

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE**



**AIR FORCE INSTRUCTION 91-103
UNITED STATES AIR FORCES IN EUROPE
(USAFE)
Supplement 1
28 MAY 2003**

Safety

**AIR FORCE NUCLEAR SAFETY
CERTIFICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 8
Distribution: F

AFI 91-103, 26 June 2001, is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) units. It does not apply to US Air Force Reserve and Air National Guard. Maintain and dispose of records as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Material is substantially changed from previous edition and should be reviewed in its entirety.

13.2.2. Modifying Nonspecialized Equipment.

13.2.2.1. (Added) Forward request for further evaluation or approval to modify nonspecialized US manufactured NCE to Weapons Safety (HQ USAFE/SEW), Unit 3050, Box 165, APO AE 09094-0165, when approval to modify cannot be granted at the unit level.

13.2.2.2. (Added) Forward request for further evaluation or approval to modify nonspecialized foreign manufactured NCE to Engineering Liaison Office (OL-EL/ELO), Unit 8745, APO AE 09094-8745, with a courtesy copy to HQ USAFE/SEW when approval to modify cannot be granted at the unit level.

References (Added)

AFI 91-107, *Design, Evaluation, Troubleshooting, and Maintenance Criteria for Nuclear Weapons Systems*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-118, *Safety Design and Evaluation Criteria for Nuclear Weapon Systems*

AFI 91-204, *Safety Investigations and Reports*

ELO-9, *Minimum Acceptable Serviceability Requirements for Host Nation Owned Nuclear Certified Equipment*

Allied Command Directive 80-6, Volume 2, Part II/HQ USEUCOM Directive 60-12, *Nuclear Surety Management for WS3*

TO 00-5-1, *Air Force Technical Order System*

TO 00-110N-16, *USAF Nuclear Certified Equipment and Software*

TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*

Abbreviations and Acronyms (Added)

HN—Host Nation

OL-EL/ELO—Engineering Liaison Office

MNCL—Master Nuclear Certification List

MUNSS—Munitions Support Squadron

NCE—Nuclear Certified Equipment

NSI—Nuclear Surety Inspection

NSN—National stock number

NIIN—National item identification number

PN—Part Number

SAV—Staff Assistance Visit

TO—Technical Order

US—United States (of America)

USAF—United States Air Force

USAFE—United States Air Forces in Europe

WSM—Weapon Safety Manager

Attachment 6 (Added)**USAFE NUCLEAR SAFETY CERTIFICATION PROGRAM****A6.1. USAFE Nuclear Safety Certification Policy and Functional Managers:**

A6.1.1. **Nuclear Safety Certification Policy.** HQ USAFE/SEW is the office of primary responsibility (OPR) for nuclear safety certification policy in USAFE.

A6.1.2. **HQ USAFE Functional Managers.** The following offices are the functional managers for nuclear certified equipment (NCE) within USAFE:

A6.1.2.1. Aircraft Support Systems (HQ USAFE/LGMA) Unit 3050, Box 105, APO AE 09094-0105, provides technical guidance on powered aerospace ground equipment listed as NCE in the on-line Master Nuclear Certification List (MNCL).

A6.1.2.2. Vehicle Maintenance (HQ USAFE/LGTVM) Unit 3050, Box 105, APO AE 09094-0105, provides technical guidance for general purpose (including forklifts) and tow vehicles listed as NCE in the MNCL.

A6.1.2.3. Conventional Munitions (HQ USAFE/LGWC) Unit 3050, Box 105, APO AE 09094-0105, provides technical guidance on nonpowered munitions handling equipment listed as NCE in the MNCL.

A6.1.2.4. Weapons Maintenance (HQ USAFE/LGWN) Unit 3050, Box 105, APO AE 09094-0105, provides technical guidance on the Weapon Storage and Security System (WS3) and the components of the Weapons Maintenance Truck (WMT) listed as NCE in the MNCL).

A6.1.2.5. Weapons Systems (HQ USAFE/LGWS) Unit 3050, Box 105, APO AE 09094-0105, provides technical guidance for all aircraft armament control or stores management systems, nuclear weapons aircraft suspension and release equipment, nuclear weapons loading fixtures and hardware, and stores management system software listed as NCE in the MNCL.

A6.1.3. **Policy and Manager for Foreign-Manufactured and -Owned Equipment.** OL-EL/ELO is the manager for foreign manufactured and owned NCE used for handling, lifting, transporting, or suspension of nuclear weapons and nuclear weapon systems.

A6.2. Weapons Safety Manager (WSM). WSMs manage the nuclear safety certification program for the wing. WSMs act as the OPR for NCE issues for the subordinate units organized and trained to transport, store, maintain, provide security for, or employ nuclear weapon systems. WSMs assigned to Munitions Support Squadrons (MUNSS) will perform these functions when directed by wing policy. Further, WSMs will:

A6.2.1. Either approve the NCE list format for unit NCE monitors to list their unit's NCE or develop a standardized format for unit-level NCE lists.

A6.2.2. Review and forward requests for certification of uncertified equipment as directed in the basic publication through USAFE (or OL-EL/ELO when applicable) channels.

A6.2.3. Review and forward requests for modification to NCE as directed in the basic publication through USAFE (or OL-EL/ELO when applicable) channels.

A6.2.4. Develop a standard format for NCE management books for use by unit NCE monitors.

A6.2.5. Train unit NCE monitors within thirty days of their appointment on the following:

A6.2.5.1. Applicability and use of AFI 91-103 and this supplement.

A6.2.5.2. Applicability and use of the MNCL. This includes: the MNCL general guidance (scope, positive identification, general restrictions and additional information); how to reference or search items from the MNCL; how to make suggestions; and how to report problems.

A6.2.5.3. Procedures for requesting certification of previously uncertified equipment and procedures for requesting modifications to NCE.

A6.2.5.4. Actions required when NCE is modified without proper review and approval.

A6.2.5.5. Safety and material deficiency reporting requirements (to include local and higher headquarters reporting timeline requirements) and the use of locally-developed nuclear weapon system safety deficiency worksheets (when used by the unit).

A6.2.5.6. Standards for the unit NCE management book.

A6.2.5.7. Standards for the unit NCE list.

A6.3. Unit-Level Responsibilities:

A6.3.1. Units not organized and trained to transport, store, maintain, provide security for, or employ nuclear weapons or nuclear weapon systems are not required to establish NCE programs, i.e., merely owning equipment identified in the MNCL is not reason to establish an NCE program.

A6.3.2. Commanders of units organized and trained to transport, store, maintain, provide security for, or employ nuclear weapon systems; will establish NCE programs and appoint a primary and at least one alternate as NCE monitors by official memorandum to the WSM.

A6.3.3. NCE monitors:

A6.3.3.1. Develop and maintain a list of NCE assigned to their unit.

A6.3.3.2. Develop and maintain a NCE management book. Recommend organization of NCE management books as follows:

A6.3.3.2.1. Tab A: Appointment Letter (copy--original will be on file with the WSM).

A6.3.3.2.2. Tab B: Training Documentation (documentation of this type may be maintained in individual training records when applicable).

A6.3.3.2.3. Tab C: Unit NCE Lists.

A6.3.3.2.4. Tab D: Deficiency Reports.

A6.3.3.2.5. Tab E: Self-Inspection Checklists (USAFE version or others, as applicable.).

A6.3.3.2.6. Tab F: Inspection Reports (subdivided into NSI, SAV, or others, if applicable. Excerpts may be used in lieu of complete reports. Generally, the reports should be maintained from one inspection type to the next inspection of the same type. Excerpts from inspection reports of other units with similar equipment are encouraged.).

A6.3.3.2.7. Tab G: General Correspondence (includes historical documentation such as modification authorizations, studies, photographs, or other significant records.).

A6.3.3.2.8. Tab H: Locally Developed Publications (Checklists, workcards, job guides or operating instructions applicable to the unit's NCE).

- A6.3.3.3. Inform WSMs, commanders and unit leadership of significant problems associated with NCE.
- A6.3.3.4. Request certification of uncertified equipment as directed in the basic publication, and as supplemented, through the WSM to USAFE (or OL-EL/ELO, when applicable) channels.
- A6.3.3.5. Request modifications to NCE as directed in the basic publication, and as supplemented, through the WSM to USAFE (or OL-EL/ELO, when applicable) channels.
- A6.3.3.6. Report deficiencies and situations involving NCE to the WSM when the deficiencies and situations meet the criteria of AFI 91-204. Notify the WSM when the status of the reported deficiency or situation involving NCE changes.
- A6.3.3.7. Provide courtesy copies of material or quality deficiency reports prepared by the unit according to TO 00-35D-54 on NCE to the WSM for their review.
- A6.3.3.8. Verify required time compliance technical order (TCTO) requirements have been accomplished as directed by the TCTO itself, higher headquarters, or equipment or system managers. Potentially, there are instances of US manufactured equipment owned by host nations where TCTOs are not safety- or mission-related. In these instances, contact OL-EL/ELO for further guidance.

A6.4. Unit NCE List Considerations:

- A6.4.1. The purpose of an NCE list is to determine availability of support equipment intended for use with nuclear weapons or as a component of a nuclear weapon system. The NCE list should be reviewed and updated to meet unit needs. Assignment of NCE to the NCE list is at the discretion of the unit and can list other than support equipment.
- A6.4.1.1. The NCE list can be built in multiple sections for ease of distribution to offices not requiring a complete listing of NCE. This is intended to allow units flexibility in managing their NCE resources. When the NCE list is longer than one page, the individual pages of the NCE list should be dated (or another locally determined means) to allow users to determine the currency of the list (or any given portion of the list when built in multiple sections).
- A6.4.1.2. The NCE list does not replace the MNCL as the source to determine if an item is certified for use with nuclear weapons or nuclear weapon systems. Positive measures will always be employed to ensure any item intended for use with nuclear weapons or as a component of a nuclear weapon system is authorized for use.
- A6.4.2. The NCE list must include the following disclosure statement:

“This information is furnished upon the condition that will not be released to another nation without the specific authority of the Department of the Air Force of the United States; it will be used for military purposes only; individual or corporate rights originating in the information, whether patented or not, will be respected; the recipient will report promptly to the United States any known or suspected compromise; and the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States.”

- A6.4.3. The NCE list must include the following statement (on each separate page):

“The nuclear certification of any item listed is confirmed through an authorized source, not this list.”

A6.4.4. The following permissions for use and viewing of the NCE list are granted for military purposes:

A6.4.4.1. At US main operating bases, foreign nationals, when they are employees of the United States or on contract through host governments to support US activities, have permission to use and view the list if required for the performance of their job.

A6.4.4.2. At MUNSS, host nation personnel have permission to use and view the list if required for performance of their mission.

A6.4.5. The NCE list for items identified in the MNCL include the nomenclature; national item identification number (NIIN) if assigned; part number (if assigned); unique field, identification, serial number (when locally determined useful); and quantity (when locally determined useful). For local management purposes, additional information is acceptable, e.g., location or in-commission or out-of-commission status.

A6.4.6. When multiple items of a similar type are assigned and the items do not have a unique field, identification, or serial number, then the overall quantity of the items may be included in the NCE list as part of a single line entry (or multiple single line entries to indicate different locations). Identify nomenclature, NIIN (if assigned), part number (if assigned) and quantity for these items in a single line entry.

A6.4.7. For local management purposes, NCE lists may be separated into separate sections titled "NCE for Primary Use" and "NCE Not Planned for Use Without Review," or titles of similar intent. Assignment of an item to an "NCE for Primary Use" designation (or similar designation) does not imply the item is mission capable, ready for inspection or in-commission.

A6.5. Serviceability of NCE. The serviceability standards for NCE when used with nuclear weapons or as a component of a nuclear weapon system are the same standards required when the NCE is used for non-nuclear purposes.

A6.5.1. Approved serviceability standards for US-owned NCE are according to USAF-approved TOs.

A6.5.2. For non-US-owned or maintained equipment, both specialized and non-specialized NCE must meet applicable host nation technical requirements for serviceability when the item is being used for tasks with nuclear weapons. When the NCE is non-US-owned and maintained, but is also used by US personnel, the US personnel will complete host nation-developed prior-to-use inspection checklists and workcards. Any discrepancies will be resolved with the host nation prior to committing the NCE item to use with nuclear weapons or nuclear weapon systems. The scope of prior-to-use inspections is limited to these checklists or work cards.

A6.5.3. Serviceability Questions on NCE. Forward questions on serviceability of NCE to the applicable HQ USAFE functional manager (or to OL-EL/ELO for host nation-owned equipment) and courtesy copy to HQ USAFE/SEW. If the HQ USAFE functional manager (or OL-EL/ELO) and HQ USAFE/SEW cannot resolve a serviceability issue, the issue will be referred for resolution to the single manager or engineering agency. Do not use NCE of questionable serviceability with nuclear weapons and nuclear weapon systems until the issue is resolved.

A6.5.4. Do not use NCE if it cannot be positively identified by a nameplate, label, appropriate marking or by historical documents. When discrepancies in identifying NCE exist, either send inquiries to HQ USAFE/SEW and the responsible HQ USAFE functional manager (or OL-EL/ELO for host

nation-owned equipment), or access the hyperlink in the MNCL which allows sending a question directly to the maintainers of the MNCL.

A6.6. Locally Produced Publications for NCE (Checklists, Workcards, Job Guides, or Operating Instructions):

A6.6.1. US NCE:

A6.6.1.1. Locally produced publications derived from USAF-approved technical orders must be developed, reviewed, and approved according to TO 00-5-1, *Air Force Technical Order System*, and its USAFE Supplement 1.

A6.6.1.2. Locally produced publications derived from other than USAF-approved technical orders, e.g., manufacturer's instruction, will be afforded the same control as the source document and adequate procedures will be established to ensure that they are kept current with the source document. The group commander or equivalent will approve publications of this type following review by knowledgeable technicians and wing weapon safety managers.

A6.6.2. **Non-US NCE.** For non-US-owned or non-US-maintained equipment, US personnel will use the host nation developed prior-to-use inspection checklists and workcards developed in accordance with their service, national maintenance standards, guidance, and practices. US personnel should have checklists and workcards translated as necessary. Consult Allied Command Directive 80-6, Volume 2, Part II/HQ USEUCOM Directive 60-12, *Nuclear Surety Management for WS3*, and ELO-9, *Minimum Acceptable Serviceability Requirements for Host Nation Owned Nuclear Certified Equipment*, for additional instructions.

A6.6.3. **Technical Guidance.** When there are questions about technical guidance in locally produced publications for NCE, send requests for clarification to the appropriate HQ USAFE functional manager or OL-EL/ELO, as applicable.

A6.7. Restrictions on Use or Decertification of NCE:

A6.7.1. HQ USAFE/SEW, USAFE functional managers and OL-EL-ELO reserve the authority to restrict use of NCE if it involves deficiencies with surety or safety implications. Equipment users will be notified of restrictions by the most expeditious means possible. Restrictions will be rescinded when the surety or safety issue is resolved.

A6.7.2. The responsible HQ USAFE functional manager or HQ USAFE/SEW will coordinate with the applicable equipment manager or engineering organization to determine if a permanent restriction or decertification is appropriate. If warranted, the responsible HQ USAFE functional manager, OL-EL/ELO or HQ USAFE/SEW will request certification authorities to identify a permanent restriction in the MNCL or to take decertification action.

A6.8. Requesting Certification of US Equipment. The WSM will forward requests for certification of equipment not currently NCE to HQ USAFE/SEW. If the request is determined valid by HQ USAFE/SEW, in coordination with the responsible HQ USAFE functional manager, then the request will be forwarded by HQ USAFE/SEW to the responsible single manager (applicable item or system manager or engineering agency) for their consideration.

A6.9. Requesting Certification of Foreign Manufactured Equipment. The WSM will forward requests for certification of equipment to OL-EL/ELO who will coordinate testing and analysis of the equipment as necessary. OL-EL/ELO will determine if additional formal safety evaluation by other (or

additional) agencies is required. OL-EL/ELO forwards recommendations to the agency approving certification.

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