

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 10-401**

17 SEPTEMBER 2025

Operations

INSTALLATION PLANS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 10-401, *Operations Planning and Execution*. This instruction has been developed to provide guidance to 88th Air Base Wing (88 ABW) units in carrying out their responsibilities in the 88 ABW planning process and to standardize all installation-level contingency response and select special event plans developed for the 88 ABW and Wright-Patterson Air Force Base (WPAFB). Wartime Contingency Plans (OPLANS) are managed by 88 LRS/LGRD and are not affected by this instruction. WPAFBI 10-401 describes installation plans/program duties and responsibilities, plan preparation, administrative procedures, and plan formats. WPAFBI 10-401 is not intended to replace or supersede joint or higher headquarters guidance. If there is a conflict between this instruction and guidance from a higher command, please notify the WPAFB Plans Manager (88 ABW/XPX) of the conflict. Users of this instruction should familiarize themselves with the referenced guidance. WPAFB personnel are authorized to reproduce or extract any portions necessary for planning and operational purposes. Organizations have 120 days from the date of publication to implement a request for waivers or exceptions to criteria stipulated within. Any organization may supplement this instruction. This publication does not apply to the Air National Guard or the Air Force Reserve Command (ANG/AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management And Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Send comments and suggestions about this publication for the

improvements on DAF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR).

SUMMARY OF CHANGES

Changes include adding the “Summary of Changes” page at [paragraph 3.1.5](#), renumbering the follow-on paragraphs, updating hyperlinks, and minor administrative corrections.

Chapter 1

RESPONSIBILITIES

1.1. The 88ABW Planning Process. This section provides an overview of the WPAFB planning process and the interrelationships of the necessary agencies involved. This process is designed to facilitate the development, maintenance, and updating of all WPAFB installation level plans the 88 ABW is tasked to support. This instruction only applies to 88 ABW installation-level plans (plans in which multiple installation agencies are tasked for input and are signed by the Installation Commander (88 ABW/CC). Individual units may use this document as a guide.

1.2. Responsibilities. This section spells out the specific responsibilities of each organization in the planning process.

1.2.1. Director, Plans and Programs Division (88 ABW/XP).

1.2.1.1. Administer the 88 ABW planning program.

1.2.1.2. Appoint a WPAFB Plans Manager to facilitate the 88 ABW planning program.

1.2.1.3. Be responsible for approving all plan changes and reviews.

1.2.1.4. Sign the Memorandum of Transmittal on all 88 ABW plans as designated by the 88 ABW/CC. The effective date for this memorandum shall be the date of approval by the 88 ABW/CC.

1.2.2. WPAFB Plans Manager.

1.2.2.1. Manage the WPAFB plans process.

1.2.2.2. Develop a plans instruction (this document) which outlines specific information essential to the continuity of plans and responsibilities.

1.2.2.3. Maintain the WPAFB Plans Catalog on the 88 ABW Plans Management SharePoint site at <https://usaf.dps.mil/teams/21021/SitePages/Home.aspx>.

1.2.2.4. Coordinate as necessary with action officers (AO) for each plan.

1.2.2.5. Review all installation-level plans before final submission, publication, and distribution. After group/unit coordination and 88 ABW/JA legal review, forward the plan to the 88 ABW/CC for signature.

1.2.2.6. Ensure approved plans are posted to the WPAFB Plans Catalog site at <https://usaf.dps.mil/teams/21021/SitePages/Home.aspx> and make proper distribution of each plan.

1.2.2.7. Establish an effective base plans annual review program. Ensure all plans are reviewed by the AOs on the required basis (annually, biennially, etc.).

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

1.2.2.9. Maintain copies of the necessary staffing document formats/examples on the WPAFB Plans Management SharePoint site for each plan.

1.2.2.10. Schedule and conduct plans working groups semi-annually.

1.2.3. Commanders/Directors. Commanders/Directors, are integral to the plans process and must ensure the following:

1.2.3.1. Coordination procedures are followed within their unit and all necessary unit input has been coordinated accordingly.

1.2.3.2. Plan suspense deadlines are met.

1.2.3.3. An office or AOs responsible for the plan have been designated for all applicable plans.

1.2.4. Plan Action Officers. The Plan AO is responsible for the development and maintenance of their organization's plan. Each organization responsible for a plan will appoint a primary and alternate AO. Plan AOs will:

1.2.4.1. Notify 88 ABW/XPX of the intent to produce or change an 88 ABW plan or annex in accordance with the annual review, out of cycle change or other applicable guidance (Higher Headquarter (HHQ) directive, etc.).

1.2.4.2. 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.

1.2.4.3. In conjunction with 88 ABW/XPX, conduct a review of all plans for which the organization is responsible for or when governing directives or an organizational change dictates a review.

1.2.4.4. Use the 88 ABW/XPX provided copy of the plan (maintained on the Plans Management SharePoint) for the annual review and all subsequent updates.

1.2.4.5. After Group/Unit coordination, ensure all comments are properly adjudicated and annotated in the electronic comment matrix located at <https://usaf.dps.mil/teams/21021/Lists/Plans%20Comment%20Matrix/AllItems.aspx>.

1.2.4.6. Plan AOs must contact the submitting unit when rejecting any Office of Coordination Responsibility (OCR) comments. They will also provide justification in the comment matrix of the final determinations made when an OCR comment/recommendation is rejected or modified.

1.3. Plans Maintenance. Each WPAFB unit who is the AO or OCR for plans should ensure they have the appropriate access to the WPAFB Plans Management SharePoint site by contacting the Plans Manager.

1.4. Operations Security (OPSEC). Protection of Critical Information (CI) within WPAFB 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 AOs must remain aware of the need to safeguard CI. While Plan AOs must incorporate a strong sense of OPSEC responsibility into all plans, checklists, and operating instructions (OIs), all WPAFB personnel affected by the plans are responsible for ensuring OPSEC.

1.5. Classification Management. WPAFB plans, or their classified annexes, 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 IAW *DoD Manual 5200.01*, Vols 1-3, *DoD Information Security Program*, and DoDI 5200.01 Volume 2_ AFMAN16-1404, Volume 2, *Information Security Program: Marking of Information*.

1.6. Controlled Unclassified Information Storage. Plans containing Controlled Unclassified Information (CUI) should be marked and protected as required against public disclosure. See DoDI 5200.48, *Controlled Unclassified Information (CUI)* and DoDI 5200.48_DAFI 16-1403, DAFGM 2024-01, *Controlled Unclassified Information (CUI)*.

Chapter 2

PREPARING AND UPDATING PLANS

2.1. Plan Development. Anyone with knowledge of the requirement to produce a plan should notify 88 ABW/XPX to ensure proper coordination and tracking. Any installation plan which tasks multiple organizations should be incorporated into the WPAFB plans process.

2.2. AO Determination. The AO for WPAFB plans is determined by the source document requiring the plan or 88 ABW/CC tasking its creation.

2.3. Identifying Plans. WPAFB 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 a base-level plan, see 88 ABW/XPX for identification guidance prior to proceeding with coordination. Unless specifically required, Air Force Instruction numbers will not be used in conjunction with WPAFB plan names.

2.3.1. 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 must be approved by the Chairman, Joint Chiefs of Staff.

2.3.2. An installation-level plan that is not supporting a HHQ plan is labeled as such, e.g., *WPAFB Installation Deployment Plan*. If a plan AO determines there is a conflict between this instruction and any higher headquarters guidance, notify 88 ABW/XPX immediately.

2.4. Plan Format. 88 ABW 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 DoDM5200.0, Vol 1, for guidance on preparation and marking of classified plans.

2.5. Plan Suspense. Plan AOs, tasked OCRs, and reviewing agencies, must make every effort to meet suspense deadlines for annual/biennial reviews, changes and revisions. 88 ABW/XPX will route the plan for annual suspense and contact Plan AOs 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.

2.6. Plan Preparation Process. Any unit wishing to or tasked to develop a plan should first consult 88 ABW/XPX 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 2.8](#) for coordination procedures.

2.7. Plan Review Process. A plan is reviewed, unless indicated elsewhere, on the anniversary of its publication. 88 ABW/XPX will facilitate the review process for all plans identified on the WPAFB Plans Management SharePoint site. Remember to consider the impact of Host-Tenant Support Agreements (OPR: 88 LRS/LGRD) when adjusting WPAFB plans. The review is intended to identify areas requiring updates, changes, modifications, etc.

2.7.1. Scheduled Review. The WPAFB Plans Manager will initiate the review cycle 5 months before the required signed date (e.g. 1 Feb for 30 Jun) as follows:

2.7.1.1. The Plans Manager will provide a properly formatted and ready draft plan for the responsible unit using the previously approved plan. The annual review will be initiated via formal tasker through TMT. The unit will have 30 days to identify the AO, complete their annual review, and provide a draft ready for group/unit coordination.

2.7.1.2. Major and substantive changes made during the annual review cycle will be annotated in a "Summary of Changes."

2.7.2. Plan AOs can request an out-of-cycle review of any plan they are the AO for at any time other than a plan's annual review date when major changes are required because of new or revised guidance or procedures.

2.7.3. A new plan will be issued after a scheduled or out of cycle review. The publication date of the plan will change (and subsequently its annual review date) to the date the plan was signed by the 88 ABW/CC.

2.8. Coordination Process. The WPAFB Plans Manager will oversee the coordination process. Plan coordination will be completed as follows:

2.8.1. Group/Unit Coordination. Once a properly formatted and ready draft plan is received from the plan AO, the Plans Manager will initiate group/unit coordination. All 88 ABW groups and staff agencies will be tasked via TMT. All tenant units will be sent an eSSS via email by the Plans Manager.

2.8.1.1. OCR points of contact (POC) will input their unit's response, to include concur without comments, into the electronic comment matrix on the Plans Management SharePoint site.

2.8.1.2. Once all group/unit coordination is complete, the Plans Manager will notify the plan AO to adjudicate all comments in the matrix. The plan AO will have 30 days to complete adjudication. The plan AO must update the comments matrix with the disposition of all comments and must directly coordinate with the POC for rejected comments. Once all comments have been adjudicated, the updated plan will be provided to the Plans Manager for the next stage of the process.

2.8.2. Legal Coordination. Once the updated plan is received from the AO, the Plans Manager will initiate legal coordination. 88 ABW/JA will be tasked via TMT to conduct a legal review of the draft plan. They will also be provided with the comment matrix. JA will have normally have 10 days to complete their review. Once legal coordination is completed, 88 ABW/JA comments will be adjudicated by the plan AO and incorporated into the plan.

2.8.3. 88 ABW/CC Approval. Once legal coordination is completed, the Plans Manager will prepare the plan for 88 ABW/CC for approval and signature. An eSSS will be submitted via TMT with the draft plan, documentation of legal and group/unit coordination, and the consolidated comments matrix. A suspense of 14 days is normally set for CC approval. Once approved, the Director, 88 ABW/XP, will sign the Memorandum of Transmittal and the 88 ABW/CC will sign the basic plan.

2.9. Plan Distribution.

2.9.1. Annex Z, Distribution, will be included in all plans. The “To” element of all memorandums of transmittal will read “See Distribution.”

2.9.2. AOs responsible for classified plans will review DoDM 5200.01, Vol 2, *DoD Information Security Program: Marking of Classified Information* for distribution statement marking requirements.

2.9.3. The Plans Manager will announce the publication of all new/revised plans and distribute plans via email.

2.9.4. Unclassified and CUI plans will be posted to the 88 ABW/XP Plans Management SharePoint site.

2.10. Formal Changes.

2.10.1. All changes to a plan after the annual review cycle that require publication will be coordinated with affected agencies and approved by the 88 ABW/CC.

2.10.2. Changes will be accomplished in a formal change to the plan as follows:

2.10.2.1. The change number will be listed under the plan title on the cover page.

2.10.2.2. The change will include a memorandum of transmittal. The memo’s date (when signed by the CC) will become the date of the change. The subject line will start with Change # to (plan name), and **paragraph 1** will state “The following changes were made to this plan (Blue Font)”. All changes will then be listed in blue font.

2.10.2.3. The 88 ABW/CC will sign the new memorandum of transmittal only. The original memorandum of transmittal and CC signature will not be removed from the original plan.

2.10.2.4. The change will be annotated in the Record of Changes (**paragraph 4** of the Security Instructions/Record of Changes).

2.10.2.5. All changed material within the plan will be in blue font. Add “changed to read” or “added” after the paragraph number to identify updated information.

Chapter 3

PLANS FORMAT

3.1. Plan Elements. Plans are comprised of a cover page, memorandum of transmittal, table of contents, security instructions, summary of changes, optional plan summary, basic plan, annexes, appendices and tabs. All WPAFB plans will include these elements in the order listed, unless specified otherwise in HHQ directives:

3.1.1. Plan Cover. The front cover must show the issuing installation, full title of plan, date of the plan, and the Team Wright-Patterson shields. All cover page text should be Times New Roman, 24-font, and bold. See [paragraph 3.3](#), for instructions on properly marking the plan's classification. Distribution statements for classified documents will be IAW DoDM 5200.01, Vol 2. CUI designator blocks will be in the lower left corner of the cover page (above the footer).

3.1.2. Memorandum of Transmittal. The Memorandum of Transmittal will be on standard 88 ABW letterhead. It should identify the reason for preparing the plan. The memo should identify the AO and include disposition instructions if the plan supersedes a previous plan. The memo is not numbered and is signed by the Director, 88 ABW/XP. The date of the transmittal letter should be the same as that of the plan. The transmittal letter will include a link to the 88 ABW/XPX Plans Management SharePoint.

3.1.3. Table of Contents (TOC). The TOC will include the Memorandum of Transmittal, TOC, Security Instructions, Summary of Changes, Plan Summary, Basic Plan, and all annexes, appendices, and other elements. The TOC through the Plan Summary will be numbered starting with "i". The Basic plan will start with "1". Each annex will start with the applicable letter and number, such as "A-1". Only the first page of each section will be listed in the TOC.

3.1.4. Security Instructions. The security instructions must include the long and short titles of the plan, the classification requirements, and should state any reproduction limitations. OPSEC should be discussed in the security instructions.

3.1.5. Summary of Changes. All major and substantial changes will be listed in the Summary of Changes. The changes will be listed in chronological order and each entry will include the page and paragraph number, and identify the information added, changed, or deleted. If a plan has been thoroughly revised, a blanket statement will suffice.

3.1.6. Plan Summary. The plan summary is optional and may be used for 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.

3.1.7. 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 basic plan will be signed by the 88ABW/CC unless higher headquarters format dictates another format. The only exception from the basic plan format is when there is a specified format provided by HHQ guidance.

3.1.8. 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 not normally 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 after the 88 ABW/CC signature block. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment that has further attachments.

3.1.8.1. Annex. An Annex is 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 WPAFB plans will contain, as a minimum, Annex A - Task Organization and Annex Z -Distribution. Deviations to this format may be approved by the WPAFB Plans Manager. The Annex format is identical to the Basic Plan format.

3.1.8.1.1. Annex A - Task Organization. This annex lists all units that are required to act on the contents of the plan. All units on the task organization must be included in the distribution.

3.1.8.1.2. Annex Z – Distribution. This annex identifies organizations requiring access to the plan. As a minimum, the distribution list will include all task organizations, 88 ABW/CC, all ABW Groups, the AFMC Command Center, and 788 CES/CEXX. Plan AOs will determine further distribution requirements.

3.1.8.2. 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.

3.1.8.3. 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 general format as appendices.

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

3.2. References. List documents required for complete understanding of the annex or appendix. Do not duplicate references in annexes or appendices that are listed in the basic plan. If no references are required, continue with the next paragraph.

3.3. Plan Marking. Plans will be marked according to their contents.

3.3.1. Classified plans. These plans will be marked with the highest classification level on the top and bottom of the front and back cover and each page in the header and footer. The front cover will contain the classification instruction block. 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 marking guidance is found in DoDM 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*.

3.3.2. Unclassified plans will be marked UNCLASSIFIED on the top and bottom of the cover page ONLY.

3.3.3. CUI Plans will be marked CUI on the top and bottom of the cover page in the header and footer. A CUI designation block will be in the bottom left of the page, above the footer. Each page will be marked CUI in the header and footer. Nothing will be above CUI in the header or below CUI in the footer.

3.3.4. Starting with the TOC the following information will be placed in the header and aligned right on two lines: Headquarters 88th Air Base Wing (AFMC). Wright-Patterson AFB OH 45433.

3.4. Paragraph Numbering. Designations for subdividing and numbering paragraphs will use a numeric system. (Ex: 3., 3.1., 3.1.1., 3.1.2., 4).

3.5. Page Numbering. Pages are numbered at the bottom center in the footer. The TOC through the Plan Summary will be numbered starting with “i”. The Basic plan will start with “1”. Each annex will start with the applicable letter and number, such as “A-1”. Subsequent elements such as an appendix will be marked to identify the annex and then appendix, such as “A-1-A-1”.

3.6. Capitalization and Underlining Guidance.

3.6.1. References to specific annexes and other attachments are in this format: **Initial Capitals**.

3.6.2. Paragraph titles are capitalized and underlined, as in this format: **SOLID CAPITALS**.

3.6.3. Sub-paragraph titles are expressed as in this sample: Initial Capitals.

3.6.4. Sub-paragraphs 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.

3.7. Text Spacing and Sizing. Text is normal spaced, Times New Roman 12. Paragraphs will be single line spaced and left justified. Font will be Margins will be set to 1 inch. Automatic formatting and page numbering will NOT be used. There will be two spaces after each paragraph number, after each paragraph title, and between all sentences.

3.8. Abbreviations. The first time a title, designation, or acronym is used in a plan, it must be spelled out and immediately followed by the approved abbreviation, for example, Crisis Action Team (CAT). The abbreviation alone may be used thereafter. Glossaries are not required, however if used, acronyms are not required to be spelled out anywhere else in the plan.

DUSTIN C. RICHARDS, Col, USAF
Commander

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

DoDI 5200.48, *Controlled Unclassified Information (CUI)*

DoDM 5200.01, Volumes 1-3, *DoD Information Security Program*

AFH 33-337, *Tongue and Quill*

DAFI 10-401, Operations Planning and Execution

DoDI 5200.48_DAFI 16-1403, Controlled Unclassified Information (CUI)

DoDI 5200.01, Vol 2, AFMAN 16-1404, Vol 2, *Information Security Program: Marking of Information*

AFMAN 33-322, Records Management and Information Governance Program

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFH—Air Force Handbook

AFMAN—Air Force Manual

AFMC—Air Force Material Command

AO—Action Officer

CI—Critical Information

CUI—Controlled Unclassified Information

DAFI—Department of Air Force Instruction

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

eSSS—Electronic Staff Summary Sheet

HHQ—Higher Headquarters

OCR—Office of Coordination Responsibility

OI—Operating Instruction

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

POC—Points of Contact

TOC—Table of Contents

WPAFB—Wright-Patterson Air Force Base