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SECRETARY OF THE AIR FORCE

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Maintenance

NUCLEAR WEAPONS PROCEDURES

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This Air Force instruction (AFI) implements AFPD 21-2, *General Policy for Nonnuclear and Nuclear Munitions*. It provides policy and procedures for maintenance and personnel certification on, the logistics movement of, and accountability procedures for, nuclear weapons. It applies to all personnel who maintain, handle, and account for nuclear munitions. Major Commands (MAJCOM) may publish supplements to this AFI as necessary. Units will not publish a supplement to this AFI. Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change of Publication,** through channels to HQ USAF/ILMW, 1030 Air Force Pentagon, Washington, DC 20330-1030. This Air Force Instruction does not apply to Air National Guard or Air Force Reserve units. The Paperwork Reduction Act of 1974, as amended in 1996, affects this instruction. The reporting requirements in this AFI are exempt from licensing according to AFI 33-324, paragraph 2.11.10, *The Information and Collections Reports Management Program Controlling Internal, Public, and Interagency Air Force Information Collections.* Units have 60 days from above date to comply with this instruction.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. Interim Change (IC) 2004-1 Corrects discrepancies with corresponding references for AFIs, tables, figures and other paragraphs referenced throughout the entire document. Clarifies MAJCOM and Unit responsibilities in **Chapter 1**. Clarifies certification and proficiency evaluations in **Chapter 3**. Changed the requirement for visuals and IPIs, location of Sole Vouching Authority (SVA), added technical advisor requirements, and added and corrected trainer requirements in **Table 4.1.** in **Chapter 4**. Clarifies storage of limited life components and unit spare authorization listing items in **Chapter 5**. Clarifies key box maintenance documentation in **Chapter 6**. Clarifies Weapons Storage Area Authorization List management in **Chapter 7**. Clarifies accountability policy in **Chapter 8**-**Chapter 12**. Adds requirements for Defense Integration and Management of Nuclear Data Services (DIAMONDS) users to document database manipulation in **Chapter 13**. See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (|) indicates revision from previous edition

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Chapter 1

GENERAL

1.1. Purpose. This instruction provides guidance, delineates responsibilities, and establishes policy and procedures for uniform and effective management of nuclear munitions and associated equipment.

1.2. General. Nuclear weapons require special consideration because of their political and military importance, destructive power, cost, and potential consequences of an accident or unauthorized act. Conserving nuclear weapons as national resources and ensuring the safety of the public, operating personnel, and property are most important during maintenance, storage, handling and logistics movement of nuclear weapons.

1.3. General Functions

1.3.1. **Headquarters Air Force, Installations and Logistics.** The Deputy Chief of Staff, Installations and Logistics (AF/IL), through the Director of Maintenance (AF/ILM)

1.3.1.1. The single point of contact at HQ USAF for matters pertaining to nuclear weapons logistics.

1.3.1.2. Provides policy and guidance on maintenance, storage and loading, accountability and logistical movements of nuclear weapons.

1.3.1.3. AF Functional Manager (FM) for 2W2XX, 2M0XX, and 21M career fields.

1.3.1.4. Schedule, chair, and conduct:

1.3.1.4.1. Annual worldwide munitions and or weapons manager's conference.

1.3.1.4.2. Annual 2W2XX Utilization and Training Workshop (U&TW).

1.3.1.4.3. Air Force Munitions Maintenance Advisory Group (AFMMAG) and acts on behalf of the AFMMAG when not in session.

1.3.2. **Headquarters Air Force, Plans and Programs.** The Deputy Chief of Staff, Plans and Operations (AF/XO), through the Directorate of Nuclear and Counterproliferation (AF/XON)

1.3.2.1. Establishes Air Force policy and strategy on nuclear weapons systems and other weapons of mass destruction and counterproliferation.

1.3.2.2. Manages Air Force arms control process to include negotiations support, policy formation, implementation, compliance, education and training, and overall budgeting.

1.3.2.3. Ensures safety and surety of the Air Fore nuclear stockpile through the Nuclear Weapons System Safety Group and Project Officers Group (POG) process.

1.3.2.4. Serves as principal to Nuclear Weapons Council Standing and Safety Committee.

1.3.3. **Field Operating Agency.**

1.3.3.1. **Air Force Nuclear Weapons and Counterproliferation Agency (NWCA)**

1.3.3.1.1. Serves as the principal Air Force nuclear weapons and counterproliferation technical advisor to HQ USAF, MAJCOMs, Unified Commands and OSD.

1.3.3.1.2. Serves as the Air Force programmatic and technical interface to DOE on counter-proliferation and nuclear matters.

1.3.3.1.3. Oversees Air Force nuclear stockpile stewardship, including Air Force requirements, program planning, system development and stockpile life extension and sustainment.

1.3.3.1.4. Provides Air Force Lead Project Officers to manage each nuclear weapon program IAW DoD 5030.55.

1.3.3.2. **Air Force Safety Center.** Acting for the Chief of Safety (AF/SE), the Air Force Safety Center (AFSC).

1.3.3.2.1. Issues nuclear safety policy for the logistics movement of nuclear cargo.

1.3.3.2.2. Monitors the development of support equipment and procedures used for nuclear certified equipment.

1.3.3.2.3. Oversees all AF Nuclear Surety Inspections (NSI).

1.3.4. **Major Commands.**

1.3.4.1. **General.**

1.3.4.1.1. Provide representatives to working groups established by the Air Force Maintenance and Munitions Advisory Group (AFM/MAG).

1.3.4.1.2. Ensure units are adequately manned and trained to perform assigned mission.

1.3.4.1.3. Perform periodic staff visits to ensure personnel are complying with this instruction and other applicable directives.

1.3.4.1.4. Develop a command inspection checklist on all munitions functions for use during staff visits.

1.3.4.1.5. Approve shipment of weapon(s) within 6 months of their limited life component due date

1.3.4.1.6. Develop and submit budget requirements for second destination transportation (SDT) funds to support movement of munitions to Nuclear Weapon Directorate (NWD) as requested.

1.3.4.1.7. Oversee all aspects of Nuclear Weapons maintenance, storage and accountability at assigned units. Primary point of contact pertaining to accounting for assigned Nuclear Ordnance Controlled Material (NOCM) assets for assigned units.

1.3.4.1.8. Focal point for assigned units or associated units (to include tenant units) for authorization, requisition capability and distribution of Department of Energy (DOE) designed military spares, support/handling equipment and accountability supporting the Air Force nuclear mission.

1.3.4.1.9. Monitor unit reports to higher headquarters, Air Logistics Centers (ALCs), NWD, Defense Threat Reduction Agency (DTRA) and DOE for accuracy and validity.

1.3.4.1.10. Identify unit taskings in the Maintenance Capability Letters (MCL). MCLs must identify all weapons maintenance capabilities to include unit day-to-day mission require-

ments, unique MAJCOM certifiable tasks to support contingencies, and/ or reconstitution taskings.

1.3.4.2. **Air Combat Command.** The office of primary responsibility for ACC nuclear support policy, and serves in the MAJCOM role as munitions functional manager for assigned the 2W2XX and 2M0XX career fields.

1.3.4.3. **Air Education and Training Command (AETC)** (executing agent 363rd Training Squadron).

1.3.4.3.1. Establish Career Field Education Training Standards (CFETP), Career Development Courses (CDCs) and other training material based on requirements established by the 2W2XX U&TW.

1.3.4.3.2. Coordinate drafts and final training products with HQ USAF/ILMW and MAJCOM 2W2XX FMs.

1.3.4.3.3. Ensure the appropriate provisions of AFI 36-2201, *Developing, Managing and Conducting Training*, AFMAN 36-*2245, Managing Career Field Education and Training,* and AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training* are applied.

1.3.4.4. **Air Force Material Command (AFMC)** is the office of primary responsibility for AFMC nuclear support policy, and serves in the MAJCOM role as munitions functional manager for the assigned 2W2XX and 2M0XX career fields. The Nuclear Weapons Directorate (AAC/NW), as the AFMC single manager for nuclear weapons logistics support, is the primary point of entry to the command on matters pertaining to nuclear ordnance materiel management, weapons development, weapons maintenance, and stockpile planning/management.

1.3.4.4.1. **Air Logistics Centers.**

1.3.4.4.2. **Nuclear Weapons Directorate (NWD) (AAC/NW).**

1.3.4.4.2.1. Develop and evaluate the nuclear safety of nuclear cargo handling and loading procedures to ensure technical provisions are adequate for Air Force modes of transportation.

1.3.4.4.2.2. Manage technical orders for loading, delivery and air transportation of nuclear weapons and nuclear cargo to ensure procedures are in compliance with nuclear safety rules.

1.3.4.4.2.3. Manage technical orders in the Joint Nuclear Weapons Publication System (JNWPS) for the Air Force.

1.3.4.4.2.4. Evaluate the nuclear safety of cargo, equipment, and operations, pursuant responsibility as the Air Force nuclear safety engineering focal point.

1.3.4.4.2.5. Consolidates, coordinates and de-conflicts Air Force Nuclear Ordnance Shipping Schedule (NOSS) and DOE airlift requirements with DTRA and DOE

1.3.4.4.2.6. Consolidate nuclear-related items on Special Assignment Airlift Missions (SAAM) when possible.

1.3.4.4.2.6.1. Move limited life components (LLC) to and from overseas locations with sufficient priority to support scheduled maintenance.

1.3.4.4.2.6.2. Move nonnuclear major assemblies of nuclear weapons to and from locations by SAAM with sufficient priority to arrive at the scheduled time.

1.3.4.4.2.7. Requests Materiel Transfer Orders (MTO) from DTRA to release or transfer nuclear cargo as required.

1.3.4.4.2.8. Provide fund cite for directed surface transportation of unclassified denuclearized special test items and related test equipment as required.

1.3.4.4.2.9. Logistics point-of-contact for the development of Second Destination Transportation (SDT) requirements. Consolidates MAJCOM inputs for submission to HQ AFMC/LSO/LOTB.

1.3.4.4.2.10. Air Force focal point for logistical materiel support IAW TO 11N-100-1, *Supply Management of Nuclear Weapons Material.*

1.3.4.4.2.11. Focal point for Joint Service or Unified Command organizations (e.g. STRATCOM, EUCOM, EOD School) for authorization, requisition capability and distribution of Department of Energy designed military spares, support and handling equipment supporting Air Force nuclear mission. Provide MAJCOMs assistance as required.

1.3.4.4.2.12. In addition to assigned/tenant units, focal point for AETC, AMC and PACAF units for authorization, requisition capability and distribution of Department of Energy (DOE) designed military spares, support/handling equipment and accountability supporting the Air Force nuclear mission.

1.3.4.4.2.13. Focal point for the AF Nuclear certification program IAW AFI 63-125

1.3.4.4.2.14. The Air Force focal point for NOCM management and support; povides USAF units and MAJCOMs with assistance and coordinates with DTRA and DOE, as required, to resolve nuclear management issues

1.3.4.4.2.15. Coordinate **Table 4.1.** changes with HQ AF/ILMW no later than 31 July each year.

1.3.4.5. **Air Force Space Command.** The office of primary responsibility for AFSPC nuclear support policy, and serves in the MAJCOM role as munitions functional manager for the assigned 2W2XX and 2M0XX career fields.

1.3.4.6. **Air Mobility Command.**

1.3.4.6.1. Plan and operate Special Assignment Airlift Mission (SAAM) missions in response to requests from NWD. If mission considerations such as overflight restrictions or airfield operating hours conflict with delivery parameters of the SAAM request, coordinate a revised request with NWD.

1.3.4.6.2. Ensure compliance with Special Weapons Overflight Guide (SWOG)

1.3.4.6.3. Coordinates short notice SAAM requests and changes with NWD.

1.3.4.6.4. Provides personnel to courier, load, and unload nuclear cargo during the airlift phase of a logistics movement.

1.3.4.6.5. Provides aircraft protection until released by aircraft commander to the local base security forces.

1.3.4.7. **United States Air Forces in Europe.** The office of primary responsibility for USAFE nuclear support policy, and serves in the MAJCOM role as munitions functional manager for the assigned 2W2XX career field.

1.4. General Responsibilities.

1.4.1. **Maintenance Group Commander.**

1.4.1.1. Designates individuals authorized to order parts and equipment IAW T.O. 11N-100-1, paragraph **9.5.1.3.**

1.4.1.2. Ensure personnel handling or performing maintenance on nuclear weapons do not exceed 12-hour continuous duty period followed by a rest period, which gives the individual at least 8 hours of uninterrupted sleep.

1.4.1.3. Appoint the Munitions Accountable Supply Officer (MASO) IAW AFI 23-111, *Management of Government Property in Possession of the Air Force* and paragraph **9.5.1.** of this instruction.

1.4.1.4. Appoints semi-annual inventory officer IAW para **9.5.1.4.**

1.4.1.5. Appoints personnel to receipt for classified DOE materials IAW para **9.5.2.**

1.4.2. **Squadron Commander.**

1.4.2.1. Ensure all individuals and organizations which physically control, possess, store, and maintain nuclear weapons protect and account for these resources while in their custody IAW DOD 5210.41-M, *Nuclear Weapon Security Manual* and CJSCM 3150.04, *Joint Reporting Structure Nuclear Weapons Reports*.

1.4.2.2. Responsible for munitions items received by their organization and sign the Designation of Personnel Authorized to Request and Receive Nuclear Ordnance Controlled Materiel (NOCM) Items

1.4.2.3. Provide storage, security, control, and custodial responsibility for all nuclear weapons items (to include ALC managed parts).

1.4.2.4. Recommend MASO to Maintenance Group Commander, for appointment, that meets requirements in paragraph **9.5.1.** of this instruction.

1.4.2.5. Ensure SIPRNET and the capability to send and receive classified DMS message traffic at the flash precedence level is available to munitions control, NOCM, and Weapons Maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOM may waive requirements for units that do not possess War Reserve (WR) weapons).

1.4.2.6. DELETED.

1.4.2.7. Appoint Weapons Custodian IAW with paragraph **9.5.3.** of this instruction.

1.4.2.8. Appoint Key and Lock Custodians to manage High Security Key and Lock Program IAW **Chapter 6**.

1.4.2.9. Designate personnel authorized to issue and receive keys IAW **Chapter 7**.

1.4.2.10. Review and certify Weapons Storage Area Authorization Listing (WSAAL) (or equivalent) and Change Letters IAW **Chapter 7**.

1.4.2.11. Review and approve the use of assigned 2W2 and 2M0 personnel to augment daily taskings of other base units or agencies outside normal AFSC duties. Such a practice limits the available manning essential to meet unit nuclear contingency or combat taskings.

1.4.2.12. Ensure all individuals receive Explosive, Missile Safety and Nuclear Surety training, as required.

1.4.2.13. Prior to use ensure all software and equipment used by unit personnel is nuclear certified as required.

1.4.3. **Weapons/Munitions/Maintenance Supervision.** Responsible for the overall management of weapons/munitions. Provide broad policy guidance. The scope of the responsibility concentrates on the safe, secure, and efficient use of personnel and material resources, while maintaining the highest degree of weapons/munitions capability and accountability in accordance with all governing standards. The ultimate goal is maintaining a combat readiness capability commensurate with mission tasking.

1.4.3.1. Oversee shift scheduling; considers additional duties, leaves, training and work details to provide maximum capability and minimize work force degradation.

1.4.3.2. Review and evaluate management and production reports. Start management actions to meet new workloads or corrects deficiencies identified in these reports.

1.4.3.3. If applicable, manage the weapons/munitions special certification roster IAW AFI 21-101, *Aerospace Equipment Maintenance.*

1.4.3.4. Ensure capability exists to receive, store, inspect, assemble, test, repair, and handle nuclear weapons identified on the Maintenance Capability Letter (MCL), as required by mission taskings.

1.4.3.5. Inform Squadron Commander, Maintenance Group Commander and MAJCOM when the capability to accomplish the weapons mission becomes adversely affected.

1.4.3.6. Validate equipment and authorizations against appropriate Allowances Standards for items such as: Aerospace Ground Equipment (AGE); Alternate Mission Equipment (AME); Test, Measurement and Diagnostic Equipment (TMDE); communications; etc., to ensure required equipment is adequate and excess equipment is disposed of IAW applicable standards.

1.4.3.7. Establish a program for control of assigned Land Mobile Radios (LMR).

1.4.3.8. Designate responsible OPR to maintain WSAAL and Change Letters IAW **Chapter 7**.

1.4.3.9. If implemented, maintain In-Process Inspection (IPI) Program IAW AFI 21-101

1.4.3.10. Make recommendations for nuclear weapons technicians to fill QA positions.

1.4.3.11. Appoint qualified individuals as nuclear weapons certifying officials for nuclear weapons maintenance and handling tasks IAW **Chapter 3**, if applicable.

1.4.3.12. In coordination with QA, ensure a viable quality assurance program is implemented.

1.4.3.13. Review analysis, QA, and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes.

1.4.3.14. Review nuclear maintenance related checklists; coordinate with other base agencies. Ensure nuclear checklists are approved prior to use IAW AFI 91-101, *Air Force Nuclear Weapons Surety Program*.

1.4.3.15. Publish emergency action procedures to cover, as a minimum, severe weather conditions, explosive incidents and accidents, increased security conditions, and contingency support.

1.4.3.16. Responsible for the establishment of a Hazardous Waste Program or ensure waste is disposed of IAW applicable directives.

1.4.3.17. Ensure the member serving as the technical and safety advisor on a nuclear weapons convoy, is an NCO or above and is JQS qualified and fully knowledgeable of tie-down, transportation, handling, and command disable procedures and emergency procedures.

1.4.3.18. Ensure oldest on-hand LLCs are installed first by the maintenance section.

1.4.3.19. Ensure each T.O. and checklist step is annotated, identifying each In-Process Inspection (IPI) point on the affected page (not on the plastic cover) to clearly identify the step as requiring an IPI before proceeding.

1.4.4. **Section/Element Supervisor.** Responsible for the daily management, supervision and training of assigned personnel.

1.4.4.1. Monitor shift manning, distribution of supervision and make necessary adjustments.

1.4.4.2. Ensure scheduled and unscheduled maintenance actions are identified and completed.

1.4.4.3. Ensure effective training programs are instituted.

1.4.4.4. Approve requirements for bench stock and provide guidance as to the type, location and use by one or more sections. Spot check bench stock to evaluate adequacy, supply discipline, and housekeeping.

1.4.4.5. Ensure only designated personnel are verifying Urgency of Need Designator (UND) requirements.

1.4.4.6. Monitor support equipment status and advise Weapons/Munitions Supervision of adverse impacts on mission.

1.4.4.7. Coordinate AGE requirements through Munitions Control to ensure support capability and eliminate unnecessary duplication of equipment.

1.4.4.8. Ensure adequate personnel are available to meet daily mission and contingency support.

1.4.4.9. Review and evaluate QA and other inspection reports. Take corrective action when required.

1.4.4.10. Ensure availability of current publications to meet workcenter needs.

1.4.4.11. Review new, revised, or changed publications and advise personnel of any significant changes. Determine if new or changed publications affect qualifications of personnel or established procedures.

1.4.4.12. Ensure tools and equipment are properly maintained and calibrated IAW T.O. 00-20-14, *Air Force Metrology and Calibration Pro*gram. Inspect equipment to identify deficient areas and initiate corrective actions.

1.4.4.13. Enforce supply discipline.

1.4.4.14. Manage tool storage and replacement, bench stock, and operating stock, if required.

1.4.4.15. Ensure adequate tool kits and special tools are available and controlled. Ensure kits, special tool needs, bench stock requirements, MMHE and support equipment are properly utilized and maintained.

1.4.4.16. Maintain AFTO Form 95, *Significant Historical Data,* when applicable, according to T.O. 00-20-5, *Aerospace Vehicle Inspection and Documentation.*

1.4.4.17. Ensure support equipment status (to include vehicles, AGE and MMHE), personnel status, job delays, significant difficulties, job starts and completions, vehicle, equipment, or personnel shortfalls are reported to Munitions Control as soon as possible after they occur.

1.4.4.18. Ensure Munitions Control is notified of fire symbol, line number or munitions changes effecting weapons storage and or maintenance facilities as soon as possible after they occur.

1.4.4.19. Ensure Deficiency Reports (DRs) are accomplished IAW T.O. 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*.

1.4.4.20. Recommend to Munitions Supervision tasks requiring IPIs.

1.4.4.21. Ensure slings, hooks, hoists and other munitions lifting devices are inspected IAW AFOSH Standard 91-46, *Materials Handling and Storage Equipment,* and item technical orders as applicable.

1.4.4.22. Attend the munitions/weapons scheduling meeting.

1.4.4.23. Ensure instructions are available to include proper use, maintenance, and safety for electric/pneumatic/hydraulic powered tools (e.g. saws, heat sealers, banding equipment, etc.). Use procedures in 00-20 series technical orders for Inspection of Equipment to document equipment inspections.

1.4.4.24. Ensure training is documented on appropriate CFETP or an AF Form 797**, JQS Continuation Sheet.**

1.4.4.25. Comply with local procedures established by MASO for accountability and management of nuclear weapons.

1.4.4.26. Manage additional duties, leaves, ancillary training and details to minimize work force degradation.

1.4.4.27. Ensure repairable parts are promptly processed through repair channels.

1.4.4.28. Ensure the timely follow-up of back ordered parts (AWPs) and scheduling of delayed maintenance (AWM).

1.4.4.29. Ensure repairs or modifications are not made to weapons or weapon equipment unless authorized by technical data or authorized and coordinated through appropriate channels.

1.4.4.30. Ensure T.O. files are current and maintained IAW T.O. 00-5-2, *Technical Order Distribution Sy*stem. Technical data can only be released outside USAF channels IAW T.O. 00-5-19, *Security Assistance Technical Order Program.*

1.4.4.31. Evaluate all AFTO Forms 22***, Technical Order System Improvement Report and Reply***, for accuracy and applicability.

1.4.4.32. Designate personnel to ensure Test, Measurement and Diagnostic Equipment (TMDE) having a limited calibration, is acceptable for use.

1.4.4.33. Enforce use of prescribed technical data and locally developed checklists.

1.4.4.34. Ensure visual inspections are performed on static ground systems IAW AFI 32-1065, *Grounding System*.

1.4.4.35. Ensure all shops establish a Hazard Communication Program and maintain AF Forms 55, **Employee Safety and Health Record** and IAW AFI 91-301, *AF Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*.

1.4.4.36. Ensure crew briefings are given before the start of any weapons operation IAW AFI 91-101, AFMAN 91-201, *Explosives Safety Standards* and T.O. 45-51 series.

1.4.4.37. Notify Wing Safety of situations that may warrant submission of a Nuclear Weapon System Mishap/Safety Deficiency Report.

1.4.4.38. Maintain shelf life items (lubricants, paint, etc.) as per T.O. 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*.

1.4.4.39. Maintain housekeeping, safety, security and environmental control standards.

1.4.4.40. Ensure emergency eyewash and showers are maintained per Air Force Occupational Safety and Health Standard (AFOSH STD) 91-501, *Emergency Showers and Eyewash Units*.

1.4.4.41. Ensure flammable and combustible liquids are stored according to AFOSH STD 91-501, *Flammable and Combustible Liquids* and AFMAN 91-201, *Explosive Safety Standards*.

1.4.4.42. Ensure respirators are worn inspected and stored, if required, IAW AFOSH STD 91-501, *Personnel Protective Equipment* and 48-137, *Respiratory Protection Program*.

1.4.4.43. Ensure oily rags and other waste are stored in proper containers, and containers emptied daily per AFOSH STD 91-501, *General Industrial Operations*.

1.4.4.44. Ensure fire extinguisher inspections are performed and documented as required in AFOSH STD 91-501, *Fire Protection and Prevention*.

1.4.4.45. Ensure cleaning fluids are used in well-ventilated rooms as outlined in AFOSH STD 48-8, *Controlling Exposures to Hazardous Materials*.

1.4.4.46. Maintain a copy of Material Safety Data Sheets (MSDS) for applicable hazardous consumables. Ensure all personnel have access to MSDSs.

1.4.4.47. Ensure personnel are current on Explosive, Missile Safety and Nuclear Surety training, as required.

1.4.4.48. Ensure bioenvironmental engineering evaluates all hazardous workplace operations during baseline, annual and special purpose surveys according to AFOSH 48-8, *Controlling Exposures to Hazardous Materials.*

1.4.4.49. Ensure Weapons Information Reports (WIRS) are submitted in accordance with T.O. 11N-35-50, *Instruction for Completion of Nuclear Weapon Information Reports.*

1.4.4.50. Report completion of TCTO or retrofit to NWD IAW T.O. 11N-40-1, *Field Modernization and Retrofit Orders*

1.4.4.51. Ensure compliance with Nuclear Certified Equipment Standards (USAF Master Nuclear Certification List web site).

1.4.5. **Munitions Accountable Systems Officer (MASO).** Oversees all aspects of the daily accountability and management of the nuclear weapons stockpile.

1.4.5.1. Recommend policy and procedural changes to higher headquarters through command channels.

1.4.5.2. Ensure all Weapons Status Reports (WSR) are reviewed for accuracy prior to transmission.

1.4.5.3. Ensure authorization letter to receipt DOE materials is current IAW **Chapter 9**.

1.4.5.4. Ensure munitions operations personnel are knowledgeable on all facets of weapons accountability and have access to all required publications IAW paragraph **9.7.3.23.**

1.4.5.5. Manage the Special Weapons Inventory Management (SWIM) or the Defense Integration and Management of Nuclear Data Services (DIAMONDS) accounts according to established procedures in this AFI. Develop a training program to cover all aspects of the operation, (i.e. Custody accounts, SWIM, or DIAMONDS).

1.4.5.6. Review all aspects of the daily accountability and management of the nuclear weapons stockpile for FV/FK nuclear accounts at least semiannually.

1.4.5.7. Develop and maintain organizational "Commanders Account Responsibilities" briefing and provide organizational commander briefings as requested.

1.4.5.8. Establish and maintain stock levels corresponding to the command allocation document or an approved AF Form 1996, **Adjusted Stock Level**.

1.4.5.9. Establish a classified and unclassified organizational e-mail address

1.4.5.10. Ensure qualified personnel are assigned to munitions (FK and FV) accounts based on criteria in paragraphs **9.5.5.**

1.4.5.11. Designate, in writing, personnel authorized access to the NOCM warehouse IAW **Chapter 5** and **Chapter 9**.

1.4.5.12. Develop a storage plan for the NOCM warehouse IAW **Chapter 5**.

1.4.5.13. At a minimum, establish local procedures for:

1.4.5.13.1. Issuing SCR control numbers and SCR control log management.

1.4.5.13.2. Local inventory procedures.

1.4.5.13.3. Stockpile emergency verification notification, execution, and reporting procedures.

1.4.5.13.4. Support requirements for off base logistics movements of nuclear materiel (i.e. SAAM, DOE air and DOE ground shipments).

1.4.5.13.5. NOCM support of base Safe Haven operating plan.

1.4.5.13.6. Processing issues, turn-ins, receipts, shipments, and adjustments to accounts.

1.4.5.13.7. Custody accounting procedures.

1.4.5.13.8. Management of the Location Inventory Listing (LIL).

1.4.6. **Weapons Custodian.** Ultimately responsible for controlling access to nuclear weapons

1.4.6.1. Authorizes personnel access and use of keys to nuclear facilities (e.g. maintenance facilities, storage igloos, etc.).

1.4.6.2. Sign WSAAL and Change Letters IAW **Chapter 7**.

1.4.6.3. Maintain custody control and accountability for CJCSM 3150.04 reportable items IAW this AFI.

1.5. Logistics Management of Nuclear Materiel.

1.5.1. Nuclear Weapons Allocations. Broad guidance on nuclear weapon stockpile quantities is provided by various documents (i.e. START I, Presidential Decision Directives, Nuclear Posture Review, etc.). The DoD and DOE prepare and coordinate the Nuclear Weapons Stockpile Memorandum (NWSM), to the President. The President then signs a Nuclear Weapons Stockpile Plan, directing quantities and types of nuclear weapons in the active and inactive stockpile. The Joint Staff entrusts the stockpile to various MAJCOMS for employment as requested/directed by Combatant Commanders (i.e. USSTRATCOM, EUCOM, JFCOM), based on their missions and use in execution of war plans

1.5.2. Logistics Management of Nuclear Weapons.

1.5.2.1. MAJCOMs are the primary logistics agents for weapons assigned to them. They ensure stockpile quantities are in line with the NWSM, and are available to meet mission requirements. They accomplish this through exercising command oversight of their units and coordinating with AFMC on maintenance of weapons stored at AFMC storage sites (i.e. AFMC MUNS'). MAJCOMs are logistically responsible for weapons assigned to them IAW the Nuclear Weapons Stockpile Memorandum. They direct weapon movements through the NOSS to ensure all weapons assigned to them are at the proper location in adequate quantities. They coordinate with AFMC to determine the best storage locations for active and inactive reserve weapons. They direct charge code changes either through the NOSS or other means (e.g. Stockpile Lab & Flight Test Warning Orders) to meet NWSM requirements. They request Material Transfer Orders (MTO) through NWD to DTRA, as needed.

1.5.2.2. AFMC is responsible for maintenance management of retired weapons stored at the MUNS.

1.5.2.3. NWD, as executive logistics agent for the Air Force, provides assistance to the MAJCOMs, as needed, to assist them in performing their force-providing mission.

1.5.3. Logistics Management of Nuclear Components. NWD works with DTRA/CSNLM to schedule replacement Limited Life Component (LLC) shipment (i.e. forced shipments) to Air Force units having custody of weapons, approximately two months prior to current LLC expiration dates. MAJCOMs may request alternate support schedules from AAC/NWLO, with an info copy of the request to DTRA/CSNLM. The requests may represent one-time requirements (i.e. early support of a few items to coincide with an inspection, or to allow units to de-conflict maintenance schedules), or may be

ongoing annual projections to optimize unit maintenance scheduling and workload leveling. Requests for early support in excess of times specified in TO 11N-100-2, *Supply Management of Limited Life Components,* require waiver by DTRA. MAJCOMs forward waiver requests to AAC/NWLO, with an info copy to DTRA/CSNLM for coordination and approval. Requirements for timely return of expired LLCs in TO 11N-100-2 apply regardless of requests for early support or alternate support schedules.

1.5.4. Logistics Management of Containers and Bolsters. Containers and bolsters are used to support storage, maintenance, and logistics movement of weapons and components. In addition, containers and bolsters may be used to support storage and movement of TYPE Trainers. Containers and bolsters are accounted for IAW procedures in this AFI, and reported on the Container Asset Report, if applicable.

1.5.5. Logistics Management of Nuclear Training and Test Items.

1.5.5.1. Nuclear Bomb Dummy Units (BDUs) are considered conventional munitions items and are managed under procedures in AFI 21-201, *Maintenance and Management of Non-Nuclear Munitions*.

1.5.5.2. TYPE Trainers are accountable Air Force equipment items. In addition, Type 3B Trainers must be reported, IAW *CJCSM 3150.04* and or on Quality Assurance Service Test (QAST) Status Reports (QSRs).

1.5.5.3. Items supporting operational testing programs (i.e. Joint Test Assemblies (JTAs), Consolidated Test Units (CTUs), Radar Test Units (RTUs), etc.) are managed and accounted for IAW procedures in this AFI. These items are force-shipped to units on an as needed basis. They are also reported, IAW CJCSM 3150.04, on QSRs.

1.5.6. Logistics Management of TCTO and Retrofit Kits. NWD determines TCTO and retrofit kit requirements. Kits are normally forced-shipped to units based on quantities of items that the unit possesses requiring the TCTO or retrofit. Kits are maintained and accounted for IAW procedures in this AFI.

1.5.7. Funding Issues.

1.5.7.1. Funding for First Destination Transportation of nuclear weapons, components to or from DOE facilities and transportation of base spares is managed by DOE.

1.5.7.2. Second Destination Transportation (SDT) funding for nuclear weapons and components and other items transported by PNAF airlift missions or DOE Transport Safeguards Division (i.e. ROSS, SST, or SGT) is forecasted for and provided by AFMC. MAJCOMs provide projections of movement requirements to NWD as requested. NWD, in turn, develops funding requirements and forwards them to HQ AFMC.

1.5.7.3. AFMC (NWD) funds procurement and transportation for Military Spares and DOE designed Air Force equipment (T&H Gear). Items are requisitioned IAW TO 11N-100-1, as free issue to units and shipped without charge to the units. NWD provides reimbursement to DOE.

1.5.8. Logistics Management of Nuclear Weapons, Components, Air Force owned DOE-designed Special Equipment and Base or Military Spares.

1.5.8.1. DOE funds and furnishes Base Spare items to the Air Force for maintaining DOE-owned weapons and equipment. Do not use Base Spare items for other purposes unless authorized by NWD. Likewise, do not use Military Spare items to maintain DOE-owned weapons.

1.5.8.2. DOE and NWD manage all items unique to the Air Force nuclear weapons program, by their application or initial design. Materiel required for support of the Air Force nuclear weapons programs fall into three categories - Base Spares, Military Spares and Special Equipment (see definitions for specific examples).

1.5.8.3. NWD funds and furnishes Military Spare items to the Air Force for maintaining DOE-designed and AF owned Type 3 trainers and special equipment. War Reserve (WR) bolsters and containers are authorized for use with Type 3 training weapons.

1.6. War Reserve Materiel (WRM). Nuclear ordnance items are excluded from war reserve materiel procedures in AFI 25-101, *Instructions for War Reserve Materiel*.

1.7. Air Force Stock Fund. All Military Spares and Special Equipment items are considered investment items and excluded from the stock fund regardless of expendability, recoverability, and reparability category (ERRC) code.

1.8. Equipment Allowances and Authorizations for Special Equipment Controlled Items . All nuclear ordnance special equipment controlled items listed in the nuclear weapons system allowance standards 439, 701, 707, 733, 803, 804, 805, 810 and 822 are controlled mission equipment managed by the equipment management function under the SBSS through the Air Force Equipment Management System (AFEMS C001). The above allowances standards are managed by WR-ALC/LET in accordance with AFMAN 23-110*, Standard Base Supply Customers Procedures*, Vol IV and AFMAN 23-110, Vol II, Part II. The approved utilization and application of allowance standards, as reflected C001, is the authority for MAJCOMs to authorize, acquire, and account for essential requirements.

Chapter 2

MUNITIONS CONTROL

2.1. Munitions Control Element . The focal point for planning, coordinating, directing and controlling Munitions/Weapons activities. Munitions Control will coordinate with other maintenance activities and emergency response agencies to ensure effective scheduling and use of available resources. It must be located, equipped and arranged to ease the collection, recording and dissemination of information essential for command, control and communications.

2.2. Facilities.

2.2.1. Facilities must meet the minimum security standards commensurate with the information maintained and stored. Doors will be mechanically or electrically locked to control access.

2.2.1.1. Room(s) are completely enclosed, and should be temperature controlled.

2.2.1.2. Standby power and emergency lighting are required. Units unable to comply with this requirement will establish a local plan to ensure control room activities are not impacted with the loss of power.

2.2.2. As a minimum, Munitions Control communications must consist of:

2.2.2.1. Sufficient Land Mobile Radio (LMR) Nets to meet operational needs.

2.2.2.2. Secure voice communication capabilities, Secure Telephone Unit-III (STU-III).

2.2.2.3. Direct telephone lines to: Security Forces Central Security Control; Explosive Ordnance Disposal (EOD), if assigned; Base Fire Department; Command Post. Units unable to establish direct lines must develop a process to immediately contact the above agencies in case of emergencies.

2.3. Visual Aids. The following aids must be maintained utilizing either notebooks, boards, computers, computer printouts, etc. Ensure visual aids reflect current status.

2.3.1. Workorder status for munitions/maintenance operations to include: Location of operation; crew size; description of operation. (MAJCOMs may further define work order monitoring.)

2.3.2. TCTO status to include: TCTO number; number of kits ordered (quantities, document number and date); number of kits received (quantity and date); number of TCTOs completed and not completed; rescission date; and serial number(s) affected by TCTO.

2.3.3. Current copy of the master identification (ID) listing. The master ID listing can be a combination of (CAS, CAMS, etc.) listings or visual aids that list all equipment assigned.

2.3.4. Map(s) showing the primary and alternate on base convoy routes and sited locations (does not apply to non-US NATO bases).

2.3.5. A physical inventory of AF controlled equipment or facilities using maps, representative drawings or charts, reflecting the contents of the storage or maintenance facilities. Inventories will include: facility number; type and quantity of weapons stored or positioned, configuration and serial number(s) (e.g. of weapons, pylons, launchers or missiles) (Note: USAFE MUNSS units track only assigned weapons).

2.3.6. Maintain Civil Engineering (CE) ohms testing of lightning protection and static ground systems and work requests that adversely affect the function of maintenance and storage facilities.

2.3.7. Maintain the following:

2.3.7.1. A current copy of the Weapons Storage Area Authorization Listing (WSAAL) or Access Approval Authority Listing (AAAL).

2.3.7.2. AF-owned nuclear-certified munitions trailer status. (Types, quantities, and locations, ID numbers or locally assigned field numbers, commission status, periodic inspection due dates).

2.3.7.3. Vehicle status (type, registration number, commission status, and nuclear certification). For USAFE units, maintain status of host nation equipment assigned to contingencies. Document equipment dedicated for U.S. use on Nuclear Certified Equipment (NCE) list.

2.3.7.4. Personnel status (authorized, assigned, available for duty).

2.3.7.5. During nuclear generations or contingencies, location status (aircraft tail number, location, type and quantity of weapons loaded, and serial number(s) (e.g. of weapons, pylons, launchers or missiles)).

2.3.7.6. A record of semiannual fire drill or evacuation exercises

2.3.8. Monitor the status and location of all assigned nuclear weapons

2.4. Notifications . Promptly make the following notifications:

2.4.1. Notify security forces of weapons movements or rewarehousing affecting the status of storage or maintenance facilities; document notification.

2.4.2. Report fire symbol and T.O. 11N-20-11 line number changes to the fire department as they occur; document notification. Fire departments are not required to track quantities.

2.4.3. Develop, maintain and use emergency action check-sheets such as war/contingency plan execution notification, crash, fire, severe weather, Nuclear Weapon System Mishap/Safety Deficiency Reports and explosive mishaps. Use unit operational guides and MAJCOM Emergency Action File (EAF) as a guide to develop checklists. Advise all nuclear maintenance and handling activities and dispatched crews when situations arise that would prevent them from safely completing their task (e.g. lightning, security incident, accident, etc).

2.5. Key and Lock (Module) Program. Manages keys and locks or modules to assigned storage and maintenance facilities. Management of this program may be delegated by Munitions Supervision. When delegated, overall program responsibility is also delegated. Refer to **Chapter 6** on the management of this program.

2.6. Scheduling. Single point of contact for consolidating workload. Creates schedules, tracks work order progress, manages TCTO and AWM or AWP programs and, in the event of conflicts, assigns priorities. This function may be decentralized.

2.6.1. Assign local ID numbers as required for end items according to 00-20 series T.O.s and updates the master ID listing.

2.6.2. Develop a manual work order system (blocks of job control numbers, logs, etc.) for backup during interrupted CAS or MC 2000 service. Units not using the CAS or MC 2000 work order process will develop local procedures for their work order process.

2.6.3. Use extreme caution when using T.O. 11N-20-11, *General Firefighting Guidance*, line numbers. Use of this information may classify documents or databases when line numbers are compromised. Classify documents IAW AFI 31-407. Maintenance data reporting for all other NOCM items are not affected.

2.6.4. Manage the delayed discrepancy listing (DDL), awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs. Review these programs weekly during the scheduling meeting. Automated capabilities are highly encouraged to the maximum extent possible to manage the program. Keep a deferred discrepancy file (AWM or AWP) on munitions items and equipment, for scheduling purposes.

2.6.5. Prepare and consolidate quarterly or monthly maintenance and inspection forecasts and weekly or monthly munitions maintenance and inspection schedules. Depending on the unit workload, MAJCOMS may authorize units to use either a monthly or quarterly maintenance and inspection forecast. Forecast will include:

2.6.5.1. Inspection and maintenance of test and support equipment by type and serial or ID number.

2.6.5.2. Inspection and maintenance of weapons. Make every effort to identify maintenance projected without classifying forecast.

2.6.5.3. Inventories.

2.6.5.4. TCTO actions.

2.6.6. Conduct weekly munitions scheduling meeting. As a minimum, the following areas will be discussed and the schedule will include:

2.6.6.1. AWM or AWP status. Every effort should be made to include AWM work in the schedule during the meeting.

2.6.6.2. TCTO status.

2.6.6.3. Proposed work schedules.

2.6.6.4. Inputs from the monthly and quarterly schedule.

2.6.6.5. T.O. changes.

2.6.7. Initiate work orders.

2.6.8. DELETED.

Chapter 3

QUALITY ASSURANCE (QA) AND THE CERTIFICATION PROGRAM

3.1. Quality Assurance General. The requirements in this publication supplement those identified in AFI 21-101 as they apply to specific unit mission.

3.1.1. Munitions/Weapons/Maintenance Supervision may appoint additional technically qualified 2M0 or 2WX personnel, in writing, to augment QA as Nuclear Weapons Certifying Officials for nuclear weapons handling tasks. The 2W2 QA is a nuclear weapons certifying official by virtue of position and does not need to be appointed by Munitions/Weapons Supervision. Additional 2W2 personnel may be appointed for weapons maintenance tasks. These Certifying Officials augment Quality Assurance inspectors. Prior to performing certifications, all individuals appointed (to include QA) must have current JQS qualification and current EPE.

3.1.2. Personnel assigned Certifying Official responsibilities must be knowledgeable of the assigned weapons, weapons systems, and JQS qualified with NOCM and PAL procedures, if applicable. The individual must be capable of accurately observing job performance, determining condition and identifying deviations from established standards.

3.1.3. Prior to performing unsupervised evaluations, the QA supervisor must ensure each newly assigned Certifying Official is JQS qualified in the task to be evaluated or area inspected and received an initial Evaluator Proficiency Evaluation (EPE) while performing one personnel evaluation and one technical inspection.

3.1.4. QA Supervisor must ensure all Certifying Officials receive a semiannual EPE on a personnel and technical inspection. If a Certifying Official is overdue the semiannual EPE, the individual is restricted from performing evaluations until the EPE is completed.

3.1.4.1. (Added) QA must maintain on file current EPE documentation for all certifying officials.

3.1.5. Certifying Officials will not certify themselves.

3.1.6. Evaluations will only be accomplished while observing actual task performance. Evaluators will not be part of the task being performed.

3.1.7. (Added) When certifying individuals in the TC or TM position, individuals must perform the entire operation, to include all documentation required for the task.

3.2. QA Roles and Responsibilities.

3.2.1. Unless otherwise specified by MAJCOM, manage the 11N-series Technical Order Distribution Office account.

3.2.2. Identify deficiencies, problem areas and root causes. Recommend improvements.

3.2.3. Monitor currency, accuracy, status and applicability of technical data, publications and locally developed instructions.

3.3. Inspections and Evaluations.

3.3.1. Technical Inspections. Technical Inspections (TI) evaluate the condition of weapons, weapon systems and equipment in terms of technical order configuration, condition, serviceability, installa-

tion, operation, etc. TIs are charged to the using workcenter (owning workcenter when using workcenter cannot be determined). As a minimum, perform TIs annually on 100% (at a rate of approximately 25% per quarter) on the following:

3.3.1.1. Test and handling equipment

3.3.1.2. Industrial/support equipment and special tools

3.3.1.3. Hand tools, Consolidated Tool Kits (CTKs)(or other tool control programs) and Test Measurement Diagnostic Equipment (TMDE)

3.3.1.4. Nuclear certified munitions trailers assigned to munitions/maintenance activity

3.3.1.5. Nuclear certified vehicles assigned to the munitions/maintenance activity

3.3.1.6. Stockpile

3.3.1.7. Type 3 trainers

3.3.1.8. Historical records (AF Form 244s and 95s, IRC, etc)

3.3.1.9. Storage and Maintenance Facilities

3.3.1.10. High Security Key and Lock Program (semi-annually)

3.3.1.11. PAL/CDS Management Program (semi-annually)

3.3.2. Personnel Evaluation. Personnel Evaluation (PE) encompass, as a minimum, the operations below. (MAJCOMS will determine inspection frequency):

3.3.2.1. General Maintenance (GM)

3.3.2.2. Limited GM

3.3.2.3. Limited Life Component (LLC) Exchange to include H1616 packaging and backfill operations.

3.3.2.4. Parachute (PC) Exchange

3.3.2.5. Time Compliance Technical Orders (TCTO) or Alterations (Alt)

3.3.2.6. Transfer

3.3.2.7. Transport

3.3.2.8. Safe Secure Trailer (SST)/ Safe Guard Trailer (SGT) loading/unloading

3.3.2.9. Special Assignment Airlift Missions (SAAM)

3.3.2.10. Permissive Action Link (PAL)

3.3.3. Conducting the Evaluation:

3.3.3.1. Evaluators must afford every opportunity for maintenance technicians to detect a defect or deficiency.

3.3.3.2. Evaluation will be accomplished only while observing actual task performance or inspecting equipment or documentation.

3.3.3.3. Every effort must be made to coordinate evaluations with maintenance activities; however, ‘no-notice’ inspections may be accomplished.

3.3.3.4. Evaluators will verify technicians' qualifications.

3.3.3.5. Evaluators will brief all personnel to be evaluated prior to the start of the evaluation. If a task is already in progress, notify the evaluatees they are under evaluation and brief them as soon as possible. The briefing will cover the following:

3.3.3.5.1. Evaluation system, procedures, error and deficiency criteria and grading scale.

3.3.3.5.2. Normal responsibilities such as reports, forms, parts requisition, technical order availability or any other task related actions are the evaluatee's responsibilities.

3.3.3.5.3. All tools, supplies and technical orders normally needed to complete the operation will be in the immediate work area or maintenance bay.

3.3.3.5.4. Personnel not involved in the operation must not influence, interfere with or assist in task accomplishment, other than normal supervisor involvement.

3.3.3.5.5. The evaluator will or will not be a part of the two-person team.

3.3.3.5.6. The evaluator must be notified of any policy, procedure or configuration changes, or simulations affecting the evaluation.

3.3.3.5.7. Evaluator may ask questions to determine the evaluatee's knowledge of the task under evaluation. Questions of this type should be deferred to the end of the operation. Evaluatee's may refer to technical guidance when answering questions.

3.3.3.5.8. Evaluators will stop or interrupt a task if conditions are detected that would jeopardize safety, security, and/or equipment damage.

3.3.3.5.9. Team chiefs will be charged with any error that goes undetected or uncorrected.

3.3.3.5.10. A task will be rated "Fail" when a technician commits a major error or more than four minor errors during a weapons maintenance task or more than two minor errors during a weapons handling task. A task will also be rated "Fail" for violation of weapons system safety rules, a two-person concept violation, or the intent of technical order warnings or cautions. Note: Failure to read a warning or caution is a minor error, provided the warning/caution is not violated.

3.4. The Certification Program.

3.4.1. General. Certification, as used here, is a term that applies to nuclear weapons related tasks. The certification program is a requirement over and above the qualification and certification procedures contained in AFI 36-2201, and takes precedence over all other publications in the area of weapons certification and evaluation. Individuals will be JQS task qualified prior to task certification and the certification is limited to those items on which the individual is qualified. The objective of the certification program is threefold: to ensure initial certification is conducted using training items; to ensure non-certified individuals are not permitted to perform nuclear weapons tasks (handling, storage, maintenance, and mate/demate operations) on war reserve weapons; and to ensure individuals performing nuclear weapons tasks use proper technical data, maintenance procedures, and techniques. MAJCOMS will identify additional weapons system specific certifiable tasks in addition to tasks listed in paragraphs **3.5.**

3.4.1.1. Technicians must be JQS qualified and have completed applicable safety training prior to certification. If the certifying official is also appointed as a JQS task certifier, both certifications can be accomplished during the nuclear weapons certification.

3.4.1.2. Certify technicians to perform or direct nuclear weapons maintenance tasks as nuclear weapon maintenance Team Members (TM) or Team Chiefs (TC). Technicians certified in the TC position may perform as TMs.

3.4.1.3. Certify technicians on transfer and transport. All personnel certified on transfer/transport tasks must be able to demonstrate proficiency in all task areas that individual is qualified to perform. This includes use and application of all associated technical data. MAJCOMs may elect to certify as TC and TM separately, if this is done a TC will supervise all tasks and be responsible for TM performance. Technicians certified in the TC position may perform as TMs.

3.4.1.4. Certify weapons maintenance tasks by weapon type and task performed (e.g. B61 GM, B61 LLC, etc.)

3.4.1.4.1. Separate certification is not required for nose and tail removals; weapon demates from launch gear; removal of reentry vehicle (RV) from reentry systems (RS); or RV disassembly, provided individual is certified on the applicable installation, mate, or assembly procedure and is appropriately JQS qualified.

3.4.1.4.2. Command Disable System (CDS) recodes, activation and Strike Enable Plug (SEP) removal or installation do not require certification. Individuals need be JQS qualified only.

3.4.1.4.3. Permissive Action Link (PAL) recode team members do not require certification but training must be documented. PAL team members are authorized to open and close access doors, connect/disconnect PAL cables and adapters, and perform visual monitors if included in training.

3.4.1.4.4. Personnel involved in a one-time contingency handling and movement of non-assigned weapons such as Prime Nuclear Airlift Force (PNAF), Department of Energy (DOE) SAFE HAVENs, etc., must be transfer and or transport certified and qualified to operate required equipment (tow vehicle, forklift, etc.) needed to support the mission. Technicians do not require JQS qualification on non-assigned weapons. This is the only exception to normal weapons certification and JQS qualification requirements.

3.4.1.5. Failed initial certifications will be treated as training operations and no documentation is necessary. Initial certifications will not be scored/reported as normal evaluations.

3.4.2. Certification Documentation:

3.4.2.1. Record certifications and proficiency training on AF Form 2435, **Load Training and Certification Document**. Because of the critical nature of the certification, and to avoid conflicting certification data, the AF Form 2435 is to be used as a stand alone document to validate current certification and proficiency status and is not meant to be used for historical purposes. The certifying official's signature on the AF Form 2435 is the formal act of certification. Automated systems may be used to monitor certifications and recurring proficiency training. Keep AF Forms 2435 in the individual's work center for easy access by supervisors, certifying officials, and dispatchers. No alterations to entries are authorized except Block 2. Use **Figure 3.1.** as a guide.

3.4.2.2. Complete the AF Form 2435 in ink or type (Block 2 in pencil) as follows:

3.4.2.2.1. Blocks 1-4, self-explanatory.

3.4.2.2.2. Blocks 5-6, not applicable.

3.4.2.2.3. Block 7; enter weapon type and task as listed in paragraph. **3.5.** or as directed by MAJCOM. Enter “TC” for team chief or “TM” for team member position.

3.4.2.2.4. Blocks 8-11, self-explanatory.

3.4.2.2.5. Block 12; enter the information from block 7 plus the current year. Enter a “C” for certified, a “P” for proficiency checks or a “D” for decertification under the corresponding month, year and task.

3.4.2.2.6. Transcribe AF Forms 2435 by copying the applicable information from Blocks 1 through 8 and Block 12 of the old form to the new form. Enter "Transcribed" in Block 11 of the new form. A current certifying official enters, signs, and dates a statement on the new form attesting to the accuracy of the transcribed entries. Return the original AF Form 2435 to the individual or destroy it.

3.4.2.2.6.1. Carry forward the last proficiency check accomplished for each certified task.

3.4.2.2.6.2. Due to decertification then subsequent recertification, if the recertification date of any prerequisite task (i.e. B61 GM, 4 Feb 00) is after the certification date(s) for any subsequent tasks (i.e. B61 LLC, 10 Sep 99), enter the original GM certification date (1 Sep 99) in block 8 on the line as the task. Enter the recertification date on the line immediately below the original date. The word TRANSCRIBED will be placed in block 11 on the same line as the recertification date. In this case, proficiency checks do not need to be carried forward on reverse.

3.4.2.3. Section/Element Supervisor or Weapons/Munitions/Maintenance Supervision will decertify individuals for the following reasons:

3.4.2.3.1. Failure to perform required proficiency evaluation

3.4.2.3.2. Committing a procedural error that, if not corrected, would likely result in an unsafe condition or environment, rejectable weapons damage, or an unreliable weapon system. This includes violations of weapon system safety rules. Section/Element Supervisor or Weapons/Munitions Supervision will determine, after a review of the facts, if decertification is required.

Figure 3.1. - AF Form 2435 Load Training and Certification Document (front).

LOAD TRAINING AND CERTIFICATION DOCUMENT

1. NAME (Last, First, Middle Initial)	2. GRADE	3. AFSC	4. ORGANIZATION	5. AIRCRAFT	6. CREW NUMBER/POSITION
BENNETT, Trevor D.	SSgt	2W2XX	852 MUNSS	N/A	N/A

7. MUNITION/TASK/ LOAD CONDITION	8. DATE CERTIFIED	9. DATE DECERTIFIED	10. REASON FOR DECERTIFICATION	11. SIGNATURE AND GRADE OF CERTIFYING OFFICIAL
W78 GM TM	1 Aug 00			Scott Hall, SSgt
W78 GM TC	15 Nov 00			Jon Sombrero, SSgt
W78 LLC TC	20 Aug 00	2 Mar 01	Overdue Procheck	Crieghton Blake, SSgt
	4 Mar 01			John Wiglau, SSgt
B61 GM TC	1 Sep 99			
	4 Feb 00			TRANSCRIBED
B61 LLC TC	10 Sep 99			TRANSCRIBED
Alt XXX TC	24 Sep 99			TRANSCRIBED
TRANSFER	6 Aug 99			TRANSCRIBED
TRANSPORT	12 Aug 99	15 Dec 00	No Longer Required	TRANSCRIBED
			The above information was transcribed and verified as accurate.	
			Signed: Robert Oliver, TSgt	
			Date: 24 Jul 00	

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Figure 3.1. - AF Form 2435 Load Training and Certification Document (Back).

12.		LOADINGS											
MUNITION/TASK/LOAD CONDITION			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
W78 GM	TC	2000								C			C	
		2001					P							
		2002												
		2003												
W78 LLC	TC	2000								C				
		2001			D/C			P						
		2002												
		2003												
B61 GM	TC	2000					P						P	
		2001			P			P						
		2002												
		2003												
B61 LLC	TC	2000					P						P	
		2001				P			P					
		2002												
		2003												
Alt XXX	TC	2000					P						P	
		2001					P							
		2002												
		2003												
TRANSFER		2000					P				P			P
		2001			P				P					
		2002												
		2003												
TRANSPORT		2000					P				P			D/
		2001												
		2002												
		2003												

3.4.2.3.3. Failure to demonstrate required technical proficiency. Demonstrating lack of technical proficiency to such a degree that the task being evaluated cannot be completed without direct supervision. This does not include abnormal conditions requiring supervisory assistance.

3.4.2.3.4. Failure to use the required technical data during weapons maintenance or handling tasks (i.e. no book or checklist, or wrong book or checklist).

3.4.2.3.5. Technicians failed to detect a safety or reliability deficiency in the weapon or component.

3.5. Certifiable Weapons Maintenance Tasks.

3.5.1. **General Maintenance (GM).** This task includes receipt, verification inspection, preparation for strike, preparation for storage, preparation for shipment, sealing warhead container, bomb nose and or tail removal or installation and transferring items to from alternate storage container or out-of-container storage configuration. It also includes movement by hand, stacking and bolstering operations and limited movement within the maintenance facility for alignment or positioning of the weapon.

3.5.1.1. GM certification allows technicians to perform any authorized maintenance, other than parachute exchange, not entailing disassembly of the warhead (e.g. removal of a major bulkhead or pressure cover allowing access to internal components).

3.5.1.2. GM certification is required prior to certification on any other certifiable weapons maintenance task except those required for storage and handling or limited general maintenance (LGM). When technicians upgrade from maintenance TM to a TC position, GM or LGM, as applicable, must be the first task upgraded.

3.5.1.3. Decertification on GM does not necessarily require decertification on any other task(s). However, the technician must not perform those tasks until recertified on general maintenance.

3.5.2. **Limited General Maintenance (LGM).** This task is weapon type specific and authorizes personnel to perform any external maintenance required for GM certification except nose and tail removal or removal and installation of warhead from container.

3.5.3. **Limited Life Component (LLC) Exchange (LLCE).** Certification allows the technician to perform any authorized maintenance of warheads, or within basic bomb assemblies. This certification includes, but is not limited to, removal and installation of all limited life components (except those associated with Parachute Exchanges), leak tests and all disassembly not included in General Maintenance

3.5.4. **Parachute (PC) Exchange.** Certification allows technicians to remove and install parachute.

3.5.5. **Certifiable Weapons Handling Tasks** . Technicians are JQS qualified on each weapon type, trailer, lift vehicle, and tow vehicle type they are required to use or handle. Certifiable tasks include the following:

3.5.5.1. **Transfer** . Certification allows a technician to transfer weapons to and from a vehicle, munitions trailer or WS3 within the limits of JQS qualifications. JQS-qualified technicians may transfer weapons into and out of bolsters, in and out of the WS3, reentry systems into and out of

pit, stack and unstack bolstered weapons, mate pylon and or launchers to MHU trailers or maintenance frames, visual monitor or safety checks, install/remove tie-down devices.

3.5.5.2. **Transport.** Certification allows a technician to perform pre- and post-tow procedures, visual monitor or safety checks, and, if suitably qualified (operator's permit, etc.) to operate a vehicle transporting or towing nuclear weapons within the limits of JQS qualifications. Personnel must be qualified on tow vehicle checkout and operation, trailer checkout and pre-tow inspections, operating tow vehicle with trailer, post tow inspection for each tow vehicle or trailer being utilized. Formal certification is only required on first tow vehicle and trailer; qualify individual on all subsequent vehicles/trailers.

3.5.5.2.1. Transport certification alone does not authorize an individual to install or remove tiedown devices, however, transport certified personnel must be able to ensure the load is secure and safe to transport.

3.5.5.2.2. During transport certification, the operator must demonstrate an understanding of and ability to operate all levers, switches gauges, etc.

3.6. Proficiency Evaluations.

3.6.1. Proficiency evaluations will be accomplished at least semiannually for each certified task an individual is certified on.

3.6.2. A certifying official or technically qualified supervisor or team chief will observe proficiency evaluations.

3.6.3. Proficiency evaluations may be accomplished during maintenance on WR weapons, in conjunction with a personnel evaluation or by a higher headquarters evaluation or inspection.

3.6.4. Proficiency evaluation will be performed on positions certified (i.e. TC or TM).

3.6.5. Proficiency evaluations must be accomplished prior to the end of the sixth month. For example, the last proficiency evaluation for B-61 LLC was accomplished in July 2001, the next evaluation must be accomplished NLT the last day of January 2002.

3.7. Automated Training and Certification Documents . Only approved automated training documentation systems will be used document and validate nuclear weapons training, qualification and certification.

Chapter 4

NUCLEAR WEAPONS MAINTENANCE AND HANDLING POLICIES

4.1. General Policies. The policies below are applicable to all maintenance personnel who handle, store or maintain nuclear weapons. If there is a conflict between the policies below and other directives, these will apply. Bring all policy conflicts to the attention of the OPR of this publication.

4.1.1. Keep nuclear weapons and warheads in fully assembled configurations except during maintenance or as otherwise directed by MAJCOMs.

4.1.2. Personnel handling or performing maintenance on nuclear weapons will not exceed 12-hour continuous duty period followed by a rest period, which gives the individual at least 8 hours of uninterrupted sleep. During emergencies and advanced defense readiness conditions, the Group Commander or equivalent may waive this requirement. The requirement cannot be waived for exercises or inspections.

4.1.2.1. (Added) Personnel handling nuclear weapons (RS) during ICBM missile field operations will not exceed 16-hour continuous duty period followed by a rest period, which gives the individual at least 12 hours of rest. The requirement cannot be waived.

4.1.3. Train and certify sufficient personnel, to meet the MCL, to handle and maintain nuclear weapons to assure mission accomplishment. Limited Life Component Exchange (LLCE) or Parachute (PC) certification is mandatory only if assigned weapons are within 3 months of required maintenance.

4.1.4. Personnel will not perform WR operations until they complete the required training and the nuclear weapons certification requirements IAW **Chapter 3**.

4.1.5. A certified team chief will direct every maintenance task performed on WR weapons.

4.1.6. Stop operations upon the discovery of a defect that causes rejection of a weapon or major component. Determination to continue such an operation is a management decision based on careful review of the facts and circumstances (management is defined as Section Supervisor or above). Complete the operation if the weapon is safe and no other damage will occur. If authorized procedures are not provided or do not adequately address the problem, contact the MAJCOM who will coordinate with the appropriate agency to resolve the situation. On site DOE representatives may determine continuation of operation (e.g. PAL operation, defect acceptance) when authorized procedures are not available in governing technical order, however, unit personnel must report the defect(s) according to T.O. 11N-5-1, *Unsatisfactory Reports, and/or AFI 91-204, Safety Investigation and Reports* as applicable. If disassembly is directed for repair, ensure all spares and expendables are available before performing disassembly. Condition code of nuclear weapons will be changed to non-operational status if replacement components are not on hand, cannot be replaced during the operation, or if the status of the weapon is unknown (i.e. lightning strike). Nuclear weapons placed in Non-operational status will only be returned to Operational Status when directed by NWD via an assigned UR number.

4.1.7. Prohibit installation of war reserve (WR) items, components, or materiel on Type 3 trainers unless authorized by technical data or the Nuclear Weapons Directorate (NWD) (OO-ALC/LMR for AF owned RV/RS components). (**EXCEPTION:** Reuse of expended Group X items for training is acceptable). Never install training items, components, or materiel on WR items.

4.1.8. Training and WR operations may take place at the same time as long as physical separation exists between operations.

4.1.9. Unless otherwise directed by MAJCOMs, units will ensure weapons or warheads awaiting shipment have a minimum of 6 months LLC life remaining. An LLC is defined as any item identified in T.O.11N-100-4 or as designated by DOE.

4.1.10. Maintenance team chiefs and handling supervisors will give crew briefings before starting operations involving WR nuclear weapon or warhead. The briefing must include, as a minimum: an outline of the operation; nuclear surety IAW AFI 91-101; necessary safety, emergency, and intrinsic radiation procedures; and the requirement for the Two-Person Concept.

4.1.11. Only technically knowledgeable individuals, not physically performing the work, will perform visual inspection requirements specified in T.O. 11N-35-51, *General Instructions Applicable to Nuclear Weapons*. This individual must be a JQS qualified TC or NCO on the maintenance task and cannot be the team chief directing the operation. Visual inspections will not be performed by the quality assurance (QA) inspector evaluating the operation.

4.1.12. Units may develop In-Process Inspections (IPIs). When used, Quality Assurance (QA) and Weapons/Munitions Supervision will jointly develop IPIs IAW AFI 21-101. The IPI list must be reviewed, as T.O. changes occur to ensure paragraph references are accurate. Review and publish the complete IPI list at least annually. Completion of IPIs will be documented on the AFTO Form 349 or equivalent, identifying the individual who performed them. As a minimum, the individual performing the IPI must be a 7-level and JQS qualified on the maintenance task.

4.1.13. Checklist and technical order steps will be checked off when they are completed. Pages will be covered with plastic to facilitate checking off steps. If an operation is halted for any reason, mark the last step accomplished. Resume maintenance operation only after reviewing the checklist or technical order to determine all the previous steps were accomplished.

4.1.14. Secure maintenance areas as follows;

4.1.14.1. When a weapon is left unattended in maintenance bay, secure all emergency exits, lock personnel entry and exit door using 2-high security locks and set up alarm system.

4.1.14.2. When WR weapon(s) are exposed in the maintenance bay or protective aircraft shelter (PAS) and maintenance personnel are in the bay or PAS, secure the personnel entry door from inside. (KUMMSC is exempt from this requirement). If not possible, a two-person team will maintain entry control. Control access to No-Lone Zones with a sole vouching authority IAW AFI 91-104.

4.1.15. Personnel may perform any inspection, test, or minor maintenance operation not involving weapon disassembly, in storage structures, vaults, alert areas, or generation areas. Examples include fin replacement and removal, access door panel removal, coding operations and opening containers for inventory. (WS3 units are exempt from this requirement).

4.1.16. US custody of nuclear weapons must be maintained during all aspects of nuclear weapons storage, handling and logistics movements.

4.1.17. Cannibalization or interchanging of nuclear weapon components is not authorized unless directed in technical order or by NWD.

4.1.18. Use Type 3A/B/C trainers for maintenance and Explosive Ordnance Disposal (EOD) training only. Do not use these trainers for load training or logistical movement exercises and evaluations without MAJCOM approval. Use Type 3E trainers, training ferry payloads or Bomb Dummy Units (BDU) for this purpose. Control trainers according to their respective security classification.

4.1.19. Maintain Type 3 trainers, identified in **Table 4.1.**, to WR standards using specifications and procedures in TO 11N-35-51 and the applicable weapons manual. If possible, repair defects to WR standards and report non-repairable defects IAW T.O. 11N-5-1. Fully describe the defect and its impact on training to NWD, or OO-ALC/LMR for RV units. If the defective condition is accepted for training use, cite the Unsatisfactory Report (UR) number as acceptance authority on the trainer SF 5700-IRA**, Inspection Record Card (IRC)**.

4.1.20. (Added) Do not transport nuclear weapons outside a restricted area during hours of darkness or in severe weather conditions unless necessary to meet mission requirements. All nuclear weapons movements outside a restricted area must have a member serving as a technical and safety advisor. The convoy technical and safety advisor will be an NCO or above that is JQS qualified and fully knowledgeable of tie-down, transportation, handling, and command disable and emergency procedures. The wing commander or equivalent must authorize such movements.

4.1.21. (Added) Cover nuclear weapons, Type 3 trainers, and Joint Test Assemblies (JTA) during all movements (**EXCEPTION:** Containerized weapons, Reentry Systems, and Cruise Missiles do not require covers). BDUs do not require covers except during exercises when simulating WR weapons.

Table 4.1. Type 3 Trainer Requirements by Location and Type.

	Type 3	Type 3A	Type 3B	Type 3C	Type 3D	Type 3E	WTU-20
Barksdale B61-7				1		1	
Barksdale B83-0				2			
Barksdale W80-1	30	1					
Barksdale WTU-20							12
Cannon B61-4						3	
Minot B61-4						1	
Minot B61-7				2		2	
Minot B83-0				2			
Minot W80-1	2	1					
Minot WTU-20							13
Minot W78-0		2					
Seymour Johnson B61-4						5	
Whiteman B61-4						1	
Whiteman B61-7				2		8	
Whiteman B61-11				1		5	
Whiteman B83-0				2			
Malmstrom W78-0		1					
Malmstrom W62-0				2			
Eglin B61-4		3					
Eglin B61-7				3			
Eglin B83-0				3			
Eglin W62-0				4			
Eglin W78-0		2			1		
Eglin W87-0			2	2			
Eglin W80-1		3			1		
Sheppard B61-4		1				1	
Sheppard B61-7				1		2	
Sheppard B83-0				2			
Sheppard W80-1		1					
Sheppard W78-0		2					
Sheppard W87-0				1			
FE Warren W62-0				1			
FE Warren W87-0				2			
Vandenberg W62-0				2			
Vandenberg W87-0				1			
Aviano B61-4		2				3	

	Type 3	Type 3A	Type 3B	Type 3C	Type 3D	Type 3E	WTU-20
Buechel B61-4		1				6	
Ghedi B61-4		1				6	
Incirlik B61-4		2				1	
Kleine Brogel B61-4		1				6	
Lakenheath B61-4		2				7	
Ramstein B61-0						1	
Ramstein B61-4		2				4	
Spangdahlem B61-4		1				1	
Volkel B61-4		1				6	
Nellis B53-1		1					
Nellis B61-4		2					
Nellis B61-7				1			
Nellis B83-1				1			
Nellis W56-4				1			
Nellis W62-0				1			
Nellis W78-0		1					
Nellis W80-1		1					
Kirtland B61-4		2					
Kirtland B61-7				2			
Kirtland B61-11				1			
Kirtland B83-0				2			
Kirtland W62-0				1			
Kirtland W80-1		1					
Kirtland W84-0		1					
Kirtland W87-0		1	1				

4.1.22. Nuclear weapons storage locations and maintenance bays must contain a thermometer if the types of weapons stored are required to comply with weapon temperature stabilization. This includes weapons storage vaults and weapons maintenance trucks (WMT).

4.1.23. Prohibit use of unauthorized locally manufactured equipment (LME). Unauthorized munitions LME is equipment not authorized by technical data. MAJCOMs must coordinate all LME modifications prior to use. You may perform minor modification of hand tools and fabrication of gauges for non-critical measurements when standard tools prove inadequate to perform required maintenance.

4.2. Nuclear Weapons Deficiency Reporting.

4.2.1. Deficiencies associated with nuclear weapons, nuclear weapon-related items, associated equipment/software or technical orders/publication must be reported.

4.2.1.1. Use procedures in T.O. 11N-5-1, *Unsatisfactory Reports* (UR), to report a deficiency on DOE-designed nuclear weapon or related component, DOE-designed equipment/software or a Joint Nuclear Weapons Publication System (JNWPS) technical order discrepancy/deficiency. Nuclear weapons placed in non-operational status will only be returned to operational status when officially directed by NWD via an assigned UR number.

4.2.1.2. Use procedures in AFI 91-204*, Safety Investigations and Reports,* to report a safety related accident, incident or deficiency (Broken Arrow, Bent Spear or Dull Sword) on items covered in the USAF Master Nuclear Certification List web site, T.O. 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures*, or T.O. 21-LG118A-12-1, *Peacekeeper Nuclear Surety Procedures*. Examples include but are not limited to general-purpose vehicles, ICBM related equipment, nuclear certified aircraft software, etc.

4.2.1.3. Use procedures in T.O. 00-35D-54*, USAF Deficiency Reporting (DR) and Investigating System,* to report deficiencies on AF-designed items.

4.2.2. It certain instances, it may be necessary to submit multiple reports on one deficiency. For example:

4.2.2.1. Submit reports IAW T.O. 11N-5-1 and AFI 91-204 for

4.2.2.1.1. A weapon involved in a mishap (lightning, vehicle accident, etc).

4.2.2.1.2. Stray voltage from a motor generator.

4.2.2.2. Submit reports IAW T.O. 11N-5-1 and 00-35D-54 for

4.2.2.2.1. Carbon phenolic or radar window damage that rejects weapon.

4.2.2.2.2. Defect not covered by technical order discovered on a component in retrofit kit.

4.2.2.3. Submit reports IAW AFI 91-204 and T.O. 00-35D-54 for

4.2.2.3.1. A nuclear certified vehicle still under warranty with burnt wire insulation

4.2.2.3.2. Chipped ablative material.

4.2.2.4. Submit reports IAW AFI 91-204, T.O.11N-5-1 and T.O. 00-35D-54 for

4.2.2.4.1. Rejected warhead and RS components due to deluge pump.

4.2.2.4.2. Warhead/weapon damage due to hoist failure

4.2.2.4.3. The steering fails on a newly manufactured/certified forklift causing vehicle and weapon damage.

4.3. Waste Management.

4.3.1. Three types of waste may be generated during nuclear weapons maintenance operations: Resource Conservation and Recovery Act (RCRA) Materials Waste, 91b Waste and Potentially Mixed Waste.

4.3.1.1. RCRA materials are those items regulated by RCRA and include solvents and heavy metals (e.g. cadmium-plated bolts and washers).

4.3.1.2. 91b Waste is defined to include those materials within the contiguous volume where a tritium reservoir resides (e.g. compression pads, ungreased O-rings, desiccant).

4.3.1.3. Potential Mixed Waste is 91b Waste combined with RCRA (e.g. greased o-rings, kim-wipes with solvents used to wipe internal components and surfaces).

4.3.2. Collection and Identification:

4.3.2.1. RCRA Waste information can be obtained from Hazardous Materials Section. Comply with all federal, state and local requirements when disposing of RCRA materials.

4.3.2.2. Package 91b Waste in plastic bags and store in 30 or 50-gallon drums. Label packages and drums " Potentially 91b Waste". Coordinate through local bioenvironmental channels for container pickup and disposal IAW AFI 40-201, *Managing Radioactive Materials in the U.S. Air Force*. O-CONUS units will coordinate pick-up and disposal through MAJCOM.

4.3.2.3. Package Potential Mixed Waste plastic bags and store in 30 or 50 gal drums. Label packages and drums "Mixed Waste--potentially 91b". Coordinate through local bioenvironmental channels for container pickup and disposal IAW AFI 40-201. O-CONUS units will coordinate pick-up and disposal through MAJCOM

4.3.2.4. Do not store or co-mingle Potentially 91b Waste and Mixed Waste in the same package or drum.

4.3.2.5. LLRW programs are driven by environmental regulatory compliance and are not a personnel safety issue. Radiation levels are extremely low. Waste generated during cleaning of tools used during maintenance is NOT a 91b Waste issue. It is not necessary to wear personnel protective or safety equipment while working around the gas transfer systems of a weapon within the parameters outlined in the applicable technical orders, unless otherwise directed (e.g. cleaning with solvents).

Chapter 5

WEAPONS, COMPONENTS AND SPARES STORAGE

5.1. Weapons Storage

5.1.1. Store nuclear weapons only in approved structures and configurations.

5.1.2. Identify non-operational weapons (i.e., placard or rope-off) to prevent inadvertent use for operational requirements. Make identification readily visible and do not remove until status is changed or immediately before logistics movement. (EXCEPTION: AFMC units are not required to placard weapons).

5.1.3. Clearly mark empty weapon storage containers IAW T.O. 11N-35-51 when not in-use.

5.1.4. Sealed Warhead Containers

5.1.4.1. To preclude opening warhead containers without viewports, to verify contents during inventories (other than Stockpile Emergency Verification (SEV), units may elect to seal containerized warheads in storage. If units choose to seal containerized warheads, the provisions below and in CJCSM 3150.04 apply. **At this time, there is no approved seal for use on containerized warheads as described in this paragraph and throughout AFI 21-204. The use of an unapproved seal does not preclude opening warhead containers to verify contents.**

5.1.4.2. Management of the Seal Program. The MASO has cradle-to-grave responsibility of the seal program. The MASO will develop local guidance to supplement the procedures in this chapter to aid in managing and maintaining integrity of the program. This guidance will include: seal accountability, issuing and tracking; seal installation/removal procedures; seal inspection and inventory procedures/intervals; disinterested officer training; and workcenter responsibilities.

5.1.4.2.1. Seal Accountability, Issuing and Tracking.

5.1.4.2.1.1. The MASO will requisition and control seals. Seals may be issued to applicable workcenters as long as local procedures address control of seals. The MASO will maintain an accountable system to identify warhead serial number and associated seal serial number(s) installed on the container.

5.1.4.2.1.2. The accountable system may be either a locally devised and controlled form or a function in Special Weapons Information Management (SWIM)/Defense Integrated Automated Management of Nuclear Data Services (DIAMONDS).

5.1.4.2.1.3. An AF Form 1764, **Status Change Report** (or SWIM/DIAMONDS equivalent), will be used to document seal installation/removal on containers. A separate form is not required for seal reporting if submitting other transactions (i.e. LLC, receipt/ship, associated, etc.)

5.1.4.2.1.4. MASO will establish seal issue, removal and destruction procedures to ensure integrity of the seal program.

5.1.4.2.2. Seal Installation Procedures.

5.1.4.2.2.1. Prior to closing warhead container, two weapon system certified individuals (one member must be TC certified) will verify the permanently etched, engraved or

stamped warhead serial number with the non-permanent serial number on the warhead and the warhead serial number painted on the exterior of the container. If this cannot be accomplished, follow procedures in paragraph **5.1.4.2.4.4.** Document the serial number on the AF Form 1764 in column C, or in DIAMONDS as appropriate.

5.1.4.2.2.2. After closing container, install seal as snugly as possible in such a manner that prevents opening container without removing or damaging installed seal. Do not cut excess wire rope. In addition, if container can facilitate, install second seal (as close as possible to 180 degrees opposite from the first seal) in the same manner as the first. Document the seal serial number on an AF Form 1764, in column I (if two seals were installed place second serial number in column H).

5.1.4.2.2.3. Complete the AF Form 1764 as follows:

5.1.4.2.2.3.1. Complete blocks 1, 2, 4-6, and 7B IAW paragraph **11.1.3.**

5.1.4.2.2.3.2. In block 7A enter "X".

5.1.4.2.2.3.3. No information is required for seal installation in blocks 3 or 7D-G, J or K for the purpose of seal reporting..

5.1.4.2.2.3.4. In block 8 reference applicable line entry with "Seal(s) Installed" and the requirements in paragraph **11.1.3.12.3.** and **11.1.4.**

5.1.4.2.2.4. Forward the completed AF Form 1764 to the MASO (or designatee).

5.1.4.2.3. Seal Removal Procedures.

5.1.4.2.3.1. Remove by cutting through wire rope; retain seal(s) for further destruction. Document the seal serial number(s) on an AF Form 1764, in column I (if two seals are installed placed second serial number in column H).

5.1.4.2.3.2. After opening container, verify warhead serial number and the warhead serial number painted on the exterior of the container. Document the serial number on the same line of the AF Form 1764, in column C.

5.1.4.2.3.3. Destroy seal(s) by cutting wire rope flush with locking device at all ends and smash locking device.

5.1.4.2.3.4. Complete the AF Form 1764 as follows:

5.1.4.2.3.4.1. Complete blocks 1, 2, 4-6 and 7B IAW with paragraph **11.1.3.**

5.1.4.2.3.4.2. In block 7A enter "X".

5.1.4.2.3.4.3. No information is required for seal installation in blocks 3 or 7D-G, J, or K for the purpose of seal reporting.

5.1.4.2.3.4.4. In block 8 reference applicable line entry with "Seal(s) Removed" and the requirements in paragraph **11.1.3.12.4.** and **11.1.4.**

5.1.4.2.3.5. Forward the completed AF Form 1764 to the MASO (or designatee).

5.1.4.2.4. Inspection and Inventory Procedures (excluding Stockpile Emergency Verifications)

5.1.4.2.4.1. When performing inventories, or as directed by CJCSM 3150.04, perform the following seal inspection procedures:

5.1.4.2.4.1.1. Visually inspect wire rope and locking device for signs of tampering. If tampering is detected immediately notify MASO.

5.1.4.2.4.1.2. Firmly grasp seal and give a firm tug to ensure seal is firmly installed, wire rope is fully inserted and the locking device is properly functioning. If seal can be removed notify MASO.

5.1.4.2.4.1.3. If tampering is detected or the seal can be removed than notify MASO.

5.1.4.2.4.2. During the inventory, if the container was sealed IAW above procedures and CJCSM 3150.04, record the warhead serial number stenciled on the container and the seal number(s) on the blind inventory worksheet. During inventory reconciliation, compare the serial number of the containerized warheads and associated seals recorded on the blind inventory worksheet against the MASO's accountable documents.

5.1.4.2.4.3. In the event the seal/warhead serial number does not match accountable records or seals are not installed, the container must be opened to physically verify warhead serial number.

5.1.4.2.4.4. If the etched, engraved or stamped permanent serial number cannot be verified without removing the warhead from the container, but a stenciled serial number is visible, compare this serial number with accountable records. If no markings are visible, the item must be removed from the container to verify serial number.

5.1.4.2.4.5. Containers that are not sealed must be opened to verify contents using guidelines in paragraph **5.1.4.2.3.** and CJCSM 3150.04.

5.1.4.2.5. Training.

5.1.4.2.5.1. The MASO will document and conduct training for the appointed Disinterested Officer having Semi-annual Inventory Report (SIR) duties. Training will include seal installation and inspection processes.

5.1.4.2.5.2. Workcenters will include the seal program during warhead system General Maintenance training (see paragraph **3.5.1.**).

5.2. Component Storage. Store components in approved containers under appropriate security. LLCs may be pre-positioned within the maintenance facility as long as the criteria in DOD 5210.41M and the AF supplement is met.

5.2.1. For inventory purposes, obtain component serial number(s) from the exterior tag. LLC shipping containers need not be opened solely to verify contents.

5.3. Spares Storage.

5.3.1. **Storing Stock in the NOCM Warehouse.** The MASO establishes a secure area (NOCM warehouse) for storage of NOCM spare assets that are on account and not in the custody of maintenance personnel.

5.3.1.1. Designate in writing personnel authorized access to the NOCM warehouse (**Chapter 9**).

5.3.1.2. Develop a local storage plan for the NOCM warehouse. The plan must specify the building(s) and room(s) used for the NOCM warehouse and applicable security precautions used to ensure limited access to items stored in the warehouse. In addition, the plan must clearly define the meaning of location designations used on accountable records.

5.3.1.3. Do not commingle Base Spare (BS) and Military Spare (MS) items in storage. Conspicuously mark storage bins "BS Assets Only" and "MS Assets Only" to indicate type of spares authorized for storage within bin rows.

5.3.1.4. Mark condition tags or labels with standard entries IAW AFMAN 23-110, Vol II, Part 2, Chapters 14 and 24, and the designation BS or MS. Include the precautionary phrase from the stock list and the statement “Item contains training category source and special nuclear material” on applicable items.

5.3.1.5. For Group X kits and shelf life items, establish local controls ensuring items are stored so those oldest assets are issued first. (See paragraph **8.9.** for discussion of good supply practices.) Coordinate with maintenance technicians to determine shelf life restrictions identified in specific item TOs.

5.3.2. **Storing Non-Reparable Unit Spare Authorization Listing (USAL) Items within the Maintenance Activity** . Where the NOCM section issues non-reparable USAL items to maintenance for ready use storage:

5.3.2.1. Where practical, store non-reparable USAL items within a centralized support section. Sections not served by a centralized support section, or geographically separated from their support section, may store non-reparable USAL items within their maintenance section. Weapons/Munitions supervision will provide NOCM a list of individuals authorized access to USAL items stored in the maintenance area.

5.3.2.2. To avoid co-mingling stock, and possibly using unapproved parts on WR end items, USAL items must be physically segregated (i.e. separate and clearly marked bin, area of the room) from non-USAL items, such as Air Force bench stock or other operating stock.

5.3.2.3. Prepare bin labels or serviceable tags for each non-reparable USAL item part number stored within the maintenance activity. As a minimum, include bin number or location, part number, nomenclature, minimum (suggested re-order) quantity, and maximum quantity on the label or tag.

5.3.2.4. Units may construct a shadow board displaying the bin number or location and a sample of each non-reparable USAL item stored within the section. Do not count items displayed on the shadow board against authorized levels.

5.3.2.5. NOCM personnel will perform “walk through” checks of bins and storage locations to determine if items need to be requisitioned. NOCM personnel then requisition required items from DOE Kansas City Plant (KCP).

5.3.3. **Storing Items Issued on Custody to Maintenance Activities.** When NOCM issues items to maintenance personnel on a custody basis, the designated shop custodian must ensure items not in use are properly stored to preclude loss or damage.

Chapter 6

HIGH SECURITY KEY AND LOCK MANAGEMENT

6.1. General.

6.1.1. Keys to nuclear weapon storage and maintenance facilities or bays will be controlled as SECRET materiel. Two GSA approved locks will secure keys and locks. Units must ensure no one individual is given both combinations to key container(s) or locks, or has physical possession of both keys at one time.

6.1.2. Master keying is prohibited. Keys to high security locks will not be duplicated.

6.1.3. Locks and cylinders are received with a control key (for lock maintenance) and two non-control keys. Designate one non-control key as primary and the remaining non-control key as a spare. Control keys may be designated and issued as spare keys in the event that a non-control key becomes unserviceable (in this situation, a minimum of two serviceable keys for each lock or cylinder must be maintained).

6.1.4. Store primary keys separate from spare/control (maintenance) keys. Keys may be stored within the same safe as long as they are locked in different drawers.

6.1.5. If primary or spare key is broken for a high security lock and all pieces of the broken key are recovered, destroy the broken key pieces. Annotate the AF Form 2427, **Lock and Key Control Register**, only two keys remain for that lock. If all pieces can not be recovered, remove remaining keys and cylinder from service and dispose of accordingly.

6.1.6. Broken or damaged control keys require replacement of the cylinder.

6.1.7. Replace cylinders of compromised (i.e., lost, found in the possession of an unauthorized individual, or discovered to have been removed from the storage area) primary, spare, or control keys. Never use compromised keys or cylinders to secure nuclear storage structures or facilities.

6.1.8. Rooms or buildings where structure keys are stored will be secured (i.e. alarmed key box, alarmed room, alarmed facility, alarmed building) during non-duty hours.

6.1.9. All keys removed from their storage container must be in an authorized individuals' possession.

6.1.10. Padlocks will be physically retained or locked to the hasp when the entry gate, munitions structure or key container is open to prevent theft or substitution of the lock.

6.1.11. Units may setup reserve stocks of locks and cylinders to support preventative maintenance and scheduled rotation or replacement. Control reserve locks and cylinders in a safe, metal box, or similar container protected by a GSA-approved 3-position combination lock. Reserve cylinders and keys will be inventoried anytime the storage container is opened and during the monthly key and lock audit.

6.1.12. Keys to conventional facilities will not be stored in the same key box as the keys to nuclear facilities. This restriction does not preclude a conventional facility key box from being stored in the same safe as the nuclear facility key box.

6.1.13. Both the primary and spare keys may be issued to support daily operations.

6.1.14. At unit discretion, keep keys to maintenance facilities at any 24-hour manned or alarmed container or facility during non-duty hours. If stored in security facilities, do not give the combinations or assign security forces the responsibility to safeguard or issue keys. Key containers belong to, and are controlled by the munitions activity.

6.2. Responsibilities.

6.2.1. **Unit Commanders.**

6.2.1.1. Appoint a primary and alternate key and lock custodian to manage custody and handling of keys and locks used to secure nuclear weapons maintenance and storage facilities.

6.2.1.1.1. Key and lock custodians will have a security clearance equal to or greater than the items being secured by the keys and locks.

6.2.1.1.2. Letter of appointment will include, as a minimum, full name, rank, and security clearance.

6.2.1.1.3. Ensure keys and cylinders are audited and documented with each change of key and lock custodian.

6.2.2. **Key and Lock Custodians.**

6.2.2.1. Ensure compliance with key, lock, and hasp security requirements for nuclear munitions maintenance and storage facilities contained in these procedures and those in DOD C-5210.41-M and AFI 31-209, *Air Force Resource Protection Program.*

6.2.2.2. Order replacement cylinders IAW T.O. 44H2-3-1-101, *Operation and Maintenance Instruction, High, Medium, Low Security Hardware.* Ordering individual replacement keys and key duplication is not authorized for nuclear storage and maintenance facilities.

6.2.2.3. Manage cylinders and keys used with locks on nuclear weapons maintenance and storage facilities (including spare cylinders and keys) using an AF Form 2427.

6.2.2.4. Engrave or stamp local serial number on keys to high security padlocks and obliterate manufacturer’s serial number, if present. Annotate local serial number on the AF Form 2427 (do not record manufacturer’s serial number) and destroy the manufacturer's tag. Do not engrave or stamp serial number on cylinders or lock bodies. If manufacturer’s serial number is present on packaging material (e.g. box), either obliterate serial number or destroy packaging material.

6.2.2.5. Brief responsibilities to personnel who perform monthly key and lock audits.

6.2.2.6. Document keys and cylinders removed from Key Control Program. This is accomplished by placing a single inked line through columns 1 through 4 of the entry to be deleted on the AF Form 2427 and enter the date removed from program in block 2.

6.2.2.7. Ensure primary, spare, and control keys are inventoried by local serial number at the end of every shift (by agency controlling access to the keys) during which keys were issued or weekly, if keys were not issued. Inventory key containers sealed with railroad seals or similarly coded devices by verifying seal integrity and seal serial numbers. Ensure seal numbers are annotated on the AF Form 2432, **Key Issue Log**.

6.2.2.8. Ensure locks are rotated annually. Document annual lock rotation on existing AF Forms 2427, or initiate a new AF Form 2427 and dispose of the old one according to AFMAN 37-139,

Records Disposition Schedule. The rotation of locks is not required when a system exists to separate the keys into "A" and "B" sets stored in separate containers and personnel are designated as either "A" or "B" and only authorized those respective keys.

6.2.2.9. Ensure locks and hasps are inspected and lubricated at least every 6 months. Perform only maintenance actions listed in TO 44H2-3-1-101 to avoid lock damage. Do not interchange cylinders when replacing cylinders on high security lock Models H-831B and LK1200. Document all lock and cylinder maintenance.

6.2.2.10. Locally dispose of unserviceable keys, locks and cylinders. Individual unserviceable keys/cylinders will be destroyed prior to disposal. If serviceable keys and associated cylinder are being removed from service, key destruction is not required; however, annotating the AF From 2427 is required. Destruction of individual keys will be completed as follows:

6.2.2.10.1. Destroy to a point that reasonably prevents duplication.

6.2.2.10.2. All serial numbers are obliterated.

6.2.2.10.3. Record on AF Form 2427.

6.2.2.11. Document combination changes by letter. Do not record combinations. If a safe is used for the sole purpose of securing keys, the AF Form 36, **Maintenance Record For Security Type Equipment**, must be used. Do not use SF 702, **Security Container Check Sheet**, and SF 700, **Security Container Information**, on key boxes or safes used only to secure keys.

6.2.3. **Key Issuing Authorities.**

6.2.3.1. Ensure proper keys are issued, returned and transferred only to authorized individuals. Ensure AF Form 2432 is documented for all key transactions.

6.2.3.2. Maintain a current copy of authorization listing (e.g. Weapons Storage Area Authorization List) and verify authorization prior to issuing or transferring keys.

6.3. Key and Lock Management.

6.3.1. **Initiating an AF Form 2427, Key and Lock Control Register.** The AF Form 2427 is used to control locks, cylinders, and keys used on nuclear maintenance and storage facilities, including reserve cylinders and keys (**Figure 6.1.**). All entries will be typed or in ink (exception: columns 2 and 3 may be in pencil). Dispose of AF Form 2427's IAW AFMAN 37-139.

6.3.1.1. Column 1: Annotate locally assigned serial numbers.

6.3.1.2. Column 2: Enter the specific locations (building, cubicle, bay, etc.) of the cylinder associated with the key serial number listed in column 1 (e.g. Igloo 1 or Bldg 1274).

6.3.1.3. Column 3: Enter date the lock was installed at the location specified in column 2.

6.3.1.4. Column 4: Enter the building number where the primary, spare and control keys are stored. If the spare and the control keys are stored in different buildings, both locations will be entered in the "spare" block of column 4 (e.g. Spare - Bldg 1241/Control - Bldg 1240).

6.3.1.5. Column 5: Enter the date locks, cylinders, and keys were audited. Only one line entry in column 5 is needed to document the audit of the entire page.

6.3.1.6. Column 6: The persons performing the audit will sign to certify audit completion. Only one line entry in column 6 is needed to document the audit of the entire page.

6.3.2. **Key Audit Procedures.** An audit is a physical check (operating cylinder with either the primary, spare, or control key set) of all locks cylinders used to secure munitions maintenance and storage structures or spare cylinders. In addition, the local serial numbers and location of all keys and cylinders are verified (including spare cylinders) with the AF Form 2427. Verify the key serial numbers of the remaining two key sets not used for the physical check with the AF Form 2427. Enter Date of Audit in Column 5 and both individuals performing the audit will sign and print last name in column 6 of all AF Forms 2427 (**Figure 6.1.**). Only one line entry in column 5 and 6 is needed to document the audit of the entire page. Key Audits will be accomplished monthly or when appointing new Key and Lock Custodians.

6.3.3. **Key Transactions - Key Issue, Turn-in, Transfer and Inventory Procedures.** Use AF Form 2432 to document key activity for keys and locks securing maintenance and storage facilities. The log is annotated when keys are issued, turned in, transferred or inventoried (**Figure 6.2.**). Separate forms are used for each primary, spare, and control key set. Mark forms the appropriate set title. Dispose of forms IAW AFMAN 37-139.

6.3.3.1. **Key Issue Documentation.**

6.3.3.1.1. Enter structure and bay (as applicable) number in the structure column. Multiple structures and bays may be entered on one line as long as all entries are legible (e.g. Igloo 1 or Bldg 1274).

6.3.3.1.2. Enter time in "Out-Time" block using the 24hrs-format (e.g. 0410).

6.3.3.1.3. Enter date in "Out-Date" block using the day, month, and year format (e.g. 1 Apr 98).

Figure 6.1. AF Form 2427 Lock and Key Control Register.

LOCK AND KEY CONTROL REGISTER					I certify that locks and keys listed hereon were audited on date indicated	
1. SERIAL NUMBER	2. LOCATION	3. DATE INSTALLED	4. KEY STORAGE LOCATION PRIMARY	SPARE	5. DATE	6. SIGNATURE
4806262	Bldg 2410 (A)	1 Apr 01	Bldg 1200	Bldg 3600	1 Apr 01	Eric Smith Corey LaRock
6925331	Bldg 2410 (B)	1 Apr 01	Bldg 1200	Bldg 3600	7 May 01	Wm. Scari Whitney Fordham
~~2447108~~	~~Igloo 1 (A)~~ 5 May 01		~~Bldg 2410~~	~~Bldg 2410~~		
5742428	Igloo 1 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
9863969	Shelter 2 (A) 2 Keys	1 Apr 01	Bldg 24 10	Bldg 2410		
5832136	Structure 4 (A)	1 Apr 01	Bldg 2410	Bldg 2410		
7812387	Structure 5 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
6328461	Structure 4 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
7755551	Shelter 2 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
2712094	Spare		LBMW-01	LBMW-01		
4304147	Structure 5 (A)	1 Apr 01	Bldg 2410	Bldg 2410		
4525288	Spare		LBMW-01	LBMW-01		
2250809	Igloo 1 (A)	5 May 01	Bldg 2410	Bldg 2410		

AF FORM 2427, 19950701 *(EF-V2)* PREVIOUS EDITION IS OBSOLETE

6.3.3.1.4. Individual 1 will sign their full name and print their last name in the "Out-Signature" column, block 1.Individual 2 will sign their full name and print their last name in the "Out-Signature" column, block 2.

6.3.3.2. **Key Turn-in Documentation.**

6.3.3.2.1. Locate entry signing out applicable keys. If more than one key was signed out in the structure block and a portion of those keys are being turned in, all keys must be turned in and required keys must be re-signed out.

6.3.3.2.2. Enter time in "In-Time" block using the 24hrs-format (e.g. 0410).

6.3.3.2.3. Enter date in "In-Date" block using the day, month, and year format (e.g. 1 Apr 98).

6.3.3.2.4. Individual 1 will sign their full name and print their last name in the "In-Signature" column, block 1.

6.3.3.2.5. Individual 2 will sign their full name and print their last name in the "In-Signature" column, block 2.

6.3.3.3. **Key Transfer Documentation** . The Key Issue Authority will enter:

6.3.3.3.1. Locate entry signing out the applicable keys. If more than one key was signed out in the same structure block and a portion of those keys are being transferred, all keys must be turned in and keys signed out as required.

6.3.3.3.2. Enter structure or bay (as applicable) number(s) of transferred keys in the "Structure" column and the words "Key Transfer.

6.3.3.3.3. Enter time key transfer took place in the "Out-Time" block using the 24hrs-format (e.g. 0430).

6.3.3.3.4. Enter date key transfer took place in the "Out-Date" block using day, month and year format (e.g. 1 Apr 98).

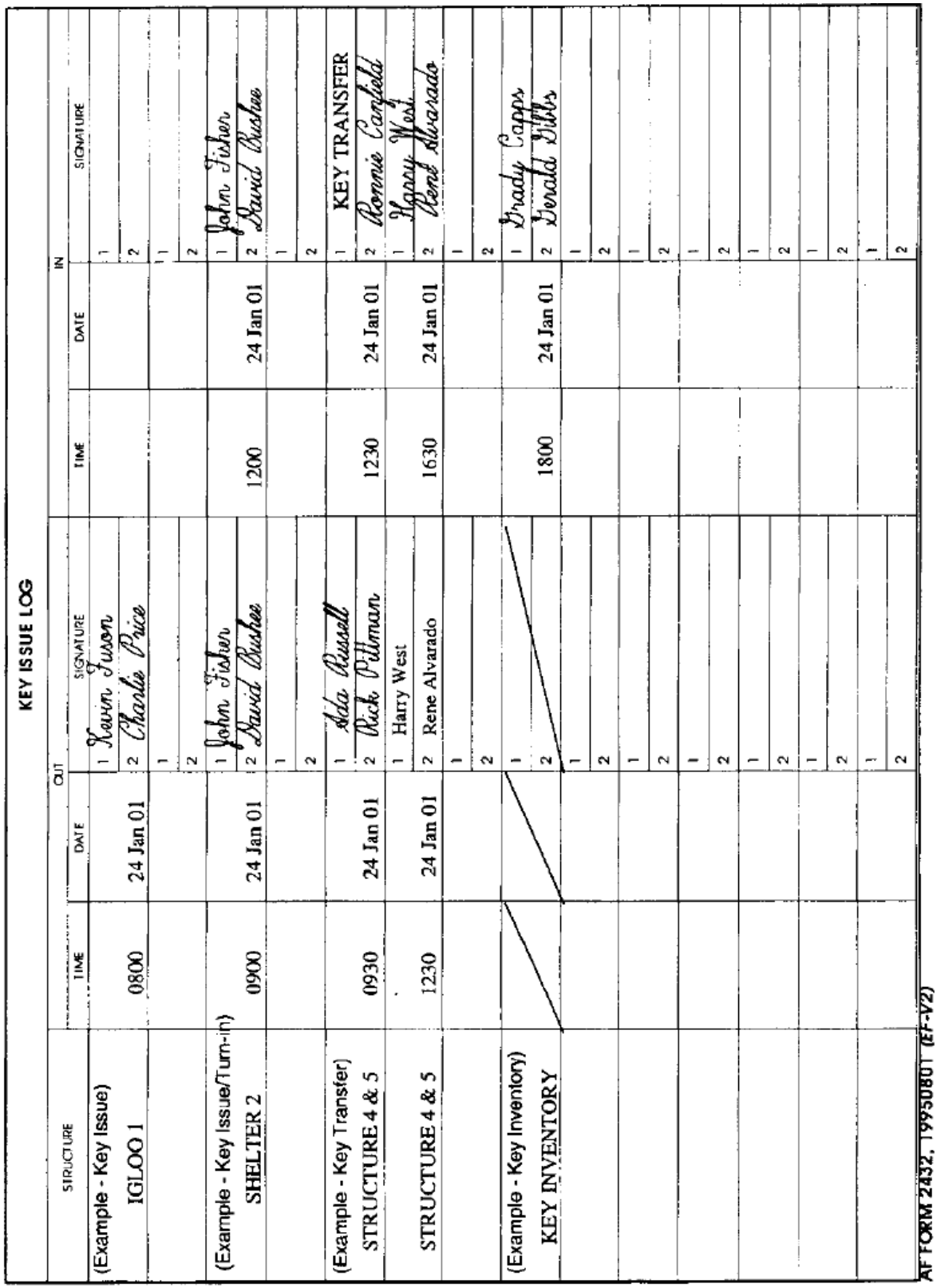
6.3.3.3.5. Print the name of the personnel receiving the transferred keys in the "Out Signature" block.

6.3.3.3.6. On the original key sign out line, the key issuing authority:

6.3.3.3.6.1. Enter time key transfer took place in the "In-Time" block using the 24hrs-format (e.g. 0410).

6.3.3.3.6.2. Enter date key transfer took place in the "In-Date" block using the day, month, and year format (e.g. 1 Apr 98).

Figure 6.2. AF Form 2432 Key Issue Log.



KEY ISSUE LOG

STRUCTURE	OUT TIME	OUT DATE	OUT SIGNATURE	IN TIME	IN DATE	IN SIGNATURE
(Example - Key Issue) IGLOO 1	0800	24 Jan 01	1 Kevin Fuson 2 Charlie Price			1 2
			1 2			1 2
(Example - Key Issue/Turn-in) SHELTER 2	0900	24 Jan 01	1 John Fisher 2 David Bushee	1200	24 Jan 01	1 John Fisher 2 David Bushee
			1 2			1 2
(Example - Key Transfer) STRUCTURE 4 & 5	0930	24 Jan 01	1 Ada Russell 2 Rick Pillman	1230	24 Jan 01	1 KEY TRANSFER 2 Ronnie Canfield
STRUCTURE 4 & 5	1230	24 Jan 01	1 Harry West 2 Rene Alvarado	1630	24 Jan 01	1 Harry West 2 Rene Alvarado
			1 2			1 2
(Example - Key Inventory) KEY INVENTORY			1 2	1800	24 Jan 01	1 Brady Capps 2 Donald Dibb
			1 2			1 2
			1 2			1 2
			1 2			1 2
			1 2			1 2
			1 2			1 2
			1 2			1 2

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6.3.3.3.6.3. In the "In-Signature" block, the key issuing authority prints "Key Transfer" in block 1 and signs in block 2, verifying the key transfer entry is complete.

6.3.3.3.7. When personnel receiving the transferred key(s) return, and secure the keys, they complete the "In-Time, In-Date and In-Signature" blocks as normal.

6.3.3.4. **Key Inventory Documentation**

6.3.3.4.1. Enter "Key Inventory" in the structure column.

6.3.3.4.2. Place hash marks "/ " in the "Out-Time, Out-Date and Out-Signature" blocks

6.3.3.4.3. Enter time in "In-Time" block using the 24hrs-format (e.g. 0410).

6.3.3.4.4. Enter date in "In-Date" block using the day, month, and year format (e.g. 1 Apr 98).

6.3.3.4.5. Individual 1 will sign their full name and print their last name in the "In-Signature" column, block 1.

6.3.3.4.6. Individual 2 will sign their full name and print their last name in the "In-Signature" column, block 2.

6.3.4. DELETED.

6.4. Weapons Storage and Security System/ Advanced Entry Control System (AECS) Management of these programs will be accomplished IAW applicable guidance.

Chapter 7

WEAPONS STORAGE AREA AUTHORIZATION LISTING (WSAAL) (OR EQUIVALENT)

7.1. GENERAL POLICY

7.1.1. The procedures in this chapter apply to all CONUS nuclear capable units except KUMMSC. USAFE units will comply with the requirement in ED 60-12, *Nuclear Surety Management for the WS3,* for Access Approval Authority Listing (AAAL).

7.1.2. The AECS is used to identify personnel authorized to perform certain actions within (KUMMSC). The Weapons custodian will approve access at KUMMSC by signing in the remarks section of the AF Form 2586, *Unescorted Entry Authorization Certificate.*

7.1.3. Sole Vouching Authority (SVA). The SVA is the individual responsible for verifying individuals need to enter a no-lone zone/exclusion area, where a nuclear weapon(s) is/are located, prior to granting them access (e.g. weapons other than those in secure storage).

7.1.3.1. When an SVA transfers SVA duties to another individual documentation for this transfer is not required.

7.1.3.2. Only one SVA is permitted per no-lone zone/exclusion area.

7.1.3.3. The Weapons Custodian approves overall access to nuclear weapons by signing the WSAAL. The Weapons Custodian is appointed IAW paragraph **9.5.3.**

7.2. WSAAL MANAGEMENT. WSAALs are used to identify personnel authorized to perform certain actions within Weapon Storage Areas (WSA). NOTE: The intent of **Figure 7.1.** and **Figure 7.2.** are for reference only and not directive in nature. The form layout is up to the units' discretion; however, required information identified in this chapter must be reflected and original signatures present.

7.2.1. DELETED.

7.2.2. WSAALs identify, as a minimum, personnel authorized to:

7.2.2.1. Issue and Receive keys to weapons maintenance and storage structures. Personnel authorized to issue keys may also be authorized to receive keys.

7.2.2.2. Open and secure weapons maintenance and storage structures.

7.2.2.3. Open and close containers at entry control points and secure keys to maintenance facilities or assembly, surveillance, and inspection (AS&I) type facilities. (If keys are stored at the Entry Control Point (ECP)

7.2.2.4. Activate and deactivate weapons storage structures. i.e. weapons are present or not present.

7.2.2.5. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures or escorting personnel into the WSA.

7.2.3. WSAAL will include, as a minimum, full name, codes authorized, enlisted or officer, last six of SSN, security clearance and PRP status (Interim or Formally Certified)

7.2.4. DELETED.

7.2.5. DELETED.

7.2.6. Pen and ink additions without authenticated Change Letter are prohibited.

7.2.7. Quantities of WSAALs will be determined locally.

7.2.8. Original signatures are required on all copies of the WSAAL. If the WSAAL pages are bound together in a single computer-run product, authenticate on the first or last page only, and indicate the number of pages. If the pages are separated each page must be authenticated.

7.2.9. Code descriptions provided below are examples of descriptions that can be used. Different descriptions, if used, will be clear, concise, and not repetitive.

7.2.9.1. DELETED.

7.2.9.2. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures or escorting personnel into the WSA.

7.2.9.3. Receive either "A" or "B" lock combination and spare/maintenance key boxes for non-conventional munitions.

7.2.9.4. Issue and receive keys, open and secure non-conventional maintenance bays and storage structures.

7.2.9.5. Open and secure key box for building (M&I, AS&I, or conventional building) located at building #_____ (normally the entry control point).

7.2.9.6. Issue and receive keys, open and secure (armory, gunroom, or gun locker) in building #_____ (where the guns are stored).

7.2.9.7. Activate and deactivate alarm systems on munitions storage structures.

7.2.9.8. Receive Control "C" lock combination to primary and spare/maintenance key set boxes.

7.2.10. WSAALs will be published when determined by Weapons /Munitions Supervision or WSAAL OPR.

7.2.11. Change Letters. Change Letters will be used for interim changes to the WSAAL (**Figure 7.1.**). Changes should be held to an absolute minimum. A single letter may be used to add and delete individuals (**Figure 7.2.**). Change Letters to a WSAAL will be consecutively numbered, beginning with number one, and will identify the date of the WSAAL it changes (with each revision of the WSAAL, the Change Letter sequence number starts with one). These letters will be authorized, certified, authenticated (except for deletion letters) and distributed in the same manner as the WSAAL. Entries will be pen and inked (handwritten or typed) on referenced WSAAL with Change Letters filed with or attached.

7.2.11.1. Deletions. In cases where individuals or information must be deleted, Munitions Supervision or designated representative will immediately notify all agencies possessing WSAALs by telephone and document time and agency called. Each workcenter will place a single line through the entry on the WSAAL upon receipt of the telephone notification. As soon as practical, the WSAAL OPR will produce a Change Letter. Letter will include, as a minimum, person's full name, social security number (use last six numbers) and change requested. Upon receipt of the Change Letter, annotate the deleted entry with the Change Letter sequence number.

7.2.11.2. Additions. In cases where information is to be added, Munitions Supervision or WSAAL OPR will initiate a Change Letter. Letter will include all information listed in paragraph **7.2.3.** Letter will be processed using same procedures as processing WSAAL. Upon receipt of the authenticated Change Letter, the entry will be pen and inked on the WSAAL and annotated with the Change Letter sequence number.

7.3. Responsibilities.

7.3.1. **Unit Commanders.**

7.3.1.1. Review and sign (certify) WSAALs and addition letters

7.3.1.2. Ensure authorized individuals have a security clearance equal to or greater than the items being secured by the keys and locks.

7.3.1.3. Ensure authorized individuals have appropriate PRP certifications

7.3.2. **Maintenance/Munitions Supervision.**

7.3.2.1. Designate responsible OPR to maintain, update, review and distribute WSAAL and Change Letters as required and determines contents of legend (codes and description) for the WSAAL.

7.3.2.2. Review and sign deletion letters

7.3.3. **Weapons Custodian.** Sign (authorize) WSAALs and addition letters.

7.3.4. **Security Forces.** Security Forces must sign (authenticate) WSAALs and Addition Letters in accordance with standard Security Force processing procedures for Entry Authorization Lists (EAL).

7.3.5. **WSAAL OPR. Process WSAAL as follows:**

7.3.5.1. Consolidate Change Letters for current WSAAL into a working copy WSAAL.

7.3.5.2. Ensure sections/elements review working copy of WSAAL prior to authentication.

7.3.5.3. Make corrections as required, and hand carry WSAAL to Weapons Custodian. Ensure the Weapons Custodian reviews and grants authorized individuals access to facilities containing nuclear weapons by signing the WSAAL. Ensure review includes, but is not limited to verifying individuals are not given authorized access or knowledge of more than one combination protecting keys to nuclear maintenance and storage facilities.

7.3.5.4. Hand carry the authorized WSAAL to the Unit Commander for certification. Unit Commanders signature certifies proper security clearance, PRP status, and need for access/authorization verified for individuals listed.

7.3.5.5. Hand carry certified WSAALs to the Security activity for authentication.

7.3.5.6. Ensure authenticated WSAALs and change letters are immediately distributed to munitions activities as required.

Figure 7.1. Sample WSAAL (Legend Page).

PREPARED: 1 July 2001

WEAPON STORAGE AREA AUTHORIZATION LIST LEGEND

CODE NO.	DESCRIPTION
01	Receive the "A" lock combination to the Primary and Spare key boxes for nuclear storage facilities
02	Receive the "B" lock combination to the Primary and Spare key boxes for nuclear storage facilities
03	Activate/Deactivate storage structures
04	Preannounce personnel to access structures or escort individuals into the WSA
05	Issue A or B keys for nuclear storage facilities

AUTHORIZED BY:

Weapons Custodian

CERTIFIED BY:

Commander, 123 MS

AUTHENTICATED BY:

123 SFS Authenticating Official

Page 2 of 3

Figure 7.1. Sample WSAAL (Personnel Listing)

PREPARED: 1 July 2001

WEAPON STORAGE AREA AUTHORIZATION LIST

PERSONNEL LISTING

SEC CHANGE NAME	CODES	GRD	SSN	CLEAR	PRP
KNOWLES, Richard M.	02, 03	ENL	67-8912	T/S	FORMAL
YOCOM, Lonnie T.	01,03,05	ENL	98-7654	T/S	FORMAL
GRAVES, Michael R.	01, 04	ENL	12-4321	SEC	INTERIM
CIRANNI, Charles NMI	02, 04	OFF	56-7891	T/S	FORMAL
OGUREK, Robert M.	01, 03	ENL	45-6789	SEC	INTERIM
LUECK, David BH	01,04	ENL	65-4321	T/S	FORMAL

AUTHORIZED BY:

Weapons Custodian

CERTIFIED BY:

Commander, 123 MS

AUTHENTICATED BY:

123 SFS Authenticating Official

Page 3 of 3

Figure 7.2. Sample Change Letter.

MEMORANDUM FOR 123 SFS/CC 7 Aug 01
123 MS/LGM
FROM: 123 MS/CC

SUBJECT: Weapons Storage Area Authorization List (WSAAL) Change Letter No. 1

1. Delete the following individual from WSAAL, dated 1 July 01 by placing a single line through the entire line entry.

NAME	SSN
CLARK, Chad S	67-8912

2. Add the following individual to WSAAL, dated 1 July 01, by neatly writing the following information after the last entry

NAME	CODES	GRD	SSN	Sec Clear	PRP
SPEASE, Brian E	01, 04	ENL	65-4321	SEC	Interim/Formal

3. Post this letter with the WSAAL. Upon receipt and validation of new WSAAL, destroy this letter.

AUTHORIZED BY:

Weapons Custodian *(Only required for additions)*

CERTIFIED BY:

Commander, 123 MS *(Weapons/Munitions Supervision for deletion letters)*

AUTHENTICATED BY:

123 SFS Authenticating Official *(not required for deletion letter.)*

Chapter 8

GENERAL ACCOUNTING PRINCIPLES FOR NOCM ACCOUNTS

8.1. General Principles of Nuclear Material Accounting. This chapter describes the basic principles upon which accounting procedures in this instruction are based. They may be used in determining the best courses of action when situations arise that are out of the ordinary and when judgment calls must be made.

8.2. Accounts and Accountable Officers. Every account is identified by a unique Stock Record Account Number (SRAN) including a prefix (usually FK or FV, identifying the type of account as a munitions account), and a four-digit numeric account number identifying the base or wing (tenant units who have accounts) to which the account is assigned. A single individual is appointed as accountable officer for each SRAN, must meet certain minimum qualifications, such as grade, AFSC, security clearance, training, experience, PRP certification, and other requirements. While a single individual may be appointed as the accountable officer for more than one SRAN, no more than one individual is appointed as accountable officer for (or held responsible for) a single SRAN. (i.e. If, at a particular base, there is a conventional munitions account with a SRAN FV1234 and a NOCM account with a SRAN FK1234, a single individual might be appointed as accountable officer for both accounts, or a different individual might be appointed for each account. If a different individual is appointed for each account, then that individual is responsible for all items accounted for under the SRAN for which they are the accountable officer; they are not held responsible for items on the other individual's account.)

8.3. Control of Accountable Systems. The accountable officer controls input made to any system (manual or automated) used to manage the account, and the accountable officer is ultimately responsible for the accuracy of all transactions posted to the account. To ensure the accountable officer is not held responsible for actions of individuals not under their control, individuals authorized to maintain accountable records and post transactions on behalf of an accountable officer are assigned to, and under the control of, the accountable officer.

8.4. Accountable Documents and Control of Accountable Documents.

8.4.1. Accountable documents consist of the following: receipt, shipping, issue, turn-in, stock change vouchers (SCVs), inventory adjustment vouchers (IAVs), inventory count cards, Weapon Custody Listings (WCLs) or custody validation listings (used for mass issue or turn-in), SCRs, multiple carriage build-up sheets (when used to document custody transfer), WSRs, QSRs, MFRs (when used to document record correction), AF Form 514s and AF Form 524s.

8.4.2. Each accountable document is assigned a distinct number to identify it. Accountable documents are numbered consecutively using document control registers or control logs, in a manner that permits easy identification of lost or missing documents. The accountable officer is responsible for ensuring the accuracy of document registers and control logs, and ensuring all documents are maintained on file, as required.

8.4.3. Signatures (when required) are only those of authorized individuals. Signatures are original (not carbon or photocopies) and are written in ink (preferably black or blue-black). For automated systems using password controlled User-Ids, equivalent electronic signatures are acceptable. Corrections to accountable documents (using a single line through) are acceptable provided the person making the correction initials the correction. To ensure the accountable officer is not held responsible for actions

of individuals not under his or her control, individuals authorized to sign documents on behalf of an accountable officer are assigned to, and are under the direct control of, the accountable officer.

8.4.4. The accountable officer controls all original documents and files them in the account's document control files. Access to document control files is limited to designated individuals only. If an original document is lost or destroyed, the accountable officer obtains a copy of the original document (e.g., suspense copy), reviews it to ensure accuracy, and certifies it's accuracy with a statement of certification and their signature. This certified true copy is then controlled in the same manner as an original document.

8.4.5. General rules for assigning document numbers.

8.4.5.1. For receipt, shipment, issue, or turn-in documents a separate document number is used for each part number. In addition, a separate document is used for serviceable versus unserviceable items. There are some exceptions to this rule. A WCL used to mass-issue or turn-in multiple part numbers is assigned a single document number. Resulting serviceable and unserviceable balances are posted to stock records for all part numbers contained on the WCL. In addition, shipments and receipts of end items with associated containers and bolsters will not include separate documents for the containers and bolsters. Instead the part numbers and quantities of associated containers and bolsters are annotated on the end item shipping or receipt document. Assign a different document number for the associated container or bolster, and then type it on the receipt document for the end item associated to the container or bolster. Separate document number is then used to post the receipt or shipment to the container or bolster stock card.

8.4.5.2. SCVs for part number changes are assigned a single document number, show both old and new part numbers, and are posted to stock records for both old and new part numbers.

8.4.5.3. SCVs documenting removal or installation of components use a single document number for all transactions posted to that part number during the same SWIM or DIAMONDS session (i.e. between end-of-day procedures).

8.5. Consumption and Custody Accounting. Items are accounted for using either consumption accounting procedures or custody accounting procedures. Low cost, non-reparable, and non-sensitive items (e.g. small hardware, gaskets, nuts, bolts, screws, washers, grease, etc.) are considered expendable items. These items are considered "consumed" and are dropped from accountable records when issued to maintenance personnel. Reparable items and items that must be controlled because of their sensitive nature (e.g. containers, bolsters, and some spares) must be continually accounted for until returned to the vendor, or properly disposed of IAW authorized disposition instructions and pertinent disposal directives. These items are accounted for using custody accounting procedures. The appropriate commander designates a custodian, who is responsible for these items that have been issued to their duty section until they are either turned-in or expended (in the case of test items expended during stockpile flight testing or other operational test and evaluation). The custodian keeps records showing items in his or her custody. These records include a spare SE custody listing from the last time the items were inventoried, and copies of any documents affecting items in his or her custody that document transactions occurring since the last validation. Items are maintained on the accountable officer's records and posted to stock records as "In-Use" balances.

8.6. Stock Records and Control of Stock Records. Account stock records reflect current and historical balances of items on the account. Balances change as a result of transactions posted to the account. The

accountable officer is responsible for the accuracy of all stock record balances. Primarily, NOCM items are accounted for by part number but may also be accounted for by NSN in some accountable systems. A complete set of stock records consists of a separate stock record for each part number or NSN for which transactions have been posted. The stock record is either automated or a manual card for items not accounted for as part of an automated system. Stock records with current balances are maintained in active files. Stock records with a current balance of zero, but showing historical transactions and balances, are maintained in inactive files. All transactions affecting balances on stock records are posted to the stock records, and are supported by original documents (or certified copies of original documents) maintained by the accountable officer. For items in the custody of the accountable officer, balances are recorded as serviceable or unserviceable. These balances are often referred to as "warehouse balances" since the items are stored in the MASO's NOCM warehouse or are in his or her custody. The accountable officer is responsible for accountability, proper storage, and custodial care of these items. For items the accountable officer has issued to a custodian, the balances are reflected in the In-Use-Serviceable and In-Use-Unserviceable columns of the stock records. The accountable officer is responsible for proper accountability of these items based on documents received from the custodian. The custodian is responsible for storage and custodial care of these items. **Table 8.1.** indicates how various transactions affect balances on account stock records for items when a custodian is involved. **Table 8.2.** reflects exceptions to **Table 8.1.** when the accountable officer is also the weapons custodian.

8.7. Inventories . Periodic inventories ensure account balances and item configurations are accurately reflected on the account. Verification by an independent inventory-verifying officer is required by DoD regulations for CJCSM 3150.04 reportable items. Any time a new accountable officer is appointed, a 100% inventory ensures that all accountable items are present prior to assuming accountability. A 100% inventory of items currently in the custodian's custody ensures all accountable items are present prior to the new custodian assuming custodial responsibility for the items. Periodic spot-check inventories help ensure accuracy of account records between 100% inventories. Either higher headquarters or the accountable officer may direct special inventories to ensure specific items are present and properly accounted for on account records.

Table 8.1. Stock Record Posting (Maso And Custodian).

Transaction	Serviceable	Unserviceable	In Use Serviceable	In Use Unserviceable
Receipt Serviceable Item	+			
Receipt Unserviceable Item		+		
Issue Serviceable Item to Custodian	-		+	
Issue Serviceable Consumable Item	-			
Issue Unserviceable Item to Custodian		-		+
Turn-in Serviceable Item From Custodian	+		-	
Turn-in Unserviceable item From Custodian		+		-
Turn-in Serviceable Item (Found on Base)	+			
Turn-in Unserviceable Item (Found on Base)		+		
"Expenditure" Turn-in of Test Item			-	
Ship Serviceable Item	-			
Ship Unserviceable Item		-		
Color or Condition Change (R to Y)			+	-
Color or Condition Change (Y to R)			-	+
Install Serviceable LLC Kit			-	
Remove Serviceable LLC Kit			+	
Remove Unserviceable LLC Kit				+

Table 8.2. Stock Record Posting Exceptions When MASO is also Weapons Custodian.

Transaction	Serviceable	Unserviceable	In Use Serviceable	In Use Unserviceable
"Expenditure" Turn-in of Test Item	-			
Color Change Weapon (R to Y)	+	-		
Color Change Weapon (Y to R)	-	+		
Install Serviceable LLC Kit	-			
Remove Serviceable LLC Kit	+			
Remove Unserviceable LLC Kit		+		

8.8. Audit Trails and Audits.

8.8.1. Audit trail. While a specific audit trail for each transaction varies by transaction type, there are general requirements that constitute an adequate audit trail. The audit trail begins with letters of authorization. These letters, signed by appropriate approving officials, IAW governing directives, provide the authorization for individuals to request and or receipt for property, report accountable transactions to the accountable officer, and maintain account records on behalf of the accountable officer or custodian. The audit trail continues with source documents reporting accountable transactions to the accountable officer (e.g. SCRs) and source documents supporting the transactions themselves (e.g. receipt, shipping, issue, and turn-in documents, inventory adjustment vouchers & SCVs). These documents are controlled through the use of document registers or control logs and numbered sequentially so that any missing documents are easily recognized. The audit trail includes proper preparation of these documents using approved procedures and signatures (when required) of approved individuals. Account stock records then tie the supporting documents to changes in account balances reflected on individual lines of the stock records. The audit trail continues with periodic inventories that demonstrate the accuracy of account balances compared to physical identification and counts of property. The audit trail also includes Certificates of Transfer of Accountability that contain beginning and ending transaction document numbers showing an unbroken chain between accountable officers over time.

8.8.2. Periodic audits provide an independent assessment of account records to ensure proper accountability is maintained, an accurate audit trail exists, and proper accounting procedures are being followed. Audits are performed either by an outside agency or by a disinterested individual appointed on orders to perform the audit. The audit consists of reviewing a representative sample of accountable records to determine if approved accounting procedures are being followed and to assess the accuracy of accountable records and completeness of the audit trail. If inaccuracies or irregularities are discovered, the sample is increased to determine the extent of the inaccuracy or irregularity. A 100% audit may be performed if the auditor deems it necessary, or when directed by local command authorities or higher headquarters. In cases where serious inaccuracies or irregularities exist, or where an adequate audit trail does not exist, the audit may result in a requirement for either a special or 100% inventory to reestablish accountability. In general an audit provides assurance that:

8.8.2.1. The accountable officer has been duly appointed and meets qualifications required by pertinent directives.

8.8.2.2. A review of Certificates of Transfer of Accountability indicates an unbroken chain of accountability between accountable officers over time.

8.8.2.3. Proper periodic inventories are being conducted as required and that stock records reflect accurate balances as of the latest 100% inventory.

8.8.2.4. Personnel properly authorized to maintain the account are posting transactions to account records as transactions occur and that personnel are knowledgeable of required procedures.

8.8.2.5. Required reports are submitted in accordance directive timelines.

8.8.2.6. Transactions posted to accountable records are adequately supported by source documents that are properly prepared IAW appropriate directives, and that only properly supported transactions are posted to account records.

8.8.2.7. A review of document registers, document control logs and documents on file indicate that all original (or properly certified copies of original) accountable documents are on file.

8.8.2.8. Personnel who receive property are authorized to do so IAW appropriate directives.

8.8.2.9. An adequate audit trail exists indicating approved accounting procedures are followed and that a reasonable assurance exists that proper accountability will be maintained in the future.

8.9. Good Supply Practices. Conservation of scarce government resources dictates that individuals at all levels practice good supply discipline to ensure available resources are used properly and are available where needed most when required. The following are some principles to follow to ensure this goal is accomplished to the greatest degree possible:

8.9.1. Do not abuse supply priorities. Order items at a priority no higher than that authorized for the situation, and if a lower priority will satisfy the need, use the lower priority. For example, ordering a spare part for an open weapon at priority A is authorized and prudent. Ordering a part priority A for UR resolution on a weapon that has been returned to storage, while authorized, is not prudent if ordering it priority B will get the part to you in sufficient time to meet your maintenance schedule, and the weapon is not needed to meet your minimum operational commitment.

8.9.2. Order items only in quantities needed.

8.9.3. Do not exceed authorized stock levels.

8.9.4. Report excess property and request disposition promptly.

8.9.5. Practice good housekeeping, especially in areas where supplies are stored.

8.9.6. Ensure supply stocks are properly stored, and controlled in an appropriate manner to preclude theft or pilfering.

8.9.7. Consolidate routine orders to allow more efficient shipping practices and reduce shipping costs (i.e., Monthly or Quarterly requisitions versus Daily or Weekly requisitions of same item).

8.9.8. In general, use stocks on a first in, first out basis. For shelf and service life items ensure serviceable items with the earliest expiration date are used first.

8.9.9. Follow up on suspense documents to ensure return of originals for filing.

8.9.10. Follow up on requisitions to determine status and ensure timely delivery.

Chapter 9

ACCOUNTING, ADMINISTRATION AND MANAGEMENT OF NOCM ACCOUNTS

9.1. General. The procedures and policies identified in this instruction apply to all activities directly or indirectly involved in the nuclear weapons program and are for FK- and or FV-nuclear-managed accounts. Their purpose it to provide supplementary Air Force guidance to TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel,* TO 11N-100-2, *Supply Management of Limited Life Components,* TO 11N-100-4, *Custody, Accountability, and Control of Nuclear Weapons and Nuclear Materiel, a*nd CJCSM 3150.04.

9.2. Security Requirements. All recipients, accountable officers, and custodians of nuclear weapons or nuclear related components (e.g. LLCs, PCs) must be US citizens. For all other security procedures, applicable security directives take precedence if there is a conflict with this instruction.

9.3. Accountable Systems. Account for the following items using the systems indicated. MAJCOMs may designate alternate systems to meet unique organizational requirements or missions.

9.3.1. Air Force Owned Equipment. Base Supply Equipment Management Section (EMS) accounts for Air Force owned equipment items using the Standard Base Supply System (SBSS) and Air Force Equipment Management System (AFEMS) and procedures in AFMAN 23-110.

9.3.2. Non-AF Owned Special Equipment (SE). The MASO accounts for DOE owned SE (e.g. containers and bolsters, AN/PDR 74A Tritium Monitors, T558 LF7 Piston Locators, etc.) in SWIM or DIAMONDS using custody accounting procedures in this instruction.

9.3.3. WR weapons, major assemblies and components. The MASO accounts for these items in SWIM or DIAMONDS using procedures in TO 11N-100-4, CJCSM 3150.04, and this instruction.

9.3.4. Base Spares and Special Design Military Spares (i.e. Military Spares with other than 800000 and 900000 series DOE part numbers). The MASO accounts for these items in SWIM or DIAMONDS using procedures in TO 11N-100-4, CJCSM 3150.04, and this instruction.

9.3.5. Commercial Design Military Spares (i.e. Military Spares with 800000 and 900000 series DOE part numbers). Order these items through Base Supply using military specification part numbers. Base Supply accounts for these items in SBSS using procedures in AFMAN 23-110.

9.3.6. Service Spares. Normally, Base Supply accounts for these items in SBSS using procedures in AFMAN 23-110.

9.4. Accountable Records. The following NOCM accountable records will be maintained IAW **Table A2.2.**

9.4.1. Pertinent appointment letters and orders, designations and delegations of authority, and authorization letters.

9.4.2. Certificates of Transfer of Accountability.

9.4.3. Records of inventory for periodic and special inventories.

9.4.4. Stock records reflecting transaction dates, document (voucher) numbers, consignors, consignees, balance increases, decreases or adjustments, and current balances on hand. SWIM or DIAMONDS stock records (electronic format) including any stock records that are manually posted using add-a-card and add-a-line procedures. Manual stock records maintained in lieu of SWIM or DIAMONDS stock records for those units who do not have access to SWIM or DIAMONDS. CAS stock records and documents for NOCM items accounted for in the FV account.

9.4.5. AF Forms 1764 and associated SCR control log (along with copies of any multiple carriage build-up sheets used to document in-hand or on-hand custody transfer by launch gear serial number).

9.4.6. On-Base Document Register and Off-Base (Requisition, Receipt, and Shipment) Document Registers and associated documents to include: shipment and receipt documents (with attached courier receipts (TO 11N-45-51C, *Transportation of Nuclear Weapons Materiel Military Criteria for Shipment*)), issue and turn-in documents (including WCLs used for mass issue and turn-in of stockpiles), stock change vouchers, inventory adjustment vouchers, and MFRs documenting correction of accounts.

9.4.7. Custody records to include the following:

9.4.7.1. Letter designating the custodian, personnel authorized to request and receive NOCM items, primary and alternate custodians for Reparable Item Custodians, and the Weapons Custodian Appointment letter .

9.4.7.2. A Spare SE Custody Listing, signed by the custodian, showing on hand balances of property in their sub-account upon assuming custodian duties or the date of the last custody validation (whichever is latest).

9.4.7.3. Copies of issue and turn-in documents affecting balances of property on the sub-account since the last Spare SE Custody Listing.

9.4.7.4. Copies of any SCVs for part number changes that have taken place as a result of modifications or retrofits to property on the sub-account.

9.4.7.5. DELETED.

9.4.8. Multiple carriage build-up sheets used to document custody transfer by launch gear serial number.

9.4.9. Recurring reports including WSRs, QSRs, and CARs.

Table 9.1. Configuration Management and Reporting.

On-Hand			In-Hand
Weapon/ Warhead Basic Configuration	**Assembled**	**Associated**	**Mated**
B61- 3/4/10	Basic storage configuration (! - BM)	Does not apply	Weapon loaded on aircraft (*) (#) (No change from BM)
	Removed from aircraft (% - BM) (*) (&)	Does not apply	
B61- 7/11	Basic storage configuration (! - BM)	Loaded on launcher (% - RL (for CSRL); RA (for RLA)) ($)	Launcher loaded on aircraft (*) (#) (No change from RL/RA)
	Removed from launcher (% - BM)	Launcher removed from aircraft (& - RL (for CSRL); RA (for RLA)) (*)	
B83	Basic storage configuration (! - BM)	Loaded on launcher (% - RL (for CSRL); RA (for RLA)) ($)	Launcher loaded on aircraft (*) (#) (No change from RL/RA)
	Removed from launcher (% - BM)	Launcher removed from aircraft (& - RL (for CSRL); RA (for RLA)) (*)	
W80 (! - UN)	Installed in missile (% - LA (for ALCM); CA (for ACM)) ($)	AUR missile loaded on Launcher (% - AL (for ALCM); AC (for ACM)) ($) AUR missile loaded on Pylon (% - PL (for ALCM) (*)	Launcher/Pylon loaded on aircraft (*) (#) (No change from AL/PL (for ALCM) or AC (for ACM)
(% - UN)	AUR missile removed from Launcher/ Pylon (% - LA (for ALCM); CA (for ACM)) (%)	Launcher removed from aircraft (& - AL (for ALCM); AC (for ACM)) ($) Pylon removed from aircraft (& - PL (for ALCM) (*)	
W62/78/87 (! - UN)	Built into a Re-entry Vehicle (% - RV (for all)) ($)	Re-entry Vehicle placed on Re-entry System (% - KA (for MM); PA (for PK)) ($)	Re-entry System loaded on ICBM (*) (#) (No change from KA/PA)
(% - UN)	Re-entry Vehicle removed from RS (% - RV (for all))	Re-entry System removed from ICBM (& - KA (for MM); PA (for PK)) (*)	

(! - XX) - SCR Required (IAW paragraph 11.1.2.2)
(*) - SCR Required (IAW paragraph 11.1.2.13 dependant upon OUIC/RUIC reporting requirements
(#) - SCR Required (IAW paragraph 11.1.2.14)
(& - XX) - SCR Required (IAW paragraph 11.1.2.15 if previously on alert)
(% - XX) - SCR Required (IAW paragraph 11.1.2.16)
($) - Build-up Sheet as Required

NOTE: XX denotes application codes and can be referenced in CJCSM 3150.04.
Refer to CJSCM 3150.05 for training and test items.

9.5. Designations of Authority. The following designations are required to properly manage the NOCM accounts:

9.5.1. Maintenance Group Commanders will

9.5.1.1. Appoint a qualified individual as Munitions Accountable Supply Officer (MASO) for the NOCM account

9.5.1.1.1. MASO Requirements for **Nuclear Accounts.** Must be a 21M Munitions and Missile Maintenance Officer or qualified permanent civil servant in the grade of GS-11 or higher. He or she must possess appropriate security clearance, be certified under the Personnel Reli-

ability Program (PRP), and be a U.S. citizen. Completion of the Nuclear Maintenance Officer's Course (NMOC) or 18 months experience in nuclear weapons storage and maintenance or NOCM accounts, is required. Personnel with an assignment to an overseas account who have not attended the NMOC should receive enroute training. MAJCOMs may waive AFSC, experience, or training requirements. Units maintain approved waivers on file with the appointment letter. Do not waive citizenship, grade, security clearance, or PRP certification requirements.

9.5.1.1.2. MASO Requirements for Nuclear Accounts **without WR Weapons.** Must be a senior NCO in AFSC 2W0 or 2W2, a 21M Munitions and Missile Maintenance Officer, or qualified permanent civil servant in the grade of GS-9 or higher. 18 months experience in a weapons storage area or FK/FV accounts within the last seven years is required He or she must possess appropriate security clearance, and be a U.S. citizen. MAJCOMs may waive AFSC, experience, or training requirements. Units maintain approved waivers on file with the appointment letter. Do not waive citizenship, grade, or security clearance requirements.

9.5.1.2. Appoint a qualified successor as MASO if the current MASO is, or is expected to be, absent for more than 45 consecutive days. MAJCOMs may extend this period to 90 days when absence is fully justified by the Wing Commander.

9.5.1.3. Designate in writing, individuals authorized to order Base and Military Spares and DOE-designed Special Equipment end items under the DOE Direct Vendor Support (DVS) program (see TO 11N-100-1, Appendix A for procedures and sample letter). This requirement can be satisfied by a commander with authority over both the MASO and Equipment Management Section or two letters by respective Group Commanders

9.5.1.4. Appoints semi-annual inventory verifying/audit officer to verify inventory accuracy and conduct audits performed in conjunction with semi-annual inventories. Individual must be appointed on special orders by an O-6 or higher.

9.5.2. The applicable group commander certifies personnel to receipt for classified DOE end items, components and documents involving restricted data shipped via DOE Office of Transportation Safeguards (OTS) or AMC SAAM missions (See **Figure 9.1.**.). For AMC SAAM missions the accountable officer will send the courier activity, the date of the current units Certification of Personnel to Receipt for Classified Material letter and list of authorized recipients in the response (initial acknowledge message) to the SAAM set-up message. This list will contain each individual's name, rank, SSN, security clearance, job title, and duty telephone numbers. No changes to the Certification of Personnel to Receipt for Classified Material letter maybe made after inclusion in the initial acknowledge message.

9.5.2.1. Personnel who sign for WR weapons must be certified under PRP.

9.5.2.2. Letter will be updated and distributed at least annually no less then 30 days before expiration of current letter, or as changes occur. Certify military members for the specific period of their military assignment with the organization, if known, to avoid re-accomplishing the entire letter to delete an individual. During contingencies, or if short notice changes are mandatory to avoid cancellation of a scheduled shipment, a message may be used in lieu of a letter. If a message is used, provide the name and title of the certifying official. During MINIMIZE, include the statement "MINIMIZE CONSIDERED" on the message in the Special Instructions item. Distribute the authorization letter IAW 11N-45-51C.

9.5.2.2.1. DELETED.

9.5.2.2.2. DELETED.

9.5.2.2.3. DELETED.

9.5.2.2.4. DELETED.

9.5.2.2.5. DELETED.

9.5.2.2.6. DELETED.

9.5.2.2.6.1. DELETED.

9.5.2.2.6.2. DELETED.

9.5.2.2.6.3. DELETED.

9.5.3. The Munitions/Maintenance Squadron Commander will appoint a qualified individual as Weapons Custodian

9.5.3.1. Qualification of Individuals Assigned Weapons Custodian Duties. Must be a senior NCO in AFSC 2W0, 2W1, 2W2, 2M0 or a 21M Munitions and Missile Maintenance Officer, or qualified permanent civil servant in the grade of GS-9 or higher. He or she must possess appropriate security clearance, be certified under Personnel Reliability Program (PRP) and be a U.S. citizen. MAJCOMs may waive experience, or training requirements. Units maintain approved waivers on file with the appointment letter.

9.5.3.2. To ensure authorized personnel are available to sign custody transfer documents, alternate weapons custodians should be designated. Alternates must meet all qualifications of the primary Weapons Custodian.

9.5.3.3. If the MASO also serves as the Weapons Custodian, the designation may be made on the MASO appointment letter (paragraph **9.5.1.**) in which case the designation is made by the MASO appointing authority. In this case, personnel designated in writing to sign accountable documents on behalf of the MASO are authorized to sign custody transfer documents on behalf of the Weapons Custodian, therefore designation of alternate weapons custodians is not necessary.

9.5.4. Squadron commanders of individuals authorized to do the following, will submit an appointment letter to the MASO.

9.5.4.1. Request and receive NOCM items and parts. Prepare a separate letter for each duty section designating a primary and at least one alternate custodian for reparable items issued to the section. (See **Figure 9.3.** for sample letter.) Deletions may be made by entering a single line through the entry and initial the deletion. Additions require a new letter.

9.5.4.2. Receive outbound shipments from munitions personnel (e.g. Traffic Management Office). Prepare a letter designating a primary and at least one alternate individual to receive NOCM items from shipment. Deletions may be made by entering a single line through the entry and initial the deletion. Additions require a new letter.

9.5.5. The MASO will designate, in writing, the below responsibilities. This designation may be accomplished on a single letter and include any additional local appointments as desired (see **Figure 9.2.**). Deletions may be made by entering a single line through the entry and initial the deletion. Additions require a new letter.

9.5.5.1. Primary and alternate NOCM monitors (NOTE: NOCM personnel, if qualified, may perform inspections of property and sign serviceable tags being reaccomplished in the "Inspected By" block, for paperwork only transactions, without an additional appointment letter.)

9.5.5.1.1. Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NOCM account duties. The individual supervising NOCM section must possess at least a seven-skill level in their AFSC. MAJCOMS may waive AFSC requirement for accounts that do not possess WR weapons.

9.5.5.2. Individuals authorized access to Document Control files.

9.5.5.3. Primary and Alternate TCTO and retrofit kit monitors.

9.5.5.4. Primary and Alternate Reparable Item monitors.

9.5.5.5. Individuals authorized access to the NOCM Spares storage location.

9.5.5.6. Individuals authorized to receive classified items from TMO. Ensure letter is distributed to TMO activity

9.5.5.7. Individuals authorized to verify seal numbers and container contents to preclude opening containers during inventories and to maintain the list for applied seals on behalf of the MASO.

9.6. Local Procedures . The MASO will publish procedure, at an appropriate level within the wing, covering local conditions and requirements, to ensure all affected personnel are aware of required responsibilities and procedures. As a minimum establish local procedures for items listed in paragraph **1.4.5.13.**

9.6.1. DELETED.

9.6.1.1. DELETED.

9.6.1.2. DELETED.

9.6.1.3. DELETED.

9.6.1.4. DELETED.

9.6.1.5. DELETED.

Figure 9.1. Sample Letter - Certification of Personnel to Receipt for Classified Materiel.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

25 Sep 02

MEMORANDUM FOR US DEPARTMENT OF ENERGY
Albuquerque Operations Office
Attn: Transportation Safeguards Division
PO Box 5400
Albuquerque NM 87115-5000

HQ AMC TACC/XOOO
402 Scott Drive, Unit 2K1
Scott AFB IL 62225-5303

FROM: 28MUNS/LGWN
130 Douglas St. STE 210
Ellsworth AFB SD 57701-5000

SUBJECT: Certification of Personnel to Receipt for Classified Property

The following personnel are authorized to receive and sign for classified property consigned to FV4814, including US Department of Energy classified shipments and documents involving restricted data. Access of listed personnel is required for performance of duties and granting access will not endanger the common defense and security. This certification is made in the name of the Commander, Air Combat Command, as authorized by AFI 21-204. Certification is effective this date and expires at end of expiration period for each individual or 1-year from date of letter, whichever occurs first.

NAME and GRADE: Jeffrey M. Sodano, Capt
POSITION TITLE: Accountable Officer
SECURITY CLEARANCE: Top Secret
DUTY PHONE: DSN 555-1212
HOME PHONE (912) 555-9999

SSAN: xxx-xx-xxxx
CITIZENSHIP: US Citizen
DATE GRANTED: 1 Oct 02
EXPIRATION DATE: 1 Oct 03

NAME and GRADE: Terrence S. Stolp, TSgt
POSITION TITLE: NCOIC, NOCM Section
SECURITY CLEARANCE: Top Secret
DUTY PHONE: DSN 555-1212
HOME PHONE: (912) 555-8888

SSAN: xxx-xx-xxxx
CITIZENSHIP: US Citizen
DATE GRANTED: 1 Oct 02
EXPIRATION DATE: 1 Oct 03

Address Information:

Mail - 28MS/LGMWK
Ellsworth AFB, SD 57701

Shipment - FV 2846, 28MS
Ellsworth AFB, SD 57701

This letter supersedes my letter dated 1 December 02.

cc: AAC/NWL/NWLO
(Parent MAJCOM)/(Office Symbol)
(Recipient list in 45-51C, para 1-8.3)

FRANCIS R. EUBANK JR., Col, USAF
Commander, 28 MXG

Figure 9.2. Sample Letter - Designation of Individuals Authorized to Perform NOCM Duties.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

25 Oct 02

MEMORANDUM FOR INDIVIDUALS CONCERNED

FROM: 28MUNS/LGWN
130 Douglas St. STE 210
Ellsworth AFB SD 57701-5000

SUBJECT: Designation of Individuals Authorized to Perform NOCM Duties

The personnel listed in paragraph 2 are authorized to perform the following NOCM duties. These designations are made IAW AFI 21-204, paragraph 9.5.5

a. Primary (P) and alternate (A) NOCM monitors.

b. Individuals authorized access to Document Control files.

c. Primary (P) and Alternate (A) TCTO/retrofit kit monitors.

d. Primary (P) and Alternate (A) Reparable Item monitors.

e. Individuals authorized to verify seal numbers and container contents to preclude opening containers during inventories and maintain the list of applied seals on behalf of the MASO.

f. Individuals authorized access to the NOCM Spares storage location.

2. List of Individuals and Authorizations:

	RANK	NAME	AUTHORIZATIONS (By Paragraph Above)
a.	TSgt	Stolp, Terrence S.	b, e, f
b.	SSgt	Nieft, Michael R.	a(P), b, c(P), d(A), e, f
c.	SrA	Funkhouser, Dustin W.	a(A), b, c(A), f
d.	SrA	Wright, Dwayne G.	b, d(P), f

This letter supersedes my previous letter dated 18 May 02.

JEFFERY M. SODANO, CAPT, USAF
Munitions Accountable Systems Officer

Figure 9.3. Sample Letter - Designation of Authorizion to Request and Receive NOCM Items.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

20 Jul 01

MEMORANDUM FOR 28 MUNS/LGWN (MASO)

FROM: 28MUNS/CC
130 Douglas St. STE 210
Ellsworth AFB SD 57701-5000

SUBJECT: Designation of Individuals Authorized to Request and Receive NOCM Items

1. The personnel listed in paragraph 2 are authorized to request and receive NOCM items for the Re-entry Vehicle Maintenance Section (Office Symbol LGWIR). I certify that individuals listed in this letter require access to NOCM items in order to perform authorized maintenance activities. Individuals, as designated below, are appointed primary (P) and alternate (A) reparable item custodians for this maintenance section. These designations are made IAW AFI 21-204 paragraph 9.5.4.1.

2. List of Individuals Authorized to Request and Receive NOCM Items and Designation of Reparable Item Custodians:

RANK	NAME	PHONE	CUSTODIAN DESIGNATION
a. MSgt	Fisher, John L.	5-3876	
b. TSgt	Culp, Karen M	5-8765	
c. SSgt	Bushee, David E.	5-8765	(P)
d. SSgt	Lanes, Justin C.	5-8765	
e. SrA	Duffy, Scott J.	5-8765	(A)

3. This letter supersedes my previous letter dated 23 Jul 00.

JOHN R. MAPLETHORPE, Lt. Col., USAF
Commander, 28 MUNS

9.6.2. In addition, these procedures should cover local requirements for:

9.6.2.1. Processing issues, turn-ins, receipts, shipments, and adjustments to accounts.

9.6.2.2. Custody accounting procedures.

9.6.2.3. Management of the LIL.

9.6.2.4. Any other items required to support local implementation of this AFI.

9.7. Responsibilities in Managing Nuclear Accounts.

9.7.1. **Nuclear Weapons Directorate (NWD).**

9.7.1.1. The Air Force focal point for NOCM management and support, NWD provides USAF units and MAJCOMs assistance and coordinates with DTRA and DOE, as required, to resolve nuclear management issues. Approves and disapproves requests by MAJCOMs to stock Mil Spare items at overseas locations.

9.7.2. **MAJCOMs.**

9.7.2.1. Are the primary points of contact in assisting units with difficulties pertaining to accounting for assigned NOCM assets.

9.7.2.2. Perform periodic staff visits to ensure personnel are complying with this instruction and other directives applicable to account management.

9.7.2.3. Monitor unit reports to higher headquarters, ALCs, NWD, DTRA and DOE for accuracy and validity.

9.7.2.4. .Establish authorized levels of Base Spares via approval of their units' USALs.

9.7.2.5. Monitor their units' Base and Military Spares System (BMSS) order activity via the KCP BMSS web site to ensure accuracy and validity of unit requisitions.

9.7.3. **MASOs.**

9.7.3.1. Assume liability for loss, damage, or destruction of accountable property when the loss, damage, or destruction results from his or her negligence, willful misconduct, or deliberate unauthorized use.

9.7.3.2. Submit timely and accurate property transactions and maintain all appropriate records.

9.7.3.3. Inventory all property on records of assigned account.

9.7.3.4. Determine, justify and request adequate storage facilities to protect and secure government property on account.

9.7.3.5. Provide adequate safeguards for property in his or her custody.

9.7.3.6. Identify urgency and validity of requests for materiel. Promptly submit requests according to DoD and Air Force directives.

9.7.3.7. Properly identify, request disposition (if required), and dispose of unserviceable, reparable, or excess property on account.

9.7.3.8. Personally conduct checks to determine accuracy of accountable records and validity of warehouse locations and balances.

9.7.3.9. Provide effective management direction for committing or obligating public funds.

9.7.3.10. Coordinate local review of USAL and other stock levels with the applicable maintenance work center requiring Base or Military Spares.

9.7.3.11. Maintain asset balances within approved stock levels.

9.7.3.12. Provide management guidance and training to users and custodians.

9.7.3.13. Within 45 calendar days from date of transfer of accountability, conduct a self-inspection of the account in conjunction with the NCOIC of NOCM accounting. Sources for this review should include unit checklists, any previous inspection results, cross-feed information, and current items of interest. Document results and forward a copy to the munitions activity commander.

9.7.3.14. Submit reports outlined in CJCSM 3150.04 for these reportable items.

9.7.3.15. Develop and publish local procedures (define processes between nuclear maintenance, munitions control, and NOCM accounting) to ensure proper control, protection, accountability, and reporting for assigned assets.

9.7.3.16. Accurately record property transactions, maintain current records pertaining to the account, and reconcile inventories with accountable records.

9.7.3.17. Promptly report any losses, damage, or other irregularities to the appointing commander.

9.7.3.18. Ensure prompt inspection of incoming classified property and verification inspection of nuclear weapons or components as outlined in the applicable technical order.

9.7.3.19. Execute the accounting principles outlined in this instruction.

9.7.3.20. Maintain the SWIM or DIAMONDS database.

9.7.3.21. Maintain master copy of the LIL, and use the LIL to reconcile the SWIM or DIAMONDS database.

9.7.3.22. Establish an organizational e-mail address.

9.7.3.23. Ensure, as a minimum, the following publications are readily available and current in support of nuclear weapons accountability:

9.7.3.23.1. C-1100-ML/IL(CM), *Nuclear Ordnance Stock Listing*

9.7.3.23.2. TO 11N-20-11, *General Firefighting Guidance*

9.7.3.23.3. TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel*

9.7.3.23.4. TO 11N-100-2, *Supply Management of Limited Life Components*

9.7.3.23.5. TO 11N-100-4, *Custody, Accountability, and Control of Nuclear Weapons and Nuclear Materiel*

9.7.3.23.6. TO 11N-45-51, *Transportation of Nuclear Weapons Materiel, (Supplements A, C and D) (as applicable)*

9.7.3.23.7. Approved Unit Spares Authorization Listing (USAL)

9.7.3.23.8. CJCSM 3150.04, *Joint Reporting Structure; Nuclear Weapons Reports*

9.7.3.23.9. DTRA01-99-C-043, *SWIM End Users Manual*

9.7.3.23.10. AFI 21-204, *Nuclear Weapons Procedures*

9.7.4. **NOCM Reparable Item Custodians.**

9.7.4.1. Account for and maintain control of NOCM reparable items issued to his or her maintenance section.

9.7.4.2. Accurately record property transactions and maintain current custody records pertaining to the account.

9.7.4.3. Promptly report any losses, damage, destruction, or other irregularities to the appointing commander and the MASO.

9.7.4.4. If necessary, establish local operating instructions to ensure personnel within his or her maintenance section comply with this instruction, local procedures, and other applicable directives to properly protect and control items issued to them.

9.7.4.5. Verify the accuracy of custodial records with records maintained by the MASO at least semiannually.

9.7.5. **Weapons Maintenance Personnel.** Notify NOCM of all required changes via SCR or build up sheet IAW this AFI.

9.8. Establishing, Changing, and Terminating a Stock Record Account Number (SRAN). To establish a SRAN refer to AFI 21-201.

9.9. Document Control. If the MASO is the accountable officer for both nuclear and non-nuclear account, they may establish separate document control functions for NOCM items or may establish a consolidated document control function for both accounts; however, document filing procedures in paragraph **9.9.3.** The accountable officer is responsible for all transactions processed by the NOCM account personnel. The following procedures apply:

9.9.1. Use a centralized document control system. Maintain two document registers, one for on-base transactions (issues, turn-ins, and SCVs) and the other for off-base transactions (requisitions, receipts, and shipments). Maintain these registers in SWIM or DIAMONDS automated formats, where possible. Use AF Form 36, **Supply Document Register** if SWIM or DIAMONDS is not available. Ensure only authorized NOCM account personnel make entries on these registers. Base document numbers are formatted with a two-digit year and a three-digit document serial number, assigned sequentially by fiscal year (i.e. 01-001, 01-002, etc. beginning 1 Oct 00. Note: Leading zeroes must be included for SWIM to sort the document numbers correctly). Off-base documents are assigned using the SRAN, Julian date, and sequential document number for the day.

9.9.2. When an item requisitioned by the unit is received, use the requisition number assigned from the Off-Base register at the time the requisition was made to account for the receipt. For items that are received without being requisitioned (i.e. force-shipped items, including weapons and components), assign a base document number from the Off-Base register using the next sequence number for the Julian date the item is received. Annotate this number on the face of the document, and cross-reference the shipper's document number in the Off-Base register by entering the shipper's document number in the remarks column of the register.

9.9.3. Maintenance and Disposition of documents (also refer to AFMAN 37- 139 or Table 2.2)

9.9.3.1. File copies of courier receipts (DD Form 1911, **Materiel Courier Receipt**) for classified shipments with applicable documents in the permanent document file. A shipment from DOE may arrive with AEC Form 60, **Courier Receipt**, or DOE Form AD60, **Courier Receipt.** These forms are generated by DOE and accompany classified shipments of weapons or components. Treat these forms as you would the DD Form 1911.

9.9.3.2. If information on the face of documents reveals classified information, ensure the document is properly marked IAW DoD 5200.1-R, *Information Security Program*.

9.9.3.3. File manual or SWIM or DIAMONDS generated NOCM documents.

9.10. Stock Control. MASOs must ensure appropriate stock levels are maintained. Stock levels for the following type items are determined as indicated.

9.10.1. DOE Major Assemblies, Components, Retrofit Kits, and Test Items. Established levels do not exist for these items. They are force shipped to units based on stockpile allocations (see paragraph **1.5.3.**), LLC replacement schedules, retrofit orders, test plans and operational orders. Units are authorized to maintain levels sent to them.

9.10.2. WR Containers and Bolsters. MAJCOMs determine their units' authorized levels for WR containers and bolsters. Make this determination based on mission requirements and availability of assets.

9.10.3. Military Spares. CONUS units are not authorized to maintain stock levels of Military Spares. In the event OCONUS units wish to maintain stocks of Military Spares, forward requests through the parent MAJCOM to NWD for approval.

9.10.4. Base Spares. Base Spare stock levels are authorized by the parent MAJCOM through approval of the Unit Spares Authorization Listing (USAL). The USAL shows NSN, DOE part number, nomenclature, unit of issue, minimum quantity (or reorder point) and maximum quantity authorized. The minimum quantity (or reorder point) listed on the USAL represents the suggested reorder level. The maximum quantity represents the maximum authorized serviceable stock level for a particular USAL line item. Report quantities in excess of the maximum quantity as excess IAW procedures in paragraph **9.11.** NOTE**:** For determining quantities authorized on hand, a higher number suffix of a part number may be counted against the level of a lower suffix part number, as long as the basic part number is the same.

9.10.4.1. Units submit a complete recapitulation of their USAL request to the parent MAJCOM NLT 1 April each year. The recapitulation includes the basic information contained on the USAL with a change column indicating whether a change, addition, or deletion is required to a particular line item **Figure 9.4.**). The senior 2W2X0 assigned to maintenance and MASO will conduct and document a joint review of the USAL prior to submitting to MAJCOM. The MAJCOM validates requested levels and coordinates with DOE/AL and KCP at the annual spares requirements meeting. After the final levels are approved, the MAJCOM forwards a copy of the USAL with approved levels to the unit. The unit then updates the authorized levels in the appropriate accounting system.

9.10.4.2. If units require a change to authorized levels prior to the next annual recapitulation cycle, submit only the required changes to the MAJCOM via letter showing NSN, DOE part number, nomenclature, unit of issue and levels requested. The MAJCOM coordinates the request with

DOE/AL and KCP to determine availability. The MAJCOM then returns a copy of the approved or disapproved change to the unit.

9.11. Excess Item Reporting and Disposition of Assets. Request disposition of serviceable items in excess of authorized level or unserviceable items for which no disposition instructions have been provided or for which disposition is unclear.

Figure 9.4. Sample - Annual Usal Recapitulation.

FY01 USAL Recapitulation - Right Here AFB - (FK1234)

STOCK NUMBER	PART NUMBER	NOUN	UI	MIN	MAX	DSRL	CHANGE
5305-00-637-5000CM	120801-00W	SCREW, MACHINE	EA	3	6		ADD
8110-00-351-6548CM	288567-00W	LOCKING RING ASSY	EA	1	2		ADD
5340-01-067-5410CM	308786-00W	TYPE I PROT. CAP	EA	1	1		
5340-01-067-5408CM	308830-00W	3/8 FLAT PLUG	EA	1	1		
1135-01-110-4713CM	309825-01W	CABLE & HARDWARE	EA	1	1		
5935-01-101-1483CM	315520-00W	SA2395 CAP	EA	3	3		DELETE
1135-01-231-4834CM	318075-05W	CF 2588	EA	1	1	*	
5330-01-087-8361CM	323091-00W	GASKET	EA	1	1		
1115-01-137-8892NB	323099-00W	ELECT SIGNAL SENS GEN	EA	2	2		
1135-01-101-1487CM	327508-02W	COVER PORT WES	EA	1	1		
1190-01-102-4774CM	343785-00W	SADDLE	EA	12	12		
	368917-00W	SHORTING PLUG	EA	1	4		ADD
1190-01-350-9410CM	394789-00W	SCREW	EA	8	18		
1190-01-351-1517CM	394838-00W	O-RING OUTTER	EA	1	4		
1190-01-351-1516CM	394839-00W	O-RING INNER	EA	1	4		
1190-01-350-9411CM	396548-00W	BOLT AND NUT	EA	1	3		DELETE
5975-01-067-5411CM	422074-00W	SERIES 6 GLAND	EA	1	1		

FY01 USAL Recapitulation - Right Here AFB - (FK1234)

STOCK NUMBER	PART NUMBER	NOUN	UI	MIN	MAX	DSRL	CHANGE
5305-01-067-5412CM	422249-00W	BRACKET SCREW	EA	1	1		
5330-01-243-1248CM	422502-00W	TYPE K O-RING	EA	1	5		CHANGE
5325-01-136-9563CM	813973-00W	INSERT,COIL	EA	9	9		
5325-00-559-5732CM	851098-00W	INSERT,HELICAL COIL	EA	9	9		
5330-00-079-3353CM	854835-00W	PACKING,PREFORMED	EA	1	1		
5305-01-101-1480CM	859085-00W	SCREW,MACHINE	EA	9	18		

9.11.1. Excess Serviceable Base Spares. Report these items IAW TO 11N-100-1, Appendix A. KCP furnishes disposition for these items. If disposition is not received within 30 days, send a follow-up request. For items returned to KCP, ensure the MRA number provided with disposition instructions is clearly marked as shown in the address. If no MRA number is provided, contact DVS program personnel at KCP for further guidance.

9.11.2. Excess Serviceable Military Spares. Request disposition of these items from NWD and provide an info copy of the request to the parent MAJCOM. If the MAJCOM determines a need for the item(s) at another unit within command, they may coordinate with NWD and the unit to redistribute the items accordingly. Otherwise, NWD provides disposition to the unit within 30 days. If disposition is not received within 30 days, send a follow-up request. For items returned to KCP, an MRA number should be provided with the disposition. If no MRA number is provided, coordinate with DVS program personnel at KCP to obtain the MRA number, and ensure the MRA number is clearly marked as shown in the address.

9.11.3. Unserviceable Reparable Items. The DOE Spares Repair List (DSRL) provides disposition for reparable Base Spares, Military Spares and DOE SE. Return these items to the facility indicated on the DSRL for repair. For items returned to KCP, refer to T.O. 11N-100-1, Annex A. Ensure unit coordinates with DVS program personnel at KCP to verify the MRA number, and ensure the MRA number is clearly marked as shown in the address.

9.11.4. Unserviceable Consumable Items. Except for UR exhibits, dispose of these items IAW applicable technical data. Maintenance retains UR exhibit items until UR disposition is received. After UR disposition is received, items may be disposed of accordingly IAW UR disposition instructions or turned in to the NOCM section using FOB turn-in procedures (if shipment is required).

9.11.5. Excess Limited Life Component, Group-X Kits and Retrofit kits. Request disposition of these items from MAJCOM who will request disposition from NWD/DTRA as applicable. If disposition is not received within 30 days, send follow-up.

9.12. Requisitions.

9.12.1. Unless directed to do so by MAJCOM, UR or NWD, do not requisition the following items:

9.12.1.1. DOE Major Assemblies, LLC Kits, Group X Kits, and Test Items.

9.12.1.2. TCTO or Retrofit Kits unless specifically directed by the TCTO or Retrofit Order.

9.12.1.3. Items in excess of authorized levels.

9.12.1.4. Individual items to replace unserviceable or damaged items in Group-X Kits (submit UR).

9.12.1.5. Replacement H1616 containers.

9.12.1.6. Replacement parachutes (submit UR).

9.12.1.7. Replacement parts that are the subject of UR.

9.12.2. Requisition Base Spares, Military Spares, and WR containers and bolsters from KCP using the BMSS web site or FAX and procedures in TO 11N-100-1, Appendix A. In addition, the following procedures apply: (also see paragraph **8.9.**).

9.12.2.1. If the requisition is made as a result of an issue request from maintenance that cannot be filled from existing stock, prepare AF Form 2005, **Issue/Turn-in Document**, or locally developed form, for suspense purposes only and keep it with the suspense copy of the requisition until the item is received and issued, then discard the AF Form 2005 or locally developed form.

9.12.2.2. Assign a requisition number from the Off-Base register for each part number ordered and post requisitions to the register at the time requisitions are placed.

9.12.2.3. If items are not received or a backorder is not established within timeframes shown in **Table 9.2.**, follow-up with DVS program personnel at KCP to determine status and estimated delivery date. If an established delivery date is unacceptable to meet mission requirements, coordinate with the parent MAJCOM to determine the best alternative course of action.

Table 9.2. KCP DVS Requisition Receipt and Backorder Follow-up Times.

Requisitions From:	Priority A	Priority B
CONUS	5 Days	10 Days
OCONUS	15 Days	30 Days

9.12.2.4. If items are not received by the estimated delivery date for backordered items, continue to follow-up (at least every 30 days) until items are delivered or a new estimated delivery date is established.

9.13. Receipt of Materiel. Nuclear weapon type trainers are considered equipment items accounted for using SBSS FE (CA/CRL) account procedures. These items are not maintained on FV accounts. To preclude discrepancies in accounting and reporting, process all trainers through the SBSS FE account. Also see **Chapter 11** of this AFI and CJCSM 3150.04 for additional reporting requirements for trainers containing DOE source and special nuclear material. For items on the NOCM account:

9.13.1. Perform an inspection of all material upon receipt.

9.13.1.1. Maintenance personnel perform receipt inspections on weapons, test items and components IAW applicable 11N series TOs as soon as practical after receipt to verify the identity, quan-

tity, and serial numbers with data shown on the shipping document. Open shipping containers for this verification; however, do not disassemble warhead sections, reentry vehicles, or bombs. Where weapon disassembly would be required, verification requirements can be satisfied by comparing visible information on the weapon with corresponding data on the shipping document, and weapon history records accompanying the shipment.

9.13.1.2. Do not open the H1616 container upon receipt. Verification of component serial numbers occurs only during unpacking before use. Both NOCM and maintenance personnel will use serial numbers and reservoir fill dates on the shipping documentation and exterior tags on containers to report receipt. If a discrepancy is found between the shipping documentation and the container, contact MAJCOM immediately and submit UR IAW T.O. 11N-5-1. Obtain component part numbers from the item TO. For SWIM or DIAMONDS database purposes, if part number suffix is unknown use part number plus -XX (Example: 123456-XX). For special instructions for shipments between Military First Destinations (MFD) and overseas locations, see CJCSM 3150.04, Appendix C.

9.13.1.3. Do not open packaged MC4519 assemblies upon receipt. Item is to be opened only by the end user immediately prior to use, as directed by applicable TO procedures.

9.13.1.4. For shipments from other Air Force units, obtain internal component data from the SWIM or DIAMONDS Item Data Report provided with the shipment. Use this data when entering the receipt into SWIM or DIAMONDS. Verify accuracy of this data upon publication of the next Location Inventory Listing (LIL). Also use the SWIM or DIAMONDS Item Data Report to obtain "red reason" information for weapons shipped red. When preparing receipt WSRs, ensure this information is entered exactly as shown on the Item Data Report.

9.13.1.5. NOCM personnel will perform both non-technical and technical inspections of NOCM spare parts. If damage is noted or suspected, NOCM personnel will inspect parts for serviceability and will submit UR reports, if required.

9.13.2. Processing Receipt Documents. Process DD Form 1348, **Single Line Item Release/Receipt** Document or other similar document used by the consignor as follows:

9.13.2.1. For WR Major Assemblies, components, and test items:

9.13.2.1.1. Process according to instructions in TO 11N-100-4 or TO 11N-100-2, as appropriate.

9.13.2.1.2. For items containing DOE Source and Special nuclear material, also process DOE/NRC Form 741, Nuclear Materiel Transaction Report, according to instructions in TO 11N-100-4. The DOE/NRC Form 741 is not available through the Air Force. Annotated forms accompany nuclear material received from the DOE. In the event the DOE/NRC Form 741 is not received with the shipment, contact the MAJCOM to obtain the form from shipping agency.

9.13.2.1.2.1. (Added) If the item is subsequently shipped to another AF agency, ensure the DOE/NRC Form 741, **Nuclear Materiel Transaction Report**, is shipped to the receiving agency.

9.13.2.1.3. DELETED.

9.13.3. Posting and Filing Receipt Documents.

9.13.3.1. For items the unit did not requisition (i.e. forced shipped) assign the next available document number from the Off-Base register and annotate it on the face of the receipt document. Use this document number to control the document locally. Cross-reference the shipper's document number in the Remarks column of the register, and file the document in document control.

9.13.3.2. For items requisitioned by the unit, use the original requisition number as the controlling document number. Annotate quantity received and date received in column A of the Off-Base register. For partial receipts, use column B or C for future partial receipts under the same requisition.

9.13.3.3. Post the receipt to stock records by processing the receipt in SWIM or DIAMONDS. Use procedures in paragraph **8.4.5.1.** for posting stock record cards for associated WR containers and bolsters.

9.13.3.4. In addition to posting stock records ensure the proper H-Gear associations are made in the SWIM or DIAMONDS database. Maintenance advises the MASO of H-Gear association using AF Form 1764. Subsequent H-Gear association changes are reported IAW para **11.1.2.19.2.**

9.14. Shipment of Materiel.

9.14.1. General Instructions.

9.14.1.1. Follow procedures in TO 11N-45-51-series publications and AFI 11-299, *Nuclear Airlift Operations*, for all shipments of nuclear weapons materiel by military air or by DOE truck, trailer, or contracted air. Included are specific and general transportation procedures and courier responsibilities, and documentation and custody transfer requirements. Do not re-accomplish shipping documents unless shipments are delayed ten days or more. Attach a memorandum for record explaining why WSR reporting date does not match shipping document.

9.14.1.2. Do not package Military Spare and Base Spare items together, except in a consolidated shipment where the items are prepackaged separately.

9.14.2. Preparing and Processing Shipping Documents. Use DD Form 1348 for all shipments. Prepare a single DD Form 1348 for each part number or NSN (except associated containers and bolsters). Assign the next available document number(s) from the Off-Base register and use it to control the document. Do not prepare a separate DD Form 1348 for associated containers or bolsters. Instead, show the part numbers and quantities of containers or bolsters on the DD Form 1348 for the end item and use procedures in paragraph **8.4.5.1.** for assigned a different document number and posting stock record cards for associated containers and bolsters. Prepare and process DD Forms 1348 for shipments as follows:

9.14.2.1. For WR Major Assemblies, components, and test items:

9.14.2.1.1. Prepare and process according to instructions in TO 11N-100-4 or TO 11N-100-2, as appropriate.

9.14.2.1.2. Include with shipment documentation a copy of the SWIM or DIAMONDS Item Data Report showing internal component serial numbers and due date. Verify this information with the current LIL to ensure accuracy.

9.14.2.2. Also see CJCSM 3150.04, Appendix C for LLC shipments between Military First Destinations (MFD) and overseas locations.

9.14.2.3. For Military Spares and Base Spares:

9.14.2.4. Prepare DD Form 1348 according to instructions in **Table 9.3.**.

9.14.3. Posting and Filing Shipping Documents.

9.14.3.1. For items shipped through TMO, TMO personnel sign the Received By block and return the document to NOCM personnel.

9.14.3.2. For items shipped via DOE/OTS or AMC SAAM missions:

9.14.3.2.1. The Courier signs the DD Form 1911, Courier Receipt.

9.14.3.2.2. Place the signed courier receipt in the suspense file in document control along with a copy of the DD Form 1348. Start follow-up action through parent MAJCOM if the original signed document is not received within 30 days after the materiel estimated arrival date for shipments within CONUS, or 45 days after the estimated arrival date for overseas shipments. NOTE: Estimate the arrival date based on type of transportation, destination location, and any known mission schedules for the shipment.

9.14.3.2.3. Upon receipt of the original signed DD Form 1348 from the ultimate consignee, discard the suspense copy of the DD Form 1348 and attach the signed courier receipt to the original DD Form 1348.

9.14.3.2.4. File the original DD Form 1348, with signed courier receipt attached, in Document Control.

9.14.3.2.5. Post the Date Filed column on the Off-Base register for that document number.

9.14.3.3. At the time of the shipment, post the shipment to stock records either by processing the shipment in SWIM or DIAMONDS.

9.15. Issues, Turn-ins, and Expenditures.

9.15.1. General instructions. Except for CJCSM 3150.04 reportable items and their associated containers and bolsters, which are issued or turned-in automatically (if required), authorized individuals request issue or turn-in of items via phone or in person. If a requested item is not in stock and must be requisitioned, NOCM personnel prepare AF Form 2005 or locally developed form for suspense purposes only and file it with the suspense copy of the requisition until the item arrives and is issued (see paragraph **9.12.2.**). NOCM personnel prepare the appropriate issue/turn-in documents for signature by authorized individuals upon issue or turn-in of the property.

9.15.1.1. If an individual other than the MASO is appointed as Weapons Custodian, issue/ turn-in CJCSM 3150.04 reportable items and any associated containers and bolsters, using custody accounting procedures, to or from the Weapons Custodian. If the MASO is also the Weapons Custodian, issue and turn-in procedures are not required, since the items are considered to be in the custody of the accountable officer.

Table 9.3. Preparing DD Form 1348 Single Line Item Release/Receipt Document for Spares.

Column/Block	Description	Entry
1-3	Doc Ident	"SHP"
4-11		Blank
12-20	NIIN	DOE Part Number
21-22		Blank
23-24	Unit of Issue	Self Explanatory
25 – 29	Quantity	Self Explanatory
30-43	Document Number	Assigned from Off-Base register
44		Blank
45-50	Supplemental	Ship To SRAN
51-59		Blank
60-61	Priority	"05"
62-80		Blank
A	Shipped From	SRAN & Address
B	Shipped To	Consignee Address (MRA if applicable)
H	Unit Pack	Number of packages included on document
I	Unit	Weight of one package
J	Unit Cube	Size (cubic feet)
O	Document Date	Julian date document was created
P	Mat. Cond.	"A" for Serviceable, "F" for Unserviceable
X	Nomenclature	Self explanatory
1	Selected By & Date	Signature and date of NOCM person selecting item
2	Type Container(s)	Self Explanatory (i.e. box, envelop, can)
3	Total weight	Weight of all items included on document
5	Number of Containers	Number of containers for entire document
6	Total Cube	Total size of all containers (cubic feet)
7	Received By & date	Signature & date of person receiving item
AA-EE	Remarks	UR number if applicable and other explanatory information

9.15.1.2. Issue expendable (non-DSRL) Base and Military spares to authorized maintenance personnel on a consumption basis. Sometimes, these items may need to be turned in. For example, when a mission change eliminates the need for some expendable USAL items stocked in the maintenance section, good supply discipline dictates that these USAL items be turned in, or if a UR exhibit needed to be shipped out for examination, it would need to be turned in before shipment. If

expendable items must be turned in, they are turned in using "Found-On-Base" (FOB) turn-in procedures (refer to **Table 8.1.** for posting FOB turn-ins).

9.15.1.3. Issue/turn-in DSRL items to or from the maintenance activity using custody procedures in paragraph **9.16.** Any authorized individual listed on the section's authorization listing may sign the issue or turn-in document for these items, but ensure a copy of any document is given to the applicable custodian for his or her records.

9.15.1.4. Issue/turn-in unassociated WR containers and bolsters used for routine maintenance (i.e. ones that are not associated to CJCSM 3150.04 reportable items placed in storage) or WR containers and bolsters that are associated to weapons trainers to or from the applicable maintenance section. The designated custodian or alternate must sign these documents.

9.15.1.5. Issue Group X kits on consumption basis to the weapons maintenance section. Do not issue Group X kits in bulk. Issue Group X kits on a one for one basis per LLC not to exceed quantity required per weekly maintenance schedule.

9.15.1.6. Turn-in items Found on Base (FOB) using DD Form 1150, **Request for Issue or Turn-in**, and FOB Turn-in procedures in SWIM or DIAMONDS. FOB Turn-in is required for any item not currently reflected on the account, but which must be picked up on account to properly establish and maintain accountability or to process the item for shipment. Based on serviceability, post the DD Form 1150 to stock records (refer to **Table 8.1.** The following are some examples of items requiring FOB turn-in:

9.15.1.6.1. DSRL or DOE SE items not currently on account but discovered to be on hand.

9.15.1.6.2. Serviceable excess non-DSRL items possessed by maintenance, but that require processing for shipment.

9.15.1.6.3. Non-DSRL items that are UR exhibits and must be shipped out for further examination.

9.15.2. Document Preparation. Prepare issue and turn-in documents using SWIM or DIAMONDS generated documents or manually using DD Form 1150. Prepare separate documents for each part number. Use the next available document number from the On-Base register to control the document.

9.15.2.1. For CJCSM 3150.04 reportable items use SWIM or DIAMONDS generated documents or prepare manual documents IAW procedures in TO 11N-100-4. In addition, for end items with associated WR containers and bolsters prepare a separate document (refer to **Table 9.4.**) to document custody of the containers and bolsters.

9.15.2.2. For other items listed in paragraph **9.15.** use SWIM or DIAMONDS generated documents or prepare manual documents IAW **Table 9.4.** For containers and bolsters include the serial numbers of the containers or bolsters in the remarks block.

9.15.2.3. For test items expended during stockpile flight testing or other operational test and evaluation testing, prepare an "expenditure" turn-in document as follows: NOTE: Also see paragraph **11.4.** and CJCSM 3150.04 for required QSR reporting of these items.

9.15.2.3.1. In addition to standard entries, include the statement "I certify that the items listed hereon have been expended while implementing _____ operations order number _____ (or other directive), date _____" in the Remarks block.

9.15.2.3.2. The Weapon Custodian's signature on the document certifies the expenditure statement. If the MASO is also the Weapons Custodian, prepare the document as indicated above and have the MASO sign it.

9.15.3. Posting and filing issue, turn-in, and expenditure documents.

9.15.3.1. Post issue and turn-in documents to SWIM or DIAMONDS stock records on the date the issue or turn-in is made (see **Table 8.1.** for posting increments or decrements to balances).

9.15.3.2. Post "expenditure" turn-in documents on the date the expenditure is reported by the Weapons Custodian (see **Table 8.1.** or **Table 8.2.** for posting decrements to balances).

9.15.3.3. File original documents in Document Control files.

9.15.3.4. When custody accounting procedures apply, provide copies of documents to the applicable custodian for their records.

9.16. Custodian Accounting Procedures. Instructions in this paragraph apply to individuals designated as Reparable Item Custodians or alternates and Weapons Custodians, if other than the MASO.

9.16.1. General instructions. Individuals granted custody of government property have an inherent responsibility for protecting and accounting for that property. They must provide reasonable protection for the property consistent with mission requirements, and maintain adequate records reflecting the status of property in their custody. They must maintain the property in a serviceable condition to the greatest extent possible and turn-in property that cannot be repaired for proper disposition by the accountable officer. They must periodically inventory property in their custody to ensure its continued accountability (see paragraph **9.19.5.**), and they must immediately report any lost or destroyed property to their commander and the accountable officer for appropriate action (see paragraph **9.20.**).

9.16.2. The MASO establishes custody sub-accounts for each duty section for which a custodian is appointed using the duty section's office symbol as the account ID. The office symbol is entered in SWIM or DIAMONDS "storage location" field for items issued to each custodian. NOTE: For the Weapons Custodian or when MASO = Weapons Custodian, SWIM or DIAMONDS will use the actual location for the Storage Location (ie. structure 5 or bin 3/row 15/column 15).

9.16.3. The designated custodian for each sub-account and the MASO must maintain duplicate records designated in paragraph **9.4.7.** to account for property issued on custody to the sub-account.

9.17. Accounting for TCTO and Retrofit Kits. TCTO and retrofit kits are normally force shipped to units based on quantities of items that the unit possesses requiring the TCTO or retrofit.

9.17.1. Issue TCTO and retrofit kits to maintenance using consumption or custody procedures, as applicable, based on whether the TCTO or retrofit requires return of removed items to the vendor. Each week issue only a sufficient number of kits required to accomplish work scheduled for that week.

9.17.2. Issue "Training" TCTO and Retrofit Kits using consumption and custody procedures, as applicable.

9.17.3. Issue Extended-Level attrition and tool kits, as needed, using custody procedures.

Table 9.4. Manual Preparation Instructions For DF Form 1150, Request For Issue Or Turn-In.

Block Description	Entry
From	For custody items enter custodian name and office symbol
To	SRAN For Consumption Issue or FOB Turn-in, enter authorized requestor name & office symbol
Issue/Turn-in	Mark as applicable
Request Number	From custodian request log
Document Number	From On-Base Register
Stock Number, Description	DOE Part Number, item classification, serial number(s), if applicable and the statement Custody Issue, Consumption Issue, Custody Turn-in, or FOB Turn-in, as applicable
Code	"S" for serviceable, "U" for unserviceable
Unit of Issue	Self Explanatory
Quantity	Self explanatory
Remarks	Local use
Requested By & Date	For custody items enter the custodian name, signature & date For consumption items, enter authorized recipient name, signature & date
Received By & Date	For Turn-in enter MASO name, signature & date For Custody Issue enter custodian name, signature & date For Consumption Issue, receiver's name, signature & date

9.17.4. Ensure local procedures are established to report the status of the retrofit as required.

9.18. Stock Change Vouchers (SCV). Prepare SCVs to document LLC exchanges, component removal and installation, part number changes, condition code changes of spares and support equipment, and color code changes for CJCSM 3150.04 reportable items. Prepare the form based solely on actions reported by maintenance on an AF Form 1764 (SCR).

9.18.1. Prepare SCVs using the SWIM or DIAMONDS generated document or manually using AF Form 4295, **NOCM Stock Change Voucher**, and instructions below. Assign each SCV a separate document number from the On-Base register.

9.18.2. Accounting for LLC and component removals and installations.

9.18.2.1. Assign a single document number for all removals or installations of a given part number posted in a single SWIM or DIAMONDS session (or on a single day for manual accounting). If a different part number is installed than was removed, use a separate SCV for each part number.

9.18.2.2. Use Section I of the SCV to record the part number, serial numbers of removed and installed items, and beginning and ending account balances for the part number. (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

9.18.2.3. Record the SCR number(s) on which maintenance reported the action(s) in the SCR block and the document number assigned to the SCV in the Base Document Number block.

9.18.2.4. The MASO or NOCM authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

9.18.2.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.,** as applicable. Removals and installations are posted on separate lines. So, for removals and installation of the same part numbered item, balances on the SCV reflect the beginning balance before either transaction is posted and the ending balance after both the removal and installation are posted.

9.18.3. Accounting for Weapon Color Code Changes. NOTE**:** This action is only required for CJCSM 3150.04 reportable weapons. Changes in serviceability for other items are only accounted for during issue or turn-in or during installation and removal (for LLCs). Account for items only upon initially being turned red for the first red reason of any category or upon being turned yellow after eliminating all red reasons of all categories.

9.18.3.1. Assign a single document number for all color code changes of a given part number posted in a single SWIM or DIAMONDS session (or on a single day for manual accounting).

9.18.3.2. Use Section II of the SCV to record the part number, "from" and "to" color-codes, serial number(s) of affected items, and beginning and ending account balances for the part number. (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

9.18.3.3. Record the SCR number(s) on which maintenance reported the action(s) in the SCR block and the document number assigned to the SCV in the Base Document Number block.

9.18.3.4. The MASO or other authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

9.18.3.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.**, as applicable.

9.18.4. Accounting for Part Number Changes.

9.18.4.1. Assign a single document number for all part number changes of a given "from part number" and "to part number" combination posted in a single SWIM or DIAMONDS session (or on a single day for manual accounting).

9.18.4.2. Use Section III of the SCV to record the "from" and "to" part numbers, serial numbers of affected items, and beginning and ending account balances for each part number. (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

9.18.4.3. Record the SCR number(s) on which maintenance reported the action(s) in the SCR block and the document number assigned to the SCV in the Base Document Number block.

9.18.4.4. The MASO or other authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

9.18.4.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.**, as applicable. CAUTION: To ensure database integrity, process part number changes in a separate SWIM or DIAMONDS session from other transactions that occur during the day.

9.18.5. Accounting for Condition Code Changes for Spares.

9.18.5.1. Assign a document number to the transaction from the On-Base register.

9.18.5.2. Use section II of the SCV to record the part number and from or to condition codes (i.e. serviceable/unserviceable) and beginning and ending account balances for each part number. (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

9.18.5.3. Record the SCR number(s) on which maintenance reported the action(s) in the SCR block and the document number assigned to the SCV in the Base Document Number block.

9.18.5.4. The MASO or other authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

9.18.5.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.**, as applicable.

9.19. Inventories of Accounts. CJCSM 3150.04 reportable items are inventoried using procedures in CJCSM 3150.04 and this AFI. Investigate out-of-balance conditions found during any inventory to determine their causes. Resolve losses and document findings using the procedures in paragraph **9.20.**

9.19.1. Inventory Requirements.

9.19.1.1. Inventory CJCSM 3150.04 reportable items semi-annually. Procedures in CJCSM 3150.04 apply along with procedures in this AFI. The Semiannual Inventory Report (SIR) and SIR procedure creates an independent inventory that reports the status, location, and configuration of the national nuclear weapon stockpile by serial number and quantity for each location. Prepare and submit as outlined in CJCSM 3150.04. NOTE: Forward waiver request to SIR date through parent MAJCOM.

9.19.1.2. Inventory the following items in conjunction with the SIR:

9.19.1.2.1. Base and Military Spares (except non-reparable USAL items issued to maintenance for ready use storage).

9.19.1.2.2. WR containers and bolsters.

9.19.1.2.3. DOE owned equipment items (see paragraph **9.3.2.**).

9.19.1.3. Change of MASO. Each time a new MASO is assigned, gaining and losing MASOs conduct a 100 percent inventory of all items on the account.

9.19.1.4. Change of Custodian. Each time a new custodian (Weapons Custodian or Reparable Item Custodian) is assigned the gaining custodian must conduct a 100% inventory of items issued to their sub-account. Report any unresolved discrepancies to the MASO and the appropriate commander to initiate a Report of Survey (or other appropriate action) prior to signing the Spare SE Custody listing and assuming responsibility for the account.

9.19.1.5. Monthly 10% Spot Check Inventories. Monthly (except SIR months) NOCM monitors conduct spot check inventories IAW paragraph **9.19.5.**

9.19.2. Semi-annual Inventory Procedures (SIR). NOTE: The MASO is the inventory officer for the semi-annual inventory. In the event the MASO is unavoidably absent (i.e. emergency leave or TDY), the MASO appointing authority (see paragraph **9.5.1.**) appoints an alternate in writing.

9.19.2.1. Before the semiannual inventory required in CJCSM 3150.04, the inventory officer (MASO) briefs the verifying officer concerning his or her inventory responsibilities and all aspects of the inventory. NOTE: The commander, as specified by the MAJCOM, appoints in writing the verifying officer for the MAJCOM commander (see paragraph **9.5.1.**). The officer is a disinterested party assigned to a different unit (MAJCOMs may approve exceptions due to geographical separation of units) who was not involved in the last two SIRs.

9.19.2.2. Immediately before or during the semiannual inventory of items in CJCSM 3150.04, maintenance personnel take an inventory to ensure availability of pullout cables and other accessory items required for operational flexibility. These items are identified in the inspection section of applicable technical publications. Cables and accessories are stored or attached to certain bombs in a package commonly referred to as a saddlebag. If an accessory item is missing, consider the bomb operational unless it cannot be used to support the current mission. Thoroughly research shortages to locate missing items and determine the cause of shortages. Establish controls to prevent recurrence. Promptly submit requisitions to KCP for missing items. The Weapons Custodian ensures saddlebags are retained and all items are available for applicable weapons. He or she also ensures this inventory is performed and a letter certifying the inventory is sent to the MASO within 5 workdays following the inventory. The MASO retains the letter until the next saddlebag inventory certification is received. Submission of the SIR report certifies that this inventory has been accomplished. There is no additional requirement for reporting or recording the inventory of pullout cables and other accessory items. NOTE: Saddlebags with enclosed contents may be removed from weapons, inventoried, and placed inside sealed container(s) (e.g. banded wooden crate) for long-term storage. Subsequent inventories will consist of verifying container content label and seal integrity.

9.19.2.3. The SIR requires a visual inventory of each CJCSM 3150.04 reportable item (including any trainers containing DOE Source and Special nuclear material) by serial number. Prepare and submit as outlined in CJCSM 3150.04. Items stored in containers previously opened, inspected, and sealed by the accountable organization (see paragraph **5.1.4.**) do not require reopening during semiannual inventories provided information obtained from the exterior of the container and the seal/serial number list maintained by the MASO match. Any irresolvable discrepancy between the information on the exterior of the container and the seal/serial number listing requires opening the container for verification of contents. Containerized components do not require opening for inventory verification unless information marked on the exterior tag cannot be resolved against accountable records.

9.19.2.4. SIR Record Verification. After the blind inventory is complete, and prior to transmission of the SIR message, verify quantities, part numbers, serial numbers, color codes, and Alt configurations on the following documents as applicable:

9.19.2.4.1. Blind inventory worksheets.

9.19.2.4.2. Inventory count cards.

9.19.2.4.3. Printed copy of the SIR message.

9.19.2.4.4. The LIL (as currently annotated by the NOCM section).

9.19.2.4.5. Weapons Custody Listing (if the MASO is not also the Weapons Custodian).

9.19.2.4.6. Balances on Stock Records.

9.19.2.5. Conduct SIR inventories as of the last day of the inventory month. Prepare and submit the SIR and an Inventory Verification Certificate as outlined in CJCSM 3150.04.

9.19.2.6. Validate all reports for errors and submit corrections as needed. Both inventory and verifying officer will review and sign the SIR message prior to transmission.

9.19.2.7. SIR Reconciliation. After the SIR is transmitted, DTRA/CSNOA reconciles each unit's SIR report against the DTRA NUMIS database. If SIR errors exist, DTRA notifies the unit through the parent MAJCOM. The unit resolves the discrepancy and submits a corrected report IAW CJCSM 3150.04. If no errors exist, or once any errors have been corrected, DTRA transmits a SIR reconciliation message. This message confirms to the unit and the parent MAJCOM that the unit's records agree with the NUMIS database as of the SIR date.

9.19.2.8. Inventory other (non-CJCSM 3150.04 reportable) items listed in paragraph **9.19.1.2.** above using the same procedures (i.e. blind inventory) above except:

9.19.2.8.1. Designated NOCM monitors may conduct the inventory and a verifying officer is not required.

9.19.2.8.2. Except for WR containers and bolsters used for routine maintenance (i.e., issued IAW paragraph **9.15.1.4.**), inventory items only by quantity and location (or sub-account ID).

9.19.2.8.3. The Reparable Item Custodian or alternate accompanies NOCM personnel during inventory of items on the custodian's sub-account.

9.19.2.8.4. Do not open properly packaged and tagged items unless required to resolve inventory discrepancies.

9.19.2.8.5. These items are not included on the SIR report.

9.19.2.8.6. WR containers and bolsters inventories are reported on the CAR IAW TO 11N-100-4, Chapter 7.

9.19.2.9. Custodian validation consists of signing a current SWIM or DIAMONDS generated Spare SE Custody Listing.

9.19.3. Change of MASO Inventory Procedures.

9.19.3.1. The gaining and losing MASOs conduct a joint 100% inventory as of the effective date of the transfer of accountability. Complete a Certificate of Transfer of Accountability IAW TO 11N-100-4, Chapter 5. Include both Base Document Register and Requisition and Shipping Docu-

ment Register numbers on the certificate. NOTE: Semiannual inventories may also be used to suffice for the requirement for a change of MASO provided both gaining and losing MASOs participate in the inventory along with the disinterested officer and no transactions affecting stock record balances occur between the effective date of the inventory and the effective date of the transfer of accountability.

9.19.3.2. For inventories that are not conducted in conjunction with a SIR use the same procedures as a semi-annual inventory except:

9.19.3.2.1. Do not appoint a disinterested verifying officer. The gaining MASO is the inventory officer and the losing MASO is the verifying officer.

9.19.3.2.2. Do not submit a SIR, and do not prepare an Inventory Verification Certificate.

9.19.3.2.3. A saddlebag inventory is not required.

9.19.3.2.4. Except for CJCSM 3150.04 reportable items, do not inventory items on custody accounts.

9.19.4. Special Inventories.

9.19.4.1. Stockpile Emergency Verification (SEV). The SEV is a rapid special inventory for the President, SECDEF and the Joint Staff to promptly verify all or selected portions of the DoD stockpile of nuclear weapons are in the possession of authorized DoD agents. Prepare and submit reports as outlined in CJCSM 3150.04. Logistics Agents and DTRA reconcile SEV reports from responsible organizations and provide SEV status reports to the Joint Staff according to CJCSM 3150.04 until the SEV is terminated. NOTE: Containerized weapons within the scope of the SEV must be opened to verify contents regardless of whether or not they were previously sealed by the unit.

9.19.4.2. Other special inventories may be directed as needed by command authorities or the MASO to determine accountability or status of items as required.

9.19.5. Monthly Spot Check Inventories. This inventory does not apply to CJCSM 3150.04 reportable items or items issued to custodians. Each month (except for SIR months) select for inventory at least 10% of the part numbers with current warehouse balances on the account. Inventory by quantity and location, and reconcile against account stock records for those part numbers. Resolve any discrepancies and report any irresolvable discrepancies to the weapons activity commander to initiate a Report of Survey or other appropriate action.

9.19.6. Inventory Documentation. NOTE: Trainers containing DOE Source and Special nuclear material are inventoried during the SIR for CJCSM 3150.04 reporting purposes only. They are not on the NOCM account and do not require inventory count cards or other stock record accounting documentation not associated with the SIR.

9.19.6.1. Inventory Count Cards.

9.19.6.1.1. DELETED.

9.19.6.1.2. Prepare SWIM or DIAMONDS generated inventory count cards (or prepare manually using AF Form 85A, **Inventory Count Card**) for CJCSM 3150.04 reportable items (except trainers, which are accounted for in SBSS/AFEMS), and for each part number with a warehouse balance on the account. Do not prepare Inventory Count Cards for items on custody

accounts of Reparable Item Custodians. Custody Validation Listings are used for Reparable Item Custodian Inventories. For Monthly Spot check inventories, the blind inventory sheets generated by SWIM or DIAMONDS may be used. Prepare a separate card for serviceable and unserviceable items of the same part number. If the information on any card is classified, then classify the card IAW the applicable classification guide. Do not include nomenclature if doing so would classify the form. Prepare the card as follows:

9.19.6.1.2.1. On the front of the form.

9.19.6.1.2.1.1. Enter part number, unit of issue, and physical security classification of the item in the upper left block of the card.

9.19.6.1.2.1.2. Check appropriate box to the right.

9.19.6.1.2.1.3. Enter "N/A" in the "Location" block and quantity counted in the "Count" block.

9.19.6.1.2.1.4. Enter total counted and stock record balance in the blocks to the right of those captions.

9.19.6.1.2.1.5. The MASO must initial and date the "Count By" block. If AF Form 85A is being prepared for a change of MASO not performed in conjunction with a SIR, the gaining MASO initials here. For a change of MASO that is performed in conjunction with a SIR, both MASOs initial here.

9.19.6.1.2.1.6. The Verifying Officer initials and dates the "Checked By" block. If preparing AF Form 85A for a change of MASO not performed in conjunction with a SIR, the losing MASO initials here.

9.19.6.1.2.1.7. Individual who posts the inventory to the AF Form 105F-6 initials and dates the "Posted By" block.

9.19.6.1.2.2. On the back of the form:

9.19.6.1.2.2.1. Enter the card number, numbered sequentially through the fiscal year, in the "Count Card No." block.

9.19.6.1.2.2.2. Enter the effective date of the inventory in the "Deadline Date" block.

9.19.6.1.2.2.3. Enter the serial numbers and configuration data in the "Remarks" block. If more space is required, list data on ruled cards, lined paper, or computer paper and attach to the AF Form 85A.

9.19.6.1.3. Maintain the required inventory documents reflected in **Table 9.5.** applicable to each inventory IAW AFMAN 37-139 or Table 2.2.

9.20. Accounting for Lost, Damaged or Destroyed Property.

9.20.1. Investigate any discrepancies in stocks and draw up the necessary inventory adjustment documents. All inventory adjustment documents must be supported by one of the following:

9.20.1.1. DD Form 200, **Financial Liability Investigation of Property Loss.**

9.20.1.2. DD Form 114, **Military Pay Order.**

9.20.1.3. DD Form 362**, Statement of Charges/Cash Collection Voucher.**

9.20.1.4. DD Form 1131, **Cash Collection Voucher.**

9.20.1.5. SF Form 361, **Transportation Discrepancy Report.**

9.20.1.6. SF Form 364, **Report of Discrepancy.**

9.20.1.7. An administrative letter from the unit commander allowing for relief from accountability without financial reimbursement.

9.20.1.8. A discrepancy investigation statement for warehouse discrepancies that don't merit a report of survey or a letter of explanation describing the discrepancy and correction action. This includes warehouse discrepancies causing posting or paperwork errors.

Table 9.5. Inventory Documentation Requirements.

	Type of Inventory				
Actions Required	**SIR**	**MASO Change**	**Custodian Change**	**Monthly 10% Inventory**	**Special (See Notes)**
Blind inventory worksheets	**X**	**X**	**X**		**X**
Verified and initialed inventory count cards	**X**	**X**			
Appointment letter for inventory verifying officer	**X**				
Appointment orders for the Inventory Verifying Officer to audit the account	**X**				
SIR message and Certificate of Inventory prepared IAW CJCSM 3150.04	**X**				
Saddle bag inventory letter, if applicable	**X**				
Audit Certificate	**X**				
SIR Reconciliation Message	**X**				
SWIM or DIAMONDS backup database from the date of the inventory	**X**	**X**			
Spare SE Custody Listing	**X**		**X**	**X**	
NOTE: For SEV see CJCSM 3150.04.					

9.20.2. Before submitting an inventory adjustment document for approval, the MASO must research, identify, and correct, or initiate action to resolve, the cause of the discrepancy.

9.20.3. The MASO certifies inventory adjustments and the MXG or equivalent approves all adjustments requiring a Report of Survey for relief of accountability.

9.20.4. Depending on organizational structure, inventory adjustment documents not meeting the criteria for approval by the MXG are certified by the noncommissioned officer in charge (NCOIC) of NOCM and approved by the MASO.

9.20.5. Officials certifying inventory adjustments:

9.20.5.1. Certify no evidence of neglect, theft, or fraud exists.

9.20.5.2. Certify differences can be attributed to normal activity.

9.20.5.3. Certify no one violated property responsibility and general principles.

9.20.6. In giving approval to the inventory adjustment documents, the approving official:

9.20.6.1. Signifies awareness of discrepancies reflected by the inventory adjustment voucher that reflect adversely on the system involved.

9.20.6.2. Indicates the official acts to correct existing discrepancies and holds adjustment processing to a minimum.

9.20.6.3. Returns the document to the initiator indicating unacceptable adjustments, with instructions to perform additional research.

9.20.6.4. Initiates a DD Form 200 if additional research does not satisfactorily explain the discrepancy.

9.20.7. MASOs and account custodians are liable for the full amount of any loss, damage, or destruction to property caused by their negligence, willful misconduct, or deliberate unauthorized use.

9.20.8. Obtain relief from accountability for munitions assigned to a stock record account by processing Inventory Adjustment Vouchers (IAV). IAVs require supporting justification and documentation, including inventory count sheets, transaction histories, research documents, and so on. However, you must submit a report of survey to justify adjustments for negligence, willful misconduct, or when deliberate unauthorized use of NOCM assets assigned to the account is suspected or the adjustment involves classified items. Classified item loss requires a report of survey.

9.20.9. Procedures outlined in Reports of Survey for Air Force property and T.O. 11N-100-4 apply except:

9.20.9.1. Prepare DD Form 200 or other authorized form for items lost, damaged, or destroyed other than by authorized test or operation. Forward one copy for Military Spare classified items to NWD/WNLO. For DOE owned equipment items Base Spares, or other WR stockpile materiel, forward one copy to each of the following: NWD/WNLO, DTRA/CSNLM, DOE/AL/WPD.

9.20.9.2. Include in a Report of Survey covering the destruction or loss of an entire nuclear weapon or major assembly the applicable major assembly designator and serial number of each weapon involved. If source and special nuclear materiel are involved, the report must include the nomenclature, part, and serial numbers of the source and special nuclear materiel or the next higher identifiable assembly. Include neutron generators, whether associated or unassociated.

9.20.10. **Posting Inventory Adjustments.** Use the adjustment (ADJ) transaction code to document adjustments required due to losses or gains of assets that cannot be accounted for through other transactions. Document the transaction using an AF Form 85 and report of survey or other documentation above, as appropriate. Assign a document number from the base register to control the transaction. Post the adjustment to SWIM or DIAMONDS stock records using the "add-a-line" function for manual posting. Prepare AF Form 85 as follows:

9.20.10.1. "Activity" block: enter your SRAN and address.

9.20.10.2. "Indicate by X" blocks: enter "X" to indicate type property and type inventory.

9.20.10.3. "Page of Pages": self-explanatory.

9.20.10.4. "Date Prepared": self-explanatory.

9.20.10.5. "Property Subclass": enter federal supply class (FSC).

9.20.10.6. "Item No.": number each line item consecutively, starting with the numeral 1.

9.20.10.7. "Stock or Part No.": enter the stock or part number.

9.20.10.8. "Noun": enter noun, ERRC, and security classification of the item.

9.20.10.9. "Unit of Issue": self-explanatory.

9.20.10.10. "Unit Cost": self-explanatory.

9.20.10.11. "Recorded Balance": enter the balance shown in the applicable balance column of the stock record card.

9.20.10.12. "Inventory Count": self-explanatory.

9.20.10.13. "Over-Qty-Value": enter the quantity of the item discovered to be over by the inventory and the total dollar value thereof.

9.20.10.14. "Short-Qty-Value": enter the quantity of the item discovered to be short by the inventory and the total dollar value thereof. On the last page of the IAV, enter the total of the dollar value over and short in the spaces provided.

9.20.10.15. "Posted By and Date": the inventory supervisor signs and dates to indicate posting of the applicable stock record cards.

9.20.10.16. "Voucher No.": enter the document number assigned from the Base Document Register used to post the stock record cards.

9.20.10.17. "Certifying Signature and Date": the MASO certifies all IAVs requiring the commander's approval; the Maintenance Group Commander or equivalent certifies DIFM adjustments; the NCOIC or designated alternate certifies all MASO-approved adjustments.

9.20.10.18. "Approving Signature and Date": the commander approves all adjustments for classified items, DIFM items, and items with an extended line item value of $2,500 or more; the MASO approves all other adjustments. If all line items are approved, line through the entire statement except the word "APPROVED". If some line items are disapproved, line through "DIS" and circle line item numbers disapproved. If all line items are disapproved, line through the entire statement except the word "(DIS)APPROVED". ***NOTE:*** Initiate the AF Form 85 within 10 calendar days after the date of adjustment to the stock records. Complete and file in Document Control within 30 calendar days from posting. If any or all of the line item entries on the AF Form 85 are not acceptable to the approving authority, return the AF Form 85 to the initiator with instructions that a report of survey be prepared for the items. Prepare and submit a report of survey to the reviewing authority within 30 calendar days of notification. When the report is completed, attach it to the AF Form 85 and resubmit to the approving authority. After approval action, file the AF Form 85 and report of survey in Document Control.

9.21. Audits of Accounts. The term "audited" as it applies to these procedures denotes a formal quantitative audit of a specific account (i.e. SRAN) for the purpose of verifying its records (see paragraph **8.8.** for a general discussion of audits and audit trails).

9.21.1. Types of audits.

9.21.1.1. Semi-annual audit of account (normally accomplished in conjunction with the Semi-Annual Inventory Report). Personnel designated on orders by the commander, as designated

by the MAJCOM, perform this audit in conjunction with each semi-annual inventory. The audit ensures all CJCSM 3150.04 reportable nuclear weapons and components are accounted for, properly controlled, and signed for, when required, during the weapon custody transfer process, and provides a reasonable assurance that the accountable officer is following proper accounting procedures. The audit encompasses all accountable records listed in paragraph **9.4.** Conduct the audit IAW below procedures.

9.21.1.2. Special audits. In addition to the semi-annual audit of account, the Air Force Audit Agency, the MAJCOM, another higher headquarters, or a government agency, such as the Government Accounting Office, may direct a special audit. For special audits, the agency directing the audit determines its scope.

9.21.2. Appointing the audit officer. The commander, as designated by the MAJCOM, will designate a verifying officer in writing. Make the appointment on special orders issued by the commander's order issuing authority. Specify on the orders that the appointment is made on behalf of the MAJCOM commander IAW this AFI. Where operationally feasible, the verifying officer will be designated from a different organization than the accountable organization. When only one organization is located at an installation, designation of the verifying officer will be from a different branch/section, a disinterested individual and will not be designated as verifying officer for two consecutive SIRS.

9.21.3. Briefing the audit officer. The MASO briefs the audit officer, who conducts the audit IAW procedures in this AFI, using the checklist in **Table 9.6.** as a guide. Prior to the start of the audit, NOCM personnel review the checklist with the audit officer, provide examples of documents to illustrate items shown in the checklist, and answer any questions the audit officer may have concerning the requirements of the audit. NOTE: For procedures below, a representative sample is considered to be at least 20% of documents created since the last audit. If discrepancies are discovered, the audit officer should increase the sample size to determine if any errors are widespread or systemic in nature. The audit officer should make recommendations for corrective action in the audit report.

9.21.4. Performing the audit. The audit officer must:

9.21.4.1. Review the previous audit report. During the audit, place special emphasis on ensuring that all previously noted discrepancies were corrected.

9.21.4.2. Review the SCR log and ensures all SCRs created since the last audit are on file. For SCRs documenting custody transfer of weapons by multiple carriage launch gear serial numbers (see paragraph **11.8.4.**), ensure launch gear build-up sheets showing the configuration of the launch gear at the time of the transfer are on file.

9.21.4.3. Review a representative sample of SCRs and associated WSRs created since the last audit. Ensure all actions reported to the MASO that require WSR reporting have been reported accurately and within prescribed timeframes. NOTE: If the unit discovered, or was notified of, WSR reporting errors, these errors should not be considered as errors existing on the account at the time of the audit, provided correction WSR reports were submitted within required timeframes.

9.21.4.4. Review both document registers and inventory all documents created since the last audit to ensure all documents are on file. For forced receipts, ensure the shipper's document number is cross-referenced in the Remarks column of the register. Ensure all documents on file are either original documents or MASO-certified true copies of original documents.

9.21.4.5. Review 100% of all shipping, receipt, issue and turn-in documents for CJCSM 3150.04 reportable items created since the last audit. Verify the weapons serial number against the receiving data record and custody issue documents. Ensure documents were properly prepared, only authorized personnel signed for the items on the documents, and that balance changes were properly posted to stock records. Ensure associated weapon container and bolster part numbers and quantities are shown on weapon receipt and shipping documents and that the document number for the end item is used to post balance changes to container and bolster stock records.

9.21.4.6. Review a representative sample of all other documents shown in either On-Base or Off-Base document registers. Ensure documents were properly prepared, processed, and posted to stock records.

9.21.4.7. Review 100% of the custodial documents maintained by the Weapons Custodian (or MASO if he or she is appointed as Weapons Custodian). For ICBM warheads sent to or returned from alert since the last audit, ensure the control numbers on the custody transfer documents are sequentially logged in on the weapons custody document control registers. Ensure that only authorized personnel receipt for warheads in compliance with the procedures in this AFI. If the MASO is not appointed as the Weapons Custodian, ensure custody validation is accomplished at least semi-annually and that all documents created since the last validation and affecting balances of items in the Weapons Custodian's custody are on file with the Weapons Custodian.

9.21.5. Audit Documentation.

9.21.5.1. Upon completion, prepare a "Certificate of Audit" using the format in **Figure 9.5.**

9.21.5.2. Attach to the certificate a copy of the completed checklist in **Table 9.6.**

9.21.5.3. Distribute the original certificate of audit to the appointing authority, copy 1 to the MASO, and copy 2 to the weapons custodian, if applicable.

9.21.5.4. Maintain and dispose of audit documentation along with SIR documentation.

Figure 9.5. Format for Audit Certificate.

AUDIT CERTIFICATE

This is the report of the semiannual audit of FK or FV (SRAN) as prescribed in **Chapter 9** of AFI 21-204. (Name of appointed officer) was appointed to perform this audit on SO (special order number). The audit was performed (inclusive dates of audit).

The audit reviewed transactions from the last audit dated (date of last audit) to (date audit ended). On-Base Document Number (document number) and Off-Base Document Number (document number) were the first document numbers audited and On-Base Document Number (document number) and Off Base Document Number (document number) were the last document numbers audited.

Specific discrepancies are: (List specific discrepancies by organization, if applicable. Include a general paragraph statement as to the reliability of the audit trail.)

Recommendations: (Include recommendations of the auditing official. Make specific recommendations for each discrepancy.)

_____

Signature of the Appointed Officer

Table 9.6. Checklist for Semi-annual Audit of Accounts By A Disinterested Officer.

Item	Description	Yes	NO	N/A
1	**PRE-AUDIT REQUIREMENTS**			
1a	Have you been appointed on special orders by the commander as designated by the MAJCOM?			
1b	Have you read this chapter related to auditors responsibilities?			
1c	Have you been briefed by MASO or NOCM personnel on all facets of the audit?			
1d	Do you understand responsibilities and the audit requirements?			
1e	Do you have any unanswered questions concerning the audit requirements?			
2	**REVIEW OF PREVIOUS AUDIT REPORT**			
2a	Have you reviewed the previous audit report?			
2b	Have all previously noted discrepancies been corrected?			
3	**REVIEW OF SCRs/WSRs**			
3a	Does a review of the SCR log against SCRs on file with the MASO indicate that all SCRs since the date of the last audit are on file?			
3b	For SCRs documenting custody transfers (In-hand or On-hand changes) of weapons by multiple carriage launch gear serial number, are corresponding multiple carriage build-up sheets showing the configuration of the launch gear at the time of the transfer also on file?			
3c	Does a representative sample of these SCRs, build-up sheets, and associated WSRs indicate correct serial numbers were reported?			
3d	Does a review of a representative sample of SCRs and associated WSRs (created since the last audit) indicate that actions requiring WSR reporting are being reported accurately and within prescribed timeframes?			
3e	If the unit discovered, or was notified of, any WSR errors, was a correction report transmitted within prescribed timeframes?			
4	**REVIEW OF DOCUMENT REGISTERS, DOCUMENTS, AND STOCK RECORDS**			

Item	Description	Yes	NO	N/A
4a	Does a review of both On-base and Off-Base document registers against documents on file indicate that all documents (created since the last audit) are on file?			
4b	For receipts, is the shipper's document number cross-referenced in the Remarks column of the document register?			
4c	Are only original documents or MASO-certified true copies of original documents on file in document control?			
4d	Does a review of all shipping, receipt, issue and turn-in documents for CJCSM reportable items created since the last audit indicate:			
4d(1)	All serial numbers are correct and were reported correctly on SCRs and WSRs?			
4d(2)	Documents were properly prepared?			
4d(3)	Only authorized personnel signed for the items?			
4d(4)	Balance changes are accurately reflected in stock records?			
4d(5)	DELETED.			
4e	Does review of a representative sample of all other documents listed in both document registers indicate:			
4e(1)	Documents were properly prepared?			
4e(2)	Only authorized personnel signed for the items?			
4e(3)	Balance changes are accurately reflected in stock records?			
5	**REVIEW OF WEAPONS CUSTODIAN RECORDS**			
5a	Does a review of AF Forms 514 and AF Forms 524 for ICBM warheads sent to or returned from alert status since the last audit indicate:			
5a(1)	Control numbers assigned are sequentially logged in the weapons custody document control registers?			
5a(2)	All documents are on file with the Weapons Custodian?			

Item	Description	Yes	NO	N/A
5a(3)	Only authorized individuals signed the documents?			
5b	For other weapons and components, (if an individual other than the MASO is appointed as Weapons Custodian) does a review of the Weapons Custodian files indicate:			
5b(1)	A custody validation listing is accomplished at least semi-annually in conjunction with the semi-annual inventory?			
5b(2)	Copies of all documents that affect asset balances of items in the Weapons Custodian's custody and that were created since the last custody validation listing are on file?			

Chapter 10

WEAPONS CUSTODY ACCOUNTING PROCEDURES

10.1. Custody of Nuclear Weapons.

10.1.1. Weapons Custodian. The Weapons Custodian is the individual having the guardianship and safekeeping of nuclear weapons, their components and of source and special materials. The Weapons Custodian approves overall access to nuclear weapons. The Weapons Custodian is appointed IAW paragraph **9.5.3.**

10.1.2. DELETED.

10.1.3. DELETED.

10.1.3.1. DELETED.

10.1.3.2. DELETED.

10.1.4. Requirements for individuals permitted to have custody of nuclear weapons. Any individual who is granted custody must be a US citizen and possess the appropriate security clearance. In addition, individuals must be certified under PRP, and when present within the no lone zone where a weapon is located, must be a member of a two-person concept team.

10.1.5. Continuous US custody of nuclear weapons and components is mandatory.

10.1.6. Documenting Custody Transfer.

10.1.6.1. Custody Transfer between the MASO and the Weapons Custodian. If the MASO does not serve as the Weapons Custodian, the MASO issues CJCSM 3150.04 reportable weapons, components, and DOE major assemblies to the designated Weapons Custodian using custody accounting procedures in paragraph **9.16.**

10.1.6.2. Custody Transfers Occurring Within the WSA. Temporary custody transfer from the Weapons Custodian to SVAs, and subsequent transfers between SVAs, in order to perform authorized maintenance, handling, and inventory functions and associated intra-area movements within a maintenance and storage area need not be documented.

10.1.6.3. Custody Transfers Occurring Within the WSA. Temporary custody transfer from the Weapons Custodian to SVAs, and subsequent transfers between SVAs, in order to perform authorized maintenance, handling, and inventory functions and associated intra-area movements within maintenance and storage areas need not be documented. For custody transfers of nuclear missile warheads to or from alert status follow procedures in paragraph **11.8.2.**

10.1.6.4. Custody Transfers Outside the Boundaries of an Air Force base. When weapons are transported outside the boundary of the installation, a clear, concise audit trail must be maintained at all times. Documenting Custody Transfer of Nuclear ICBM Warheads to or from Alert Status is covered in paragraph **11.8.2.** For other cases where weapons are transported outside the boundaries of an installation, document custody transfer using DD Form 1150 IAW TO 11N-100-4.

10.2. Weapons Custodian Responsibilities.

10.2.1. Maintain custody control and accountability for CJCSM 3150.04 reportable items and associated containers and bolsters issued to him or her.

10.2.2. Accurately record property transactions and maintain current custody records pertaining to items on his or her account.

10.2.3. Promptly report any losses, damage, destruction, or other irregularities to the appointing commander and the MASO.

10.2.4. Ensure prompt inspection of incoming classified items and verification inspection for CJCSM 3150.04 reportable items as outlined in the applicable technical order.

10.2.5. Use approved work orders to control weapon movements within and to or from storage area.

10.2.6. Establish local operating instructions necessary to ensure activities comply with this instruction, local procedures, and other applicable directives to properly protect and control CJCSM 3150.04 reportable items.

10.2.7. Maintain custodial records, accountable hand receipts or custody listings, configuration and status change data, and active work orders.

10.2.8. Verify the accuracy of custodial records with records maintained by the MASO at least semi-annually.

10.2.9. DELETED.

Chapter 11

NUCLEAR ACCOUNTABILITY REPORTS

11.1. Status Change Reports (SCRs). Changes in status of weapons, components, reportable training and test items (TTIs), containers and bolsters are reported to the MASO. The MASO, in turn, performs required higher headquarters and JCS reporting. Maintenance personnel report changes using AF Form 1764, **Major Assembly/Component Status Change Report** or DIAMONDS version of AF Form 1764, **Major Assembly/Component Status Change Report**.

11.1.1. Controlling and processing SCRs. Track each SCR in an SCR control log (refer to paragraph **11.1.3.2.** for format of SCR number). MASOs establish local procedures for assigning SCR control numbers, maintaining the log, and ensuring timely reporting procedures. All SCR control numbers assigned must be reported to NOCM personnel to ensure timely reporting.

11.1.2. The following actions and associated change codes must be reported:

11.1.2.1. Shipment of weapons, limited life components, or CJCSM 3150.04 reportable TTIs (change code: SHP).

11.1.2.2. Receipt of weapons, limited life components, or CJCSM 3150.04 reportable TTIs (change code: RCV).

11.1.2.3. Loss, expenditure, or destruction of weapons or CJCSM 3150.04 reportable TTIs (change code: WED).

11.1.2.4. Alteration of weapons resulting in a change to the numeric alteration (ALT) codes assigned to the weapon (change code: A).

11.1.2.5. Changes to the charge code assigned to a weapon (change code: C, or CM, if directed by MTO).

11.1.2.5.1. Charge code changes to the first character of the charge code require an MTO.

11.1.2.5.2. For weapons selected for stockpile lab test (SLT) or flight test (SFT), change the charge code as directed by the SLT or SFT warning order.

11.1.2.5.3. For weapons requiring shipment to DOE facilities for repair, change the last character of the charge code when unsatisfactory report (UR) disposition is received directing return to DOE.

11.1.2.5.4. For weapons selected for modification, change the last character of the charge code when directed by the retrofit order (RO), or when directed by message. Change the charge code back to the original charge code as the RO is accomplished on each weapon.

11.1.2.5.5. Make other charge code changes as directed by the MAJCOM in the monthly NOSS or as otherwise directed by the logistics agent to which weapons are allocated.

11.1.2.6. Expiration of a limited life component installed in a weapon (change code: R&LLC).

11.1.2.7. Performance of a 900 series alteration to a weapon if performance of the alteration causes it to become non-operational (change code: R&900). **NOTE**: This action also requires an "A" change code (see paragraph **11.1.2.4.**), and may require a "W" change code (see paragraph **11.1.2.16.**).

11.1.2.8. Any defect which causes a weapon to become non-operational or would cause a weapon to remain non-operational if all other non-operational conditions were corrected/discovered (change code: R&OTH). To facilitate multiple red reason reporting in CJCSM 3150.04:

11.1.2.8.1. Reflect each unrelated defect as a separate line entry on the AF Form 1764 (e.g. unserviceable parachute, cut CF cable and scratch on MC item outside technical order tolerance). Include clear description of each defect.

11.1.2.8.2. Report each unrelated repair as a separate line entry on the AF Form 1764 (e.g. replaced parachute MC/CF item). This entry is only used when there are still defects causing the weapon or warhead to remain red, otherwise see paragraph **11.1.2.12.**

11.1.2.9. Replacement of an expired LLC in a weapon with other conditions remaining which causes the weapon to remain non-operational. (i.e. Alt 900 or other defects) (change code F&LLC).

11.1.2.10. Reversal of a 900 series alteration that caused the weapon to be non-operational, with other conditions remaining that cause the weapon to remain non-operational (change code F&900). NOTE: This action also requires an "A" change code (see paragraph **11.1.2.4.**), and may require a "W" change code (see paragraph **11.1.2.16.**).

11.1.2.11. Correction of all other defects, but either an Alt 900 or expired LLC condition remains that causes the weapon to remain non-operational. (change code: F&OTH).

11.1.2.12. Return of a weapon to operational status after correction or acceptance of all conditions that caused the weapon to be reported non-operational (change code: Y). NOTE: If reversal of an Alt 900 is included in the conditions corrected, this action also requires an "A" change code (see paragraph **11.1.2.4.**), and may require a "W" change code (see paragraph **11.1.2.16.**).

11.1.2.13. Change in the operational unit, as identified by the operational unit identification code (OUIC), to which the weapon is assigned (change code U).

11.1.2.14. Transfer of a weapon from storage to alert status (change code IH). NOTE: This may also require a "U" change code. See paragraph **11.1.2.13.**

11.1.2.15. Transfer of a weapon previously on alert status to storage (change code OH). NOTE: This may also require a "U" change code. See paragraph **11.1.2.13.**

11.1.2.16. Changes that result in a different weapon or TTI code (as defined by CJCSM 3150.04) (change code: W). These include changes to the Noun-Mk-Mod of a weapon, the yield designation of a weapon, the associated status (to or from a delivery system) of a weapon, or the PAL designation of a weapon, or any corresponding changes to a CJCSM 3150.04 reportable TTI.

11.1.2.17. Removal of limited life components from weapons (Change Code: RMV).

11.1.2.18. Installation of limited life components into weapons (Change Code: IS).

11.1.2.19. Other actions that could require reporting and effect other accountable records the MASO maintains (change code X) (See CJCSM 3150.04). These actions include:

11.1.2.19.1. Build-up/tear-down configuration of weapons to/from multiple carriage launch gear.

11.1.2.19.2. Association or disassociation of a weapon or TTI item to a shipping container or bolster when being prepared for storage.

11.1.2.19.3. Application of a seal to a containerized weapon or TTI in order to preclude opening the container during semi-annual inventory.

11.1.2.19.4. Removal or installation of non-LLC components, where the action affects accountability of the item(s). Examples include such items as tail sections or gas generators that are accountable, but not WSR or QSR reportable items. These items must be picked up on the account, or dropped from the account, as a result of a removal or installation, or when a different part number item is installed than was removed. Since the MASO must account for these items, maintenance must report actions involving them to the MASO.

11.1.2.19.5. Condition Code changes for Non CJCSM reportable items issued on custody account.

11.1.2.19.6. Other actions as required by local instructions.

11.1.3. Prepare AF Form 1764, Status Change Report (SCR) as follows:

11.1.3.1. Blocks 1 and 2: Self-explanatory.

11.1.3.2. Block 3: Number SCRs consecutively beginning with YY-001 at the beginning of each fiscal year (where YY is the two digit fiscal year). An alpha character may be used at the end of the SCR number for bases using DIAMONDS.

11.1.3.3. Block 4, 5, and 6: Self-explanatory.

11.1.3.4. Block 7A: Applicable change code for each line entry as designated in paragraph **11.1.2.** above. If more than one change code applies, they may be entered on the same line, separated by commas or reported on separate lines.

11.1.3.5. Block 7B: National stock number or part number of item. For LLCs, use the kit part number for receipts and shipments and the component code (per CJCSM 3150.04) for removals and installations.

11.1.3.6. Block 7C: Item serial number. Do not include prefix and suffix. For LLCs, list component serial numbers in the same order in which the components appear in the appropriate line number in TO 11N-100-2, Table 2-1.

11.1.3.7. Block 7D: List all ALT numbers applicable to the item, or the appropriate alpha ALT code from CJCSM 3150.04. If the alpha ALT code is used, list all numeric ALT numbers in the Remarks block. Enter zero if no alteration has been performed or a dash mark if not applicable. NOTE: If an ALT code is not listed in CJCSM 3150.04, contact MAJCOM prior to submitting SCR to NOCM.

11.1.3.8. Block 7E: Enter appropriate PAL code from CJCSM 3150.04. Enter a dash mark if the PAL code does not apply.

11.1.3.9. Block 7F: Manufacture date of limited life components or pack date of parachutes.

11.1.3.10. Block 7G: Condition of the item listed in Block 7B. Use "Y" for yellow or serviceable, "R" for red or unserviceable.

11.1.3.11. Blocks 7H and 7I:

11.1.3.11.1. For installed components enter part and serial numbers for weapon in which the components are installed.

11.1.3.11.2. For removed components, enter "UN" in block 7H and a dash in block 7I.

11.1.3.11.3. For a weapon or CJCSM 3150.04 reportable TTI associated to a container or bolster during receipt, shipment, or when prepared for storage, enter the part number(s) of the container or bolster in block 7H. If a seal is applied to a container to preclude opening the container during a semi-annual inventory, enter the seal serial number in block 7I. Otherwise enter a dash in block 7I.

11.1.3.11.4. For a weapon or CJCSM 3150.04 reportable TTI associated to a delivery system (e.g. ACM, ALCM, etc.), enter the part number and serial number of the delivery system. For ICBM Systems, leave block 7H blank and enter the RS serial number in block 7I.

11.1.3.11.5. For items not associated to a delivery system or H-Gear, enter a dash in both blocks.

11.1.3.12. Block 8: Enter information as required to explain all changes reported on each line in Block 7. In addition:

11.1.3.12.1. For defects, enter information needed to prepare amplification sets required for WSR reporting. Include a clear, specific description of all defects currently applicable to the item. Do not reference TO paragraph numbers to describe defects. If a unit UR number is known, include it.

11.1.3.12.2. For SCRs used to document configuration of multiple carriage launch gear in lieu of a local build-up sheet, include the statement, "Serial numbers and configuration verified by:" and the name, rank, and signature of the person verifying the configuration (paragraph **11.8.4.**).

11.1.3.12.3. For SCRs used to document application of seals to containerized weapons, include the statement, "Content serial numbers and seal numbers installed verified by:" and the name, rank and signature of the second person performing the visual verification (paragraph **5.1.**).

11.1.3.12.4. For SCRs used to document removal of seals from containerized weapons, include the statement, "Content serial numbers and seal numbers removed and destroyed verified by:" and the name, rank and signature of the second person performing the visual verification (paragraph **5.1.**).

11.1.3.13. Block 9: Enter the WSR/QSR number(s) in which changes reported to the MASO in this SCR were subsequently reported to DTRA.

11.1.3.13.1. (Added) Leave blank when reporting change code “X”

11.1.3.14. Block 10 and 11: Name and signature of NOCM individual that verified the SCR for accuracy and timelines.

11.1.4. If the verification inspection of containerized weapons cannot be accomplished on the day of receipt, take the following actions pending completion of a verification inspection:

11.1.4.1. Prepare an AF Form 1764 for receipt and in block 8 add the statement "Interim report pending verification inspection".

11.1.4.2. List items on an AF Form 1297, **Temporary Issue Receipt** and obtain the signature of the weapons custodian, if applicable.

11.1.4.3. MASO will hold the AF Form 1297, DD Form 1348-1A and DD Form 1911 in suspense.

11.1.4.4. Upon completion of verification inspection, maintenance will prepare another AF Form 1764 showing receipt using the same SCR control number as the interim report. Attach the final AF Form 1764 to the interim AF Form 1764.

11.1.4.5. MASO will verify the accuracy of the WSR previously submitted. Process all documents held in suspense.

11.2. Weapon Status Report (WSR). Prepare WSRs using SWIM or DIAMONDS. Prepare and submit as outlined in CJCSM 3150.04. WSRs form the basis for summary reporting for the Joint Staff, DTRA, HQ USAF, the National Military Command System, and the National Command Authorities (NCA). DTRA requests corrections to WSRs received with errors through the responsible MAJCOM logistics agent. Corrections are due immediately upon MAJCOM notification to the unit. MAJCOMs discuss the type of error and the corrective action with the reporting activity, as they occur to preclude further errors. Recommendations for changes to the stockpile database or processing methods are made when discrepancies are noted.

11.3. Container Asset Report (CAR). This report is designated emergency status code C1 - Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned as prescribed, or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE. Prepare report, using SWIM or DIAMONDS, IAW procedures in TO 11N-100-4, *Custody, Accountability and Control of Nuclear Weapons and Nuclear Materiel*, Chapter 7. Submit report semi-annually as of the SIR effective date. In addition, report when receipt, shipment or changes in serviceability affect balances. Classify reports IAW CJCSM 3150.04.

11.4. Quality Assurance Service Test (QAST) Status Report (QSR). Prepare and submit for TTIs as outlined in CJCSM 3150.04, using SWIM or DIAMONDS. The purpose of this report is to ensure accurate accountability between DoD and DOE of Source and Special (SS) nuclear material. Requirements for inventory and reconciliation of SS material between DoD and DOE is covered in TO 11N-100-4. The QSR report is similar in format to the WSR.

11.4.1. Reporting changes for TTIs to the MASO. Maintenance personnel report status changes for TTIs to the MASO using procedures in paragraph **11.1.** above. The MASO reports status changes to DTRA, via a QSR.

11.4.2. Items that require TTI reporting. Reporting requirements apply to all TTIs that may or may not contain SS material. Reporting is by end item type (using a modified weapon code), and serial number.

11.4.2.1. If a reporting activity can verify the item either does or does not contain reportable quantities of SS material, they report the item as such using the appropriate letter in the fourth position of the TTI code (see CJCSM 3150.04). This verification is accomplished by reviewing the DOE Form 741 delivered to the service when the item is originally delivered. The DOE Form 741 indicates which SS material items are contained within the TTI.

11.4.2.2. If a reporting activity cannot verify whether or not the item contains reportable quantities of SS material, they must report the item using the "Unknown" identifier in the fourth position of the TTI code. DTRA then determines whether the item does or does not contain reportable

quantities of SS material through coordination with DOE. Once a determination is made, DTRA notifies the reporting activity of the determination through the MAJCOM logistics agent. The reporting activity then changes the TTI code of the item via a TTI code change on a subsequent QSR.

11.4.2.3. Once an item is verified and properly entered into the DTRA database, presence or lack of SS material need not be verified again. For TTIs shipped between Air Force activities, ensure the receiving activity is an info addressee on the shipper's QSR. The receiving activity then uses the TTI item code from the shipper's QSR to verify the presence or lack of SS material.

11.5. Unsatisfactory Report (UR). A UR is the only reporting mechanism to report unsatisfactory conditions or deficiencies relating to DOE-designed items, associated software and or Joint Nuclear Weapons System Publications. Report URs IAW T.O. 11N-5-1.

11.6. Weapons Information Report (WIR). A WIR is the reporting of Record of Assembly (ROA) information on specified "S" material to Sandia National Laboratories, Engineering Data Management Department. "S" material is defined as Major Assembly items or product entities which Department of Energy - Sandia National Laboratories have control. This information is needed to maintain records of component association in support of stockpile studies. Changes in association of any "S" material or changes of any serial or manufacturing-numbered weapon components associated with "S" material must be reported. Refer to 11N-35-50 for specific guidance.

11.7. Location Inventory Listing (LIL). This report contains unit stockpile information extracted from the Nuclear Management Information System (NUMIS) database at DTRA. DTRA/CSNOA prepares the LIL monthly and forwards it to the units. It is also available to MAJCOM logistics agents and NWD directly through the NUMIS system. The purpose of the report is to provide monthly reconciliation of unit records contained in SWIM or DIAMONDS and stockpile information contained in NUMIS. It also provides the unit a management tool for scheduling maintenance, and managing maintenance activities.

11.7.1. Maintaining the LIL. NOCM personnel maintain a master copy of the LIL. In order to ensure the ability to reconcile the LIL each month, NOCM personnel must post changes to the master copy of the LIL as they are reported via WSR. Posting copies of the LIL in other duty sections is optional. If other sections post the LIL, they should post portions of the LIL applicable to their duty section in a manner similar to that required of NOCM personnel. The LIL may be posted using a hard copy or electronically using the MS-Word version distributed by DTRA (see paragraph **11.7.1.5.** below for recommended electronic posting settings). At a minimum NOCM personnel must:

11.7.1.1. Post weapon shipment and receipts and changes to weapon codes, charge codes, and alpha alt codes in Part I.

11.7.1.2. Post changes to unassociated LLCs in Part II.

11.7.1.3. Post changes to installed LLC serial numbers, component codes, and due dates in Part III.

11.7.1.4. Post changes to IH and or OH status and changes to OUICs in Part IV.

11.7.1.5. If posted using MS-Word, the following settings are suggested:

11.7.1.5.1. Use a fixed font such as Courier New.

11.7.1.5.2. Turn on the "Track Changes" function in MS-Word, set deleted text to be red and strike-through and set added text as blue and underlined.

11.7.1.5.3. For additions (i.e. new weapon, or LLC received or removed) enter the information on a new line, using spaces to align appropriate entries with the corresponding information and column headings for the line above.

11.7.1.5.4. For deletions (i.e. weapon, or LLC shipped or installed) delete the entire line.

11.7.1.5.5. For changes, delete the old information (serial number, due date, IH or OH, charge code, etc.) on the original line and enter the new information on a new line below, using spaces to properly align the entry with the old information on the line above.

11.7.2. Monthly LIL Reconciliation. Within five duty days of receipt, NOCM personnel reconcile the new LIL against changes made on the old LIL.

11.7.2.1. Transactions reported after the effective date of the LIL, but before its receipt are carried forward.

11.7.2.2. NOCM personnel verify other discrepancies, if any, against the SWIM or DIAMONDS database and file copies of WSRs. Report to the MAJCOM any discrepancies that cannot be reconciled locally. The MAJCOM then assists the unit through coordination with DTRA to resolve the discrepancy.

11.7.2.3. Load (if necessary) and verify LLC kit pack dates, internal LLC serial numbers for weapons received since last LIL reconciliation into the SWIM or DIAMONDS database. Entries are made using procedures listed in the SWIM or DIAMONDS End-Users manual (Enter Associated Kit Serial Number function).

11.7.2.4. Once the LIL is reconciled, the NOCM individual who performed the reconciliation signs and dates the cover page of the report. If the LIL is posted electronically, perform this annotation in Microsoft Word.

11.7.3. Local distribution of the LIL. Once NOCM personnel reconcile and sign the master copy of the LIL, they distribute copies (paper or electronic) to other duty sections as required. If other sections post the LIL, it is their responsibility to reconcile their copy against the master copy maintained by NOCM personnel.

11.7.4. Semi-annual LIL Reconciliation. As a part of the semi-annual inventory reconciliation process, NOCM personnel verify the accuracy of the master copy of the LIL (with changes posted) against information contained on the completed blind inventory worksheets. At a minimum, ensure all serial numbers, weapon codes, and alpha alt codes of weapons in Part I, and all serial numbers of unassociated components in Part II are accurate as compared to information recorded on the blind inventory worksheets.

11.8. Nuclear Weapon Custody Documentation.

11.8.1. **Custody of Weapons, Major Assemblies, Test Items, and Components within the WSA/WS3/KUMMSC.** While secured in locked storage structures or Weapon Storage Vaults the Weapons Custodian retains custody of these items. The Weapons Custodian authorizes access to key and lock teams by signature on the WSAAL or AAAL prior to commander approval. Maintenance actions and movements occurring within the WSA/WS3/KUMMSC are controlled by approved work orders. No

documentation is required to transfer custody (i.e. SVA authority) between authorized individuals within the WSA/WS3/KUMMSC. For custody transfers of nuclear missile warheads to or from alert status follow procedures in paragraph **11.8.2.**

11.8.2. **Custody Transfer of Nuclear Missile Warheads to or from Alert Status.**

11.8.2.1. **Missile or Warheads to Alert Status.** For missile or warheads going to alert status, prepare AF Form 514, **Weapons Custody Transfer Document (Reentry Vehicle/Reentry System)**, in accordance with sample in **Figure 11.1.**

11.8.2.1.1. The weapon custodian:

11.8.2.1.1.1. Prepares an original and one copy of AF Form 514 (see paragraph **11.8.2.4.** and **Figure 11.1.** of this AFI for instruction on filling out the AF From 514), leaving individual signature blocks blank. Annotate the names on the document at the time of transfer. Establish control of the document by annotating the control register using an AF form 3126, General Purpose Form or locally by produced equivalent. You may overprint this form to identify headers and repeat data fields.

11.8.2.1.1.2. Completes items A and B, then transfers custody, by reentry systems serial number only, to the supervisor who is responsible for uploading the RS, transporting and subsequent mating of the reentry system to the missile. Transfer is accomplished by obtaining signature of the supervisor and entry of required data on the transfer document. **Figure 11.1.** items B, C, D, and E are examples and may change depending on location and situations.

11.8.2.1.1.3. Receives copy 1 of the transfer document after the transporting and mating supervisor has signed it.

11.8.2.1.1.4. Receives the original transfer document after the RS mate is completed and mate supervisor has signed it. Annotates date returned on the control register and files the document in the active file.

11.8.2.1.1.5. Receives a faxed or photocopy of the AF Form 524, **Missile Combat Crew Log**, after the MCCC or DMCCC have signed it and attaches it to the original transfer document. The weapons custodian attaches the completed copy 1 of AF Form 514 to the AF Form 524 received from MCCC and places it in the active file for RS alert status.

11.8.2.1.2. The transporting and mating supervisor:

11.8.2.1.2.1. Receives all AF Forms 514 from the weapons custodian and accepts custody by signing and entering other required data on the transfer document.

11.8.2.1.2.2. Provides copy 1 of signed transfer document to the weapons custodian.

11.8.2.1.2.3. Upon transport, the transporting supervisor transfers custody to the mating supervisor, if applicable.

11.8.2.1.2.4. Obtains verification of missile and warhead status from launch facility, after the RS is placed on alert.

11.8.2.1.2.5. Enters RS location, name of the MCCC or DMCCC, date, and time of transfer on the original transfer document.

11.8.2.1.2.6. Returns the completed weapons custody transfer document (original) to the weapons custodian.

11.8.2.1.3. The MCCC or DMCCC on duty:

11.8.2.1.3.1. Accepts custody of each RS mated during the shift by annotating the date, time, launch facility number, name of the mating/demating supervisor, and signature on AF Form 524 and sends a FAX or photo copy of the completed and signed copy of the AF Form 524 to the weapons custodian.

11.8.2.1.3.2. Briefs the MCCC coming on duty at shift change to include the number of RS mating and demating, by launch facility number, that occurred during the shift and the number RS, by launch facility, that are currently mated.

11.8.2.1.3.3. The MCCC or DMCCC coming on duty accepts custody for mated RS, as indicated by the launch control status panel, by signing and entering the time in the event action block.

11.8.2.2. **Swap of Missile Warhead on Alert Status between Launch Facilities.**

11.8.2.2.1. The weapon custodian:

11.8.2.2.1.1. Prepares an original and one copy of AF Form 514 (see paragraph **11.8.2.4.** and **Figure 11.2.** of this AFI for instructions on filling out the AF Form 514), leaving the individual signature blocks blank. Annotate the names on the document at the time of transfer. Establish control of the document by annotating the control register using an AF Form 3126 or local equivalent. You may overprint this form to identify headers and repeat data fields.

11.8.2.2.1.2. Gives AF Form 514 (original and one copy) to the demating or transporting supervisor.

11.8.2.2.1.3. On return of transfer document, annotates the control register to reflect the date the document was returned.

11.8.2.2.1.4. Removes copy of transfer document with attached copy of missile crew log that was placed in the active file when RS was initially placed on alert status. Attaches original copy of the signed transfer (swap) document and the copies of the missile crew logs (one demate and one mate) received from MCCC's.

11.8.2.2.1.5. laces all attached documents into the active file for RS on alert status.

11.8.2.2.2. The demating and transporting supervisor:

11.8.2.2.2.1. Enters the name of the MCCC or DMCCC, date, time, and assigned organization on AF Form 514 (original and copy) on removal of the RS from the launch facility.

11.8.2.2.2.2. Signs and enters other data on the document to transfer custody from the last MCCC on duty.

11.8.2.2.2.3. On transport, transfers custody to the transporting supervisor, if applicable.

11.8.2.2.3. The mating supervisor:

11.8.2.2.3.1. Signs custody transfer document from transporting supervisor, if applicable.

11.8.2.2.3.2. Obtains verification of missile and warhead status from launch facility, after the RS is placed in a hardened missile facility.

11.8.2.2.3.3. Enters on the AF Form 514 the location, time, date, and name of the MCCC or DMCCC.

11.8.2.2.3.4. Returns completed weapons custody transfer document (original) to the weapon custodian, retaining copy 1.

11.8.2.2.4. The MCCC or DMCCC on duty releases or accepts custody of each RS demated or mated during the shift by annotating the date, time, launch facility number, and name of the mating/demating supervisor on AF Form 524, and sends a (FAX or photo copy) of second copy of the log to the weapon custodian. MCCC or DMCCC accepting custody signs for the RS.

11.8.2.3. **Removal of Missile Warheads from Alert Status.**

11.8.2.3.1. The weapon custodian:

11.8.2.3.1.1. Prepares an original and one copy of AF Form 514 (see paragraph **11.8.2.4.** and **Figure 11.3.** of this AFI for instructions on filling out the AF Form 514), leaving the individual signature blocks blank. Annotate the names on the document at the time of transfer. Establish control of the document by annotating the control register using an AF Form 3126 or locally produced equivalent. You may overprint this form to identify headers and repeat data fields.

11.8.2.3.1.2. Gives AF Form 514 (the original and copy) to the demating or transporting supervisor.

11.8.2.3.1.3. On removal and return of the RS from alert status, the custodian signs and enters other required data on document accepting custody from the transporting and down-loading supervisor. Annotate the control register to reflect document return date, and remove copy of the transfer document with an attached copy of the missile crew log placed in the active file when the RS was initially placed on alert status. The custodian attaches it to original of the signed transfer (demate) document and the copy of the missile crew log received from the MCCC, and then places all attached documents in the inactive status file for all RS's removed from alert status.

11.8.2.3.2. The demating supervisor:

11.8.2.3.2.1. Enters on the AF Form 514 (original and copy) the name of the MCCC or DMCCC, time, date, and assigned organization on removal of the RS from launch facility.

11.8.2.3.2.2. Signs and enters other data on AF Form 514 to transfer custody from the last MCCC on duty.

11.8.2.3.2.3. On transport, transfers custody to the transporting supervisor, if applicable.

11.8.2.3.2.4. Returns the original and a copy of the AF Form 514 to the downloading supervisor or the weapon custodian.

11.8.2.3.3. The MCCC or DMCCC on duty releases custody of each RS demated during the shift by marking the date, time, launch facility number, and name of the mating/demating supervisor on the AF Form 524 and sends a FAX or photo copy to the weapon custodian.

11.8.2.3.4. The MASO:

11.8.2.3.4.1. Performs an audit, in conjunction with an appointed audit officer, of all completed transfer documents during the semi-annual inventory required in CJCSM 3150.04.

11.8.2.3.4.2. Assists the weapon custodian (if appointed) as needed to validate serial numbers of nuclear weapons or warheads on custody receipt.

11.8.2.4. **AF Form 514, Weapons Custody Transfer Document (Reentry Vehicle/Reentry System).**

11.8.2.4.1. For missile warheads going to alert status, prepare this form in accordance with the sample in **Figure 11.1.**

11.8.2.4.2. For a swap of missile warhead on alert status between launch facilities, prepare the form in accordance with the sample in **Figure 11.2.**

11.8.2.4.3. For the removal of missile warheads from alert status, prepare the form in accordance with the sample in **Figure 11.3.**

11.8.2.5. **AF Form 524, Missile Crew Log.** Prepare this form in accordance with the sample in **Figure 11.4.**

11.8.3. **Tracking Nuclear Weapons during Transfer to and from Combat Aircraft.** Weapon status and location are tracked carefully by various agencies during loading operations or exercises (i.e., munitions control, wing operations, maintenance operation center, and command post). Security is of paramount importance to ensure weapons are delivered to the flightline and returned to storage without incident. DOD C5210.41-M, *Nuclear Weapon Security Manual* implements procedures for controlling access to these items, including designation of SVAs. When the weapon moves from and to the storage area, armed security forces escort it. When loaded, close-in security forces control access as authorized by the SVA. Never move the weapon outside a secured area without armed escort! USAFE supplements these procedures, as required, to cover operations in PASs with WS3s.

11.8.3.1. Transporting and uploading weapons to combat aircraft.

11.8.3.1.1. Munitions Control prepares and issues a work order in two copies for the weapon movement based on mission tasking. Annotate the weapon(s) and serial number(s) on the work orders. Retain copy 2 in suspense and give copy 1 to the breakout crew chief.

11.8.3.1.2. The breakout crew chief verifies weapons serial number(s) on the work order to ensure they match serial number(s) of the weapon(s).

11.8.3.1.3. The convoy technical advisor (TA), line delivery crew chief, or mass area breakout supervisor also verifies the serial number(s) and confirms the delivery destination.

11.8.3.1.4. Upon delivery of the weapon(s), the convoy technical advisor marks the aircraft tail number on the work order, and returns copy 1 of the properly annotated work order to Munitions Control. Munitions Control keeps copy 1 in an active suspense file until the weapon(s) is returned to storage.

11.8.3.1.5. Upon upload of the weapon(s), the loading supervisor, line delivery crew chief, or convoy TA notify Munitions Control of the action and confirm the serial number(s) of the weapon(s) loaded, as well as the aircraft location and tail number on which the weapon(s) is loaded. Annotate any tail number changes to the suspense copy of the workorder.

11.8.3.1.6. Upon notification that the aircraft has been placed on alert, prepare an AF Form 1764 to reflect in-hand status of weapons and forward it to the MASO (paragraph **11.1.**). ***NOTE:*** If the weapon(s) will be returned to the storage prior to 2400 hours on the date of delivery, the convoy technical advisor may keep the work order and use it to return the weapon(s) to the storage area.

11.8.3.2. Relocating, deploying, or dispersing combat aircraft loaded with nuclear weapons.

11.8.3.2.1. Munitions Control must continually monitor the status and location of combat aircraft when they are loaded with nuclear weapons.

11.8.3.2.2. If aircraft are relocated to another parking location on base, update the location on appropriate status boards or in any automated tracking system(s).

11.8.3.2.3. If nuclear loaded aircraft are deployed or dispersed, prepare an SCR showing an in-hand shipment to the deployed or dispersed location and forward it to the MASO. See appropriate security classification guides and OPLANS for classification guidance when preparing these SCRs.

11.8.3.2.4. If deployed or dispersed aircraft are returned to home station, ascertain from the aircraft commander whether or not any changes to the aircraft load configuration occurred while it was away from home station. If so, arrange for MASO/Weapons Custodian verification of the new configuration. Prepare an SCR showing in-hand receipt for weapons returned to home station.

11.8.3.3. Downloading and transporting weapons from combat aircraft. Downloading and returning weapons to the storage area is basically the reverse of the upload procedure.

11.8.3.3.1. Upon notification that the aircraft has been removed from alert status, prepare an AF Form 1764 to reflect on-hand status of weapons and forward it to the MASO (paragraph **11.1.**).

11.8.3.3.2. Munitions Control prepares and issues a return movement work order (annotated with the weapons serial number(s) and aircraft tail number) and gives it to the delivery crew.

11.8.3.3.3. The convoy technical advisor verifies the serial number(s) of the weapon(s) and aircraft tail number and location from which weapon(s) are to be returned to storage, and provides confirmation to Munitions Control.

11.8.3.3.4. On return from the flightline, the weapon(s) and work order are turned over to the weapons maintenance shop who notifies Munitions Control.

11.8.3.4. Weapons recertification and document disposition.

11.8.3.4.1. The weapons maintenance shop holds the work order until they complete recertification of the weapon. After completing recertification action, they notify Munitions Control. Weapons maintenance sends copy 1 of the work order to Munitions Control as action is completed.

11.8.3.4.2. Munitions Control performs necessary verification of the documentation for any follow-on scheduling, location changes, serial number status, or other required actions.

11.8.3.4.3. If the weapons maintenance shop notes no discrepancies, remove copy 1 of the delivery work order from the suspense file. Destroy both the delivery and return work orders as outlined in AFMAN 37-139.

11.8.4. **Tracking Nuclear Weapons Mated to Multiple Carriage Launch Gear during Transfer to and from Combat Aircraft.**

11.8.4.1. Certifying multiple carriage launch gear configurations.

11.8.4.1.1. When building up pylons and launchers, prepare a buildup sheet to reflect the association of warhead serial numbers to air launched missiles and the built up missiles or bombs with the pylon or launcher. The maintenance team chief responsible for final assembly must prepare and sign the buildup sheet, and a knowledgeable senior NCO or officer must physically verify the serial numbers and configuration and certify doing so by signing the buildup sheet. The team chief and certifying individual must both initial beside any changes to the sheet. This certified document becomes the source document for tracking the location of those weapons during aircraft generation, alert, and return to the WSA.

Figure 11.1. AF Form 514, Weapons Custody Transfer Document Custody Transfer of Nuclear Missile Warheads to or from Alert Status.

WEAPONS CUSTODY TRANSFER DOCUMENT
(REENTRY VEHICLE/REENTRY SYSTEM)

1. CONTROL NUMBER: 00-01 (First two numbers are Fiscal Year, second two are report numbers)

2. RS SERIAL NUMBER: 9952

3. CUSTODY STATEMENT: *"I accept custodial responsibility for the items listed hereon. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below."*

A CUSTODIAN: NAME (Last, First, MI)	DUTY TITLE (Print)	ORGANIZATION B	TIME/DATE C	1 ACTION CODE D	LOCATION E
TRANSFERRED FROM (Signature) Jack Willis, Capt, USAF	Munitions Maintenance Custodian	5 MUNS			
RECEIVED BY (Signature) George Bradley, SrA, USAF	Munitions Team Chief	5 MUNS	0715 20000704	U/L	WSA
RECEIVED BY (Signature) Cedric Watson, MSgt, USAF	MMT Team Chief	5 MUNS	0800 20000704	U/L	WSA
RECEIVED BY (Signature) Terrence Black, AB, USAF	MMT Team Chief	5 MUNS	1100 20000704	T/C	K-08
RECEIVED BY (Signature) Nathan Faltisco, Maj, USAF	MCCC	740 MS	1400 20000704	M	K-08
RECEIVED BY (Signature)					
RECEIVED BY (Signature)					
RECEIVED BY (Signature)					

1. ACTION CODES: U/L-Upload M-Mate D/M-Demate D/L-Download T/C-Team (MMT) Change

AF FORM 514, 19991001 *(EF-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

Figure 11.2. AF Form 514, Weapons Custody Transfer Document Custody Swap of Missile/Warhead on Alert Status between Launch Facilities.

WEAPONS CUSTODY TRANSFER DOCUMENT
(REENTRY VEHICLE/REENTRY SYSTEM)

1. CONTROL NUMBER	2. RS SERIAL NUMBER
00-02 (First two numbers are Fiscal Year, second two are report numbers)	9953

3. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed hereon. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below."

A CUSTODIAN NAME *(Last, First, MI)*	DUTY TITLE *(Print)*	ORGANIZATION B	TIME/DATE C	1 ACTION CODE D	LOCATION E
TRANSFERRED FROM *(Signature)* TREVOR BENNETT, Capt, USAF	DMCCC	490 MS			
RECEIVED BY *(Signature)* ROBERT McKAY, SMSgt, USAF	MMT Team Chief	341 MXS	0715 20000812	D/M	K-08
RECEIVED BY *(Signature)* CHRISTOPHER VANHISE, Maj, USAF	MMT Team Chief	341 MXS	1045 20000812	T/C	K-08
RECEIVED BY *(Signature)* JULIE A. VANHISE, Maj, USAF	MCCC	564 MS	1230 20000812	M	P-28
RECEIVED BY *(Signature)*					
RECEIVED BY *(Signature)*					
RECEIVED BY *(Signature)*					
RECEIVED BY *(Signature)*					

1. ACTION CODES: U/L-Upload M-Mate D/M-Demate D/L-Download T/C-Team (MMT) Change

AF FORM 514, 19991001 *(EF-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

Figure 11.3. AF Form 514, Weapons Custody Transfer Document Removal of Missile Warheads from Alert Status.

WEAPONS CUSTODY TRANSFER DOCUMENT
(REENTRY VEHICLE/REENTRY SYSTEM)

1. CONTROL NUMBER	2. RS SERIAL NUMBER
00-03 (First two numbers are Fiscal Year, second two are report number)	9954

3. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed hereon. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below."

A CUSTODIAN		ORGANIZATION	TIME/DATE	1 ACTION CODE	LOCATION
NAME *(Last, First, MI)*	DUTY TITLE *(Print)*	B	C	D	E
TRANSFERRED FROM *(Signature)* DAIKA DEWOLD, Capt, USAF	DMCCC	319 MS			
RECEIVED BY *(Signature)* KERRY WRIGHT, SrA, USAF	MMT Team Chief	90 MXS	0800 20000522	D/M	R-28
RECEIVED BY *(Signature)* JON MITCHELL, TSgt, USAF	MMT Team Chief	90 MXS	1045 20000522	T/C	R-28
RECEIVED BY *(Signature)* JOE W. HUSKEY, SrA, USAF	Munitions Team Chief	90 MXS	1530 20000522	D/L	WSA
RECEIVED BY *(Signature)* CIRO DE LA VEGA, Maj, USAF	Munitions Maintenance Custodian	90 MXS			
RECEIVED BY *(Signature)*					
RECEIVED BY *(Signature)*					
RECEIVED BY *(Signature)*					

1. ACTION CODES: U/L-Upload M-Mate D/M-Demate D/L-Download T/C-Team (MMT) Change

AF FORM 514, 19991001 *(EF-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

Figure 11.4. AF Form 524, Missile Crew Log.

MISSILE COMBAT CREW LOG	DATE (YYYYMMDD) 20000915	PAGE 1 OF 2 PAGES
SQUADRON/LCC COLONEL DAVID PHILLIPS	CREW NUMBER S-202	
MISSILE COMBAT CREW COMMANDER 1LT LARRY BUTTERFIELD	DEPUTY MISSILE COMBAT CREW COMMANDER 2LT GEORGE BRADLEY	

The validity and integrity of installed TDI seals and launch/cooperative launch keys verified. I accept custody of 5 mated reentry systems as indicated by the launch control center status panel and as briefed by the off-going MCCC. Launch Facility number(s) Bravo does not contain mated reentry systems. SAS Container locked, verified secure.

COMMAND ACCEPTED	TIME	Z	CP INITIALS

MCCC SIGNATURE Larry Butterfield

DMCCC SIGNATURE George Bradley

TIME (Z)	LOCATION	EVENTS - REMARKS - ACTIONS
0800	Bravo Flt	Assumed command of Bravo Flight
0830	Bravo Flt	Launch Control Center daily checks complete

AF FORM 524, 2000XXXX (EF-V1) (Form Flow 2.15) PREVIOUS EDITION IS OBSOLETE. (Continued on reverse)

11.8.4.1.2. Use the buildup sheet only as the source document to establish the configuration of the pylon or launcher. If reportable changes occurred as a result of the buildup prepare a separate AF Form 1764 to report those changes (paragraph **11.1.**).

11.8.4.1.3. Forward the original of the certified buildup sheet (and AF Form 1764, if applicable) to the MASO. Maintain a copy of the certified buildup sheet in Munitions Control.

11.8.4.2. Transporting, uploading and downloading weapons mated to multiple carriage launch gear to or from combat aircraft. Base actions solely on pylon or launcher serial numbers, and follow the procedures in paragraph **11.8.3.**, except:

11.8.4.2.1. Show part numbers of the warhead and multiple carriage serial numbers (i.e. six each PN 321654-xx mated to pylon GP-0987) on the work orders rather than individual weapon serial numbers.

11.8.4.2.2. The convoy technical advisor and either the break out crew chief, line delivery crew chief, loading supervisor, or maintenance crew chief (as appropriate) verify the accuracy of the missile, warhead, and bomb configuration.

11.8.4.2.3. Units may elect to report in-hand or on-hand changes and in-hand receipts and shipments to the MASO based on launcher and pylon serial numbers only; however, if they do so, the MASO must maintain the certified buildup sheet showing the configuration of the launch gear at the time of the report for as long as they retain the SCR.

11.8.4.3. Swap of a single missile on a pylon or launcher, or a single bomb on loaded combat aircraft. Use the procedures below. Use the original work order as the controlling document.

11.8.4.3.1. Prepare a work order for the missile, warhead, or bomb going to the pylon or launcher, and another separate work order for the missile, warhead, or bomb being removed.

11.8.4.3.2. Both forms must contain standard entries, with different job control numbers and appropriate warhead or bomb serial numbers.

11.8.4.3.3. Add the following statement as it applies to a pylon or launcher and the missile or bomb going to or from a pylon or launcher: "To pylon (launcher) XX (serial number XX)" or "From pylon (launcher) XX (serial number XX)."

11.8.4.3.4. Reference the original job control number of the work order being held in suspense on each work order prepared for the swap.

11.8.4.3.5. At the time mating is completed return the work orders to control.

11.8.4.3.6. Prepare an updated certified build-up sheet.

11.8.4.3.7. Forward the original of the updated build-up sheet to the MASO and a copy to munitions control.

11.8.4.3.8. Munitions Control posts changes and cross-references the applicable work order movement documents to the original so it shows the current status of the load at all times. File the work orders and the copy of the updated buildup sheet with the original upload suspense paperwork until the weapons package is downloaded, returned, and recertified.

11.8.4.3.9. If the swap occurred after the aircraft assumed alert, prepare an AF Form 1764 showing applicable in-hand or on-hand changes for the swapped warheads or bombs and forward it to the MASO.

Chapter 12

LOGISTICS MOVEMENTS

12.1. General . This section establishes procedures and responsibilities for peacetime and emergency logistics movement of nuclear cargo. Commanders may deviate from these requirements during emergencies, but must maintain US custody of nuclear weapons and components. This section implements Department of Defense (DOD) Manual 4540.5M, *DOD Nuclear Weapons Transportation Manual.*

12.1.1. The preferred method of movement for nuclear weapons containing conventional high explosives is by Safe Secure Trailer (SST) or Safeguards Transporter (SGT). The Secretary of the Air Force or Commander of the unified/specified command will approve the movement by air of nuclear weapons that contain conventional high explosives (AFI 91-115).

12.1.2. Use nuclear-certified vehicles, support equipment, and procedures during all peacetime logistics movements. Equipment and test items that do not require certification are specified in the appropriate technical order.

12.1.3. Transport nuclear weapons as little as possible. Hazardous materials and non-mission essential personnel are not permitted on missions.

12.1.4. Safety and security of nuclear weapons movements are paramount. During peacetime movement planning, safety and security must be given higher priority than operational requirements in determining transportation modes and routes.

12.1.5. It is not necessary to take precautions to avoid satellite coverage during logistic weapons movements operations.

12.1.6. Use only qualified PNAF aircrews for air logistics movements of nuclear cargo.

12.1.7. Use DoD motor vehicles for logistics movement of nuclear weapons when the head of a DoD component or a unified or specified command determines vehicle use to be safer or more practical than using US military aircraft. The determination must be in writing and the authority to make this determination cannot be delegated. In such cases, maintain US military custody at all times.

12.1.8. Unclassified items do not require special airlift and need not be included in the NOSS. However, do not separate mixed loads of classified and unclassified special test items and test equipment. Mixed loads must be moved using a security level and procedures commensurate with requirements of the classified cargo.

12.1.9. Ensure local logistics plans are reviewed for safety and security vulnerabilities.

12.1.10. Emergency movement may be implemented if:

12.1.10.1. Authorized by either the Joint Chiefs of Staff (JCS) or by the commander of a unified or specified command, or their specifically designated representatives.

12.1.10.2. The security and or safety of nuclear weapons or components are endangered.

12.1.10.3. It is the only alternative to destruction or loss of the weapons.

12.1.11. DOD C5210.41-M and appropriate theater directives state the minimum requirements for security of nuclear weapons and their carriers. When instructions conflict, the most stringent security criteria apply.

12.2. Specific Responsibilities for Transporting, Shipping, and Receiving Nuclear Cargo.

12.2.1. **NWD Responsibilities.**

12.2.1.1. Special Assignment Airlift Missions (SAAM) Support.

12.2.1.1.1. Consolidate nuclear-related items on SAAMs when possible.

12.2.1.1.2. Send SAAM requests to HQ AMC TACC SCOTT AFB IL//XOOON by the 11th of each month. Identify airlift requirements, including tentative onload and offload locations, availability dates, and required delivery dates. Keep changes to SAAMs to a minimum; however, submit significant changes as they occur. Changes must be mission-essential with appropriate justification from the using command agency.

12.2.1.1.3. When required, request a Materiel Transfer Order (MTO) from Defense Threat Reduction Agency (DTRA) to release or transfer nuclear cargo.

12.2.1.1.4. Include hazardous cargo information in the SAAM request for nuclear-related cargo not listed in TO 11N-45-51A, Transportation *of Nuclear Weapons Materiel Shipping and Identification Data for Stockpile Major Assemblies*. Also, include applicability of the two-person concept, SWOG, and the appropriate security provisions of DOD C5210.41-M and theater directives.

12.2.1.1.5. Ensure the following logistics movement notification information be provided by AMC (and DOE for DOE movements) to enroute units and final destinations; the estimated time of arrival, departure, nature of cargo, fire fighting, and handling and support equipment requirements.

12.2.1.2. DOE ROSS Aviation Mission Support:

12.2.1.2.1. Provide Time Change Item Schedule (to include weapon type, serial number and expiration date, as required) message to all units receiving Limited Life Components (LLC) for replacement of expiring components in weapons and warheads.

12.2.1.2.2. Provide Time Change Item Support (deliveries or preparation) message to MFD for support of future OCONUS SAAM shipment(s).

12.2.1.3. DOE TSD SST/SGT Mission Support:

12.2.1.3.1. Request DOE transportation to support NOSS requirements for SST/SGT movements.

12.2.1.3.2. Provide Consignment Notification Message (with MTO) to support movements to or from DOE (Pantex/Amarillo) to affected units and MAJCOMS.

12.2.2. **MAJCOMS.**

12.2.2.1. MAJCOMS will schedule logistic movements of nuclear cargo in their Nuclear Ordnance Shipping Schedule (NOSS) (see Fig12-1).

12.2.2.1.1. Send the NOSS by priority message to: NWD KIRTLAND AFB NM//WNL/WNLO//, with information copies to HQ USAF WASHINGTON DC//ILMW//, HQ AFMC WRIGHT PATTERSON AFB OH//DRR-LGW//, HQ AMC TACC SCOTT AFB IL//XOOON//, DTRA ALEX WASHINGTON DC//CSNOW// DTRA ABQ KIRTLAND AFB

NM//CSNOA//, 898 MUNS KIRTLAND AFB NM//LGWS// and 896 MUNS NELLIS AFB NV//LGWS//.

12.2.2.1.2. Provide a monthly NOSS, which must arrive at NWD no later than the 7th of each month for airlift and ground requirements for the next month (e.g., February requirements must be submitted by the 7th of January). This report is designated emergency status code C3 - Continue reporting during emergency conditions using delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by electronic means, if possible. Continue reporting during MINIMIZE. The NOSS must also state MAJCOM-forecasted weapons shipment requirements for the next 60 and 90 days (see **Figure 12.1.** for format).

12.2.2.1.3. Submit significant NOSS changes to the 30-day firm requirements as they occur (but NLT 10 days prior to mission execution unless absolutely necessary). Since NWD requests logistics movements to use aircraft and DOE SST/SGT space efficiently and to minimize handling and exposing the cargo, request only those changes essential to the mission.

12.2.2.1.4. Ensure units are aware of responsibilities for SAFE HAVEN procedures according to TO 11N-45-51, DOD C5210.41-M and AFI 32-4001, *Disaster Preparedness Planning and Operations*

12.2.2.2. Consolidate nuclear-related items on Special Assignment Airlift Missions (SAAM) when possible. NOTE: MAJCOM must coordinate opportune cargo requests through AAC/NWLO to HQ AMC/TACC prior to mission start date.

12.2.2.3. LLC shipments may be scheduled in a NOSS.

12.2.2.4. Schedule shipments of nonnuclear major assemblies of nuclear weapons to and from locations by SAAM with sufficient priority to support scheduled maintenance. Schedule shipments in the MAJCOM NOSS.

12.2.2.5. Schedule Intra-Service shipments of denuclearized special test items, inert Type-3 weapons trainers (except Type-3E load trainers), and joint test assemblies (JTA) in the NOSS.

12.2.2.6. Do not schedule shipment of Type-3E load trainers, bomb dummy units (BDU), munitions dummy units (MDU), hand trucks, shipping and storage containers, or bolsters in the NOSS, except as opportune cargo with other scheduled shipments.

12.2.2.7. When practical, MAJCOMs may direct transport of trainers and JTAs by military surface mode.

12.2.3. **Units.**

12.2.3.1. Ensure all persons involved with logistics movement know their specific responsibilities, including those relative to the safety and security of the nuclear cargo and what to do in case of an enroute emergency such as accident, incident, or attempted hijacking. Drivers and escorts must have all available information on road conditions, weather, and emergency procedures.

12.2.3.2. Develop a written plan addressing logistics support according to AFI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materiel*. OCONUS units must develop and coordinate plan IAW host-nation support agreements.

12.2.3.3. If unit cannot support required movement scheduled in the NOSS due to conflicts with other events (i.e., runway closure or increased threat conditions), immediately contact your MAJCOM. Local generations and higher headquarters inspections or exercises are not adequate reasons to cancel or reschedule a movement once scheduled in the 30 day NOSS.

12.2.3.4. Organizations requiring logistic movement of Type 3A/B/C trainers or JTAs must forward a request to their MAJCOM. Type 3E trainers may be moved in CONUS by any available means.

12.2.3.5. Ensure proper equipment is on hand and available throughout the movement. Also ensure security forces, facilities, and equipment are on hand and used as required by DOD C5210.41-M and the theater directives.

12.2.3.6. Periodically check logistics movement plans and procedures with current intelligence data and local threat analyses to determine if security standards are being met. As soon as a movement is scheduled in the NOSS, provide all relevant threat information. Pass additional threat notifications immediately if threats arise as the shipment progresses.

Figure 12.1. NOSS Format.

INTRODUCTORY REMARKS AND INSTRUCTIONS.

PART I: 30-DAY FIRM REQUIREMENTS FOR MOVEMENT (Month & Year)

Paragraph Number (Note 1) (classification) MTN/ (Note 2)

From Location/ From Charge Code (Note 2)/ To Location/ To Charge Code (Note 2)

Quantity/ Weapon Code (Note 2)/ 11N45-51A Table & Line Number/

Serial Number(s) (Note 3)/

Available Date/ Required NLT Date/

Notes applicable to NOSS paragraph (Note 4).

PART II: 60-DAY FORECAST FOR MOVEMENT (Month & Year)

Paragraph Number (Note 1) (classification) MTN/ (Note 2)

From Location/ From Charge Code (Note 2)/ To Location/ To Charge Code (Note 2)

Quantity/ Weapon Code (Note 2)/ 11N45-51A Table & Line Number/

Serial Number(s) (Note 3)/

Available Date/ Required NLT Date/

Notes applicable to NOSS paragraph (Note 4).

PART III: 90-DAY FORECAST FOR MOVEMENT (Month & Year)

Paragraph Number (Note 1) (classification) MTN/ (Note 2)

From Location/ From Charge Code (Note 2)/ To Location/ To Charge Code (Note 2)

Quantity/ Weapon Code (Note 2)/ 11N45-51A Table & Line Number/

Serial Number(s) (Note 3)/

Available Date/ Required NLT Date/

Notes applicable to NOSS paragraph (Note 4).

PART IV: TRAINING MISSIONS (Only if Applicable)

Paragraph Number (Note 1) (classification) MTN/ (Note 2)

From Location/ From Charge Code (Note 2)/ To Location/ To Charge Code (Note 2)

Quantity/ Weapon Code (Note 2)/ 11N45-51A Table & Line Number/

Serial Number(s) (Note 3)/

Available Date/ Required NLT Date/

Notes applicable to NOSS paragraph (Note 4).

NOTES:

1. Paragraph numbers for Part I are numbered sequentially beginning with 1, 2, etc.

   a. Paragraph numbers for Part II are numbered sequentially beginning with A, B, etc..

   b. Paragraph numbers for Part III are numbered sequentially beginning with AA, BB, etc.

   c. Paragraph numbers for Part IV are numbered sequentially beginning with AAA, BBB, etc.

2. See CJCSM 3150.04A , *Joint Reporting Structure; Nuclear Weapons Reports*) for MTN, Weapon Code, and Charge Code Formats.

3. A maximum of six serial numbers per message line are permitted.

   a. "SHIPPER SELECT" indicates the "From" organization may select serial numbers.

   b. "MAJCOM SELECT" indicates serial numbers will be selected by the MAJCOM Logistics agent and specified prior to requirement becoming firm (i.e. this entry cannot be used in 30 day Part I)

4. For non-WR Items (i.e. JTAs, Trainers, etc.), specify TO 11N-20-11 line number in paragraph notes.

Chapter 13

SPECIAL WEAPONS INFORMATION MANAGEMENT (SWIM) SYSTEM PROCEDURES AND THE DEFENSE INTEGRATION AND MANAGEMENT OF NUCLEAR DATA SERVICES (DIAMONDS)

13.1. Security Measures.

13.1.1. Accreditation and Approval to Process Classified Information. The computer system used for the SWIM system must be properly accredited and approved for processing classified information up to Secret.

13.1.2. System Administration and Control. The MASO designates in writing, primary and alternate SWIM system administrator. Establish local procedures to ensure only authorized users have access to the system and data.

13.1.3. Proper Control of Classified Media. Establish local procedures to account for and ensure security of all classified removable electronic media used with the SWIM system, both at the primary duty section and any off site storage.

13.1.4. Develop written local procedures to continue SWIM processing in the event the primary SWIM system becomes inoperable.

13.1.5. Off-Site Storage. At a minimum, maintain the following items off site (in a building other than that where the primary SWIM system is located) for emergency or disaster recovery:

13.1.5.1. A backup removable SWIM hard drive containing (at a minimum) the appropriate Windows operating system, Oracle database software and current SWIM software.

13.1.5.2. A copy of the SWIM database that is no older than one month. (More frequent off site backups are encouraged.)

13.1.5.3. A computer system capable of running the SWIM software.

13.2. Alternate Processing Procedures. Develop local written procedures to be used in the event the primary SWIM system becomes inoperable. These procedures must ensure required reports are submitted on time and must ensure accurate accountability is maintained. Do not revert to manual reporting or accounting without MAJCOM approval.

13.3. WSR Emergency Processing and Recovery. In the event the Joint Staff declares WSR EMERG processing, continue processing all SWIM transactions in normal mode, but transmit only the WSR EMERG report IAW CJCSM 3150.04 and procedures in the SWIM Users Manual. By processing all transactions in normal mode, all Stock Record Accounting within the SWIM database will continue uninterrupted. In addition, for each session, create a normal WSR electronic message. Do not transmit the normal WSRs. Instead, archive these message reports until WSR EMERG reporting has ceased. At that time, DTRA will provide instruction on what procedures are required to update DTRA's NUMIS database. This may include transmission of archived reports, transmission of an out-of-cycle SIR, or other means.

13.4. Database Initialization. Initialization of the SWIM database creates a new set of stock record cards based on current entries in the Weapons database. Normally initialization of the SWIM database is only required during initial creation or, occasionally, during software upgrades. Initialize the SWIM stock

record database only during creation, when required by SWIM software updates, or with the approval of the parent MAJCOM. If database initialization is required:

13.4.1. Before any initialization ensure accurate data is reflected in the SWIM Stock Record database, as any errors in quantities will be transferred to the new stock record cards.

13.4.2. Print out a WCL, a copy of all stock record cards (active and inactive), and both document registers for ready reference. Use the WCL to verify serial numbers in the database after initialization. Retain the stock record cards and document registers at least until after the next audit is completed. Units may retain them for longer periods to support any upcoming inspections or staff assistance visits in order to preclude reverting to archived versions of SWIM software and database just to print out reference copies for inspection purposes.

13.4.3. Prior to initialization save a copy of the old database to the hard drive and to removable media. Label the media with the appropriate classification and beginning and ending dates of transactions included on the media. Archive a copy of the SWIM software, as configured at the time of the initialization, along with the old database. Retain the archived software and database removable media in the active files until after the next audit and in the inactive files for two years beyond that date.

13.4.4. After initialization, verify each stock record card in the database to ensure accurate beginning balance entries were posted.

13.4.5. Print out a new WCL and compare it to the one created in paragraph **13.4.2.** to ensure all serial number information is correct.

13.5. Database Maintenance.

13.5.1. Unauthorized Database Manipulation Is Prohibited. The SWIM database constitutes the official accountable records for the NOCM account. Database maintenance or manipulation directly (i.e. other than using approved SWIM transactions) using database software or other means is strictly prohibited without the expressed approval of the parent MAJCOM, in coordination with support programmers from DTRA. Normally most database errors can be corrected either through "abort, start-day-over" procedures contained in the SWIM User Manual, or through the use of approved SWIM transactions, which create a clear audit trail of actions taken to correct the database. See paragraph **13.6.** for approved database correction procedures.

13.5.2. Normal database maintenance (backup).

13.5.2.1. Perform a database backup to both the hard drive and removable electronic media during the end-of day procedure for each session where changes have been made to the database; this includes changes to the spares module. Name each database backup file with a unique, standard file-ID, consisting of the most current WSR report number followed by a hyphen and the most current QSR report number effective at the time the backup database is created. For example:

13.5.2.1.1. If WSR number 123 was created during the SWIM session, but no QSR was created, and the last QSR report submitted was Q11, the database would be named 123-Q11.

13.5.2.1.2. If QSR Q12 was created during the SWIM session, but no WSR was created, and the last WSR report submitted was number 123, the database backup file would be named 123-Q12.

13.5.2.1.3. If, during the next session, both WSR 124 and QSR Q13 are created, the database backup for that session would be named 124-Q13

13.5.2.2. In addition to backup database files maintained on the SWIM hard drive, maintain at least three removable media backup disks (i.e. floppies, zip disks, etc.). Keep two of these on site, and rotate them at least monthly or whenever the disk is full (whichever occurs first). Keep a copy of the oldest of the two on site disks at your off site location for disaster recovery. NOTE**:** OCONUS units not performing annual maintenance need comply only when accountable transactions have been posted to account.

13.6. Correction of Erroneous Entries. Existence of erroneous entries on stock record cards is acceptable provided they are promptly corrected when discovered and a clear audit trail is maintained. Changing quantities on existing entries automatically posted by SWIM, or deleting entries automatically posted by SWIM, destroys the audit trail and is strictly prohibited. Use the following procedures to correct erroneous entries in the database. If these methods are not adequate for the situation, contact the parent MAJCOM for guidance. In cases where a memo for record (MFR) is used, the memo must be prepared and certified by the MASO before any transactions are posted to the database. In the MASO's absence (leave, temporary duty, etc.), the NCOIC of NOCM accounting may certify the MFR on an interim basis and post the changes to the database. The MASO must review, date, and sign the MFR upon return.

13.6.1. Abort, Start-Day-Over Procedures. The preferred method for correcting erroneous entries found soon after their occurrence is through the "abort, start-day-over" function in SWIM. If an error is discovered before WSR transmittal, simply correct the problem by performing the "abort, start-day-over" function using the previous day's backup database, and re-entering transactions correctly for the day in question. If an error is discovered after end-of-day procedures and WSR transmittal, you may correct the problem by performing the "abort, start-day-over" function, using the previous (or last known correct) backup database, and re-entering transactions correctly for the session(s) since that session. In the event this approach is used:

13.6.1.1. In order to preserve the original audit trail along with any corrections, retain all original database backup files, with original backup database number names (See paragraph **13.5.2.1.** for original backup database naming conventions) and data as of the time original report was transmitted. Create a new file with a unique file-ID during end-of-day procedures of the recovery session. Name the backup database created during recovery as follows:

13.6.1.1.1. During the recovery session end-of-day procedures, back up the database adding an "A" suffix to the file name. For example, if the database file name for the original session was 123-Q11, name the correction database backup 123-Q11A. If the error occurred prior to the last session, you may need to recover more than one session to correct the problem. Name each recovery session backup database in the same manner. For example, if both 123-Q11 and 124-Q11 must be recovered, retain the original 123-Q11 and 124-Q11 files and name the recovery files 123-Q11A and 124-Q11A

13.6.1.1.2. If subsequent errors discovered after correction of previous databases require another recovery after an "A" database is created, retain both the original (123-Q11) and the first recovery (123-Q11A) databases and name subsequent corrected database(s) with the suffix B, C, and so on for each time a new corrected database must be created.

13.6.1.2. Compare original WSRs/QSRs and WSRs/QSRs created during end-of-day processing for the recovery sessions to ensure accuracy and determine WSR/QSR corrections required. Submit correction WSRs/QSRs as required IAW CJCSM 3150.04.

13.6.1.3. Review document registers and stock records of affected part numbers to ensure all posted entries are correct. The MASO is ultimately responsible for accuracy of all accountable records.

13.6.2. Sometimes, so much time has passed since the error occurred that the abort, start-day-over approach is impractical. This determination is a judgment call made by the MASO, in consultation with the parent MAJCOM. In the event this determination is made, process any correction transactions in a separate SWIM session, and perform an end-of day procedure following the correction session. If more than one correction is required, they may all be processed in the same correction session, but do not process correction transactions during the same session as normal transactions for the day. During end-of-day procedures for the correction session, name the resulting backup database IAW paragraph **13.6.1.1.** above. Review document registers and stock records of any affected part numbers to ensure accurate entries were posted. Do not transmit any WSR or QSR reports generated during the correction session. Instead review all WSR/QSRs created since the error occurred, and submit corrections as required IAW CJCSM 3150.04. After reviewing and submitting corrections, discard any WSR or QSR generated by SWIM during the correction session. Ensure the next WSR/QSR submitted is correctly numbered. The following are approved alternate methods to correct the SWIM database:

13.6.2.1. To correct a part number, process a part number change in SWIM. In lieu of an AF Form 4295, prepare an MFR (see paragraph **13.6.** above for MFR requirements) assign the MFR the next available document number from the Base Document Register. File the MFR in document control files.

13.6.2.2. If an item is received and posted to the database with an incorrect serial number, the incorrect serial number must be "shipped" out and the correct serial number must be "received" back to correct the problem. Process a receipt and shipment transaction for the item in SWIM. Use your base information for both from and to locations. Instead of normal receipt and shipping documents, prepare two copies of an MFR (see paragraph **13.6.** above for MFR requirements), and assign the shipping document number to one, and the receipt document number to the other. Use the next available document numbers from the appropriate document registers. File both documents in document control files.

13.6.2.3. To correct an item received in an incorrect color code, process a color code change in SWIM (see paragraph **13.6.2.** for WSR QSR correction requirements). In lieu of an AF Form 4295, prepare an MFR (see paragraph **13.6.** for MFR requirements) and assign it the next available document number from the base document register. File the MFR in document control files.

13.6.2.4. To correct an item received with an incorrect ALT code, process an ALT code change in SWIM (see paragraph **13.6.2.** for WSR QSR correction requirements). If the ALT code change also causes a part number change, correct the part number IAW paragraph **13.6.2.1.**

13.6.2.5. To correct other transactions, such as weapon code changes, which do not affect stock record balances, simply perform the appropriate transaction to correct the SWIM database. Discard the resulting WSR from the correction session. Instead review all WSR/QSR reports since the error occurred and submit corrections, as required by CJCSM 3150.04. Prepare an MFR to explain

the correction and attach it to the record copy of the WSR/QSR. Since no stock record balances are affected, do not assign a document number to the MFR.

13.6.2.6. If an error affects only the quantities posted on the stock record cards, it can be corrected using a reverse post (RVP) entry. Post the RVP to the next line on the stock record, entering quantities that reflect the reversing of the transaction and the document number of the erroneous transaction. On the next line of the stock record card, manually post the erroneous transaction correctly using the original transaction code and document number. Use the date the correction was made for both the RVP entry and the re-posting. To document the RVP, prepare an MFR explaining the problem and have it certified (see paragraph **13.6.** above for MFR requirements). Attach the MFR to the original source document for the transaction and return the document and MFR to the document control files.

13.6.2.7. If a software error causes incorrect posting, correct the stock records using a correction (COR) entry. To document the posting, prepare an MFR explaining the problem and have it certified (see paragraph **13.6.** above for MFR requirements). Attach a copy of the user feedback report to the MFR. Assign the MFR a document number from the base register and use that number to control the transaction. File the MFR in document control. Forward a copy of the user feedback report documenting the software problem to DTRA/CSNOW with an informational copy to the MAJCOM.

13.6.3. For corrections not covered by the procedures above, contact the parent MAJCOM for instructions.

13.7. Training, Test or Exercise Processing. Units may wish to create a training database or, from time to time, they may be asked to participate in test or exercise processing either in support of Beta testing of new SWIM software or in support of higher headquarters exercises, such as Global Guardian. Normally tests or exercises use a specific as-of date for baseline data to start the test or exercise. Specific instructions are included as a part of the request for the unit to participate, or in formal test or exercise plans. Test databases may be created from any end-of-day backup the unit desires.

13.7.1. It is imperative that training, test or exercise databases remain separate from the unit's actual database. The preferred method of maintaining this separation is to use the built in functionality for creating test, training and exercise data bases on the primary or backup SWIM hard drives.

13.7.2. Create backup databases on removable media separate from the unit's actual database backup files.

13.7.3. Unless otherwise directed, test and exercise databases may be deleted after the test or exercise period is over. Training databases should be deleted when no longer needed for training.

13.8. Assistance and Problem Reporting Procedures. DTRA/CSNOW, Alexandria, VA provides SWIM software and support. Send requests for support, training, and assistance in resolving difficulties with SWIM software to DTRA/CSNOW, through the parent MAJCOM. See the SWIM User Manual for additional information.

13.9. Defense Integration And Management of Nuclear Data Services (DIAMONDS)

13.9.1. DIAMONDS is a joint AF and Defense Threat Reduction Agency system automating nuclear maintenance and accountability activities. By entering information into the DIAMONDS database,

users update and produce the required reports or transactions. The DIAMONDS system is auditable and will replace many current paper process or accountable documents.

13.9.2. DIAMONDS is a WEB based system residing, on PC client and servers, laptop servers and a central server. The application consists of a WEB application, database, client browser and related software utilities, all of which reside on a laptop PC. Operation of the system is intended to be stand-alone except for synchronization of the laptop database with the Site server before and after data collection on the laptop. Several laptops may be in use at a location, which interface when required, with the site server.

13.9.3. The DIAMONDS system provides a common online portal to required information, within a secret environment. Connections between locations are established via commercial lines, a virtual private network (vpn) is then created to isolate DIAMONDS system traffic. Data is exchanged via a National Security Agency (NSA) approved cryptographic device, TACLANE (KG-175).

13.9.4. The nuclear community referenced by DIAMONDS is defined in the following terms:

13.9.4.1. Site/unit – military installation serves as a nuclear storage facility.

13.9.4.2. Central location – serves as a collection point for all information that requires coordination above the site level.

13.9.5. Site-specific data is stored on a server physically located at each facility. Each site may only access data relevant to that site.

13.9.6. Access to data at the central location within DIAMONDS is granted on a need to know basis.

13.9.7. When authorized by letter from HQ USAF/ILMW, units will use the identified DIAMONDS applications as their sole source for data entry, collection and historical documentation for accountable and non accountable transactions.

13.9.8. DIAMONDS Responsibilities.

13.9.8.1. System Administrator. Appointed in writing by the Weapons/Munitions Flight Chief/ Commander, the Administrators responsibilities include, but are not limited too,

13.9.8.1.1. Enrolling individuals into DIAMONDS

13.9.8.1.2. POC for contacting DTRA with system errors

13.9.8.2. Super User. Since users of this function do not require any verification of information input into the accountable system, this responsibility will be limited to no more then 5 users and is limited to shop chiefs or above, the MASO and select personnel assigned to NOCM (as deemed by the MASO).

13.9.8.3. Verifying Officials. This function allows individuals to verify information input into DIAMONDS by others. Since the system will not allow an individual to verify their own work, the Verifying Official can also be assigned other user roles and responsibilities.

13.9.8.4. Users. Users are individuals authorized to input data into the DIAMONDS system based on the roles and responsibilities assigned by their shop chief.

13.9.9. (Added) Policy on DTRA Intervention on Behalf of the Owning Unit in Unit Stockpile Data or Systems.

13.9.9.1. (Added) If a problem is beyond the capability of a unit to correct, at the request of both the Service Logistics Agent (SLA) and the unit, DTRA/CSNO will intervene to correct the problem. Each request will be documented for DTRA/CSNO, SLA, and Unit records. CSNO will not execute any intervention without approval of both the SLA and the unit.

13.9.9.2. (Added) DTRA/CSNO intervention may be required to aid in troubleshooting an error in DIAMONDS. DTRA/CSNO may use Proxy software as an intervention tool. This software allows DTRA CSNO, with the unit's concurrence, to view or manipulate DIAMONDS screens. When approved by the SLA and determined appropriate, remote training may also be provided using Proxy.

13.9.9.3. (Added) Intervention may be required to correct an error in the stockpile database that cannot be corrected via the nuclear weapons reporting process (i.e. WSR). This capability will be used as a last resort and will not be used if correction reports are possible. This may require a change to the local unit's database, as well as a change to the national stockpile database (NUMIS) on behalf of the owning unit. In this situation, the unit will send a Correction WSR using the "AMPN line" to indicate the change made on their behalf.

Sole Vouching Authority - An individual responsible for verifying a persons need to enter a no-lone zone/exclusion area prior to granting them access.

13.10. Forms Prescribed.

13.10.1. AF Form 1764, **Status Change Report.**

13.10.2. AF Form 4295, **NOCM Stock Change Voucher.**

13.10.3. AF Form 514, **Weapons Custody Transfer Document.**

13.10.4. AF Form 524, **Missile Combat Crew Log.**

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DCS/Installations and Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Manual 3150.3, *Nuclear Force Security and Survivability* (S2)

DoD Manual 4160.21-M, *Defense Reutilization and Marketing Manual*

DoD Manual 4540.5-M, *DoD Nuclear Weapons Transportation Manual*

DoD Manual 5200.1-R, *Information Security Program*

DoD Instruction 5210.41-M, Nuclear Weapons *Security Manual*

CJCSM 3150.04, *Joint Reporting Structure; Nuclear Weapons Reports*

AFPD 21-2, *Nonnuclear and Nuclear Munitions*

AFI 11-204, *Operational Procedures for Aircraft Carrying Dangerous Materiel*

AFI 11-299, *Nuclear Airlift Operations*

AFI 21-101, *Aerospace Equipment Management*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-110, Vol. II, *Standard Base Supply Customers Procedures*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*

AFI 31-209, *Air Force Resource Protection Program*

AFI 31-401, *Information Security Program Management*

AFI 32-1065, *Grounding Systems*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 36-2201, *Developing, Managing and Conducting Training*

AFMAN 36-2245, *Managing Career Field Education and Training*

AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*

AFMAN 37-139, *Records Disposition Schedule*

AFI 40-201, *Managing Radioactive Materials in the U.S. Air Force*

AFOSH Std 48-8, *Controlling Exposure to Hazardous Materials*

AFOSH Std 48-137, *Respiratory Protection Program*

AFI 90-201, *Inspector General Activities*

AFOSH Std 91-31, *Personnel Protective Equipment*

AFOSH Std 91-32, *Emergency Shower and Eyewash Units*

AFOSH Std 91-43, *Flammable and Combustible Liquids*

AFOSH Std 91-46, *Materials Handling and Storage Equipment*

AFOSH Std 91-56, *Fire Protection and Prevention*

AFOSH Std 91-66, *General Industrial Operations*

AFI 91-101, *Air Force Nuclear Weapon Surety Program*

AFI 91-103, *Air Force Nuclear Safety Certification Program*

AFMAN 91-201, *Explosive Safety Standard*

AFI 91-202, *The Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigation and Reports*

AFI 91-301, *Air Force Occupational Safety Fire Protection and Health (AFOSH)*

AFMAN 136-824, Vol. II, *Combat Ammunitions System-Base (CAS-B) Users Manual*

C-1100-ML/IL (CM), *Nuclear Ordnance Stock Listing*

DTRA001-99-C-043*, SWIM End Users Manual*

EUCOM Dir 60-12, *Nuclear Surety Management for WS3*

TO 00-5-2, *Technical Orders Distribution System*

TO 00-20-1, *Aerospace Equipment Maintenance General Policy and Procedures*

TO 00-20-5, *Aerospace Vehicle Inspection and Documentation*

TO 00-20-14, *Air Force Metrology and Calibration Program*

TO 00-5-19, *Security Assistance Technical Order Program*

TO 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*

TO 00-35D-54, *USAF Deficiency Reporting and Investigation System*

TO 00-110N-16, USAF *Nuclear-Certified Equipment and Software*

TO 11N-4-1, *Glossary of Nuclear Weapons Materiel and Related Terms*

TO 11N-5-1, *Unsatisfactory Reports*

TO 11N–20-11, *General Firefighting Guidance*

TO 11N-35-7, *Inspection Records*

TO 11N-35-50, *Instructions for Completion of Nuclear Weapon Information Reports*

TO 11N-35-51, *General Instructions Applicable to Nuclear Weapons*

TO 11N-40-1, *Field Modernization and Retrofit Orders*

TO 11N-45-51 series, *Transportation of Nuclear Weapons Materiel*

TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel* (limited distribution)

TO 11N-100-2, *Supply Management of Limited Life Components*

TO 11N-100-4, *Custody, Accountability, and Control of Nuclear Weapons and Nuclear Materiel*

TO 44H2-3-1-101, *Operation and Maintenance Instruction, High, Medium and Low Security Hardware*

Abbreviations and Acronyms

AAC—Air Armament Center

ACC—Air Combat Command

ACM—Advanced Cruise Missile

AF—Air Force

AFA—Arming and Fuzing Assembly

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFSC—Air Force Safety Center or Air Force Specialty Code

AFSPC—Air Force Space Command

AFTO—Air Force Technical Order

ALC—Air Logistics Center

ALCM—Air Launched Cruise Missile

AMC -—Air Mobility Command

AWM—Awaiting Maintenance

AWP—Awaiting Parts

BA—Basic Assembly

BDU—Bomb Dummy Unit

CAS—Combat Ammunition System

CAS-B—Combat Ammunition System - Base

CDS—Command Disable System

CE—Civil Engineering

CIC—Controlled Item Code

COMSEC—Communications security

CONUS—Continental United States

CSM—Code Storage Module

CTG —Code Transfer Group

DIFM—Due in from Maintenance

DM—Deployment Module

DoD—Department of Defense

DOE—Department of Energy

DOE/ALO—DOE Albuquerque Liaison Office (recently renamed NNSA)

DOT—Department of Transportation

DSRL—DOE Spares Repair List

DTRA—Defense Threat Reduction Agency

DRMO—Defense Reutilization and Marketing Office

DVS—Direct Vendor Support

ED—Emergency Disable

ERRC—Expendability, Recoverability, Reparability Code

EUCOM—European Command

FAD —Force Activity Designator

FE ——Base Equipment Account

FK—Manual Munitions/Weapons Account (SWIM)

FOA—Follow-on Alert

FOB—Found on base

FSC—Federal Supply Class

FTU—Flight Test Unit

FV—Combat Ammunition System - Base Account

GBL—Government Bill of Lading

GM—General Maintenance

GSA—General Services Administration

HQ—Headquarters

IAD—Inventory Adjustment Document

IAV—Inventory Adjustment Voucher

ID—Identification

IPI—In Process Inspection

IRC—Inspection Record Card

ISSL—Initial Spares Support Lists

JCS—Joint Chiefs of Staff

JQS—Job Qualification Standard

JTA—Joint Test Assembly

JTS—Joint Test Subassembly

KUMMSC—Kirtland Underground Munitions and Maintenance Storage Center

LGM —Limited General Maintenance

LIL—Location Inventory List

LLC—Limited Life Component

LLCE—Limited Life Component Exchange

LME—Locally Manufactured Equipment

LNSI—Limited Nuclear Surety Inspection

MAJCOM—Major Command

MASO—Munitions Accountable Systems Officer

MCCC—Missile Combat Crew Commander

MCL—Maintenance Capability Letter

MRA—Material Return Authorization

MSAD—Mechanical Safe and Arm Device

MTO—Materiel Transfer Order

MOB—Main Operating Base

MUNS—Munitions Squadron

MUNSS—Munitions Support Squadron

MXG—Maintenance Group

NCA—National Command Authorities

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

NNSA—National Nuclear Security Agency

NOSS—Nuclear Ordnance Shipping Schedule

NRIU—Nuclear Remote Interface Unit

NRTS—Not Repairable This Station

NSN—National Stock Number

NWD—Nuclear Weapons Directorate

OPC—Ownership and Purpose Code

OUIC—Operational Unit Identification Code

PAL—Permissive Action Link

PC—Parachute

PNAF—Prime Nuclear Airlift Force

PQDR—Product Quality Deficiency Report

PRP—Personnel Reliability Program

Pub—Publication

QA—Quality Assurance

QAST—Quality Assurance Service Test

QSR—QAST Status Report

QTY—Quantity

RDD—Required Delivery Date

RF—Response Force

RS—Reentry System

RTU—Radar Test Unit

RV—Reentry Vehicle

RWT—Realistic Weapon Trainer

SAAM—Special Assignment Airlift Mission

SBSS—Standard Base Supply System

SCR—Status Change Report

SDT—Second Destination Transportation

SERV—Serviceable

SEV—Stockpile Emergency Verification

SF—Standard Form or Sandia Form (Specified)

SGT—Secure Government Trailer

SIR—Semiannual Inventory Report

SO—Special Order

SOS—Source of Supply

SRAN—Stock Record Account Number

SRD—Standard Reporting Designator

SS—Source and Special

SSAN—Social Security Account Number

SST—Safe Secure Trailer

STS—Stockpile-to-Target Sequence

SWIM—Special Weapons Information Management

SWOG—Special Weapons Overflight Guide

TC—Team Chief

TCTO—Time Compliance Technical Order

TM—Team Member

TMO—Transportation Management Office

TODO—Technical Order Distribution Office

TO—Technical Order

TPC—Two-Person Control

UCML—Unit Committed Munitions List

UJC—Utilization Justification Code

UNASSOC—Unassociated

UND—Urgency of Need Designator

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USAL—Unit Spares Authorization Listing

UR—Unsatisfactory Report

URC—Universal Release Code

WCL—Weapons Custody Listing

WH—Warhead

WMT—Weapons Maintenance Truck

WR—War Reserve

WS3—Weapon Storage and Security System

WSA—Weapon Storage Area

WSAAL—Weapons Storage Area Authorization List

WSR—Weapon Status Report

Terms

NOTE:
(also refer to following references for additional terms and definitions)
AFI 91-101, *Air Force Nuclear Weapons Surety Program* (U:U)
CJCSM 3150.04*, Joint Reporting Structure - Nuclear Weapons Reporting* (U:S-FRD)
Joint Pub 1-02, *DOD Dictionary of Military and Associate Terms*
T.O. 11N-4-1, *Glossary of Nuclear Weapons Material and Related Terms* (U:U)
T.O. 11N-4-1A, *Glossary of Nuclear Weapons Material and Related Terms* (U:SRD)

Active Files—Documentation retained and filed within the current fiscal or calendar year.

Active Reserve Weapons or Warheads—Weapons or Warheads in excess of requirements designated by JCS for retention to meet potential contingencies**.**

Active Stockpile Weapons or Warheads—Weapons or warheads maintained in an operational status to support operational and logistical requirements. Includes both those weapons or warheads fielded and those on active reserve.

Air Force Owned Equipment—See Military Spares

Assemble—An accounting term for nuclear weapons/warheads configured for integration onto delivery vehicles. Examples include ICBM warhead with fwd/aft sections mated (referred to as re-entry vehicles (RV)), W80s mated to missiles and gravity weapons.

Associate—1. An accounting term for nuclear weapons/warheads configured onto an intermediate delivery device. Examples include RVs mated to reentry systems (RS) and air launched missiles/gravity weapons mated to pylons/launchers. This accounting term does not apply to gravity weapons at tactical units. 2. A term applicable to nuclear weapons and components reflecting direct relationship with shipping and storage containers and/or handling units.

Base Spares—Parts and components funded for, procured, and owned by DOE and furnished to the DoD for use in maintaining and repairing War Reserve (WR) nuclear weapons and DOE-owned equipment supplied to DoD with the WR weapon. Parts remain the property of DOE regardless of custody. They include war reserve weapons, war reserve major assemblies, components, LLCs, handling equipment, retardation devices (parachutes), containers and bolsters, accessories (cables, etc.), test and control equipment, group-X kits, and spare parts for these items.

Blind Inventory Worksheet—A locally developed worksheet used to record item identification, locations, quantities, configuration and serial numbers (if applicable) of items being inventoried. At the beginning of the inventory, the worksheet is blank except for a part number, and column headings for location, quantity, serial number, or other information to be recorded during the inventory. No specific identifying information pertaining to the items being inventoried is included on the worksheet until the items are visually verified (hence the term blind inventory). As the inventory is conducted, information pertaining to the specific items found during the inventory is added to the worksheet as each item is visually verified.

Certified Equipment—Consists of support equipment, combat delivery vehicles, and non-combat delivery vehicles that received a nuclear safety engineering evaluation. Certified equipment approved for use with nuclear weapons is identified in TO 00-110N-16, *Equipment Authorized for Use with Nuclear Weapons*.

Certified Procedures—Procedures approved by technical evaluation and published in either US Air Force technical orders or non-US technical publications approved by the US Air Force.

Certifying Official—(see Nuclear Weapons Certifying Official)

Charge Codes—A CJCSM 3150.04 alphanumeric code, which reflects the allocation and deployment status of reported items as assigned by the commander of the unified or specified or component commander.

Class II Components—Weapon components composed of fissionable or fusionable materials that contribute substantially to nuclear energy released during detonation.

Commander—Unless otherwise specified, "commander" in this AFI is defined as the squadron or detachment commander. It does not include the squadron section commander.

Consignee—Receiving organization.

Consignor—Shipping organization.

Consumption Issue—An issue whereby the item is considered consumed and dropped from the account when given to the requester.

Container—A box or enclosure capable of housing a nuclear weapon or component for the purpose of storage or transportation.

Controlled Area—A security area adjacent to or encompassing limited or exclusion areas. Within this area uncontrolled movement does not permit access to a security interest (i.e. nuclear weapon). The controlled area is designed for the principal purpose of providing administrative control and safety, and a buffer area of security restrictions for limited or exclusion areas.

Critical Component—A component of a nuclear weapon system that if bypassed, activated, or tampered with could result in or contribute to deliberate or inadvertent authorizing, prearming, arming, or launch of a combat delivery vehicle carrying a nuclear weapon, or the targeting of a nuclear weapon to other than its planned target. HQ AFSC/SEW designates critical components.

Custodial Agent—An officially appointed individual acting on behalf of and for the weapons custodian in maintaining control of access of U.S. nuclear weapons and maintaining control of weapons prior to release. This term is usually associated with Security Force related duties of protecting nuclear resources.

Custodian—The commander of a U.S. custodial unit. (See Weapons Custodian).

Custodial Unit—A U.S. unit designated to maintain custody of nuclear weapons.

Custody—The responsibility for the control of, transfer and movement of, and access to, weapons and components. Custody also includes maintaining accountability for weapons and their components.

Demate—To remove air-launched missile (with or without warhead) or weapon from a pylon or launcher; to remove a RS from a Peacekeeper Stage 4 or MMIII Missile Guidance Set.

Disassemble—An accounting term for the basic configuration of nuclear devices. These items may or may not be placed in shipping and storage containers, trailers, maintenance stands and etc. Examples include ICBM warheads without fwd/aft sections mated and W80s not mated to missiles.

DOE Spares—See Base Spares.

DOE Spares Repairable Items—Base Spares which are listed on the DOE Spares Repairable List published by DOE/AL/WPD.

DOE-designed Special Equipment Items—Support equipment items designed by DOE used to support and maintain DOE-designed weapons trainers and equipment.

Emergency Loading Procedures—For emergency logistic movements, aircraft are loaded and weapons restrained in accordance with applicable aircraft loading instructions. Aircrews may refer to applicable aircraft nuclear weapon loading technical order (-16) on guidance for tiedown patterns and procedures. The maximum tested loads depicted in these technical orders may exceed plutonium limits but must satisfy all other nuclear safety requirements.

Exclusion Area—Any designated area containing (or prepared to contain) one or more nuclear weapons.

Handling—Physically maneuvering weapons either directly or indirectly by people (i.e. sliding, lifting, hoisting, over short distances using manpower, tugs, cranes, forklifts or hoists).

H-Gear—Specially designed devices or apparatus intended for use in assembling, disassembling, handling, transporting or containing weapons or weapons materials. Special equipment items are designated with an "H" designation in their nomenclature.

In-Hand—An accounting term for deployment of intermediate delivery device (or gravity weapons in tactical units) to actual delivery vehicle. Examples include RS mated to MMIII/PK missile, pylon/ launcher mated to aircraft, and in the case of tactical units, gravity weapons mated to aircraft.

In-Process Inspection (IPI)—An IPI is defined as an additional supervisory inspection or verification step at a critical point in the installation, assembly or re-assembly of a system, subsystem or component.

Inactive Files—Documentation retained and filed for prior fiscal or calendar year(s).

Inactive Stockpile Weapons—Weapons or Warheads retained in a non-operational status for augmentation or replacement of weapons or warheads in the active stockpile.

Inert Devices—Devices not containing hazardous materials, but closely resembling nuclear items or explosive items that are classified as hazardous. Inert devices include those used primarily for testing, demonstrating, or training. (Certain non-war reserve bombs and warheads and some developmental test units have a permanent exterior marking denoting "high explosive" or "inert." A permanent marking is not intended to describe the hazards to personnel who are handling the weapons. For example, explosive charges or other hazardous components or materials may be present in weapons marked "inert." The shipper must identify hazardous materials).

Installed—A term applicable to nuclear components/subsystems and their presence/ installation in/on a nuclear weapon/warhead/device. Examples included limited-life components, parachutes, etc.

Joint Test Assembly—A DOE developed configuration based on DOE-DoD requirements for use in a joint flight test program, comprised of a joint test subassembly and WR weapons components.

Limited Area—A security area containing one or more security interests. Within the area, guards or internal controls, depending on the nature of the activity, can prevent access by unauthorized persons to the security interests.

Limited Life Component—Any item listed in T.O. 11N-100-2 or so designated by DOE.

Logistics Movement—The transport of nuclear weapons by any appropriate noncombat delivery vehicle outside a permanent limited or exclusion area.

Logistics System—The organization, vehicles, and support equipment employed for the loading, movement, and transfer of nuclear weapons and nuclear components (except limited life components) but explicitly excluding nuclear-capable combat delivery vehicles.

Mate—To place an air-launched missile (with or without warhead) or weapon on a pylon or launcher; to place a RS on a Peacekeeper Stage 4 or MMIII Missile Guidance Set.

Military Spares—Parts and components funded for, procured, and owned by DoD and required for support of DoD or DOE produced training weapons (Type 3), and all cable test (CT) disablement equipment (DE), test (T), use control (UC) and handling (H) equipment (except those DOE-owned items supplied to the DoD with WR weapons), loading and handling shapes, aircraft nuclear weapons components, and spare parts for these items.

Noncombat Delivery Vehicle—Any vehicle, other than combat, used to move nuclear weapons, but not subject to the specific nuclear weapon systems safety rules approved by the Secretary of Defense, as implemented by AFI 91-101, *Air Force Nuclear Weapon Surety Program.*

Nonoperational—A reportable item that is either defective to the extent that the assembly is rendered unsuitable for employment, is subject to a hold order that prohibits all operational use until a specified defect is remedied, or that contains any major component (including, but not limited to an LLC) that has exceeded its expiration date. Also referred to as Red.

Nuclear Cargo—Nuclear weapons, nuclear warheads, and Class II components containing active materiel prepared for logistics movement.

Nuclear Ordnance Controlled Materiel (NOCM)—All items used on or with any nuclear weapons which must be specifically controlled because of design, security, or quality control requirements. These include DOE special design items and DOE controlled commercial items, collectively referred to as Base Spare items and include Military special design items and Military controlled commercial items, collectively referred to as Military Spares.

Nuclear Ordnance Shipping Schedule (NOSS)—A Major Command (MAJCOM) monthly forecast of logistics movement of nuclear and nuclear-related cargo.

Nuclear-Related Cargo—Nuclear training and test weapons, non-nuclear components of nuclear weapons, limited life components, and equipment associated with the logistics management of nuclear weapons.

Nuclear Weapon—A complete assembly (i.e., implosion type, gun type, or thermonuclear type), in its intended ultimate configuration that, upon completion of the prescribed arming, fuzing, and firing sequence, is capable of producing the intended nuclear reaction and release of energy.

Nuclear Weapons Certifying Official—Individual appointed to certify personnel, IAW **Chapter 3**, to perform nuclear weapons maintenance and handling tasks.

On-Hand—An accounting term for a nuclear weapon/warhead not deployed on intermediate delivery device or to actual delivery vehicle. Examples include warhead/weapon in storage mated to MMIII/PK reentry system, pylon/launcher mated to aircraft, and in the case of tactical units, gravity weapons mated to aircraft.

Operational—The status of a weapon when ready to discharge its prime function. Also referred to as Yellow.

Operational Movement—The positioning of weapons to ensure the operational readiness of nuclear-capable strike forces. Operational movements include those related to immediate operational readiness such as: assumption of an alert posture; various categories of exercises involving removal of a weapon from its normal storage location, preparation for use, exercise loading, and return to storage; maintenance operations involving removal of a weapon from alert for repair, inspection, or return to storage; and those movements such as hurricane flyaways and other emergency evacuations, related to the safety and security of the nuclear force.

Overseas Preposition Base—An overseas location that supports an inbound Special Assignment Airlift Mission direct from a CONUS MFD and temporarily storing LLC or Group X kits for later shipment to another overseas location(s) via a separate SAAM directed by HQ USAFE. A base that supports an overnight (RON) SAAM that continues to move LLC cargo to a final destination is not a preposition base.

Primary Nuclear Airlift Force (PNAF)—The aircraft and aircrew that provide peace-time logistical airlift support for the movement of nuclear weapons and or nuclear components.

Removed—A term applicable to nuclear components/subsystems and their absence/ removal from a nuclear weapon/warhead/device. Examples included limited-life components, parachutes, etc.

Reportable Change —Any transaction applicable to a reportable item. For example, receipt, shipment, completion of an alteration, change in configuration, and change in allocation, suballocation, or deployment charges.

S-Material—Major assembly items or product entities over which Department of Energy/ Sandia National Laboratories has technical control.

Safe Haven—Temporary storage provided to DOE classified equipment transporters at DoD facilities in order to assure safety and security of nuclear material and or non-nuclear classified material during civil disturbances, natural disasters, or other conditions which could affect the safety or security of the DOE shipment. Also includes parking for commercial vehicles containing Class A or Class B explosives.

Safe Secure Trailer (SST)/Secure Government Trailer (SGT)—A modified semitrailer used for highway transit of special nuclear materiel including nuclear weapons. It includes armored, penetration sensing and deterrent materials. The Department of Energy (DOE) owns and operates all SST/SGTs.

Second Destination Transportation (SDT)—A term used in transportation budgetary funding processes to identify required internal Department of Defense (DOD) movement of nuclear cargo.

Sole Vouching Authority—An individual responsible for verifying a persons need to enter a no-lone zone/exclusion area prior to granting them access.

Special Assignment Airlift Mission (SAAM)—All domestic requirements and those requiring special pickup or delivery at points other than those within the established channel airlift route patterns and those that require special handling due to weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

Special Weapons Information Management-System (SWIM)—Multi-Service stand-alone microcomputer-based system designed for unit-level nuclear capable organizations. It provides standard automated programs and procedures for all Department of Defense services to facilitate CJCSM 3150.04 reporting requirements. It simplifies the report generating processes and thereby improves the accuracy of the reports. It contains automated stock record accounting features similar to manual record requirements.

Special Weapons Overflight Guide (SWOG)—A United States Air Force-developed guide, applicable to all elements of the DOD, that delineates areas authorized for overflight by United States aircraft carrying nuclear weapons and the specific security classification for overflight of foreign countries.

Support Equipment—All equipment required to perform the support function, except that which is an integral part of the mission equipment. It does not include any of the equipment required to perform mission operation functions. Support equipment consists of: tools; test equipment; automatic test equipment (ATE) (when the ATE is a support function); organizational, field, and depot support equipment; and related computer programs and software.

Test & Training Items (TTI)—Items which are similar to WR weapons in physical characteristics, but are not used for training, testing or evaluation purposes. TTI are specially designed to test weapons, weapons materials, or operations involving the testing of weapons or weapons material.

Unassociate—A term applicable to un-associating nuclear weapons/warheads/ device and components with shipping and storage containers and/or handling units.

Unit Spares Authorization Listing—A listing of DOE spares and minimum and or maximum levels, approved by the MAJCOM, to be stocked at a unit.

War Reserve—Nuclear weapons and nuclear weapons material intended for employment in the event of a war.

Weapons Custodian—The individual having the guardianship and safekeeping of nuclear weapons, their components and of source and special materials.

Weapons Status—Two categories of weapons status are used: Red (nonoperational) and Yellow (operational).

Attachment 2

RECURRING LETTERS/REPORTS

Table A2.1.

Letter/Report	Reference	Frequency	OPR
Certifying Official Appointment Letter	AFI 21-204, **Chapter 3**	As Required	Weapons/ Munitions Supervision
Change of MASO Inventory	AFI 21-204, **Chapter 9**, Para **9.7.3.13.**	Within 45 Calendar Days of Transfer	MASO
Duty Section NOCM Monitor	AFI 21-204, **Chapter 9**, Para **9.5.4.1.**	As Required	Applicable Duty Section
In-Process Inspection (IPI) Letters	AFI 21-204, **Chapter 4**	As Required	Weapons/ Munitions Supervision
Individuals Authorized to Perform NOCM Duties	AFI 21-204, **Chapter 9**, Para **9.5.5.**	As Required	NOCM/MASO
Individuals Authorized to Receive Classified Items	AFI 21-204, **Chapter 9**, Para **9.5.2.2.**	As Required	For Weapons/ MUNS Personnel - MASO. For TMO Personnel - a SNCO or above who can Vouch for Personnel's Security Clearances.
Individuals Authorized to Request and Receive NOCM Items	AFI 21-204, **Chapter 9**, Para **9.5.4.1.**	As Required	Section Requiring Authorization
Verifying/ Auditing Officer Appointment	AFI 21-204, **Chapter 9**, Para **9.19.2.1.**	When Performing Semi-Annual NOCM Inspection	MASO
Key and Lock Custodian Appointment Letter	AFI 21-204, **Chapter 6,** Para**6.2.1.1.1.**	When Changing Custodians	Weapons/ Munitions Supervision

Letter/Report	Reference	Frequency	OPR
MASO Appointment Letter	AFI 21-204, **Chapter 9**, Para **9.5.1.1.**	When Changing MASOs or for an Extended Absence	Outgoing MASO
NOCM Monitor	AFI 21-204, **Chapter 9**, Para **9.5.5.**.	As Required	MASO
Nuclear Ordnance Shipping Schedule (NOSS)	AFI 21-204, **Chapter 12**, Para **12.2.2.1.2.**	Prior to the 7th of Each Month	MAJCOM Logistics Manager
Personnel Authorized to Issue and Receive Keys	AFI 21-204, **Chapter 7**, Para **7.3.3.** **and** Para **7.3.1.1.**	As Required	WSAAL Monitor
Personnel Authorized to Access NOCM Warehouse	AFI 21-204, **Chapter 5**, Para **5.3.1.1.**	As Required	NOCM/MASO
Personnel to Receipt for Classified DOE end items and components shipped via DOE OTS or AMC SAAM missions	AFI 21-204, **Chapter 9**, Para **9.5.2.2.**	As Required not to Exceed Annually	NOCM/MASO
Quality Assurance Service Test (QAST) Status Report (QSR)	CJCSM 3150.04 T.O. 11N-100-4, Chap 6, AFI 21-204, **Chapter 11**	When Reportable Transactions Occur or As Directed	NOCM/MASO
Reparable Item Custodian(If not included in another letter)	AFI 21-204, **Chapter 9**, Para **9.5.5.4.**	As Required	MASO
Semi-Annual Inventory Report (SIR)	CJCSM 3150.04 AFI 21-204, **Chapter 9**, Para **9.19.1.1.**	No later then 5 working days after the "As of" date of report	MASO
Status Change Reports (SCR)	AFI 21-204, **Chapter 11**	When Reportable Transactions Occur or As Directed	Weapons / RV Maintenance Section
SWIM System Administrator	AFI 21-204, **Chapter 13**, Para**13.1.2.**.	As Required	MASO

Letter/Report	Reference	Frequency	OPR
Technical Order Distribution Account (TODA)	T.O. 00-5-2	When Changing TODA	Incoming TODA
Technical Order Distribution Officer (TODO)	T.O. 00-5-2	When Changing TODO	Incoming TODO
Unsatisfactory Reporting (UR)	T.O. 11N-5-1 AFI 21-204, **Chapter 4** and **Chapter 11**	When Defects or Deficiencies Warrant Reporting	Section Identifying Defect / Deficiency
Weapons Custodian Appointment Letter (If different than MASO)	AFI 21-204, **Chapter 9**, Para **9.5.3.**	As Required	Squadron Commander
Weapons Information Reporting (WIR)	T.O. 11N-35-50 AFI 21-204, **Chapter 11**, Para **11.6.**	When Reportable Transactions Occur	Weapons/RV Maintenance Section
Weapons Status Reporting (WSR)	CJSCI 3150.04, Chapter 2 AFI 21-204, **Chapter 11**, Para **11.2.**	As Reportable Transactions Occur	NOCM / MASO
WSAAL Monitor	AFI 21-204, **Chapter 7**, Para **7.3.2.1.**	As Required	Weapons/ Munitions Supervision
DIAMONDS System Administrator	AFI 21-204, **Chapter 13**, **Para 13.9.8.1.**	As required	Weapons/ Munitions Flight Chief/ Commander
DIAMONDS Super Users	AFI 21-204, **Chapter 13**, **Para 13.9.8.2.**	As required	MASO
Nuclear Weapons Certifying Officials	AFI21-204, **Chapter 1**, Para **1.4.3.11.**	As required	Weapons/ Munitions Supervision

Table A2.2. ACCOUNTABLE DOCUMENTATION FILING REQUIREMENTS.

	If the records are or pertain to	**Consisting of**	**Which are**	**Then**
1	Accountable records for nuclear weapon, DOE	Accountable officer appointment orders and certificates of transfer of accountability	Documenting change of accountable officer	Destroy 12 years after inactivation of account
2		Special weapon information management (SWIM) system stock records, trailer records, and document control registers (AF Forms 105f-6, AF Form 1765, AF Form 36, or automated equivalents)	Current, original records on electronic media	Destroy after 2 years
3			Original, historical records on electronic media	Destroy 2 years after database re-initialization or 7 months after audit of accounts, whichever is later
4			Daily, weekly or monthly backup copies of current	Destroy when no longer needed
5			Paper copies	Destroy when no longer needed
6		SWIM transaction history files	Current, original records on electronic media	Destroy after 2 years

	If the records are or pertain to	Consisting of	Which are	Then
7			Original, historical records on electronic media	Destroy 2 years after transaction history backup or 7 months after audit of accounts, whichever is later
8		Original or certified copies of signed receipt and shipment documents, issue and turn in documents, inventory adjustment vouchers, stock change vouchers (DD Forms 1348-1A, DOE/NRC Forms 741, DD Forms 1150, AF Form 160, or automated equivalent	Maintained by the accountable officer and created in the current fiscal year	Destroy after 2 years
9			Maintain by the accountable officer and created in prior fiscal year	Destroy after 2 years
10	Custody transfer and accountability of nuclear weapons	Custody revalidation listing, issue and turn-in documenting transfer between the accountable officer and weapons custodian and stock change vouchers affecting items in custody of the weapons custodian a (DD Form 1150, AF Form 160, or automated equivalents)	Maintained by the weapons custodian	Destroy after the next account custodian revalidation

	If the records are or pertain to	Consisting of	Which are	Then
11		Temporary hand receipts for items pending receipt verification (AF Form 1297)	Maintained by the accountable officer	Destroy after formal receipt verification and issue document is signed
12		Custody transfer documents between the weapons custodian and subsequent individuals granted temporary custody of weapons (DD Form 1150, AFTO Form 349 or automated equivalent)		Destroy after the item is returned to the original weapons custodian
13		Custody transfer documents for ICBM warheads on alert (AF Form 514, AF Form 524 or automated equivalent)		Destroy 2 years after weapons are returned
14		Build-up documentation certifying configuration of multiple carriage weapons (pylons and launchers)	No documented on AF Form 1764	Destroy when superseded or no longer needed
15			Documented on AF Form 1764 and maintained by the weapons custodian	Destroy when superseded or no longer needed
16			Documented on AF Form 1764 and maintained by the accountable officer	Destroy after 2 years or 7 months after audit of account, whichever is later

	If the records are or pertain to	Consisting of	Which are	Then
17		Courier receipts (DD Forms 1191, AEC or AD Forms 60 or automated equivalent)	Relating to shipment or receipts affecting account balance	Maintain with receipt/shipment documents
18		Courier receipts (DD Form 1911, AEC or AD Form 60 or automated equivalent)	Relating to overnight or temporary storage when items are not picked up on account	Destroy 90 days after items leaves station
19	Inventory records Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability Documenting an inventory occurring in conjunction with a change in accountable officer			Destroy 2 years after the date of the inventory

	If the records are or pertain to	Consisting of	Which are	Then
20		Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability, semi-annual inventory (SIR), SIR reconciliation message, saddle bag inventory letter, appointment orders for inventory verifying officer	Documenting an annual, or semi-annual periodic inventory	Destroy 2 years after the date of the inventory
21	Audit of accounts	Appointment orders for auditing officer, certificate of audit, and report of audit	Performed in conjunction with a semi-annual inventory	Destroy with semi-annual inventory records
22		Audit reports and associated correspondence	A result of other audits	Destroy after 2 years
23	Status reporting of JCS reportable items	Status change reports for JCS reportable items (AF Forms 1764 or automated equivalent)	Maintained by the accountable officer	Destroy 7 months after the next SIR reconciliation or account audit, whichever is later
24			Maintained by other than offices	Destroy when no longer needed
25		Weapon status report (WSR)		Destroy 7 months after the next SIR reconciliation or account audit, whichever is later
26	Stockpile emergency verification (SEV)	SEV initiation message, termination message, after action report, phase II completion report weapons custody listing, and phase I & II inventory count sheets		Destroy 2 years after SEV or SEV test

	If the records are or pertain to	Consisting of	Which are	Then
27	Logistics movement of weapons between bases	Nuclear Ordnance Shipping Schedules (NOSS), Movement Transfer Order (MTO) requests, MOT consignment notifications, Special Assignment Airlift Mission (SAAM) directives, SAAM itinerary messages, Limited Life Component (LLC) forecast and scheduling message, time change item schedules, time change items support messages, DOE Transportation Safeguard Division (SD) trip notification	Maintained by MAJCOMs logistic agencies	Destroy after 1 year or when no longer needed, whichever is later
28			Maintained by accountable officer at base level	Destroy 90 days after last action is completed
29			Maintained by other offices	Destroy when no longer needed
30		Second destination transportation forecast		Destroy when no longer needed
31	DOE managed spare parts and equipment listings	DOE Spares Reparable Listing, DOE Spare Parts, Tailored List of Spares		Destroy when superseded or no longer needed
32		Unit Spares Authorization Listing		Destroy when superseded
33		Requisition requests		Destroy when items are received
34		Receipts for non-repairable parts		Destroy after items are transferred to maintenance personnel
35		Receipt, shipment, issue and turn-in documents (DD Form 1348-1A, AF Form 2005, or automated equivalents) for reparable parts	Maintained by the accountable officer and created in the current fiscal year	Destroy 30 days after DOE receipt of materials

	If the records are or pertain to	Consisting of	Which are	Then
36			Maintained by the accountable officer and created in prior fiscal years	Destroy after 2 years
37		Unit DOE equipment authorization listing		Destroy when superseded
38		Receipt and shipment documents for equipment	Maintained by the custodian for DOE equipment	Destroy after the next equipment inventory validation listing is certified
39		Equipment and parts disposition		Destroy after disposition instruction are received and all action are completed
40	Recurring reports	Container asset report		Destroy after the next semi-annual validation report
41		Employment suitability reports, NOCM practice bomb repots, location inventory listing		Destroy when superseded or no longer needed

Attachment 3

IC 2003-1 TO AFI 21-204

NUCLEAR WEAPONS PROCEDURES

16 SEPTEMBER 2003

SUMMARY OF REVISIONS

Interim Change (IC) 2003-1 provides clarifying guidance for use of the weapons storage area authorization letter (WSAAL). Provides authorization for the use of the Defense Integration and Management of Nuclear Data Services (DIAMONDS) for units that have DIAMONDS terminals. Clarifies NOCM skill level requirements. Adds requirements for pre-task briefings. Corrects numerous discrepancies with corresponding references for AFIs, tables, figures and other paragraphs referenced within the document.

1.3.4.4. **Air Force Material Command (AFMC)** is the office of primary responsibility for AFMC nuclear support policy, and serves in the MAJCOM role as munitions functional manager for the assigned 2W2XX and 2M0XX career fields. The Nuclear Weapons Directorate (AAC/NW), as the AFMC single manager for nuclear weapons logistics support, is the primary point of entry to the command on matters pertaining to nuclear ordnance materiel management, weapons development, weapons maintenance, and stockpile planning/management.

1.3.4.5. **Air Force Space Command.** The office of primary responsibility for AFSPC nuclear support policy, and serves in the MAJCOM role as munitions functional manager for the assigned 2W2XX and 2M0XX career fields.

1.3.4.7. **United States Air Forces in Europe.** The office of primary responsibility for USAFE nuclear support policy, and serves in the MAJCOM role as munitions functional manager for the assigned 2W2XX career field.

1.4.1.1. Designates individuals authorized to order parts and equipment IAW T.O. 11N-100-1, paragraph **9.5.1.3.**

1.4.1.3. Appoint the Munitions Accountable Supply Officer (MASO) IAW AFI 23-111, *Management of Government Property in Possession of the Air Force* and paragraph **9.5.1.** of this instruction.

1.4.2.4. Recommend MASO to Maintenance Group Commander, for appointment, that meets requirements in AFI 23-111, *Management of Government Property in Possession of the Air Force* and paragraph **9.5.1.** of this instruction.

1.4.2.9. Designate personnel authorized to issue and receive keys IAW **Chapter 7**.

1.4.2.10. Review and certify Weapons Storage Area Authorization Listing (WSAAL) (or equivalent) and Change Letters IAW **Chapter 7**.

1.4.2.13. Prior to use ensure all software and equipment used by unit personnel is nuclear certified as required.

1.4.3.9. If implemented, maintain In-Process Inspection (IPI) Program IAW AFI 21-101

1.4.3.10. Make recommendations for weapons personnel (2W2XX) to fill QA positions.

1.4.3.16. Responsible for the establishment of a Hazardous Waste Program or ensure waste is disposed of IAW applicable directives.

1.4.4.40. Ensure emergency eyewash and showers are maintained per Air Force Occupational Safety and Health Standard (AFOSH STD) 91-501, *Emergency Showers and Eyewash Units*.

1.4.4.41. Ensure flammable and combustible liquids are stored according to AFOSH STD 91-501, *Flammable and Combustible Liquids* and AFMAN 91-201, *Explosive Safety Standards*.

1.4.4.42. Ensure respirators are worn inspected and stored, if required, IAW AFOSH STD 91-501, *Personnel Protective Equipment* and 48-137, *Respiratory Protection Program*.

1.4.4.43. Ensure oily rags and other waste are stored in proper containers, and containers emptied daily per AFOSH STD 91-501, *General Industrial Operations*.

1.4.4.44. Ensure fire extinguisher inspections are performed and documented as required in AFOSH STD 91-501, *Fire Protection and Prevention*.

1.4.4.51. Ensure compliance with Nuclear Certified Equipment Standards (USAF Master Nuclear Certification List web site).

1.4.5.2. Review all Weapons Status Reports (WSR) for accuracy.

1.4.5.4. Ensure munitions operations personnel are knowledgeable on all facets of weapons accountability and have access to all required publications IAW paragraph **9.7.3.23.**

1.4.5.5. Manage the Special Weapons Inventory Management (SWIM) or the Defense Integration and Management of Nuclear Data Services (DIAMONDS) accounts according to established procedures in this AFI. Develop a training program to cover all aspects of the operation, (i.e. Custody accounts, SWIM, or DIAMONDS).

1.4.5.6. Review all aspects of the daily accountability and management of the nuclear weapons stockpile for FV/FK nuclear accounts at least semiannually.

1.4.5.7. Develop and maintain organizational “Commanders Account Responsibilities” briefing and provide organizational commander briefings as requested.

1.4.5.13. At a minimum, establish local procedures IAW paragraph **9.6.** of this AFI for:

1.4.5.13.1. Issuing SCR control numbers and SCR control log management.

1.4.5.13.5. NOCM support of base Safe Haven operating plan.

1.5.1. Nuclear Weapons Allocations. Broad guidance on nuclear weapon stockpile quantities is provided by various documents (i.e. START I, Presidential Decision Directives, Nuclear Posture Review, etc.). The DoD and DOE prepare and coordinate the Nuclear Weapons Stockpile Memorandum (NWSM), to the President. The President then signs a Nuclear Weapons Stockpile Plan, directing quantities and types of nuclear weapons in the active and inactive stockpile. The Joint Staff entrusts the stockpile to various MAJCOMS for employment as requested/directed by Combatant Commanders (i.e. USSTRATCOM, EUCOM, JFCOM), based on their missions and use in execution of war plans

1.5.2.1. MAJCOMs are the primary logistics agents for weapons assigned to them. They ensure stockpile quantities are in line with the NWSM, and are available to meet mission requirements. They accomplish this through exercising command oversight of their units and coordinating with AFMC on maintenance of weapons stored at AFMC storage sites (i.e. AFMC MUNS'). MAJCOMs are logistically responsible for weapons assigned to them IAW the Nuclear Weapons Stockpile Memorandum. They direct weapon movements through the NOSS to ensure all weapons assigned to them are at the proper location in adequate quantities. They coordinate with AFMC to determine the best storage locations for active and inactive reserve weapons. They direct charge code changes either through the NOSS or other means (e.g. Stockpile Lab & Flight Test Warning Orders) to meet NWSM requirements. They request Material Transfer Orders (MTO) through NWD to DTRA, as needed.

1.5.4. Logistics Management of Containers and Bolsters. WR containers and bolsters are provided to the DoD by DOE and are used to support storage, maintenance, and logistics movement of WR weapons and components. In addition, WR containers and bolsters may be used to support storage and movement of TYPE Trainers. Some weapon types may have designated training containers or bolsters. These training containers or bolsters must be conspicuously marked "For Training Use Only" and may not be used for WR weapons or components. Training containers and bolsters are Air Force equipment items and accounted for as such. WR containers and bolsters are accounted for IAW procedures in this AFI, and reported on the Container Asset Report, if applicable.

1.8. **Equipment Allowances and Authorizations for Special Equipment Controlled Items .** All nuclear ordnance special equipment controlled items listed in the nuclear weapons system allowance standards 439, 701, 707, 733, 803, 804, 805, 810 and 822 are controlled mission equipment managed by the equipment management function under the SBSS through the Air Force Equipment Management System (AFEMS C001). The above allowances standards are managed by WR-ALC/LET in accordance with AFMAN 23-110*, Standard Base Supply Customers Procedures*, Vol IV and AFMAN 23-110, Vol II, Part II. The approved utilization and application of allowance standards, as reflected C001, is the authority for MAJCOMs to authorize, acquire, and account for essential requirements.

2.3.7.1. A current copy of the Weapons Storage Area Authorization Listing (WSAAL) or Access Approval Authority Listing (AAAL).

2.3.8. Monitor the status and location of all assigned nuclear weapons

2.6.8. DELETED.

3.3.3.5.10. A task will be rated "Fail" when a technician commits a major error or more than four minor errors during a weapons maintenance task or more than two minor errors during a weapons handling task. A task will also be rated "Fail" for violation of weapons system safety rules, a two-person concept violation, or the intent of technical order warnings or cautions. Note: Failure to read a warning or caution is a minor error, provided the warning/caution is not violated.

3.4.1.2. Certify technicians to perform or direct nuclear weapons maintenance tasks as nuclear weapon maintenance Team Members (TM) or Team Chiefs (TC). Technicians certified in the TC position may perform as TMs.

3.4.1.3. Certify technicians on transfer and transport. Technicians may be certified by position (TM or TC) as determined by MAJCOM. Technicians certified in the TC position may perform as TMs.

3.4.1.5. Failed initial certifications will be treated as training operations and no documentation is necessary. Initial certifications will not be scored/reported as normal evaluations.

3.5.4. **Parachute (PC) Exchange.** Certification allows technicians to remove and install parachute.

4.1.6. Stop operations upon the discovery of a defect that causes rejection of a weapon or major component. Determination to continue such an operation is a management decision based on careful review of the facts and circumstances (management is defined as Section Supervisor or above). Complete the operation if the weapon is safe and no other damage will occur. If authorized procedures are not provided or do not adequately address the problem, contact the MAJCM who will coordinate with the appropriate agency to resolve the situation. On site DOE representatives may determine continuation of operation (e.g. PAL operation, defect acceptance) when authorized procedures are not available in governing technical order, however, unit personnel must report the defect(s) according to T.O. 11N-5-1, *Unsatisfactory Reports, and or AFI 91-204, Safety Investigation and Reports as applicable* as applicable. If disassembly is directed for repair, ensure all spares and expendables are available before performing disassembly. Condition code of nuclear weapons will be changed to non-operational status if replacement components are not on hand, cannot be replaced during the operation, or if the status of the weapon is unknown (i.e. lighting strike). Nuclear weapons placed in Non-operational status will only be returned to Operational Status when directed by AAC/NWD via an assigned UR number.

4.1.10. Maintenance team chiefs and handling supervisors will give crew briefings before starting operations involving WR nuclear weapon or warhead. The briefing must include, as a minimum: an outline of the operation; nuclear surety IAW AFI 91-101; necessary safety, emergency, and intrinsic radiation procedures; and the requirement for the Two-Person Concept.

4.1.19. Maintain Type 3 trainers, identified in **Table 4.1.**, to WR standards using specifications and procedures in TO 11N-35-51 and the applicable weapons manual. If possible, repair defects to WR standards and report non-repairable defects IAW T.O. 11N-5-1. Fully describe the defect and its impact on training to NWD, or OO-ALC/LMR for RV units. If the defective condition is accepted for training use, cite the Unsatisfactory Report (UR) number as acceptance authority on the trainer SF 5700-IRA**, Inspection Record Card (IRC)**.

Table 4.1. Type 3 Trainers by Location and Type.

	Type 3	Type 3A	Type 3C	Type 3D	Type 3E	WTU-20
Barksdale B61-7			1		1	
Barksdale B83-0			2			
Barksdale W80-1	4	1				
Barksdale WTU-20						8
Cannon B61-4					3	
Minot B61-4		1			1	
Minot B61-7			2		2	
Minot B83-0			2			
Minot W80-1	2	1				
Minot WTU-20						16
Minot W78-0		2				
Seymour Johnson B61-4					5	
Whiteman B61-4		1			1	
Whiteman B61-7			2		8	
Whiteman B61-11			1		5	
Whiteman B83-0			2			
Malmstrom W78-0		1				
Malmstrom W62-0			2			
Eglin B61-4		3				
Eglin B83-0			3			
Eglin W80-1		3		1		
Sheppard B61-4		1			1	
Sheppard B61-7			1		2	
Sheppard B83-0			2			
Sheppard W80-1		1				
FE Warren W62-0			1			
FE Warren W87-0			2			
Vandenberg W62-0			2			
Vandenberg W87-0			1			
Aviano B61-4		2			3	

	Type 3	Type 3A	Type 3C	Type 3D	Type 3E	WTU-20
Buechel B61-4		1			6	
Ghedi B61-4					6	
Incirlik B61-4		2			1	
Kleine Brogel B61-4		1			2	
Lakenheath B61-4		2			6	
Ramstein B61-0					1	
Ramstein B61-4		5			4	
Spangdahlem B61-4		1			1	
Volkel B61-4					6	

4.2.1.1. Use procedures in T.O. 11N-5-1, Unsatisfactory Reports (UR), to report a deficiency on DOE-designed nuclear weapon or related component, ODE-designed equipment/software or a Joint Nuclear Weapons Publication System (JNWPS) technical order discrepancy/deficiency. Nuclear weapons placed in Non-operational status will only be returned to Operational Status when directed by AAC/NWD via an assigned UR number.

4.2.1.2. Use procedures in AFI 91-204*, Safety Investigations and Reports,* to report a safety related accident, incident or deficiency (Broken Arrow, Bent Spear or Dull Sword) on items covered in the USAF Master Nuclear Certification List web site, T.O. 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures*, or T.O. 21-LG118A-12-1, *Peacekeeper Nuclear Surety Procedures.* Examples include but are not limited to general-purpose vehicles, ICBM related equipment, nuclear certified aircraft software, etc.

4.2.1.3. Use procedures in T.O. 00-35D-54*, USAF Deficiency Reporting (DR) and Investigating System,* to report deficiencies on AF-designed items.

5.1.4.1. To preclude opening warhead containers without viewports, to verify contents during inventories (other than Stockpile Emergency Verification (SEV), units may elect to seal containerized warheads in storage. If units choose to seal containerized warheads, the provisions below and in CJCSM 3150.04 apply. **At this time, there is no approved seal for use on containerized warheads as described in this paragraph and throughout AFI 21-204. The use of an unapproved seal does not preclude opening warhead containers to verify contents.**

5.1.4.2.1.1. The MASO will requisition and control seals. Seals may be issued to applicable workcenters as long as local procedures address control of seals. The MASO will maintain an accountable system to identify warhead serial number and associated seal serial number(s) installed on the container.

5.1.4.2.4.1.3. If tampering is detected or the seal can be removed than notify MASO.

5.1.4.2.4.5. Containers that are not sealed must be opened to verify contents using guidelines in paragraph **5.1.4.2.3.** and CJCSM 3150.04.

5.3.2.1. Store non-repairable USAL items in a central location under the control of NOCM assigned personnel. Units may store non-repairable USAL items in maintenance sections provided control for issue/turn-in remains with NOCM personnel.

5.3.3. **Storing Items Issued on Custody to Maintenance Activities.** When NOCM issues items to maintenance personnel on a custody basis, the designated shop custodian must ensure items not in use are properly stored to preclude loss or damage.

6.1.4. Store primary keys separate from spare/control (maintenance) keys. Keys may be stored within the same safe as long as they are secured in different drawers.

6.1.8. Rooms or buildings where structure keys are stored will be secured (i.e. alarmed key box, alarmed room, alarmed facility, alarmed building) during non-duty hours.

7.1.1. DELETED.

7.1.2. DELETED.

7.1.3. Sole Vouching Authority (SVA). The SVA is the individual having temporary custody of a nuclear weapon(s) and who grants access to the immediate area where a nuclear weapon(s) is/are located (e.g. weapons other than those in secure storage). When Host Nation Pilot is SVA, then the Senior U.S. person present in the exclusion area has temporary custody of the nuclear weapon(s)."

7.2. **General.** WSAALs are used to identify personnel authorized to perform certain actions within Kirtland Underground Munitions and Maintenance Storage Complex (KUMMSC) and Weapon Storage Areas (WSA). NOTE: The intent of **Figure 7.1.** and **Figure 7.2.** are for reference only and not directive in nature. The form layout is up to the units' discretion; however, required information identified in this chapter must be reflected and original signatures present.

7.2.2. WSAALs identify personnel authorized to:

7.2.6. Pen and ink additions or deletions without authenticated Change Letter are prohibited. To add an individual, add the information required in paragraph 7.1.11.2. To delete an individual, refer to paragraph 7.1.11.1.

7.2.8. For maintenance activities, original signatures are only required on one copy of the WSAAL. Each page of the WSAAL will be authorized, certified and authenticated. Copies of the authenticated WSAAL may be made for distribution to Maintenance and Security Activities.

7.2.11. Change Letters. Change Letters can be used for interim changes to the WSAAL (**Figure 7.1.**). Changes should be held to an absolute minimum. A single letter may be used to add and delete individuals (**Figure 7.2.**). Change Letters to a WSAAL will be consecutively numbered, beginning with number one, and will identify the date of the WSAAL it changes (with each revision of the WSAAL, the Change Letter sequence number starts with one). These letters will be authorized, certified, authenticated (except letters for deletion) and distributed in the same manner as the WSAAL. Entries will be pen and inked (handwritten or typed) on referenced WSAAL with Change Letters filed with or attached to it.

7.3.3. **Weapons Custodian.** Sign (authorize) WSAALs and Addition and Deletion Letters.

8.4.5.1. For receipt, shipment, issue, or turn-in documents a separate document number is used for each part number. In addition, a separate document is used for serviceable versus unserviceable items. There are some exceptions to this rule. A WCL used to mass-issue or turn-in multiple part numbers is assigned a single document number. Resulting serviceable and unserviceable balances are posted to stock records

for all part numbers contained on the WCL. In addition, shipments and receipts of end items with associated containers and bolsters will not include separate documents for the containers and bolsters. Instead the part numbers and quantities of associated containers and bolsters are annotated on the end item shipping or receipt document. Assign a different document number for the associated container or bolster, and then type it on the receipt document for the end item associated to the container or bolster. Separate document number is then used to post the receipt or shipment to the container or bolster stock card.

8.4.5.3. SCVs documenting removal or installation of components use a single document number for all transactions posted to that part number during the same SWIM or DIAMONDS session (i.e. between end-of-day procedures).

8.5. **Consumption and Custody Accounting.** Items are accounted for using either consumption accounting procedures or custody accounting procedures. Low cost, non-reparable, and non-sensitive items (e.g. small hardware, gaskets, nuts, bolts, screws, washers, grease, etc.) are considered expendable items. These items are considered "consumed" and are dropped from accountable records when issued to maintenance personnel. Reparable items and items that must be controlled because of their sensitive nature (e.g. containers, bolsters, and some spares) must be continually accounted for until returned to the vendor, or properly disposed of IAW authorized disposition instructions and pertinent disposal directives. These items are accounted for using custody accounting procedures. The appropriate commander designates a custodian, who is responsible for these items that have been issued to their duty section until they are either turned-in or expended (in the case of test items expended during stockpile flight testing or other operational test and evaluation). The custodian keeps records showing items in his or her custody. These records include a custody validation listing from the last time the items were inventoried, and copies of any documents affecting items in his or her custody that document transactions occurring since the last validation. Items are maintained on the accountable officer's records and posted to stock records as "In-Use" balances.

9.3.2. Non-AF Owned Special Equipment (SE). The MASO accounts for DOE owned SE (e.g. WR containers and bolsters, AN/PDR 73 and AN/PDR 74A Tritium Monitors, T558 LF7 Piston Locators, etc.) in SWIM or DIAMONDS using custody accounting procedures in this instruction.

9.3.3. WR weapons, major assemblies and components. The MASO accounts for these items in SWIM or DIAMONDS using procedures in TO 11N-100-4, CJCSM 3150.04, and this instruction.

9.3.4. Base Spares and Special Design Military Spares (i.e. Military Spares with other than 800000 and 900000 series DOE part numbers). The MASO accounts for these items in SWIM or DIAMONDS using procedures in TO 11N-100-4, CJCSM 3150.04, and this instruction.

9.4.4. Stock records reflecting transaction dates, document (voucher) numbers, consignors, consignees, balance increases, decreases or adjustments, and current balances on hand. SWIM or DIAMONDS stock records (electronic format) including any stock records that are manually posted using add-a-card and add-a-line procedures. Manual stock records maintained in lieu of SWIM or DIAMONDS stock records for those units who do not have access to SWIM or DIAMONDS. CAS stock records and documents for NOCM items accounted for in the FV account.

9.4.7.5. DELETED.

9.5.1.1.2. MASO Requirements for Nuclear Accounts **without WR Weapons.** Must be a senior NCO in AFSC 2W0 or 2W2, a 21M Munitions and Missile Maintenance Officer, or qualified permanent civil servant in the grade of GS-9 or higher. 18 months experience in a weapons storage area or FK/FV accounts within the last seven years is required He or she must possess appropriate security clearance, and be a U.S.

citizen. MAJCOMs may waive AFSC, experience, or training requirements. Units maintain approved waivers on file with the appointment letter. Do not waive citizenship, grade, or security clearance requirements.

9.5.2.2. Letter will be updated and distributed at least annually no less then 30 days before expiration of current letter, or as changes occur. Certify military members for the specific period of their military assignment with the organization, if known, to avoid re-accomplishing the entire letter to delete an individual. During contingencies, or if short notice changes are mandatory to avoid cancellation of a scheduled shipment, a message may be used in lieu of a letter. If a message is used, provide the name and title of the certifying official. During MINIMIZE, include the statement "MINIMIZE CONSIDERED" on the message in the Special Instructions item. Distribute the authorization letter IAW 11N-45-51C.

9.5.2.2.1. DELETED.

9.5.2.2.2. DELETED.

9.5.2.2.3. DELETED.

9.5.2.2.4. DELETED.

9.5.2.2.5. DELETED.

9.5.2.2.6. DELETED.

9.5.2.2.6.1. DELETED.

9.5.2.2.6.2. DELETED.

9.5.2.2.6.3. DELETED.

9.5.3. The Munitions/Maintenance Squadron Commander will appoint a qualified individual as Weapons Custodian

9.5.5.1.1. Qualification for Individuals Assigned to NOCM Account Duties**.** Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NOCM account duties. For organizations where 2W2X1 personnel are not assigned, AFSC 2W0X1 (Conventional Munitions) may be assigned duties. Individuals assigned permanent NOCM duties must possess at least a seven-skill level in their AFSC; technicians used for augmentation of NOCM duties may be five-skill level personnel. Qualified permanent civil servant in the grade of GS-7 or higher may also perform these duties. MAJCOMS may waive AFSC requirement for accounts that do not possess WR weapons

9.5.5.4. Primary and Alternate Reparable Item monitors.

9.5.5.7. Individuals authorized to verify seal numbers and container contents to preclude opening containers during inventories and to maintain the list for applied seals on behalf of the MASO.

9.6.1. **Local Procedures.** The MASO will publish procedure, at an appropriate level within the wing, covering local conditions and requirements, to ensure all affected personnel are aware of required responsibilities and procedures. As a minimum establish local procedures for items listed in paragraph **1.4.5.13.**

9.6.1.1. DELETED.

9.6.1.2. DELETED.

9.6.1.3. DELETED.

9.6.1.4. DELETED.

9.6.1.5. DELETED.

9.7.3.20. Maintain the SWIM or DIAMONDS database.

9.7.3.21. Maintain master copy of the LIL, and use the LIL to reconcile the SWIM or DIAMONDS database.

9.9.1. Use a centralized document control system. Maintain two document registers, one for on-base transactions (issues, turn-ins, and SCVs) and the other for off-base transactions (requisitions, receipts, and shipments). Maintain these registers in SWIM or DIAMONDS automated formats, where possible. Use AF Form 36, **Supply Document Register** if SWIM or DIAMONDS is not available. Ensure only authorized NOCM account personnel make entries on these registers. Base document numbers are formatted with a two-digit year and a three-digit document serial number, assigned sequentially by fiscal year (i.e. 01-001, 01-002, etc. beginning 1 Oct 00. Note: Leading zeroes must be included for SWIM to sort the document numbers correctly). Off-base documents are assigned using the SRAN, Julian date, and sequential document number for the day.

9.9.3.3. File manual or SWIM or DIAMONDS generated NOCM documents.

9.13. **Receipt of Materiel.** Nuclear weapon type trainers are considered equipment items accounted for using SBSS FE (CA/CRL) account procedures. These items are not maintained on FV accounts. To preclude discrepancies in accounting and reporting, process through the SBSS FE account all trainers and training bolsters or containers received. Also see **Chapter 11** of this AFI and CJCSM 3150.04 for additional reporting requirements for trainers containing DOE source and special nuclear material. For items on the NOCM account:

9.13.1.2. Do not open the H1616 container upon receipt. Verification of component serial numbers occurs only during unpacking before use. Both NOCM and maintenance personnel will use serial numbers and reservoir fill dates on the shipping documentation and exterior tags on containers to report receipt. If a discrepancy is found between the shipping documentation and the container, contact MAJCOM immediately and submit UR IAW T.O. 11N-5-1. Obtain component part numbers from the item TO. For SWIM or DIAMONDS database purposes, if part number suffix is unknown use part number plus -XX (Example: 123456-XX). For special instructions for shipments between Military First Destinations (MFD) and overseas locations, see CJCSM 3150.04, Appendix C.

9.13.1.4. For shipments from other Air Force units, obtain internal component data from the SWIM or DIAMONDS Item Data Report provided with the shipment. Use this data when entering the receipt into SWIM or DIAMONDS. Verify accuracy of this data upon publication of the next Location Inventory Listing (LIL). Also use the SWIM or DIAMONDS Item Data Report to obtain "red reason" information for weapons shipped red. When preparing receipt WSRs, ensure this information is entered exactly as shown on the Item Data Report.

9.13.2.1.3. DELETED.

9.13.3.3. Post the receipt to stock records by processing the receipt in SWIM or DIAMONDS. Use procedures in paragraph **8.4.5.1.** for posting stock record cards for associated WR containers and bolsters.

9.13.3.4. In addition to posting stock records ensure the proper H-Gear associations are made in the SWIM or DIAMONDS database. Maintenance advises the MASO of H-Gear association using AF Form 1764. Subsequent H-Gear association changes are reported IAW para **11.1.2.19.2.**

9.14.2. Preparing and Processing Shipping Documents. Use DD Form 1348 for all shipments. Except for associated containers and bolsters, prepare a single DD From 1348-1 for each part number or NSN. Assign the next available document number(s) from the Off-Base register and use it to control the document. Do not prepare a separate DD Form 1348 for associated containers or bolsters. Instead, show the part numbers and quantities of containers or bolsters on the DD Form 1348 for the end item and use procedures in paragraph **8.4.5.1.** for posting stock record cards for associated WR containers and bolsters. Prepare and process DD Forms 1348 for shipments as follows:

9.14.2.1.2. Include with shipment documentation a copy of the SWIM or DIAMONDS Item Data Report showing internal component serial numbers and due date. Verify this information with the current LIL to ensure accuracy.

9.14.2.4. Prepare DD Form 1348 according to instructions in **Table 9.3.**.

9.14.3.2.2. Place the signed courier receipt in the suspense file in document control along with a copy of the DD Form 1348. Start follow-up action through parent MAJCOM if the original signed document is not received within 30 days after the materiel estimated arrival date for shipments within CONUS, or 45 days after the estimated arrival date for overseas shipments. NOTE: Estimate the arrival date based on type of transportation, destination location, and any known mission schedules for the shipment.

9.14.3.2.3. Upon receipt of the original signed DD Form 1348 from the ultimate consignee, discard the suspense copy of the DD Form 1348 and attach the signed courier receipt to the original DD Form 1348.

9.14.3.2.4. File the original DD Form 1348, with signed courier receipt attached, in Document Control.

9.14.3.3. At the time of the shipment, post the shipment to stock records either by processing the shipment in SWIM or DIAMONDS.

9.15.1. General instructions. Except for CJCSM 3150.04 reportable items and their associated containers and bolsters, which are issued or turned-in automatically (if required), authorized individuals request issue or turn-in of items via phone or in person. If a requested item is not in stock and must be requisitioned, NOCM personnel prepare AF Form 2005 or locally developed form for suspense purposes only and file it with the suspense copy of the requisition until the item arrives and is issued (see paragraph **9.12.2.**). NOCM personnel prepare the appropriate issue/turn-in documents for signature by authorized individuals upon issue or turn-in of the property.

Table 9.3. Preparing DD Form 1348 Single Line Item Release/Receipt Document for Spares.

9.15.1.6. Turn-in items Found on Base (FOB) using DD Form 1150, **Request for Issue or Turn-in**, and FOB Turn-in procedures in SWIM or DIAMONDS. FOB Turn-in is required for any item not currently reflected on the account, but which must be picked up on account to properly establish and maintain accountability or to process the item for shipment. Based on serviceability, post the DD Form 1150 to stock records (refer to **Table 8.1.** The following are some examples of items requiring FOB turn-in:

9.15.2. Document Preparation. Prepare issue and turn-in documents using SWIM or DIAMONDS generated documents or manually using DD Form 1150. Prepare separate documents for each part number. Use the next available document number from the On-Base register to control the document.

9.15.2.1. For CJCSM 3150.04 reportable items use SWIM or DIAMONDS generated documents or prepare manual documents IAW procedures in TO 11N-100-4. In addition, for end items with associated WR containers and bolsters prepare a separate document (refer to **Table 9.4.**) to document custody of the containers and bolsters.

9.15.2.2. For other items listed in paragraph **9.15.** use SWIM or DIAMONDS generated documents or prepare manual documents IAW **Table 9.4.** For containers and bolsters include the serial numbers of the containers or bolsters in the remarks block.

9.15.3.1. Post issue and turn-in documents to SWIM or DIAMONDS stock records on the date the issue or turn-in is made (see **Table 8.1.** for posting increments or decrements to balances).

9.16. Custodian Accounting Procedures. Instructions in this paragraph apply to individuals designated as Reparable Item Custodians or alternates and Weapons Custodians, if other than the MASO.

9.16.2. The MASO establishes custody sub-accounts for each duty section for which a custodian is appointed using the duty section's office symbol as the account ID. The office symbol is entered in SWIM or DIAMONDS "storage location" field for items issued to each custodian. NOTE: For the Weapons Custodian, SWIM or DIAMONDS will use the designation "WC" for the Storage Location.

Table 9.4. Manual Preparation Instructions For DF Form 1150, Request For Issue Or Turn-In.

Block Description	Entry
From	For custody items enter custodian name and office symbol
To	SRAN For Consumption Issue or FOB Turn-in, enter authorized requestor name & office symbol
Issue/Turn-in	Mark as applicable
Request Number	From custodian request log
Document Number	From On-Base Register
Stock Number, Description	DOE Part Number, item classification, serial number(s), if applicable and the statement Custody Issue, Consumption Issue, Custody Turn-in, or FOB Turn-in, as applicable
Code	"S" for serviceable, "U" for unserviceable
Unit of Issue	Self Explanatory
Quantity	Self explanatory .
Remarks	Local use
Requested By & Date	For custody items enter the custodian name, signature & date For consumption items, enter authorized recipient name, signature & date
Received By & Date	For Turn-in enter MASO name, signature & date For Custody Issue enter custodian name, signature & date For Consumption Issue, receiver's name, signature & date

9.18.1. Prepare SCVs using the SWIM or DIAMONDS generated document or manually using AF Form 4295, **NOCM Stock Change Voucher**, and instructions below. Assign each SCV a separate document number from the On-Base register.

9.18.2.1. Assign a single document number for all removals or installations of a given part number posted in a single SWIM or DIAMONDS session (or on a single day for manual accounting). If a different part number is installed than was removed, use a separate SCV for each part number.

9.18.2.4. The MASO or NOCM authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

9.18.2.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.,** as applicable. Removals and installations are posted on separate lines. So, for removals and installation of the same part numbered item, balances on the SCV reflect the beginning balance before either transaction is posted and the ending balance after both the removal and installation are posted.

9.18.3.1. Assign a single document number for all color code changes of a given part number posted in a single SWIM or DIAMONDS session (or on a single day for manual accounting).

9.18.3.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.**, as applicable.

9.18.4.1. Assign a single document number for all part number changes of a given "from part number" and "to part number" combination posted in a single SWIM or DIAMONDS session (or on a single day for manual accounting).

9.18.4.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.**, as applicable. CAUTION: To ensure database integrity, process part number changes in a separate SWIM or DIAMONDS session from other transactions that occur during the day.

9.18.5.5. Post the transaction to SWIM or DIAMONDS stock records or manual stock records (if required) using balance increment or decrement rules in **Table 8.1.** or **Table 8.2.**, as applicable.

9.19.2.1. Before the semiannual inventory required in CJCSM 3150.04, the inventory officer (MASO) briefs the verifying officer concerning his or her inventory responsibilities and all aspects of the inventory. NOTE: The commander, as specified by the MAJCOM, appoints in writing the verifying officer for the MAJCOM commander (see paragraph **9.5.1.**). The officer is a disinterested party assigned to a different unit (MAJCOMs may approve exceptions due to geographical separation of units) who was not involved in the last two SIRs.

9.19.2.9. Custodian Validation. Custodian validation consists of signing a current SWIM or DIAMONDS generated Custody Validation Listing for items on custody.

9.19.6.1.1. DELETED.

9.19.6.1.2. Prepare SWIM or DIAMONDS generated inventory count cards (or prepare manually using AF Form 85A, **Inventory Count Card**) for CJCSM 3150.04 reportable items (except trainers, which are accounted for in SBSS/AFEMS), and for each part number with a warehouse balance on the account. Do

not prepare Inventory Count Cards for items on custody accounts of Reparable Item Custodians. Custody Validation Listings are used for Reparable Item Custodian Inventories. For Monthly Spot check inventories, the blind inventory sheets generated by SWIM or DIAMONDS may be used. Prepare a separate card for serviceable and unserviceable items of the same part number. If the information on any card is classified, then classify the card IAW the applicable classification guide. Do not include nomenclature if doing so would classify the form. Prepare the card as follows:

Table 9.5. Inventory Documentation Requirements.

	Type of Inventory				
Actions Required	**SIR**	**MASO Change**	**Custodian Change**	**Monthly 10% Inventory**	**Special (See Notes)**
Blind inventory worksheets	X	X	X		X
Verified and initialed inventory count cards	X	X			
Appointment letter for inventory verifying officer	X				
Appointment orders for the Inventory Verifying Officer to audit the account	X				
SIR message and Certificate of Inventory prepared IAW CJCSM 3150.04	X				
Saddle bag inventory letter, if applicable	X				
Audit Certificate	X				
SIR Reconciliation Message	X				
SWIM or DIAMONDS backup database from the date of the inventory	X	X			
Custodian Validation Listing	X		X	X	
NOTE: For SEV see CJCSM 3150.04. For other special inventories, as directed by authority requiring the inventory					

9.20.10. **Posting Inventory Adjustments.** Use the adjustment (ADJ) transaction code to document adjustments required due to losses or gains of assets that cannot be accounted for through other transactions. Document the transaction using an AF Form 85 and report of survey or other documentation above, as appropriate. Assign a document number from the base register to control the transaction. Post the adjustment to SWIM or DIAMONDS stock records using the "add-a-line" function for manual posting. Prepare AF Form 85 as follows:

Table 9-6. Checklist for Semi-annual Audit of Accounts By A Disinterested Officer.

Item	Description	Yes	NO	N/A
1	**PRE-AUDIT REQUIREMENTS**			
1a	Have you been appointed on special orders by the commander as designated by the MAJCOM?			
1b	Have you read this chapter related to auditors responsibilities?			
1c	Have you been briefed by MASO or NOCM personnel on all facets of the audit?			
1d	Do you understand responsibilities and the audit requirements?			
1e	Do you have any unanswered questions concerning the audit requirements?			
2	**REVIEW OF PREVIOUS AUDIT REPORT**			
2a	Have you reviewed the previous audit report?			
2b	Have all previously noted discrepancies been corrected?			
3	**REVIEW OF SCRs/WSRs**			
3a	Does a review of the SCR log against SCRs on file with the MASO indicate that all SCRs since the date of the last audit are on file?			
3b	For SCRs documenting custody transfers (In-hand or On-hand changes) of weapons by multiple carriage launch gear serial number, are corresponding multiple carriage build-up sheets showing the configuration of the launch gear at the time of the transfer also on file?			
3c	Does a representative sample of these SCRs, build-up sheets, and associated WSRs indicate correct serial numbers were reported?			

Item	Description	Yes	NO	N/A
3d	Does a review of a representative sample of SCRs and associated WSRs (created since the last audit) indicate that actions requiring WSR reporting are being reported accurately and within prescribed timeframes?			
3e	If the unit discovered, or was notified of, any WSR errors, was a correction report transmitted within prescribed timeframes?			
4	**REVIEW OF DOCUMENT REGISTERS, DOCUMENTS, AND STOCK RECORDS**			
4a	Does a review of both On-base and Off-Base document registers against documents on file indicate that all documents (created since the last audit) are on file?			
4b	For receipts, is the shipper's document number cross-referenced in the Remarks column of the document register?			
4c	Are only original documents or MASO-certified true copies of original documents on file in document control?			
4d	Does a review of all shipping, receipt, issue and turn-in documents for CJCSM reportable items created since the last audit indicate:			
4d(1)	All serial numbers are correct and were reported correctly on SCRs and WSRs?			
4d(2)	Documents were properly prepared?			
4d(3)	Only authorized personnel signed for the items?			
4d(4)	Balance changes are accurately reflected in stock records?			
4d(5)	DELETED.			
4e	Does review of a representative sample of all other documents listed in both document registers indicate:			
4e(1)	Documents were properly prepared?			
4e(2)	Only authorized personnel signed for the items?			
4e(3)	Balance changes are accurately reflected in stock records?			

Item	Description	Yes	NO	N/A
5	**REVIEW OF WEAPONS CUSTODIAN RECORDS**			
5a	Does a review of AF Forms 514 and AF Forms 524 for ICBM warheads sent to or returned from alert status since the last audit indicate:			
5a(1)	Control numbers assigned are sequentially logged in the weapons custody document control registers?			
5a(2)	All documents are on file with the Weapons Custodian?			
5a(3)	Only authorized individuals signed the documents?			
5b	For other weapons and components, (if an individual other than the MASO is appointed as Weapons Custodian) does a review of the Weapons Custodian files indicate:			
5b(1)	A custody validation listing is accomplished at least semi-annually in conjunction with the semi-annual inventory?			
5b(2)	Copies of all documents that affect asset balances of items in the Weapons Custodian's custody and that were created since the last custody validation listing are on file?			

10.1.3. Sole Vouching Authority (SVA). The SVA is the individual having temporary custody of a nuclear weapon(s) and who grants access to the immediate area where a nuclear weapon(s) is/are located (e.g. weapons other than those in secure storage). When Host Nation Pilot is SVA, then the Senior U.S. person present in the exclusion area has temporary custody of the nuclear weapon(s).

11.1. **Status Change Reports (SCRs).** Changes in status of weapons, components, reportable training and test items (TTIs), containers and bolsters are reported to the MASO. The MASO, in turn, performs required higher headquarters and JCS reporting. Maintenance personnel report changes using AF Form 1764, **Major Assembly/Component Status Change Report** or DIAMONDS version of AF Form 1764, **Major Assembly/Component Status Change Report**.

11.1.2.19.3. Application of a seal to a containerized weapon or TTI in order to preclude opening the container during semi-annual inventory.

11.1.3.2. Block 3: Number SCRs consecutively beginning with YY-001 at the beginning of each fiscal year (where YY is the two digit fiscal year). An alpha character may be used at the end of the SCR number for bases using DIAMONDS.

11.2. **Weapon Status Report (WSR).** Prepare WSRs using SWIM or DIAMONDS. Prepare and submit as outlined in CJCSM 3150.04. WSRs form the basis for summary reporting for the Joint Staff, DTRA, HQ USAF, the National Military Command System, and the National Command Authorities (NCA). DTRA requests corrections to WSRs received with errors through the responsible MAJCOM logistics agent. Corrections are due immediately upon MAJCOM notification to the unit. MAJCOMs discuss the type of error and the corrective action with the reporting activity, as they occur to preclude further errors. Recommendations for changes to the stockpile database or processing methods are made when discrepancies are noted.

11.3. **Container Asset Report (CAR).** This report is designated emergency status code C1 - Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned as prescribed, or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE. Prepare report, using SWIM or DIAMONDS, IAW procedures in TO 11N-100-4, *Custody, Accountability and Control of Nuclear Weapons and Nuclear Materiel*, Chapter 7. Submit report semi-annually as of the SIR effective date. In addition, report when receipt, shipment or changes in serviceability affect balances. Classify reports IAW CJCSM 3150.04.

11.4. **Quality Assurance Service Test (QAST) Status Report (QSR).** Prepare and submit for TTIs as outlined in CJCSM 3150.04, using SWIM or DIAMONDS. The purpose of this report is to ensure accurate accountability between DoD and DOE of Source and Special (SS) nuclear material. Requirements for inventory and reconciliation of SS material between DoD and DOE is covered in TO 11N-100-4. The QSR report is similar in format to the WSR.

11.7. **Location Inventory Listing (LIL).** This report contains unit stockpile information extracted from the Nuclear Management Information System (NUMIS) database at DTRA. DTRA/CSNOA prepares the LIL monthly and forwards it to the units. It is also available to MAJCOM logistics agents and NWD directly through the NUMIS system. The purpose of the report is to provide monthly reconciliation of unit records contained in SWIM or DIAMONDS and stockpile information contained in NUMIS. It also provides the unit a management tool for scheduling maintenance, and managing maintenance activities.

11.7.2.2. NOCM personnel verify other discrepancies, if any, against the SWIM or DIAMONDS database and file copies of WSRs. Report to the MAJCOM any discrepancies that cannot be reconciled locally. The MAJCOM then assists the unit through coordination with DTRA to resolve the discrepancy.

11.7.2.3. Load (if necessary) and verify LLC kit pack dates, internal LLC serial numbers for weapons received since last LIL reconciliation into the SWIM or DIAMONDS database. Entries are made using procedures listed in the SWIM or DIAMONDS End-Users manual (Enter Associated Kit Serial Number function).

13.5.2.1. Perform a database backup to both the hard drive and removable electronic media during the end-of day procedure for each session where changes have been made to the database; this includes changes to the spares module. Name each database backup file with a unique, standard file-ID, consisting of the most current WSR report number followed by a hyphen and the most current QSR report number effective at the time the backup database is created. For example:

ATTACHMENT 2

RECURRING LETTERS/REPORTS

Letter/Report	Reference	Frequency	OPR
Certifying Official Appointment Letter	AFI 21-204, **Chapter 3**	As Required	Weapons/ Munitions Supervision
Change of MASO Inventory	AFI 21-204, **Chapter 9**, Para **9.7.3.13.**	Within 45 Calendar Days of Transfer	MASO
Duty Section NOCM Monitor	AFI 21-204, **Chapter 9**, Para **9.5.4.1.**	As Required	Applicable Duty Section
In-Process Inspection (IPI) Letters	AFI 21-204, **Chapter 4**	As Required	Weapons/ Munitions Supervision
Individuals Authorized to Perform NOCM Duties	AFI 21-204, **Chapter 9**, Para **9.5.5.**	As Required	NOCM/MASO
Individuals Authorized to Receive Classified Items	AFI 21-204, **Chapter 9**, Para **9.5.2.2.**	As Required	For Weapons/ MUNS Personnel - MASO. For TMO Personnel - a SNCO or above who can Vouch for Personnel's Security Clearances.
Individuals Authorized to Request and Receive NOCM Items	AFI 21-204, **Chapter 9**, Para **9.5.4.1.**	As Required	Section Requiring Authorization
Verifying/ Auditing Officer Appointment	AFI 21-204, **Chapter 9**, Para **9.19.2.1.**	When Performing Semi-Annual NOCM Inspection	MASO
Key and Lock Custodian Appointment Letter	AFI 21-204, **Chapter 6**, Para**6.2.1.1.1.**	When Changing Custodians	Weapons/ Munitions Supervision

Letter/Report	Reference	Frequency	OPR
MASO Appointment Letter	AFI 21-204, **Chapter 9**, Para **9.5.1.1.**	When Changing MASOs or for an Extended Absence	Outgoing MASO
NOCM Monitor	AFI 21-204, **Chapter 9**, Para **9.5.5.**.	As Required	MASO
Nuclear Ordnance Shipping Schedule (NOSS)	AFI 21-204, **Chapter 12**, Para **12.2.2.1.2.**	Prior to the 7th of Each Month	MAJCOM Logistics Manager
Personnel Authorized to Issue and Receive Keys	AFI 21-204, **Chapter 7**, Para **7.3.3.** **and** Para **7.3.1.1.**	As Required	WSAAL Monitor
Personnel Authorized to Access NOCM Warehouse	AFI 21-204, **Chapter 5**, Para **5.3.1.1.**	As Required	NOCM/MASO
Personnel to Receipt for Classified DOE end items and components shipped via DOE OTS or AMC SAAM missions	AFI 21-204, **Chapter 9**, Para **9.5.2.2.**	As Required not to Exceed Annually	NOCM/MASO
Quality Assurance Service Test (QAST) Status Report (QSR)	CJCSM 3150.04 T.O. 11N-100-4, Chap 6, AFI 21-204, **Chapter 11**	When Reportable Transactions Occur or As Directed	NOCM/MASO
Reparable Item Custodian(If not included in another letter)	AFI 21-204, **Chapter 9**, Para **9.5.5.4.**	As Required	MASO
Semi-Annual Inventory Report (SIR)	CJCSM 3150.04 AFI 21-204, **Chapter 9**, Para **9.19.1.1.**	No later then 5 working days after the "As of" date of report	MASO
Status Change Reports (SCR)	AFI 21-204, **Chapter 11**	When Reportable Transactions Occur or As Directed	Weapons / RV Maintenance Section
SWIM System Administrator	AFI 21-204, **Chapter 13**, Para**13.1.2.**.	As Required	MASO

Letter/Report	Reference	Frequency	OPR
Technical Order Distribution Account (TODA)	T.O. 00-5-2	When Changing TODA	Incoming TODA
Technical Order Distribution Officer (TODO)	T.O. 00-5-2	When Changing TODO	Incoming TODO
Unsatisfactory Reporting (UR)	T.O. 11N-5-1 AFI 21-204, **Chapter 4** and **Chapter 11**	When Defects or Deficiencies Warrant Reporting	Section Identifying Defect / Deficiency
Weapons Custodian Appointment Letter (If different than MASO)	AFI 21-204, **Chapter 9**, Para **9.5.3.**	As Required	Squadron Commander
Weapons Information Reporting (WIR)	T.O. 11N-35-50 AFI 21-204, **Chapter 11**, Para **11.6.**	When Reportable Transactions Occur	Weapons/RV Maintenance Section
Weapons Status Reporting (WSR)	CJSCI 3150.04, Chapter 2 AFI 21-204, **Chapter 11**, Para **11.2.**	As Reportable Transactions Occur	NOCM / MASO
WSAAL Monitor	AFI 21-204, **Chapter 7**, Para **7.3.2.1.**	As Required	Weapons/ Munitions Supervision
DIAMONDS System Administrator	AFI 21-204, **Chapter 13**, **Para 13.9.8.1.**	As required	Weapons/ Munitions Flight Chief/ Commander
DIAMONDS Super Users	AFI 21-204, **Chapter 13**, **Para 13.9.8.2.**	As required	MASO
Nuclear Weapons Certifying Officials	AFI21-204, **Chapter 1**, Para **1.4.3.11.**	As required	Weapons/ Munitions Supervision

Table A2.2. ACCOUNTABLE DOCUMENTATION FILING REQUIREMENTS.

	If the records are or pertain to	Consisting of	Which are	Then
1	Accountable records for nuclear weapon, DOE	Accountable officer appointment orders and certificates of transfer of accountability	Documenting change of accountable officer	Destroy 12 years after inactivation of account
2		Special weapon information management (SWIM) system stock records, trailer records, and document control registers (AF Forms 105f-6, AF Form 1765, AF Form 36, or automated equivalents)	Current, original records on electronic media	Destroy after 2 years
3			Original, historical records on electronic media	Destroy 2 years after database re-initialization or 7 months after audit of accounts, whichever is later
4			Daily, weekly or monthly backup copies of current	Destroy when no longer needed
5			Paper copies	Destroy when no longer needed
6		SWIM transaction history files	Current, original records on electronic media	Destroy after 2 years

	If the records are or pertain to	Consisting of	Which are	Then
7			Original, historical records on electronic media	Destroy 2 years after transaction history backup or 7 months after audit of accounts, whichever is later
8		Original or certified copies of signed receipt and shipment documents, issue and turn in documents, inventory adjustment vouchers, stock change vouchers (DD Forms 1348-1A, DOE/NRC Forms 741, DD Forms 1150, AF Form 160, or automated equivalent	Maintained by the accountable officer and created in the current fiscal year	Destroy after 2 years
9			Maintain by the accountable officer and created in prior fiscal year	Destroy after 2 years
10	Custody transfer and accountability of nuclear weapons	Custody revalidation listing, issue and turn-in documenting transfer between the accountable officer and weapons custodian and stock change vouchers affecting items in custody of the weapons custodian a (DD Form 1150, AF Form 160, or automated equivalents)	Maintained by the weapons custodian	Destroy after the next account custodian revalidation

	If the records are or pertain to	Consisting of	Which are	Then
11		Temporary hand receipts for items pending receipt verification (AF Form 1297)	Maintained by the accountable officer	Destroy after formal receipt verification and issue document is signed
12		Custody transfer documents between the weapons custodian and subsequent individuals granted temporary custody of weapons (DD Form 1150, AFTO Form 349 or automated equivalent)		Destroy after the item is returned to the original weapons custodian
13		Custody transfer documents for ICBM warheads on alert (AF Form 514, AF Form 524 or automated equivalent)		Destroy 2 years after weapons are returned
14		Build-up documentation certifying configuration of multiple carriage weapons (pylons and launchers)	No documented on AF Form 1764	Destroy when superseded or no longer needed
15			Documented on AF Form 1764 and maintained by the weapons custodian	Destroy when superseded or no longer needed
16			Documented on AF Form 1764 and maintained by the accountable officer	Destroy after 2 years or 7 months after audit of account, whichever is later

	If the records are or pertain to	Consisting of	Which are	Then
17		Courier receipts (DD Forms 1191, AEC or AD Forms 60 or automated equivalent)	Relating to shipment or receipts affecting account balance	Maintain with receipt/shipment documents
18		Courier receipts (DD Form 1911, AEC or AD Form 60 or automated equivalent)	Relating to overnight or temporary storage when items are not picked up on account	Destroy 90 days after items leaves station
19	Inventory records Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability Documenting an inventory occurring in conjunction with a change in accountable officer			Destroy 2 years after the date of the inventory

	If the records are or pertain to	Consisting of	Which are	Then
20		Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability, semi-annual inventory (SIR), SIR reconciliation message, saddle bag inventory letter, appointment orders for inventory verifying officer	Documenting an annual, or semi-annual periodic inventory	Destroy 2 years after the date of the inventory
21	Audit of accounts	Appointment orders for auditing officer, certificate of audit, and report of audit	Performed in conjunction with a semi-annual inventory	Destroy with semi-annual inventory records
22		Audit reports and associated correspondence	A result of other audits	Destroy after 2 years
23	Status reporting of JCS reportable items	Status change reports for JCS reportable items (AF Forms 1764 or automated equivalent)	Maintained by the accountable officer	Destroy 7 months after the next SIR reconciliation or account audit, whichever is later
24			Maintained by other than offices	Destroy when no longer needed
25		Weapon status report (WSR)		Destroy 7 months after the next SIR reconciliation or account audit, whichever is later
26	Stockpile emergency verification (SEV)	SEV initiation message, termination message, after action report, phase II completion report weapons custody listing, and phase I & II inventory count sheets		Destroy 2 years after SEV or SEV test

	If the records are or pertain to	Consisting of	Which are	Then
27	Logistics movement of weapons between bases	Nuclear Ordnance Shipping Schedules (NOSS), Movement Transfer Order (MTO) requests, MOT consignment notifications, Special Assignment Airlift Mission (SAAM) directives, SAAM itinerary messages, Limited Life Component (LLC) forecast and scheduling message, time change item schedules, time change items support messages, DOE Transportation Safeguard Division (SD) trip notification	Maintained by MAJCOMs logistic agencies	Destroy after 1 year or when no longer needed, whichever is later
28			Maintained by accountable officer at base level	Destroy 90 days after last action is completed
29			Maintained by other offices	Destroy when no longer needed
30		Second destination transportation forecast		Destroy when no longer needed
31	DOE managed spare parts and equipment listings	DOE Spares Reparable Listing, DOE Spare Parts, Tailored List of Spares		Destroy when superseded or no longer needed
32		Unit Spares Authorization Listing		Destroy when superseded
33		Requisition requests		Destroy when items are received
34		Receipts for non-repairable parts		Destroy after items are transferred to maintenance personnel
35		Receipt, shipment, issue and turn-in documents (DD Form 1348-1A, AF Form 2005, or automated equivalents) for reparable parts	Maintained by the accountable officer and created in the current fiscal year	Destroy 30 days after DOE receipt of materials

	If the records are or pertain to	Consisting of	Which are	Then
36			Maintained by the accountable officer and created in prior fiscal years	Destroy after 2 years
37		Unit DOE equipment authorization listing		Destroy when superseded
38		Receipt and shipment documents for equipment	Maintained by the custodian for DOE equipment	Destroy after the next equipment inventory validation listing is certified
39		Equipment and parts disposition		Destroy after disposition instruction are received and all action are completed
40	Recurring reports	Container asset report		Destroy after the next semi-annual validation report
41		Employment suitability reports, NOCM practice bomb repots, location inventory listing		Destroy when superseded or no longer needed

Attachment 4

IC 2004-1 TO AFI 21-204, NUCLEAR WEAPONS PROCEDURES

17 FEBRUARY 2004

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. Interim Change (IC) 2004-1 Corrects discrepancies with corresponding references for AFIs, tables, figures and other paragraphs referenced throughout the entire document. Clarifies MAJCOM and Unit responsibilities in **Chapter 1**. Clarifies certification and proficiency evaluations in **Chapter 3**. Changed the requirement for visuals and IPIs, location of Sole Vouching Authority (SVA), added technical advisor requirements, and added and corrected trainer requirements in **Table 4.1.** in **Chapter 4**. Clarifies storage of limited life components and unit spare authorization listing items in **Chapter 5**. Clarifies key box maintenance documentation in **Chapter 6**. Clarifies Weapons Storage Area Authorization List management in **Chapter 7**. Clarifies accountability policy in **Chapter 8-Chapter 12**. Adds requirements for Defense Integration and Management of Nuclear Data Services (DIAMONDS) users to document database manipulation in **Chapter 13**. See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (|) indicates revision from previous edition

OPR: HQ USAF/ILMW (SMSgt Ronald H. Dryburgh Jr.)

1.3.1.3. AF Functional Manager (FM) for 2W2XX, 2M0XX, and 21M career fields.

1.3.4.1.1. Provide representatives to working groups established by the Air Force Maintenance and Munitions Advisory Group (AFM/MAG).

1.3.4.1.10. Identify unit taskings in the Maintenance Capability Letters (MCL). MCLs must identify all weapons maintenance capabilities to include unit day-to-day mission requirements, unique MAJCOM certifiable tasks to support contingencies, and/ or reconstitution taskings.

1.3.4.4.2.15. Coordinate **Table 4.1.** changes with HQ AF/ILMW no later than 31 July each year.

1.4.1.5. Appoints personnel to receipt for classified DOE materials IAW para **9.5.2.**

1.4.2.2. Responsible for munitions items received by their organization and sign the Designation of Personnel Authorized to Request and Receive Nuclear Ordnance Controlled Materiel (NOCM) Items

1.4.2.4. Recommend MASO to Maintenance Group Commander, for appointment, that meets requirements in paragraph **9.5.1.** of this instruction.

1.4.2.5. Ensure SIPRNET and the capability to send and receive classified DMS message traffic at the flash precedence level is available to munitions control, NOCM, and Weapons Maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOM may waive requirements for units that do not possess War Reserve (WR) weapons).

1.4.2.6. DELETED.

1.4.3. **Weapons/Munitions/Maintenance Supervision.** Responsible for the overall management of weapons/munitions. Provide broad policy guidance. The scope of the responsibility concentrates on the safe, secure, and efficient use of personnel and material resources, while maintaining the highest degree of weapons/munitions capability and accountability in accordance with all governing standards. The ultimate goal is maintaining a combat readiness capability commensurate with mission tasking.

1.4.3.10. Make recommendations for nuclear weapons technicians to fill QA positions.

1.4.3.17. Ensure the member serving as the technical and safety advisor on a nuclear weapons convoy, is an NCO or above and is JQS qualified and fully knowledgeable of tie-down, transportation, handling, and command disable procedures and emergency procedures.

1.4.3.18. Ensure oldest on-hand LLCs are installed first by the maintenance section.

1.4.3.19. Ensure each T.O. and checklist step is annotated, identifying each In-Process Inspection (IPI) point on the affected page (not on the plastic cover) to clearly identify the step as requiring an IPI before proceeding.

1.4.5.2. Ensure all Weapons Status Reports (WSR) are reviewed for accuracy prior to transmission.

1.4.5.13. At a minimum, establish local procedures for:

1.4.6.3. Maintain custody control and accountability for CJCSM 3150.04 reportable items IAW this AFI.

1.5.4. Logistics Management of Containers and Bolsters. Containers and bolsters are used to support storage, maintenance, and logistics movement of weapons and components. In addition, containers and bolsters may be used to support storage and movement of TYPE Trainers. Containers and bolsters are accounted for IAW procedures in this AFI, and reported on the Container Asset Report, if applicable.

1.8. Equipment Allowances and Authorizations for Special Equipment Controlled Items. All nuclear ordnance special equipment controlled items listed in the nuclear weapons system allowance standards 439, 701, 707, 733, 803, 804, 805, 810 and 822 are controlled mission equipment managed by the equipment management function under the SBSS through the Air Force Equipment Management System (AFEMS C001). The above allowances standards are managed by WR-ALC/LET in accordance with AFMAN 23-110*, Standard Base Supply Customers Procedures*, Vol IV and AFMAN 23-110, Vol II, Part II. The approved utilization and application of allowance standards, as reflected C001, is the authority for MAJCOMs to authorize, acquire, and account for essential requirements.

3.1.1. Munitions/Weapons/Maintenance Supervision may appoint additional technically qualified 2M0 or 2WX personnel, in writing, to augment QA as Nuclear Weapons Certifying Officials for nuclear weapons handling tasks. The 2W2 QA is a nuclear weapons certifying official by virtue of position and does not need to be appointed by Munitions/Weapons Supervision. Additional 2W2 personnel may be appointed for weapons maintenance tasks. These Certifying Officials augment Quality Assurance inspectors. Prior to performing certifications, all individuals appointed (to include QA) must have current JQS qualification and current EPE.

3.1.4.1. (Added) QA must maintain on file current EPE documentation for all certifying officials.

3.1.6. Evaluations will only be accomplished while observing actual task performance. Evaluators will not be part of the task being performed.

3.1.7. (Added) When certifying individuals in the TC or TM position, individuals must perform the entire operation, to include all documentation required for the task.

3.3.1.11. PAL/CDS Management Program (semi-annually)

3.3.2. Personnel Evaluation. Personnel Evaluation (PE) encompass, as a minimum, the operations below. (MAJCOMS will determine inspection frequency):

3.3.2.3. Limited Life Component (LLC) Exchange to include H1616 packaging and backfill operations.

3.3.3.5.9. Team chiefs will be charged with any error that goes undetected or uncorrected.

3.4.1.3. Certify technicians on transfer and transport. All personnel certified on transfer/transport tasks must be able to demonstrate proficiency in all task areas that individual is qualified to perform. This includes use and application of all associated technical data. MAJCOMs may elect to certify as TC and TM separately, if this is done a TC will supervise all tasks and be responsible for TM performance. Technicians certified in the TC position may perform as TMs.

3.4.2.3. Section/Element Supervisor or Weapons/Munitions/Maintenance Supervision will decertify individuals for the following reasons:

3.4.2.3.2. Committing a procedural error that, if not corrected, would likely result in an unsafe condition or environment, rejectable weapons damage, or an unreliable weapon system. This includes violations of weapon system safety rules. Section/Element Supervisor or Weapons/Munitions Supervision will determine, after a review of the facts, if decertification is required.

3.4.2.3.5. Technicians failed to detect a safety or reliability deficiency in the weapon or component.

3.6.4. Proficiency evaluation will be performed on positions certified (i.e. TC or TM).

4.1.2.1. (Added) Personnel handling nuclear weapons (RS) during ICBM missile field operations will not exceed 16-hour continuous duty period followed by a rest period, which gives the individual at least 12 hours of rest. The requirement cannot be waived.

4.1.3. Train and certify sufficient personnel, to meet the MCL, to handle and maintain nuclear weapons to assure mission accomplishment. Limited Life Component Exchange (LLCE) or Parachute (PC) certification is mandatory only if assigned weapons are within 3 months of required maintenance.

4.1.6. Stop operations upon the discovery of a defect that causes rejection of a weapon or major component. Determination to continue such an operation is a management decision based on careful review of the facts and circumstances (management is defined as Section Supervisor or above). Complete the operation if the weapon is safe and no other damage will occur. If authorized procedures are not provided or do not adequately address the problem, contact the MAJCOM who will coordinate with the appropriate agency to resolve the situation. On site DOE representatives may determine continuation of operation (e.g. PAL operation, defect acceptance) when authorized procedures are not available in governing technical order, however, unit personnel must report the defect(s) according to T.O. 11N-5-1, *Unsatisfactory Reports, and/or AFI 91-204, Safety Investigation and Reports* as applicable. If disassembly is directed for repair, ensure all spares and expendables are available before performing disassembly. Condition code of nuclear weapons will be changed to non-operational status if replacement components are not on hand, cannot be replaced during the operation, or if the status of the weapon is unknown (i.e. lightning strike). Nuclear weapons placed in Non-operational status will only be returned to Operational Status when directed by NWD via an assigned UR number.

4.1.11. Only technically knowledgeable individuals, not physically performing the work, will perform visual inspection requirements specified in T.O. 11N-35-51, *General Instructions Applicable to Nuclear Weapons*. This individual must be a JQS qualified TC or NCO on the maintenance task and cannot be the team chief directing the operation. Visual inspections will not be performed by the quality assurance (QA) inspector evaluating the operation.

4.1.12. Units may develop In-Process Inspections (IPIs). When used, Quality Assurance (QA) and Weapons/Munitions Supervision will jointly develop IPIs IAW AFI 21-101. The IPI list must be reviewed, as T.O. changes occur to ensure paragraph references are accurate. Review and publish the complete IPI list

at least annually. Completion of IPIs will be documented on the AFTO Form 349 or equivalent, identifying the individual who performed them. As a minimum, the individual performing the IPI must be a 7-level and JQS qualified on the maintenance task.

4.1.14.2. When WR weapon(s) are exposed in the maintenance bay or protective aircraft shelter (PAS) and maintenance personnel are in the bay or PAS, secure the personnel entry door from inside. (KUMMSC is exempt from this requirement). If not possible, a two-person team will maintain entry control. Control access to No-Lone Zones with a sole vouching authority IAW AFI 91-104.

4.1.20. (Added) Do not transport nuclear weapons outside a restricted area during hours of darkness or in severe weather conditions unless necessary to meet mission requirements. All nuclear weapons movements outside a restricted area must have a member serving as a technical and safety advisor. The convoy technical and safety advisor will be an NCO or above that is JQS qualified and fully knowledgeable of tie-down, transportation, handling, and command disable and emergency procedures. The wing commander or equivalent must authorize such movements.

4.1.21. (Added) Cover nuclear weapons, Type 3 trainers, and Joint Test Assemblies (JTA) during all movements (**EXCEPTION:** Containerized weapons, Reentry Systems, and Cruise Missiles do not require covers). BDUs do not require covers except during exercises when simulating WR weapons.

4.2.1.1. Use procedures in T.O. 11N-5-1, *Unsatisfactory Reports* (UR), to report a deficiency on DOE-designed nuclear weapon or related component, DOE-designed equipment/software or a Joint Nuclear Weapons Publication System (JNWPS) technical order discrepancy/deficiency. Nuclear weapons placed in non-operational status will only be returned to operational status when officially directed by NWD via an assigned UR number.

Table 4.1. Type 3 Trainer Requirements by Location and Type.

	Type 3	Type 3A	Type 3B	Type 3C	Type 3D	Type 3E	WTU-20
Barksdale B61-7				1		1	
Barksdale B83-0				2			
Barksdale W80-1	30	1					
Barksdale WTU-20							12
Cannon B61-4						3	
Minot B61-4						1	
Minot B61-7				2		2	
Minot B83-0				2			
Minot W80-1	2	1					
Minot WTU-20							13
Minot W78-0		2					
Seymour Johnson B61-4						5	
Whiteman B61-4						1	
Whiteman B61-7				2		8	
Whiteman B61-11				1		5	
Whiteman B83-0				2			
Malmstrom W78-0		1					
Malmstrom W62-0				2			
Eglin B61-4		3					
Eglin B61-7				3			
Eglin B83-0				3			
Eglin W62-0				4			
Eglin W78-0		2			1		
Eglin W87-0			2	2			
Eglin W80-1		3			1		
Sheppard B61-4		1				1	
Sheppard B61-7				1		2	
Sheppard B83-0				2			
Sheppard W80-1		1					
Sheppard W78-0		2					
Sheppard W87-0				1			
FE Warren W62-0				1			
FE Warren W87-0				2			
Vandenberg W62-0				2			

	Type 3	Type 3A	Type 3B	Type 3C	Type 3D	Type 3E	WTU-20
Vandenberg W87-0				1			
Aviano B61-4		2				3	
Buechel B61-4		1				6	
Ghedi B61-4		1				6	
Incirlik B61-4		2				1	
Kleine Brogel B61-4		1				6	
Lakenheath B61-4		2				7	
Ramstein B61-0						1	
Ramstein B61-4		2				4	
Spangdahlem B61-4		1				1	
Volkel B61-4		1				6	
Nellis B53-1		1					
Nellis B61-4		2					
Nellis B61-7				1			
Nellis B83-1				1			
Nellis W56-4				1			
Nellis W62-0				1			
Nellis W78-0		1					
Nellis W80-1		1					
Kirtland B61-4		2					
Kirtland B61-7				2			
Kirtland B61-11				1			
Kirtland B83-0				2			
Kirtland W62-0				1			
Kirtland W80-1		1					
Kirtland W84-0		1					
Kirtland W87-0		1	1				

5.1.4.2.2.1. Prior to closing warhead container, two weapon system certified individuals (one member must be TC certified) will verify the permanently etched, engraved or stamped warhead serial number with the non-permanent serial number on the warhead and the warhead serial number painted on the exterior of the container. If this cannot be accomplished, follow procedures in paragraph **5.1.4.2.4.4.**Document the serial number on the AF Form 1764 in column C, or in DIAMONDS as appropriate.

5.2. Component Storage. Store components in approved containers under appropriate security. LLCs may be pre-positioned within the maintenance facility as long as the criteria in DOD 5210.41M and the AF supplement is met.

5.2.1. For inventory purposes, obtain component serial number(s) from the exterior tag. LLC shipping containers need not be opened solely to verify contents.

5.3.1.4. Mark condition tags or labels with standard entries IAW AFMAN 23-110, Vol II, Part 2, Chapters 14 and 24, and the designation BS or MS. Include the precautionary phrase from the stock list and the statement "Item contains training category source and special nuclear material" on applicable items.

5.3.2.1. Where practical, store non-reparable USAL items within a centralized support section. Sections not served by a centralized support section, or geographically separated from their support section, may store non-reparable USAL items within their maintenance section. Weapons/Munitions supervision will provide NOCM a list of individuals authorized access to USAL items stored in the maintenance area.

5.3.2.5. NOCM personnel will perform "walk through" checks of bins and storage locations to determine if items need to be requisitioned. NOCM personnel then requisition required items from DOE Kansas City Plant (KCP).

6.1.4. Store primary keys separate from spare/control (maintenance) keys. Keys may be stored within the same safe as long as they are locked in different drawers.

6.2.2.4. Engrave or stamp local serial number on keys to high security padlocks and obliterate manufacturer's serial number, if present. Annotate local serial number on the AF Form 2427 (do not record manufacturer's serial number) and destroy the manufacturer's tag. Do not engrave or stamp serial number on cylinders or lock bodies. If manufacturer's serial number is present on packaging material (e.g. box), either obliterate serial number or destroy packaging material.

6.2.2.11. Document combination changes by letter. Do not record combinations. If a safe is used for the sole purpose of securing keys, the AF Form 36, **Maintenance Record For Security Type Equipment**, must be used. Do not use SF 702, **Security Container Check Sheet**, and SF 700, **Security Container Information**, on key boxes or safes used only to secure keys.

6.3.4. DELETED.

6.4. Weapons Storage and Security System/ Advanced Entry Control System (AECS) Management of these programs will be accomplished IAW applicable guidance.

7.1. GENERAL POLICY

7.1.1. The procedures in this chapter apply to all CONUS nuclear capable units except KUMMSC. USAFE units will comply with the requirement in ED 60-12, *Nuclear Surety Management for the WS3,* for Access Approval Authority Listing (AAAL).

7.1.2. The AECS is used to identify personnel authorized to perform certain actions within (KUMMSC). The Weapons custodian will approve access at KUMMSC by signing in the remarks section of the AF Form 2586, *Unescorted Entry Authorization Certificate.*

7.1.3. Sole Vouching Authority (SVA). The SVA is the individual responsible for verifying individuals need to enter a no-lone zone/exclusion area, where a nuclear weapon(s) is/are located, prior to granting them access (e.g. weapons other than those in secure storage).

7.1.3.1. When an SVA transfers SVA duties to another individual documentation for this transfer is not required.

7.1.3.2. Only one SVA is permitted per no-lone zone/exclusion area.

7.1.3.3. The Weapons Custodian approves overall access to nuclear weapons by signing the WSAAL. The Weapons Custodian is appointed IAW paragraph **9.5.3.**

7.2. WSAAL MANAGEMENT. WSAALs are used to identify personnel authorized to perform certain actions within Weapon Storage Areas (WSA). NOTE: The intent of **Figure 7.1.** and **Figure 7.2.** are for reference only and not directive in nature. The form layout is up to the units' discretion; however, required information identified in this chapter must be reflected and original signatures present.

7.2.1. DELETED.

7.2.2. WSAALs identify, as a minimum, personnel authorized to:

7.2.2.1. Issue and Receive keys to weapons maintenance and storage structures. Personnel authorized to issue keys may also be authorized to receive keys.

7.2.2.2. Open and secure weapons maintenance and storage structures.

7.2.2.3. Open and close containers at entry control points and secure keys to maintenance facilities or assembly, surveillance, and inspection (AS&I) type facilities. (If keys are stored at the Entry Control Point (ECP)

7.2.2.4. Activate and deactivate weapons storage structures. i.e. weapons are present or not present.

7.2.2.5. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures or escorting personnel into the WSA.

7.2.3. WSAAL will include, as a minimum, full name, codes authorized, enlisted or officer, last six of SSN, security clearance and PRP status (Interim or Formally Certified)

7.2.4. DELETED.

7.2.5. DELETED.

7.2.6. Pen and ink additions without authenticated Change Letter are prohibited.

7.2.8. Original signatures are required on all copies of the WSAAL. If the WSAAL pages are bound together in a single computer-run product, authenticate on the first or last page only, and indicate the number of pages. If the pages are separated each page must be authenticated.

7.2.9.1. DELETED.

7.2.9.2. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures or escorting personnel into the WSA.

7.2.10. WSAALs will be published when determined by Weapons /Munitions Supervision or WSAAL OPR.

7.2.11. Change Letters. Change Letters will be used for interim changes to the WSAAL (**Figure 7.1.**). Changes should be held to an absolute minimum. A single letter may be used to add and delete individuals (**Figure 7.2.**). Change Letters to a WSAAL will be consecutively numbered, beginning with number one, and will identify the date of the WSAAL it changes (with each revision of the WSAAL, the Change Letter sequence number starts with one). These letters will be authorized, certified, authenticated (except for deletion letters) and distributed in the same manner as the WSAAL. Entries will be pen and inked (handwritten or typed) on referenced WSAAL with Change Letters filed with or attached.

7.2.11.1. Deletions. In cases where individuals or information must be deleted, Munitions Supervision or designated representative will immediately notify all agencies possessing WSAALs by telephone and document time and agency called. Each workcenter will place a single line through the entry on the WSAAL upon receipt of the telephone notification. As soon as practical, the WSAAL OPR will produce a Change Letter. Letter will include, as a minimum, person's full name, social security number (use last six numbers) and change requested. Upon receipt of the Change Letter, annotate the deleted entry with the Change Letter sequence number.

7.2.11.2. Additions. In cases where information is to be added, Munitions Supervision or WSAAL OPR will initiate a Change Letter. Letter will include all information listed in paragraph **7.2.3.** Letter will be processed using same procedures as processing WSAAL. Upon receipt of the authenticated Change Letter, the entry will be pen and inked on the WSAAL and annotated with the Change Letter sequence number.

7.3.1.1. Review and sign (certify) WSAALs and addition letters

7.3.1.3. Ensure authorized individuals have appropriate PRP certifications

7.3.2.2. Review and sign deletion letters

7.3.3. **Weapons Custodian.** Sign (authorize) WSAALs and addition letters.

7.3.5.2. Ensure sections/elements review working copy of WSAAL prior to authentication.

7.3.5.3. Make corrections as required, and hand carry WSAAL to Weapons Custodian. Ensure the Weapons Custodian reviews and grants authorized individuals access to facilities containing nuclear weapons by signing the WSAAL. Ensure review includes, but is not limited to verifying individuals are not given authorized access or knowledge of more than one combination protecting keys to nuclear maintenance and storage facilities.

7.3.5.4. Hand carry the authorized WSAAL to the Unit Commander for certification. Unit Commanders signature certifies proper security clearance, PRP status, and need for access/authorization verified for individuals listed.

7.3.5.6. Ensure authenticated WSAALs and change letters are immediately distributed to munitions activities as required.

Figure 7.1. Sample WSAAL (Legend Page).

PREPARED: 1 July 2001

WEAPON STORAGE AREA AUTHORIZATION LIST LEGEND

CODE NO.	DESCRIPTION
01	Receive the "A" lock combination to the Primary and Spare key boxes for nuclear storage facilities
02	Receive the "B" lock combination to the Primary and Spare key boxes for nuclear storage facilities
03	Activate/Deactivate storage structures
04	Preannounce personnel to access structures or escort individuals into the WSA
05	Issue A or B keys for nuclear storage facilities

AUTHORIZED BY:

Weapons Custodian

CERTIFIED BY:

Commander, 123 MS

AUTHENTICATED BY:

123 SFS Authenticating Official

Page 2 of 3

Figure 7.1. Sample WSAAL (Personnel Listing)

PREPARED: 1 July 2001

WEAPON STORAGE AREA AUTHORIZATION LIST

PERSONNEL LISTING

SEC CHANGE NAME	CODES	GRD	SSN	CLEAR	PRP
KNOWLES, Richard M.	02, 03	ENL	67-8912	T/S	FORMAL
YOCOM, Lonnie T.	01,03,05	ENL	98-7654	T/S	FORMAL
GRAVES, Michael R.	01, 04	ENL	12-4321	SEC	INTERIM
CIRANNI, Charles NMI	02, 04	OFF	56-7891	T/S	FORMAL
OGUREK, Robert M.	01, 03	ENL	45-6789	SEC	INTERIM
LUECK, David BH	01,04	ENL	65-4321	T/S	FORMAL

AUTHORIZED BY:

Weapons Custodian

CERTIFIED BY:

Commander, 123 MS

AUTHENTICATED BY:

123 SFS Authenticating Official

Page 3 of 3

Figure 7.2. Sample Change Letter.

MEMORANDUM FOR 123 SFS/CC 7 Aug 01
123 MS/LGM
FROM: 123 MS/CC

SUBJECT: Weapons Storage Area Authorization List (WSAAL) Change Letter No. 1

1. Delete the following individual from WSAAL, dated 1 July 01 by placing a single line through the entire line entry.

NAME	SSN
CLARK, Chad S	67-8912

2. Add the following individual to WSAAL, dated 1 July 01, by neatly writing the following information after the last entry

NAME	CODES	GRD	SSN	Sec Clear	PRP
SPEASE, Brian E	01, 04	ENL	65-4321	SEC	Interim/Formal

3. Post this letter with the WSAAL. Upon receipt and validation of new WSAAL, destroy this letter.

AUTHORIZED BY:

Weapons Custodian *(Only required for additions)*

CERTIFIED BY:

Commander, 123 MS *(Weapons/Munitions Supervision for deletion letters)*

AUTHENTICATED BY:

123 SFS Authenticating Official *(not required for deletion letter.)*

8.1. General Principles of Nuclear Material Accounting. This chapter describes the basic principles upon which accounting procedures in this instruction are based. They may be used in determining the best courses of action when situations arise that are out of the ordinary and when judgment calls must be made.

8.5. Consumption and Custody Accounting. Items are accounted for using either consumption accounting procedures or custody accounting procedures. Low cost, non-reparable, and non-sensitive items (e.g. small hardware, gaskets, nuts, bolts, screws, washers, grease, etc.) are considered expendable items. These items are considered "consumed" and are dropped from accountable records when issued to maintenance personnel. Reparable items and items that must be controlled because of their sensitive nature (e.g. containers, bolsters, and some spares) must be continually accounted for until returned to the vendor, or properly disposed of IAW authorized disposition instructions and pertinent disposal directives. These items are accounted for using custody accounting procedures. The appropriate commander designates a custodian, who is responsible for these items that have been issued to their duty section until they are either turned-in or expended (in the case of test items expended during stockpile flight testing or other operational test and evaluation). The custodian keeps records showing items in his or her custody. These records include a spare SE custody listing from the last time the items were inventoried, and copies of any documents affecting items in his or her custody that document transactions occurring since the last validation. Items are maintained on the accountable officer's records and posted to stock records as "In-Use" balances.

9.3.2. Non-AF Owned Special Equipment (SE). The MASO accounts for DOE owned SE (e.g. containers and bolsters, AN/PDR 74A Tritium Monitors, T558 LF7 Piston Locators, etc.) in SWIM or DIAMONDS using custody accounting procedures in this instruction.

9.4.7.2. A Spare SE Custody Listing, signed by the custodian, showing on hand balances of property in their sub-account upon assuming custodian duties or the date of the last custody validation (whichever is latest).

9.4.7.3. Copies of issue and turn-in documents affecting balances of property on the sub-account since the last Spare SE Custody Listing.

9.5.2. The applicable group commander certifies personnel to receipt for classified DOE end items, components and documents involving restricted data shipped via DOE Office of Transportation Safeguards (OTS) or AMC SAAM missions (See **Figure 9.1.**.). For AMC SAAM missions the accountable officer will send the courier activity, the date of the current units Certification of Personnel to Receipt for Classified Material letter and list of authorized recipients in the response (initial acknowledge message) to the SAAM set-up message. This list will contain each individual's name, rank, SSN, security clearance, job title, and duty telephone numbers. No changes to the Certification of Personnel to Receipt for Classified Material letter maybe made after inclusion in the initial acknowledge message.

9.5.3.1. Qualification of Individuals Assigned Weapons Custodian Duties. Must be a senior NCO in AFSC 2W0, 2W1, 2W2, 2M0 or a 21M Munitions and Missile Maintenance Officer, or qualified permanent civil servant in the grade of GS-9 or higher. He or she must possess appropriate security clearance, be certified under Personnel Reliability Program (PRP) and be a U.S. citizen. MAJCOMs may waive experience, or training requirements. Units maintain approved waivers on file with the appointment letter.

9.5.3.2. To ensure authorized personnel are available to sign custody transfer documents, alternate weapons custodians should be designated. Alternates must meet all qualifications of the primary Weapons Custodian.

9.5.5.1.1. Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NOCM account duties. The individual supervising NOCM section must possess at least a seven-skill level in their AFSC. MAJCOMS may waive AFSC requirement for accounts that do not possess WR weapons.

9.6. Local Procedures. The MASO will publish procedure, at an appropriate level within the wing, covering local conditions and requirements, to ensure all affected personnel are aware of required responsibilities and procedures. As a minimum establish local procedures for items listed in paragraph **1.4.5.13.**

9.6.1. DELETED.

Figure 9.1. Sample Letter - Certification of Personnel to Receipt for Classified Material.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

25 Sep 02

MEMORANDUM FOR US DEPARTMENT OF ENERGY
Albuquerque Operations Office
Attn: Transportation Safeguards Division
PO Box 5400
Albuquerque NM 87115-5000

HQ AMC TACC/XOOO
402 Scott Drive, Unit 2K1
Scott AFB IL 62225-5303

FROM: 28MUNS/LGWN
130 Douglas St. STE 210
Ellsworth AFB SD 57701-5000

SUBJECT: Certification of Personnel to Receipt for Classified Property

The following personnel are authorized to receive and sign for classified property consigned to FV4814, including US Department of Energy classified shipments and documents involving restricted data. Access of listed personnel is required for performance of duties and granting access will not endanger the common defense and security. This certification is made in the name of the Commander, Air Combat Command, as authorized by AFI 21-204. Certification is effective this date and expires at end of expiration period for each individual or 1-year from date of letter, whichever occurs first.

NAME and GRADE: Jeffrey M. Sodano, Capt
POSITION TITLE: Accountable Officer
SECURITY CLEARANCE: Top Secret
DUTY PHONE: DSN 555-1212
HOME PHONE (912) 555-9999

SSAN: xxx-xx-xxxx
CITIZENSHIP: US Citizen
DATE GRANTED: 1 Oct 02
EXPIRATION DATE: 1 Oct 03

NAME and GRADE: Terrence S. Stolp, TSgt
POSITION TITLE: NCOIC, NOCM Section
SECURITY CLEARANCE: Top Secret
DUTY PHONE: DSN 555-1212
HOME PHONE: (912) 555-8888

SSAN: xxx-xx-xxxx
CITIZENSHIP: US Citizen
DATE GRANTED: 1 Oct 02
EXPIRATION DATE: 1 Oct 03

Address Information:

Mail - 28MS/LGMWK
Ellsworth AFB, SD 57701

Shipment - FV 2846, 28MS
Ellsworth AFB, SD 57701

This letter supersedes my letter dated 1 December 02.

cc: AAC/NWL/NWLO
(Parent MAJCOM)/(Office Symbol)
(Recipient list in 45-51C, para 1-8.3)

FRANCIS R. EUBANK JR., Col, USAF
Commander, 28 MXG

Figure 9.3. Sample Letter - Designation of Authorization to Request and Receive NOCM Items.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (ACC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

20 Jul 01

MEMORANDUM FOR 28 MUNS/LGWN (MASO)

FROM: 28MUNS/CC
130 Douglas St. STE 210
Ellsworth AFB SD 57701-5000

SUBJECT: Designation of Individuals Authorized to Request and Receive NOCM Items

1. The personnel listed in paragraph 2 are authorized to request and receive NOCM items for the Re-entry Vehicle Maintenance Section (Office Symbol LGWIR). I certify that individuals listed in this letter require access to NOCM items in order to perform authorized maintenance activities. Individuals, as designated below, are appointed primary (P) and alternate (A) reparable item custodians for this maintenance section. These designations are made IAW AFI 21-204 paragraph 9.5.4.1.

2. List of Individuals Authorized to Request and Receive NOCM Items and Designation of Reparable Item Custodians:

RANK	NAME	PHONE	CUSTODIAN DESIGNATION
a. MSgt	Fisher, John L.	5-3876	
b. TSgt	Culp, Karen M	5-8765	
c. SSgt	Bushee, David E.	5-8765	(P)
d. SSgt	Lanes, Justin C.	5-8765	
e. SrA	Duffy, Scott J.	5-8765	(A)

3. This letter supersedes my previous letter dated 23 Jul 00.

JOHN R. MAPLETHORPE, Lt. Col., USAF
Commander, 28 MUNS

9.13. Receipt of Materiel. Nuclear weapon type trainers are considered equipment items accounted for using SBSS FE (CA/CRL) account procedures. These items are not maintained on FV accounts. To preclude discrepancies in accounting and reporting, process all trainers through the SBSS FE account. Also see **Chapter 11** of this AFI and CJCSM 3150.04 for additional reporting requirements for trainers containing DOE source and special nuclear material. For items on the NOCM account:

9.13.1.5. NOCM personnel will perform both non-technical and technical inspections of NOCM spare parts. If damage is noted or suspected, NOCM personnel will inspect parts for serviceability and will submit UR reports, if required.

9.13.2. Processing Receipt Documents. Process DD Form 1348, **Single Line Item Release/Receipt** Document or other similar document used by the consignor as follows:

9.13.2.1.2. For items containing DOE Source and Special nuclear material, also process DOE/NRC Form 741, **Nuclear Materiel Transaction Report,** according to instructions in TO 11N-100-4. The DOE/NRC Form 741 is not available through the Air Force. Annotated forms accompany nuclear material received from the DOE. In the event the DOE/NRC Form 741 is not received with the shipment, contact the MAJCOM to obtain the form from shipping agency.

9.13.2.1.2.1. (Added) If the item is subsequently shipped to another AF agency, ensure the DOE/NRC Form 741, **Nuclear Materiel Transaction Report**, is shipped to the receiving agency.

9.14.2. Preparing and Processing Shipping Documents. Use DD Form 1348 for all shipments. Prepare a single DD Form 1348 for each part number or NSN (except associated containers and bolsters). Assign the next available document number(s) from the Off-Base register and use it to control the document. Do not prepare a separate DD Form 1348 for associated containers or bolsters. Instead, show the part numbers and quantities of containers or bolsters on the DD Form 1348 for the end item and use procedures in paragraph **8.4.5.1.** for assigned a different document number and posting stock record cards for associated containers and bolsters. Prepare and process DD Forms 1348 for shipments as follows:

9.14.3.2. For items shipped via DOE/OTS or AMC SAAM missions:

9.16.2. The MASO establishes custody sub-accounts for each duty section for which a custodian is appointed using the duty section's office symbol as the account ID. The office symbol is entered in SWIM or DIAMONDS "storage location" field for items issued to each custodian. NOTE: For the Weapons Custodian or when MASO = Weapons Custodian, SWIM or DIAMONDS will use the actual location for the Storage Location (ie. structure 5 or bin 3/row 15/column 15).

Table 9.3. Preparing DD Form 1348 Single Line Item Release/Receipt Document for Spares.

Column/Block	Description	Entry
1-3	Doc Ident	"SHP"
4-11		Blank
12-20	NIIN	DOE Part Number
21-22		Blank
23-24	Unit of Issue	Self Explanatory
25 – 29	Quantity	Self Explanatory
30-43	Document Number	Assigned from Off-Base register
44		Blank
45-50	Supplemental	Ship To SRAN
51-59		Blank
60-61	Priority	"05"
62-80		Blank
A	Shipped From	SRAN & Address
B	Shipped To	Consignee Address (MRA if applicable)
H	Unit Pack	Number of packages included on document
I	Unit	Weight of one package
J	Unit Cube	Size (cubic feet)
O	Document Date	Julian date document was created
P	Mat. Cond.	"A" for Serviceable, "F" for Unserviceable
X	Nomenclature	Self explanatory
1	Selected By & Date	Signature and date of NOCM person selecting item
2	Type Container(s)	Self Explanatory (i.e. box, envelop, can)
3	Total weight	Weight of all items included on document
5	Number of Containers	Number of containers for entire document
6	Total Cube	Total size of all containers (cubic feet)
7	Received By & date	Signature & date of person receiving item
AA-EE	Remarks	UR number if applicable and other explanatory information

9.19.1.4. Change of Custodian. Each time a new custodian (Weapons Custodian or Reparable Item Custodian) is assigned the gaining custodian must conduct a 100% inventory of items issued to their

sub-account. Report any unresolved discrepancies to the MASO and the appropriate commander to initiate a Report of Survey (or other appropriate action) prior to signing the Spare SE Custody listing and assuming responsibility for the account.

9.19.2.9. Custodian validation consists of signing a current SWIM or DIAMONDS generated Spare SE Custody Listing.

Table 9.5. Inventory Documentation Requirements.

	Type of Inventory				
Actions Required	**SIR**	**MASO Change**	**Custodian Change**	**Monthly 10% Inventory**	**Special (See Notes)**
Blind inventory worksheets	**X**	**X**	**X**		**X**
Verified and initialed inventory count cards	**X**	**X**			
Appointment letter for inventory verifying officer	**X**				
Appointment orders for the Inventory Verifying Officer to audit the account	**X**				
SIR message and Certificate of Inventory prepared IAW CJCSM 3150.04	**X**				
Saddle bag inventory letter, if applicable	**X**				
Audit Certificate	**X**				
SIR Reconciliation Message	**X**				
SWIM or DIAMONDS backup database from the date of the inventory	**X**	**X**			
Spare SE Custody Listing	**X**		**X**	**X**	
NOTE: For SEV see CJCSM 3150.04.					

10.1.2. DELETED.

10.1.3. DELETED.

10.1.3.1. DELETED.

10.1.3.2. DELETED.

10.1.6.3. Custody Transfers Occurring Within the WSA. Temporary custody transfer from the Weapons Custodian to SVAs, and subsequent transfers between SVAs, in order to perform authorized maintenance, handling, and inventory functions and associated intra-area movements within maintenance and storage areas need not be documented. For custody transfers of nuclear missile warheads to or from alert status follow procedures in paragraph **11.8.2.**

10.2.9. DELETED.

11.1.3.5. Block 7B: National stock number or part number of item. For LLCs, use the kit part number for receipts and shipments and the component code (per CJCSM 3150.04) for removals and installations.

11.1.3.13. Block 9: Enter the WSR/QSR number(s) in which changes reported to the MASO in this SCR were subsequently reported to DTRA.

11.1.3.13.1. (Added) Leave blank when reporting change code "X"

11.8.1. **Custody of Weapons, Major Assemblies, Test Items, and Components within the WSA/WS3/KUMMSC.** While secured in locked storage structures or Weapon Storage Vaults the Weapons Custodian retains custody of these items. The Weapons Custodian authorizes access to key and lock teams by signature on the WSAAL or AAAL prior to commander approval. Maintenance actions and movements occurring within the WSA/WS3/KUMMSC are controlled by approved work orders. No documentation is required to transfer custody (i.e. SVA authority) between authorized individuals within the WSA/WS3/KUMMSC. For custody transfers of nuclear missile warheads to or from alert status follow procedures in paragraph **11.8.2.**

11.8.2.1.1.1. Prepares an original and one copy of AF Form 514 (see paragraph **11.8.2.4.** and **Figure 11.1.** of this AFI for instruction on filling out the AF From 514), leaving individual signature blocks blank. Annotate the names on the document at the time of transfer. Establish control of the document by annotating the control register using an AF form 3126, **General Purpose Form** or locally by produced equivalent. You may overprint this form to identify headers and repeat data fields.

11.8.2.1.1.2. Completes items A and B, then transfers custody, by reentry systems serial number only, to the supervisor who is responsible for uploading the RS, transporting and subsequent mating of the reentry system to the missile. Transfer is accomplished by obtaining signature of the supervisor and entry of required data on the transfer document. **Figure 11.1.** items B, C, D, and E are examples and may change depending on location and situations.

11.8.4.2.1. Show part numbers of the warhead and multiple carriage serial numbers (i.e. six each PN 321654-xx mated to pylon GP-0987) on the work orders rather than individual weapon serial numbers.

13.9.9. (Added) Policy on DTRA Intervention on Behalf of the Owning Unit in Unit Stockpile Data or Systems.

13.9.9.1. (Added) If a problem is beyond the capability of a unit to correct, at the request of both the Service Logistics Agent (SLA) and the unit, DTRA/CSNO will intervene to correct the problem. Each request will be documented for DTRA/CSNO, SLA, and Unit records. CSNO will not execute any intervention without approval of both the SLA and the unit.

13.9.9.2. (Added) DTRA/CSNO intervention may be required to aid in troubleshooting an error in DIAMONDS. DTRA/CSNO may use Proxy software as an intervention tool. This software allows DTRA CSNO, with the unit's concurrence, to view or manipulate DIAMONDS screens. When approved by the SLA and determined appropriate, remote training may also be provided using Proxy.

13.9.9.3. (Added) Intervention may be required to correct an error in the stockpile database that cannot be corrected via the nuclear weapons reporting process (i.e. WSR). This capability will be used as a last resort and will not be used if correction reports are possible. This may require a change to the local unit's database, as well as a change to the national stockpile database (NUMIS) on behalf of the owning unit. In

this situation, the unit will send a Correction WSR using the "AMPN line" to indicate the change made on their behalf.

Sole Vouching Authority - An individual responsible for verifying a persons need to enter a no-lone zone/exclusion area prior to granting them access.