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**Maintenance**

**DEPARTMENT OF ENERGY VISITS TO AIR  
FORCE ORGANIZATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/DRW  
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This instruction implements the provisions of AFR 21-2, *General Policy for Nonnuclear and Nuclear Munitions*. It establishes procedures for scheduling visits by Department of Energy (DOE) personnel and their contractor field engineering representatives from Sandia National Laboratories, Lawrence Livermore National Laboratory, and Los Alamos National Laboratory to Air Force organizations. It supports Articles VII and IX, AT(29-2)-1222, "*Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense*," 20 March 1967. This instruction applies to Air Force commanders responsible for storing, maintaining, handling, loading, and accounting for nuclear weapons and/or nuclear weapons support equipment to include training devices. Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change to Publication**, through channels to HQ AFMC/DRW, 4375 Chidlaw Rd, Ste 6 Wright-Patterson AFB OH 45433-5006. It does not apply to US Air Force Reserve and Air National Guard units or members.

This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013, *Secretary of the Air Force, powers and duties, delegation by*, and Executive Order. 9397 *Numbering System for Federal Accounts Relating to Individual Persons*. System of records F205 AFSCO B applies.

**1. General.** The Air Force possesses the capability to handle, store and maintain nuclear weapons in custody of Air Force units. This includes organizational and depot-level maintenance by the Air Force. This does not preclude the exchange of technical information with DOE or its contractor representatives in the interest of solving technical problems and providing a means for product improvement.

- The Air Force strongly encourages visits by DOE personnel to Air Force units maintaining custody of nuclear weapons. The DOE maintains responsibility for funding these trips.

**2. Purpose of Visits.** As prime contractors to the DOE, the National Laboratories integrate the design, development, and stockpile maintenance requirements with the Air Force. DOE field representatives visit

Air Force organizations to exchange technical information with weapons maintenance personnel. This exchange assists DOE and the Air Force in solving technical problems and developing weapon design considerations by applying field engineering feedback and technical assistance.

- These liaison visits do not substitute for official Air Force nuclear weapon inspections and processing of Unsatisfactory Reports. Discussing technical problems does not commit the Air Force to nuclear weapon modification, alteration, product change proposal, special repair procedure or any other changes to established procedures. Visits are purely technical liaison in nature and will be treated by both agencies as a means for discussing mutual problems between the user and the developer.

2.1. If a major command (MAJCOM) has a unique technical problem that warrants the attention of a national laboratory field engineer, submit a request for formal technical assistance to the Nuclear Weapons Directorate (SA-ALC/NW), 413 N. Luke Dr, Kelly AFB TX 78241-5314. NW screens and approves the request before referral to DOE or its contractors. Depot-level assistance to all technical questions and problems is provided by NW if within its capability. NW refers requests for technical assistance that are beyond their scope to the DOE or its contractors who coordinate the visit request through SA-ALC/NWI.

### **3. Procedures:**

**3.1. Nuclear Weapons Integration Division (SA-ALC/NWI).** The role of NWI is to provide a single point of contact to the DOE and its contractors for nuclear weapons related visits to Air Force installations. NWI assures a valid purpose for each visit, or access request, to maintain an acceptable balance of DOE involvement through communication and a standardized request process.

3.1.1. NWI is the focal and clearing point for all visits by DOE and their national laboratory contractors to Air Force locations worldwide. Nuclear Weapons Integration, Operation Support (NWIO), addresses only those issues that involve nuclear weapons, nuclear weapons-related test and handling equipment, or issues that fall under the responsibility of the Joint Nuclear Weapons Publications System. This requirement includes representatives of DOE and national laboratories traveling to Air Force locations as part of the Nuclear Weapons System Safety Group. NWIO will ensure a valid clearance is in place in support of the visit. Other DOE and national laboratory contractor issues and interests are not addressed by this AFI.

3.1.2. NWIO coordinates visit requests with the organizations concerned. These may include DOE, Sandia National Laboratories-Military Liaison Department, HQ USAF/LGMW, MAJCOMs, and the organizations/units to be visited.

3.1.3. NWIO verifies and maintains clearances pertaining to DOE and their national laboratory contractors requesting visits to Air Force installations and organizations. SA-ALC/NWI verifies personnel possess appropriate clearances which are valid for the period of the visit.

**3.2. Major Commands.** Coordinate and approve all DOE and national laboratory contractors' visits to units under their span of control.

3.2.1. Establishes policies and procedures concerning security and approval of visits according to Air Force security directives and instructions.

3.2.2. Coordinates formal requests for DOE technical assistance through SA-ALC/NW.

**3.3. Air Force Units.** The Air Force Installation or Activity Commander approves the visit requests according to DoD 5200.1R /AFI 31-401, *Information Security Program Regulation*, June 1986, with changes 1 and 2 and *Managing the Information Security Program*, July 1994. Authority to grant access to weapons is the responsibility of the commander in custody of those assets, subject only to the authority of the MAJCOM.

3.3.1. Furnish DOE and their national laboratory contractors (as requested) with personnel security clearance information to allow for transfer of classified information. This action complies with Restricted Data clauses of the Atomic Energy Act, binding DOE and Department of Defense (DoD) in the exchange of nuclear weapon information. Format clearance data as required by DoD 5200.1-R/AFI 31-401.

3.3.2. Coordinate unit requests for technical assistance from DOE through their MAJCOM. The MAJCOM may authorize direct communication with DOE or its national laboratory contractors.

**3.4. Department of Energy or their Contractor Representatives.** Requests to visit Air Force organizations by the DOE or their contractor representatives must be supported by a request letter and a clearance (as required). Both the letter and the clearance must be received at SA-ALC/NWIO before a visit request can be approved.

3.4.1. The request letter must identify:

3.4.1.1. Units and facilities to be visited.

3.4.1.2. Purpose of visit.

3.4.1.3. Inclusive dates of the proposed visit.

3.4.1.4. Each visitors full names (last, first, middle initial).

3.4.1.5. Social security number(s).

3.4.1.6. Organization (e.g. SNL/5513).

3.4.1.7. Personnel Assurance Program (PAP) participation (as required).

3.4.1.8. Passport numbers (for overseas visits only).

3.4.1.9. Identification of any hand-carried equipment (e.g., photo equipment) **NOTE:** Hand-carried equipment includes part numbered or serial numbered items required in the support of the purpose of visit.

3.4.2. Clearance Form. DOE and their contractors must submit a DOE Form 5631.20, Request for Visit or Access Approval, which is requested by the individual's supervisor and verified by the organization's security office.

3.4.3. Prepare AF Form 1292, **Request and Authorization for Temporary Duty - Contractor Personnel** (required for overseas locations only).

3.4.4. Additional requirements:

3.4.4.1. Provide required information 30 days before the expected visit for continental United States visits; 45 days before overseas travel (except Turkey and Greece which require 60 days prior notification).

3.4.4.2. Provide clearances and visit specifics to SA-ALC/NWIO for coordination as follows:

- 3.4.4.2.1. Detail the purpose of the visit sufficiently to provide a good understanding of trip requirements.
- 3.4.4.2.2. Make inclusive dates specific versus a window. Provide the dates traveler will be at each location if travel incorporates more than one location.
- 3.4.4.2.3. Provide security information through the outside agency's security office. Security information provided by the traveler will not be accepted.
- 3.4.4.2.4. Provide PAP certification information through the program monitor's office. Personal assurance of certification will not be accepted from individual travelers.
- 3.4.4.2.5. Provide passport numbers and expiration dates for all overseas travel. This information should be provided with the visit request, as it is not included in the information provided by the security office.
- 3.4.4.2.6. Process country, theater, and site access clearances directly. This administrative process entails putting clearances in place in support of the requested visit. SA-ALC/NWI grant's authority to visit Air Force installations before the trip can take place. SA-ALC/NWI approves visits only after carefully considering the purpose, the adequacy of clearances, the timing of the visit and the schedules of the units to be visited.

GEORGE T. BABBITT, Lt General, USAF  
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## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS**

#### ***References***

AFPD 21-2, General Policy for Nonnuclear and Nuclear Munitions, June 1993

10 United States Code 8013, Secretary of the Air Force, Powers and duties; delegation by

Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense, 20 March 1967

DoD 5200.1-R/AFI 31-401, Information Security Program Regulation, June 1986 with changes 1 and 2, Managing the Information Security Program, July 1994

#### ***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFSCO**—Air Force Security Clearance Office

**DoD**—Department of Defense

**DOE**—Department of Energy

**MAJCOM**—Major Command

**NW**—Nuclear Weapons Directorate

**NWI**—Nuclear Weapons Integration Division

**NWIO**—Nuclear Weapons Integration, Operation Support

**PAP**—Personnel Assurance Program

**SNL**—Sandia National Laboratory