unmanned Aircraft System (sUAS) Concept of Employment (CONEMP)* – OSS.
- 6.3.9. TAFB Plan 13-207, *Aircraft Theft/Hijacking* – OSS.
- 6.3.10. TAFB Plan 13-245, *Emergency Security Control of Air (ESCAT)* – OSS.
- 6.3.11. TAFB Instruction 15-101, *Weather Support Document* – OSS.
- 6.3.12. TAFB Plan 16-608, *Chemical Weapons Convention Implementation and Compliance (CWCIP)* – XP.
- 6.3.13. TAFB Instruction 21-101, *Crashed, Damaged or Disabled Aircraft Recovery (CDDAR)* – XP.
- 6.3.14. TAFB Plan 32-1002, *Snow and Ice Control Plan* – CE.
- 6.3.15. TAFB Plan 34-160, *Mortuary Plan* – FSS.
- 6.3.16. TAFB Plan 36-3009, *Family Readiness* – FSS.
- 6.3.17. TAFB Instruction 84-103, *Airpark Management* – XP.
- 6.3.18. TAFB Plan 90-2002, *Installation Tribal Relations Plan (ITRP)* – CE.
- 6.3.19. TAFB Plan 91-1, *Aircraft Mishap Response Plan* – SE.
- 6.3.20. TAFB Plan 91-2, *Mishap Response Plan for Occupational/Weapons Mishap Safety Investigations* – SE.
- 6.3.21. TAFB Plan 91-212, *Bird/Wildlife Aircraft Strike Hazardous Plan (BASH)* – SE.

6.4. **Additional Plans.** These additional plans are managed by their functional office. The functional office of responsibility will send a copy of their plan to the 72 ABW/XP workflow when the respective plan is revised, changed, and/or updated.

- 6.4.1. 72 MDG Plan 41-106, *Medical Contingency Response Plan (MCRP)* – MDG.
- 6.4.2. CE Plan 10-211, *Civil Engineer Group Contingency Response Plan (CRP)* – CE.
- 6.4.3. 72 ABW Plan, *Spill Prevention, Control and Countermeasure Plan (SPCC)* – CE.
- 6.4.4. 72 ABW Plan, *Facility Response Plan (FRP)* – CE.
- 6.4.5. TAFB Plan 32-7002, *Integrated Solid Waste Management Plan (ISWMP)* – CE.
- 6.4.6. TAFB Plan 32-7003, *Integrated Natural Resources Management Plan* – CE.
- 6.4.7. TAFB Plan 32-7042, *Hazardous Waste Management Plan (HWMP)* – CE.

6.4.8. TAFB Instruction 90-1701, *Facility Infrastructure Installation Energy and Water Management* – CE.

7. Wing Plans Working Group.

7.1. **The creation of a WPWG is required at TAFB.** For tenant organizations, membership in host-unit WPWGs is highly encouraged. WPWG membership should consist of the wing plans officer and squadron/unit plans representatives. Consideration should be given to local, off-based subject matter experts for inclusion in the WPWG.

7.1.1. WPWG should be held semi-annually in June and December to allow at least 120 days before the next 72 ABW self-assessment period of May and November.

7.1.2. Key Members Required.

7.1.2.1. 72 ABW/XP Director

7.1.2.2. 72 ABW/XP Lead Plans Program Manager

7.1.2.3. 72 MSG CC/CD

7.1.2.4. 72 SFS CC/CD

7.1.2.5. 72 FSS CL/DD

7.1.2.6. 72 ABW/CE Director

7.1.2.7. 72 OSS CC/DO

7.1.2.8. 72 ABW/SE Director

7.1.2.9. 72 MDG CC/CD

7.1.2.10. 72 LRS Director/DD

7.1.2.11. 72 ABW/CEXF, Fire Chief/Incident Commander

7.1.2.12. 72 ABW/CEXM

7.1.2.13. 552 ACW/CP, Chief Command and Control Operations

7.1.3. Key Members Suggested.

7.1.3.1. 72 ABW/DS

7.1.3.2. 72 SFS/S5 and 72 SFS AT Program Manager(s)

7.1.3.3. 72 OSS/OSA Plans Manager(s)

7.1.3.4. 72 ABW/CEX, Emergency Management Specialist(s)

7.1.3.5. 72 ABW/CEXF, Deputy Fire Chief

7.1.3.6. 72 FSS/DO

7.2. **Director, Plans and Programs Division (72 ABW/XP) or designated representative should chair the WPWG.** TAFB Installation Plans Program Manager (72 ABW/XP) should facilitate the WPWG by scheduling the meeting and serve as the recorder for the WPWG by publishing the Agenda and Meeting Minutes.

7.3. **Consider the following for discussion during WPWG meetings:**

- 7.3.1. Development and coordination of new plans.
- 7.3.2. Discussion of current plan requirements, i.e. creation of a new plan annex.
- 7.3.3. Review of local procedures and a “How Goes It?” seminar to ensure current plans satisfy requirements.
- 7.3.4. Introduction of new plans representatives.
- 7.3.5. Consider reviewing plans, training events or tabletop exercise requirements to address implementation and local actions.
 - 7.3.5.1. Annual Plans Representative refresher training will be conducted at the end of every WPWG for new plans representatives or current plans representatives that require refresher training.

8. Staff Assistance Visits.

8.1. **Wing Staff Assistance Visits.** Wing staff assistance visits are an integral part of a comprehensive wing plans surveillance program. The Installation Plans Manager (72 ABW/XP) will conduct staff assistance visits annually. The squadron commander (or equivalent) of the AFMC or tenant organization will respond in writing to the Installation Plans Manager (72 ABW/XP) indicating corrective actions taken. Report open items to 72 ABW/XP every 30 days until the corrective action is completed. Installation Plans Manager will:

8.1.1. Publish a proposed staff assistance visit schedule for the entire calendar year.

8.1.1.1. 72 ABW/XP will electronically publish a SAV schedule for the months of the calendar year based on SAVs to be performed.

8.1.2. Confirm visit with the unit commander or equivalent (or Unit Plan OPRs/PPMs) of each AFMC and tenant organization before the visit to establish time, date and purpose.

8.2. **Staff assistance visits must be task-oriented and not primarily administrative in nature.** Consider the following items for review during SAVs:

8.2.1. Review of all plans to ensure plans viability.

8.2.2. Review of all plans to ensure that supervisors are aware of, and can support, specific functional area tasking. Additionally, verify documentation of key personnel briefings.

8.2.3. Review of all tasked plans on file for currency.

8.2.4. Actions for preparing plans.

8.2.5. Review of functional area CAT checklists for currency and adequacy. Ensure adequate instructions, checklists, etc., are developed to implement plans under which their agency is tasked.

8.2.6. Review of classification marking procedures. (Ensure actions listed in checklists, operating instructions, etc., are classified properly).

8.3. During staff assistance visits, items discussed must be documented to include deficiencies noted, actions taken, open items, and those corrected on the spot. Highlight recurring deficiencies. Provide a formal reply to the unit commander of the AFMC or tenant organization visited. Unit Plans OPRs/PPMs will keep copies of staff assistance visit reports on file for two years.

FENCISCO N. HARRIS, Colonel, USAF
Commander

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

JP 5-0, *Joint Planning*, 01 July 2025

DoDI5230.24, *Distribution Statements on DoD Technical Information*, 10 January 2023

DoDM5200.01-V1_DAFMAN16-1404V1, *DoD Information Security Program: Overview, Classification, and Declassification*, 27 August 2024

DoDM5200.01-V2_DAFMAN16-1404V2, *DoD Information Security Program: Marking of Classified Information*, 17 June 2025

DoDM5200.01V3_DAFMAN16-1404V3, *DoD Information Security Program - Protection of Classified Information*, 12 April 2022

DAFI 10-401, *Air Force Operations Planning and Execution*, 18 July 2024

AFI 33-322, *Records Management and Information Governance Program*, 25 June 2025

AFH 33-337, *The Tongue and Quill*, 26 July 2016

DAFI 90-160, *Publications and Forms Management*, 21 June 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 14 July 2025

Adopted Form

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

AFB—Air Force Base

AFMC—Air Force Materiel Command

AOR—Area of Responsibility

AP—Adaptive Planning

CAT—Crisis Action Team

CI—Critical Information

CUI—Controlled Unclassified Information

DAF—Department of the Air Force

DoD—Department of Defense

GM—Guidance Memorandum

HQ—Headquarters

HHQ—Higher Headquarters

IAW—In Accordance With

JP—Joint Planning

LoT—Letter of Transmittal

OPSEC—Operation Security

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SIPRNet—Secure Internet Protocol Router Network

TAFB—Tinker Air Force Base

TFI—Total Force Integration

USAF—United States Air Force

WebEOC—Web-based Emergency Operations Center

WPWG—Wing Plans Working Group

Attachment 2

COMMENT RESOLUTION MATRIX

Figure A2.1. PPM/SME Plan Review Checklist.

Complete?	Item	Days before Anniv. Date: CF 1/2/3/4
ORG REVIEW		
	PPM: Acknowledge receipt of ORG Review email from XP with link to Support Document Folder, Comments Matrix and Coordination Sheet.	NLT 25/50/75/100
	PPM: If needed, forward draft plan to SMEs** within organization.	NLT 25/50/75/100
	PPM/SME: Ensure access to links on email. Contact the XP Workflow if access is needed.	NLT 25/50/75/100
	PPM/SME: Review the DRAFT for references, clear content, accuracy, OPSEC, correct phone numbers, org symbols, and formatting.	NLT 15/30/45/60
	PPM/SME: Submit recommended changes in Comments Resolution Matrix via SharePoint. Use 3-digit page numbers (i.e. 001)	NLT 15/30/45/60
	PPM: Digitally sign Coordination Sheet under appropriate ORG.	NLT 15/30/45/60
	PPM: Notify XP when complete.	NLT 15/30/45/60
*For those organizations without SharePoint access, XP uses DoD File Safe https://safe.apps.mil/		
** SMEs must be on Installation Plans Management Appointment Letter		

Attachment 3

STAFF SUMMARY SHEET FOR PLAN CONCURRENCE

A3.1. 72ABW/XP Office will route the plans to the 72 ABW Wing Front Office in e-SSS format through TMT Tasker. The e-SSS format will be as follows:

Table A3.1. Staff Summary Sheet for Plan Concurrence.

BLUF: TAFB Plan 12-345, Title is ready for leadership review and 72 ABW/CC signature.	
72 ABW/XP	Coord
72 Unit/CC	Coord
72 ABW/CCE	Coord
72 ABW/DS	Coord
72 ABW/CD	Coord
72 ABW/CC	Sign
----- STAFF SUMMARY	
AO: Capt Joe Sample, 72 FSS/FSM, DSN 339-XXXX	
SUSPENSE: 72 ABW/CC - 20 October 2025	
SUBJECT: CC Sign TAFB Plan 12-345, Title	
<p>1. PURPOSE: The TAFB Plan 12-345, Title is due for leadership review and final signature. Plans are due for annual review every 12 months. Signature is required no later than 365 days from the prior signature date.</p> <p>a. Signature Authority. Provide AF guidance stating the Installation Commander’s requirement to obtain and maintain this specific plan.</p> <p>2. BACKGROUND: The plan has been reviewed and coordinated by tasked organizations. Updates and changes have been incorporated by the OPR into the final document.</p> <p>3. PROCEDURE: Final plan documents will be sent through TMT tasker. Each plan will be reviewed and coordinated by its designated organization commander prior to wing coordination. <UNIT> is the designated OPR for this specific plan. Therefore, <Unit Commander/Director> will review and coordinate.</p> <p>4. RECOMMENDATION: 72 ABW/CC sign page 2 on Tab 1, by DD Month YYYY.</p>	
3 Tabs:	
Tab 1 – CUI_TAFB_Plan_12-345_Title_Month_Year_FINAL	
Tab 2 – TAFB_Plan_12-345_Unit-Coordination-Sheet_Year	
Tab 3 – TAFB_Plan_12-345_Unit-Comment-Resolution-Matrix_Year	

Attachment 4

OVERALL INSTALLATION PLANS REVIEW PROCESS

Figure A4.1. Plans Review Checklist.


Complete?	Item	Days before Anniv. Date: CF 1/2/3/4
OPR INITIAL		
	OPR: Acknowledge receipt of OPR Initial email from XP with Support Document Folder link to OP&E SP.	NLT 30/60/90/120
	OPR: Ensure access to Support Document Folder. Contact the XP Workflow if access is needed.	NLT 30/60/90/120
	OPR: Save draft document to your computer. Review/edit DRAFT for references, content, accuracy, OPSEC, and formatting. Verify any changes/updates in parent guidance (i.e., DAFI, DAFMAN, DoDI, etc.).	NLT 25/50/75/100
	OPR: Upload the revised/edited DRAFT plan to OP&E SP in the Support Document folder.	NLT 25/50/75/100
	OPR: Digitally sign Coordination Sheet on the OPR Initial row.	NLT 25/50/75/100
	OPR: Notify XP when completed. An email to XP Workflow will suffice.	NLT 25/50/75/100
ORG REVIEW		
	PPM: Acknowledge receipt of ORG Review email from XP with link to Support Document Folder, Comments Resolution Matrix and Coordination Sheet.	NLT 25/50/75/100
	PPM: If needed, forward draft plan to SMEs** within organization.	NLT 25/50/75/100
	PPM/SME: Ensure access to links on email. Contact the XP Workflow if access is needed.	NLT 25/50/75/100
	PPM/SME: Review the DRAFT for references, clear content, accuracy, OPSEC, correct phone numbers, org symbols, and formatting.	NLT 15/30/45/60
	PPM/SME: Submit recommended changes in Comments Resolution Matrix via SharePoint. Use 3-digit page numbers (i.e. 001)	NLT 15/30/45/60
	PPM: Digitally sign Coordination Sheet under appropriate ORG.	NLT 15/30/45/60
	PPM: Notify XP when complete.	NLT 15/30/45/60
OPR ADJUDICATION		
	OPR: Acknowledge receipt of Adjudication email from XP with link to Support Document Folder, Comments Resolution Matrix and Coordination Sheet.	NLT 15/30/45/60
	OPR: Review recommended changes on comments resolution matrix and determine validity. Provide status for each comment as to whether the revision to the DRAFT plan is (A) accepted, (M)	NLT 11/22/33/44

	partially accepted or (D) denied along with rationale for decision, etc.	
	OPR: Edit the DRAFT document.	NLT 11/22/33/44
	OPR: Upload revised/edited DRAFT plan to OP&E SP in the Support Document folder.	NLT 11/22/33/44
	OPR: Digitally sign Coordination Sheet on the OPR Final row.	NLT 11/22/33/44
	OPR: Make any final edits requested by 72 ABW/XP.	NLT 7/14/21/28
FOR PLANS NEEDING CERTIFICATION LETTER ONLY		
	Acknowledge receipt of email from XP requesting Certification Letter from Unit Commander and Unit Plans OPR.	NLT 7/14/21/28
	Upload PDF version of signed certification and plan to OP&E SP. Inform XP when complete.	NLT Anniversary
<p>*For those organizations without SharePoint access, XP uses DoD File Safe https://safe.apps.mil/</p>		

Attachment 5

GUIDANCE MEMORANDUM TEMPLATE

Figure A5.1. Guidance Memorandum Template.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 72D AIR BASE WING (AFMC) TINKER AIR FORCE BASE OKLAHOMA</p>	<p>DD Month YYYY</p>
<p>MEMORANDUM FOR 72 ABW/XP</p>		
<p>FROM: <Unit></p>		
<p>SUBJECT: Certified as Current, TAFB Plan 12-345, <i>Title</i></p>		
<p>1. This guidance memorandum is to certify that TAFB Plan 12-345, <i>Title</i>, dated Month Year is current through DD Month Year.</p> <p>2. Summarize the reason for extending signature date. Summarize the need for a guidance memorandum.</p> <p>3. If there are any questions or concerns, please contact Rank First Last Name, Office Symbol, at (405) 555-5555 or email at first.last@us.af.mil.</p>		
<p>FIRST M. LAST, Rank, USAF <Unit> Commander</p>		

Attachment 6

INSTALLATION PLANS PROGRAM MANAGEMENT (PPM) APPOINTMENT LETTER

Figure A6.1. Installation Plans Program Management (PPM) Appointment Letter.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 72D AIR BASE WING (AFMC)
 TINKER AIR FORCE BASE OKLAHOMA

DATE or DATE SIGNED

MEMORANDUM FOR 72 ABW/XP

FROM: <Your Organization>

SUBJECT: Tinker Installations Plans Management Appointment Letter

REFERENCE: TAFB Instruction 10-401, *Installations Plans and Instructions Process*, April 2026

1. The following personnel will serve as Primary and Alternate Unit Plans Program Manager (PPM) for Tinker Air Force Base (TAFB):

Name	Rank/Grade	Office Symbol	Duty Phone	Email
Primary				
Alternate				

2. The following individuals are subject matter experts (SME) within my organization, who need access to the OP&E Site to review and provide comments on plans:

Name	Rank/Grade	Office Symbol	Duty Phone	Email

3. The Primary and Alternate Unit PPMs listed above have read and fully understand their respective roles and responsibilities as outlined within TAFBI 10-401, *Installations Plans and Instructions Process*. PPMs must attend training with the XP office within 60 days of this letter.

4. This memo supersedes all previous memos, same subject. If you have any questions, please contact Mr. John Smith (john.smith@us.af.mil), 72 ABW/XP, at 405 734-1234 (DSN 884-1234).

<Commander/Director Signature Block>

Attachment 7

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