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Maintenance

NUCLEAR WEAPONS MAINTENANCE PROCEDURES

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This Air Force instruction (AFI) implements Air Force Policy Directive (AFPD) 21-2, Munitions. This AFI provides guidance and procedures for maintenance, personnel certification, the logistics movement of, and accountability procedures for nuclear weapons. It applies to all personnel who maintain, handle, and account for nuclear munitions. This AFI does not apply to Air National Guard or Air Force Reserve units. Units will not publish a supplement to this AFI. For questions on interpreting this AFI, first contact your MAJCOM. Waiver authority for this AFI is AF/A4M. MAJCOMs supplementing this AFI must coordinate their supplements with AF/A4MW and follow guidance in AFI 33-360, Publications and Forms Management. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**. Send comments and suggestions for improvements on AF IMT 847, Recommendation for Change of Publication, through channels to AF/A4MW, 1030 Air Force Pentagon, Washington, DC 20330-1030.

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SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. **Chapter 1** updates nuclear weapons related responsibilities, mandates a single individual perform MASO and Weapons Custodian duties, clarifies Munitions Control visual aid requirements, and further defines Plans and Scheduling responsibilities. **Chapter 2** adds special inspection and quality verification inspection requirements, changes acceptable quality limits for weapons tasks, mandates position certification for handling tasks and mandatory decertification on all failed tasks. **Chapter 3** clarifies 12-hour duty period waivers, mandates use of source documentation prior to beginning maintenance/handling operations, clarifies separation of training and war-reserve operations, and mandates additional qualifications for convoy technical

advisors. **Chapter 4** clarifies storage, placard, and identification requirements on nuclear and non-nuclear munitions. **Chapter 5** updates procedures to destroy keys and mandates work order requirements prior to obtaining structure keys or modules. **Chapter 6** adds custodial responsibilities to the WSAAL/AAAL. **Chapter 7** and **Chapter 8** eliminates options for a separate Weapons Custodian and changes MASO qualification requirements. **Chapter 9** expands custody transfer procedures to include intra-area, logistics, and operational movements and establishes the AF IMT 504, Weapons Custody Transfer Document, as the standard document for all custody transfer operations. **Chapter 10** addresses accountability reports. **Chapter 11** updates Defense Integration and Management of Nuclear Data Services procedures. These procedures will be implemented within 45 days from the date of this instruction.

Chapter 1

GENERAL

1.1. Purpose. This instruction provides guidance, delineates responsibilities, and establishes procedures for uniform and effective management of nuclear munitions and associated equipment. General munitions and missile maintenance responsibilities are located in AFI 21-200, Munitions and Missile Maintenance Management. Nuclear weapons loading management procedures are located in AFI 21-101, Aircraft and Equipment Maintenance Management. Missile Maintenance guidance is located in AFI 21-202, Missile and Space Systems Maintenance Management. Command disablement procedures are located in AFI 21-205, Command Disable Systems (CDS) (S).

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, and operational employment of nuclear weapons.

1.3. General Functions

1.3.1. **Headquarters Air Force, Logistics, Installations and Mission Support.** The Deputy Chief of Staff, Logistics, Installations, and Mission Support (AF/A4/7).

1.3.1.1. Designates service approved warhead container seals IAW TP 100-3150, Joint Reporting Structure; Nuclear Weapons Reports, through the Directorate of Maintenance (AF/A4M), through the Munitions and Missile Maintenance Division (AF/A4MW).

1.3.1.2. Ensures security of Air Force nuclear resources and force protection of AF nuclear operations through the Directorate of Security Forces and Force Protection (AF/A7S).

1.3.2. **Headquarters Air Force, Operations, Plans, and Requirements.** The Deputy Chief of Staff, Operations, Plans, and Requirements (AF/A3/5).

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 the 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 Force nuclear stockpile through the Project Officers Group (POG) processes.

1.3.2.4. Serves as (or designates) the Air Force Official Observer to the Nuclear Weapons Council and the Air Force Principal to the Nuclear Weapons Standing and Safety Committee.

1.3.3. **Field Operating Agencies**

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

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

1.3.3.1.2. Monitors the development of test, handling and support equipment and procedures used for nuclear certified equipment.

1.3.3.1.3. Oversees Air Force munitions mishap reporting IAW AFMAN 91-221, Weapons Safety Investigations and Reports.

1.3.3.1.4. Ensures safety and surety of the Air Force nuclear stockpile through the Nuclear Weapons System Safety Group.

1.3.3.2. **Air Force Inspection Agency.**

1.3.3.2.1. Oversees the Air Force Nuclear Surety Inspection (NSI) program IAW AFI 90-201, Inspector General Activities.

1.3.4. **Major Commands Will**

1.3.4.1. **General**

1.3.4.1.1. Oversee nuclear weapons employment, maintenance, storage and accountability at assigned units. Assist with weapons system sustainment activities and provide current information to all planning agencies as to weapon availability, compatibility and capability.

1.3.4.1.2. Ensure weapon and equipment resources are managed to comply with operational testing, DOE Quality Assurance and Reliability Testing (QART) and all Air Force testing program requirements.

1.3.4.1.3. 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.

1.3.4.1.4. Prepare the monthly Nuclear Ordnance Shipping Schedule (NOSS) to direct weapon movement in support of operational requirements, retirement actions, safety, security and maintenance directives. The 708th Nuclear Systems Squadron (708 NSS) prepares the NOSS for AETC, AFMC, and USAFE.

1.3.4.1.5. Receive, validate, and consolidate Unit Avoidance Messages. Consolidated Avoidance messages must be received by the 708 NSS from MAJCOMS no later than the 15th day of December, March, June, and September.

1.3.4.1.6. Execute actions required to participate in and support Stockpile Emergency Verification (SEV) plans.

1.3.4.1.6.1. Establish 24hr Point of Contact (POC) (such as command post) for Secure Internet Protocol Router (SIPR) and Defense Messaging Service (DMS).

1.3.4.1.6.2. Ensure DMS POC has the capability to encrypt/decrypt Secret Formerly Restricted Data (SFRD) messages and their address is posted in the master key plus global listing. Note: This capability is required to ensure SEV notifications are passed to Service Logistics Agents (SLA) in a timely manner.

1.3.4.1.7. Coordinate technical support and provide guidance on maintenance and accountability issues beyond unit capabilities.

1.3.4.1.8. Coordinate Technical Order (TO) requirements and changes in acquisition and modification programs.

1.3.4.1.9. Verify integration of changes to technical data with weapon system operation and review changes for accuracy.

1.3.4.1.10. Review Limited Life Component (LLC) forecasts for assigned weapons systems. Submit requests to perform LLC exchanges earlier than the 6-month window to 708 NSS/NWLO for approval.

1.3.4.1.11. Forward requests for LLC expiration date extensions to 708 NSS/NWLO and Defense Threat Reduction Agency (DTRA) documenting circumstances requiring an extension, signed by the Maintenance Group Commander.

1.3.4.1.12. Coordinate actions with parent MAJCOM A4WN, or equivalent, prior to requesting support from units assigned to other MAJCOMs.

1.3.4.2. **Air Combat Command (ACC).** ACC/A4WN is the office of primary responsibility for ACC nuclear support policy.

1.3.4.3. **Air Education and Training Command (AETC).** Ensure the appropriate provisions of AFI 36-2201, Volume 5, Air Force Training Program Career Field Education and Training, are applied.

1.3.4.4. **Air Force Materiel Command (AFMC).** AFMC/A4MW is the office of primary responsibility for AFMC nuclear support policy.

1.3.4.4.1. **Air Force Nuclear Weapons Center (AFNWC):** Serves as the primary point of contact to the MAJCOMs on matters pertaining to nuclear ordnance materiel management, weapons development, resolution of weapons maintenance issues, and stockpile planning/management. AFNWC oversees Air force nuclear stockpile stewardship, including Air Force requirements, program planning, system development, stockpile life extension and sustainment programs. AFNWC is the Air Force nuclear certification POC. The AFNWC is the single manager for nuclear weapons logistics support policy and provides support for reentry systems (RS), gravity weapons, warheads, cruise missiles, and weapons storage and security system (WS3). AFNWC is the AF Senior Service Logistics Agent for all nuclear movements and coordinates requirements with MAJCOMs, units, DTRA, and National Nuclear Security Administration (NNSA).

1.3.4.4.1.1. **498th Nuclear Systems Group:**

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

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

1.3.4.4.1.1.3. Act as focal point for the Air Force nuclear certification program IAW AFI 63-125, Nuclear Certification Program.

1.3.4.4.1.1.4. Focal point to coordinate Air Force support for nuclear developmental testing Center Test Authority. Coordinates system operational testing requirements with MAJCOMs.

1.3.4.4.1.2. **708 NSS** has been delegated logistics and technical oversight duties by Air Force and HQ AFMC. When tasked, units will respond in the same manner as for taskings from Air Force and HQ AFMC. Provide AFMC voting member to gravity weapons and warhead POGs.

1.3.4.4.1.3. In coordination with AFMC/A4MW, develop AFMC nuclear support policy, and serve in the MAJCOM role as munitions functional manager for the assigned 2W2XX career field.

1.3.4.4.1.4. Serve as the Air Force focal point for commodity management support, provide USAF units and MAJCOMs assistance and coordinate with DTRA and NNSA, as required, to resolve nuclear management, technical, and sustainment issues.

1.3.4.4.1.5. Serve as the Air Force focal point for DIAMONDS integration and management. Responsibilities include developing/maintaining procedures, problem reporting, troubleshooting, communication errors, security issues, and new requirements. Coordinate requests for new requirements in DIAMONDS with MAJCOMs and forward validated requirements to DTRA and AF/A4MW.

1.3.4.4.1.6. Act as primary points of contact in assisting units with difficulties pertaining to accounting for assigned NOCM assets and with difficulties pertaining to DIAMONDS.

1.3.4.4.1.7. Act as the focal point for the authorization, requisition and distribution of DOE designed military spares, and test/handling equipment supporting the Air Force nuclear mission.

1.3.4.4.1.8. Establish authorized levels of Base Spares via approval of Unit Spares Authorization Listing (USAL) for Air Force units.

1.3.4.4.1.9. Coordinate discrepancies between validated USAL and Base and Military Spares Server (BMSS) website.

1.3.4.4.1.10. Monitor Nuclear Weapons Reporting (NUREP) input to DoD nuclear weapon stockpile database systems to ensure compliance with Chairman Joint Chiefs of Staff Instruction (CJCSI) policy.

1.3.4.4.1.11. Serve as the Senior SLA for nuclear movements.

1.3.4.4.1.12. Approve shipment of weapon(s) within 6 months of their LLC due date.

1.3.4.4.1.13. Develops the NOSS for AETC, AFMC, and USAFE.

1.3.4.4.1.14. Collect MAJCOM inputs and provide a consolidated Avoidance Message to 618 TACC and NNSA's Office of Secure Transportation (OST).

1.3.4.4.1.15. Consolidate, coordinate and de-conflict Air Force NOSS and DOE airlift requirements with DTRA and DOE. Coordinate and deconflict shipments via Safeguards Transport (SGT) with NNSA's OST and disseminate to applicable MAJCOMs and units.

1.3.4.4.1.16. Consolidate nuclear-related items on Special Assignment Airlift Missions (SAAM) and SGT shipments when possible.

1.3.4.4.1.17. Forecast annual LLC requirements with DTRA and coordinate the movement of LLCs with sufficient priority to support scheduled maintenance.

1.3.4.4.1.18. Coordinate the movement of non-nuclear major assemblies of nuclear weapons to and from locations by SAAM or other authorized means with sufficient priority to arrive at the scheduled time.

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

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

1.3.4.4.1.21. Serve as logistics point-of-contact for the development of Second Destination Transportation (SDT) requirements. Consolidate MAJCOM inputs for submission to HQ AFMC/LSO/LOTB.

1.3.4.4.1.22. Act as Air Force focal point for logistics materiel support IAW TO 11N-100-1, Supply Management of Nuclear Weapons Material, for Joint Service or Unified Command organizations (e.g. Strategic Command (STRATCOM), European Command (EUCOM), Explosive Ordnance Disposal (EOD) School) for authorization, requisition and distribution of DOE designed military spares, support and handling equipment supporting Air Force nuclear mission. Provide MAJCOMs assistance as required.

1.3.4.4.1.23. Prepare and develop funding requests and Program Objective Memorandum (POM) submissions to replace equipment before the end of the established life cycle date, to include allowance standard authorized equipment shortages.

1.3.4.4.1.24. Provide technical orders, supply support, test equipment, and training devices.

1.3.4.4.1.25. Ensure all weapons trainers at all field units are serviceable and in the latest configuration.

1.3.4.4.1.25.1. Prepare and develop funding requests and POM submissions for procurement of parts for fielded trainers, trainers undergoing refurbishment, and unique nuclear support and test equipment.

1.3.4.4.1.25.2. Develop life cycle plans for nuclear weapons trainers and coordinate with MAJCOMs on availability of trainers for shipment to KCP for repair/refurbishment.

1.3.4.4.1.25.3. As part of the SDT budgeting process, budget for movements of trainers and SE to/from KCP for repair/refurbishment.

1.3.4.4.1.25.4. Ensure TYPE 3 trainers on the holding account are inspected, maintained and repaired IAW guidance between 708 NSS and 896/898 MUNS. NOTE: Not all trainers in the 708 NSS holding account require inspection and maintenance (i.e., obsolete and excess trainers).

1.3.4.4.1.26. Act as the Air Force focal point for Code Management System (CMS) development, procurement and support. Provide DoD repair activity for Use Control equipment.

1.3.4.4.1.27. Serve as the Air Force liaison for communications with DTRA and NNSA.

1.3.4.4.1.28. Serve as the Air Force Service Center for the DoD Unsatisfactory Reporting (UR) Program. Forwards deficiency or conditions requiring resolution to applicable agencies for evaluation. Collects, reviews, and forwards corrective actions to MAJCOMs and Air Force units.

1.3.4.4.1.29. Serve as the Air Force manager for AFI 21-210, Department of Energy and Other Non-USAF Agency Visits to Air Force Organizations. Coordinate with units and MAJCOMs on DOE and non-Air Force visits.

1.3.4.4.1.30. Provide Air Force nuclear EOD expertise to HQ Air Force Civil Engineering Support Agency (AFCESA) and joint/interdepartmental agencies. Manage, coordinate changes, and publish/distribute the nuclear 60-series EOD technical publications.

1.3.4.4.1.31. Manage technical orders for mate, demate, loading, delivery and air transportation of nuclear weapons and nuclear cargo to ensure procedures comply with nuclear safety rules. Will also manage technical order foreign military sales cases for non-US North Atlantic Treaty Organization (NATO) delivery units.

1.3.4.4.1.32. Manage technical orders in the Joint Nuclear Weapons Publication System (JNWPS) for the Air Force and serve as the Air Force Executive Agent to the JNWPS Council.

1.3.4.4.1.33. Forward draft changes to JNWPS manuals to MAJCOMs for review and serve as the final Air Force approving office for changes to JNWPS technical orders.

1.3.4.4.1.34. Provide 24hr POC for notifications to AFNWC. POC contact information will be disseminated to Joint Staff, DTRA, NNSA, AF/A4MW, A3O-S, MAJCOMs, and AFMC units.

1.3.4.4.1.35. Provide Air Force Logistics Program Managers (LPM) to manage all aspects of maintenance and logistics requirements for assigned weapons systems. The LPM provides maintenance and logistics expertise to the Joint Nuclear Weapons Project Officers Group (POG) and reports directly to the Lead Project Officer (LPO) on maintenance and logistics issues affecting weapon development, modification, and sustainment. The LPMs are assigned as Chairman of their respective Maintenance and Logistics POG Subgroups. LPMs will provide oversight of activities directed by the SLA for their assigned weapons.

1.3.4.4.1.36. 709 Armament Systems Squadron (Formerly known as Air Force Nuclear Weapons Counterproliferation Agency (AFNWCA))

1.3.4.4.1.36.1. Serves as the Air Force programmatic and technical interface to Department of Energy (DOE) on counterproliferation and nuclear matters.

1.3.4.4.1.36.2. Provides Air Force LPOs to manage each joint Department of Defense (DoD) - DOE nuclear weapon program IAW DoD Instruction 5030.55, DoD Procedures for Joint DoD-DOE Nuclear Weapons Life Cycle Activities and AFI 63-103, Nuclear Weapons Program Management.

1.3.4.4.1.36.3. Conducts research and development of advanced weapons technologies, and leads Air Force and joint studies for nuclear weapons modifications and life extension programs.

1.3.4.4.2. **Air Logistics Centers:**

1.3.4.4.2.1. Provide status on nuclear issues in work or requiring resolution to include sustainability status of current programs in use by the field as requested by the applicable MAJCOM.

1.3.4.4.2.2. In coordination with the using MAJCOM prepare and develop funding requests and POM submissions to replace equipment before the end of the established life cycle date, to include allowance standard authorized equipment shortages.

1.3.4.4.2.3. Provide technical orders, supply support, test equipment, and training devices.

1.3.4.4.2.4. Develop life-cycle plans to ensure trainer components at all field units are serviceable and in the latest configuration.

1.3.4.4.2.5. Provide disposition instructions to 708 NSS for DoD-designed items requiring evaluation based upon their interface with DOE designed items. Disposition instructions will be included with the UR response.

1.3.4.5. **Air Force Space Command (AFSPC).** AFSPC/A4MW is the office of primary responsibility for AFSPC nuclear support policy.

1.3.4.6. **Air Mobility Command (AMC).**

1.3.4.6.1. Plan and operate SAAMs in response to requests from 708 NSS. If mission considerations such as overflight restrictions or airfield operating hours conflict with delivery parameters of the SAAM request, coordinate a revised request with AFNWC.

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

1.3.4.6.3. Coordinate short notice SAAM requests and changes with 708 NSS.

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

1.3.4.6.5. Ensure security of onboard nuclear cargo until released by aircraft commander to the unit receiving custody of the resources.

1.3.4.7. **United States Air Forces in Europe (USAFE).** USAFE/A4WN is the office of primary responsibility for USAFE nuclear support policy.

1.3.5. **Numbered Air Forces/Task Force.** MAJCOMs will develop responsibilities based upon mission requirements.

1.4. General Responsibilities

1.4.1. **Parent Wing Commander:**

1.4.1.1. In addition to the applicable responsibilities found in AFI 21-101 and the applicable AFI 21-2XX series, commanders will:

1.4.1.1.1. 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 S-5210.41M and AFMAN 31-108, Nuclear Weapon Security Manuals, TP 100-3150, Joint Reporting Structure Nuclear Weapons Reports and this instruction.

1.4.1.1.2. Provide storage, security, control, and custodial responsibility for all nuclear weapon items (to include Air Force managed parts).

1.4.1.1.3. Appoint the MASO IAW paragraphs **8.5.1.**

1.4.1.1.4. Appoint a minimum number of personnel to sign accountable documents on behalf of the MASO, in his/her absence (i.e., leave, TDY, etc…) IAW 11N-100-4, Custody, Accountability, and Control of Nuclear Weapons and Nuclear Material.

1.4.1.1.5. Appoint a minimum number of personnel, MSgt or above, to sign the WSAAL/AAAL and AF IMT 504s, Weapons Custody Transfer Documents, on behalf of the MASO, in his/her absence (i.e, leave, TDY, etc…). Appointed individuals will perform physical serial number verifications and ensure custody transfer procedures are utilized during all nuclear weapons movements.

1.4.1.1.6. Designate positions by title that are authorized to receive custody of nuclear weapons or warheads who meet the requirements in paragraph **9.1.2.** (See sample letter in **Figure 9.1.**). A copy of the letter of authorization must be sent to the MASO.

1.4.1.1.7. Appoint semi-annual inventory officer IAW paragraph **8.5.1.3.**

1.4.1.1.8. Appoint personnel to receipt for classified DOE materials IAW paragraph **8.5.1.4.**

1.4.1.1.9. Ensure base has a 24hr POC (such as command post or Maintenance Operations Center) with SIPR and DMS capability to encrypt/decrypt SFRD messages and their address is posted in the master key plus global listing. This capability is required to ensure SEV notifications are passed to the MASO in a timely manner. (NOTE: MAJCOMs may waive requirements for units that do not possess War Reserve (WR) weapons).

1.4.1.1.10. Authorize all nuclear weapons movements outside a restricted area. Nuclear weapons will not be moved outside a restricted area during hours of darkness or in severe weather conditions unless necessary to meet mission requirements.

1.4.2. **Maintenance Group Commander:**

1.4.2.1. In addition to the applicable responsibilities found in AFI 21-101 and the applicable AFI 21-2XX series, commanders will:

1.4.2.1.1. Designate individuals authorized to order Base and Military Spares and DOE-designed Special Equipment end items IAW T.O. 11N-100-1, Supply Management of Nuclear Weapons Materiel (See T.O. 11N-100-1 for procedures and sample letter).

1.4.2.1.2. Ensure personnel handling or performing maintenance on nuclear weapons do not exceed 12-hours of continuous duty followed by a rest period, which provides the individual the opportunity for at least 8 hours of uninterrupted sleep. The Group Commander or equivalent may waive this requirement during advance defense readiness conditions, actual emergencies as defined in DoD Directive 3150.2, DoD Nuclear Weapons System Safety Standards, or to resolve an unexpected event (i.e., disabled vehicle, WS3 fault, hoist failure, etc…). This requirement may only be waived up to a maximum of 16 hours of continuous duty and cannot be waived to solely support exercises or inspections.

1.4.2.1.3. Ensure 2M0s handling nuclear weapons during ICBM missile field operations do not exceed a 16-hour continuous duty period followed by a rest period, which provides the individual an opportunity for at least 8 hours of uninterrupted sleep.

1.4.2.1.4. Review recommendations for nuclear weapons technicians to fill QA positions and select personnel to fill positions.

1.4.2.1.5. Establish a key and lock program for non-munitions facilities where TYPE 3 A/B/C trainers are stored. Ensure the program meets all the requirements in AFI 21-201, Conventional Munitions Maintenance Management and AFI 31-401, Information Security Program Management.

1.4.2.1.6. Approve and release all Avoidance Messages sent to the MAJCOM SLA identifying dates movements cannot be supported. Negative replies are required.

1.4.2.1.7. Approve and release all Prime Nuclear Air Force (PNAF) and NNSA OST non-support messages.

1.4.2.1.8. Approve all requests to extend LLC expiration dates.

1.4.3. **Communications Squadron Commander (as applicable):**

1.4.3.1. Commanders will ensure SIPR and DMS capability to encrypt/decrypt SFRD messages is available to munitions control, NOCM, and weapons maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOMs may waive requirements for units that do not possess WR weapons.

1.4.4. **Unit Commanders (Squadron or Group):**

1.4.4.1. Commanders will designate individuals that are authorized to receive custody of nuclear weapons or warheads who meet the requirements in paragraph **9.1.2.** (See sample letter in **Figure 9.2.**). The appointment letter will include, as a minimum, rank, full name, duty title, last six of SSN, security clearance, PRP status (Interim or Formally Certified). A copy of the letter of authorization must be sent to the MASO.

1.4.5. **Munitions or Maintenance Squadron Commander:**

1.4.5.1. In addition to the applicable responsibilities found in AFI 21-101 and the applicable AFI 21-2XX series, commanders will:

1.4.5.1.1. Recommend, for appointment, a MASO who meets the requirements in paragraph **8.5.1.** to the Parent Wing Commander.

1.4.5.1.2. Ensure SIPR and DMS capability to encrypt/decrypt SFRD messages is available to munitions control, NOCM, and weapons maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOMs may waive requirements for units that do not possess WR weapons).

1.4.5.1.3. Enforce the nuclear surety program implemented by the Group, IAW AFI 91-101, Air Force Nuclear Weapons Surety Program.

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

1.4.5.1.5. Ensure all software and equipment used by unit personnel is nuclear certified as required.

1.4.5.1.6. Sign the Designation of Personnel Authorized to Request and Receive NOCM Items.

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

1.4.5.1.8. Appoint Key and Lock Custodians to manage the High Security Key and Lock Program IAW **Chapter 5**.

1.4.5.1.9. Designate personnel authorized to issue and receive keys IAW **Chapter 5**.

1.4.5.1.10. Review and certify the WSAAL (or equivalent) and Change Letters IAW **Chapter 6**.

1.4.6. **Operations Officer/Maintenance Superintendent (MX/SUPT).** Responsible for the overall management of weapons/munitions activities. Provides broad policy guidance. The scope of the responsibility concentrates on the safe, secure, and efficient use of resources, while maintaining the highest degree of weapons/munitions capability, reliability, and accountability in accordance with all governing standards. The ultimate goal is maintaining a combat readiness capability commensurate with mission tasking. In addition to the applicable responsibilities found in AFI 21-101 and the applicable 21-2XX series, MX/SUPT will:

1.4.6.1. Review and coordinate on all plans, training, and programs that affect nuclear surety IAW AFI 91-101, Air Force Nuclear Weapons Surety Program.

1.4.6.2. In coordination with QA, ensure a viable QA program is implemented that complies with the requirements in AFI 21-101, Aircraft and Equipment Maintenance Management, and **Chapter 2** of this instruction. Appoint, in writing, qualified individuals as nuclear weapons certifying officials for nuclear weapons maintenance and handling tasks IAW **Chapter 2**, if applicable.

1.4.6.3. Ensure personnel comply with custody/accountability procedures, use source documents to validate job requirements, and perform physical verifications during all custody transfer procedures.

1.4.6.4. Ensure all software and equipment used by unit personnel is nuclear certified prior to use, as required.

1.4.6.5. Designate responsible OPR to maintain WSAAL/AAAL and Change Letters IAW **Chapter 6**.

1.4.6.6. Ensure all nuclear weapons movements outside the restricted area have a qualified NCO serving as the technical and safety advisor.

1.4.6.7. Ensure an in-process inspection (IPI) list is coordinated with QA and published, if required. Ensure a visual inspection list is coordinated with QA and published IAW paragraph **3.1.11.1.**

1.4.6.8. Provide Avoidance Messages to the MAJCOM SLA via the Maintenance Group Commander NLT the 1st of December, March, June, and September. Avoidance Messages will contain a 6-month projection of scheduled events which may conflict with NOSS movements (i.e., runway

closure, increased threat conditions, unit support of exercises/evaluations, VIP visits, etc…). (See **Figure 11.2.** for format.) Avoidance dates are intended for reporting conditions or situations which physically prevent aircraft/surface shipment support or pose unacceptable security or safety issues. The 708 NSS/NWLO will maximize efforts to de-conflict forecasted NOSS movements with Unit Avoidance events however, some events (i.e., Unit supported exercises/evaluations, …VIP visits), may not have priority over selected SAAM or OST missions. In such cases, the 708 NSS will work with the respective MAJCOM to ensure mission completion. Only valid emergency conditions or security threats (i.e., runway closure, increased real world threat conditions, etc…) will be accepted which changes or adds avoidance events within the 30-day timeframe.

1.4.6.9. Ensure all TYPE 3 trainers not on the weapons maintenance account are controlled, inspected, maintained and repaired IAW guidance between MUNS/MXS and owning agency. Ensure the key and lock program used to secure Type 3 A/B/C trainers in non-munitions facilities meet all the requirements outlined in paragraph **1.4.2.1.5.**

1.4.6.10. Ensure all TYPE 3 A/B/C trainers are inspected IAW applicable -1 manuals after receipt and before shipment and applicable Inspection Record Card (IRC) entries are made. Report any deficiencies found during inspections IAW TO 11N-5-1, Unsatisfactory Reports.

1.4.6.11. Approve and sign the quarterly forecast, monthly plans, and weekly schedules.

1.4.6.12. Ensure the use of Integrated Maintenance Data System (IMDS) (i.e., CAMS) for management of inspection intervals, maintenance and inspection history, condition/status, and work performed on all nuclear weapons and supporting system components/equipment. Additionally, ensure IMDS is updated as gains, losses, and maintenance actions occur. The use of support general Work Unit Codes (WUC), as required, is authorized for weapon specific handling and maintenance. Ensure source documentation (i.e., NOSS, SAAM setup messages, time change item schedules, etc.) is used to create work orders. Do not input T.O. 11N-20-11 line numbers into IMDS.

1.4.6.12.1. ICBM Missile Maintenance Team (MMT) and supporting missile maintenance agencies use the Improved Maintenance Management Program (IMMP) to manage workload requirements and inspection of all supporting missile system components/equipment.

1.4.6.13. Interview all newly assigned bay chiefs and team chiefs. Interviews will emphasize supervisory responsibilities to include compliance and enforcement of technical data, safety, security and nuclear surety requirements.

1.4.6.14. Interview Section/Element supervisor recommendations for qualified primary/alternate trainers.

1.4.7. **Flight Commander/Flight Chief.** The Flight Commander/Flight Chief is responsible to the Maintenance Supervision for the leadership, supervision, and training of all assigned personnel. In addition to the applicable responsibilities found in AFI 21-101 and the applicable AFI 21-2XX series, Flight Commanders/Flight Chiefs will:

1.4.7.1. Ensure Plans and Scheduling reports completion of a TCTO or retrofit to item managers, TCTO monitors, and AFNWC Equipment Specialists IAW T.O. 11N-40-1, Field Modernization and Retrofit Orders and T.O. 00-5-15, Air Force Time Compliance Technical Order Process.

1.4.7.2. Comply with local procedures established by MASO for SEVs, Logistics Movements, Safe Havens, and Emergency Diverts.

1.4.7.3. Review LLC forecasts for assigned weapons systems.

1.4.7.3.1. Contact the appropriate MAJCOM office for LLC expiration date extension. Flight Commander/Flight Chief will provide MAJCOM A4, or equivalent, with a letter documenting circumstances requiring an extension, signed by the Maintenance Group Commander.

1.4.7.3.2. Submit requests to perform LLC exchanges earlier than the 6-month window to MAJCOM A4, or equivalent, for approval.

1.4.7.4. Ensure all personnel, including SNCOs, who perform hands-on maintenance, inspection, and reporting activities are Job Qualification Standard (JQS) qualified on applicable tasks.

1.4.7.5. Perform proficiency checks as required.

1.4.8. **Section/Element Supervisor.** Responsible for the daily supervision and training of assigned personnel. In addition to the applicable responsibilities found in AFI 21-101 and the applicable AFI 21-2XX series, section/element supervisor will:

1.4.8.1. Inspect 100% of the stockpile annually at a rate of 25% per quarter.

1.4.8.2. Ensure oldest on-hand LLCs are installed first by the maintenance section. Ensure H1616 containers are shipped prior to their expiration date.

1.4.8.3. Verify accuracy of scheduled and unscheduled maintenance actions and applicable serial numbers on all work orders prior to initiation of the work. Ensure all actions are accomplished and reported as required.

1.4.8.4. Ensure personnel use verbal demand-response techniques on all nuclear weapon maintenance and handling operations.

1.4.8.5. Ensure IPIs are performed IAW AFI 21-101, if required.

1.4.8.6. Ensure visual inspections are accomplished IAW T.O. 11N-35-51, General Instructions Applicable to Nuclear Weapons.

1.4.8.7. Ensure JQS qualified Team Chief (TC) or NCO notifies NOCM of all required changes via DIAMONDS generated Status Change Reports (SCR) or build up sheets.

1.4.8.8. Ensure Munitions Control is notified of fire symbol or line number changes affecting weapons storage and/or maintenance facilities as soon as possible after they occur.

1.4.8.9. Ensure maintenance teams validate contents of each storage structure, bay, cell, or WS3 with Munitions Control prior to closing for all assets that were removed or secured.

1.4.8.10. Ensure 100% of assigned Nuclear Certified Equipment (NCE) is validated quarterly against the Master Nuclear Certification List (MNCL) located on the AFNWC website at **https://wwwmil.nwc.kirtland.af.mil/MNCL/index.cfm**

1.4.8.11. Ensure Weapons Information Reports (WIRs) are submitted via DIAMONDS and in accordance with T.O.11N-35-50, Instruction for Completion of Nuclear Weapon Information Reports. Units with DIAMONDS capability will report Record of Assembly (ROA) information in DIAMONDS unless otherwise directed.

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

1.4.8.13. Coordinate Aerospace Ground Equipment (AGE) requirements through Munitions Control to ensure support capability and eliminate unnecessary duplication of equipment.

1.4.8.14. Ensure availability of current publications to meet work center needs.

1.4.8.15. Monitor support equipment status and advise the Flight Commander/Flight Chief of adverse impacts on mission.

1.4.8.15.1. Validate equipment and authorizations against appropriate allowance standards for items such as: 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.

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

1.4.8.16.1. ICBM MMT Supervisors will report status to the Missile Maintenance Operations Center (MMOC).

1.4.8.17. Ensure non-DOE 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.

1.4.8.18. Use procedures in 00-20 series T.O.s to document equipment inspections.

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

1.4.8.20. Notify Maintenance Supervision (this may be done through Munitions Control) of any situation that may warrant submission of a Nuclear Weapon System Mishap/Safety Deficiency Report IAW AFI 91-204, Safety Investigations and Reports, AFMAN 91-221, Weapons Safety Investigations and Reports, and T.O. 11N-5-1, Unsatisfactory Reports.

1.4.8.21. Ensure team briefings are given before the start of any weapons operation IAW AFI 91-101, Air Force Nuclear Weapons Surety Program, AFMAN 91-201, Explosives Safety Standards, and TP 45-51 series technical data.

1.4.8.22. Maintain shelf life items (lubricants, paint, etc.) IAW T.O. 11N-35-51A, General Instructions Applicable to Nuclear Weapons (Supplement) and AFMAN 23-110, USAF Supply Manual.

1.4.8.23. Ensure emergency eyewash and showers are maintained per Air Force Occupational Safety and Health Standard (AFOSH STD) 91-501, Air Force Consolidated Occupational Safety Standard.

1.4.8.24. Ensure flammable and combustible liquids are stored according to AFOSH STD 91-501, Air Force Consolidated Occupational Safety Standard and AFMAN 91-201, Explosive Safety Standards.

1.4.8.25. Ensure respirators are worn, inspected, and stored, if required, IAW AFOSH STD 91-501, Air Force Consolidated Occupational Safety Standard and AFI 48-137, Respiratory Protection Program.

1.4.8.26. Ensure oily rags and other waste are stored in proper containers, and containers emptied daily per AFOSH STD 91-501, Air Force Consolidated Occupational Safety Standard.

1.4.8.27. Ensure fire extinguisher inspections are performed and documented as required in AFOSH STD 91-501, Air Force Consolidated Occupational Safety Standard.

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

1.4.8.29. Maintain a copy of Material Safety Data Sheets (MSDS) for applicable hazardous consumables. Ensure all personnel have access to MSDSs and comply with them while using hazardous materials.

1.4.8.30. Ensure personnel are current on explosive, missile safety and nuclear surety training, as required.

1.4.8.31. Conduct 30-day, 60-day, and 90-day follow-ups on all maintenance items ordered through any source (supply, government credit card, KCP). Notify MAJCOM by electronic means when items are not received by the 120-day point, or sooner if item is mission critical. Provide requisition number, local follow-up actions, and requisition remarks from Standard Base Supply System (SBSS).

1.4.8.32. Monitor shift manning/scheduling, distribution of supervision and equipment requirements. Consider additional duties, leaves, training and work details to provide maximum capability and minimize workforce degradation. Ensure assigned personnel are rotated through all duty shifts.

1.4.8.33. Coordinate with QA evaluators to receive daily/weekly feedback to evaluate the quality of maintenance and qualifications of personnel through observation and inspections of maintenance actions.

1.4.8.34. Conduct production meetings to discuss current and upcoming workload with section personnel.

1.4.8.35. Coordinate with QA and schedule certified personnel for evaluation.

1.4.8.36. Perform proficiency checks as required.

1.4.9. **Bay Chief.** Directly responsible for ensuring all maintenance teams perform safe, secure, and reliable nuclear weapons maintenance activities. Bay Chiefs will:

1.4.9.1. Ensure maintenance areas are prepared for the day's or shift's maintenance tasks prior to introducing nuclear weapons or commencing with maintenance activities.

1.4.9.2. Verify source documents prior to performing weapons maintenance or handling tasks to validate the proper operation is being performed on the correct end item.

1.4.9.3. Ensure personnel are qualified, certified, and proficient prior to performing nuclear weapons maintenance and handling tasks.

1.4.9.4. Ensure prior to use inspections are completed on hoist, vehicles, and related AGE equipment. Ensure nuclear certified equipment is verified against Nuclear Master Certification Listing.

1.4.9.5. Ensure availability/serviceability of required expendables, technical orders, tool kits, TMDE, test and handling equipment.

1.4.9.6. Ensure serviceable replacement components, Group X kits, or TCTO kits are on hand, inventoried and inspected to ensure serviceable assets are available for the maintenance task.

1.4.9.7. Ensure the accuracy of line numbers prior to commencing maintenance, updating line numbers as they occur, and verifying the accuracy of line numbers at the end-of-day or shift.

1.4.9.8. Ensure teams identify a Sole Vouching Authority and comply with No Lone Zone and Two Person Concept requirements.

1.4.9.9. Ensure strict compliance with technical order procedures, safety, and security requirements within their maintenance area, and enforces Weapon System Safety Rules.

1.4.9.10. Ensure team chiefs submit all required documents/reports upon completion of the maintenance tasks (i.e., work orders, inspection record card, custody transfer documents, status change reports, weapons information reports, unsatisfactory reports, etc…).

1.4.9.11. Monitor maintenance activities and perform proficiency checks as required.

1.4.9.12. Perform in-process and visual inspections as required.

1.4.10. **Team Chief.** Directly responsible for producing safe, secure, and reliable nuclear weapons maintenance and handling operations. Team Chiefs will:

1.4.10.1. Provide direction to team members and enforces compliance with No Lone Zone and Two Person Concept requirements.

1.4.10.2. Stop maintenance tasks upon encountering an abnormal condition outside the scope of technical orders or identifying a defect requiring rejection of a weapon or associated component. Up-channel the condition to appropriate level of leadership for resolution before continuing the maintenance task.

1.4.10.3. Verify source documentation prior to performing weapons maintenance or handling tasks to validate the proper operation is being performed on the correct end item.

1.4.10.4. Ensure all personnel are qualified, certified, and proficient prior to performing nuclear weapons maintenance and handling tasks.

1.4.10.5. Review applicable technical data prior to the start of a weapons maintenance or handling task.

1.4.10.6. Submit all required documents/reports upon completion of the maintenance task (i.e. work orders, inspection record card, custody transfer documents, status change reports, weapons information reports, unsatisfactory reports, etc…).

1.4.10.7. Update line number changes as they occur.

1.4.10.8. Enforce verbal demand response for all weapons maintenance and handling tasks and ensure team members complete actions only as directed.

1.4.10.9. Comply with technical order procedures, safety, and security requirements and enforce Weapon System Safety Rules.

1.4.10.10. Ensure applicable equipment is verified against Nuclear Master Certification Listing.

1.4.10.11. Ensure In Process Inspections and Visual Inspections are performed at required step within technical order procedures.

1.4.11. **Sole Vouching Authority (SVA).** The SVA is the individual responsible for verifying individuals need to enter a no-lone zone/exclusion area.

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

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

1.4.11.3. SVA will ensure only one entry control point at one time is used to control access to a no-lone zone.

1.4.12. **Munitions Accountable Systems Officer (MASO).** A single individual who oversees all aspects of the daily accountability and custody of the unit's nuclear weapons stockpile. The MASO executes the accountable officer and custodian responsibilities identified in 11N-100-4, Custody, Accountability, and Control of Nuclear Weapons and Nuclear Material. MASO's will:

1.4.12.1. Submit reports outlined in TP 100-3150 for reportable items.

1.4.12.2. Ensure all DIAMONDS generated reports (e.g. Weapons Status Reports (WSR), Quality Assurance Service Test (QAST) Status Report (QSR), Semi-Annual Information Report (SIR), etc…) are reviewed for accuracy prior to transmission. Ensure problem reports, communication errors, security issues, and new DIAMONDS requirements are sent to the 708 NSS for DIAMONDS integration and management and courtesy copy parent MAJCOM.

1.4.12.3. Ensure authorization letter for receipt of DOE materials is current IAW **Chapter 8**.

1.4.12.4. Train and ensure NOCM personnel are knowledgeable on all facets of weapons accountability and have access to all required publications IAW paragraph **1.4.12.15.**

1.4.12.5. Manage DIAMONDS accounts according to established procedures in this AFI. Develop a training program to cover all aspects of the operation, (i.e. custody accounts or DIAMONDS).

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

1.4.12.7. Designate, in writing, personnel authorized access to the NOCM warehouse IAW **Chapter 4** and **Chapter 8**.

1.4.12.8. Develop a storage plan for the NOCM warehouse IAW **Chapter 4**.

1.4.12.9. Develop local procedures for the following:

1.4.12.9.1. SEV notification, execution, and reporting procedures. Procedures will cover conditions, responsibilities and procedures to be followed during an actual SEV or a SEV test initial receipt notification, inventory and security requirements, reporting of Phase I & II actions, and test procedures.

1.4.12.9.2. Support requirements for off-base logistics movements of nuclear cargo (e.g. SAAM, DOE air and DOE ground shipments). Ensure all non-support messages are sent to the MAJCOM SLA via the Maintenance Group Commander for Prime Nuclear Air Force (PNAF) or NNSA OST missions.

1.4.12.9.3. Support of base Safe Haven and Emergency Divert plans.

1.4.12.9.4. Accounting for and ensuring security of all classified removable electronic media used with DIAMONDS.

1.4.12.10. Ensure assets have charge code changes and are available for shipment as directed in Stockpile Laboratory Test/Stockpile Flight Test (SLT/SFT) Warning Orders.

1.4.12.11. Assess liability for loss, damage, or destruction of accountable property when the loss, damage, or destruction results from negligence, willful misconduct, or deliberate unauthorized use.

1.4.12.12. Coordinate local review of USAL and other stock levels with the applicable maintenance work center requiring Base Spares (BS) or Military Spares (MS).

1.4.12.13. Conduct a self-inspection of the account in conjunction with the NCOIC of NOCM accounting within 45 calendar days from date of transfer of accountability. 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.

1.4.12.14. Maintain a master copy of the LIL, and use the LIL to reconcile the DIAMONDS database.

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

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

1.4.12.15.2. TO 11N-20-11, General Firefighting Guidance

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

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

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

1.4.12.15.6. TO 11N-45-51, Transportation of Nuclear Weapons Materiel, (as applicable)

1.4.12.15.7. Approved USAL, available on the BMSS

1.4.12.15.8. CJCSI 3150.04, Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports Under the Joint Reporting Structure

1.4.12.15.9. TP 100-3150, Joint Reporting Structure; Nuclear Weapons Reports

1.4.12.15.10. DIAMONDS End Users Manual

1.4.12.15.11. AFJI 11-204, Operational procedures for Aircraft Carrying Hazardous Materials

1.4.12.15.12. AFI 11-299, Nuclear Airlift Operations (FOUO)

1.4.12.15.13. Applicable local directives that impact nuclear accountability

1.4.12.15.14. AFI 31-407, Air Force Nuclear Weapon Security Classification Policy

1.4.12.16. Ensure valid work orders are issued prior to weapons movement and ensure AF IMT 504s are used to document custody transfers as outlined in paragraph **9.2.** Distribute letters of authorization to applicable organizations to implement the custody transfer procedures outlined in **Chapter 9**.

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

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

1.4.12.19. Establish classified, unclassified, and DIAMONDS organizational e-mail addresses.

1.4.12.20. Ensure qualified personnel are assigned to munitions (FK/FV) accounts based on criteria in **Chapter 8**.

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

1.4.12.22. Inventory all property on records of assigned account.

1.4.12.23. Provide adequate safeguards for property in his or her custody. Determine, justify and request adequate storage facilities to protect and secure government property.

1.4.12.24. Authorize personnel access and use of keys to nuclear facilities (e.g. maintenance facilities, storage igloos, etc.) by signing the WSAAL/ AAAL and change letters IAW **Chapter 6**.

1.4.12.25. Promptly submit materiel requests according to DoD and Air Force directives.

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

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

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

1.4.12.29. Maintain asset balances within approved stock levels.

1.4.12.30. Provide management guidance and training to USAL users and account custodians.

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

1.4.12.32. Promptly report weapon receipt, loss, and damage to the parent wing commander.

1.4.12.33. Ensure prompt inspection of incoming classified property and coordinate with maintenance for verification inspection of nuclear weapons or components as outlined in the applicable technical order.

1.4.12.34. Designate, in writing, personnel authorized to perform quality control checks and review accountable documents.

1.4.13. **Munitions Control.** Munitions Control is the focal point for planning, coordinating, directing and controlling munitions/weapons activities. They will coordinate with other maintenance activities and emergency response agencies to ensure effective scheduling and use of available resources. They will actively and aggressively direct, coordinate, and monitor ongoing scheduled and non-scheduled maintenance activities. They will provide supervisors and managers accurate and timely information on the status of all work orders, emergencies, contingency actions, nuclear weapon maintenance and handling operations. They will collect information, oversee, make proper notifications, and direct actions to be taken in response to all emergencies, contingency actions, work stoppages, manning, and equipment shortfalls while constantly pushing necessary information which is up-to-date, specific,

and reliable to unit leadership. Additionally, the senior controller on duty will verify weapon, RS, and/or launch gear and configuration status to ensure it matches mission requirements prior to any weapons movement.

1.4.13.1. **Facilities.** Munitions Control must be located, equipped and arranged to ease the collection, recording and dissemination of information essential for command, control and communications.

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

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

1.4.13.1.3. 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 by a loss of power.

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

1.4.13.1.4.1. Sufficient Land Mobile Radio (LMR) nets to meet operational needs.

1.4.13.1.4.2. Secure voice communication capabilities.

1.4.13.1.4.3. Direct telephone lines to: Security Forces Central Security Control (or equivalent), EOD, Base Fire Department, Command Post, and if applicable MMOC. Units unable to establish direct lines must develop a process to immediately contact the above agencies in case of emergencies.

1.4.13.2. **Visual Aids and Required Documentation.** Munitions Control must be able to reflect current status of all munitions/weapons activities using notebooks, boards, computers, computer printouts, etc… As a minimum, Munitions Control will maintain the following:

1.4.13.2.1. Applicable war and contingency plan annexes/appendixes and flow plans in support of in-place deployment contingency OPLANS.

1.4.13.2.2. Operational/non-operational status and location of all assigned nuclear weapons. For USAFE units, the location will include the position in the vault.

1.4.13.2.3. Location status (aircraft tail number, location, type and quantity of weapons loaded, and serial numbers(s)) (e.g., of weapons, RS, pylons, launchers or missiles).

1.4.13.2.4. Status and location of unassociated major weapon components (i.e., noses, pre-flights, and parachutes, etc.), TYPE 3 A/C/E weapons trainers, Joint Test Assemblies (JTA), special test units, cruise missile configurations, and Training/Ferry Payloads (TFP).

1.4.13.2.5. Condition status and location of LLCs to include empty H-1616 containers.

1.4.13.2.6. Type and status (associated/unassociated) of nuclear warhead containers/bolsters.

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

1.4.13.2.8. Physical inventory of Air Force 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, status, and serial number(s) (e.g. of weapons, RS, pylons, launchers, or missiles).

1.4.13.2.9. Air Force-owned nuclear-certified munitions trailer status (types, quantities, locations, ID numbers or locally assigned field numbers, commission status, periodic inspection due dates). For USAFE MUNSS units, maintain status of host nation equipment assigned to contingency taskings. Document status on trailers dedicated for use on Nuclear Certified Equipment (NCE) list.

1.4.13.2.10. Vehicle status (type, registration number, commission status, and nuclear certification). For USAFE MUNSS units, maintain status of host nation equipment assigned to contingency taskings. Document status on vehicles dedicated for use on Nuclear Certified Equipment (NCE) list.

1.4.13.2.11. Current copies of the WSAAL/AAAL, change letters, and applicable Entry Authorization Lists.

1.4.13.2.12. Work order status for all operations to include: location of operation and description of operation.

1.4.13.2.13. 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.

1.4.13.2.14. Personnel status (assigned and available for duty).

1.4.13.2.15. Record and document results of all exercises (e.g., fire drills, disablement, emergency evacuation, etc…).

1.4.13.2.16. The following visual aids/historical documentation will be maintained by Plans and Scheduling:

1.4.13.2.16.1. Civil Engineering (CE) ohms testing of lightning protection and static ground systems and work requests affecting the function of maintenance and storage facilities.

1.4.13.2.16.2. Documentation reflecting the last CE inspection of the Lightning Protection System (LPS), static grounding systems, and a record of required inspections and tests of Real Property Installed Equipment (RPIE) hoist.

1.4.13.2.16.3. Status of all Mission Capability requisitions

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

1.4.13.3. **Notifications.** Munitions Control will promptly make the following notifications:

1.4.13.3.1. Notify security forces of weapons movements or re-warehousing affecting the security status of storage or maintenance facilities. Document notification.

1.4.13.3.2. Report fire symbol and/or T.O. 11N-20-11, General Firefighting Guidance, line number changes to the fire department as they occur. Document notification. Fire departments are not required to track quantities.

1.4.13.3.3. Develop, maintain and use emergency action checksheets such as war/contingency plan execution notification, major accident response, fire, Nuclear Weapon System Mishap/ Safety Deficiency Reports, explosive mishaps, severe weather, loss of communication, logistics movement, convoy emergency, safe haven, recapture, denial, SEV/SEV tests, increased force protection conditions and SGT support. 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…).

1.4.13.3.4. Notify the flight leadership and Maintenance Supervision of problem areas that could have a negative impact on the mission.

1.4.13.4. Manage keys and locks or modules to assigned storage and maintenance facilities. Munitions Supervision may delegate management of this program. When delegated, overall program responsibility is also delegated. Refer to **Chapter 5** on the management of this program.

1.4.14. **Munitions Plans & Scheduling (P&S).** Single point of contact for developing, coordinating, publishing, and distributing maintenance schedules. Additionally, P&S tracks work order completion, manages delayed discrepancy listing (DDL), AWM, AWP, and TCTO programs and in the event of scheduling conflicts, assigns priorities. This function may be decentralized as determined by Maintenance Supervision. P&S will:

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

1.4.14.2. Notify item managers by message or memorandum when TCTO modification activities are completed for a given series of equipment. Kits are disposed of IAW item manager's directions. Notify the base TCTO monitor and the 708 NSS/NWLO on completion of TCTO or retrofit IAW T.O. 11N-40-1, Field Modernization and Retrofit Orders and T.O. 00-5-15, Air Force Time Compliance Technical Order Process.

1.4.14.3. Ensure LLCs are installed within timelines established by T.O. 11N-100-2, Supply Management of Limited-Life Components. Weapons will not be permitted to go overdue LLC exchange (RED) when replacement kits are available unless directed by UR response. EXEMPTION: Does not apply to AFMC units.

1.4.14.3.1. LLC exchanges may be performed up to 6 months in advance of due date. (Example: An LLC that expires 30 Nov 04 may be exchanged as early as 1 Jun 04). OCONUS units may perform LLC exchanges earlier than 6 months of due date without submitting a request to the MAJCOM A4 or 708 NSS/NWLO. CONUS units may perform LLC exchanges earlier than 6 months if approval is obtained IAW paragraphs 1.3.4.1.13, **1.4.7.3.2.**, and **1.5.3.1.**

1.4.14.4. Use extreme caution when using T.O. 11N-20-11 line numbers. Use of line numbers may divulge classified information when inserted into documents or databases containing other weapons data resulting in a compromise. Classify documents IAW AFI 31-407, Air Force Nuclear Weapons Security Classification Policy. Line numbers will not be used to schedule maintenance activities (i.e., work orders, maintenance schedules, and forecasts, etc…). Maintenance data reporting for all other NOCM items are not affected.

1.4.14.5. Authorize the performance of maintenance by assigning a Job Control Number (JCN) and initiating a work order through IMDS for each scheduled maintenance task, storage inspec-

tion, modification, munitions movement, and handling operation. Munitions Control or P&S issues job control numbers for all unscheduled tasks. Ensure all AFTO IMT 349 and IMDS products initiated for jobs requiring the two-person concept are annotated "TWO-PERSON CONCEPT APPLIES." Develop a manual work order system (blocks of job control numbers, logs, etc…) for backup during interrupted IMDS service.

1.4.14.6. Prepare quarterly forecasts, monthly plans, and weekly schedules. Forecasts, plans, and schedules may be published via electronic means provided OPSEC is maintained. (MAJCOMs will define which individuals/duty sections will attend the quarterly, monthly, weekly, and production meetings). Weapons maintenance, inspection, and transportation source documents will be used to validate job requirements during these meetings. Include all known operational events to determine maintenance capability to meet operational needs.

1.4.14.6.1. Consolidate all known maintenance requirements into a single quarterly forecast. Known maintenance requirements are defined as any event that impacts maintenance, equipment, and personnel availability requiring management attention to ensure the smooth flow of scheduling and completion of maintenance activities.

1.4.14.6.2. Chair a quarterly scheduling meeting NLT 14 days before the upcoming quarter. The MX/SUPT approves and signs the quarterly forecast.

1.4.14.6.3. Refine quarterly forecast by developing monthly plans. Include all known maintenance requirements for the month. Include predictable maintenance factors based on historical data, along with other inputs such as flow times for maintenance, turn-around times, and part replacement schedules.

1.4.14.6.4. Chair a monthly scheduling meeting NLT the third week of the month. The MX/SUPT approves and signs the monthly plan.

1.4.14.6.5. Refine quarterly forecast and monthly plans by developing weekly maintenance schedules. Evaluate the past week's accomplishments and negotiate/approve refinements to the coming week's schedule. The weekly schedule will be approved before the upcoming work week. The MX/SUPT approves and signs the weekly schedule.

1.4.14.6.5.1. Any change to the approved weekly schedule affecting major maintenance actions, PL-1 asset maintenance (i.e., LLCE, alteration, etc…) or affecting another organization will require a schedule modification record (AF IMT 2407). The agency requesting the change to the weekly schedule initiates the schedule modification record and coordinates it through the affected agencies. At a minimum, the MX/SUPT approves the change to the schedule by signing the record. MAJCOMs will develop specific procedures to record and coordinate changes to the weekly schedule.

1.4.14.6.6. Serve as the primary POC for the daily production meeting. At a minimum, the following items will be covered during the meeting: Trained, qualified, certified personnel availability, SE equipment, vehicle, test and handling equipment availability and serviceability, supply and spares availability, and status of previous day's maintenance activities that may impact upcoming activities.

1.4.14.6.7. Quarterly forecasts, monthly plans, and weekly schedules will include:

1.4.14.6.7.1. Weapons maintenance, inspection, and inventory requirements

1.4.14.6.7.2. Test and SE maintenance, inspection, DDL, and TCTO actions by type and S/N or ID number

1.4.14.6.7.3. Training, special activities, HHQ directed missions, and exercises

1.4.14.6.7.4. CE, fire department, and SF requirements

1.4.14.6.7.5. AWM or AWP status. Every effort should be made to include AWM work into the schedule.

1.4.14.6.7.6. UR status. Every effort should be made to include UR work into the schedule.

1.4.14.6.7.7. TCTO status.

1.4.14.6.7.8. T.O. changes.

1.4.14.6.7.9. Vehicle and equipment status.

1.4.14.6.7.10. Personnel status.

1.4.14.6.7.11. Required QA support for certifications or logistics movement support.

1.4.15. **Missile Maintenance Operations Center (MMOC).** Serve as the focal point for planning, coordinating, directing and controlling munitions/weapons activities in the missile complex at ICBM units. MMOC specific responsibilities are located in AFI 21-202, Missile and Space Systems Maintenance Management.

1.5. Logistics Management of Nuclear Materiel

1.5.1. **Nuclear Weapons Allocations.**

1.5.1.1. 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 (e.g. USSTRATCOM, EUCOM), 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 align with the NWSM, and are available to meet mission requirements. They accomplish this through exercising command oversight of their units and coordinating with 708 NSS on maintenance of weapons stored at AFMC munitions squadrons (i.e. AFMC MUNS'). They schedule weapon movements through the NOSS to ensure all weapons assigned to them are at the proper location in adequate quantities. They coordinate with 708 NSS to determine the best storage locations for active and inactive reserve weapons. They direct charge code changes through either the NOSS or other means (e.g. SLT/SFT Warning Orders) to meet NWSM requirements. In the case of weapons in custody at AFMC units, such direction will be sent to the 708 NSS. The 708 NSS will then contact the AFMC units to effect the direction. MAJCOMs will also request MTO through 708 NSS to DTRA, as needed.

1.5.2.2. 708 NSS is responsible for maintenance management of retired weapons stored at the AFMC MUNS.

1.5.2.3. 708 NSS provides assistance to the MAJCOMs in performing their force-providing mission. MAJCOMs will provide to the 708 NSS their Long- and Short-Range Plans necessary to achieve end-of-year actions required to meet NWSM requirements.

1.5.3. **Logistics Management of Nuclear Components.**

1.5.3.1. 708 NSS will develop the annual Fiscal Year LLC Forecast for the Air Force not later than (NLT) 1 November. MAJCOMs will review this product and provide any recommendations to 708 NSS NLT 1 March. 708 NSS provides DTRA with Air Force LLC requirements NLT 1 Apr. DTRA/CSNOO develops the LLC Shipping and Utilization Schedule specified in TO 11N-100-2, Supply Management of Limited Life Components. Replacement LLCs will be force shipped to Air Force units having custody of weapons, to allow maintenance actions to be accomplished prior to LLC expiration dates. MAJCOMs may request alternate support schedules from 708 NSS, with an info copy of the request to DTRA/CSNOO. Changes to the annual schedule must be submitted NLT than 90 days before need date. MAJCOMs will review schedules quarterly and provide 708 NSS any required changes. Negative input is required to 708 NSS. The requests may represent one-time requirements (i.e., early support of items to coincide with an inspection, or to allow units to deconflict maintenance schedules), or may be ongoing 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. MAJCOM Nuclear Munitions Staff forwards waiver requests to 708 NSS, with an info copy to DTRA/CSNOO for coordination and approval. Requirements for timely return of expired LLCs in TO 11N-100-2, Supply Management of Limited Life Components, apply regardless of requests for early support or alternate support schedules.

1.5.4. **Logistics Management of Containers and Bolsters.**

1.5.4.1. Containers and bolsters are used to support storage, maintenance, and logistics movement of weapons and components. In addition, containers and bolsters are used to support storage and movement of TYPE trainers. Containers and bolsters are accounted for IAW procedures in this AFI, and reported IAW 11N-100-4, Custody, Accountability, and Control of Nuclear Weapons and Nuclear Materiel.

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, Conventional Munitions Maintenance Management.

1.5.5.2. TYPE Trainers and TFPs are accountable Air Force equipment items. In addition, TYPE 3B Trainers must be reported, IAW TP 100-3150, Joint Reporting Structure, Nuclear Weapons Reports.

1.5.5.3. Items supporting operational testing programs (i.e. JTAs, Compatibility Test Units (CTUs), Radar Test Units (RTUs), etc.) are managed and accounted for IAW procedures in this AFI and reported IAW TP 100-3150, Joint Reporting Structure, Nuclear Weapons Reports, on a QAST Status Reports (QSR). These items are force-shipped to units on an as-needed basis.

1.5.6. **Logistics Management of TCTO and Retrofit Kits.**

1.5.6.1. 708 NSS 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 this chapter.

1.5.7. **Funding Issues.**

1.5.7.1. DOE manages funding for First Destination Transportation of nuclear weapons, components and Base Spares to or from DOE facilities.

1.5.7.2. SDT funding for nuclear weapons and components and other items transported by PNAF airlift missions or NNSA/OST (e.g. Jet Air or SGT) are forecasted for by 708 NSS and provided by AFMC/LSO. MAJCOMs provide projections of movement requirements to 708 NSS as requested. 708 NSS, in turn, develops funding requirements and forwards them to HQ AFMC/LSO.

1.5.7.3. 708 NSS funds procurement and transportation for Military Spares and DOE designed Air Force test and handling equipment. These items are requisitioned IAW TO 11N-100-1, Supply Management of Nuclear Weapons Material, are free issue, and are shipped without charge to the units. 708 NSS 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 and 708 NSS 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).

1.5.8.2. 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 NNSA/NA-122.1 through the 708 NSS. Likewise, do not use Military Spare items to maintain DOE-owned weapons.

1.5.8.3. 708 NSS funds and furnishes Military Spare items to the Air Force for maintaining DOE-designed and Air Force owned TYPE 3 trainers and special equipment. 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, War Reserve Materiel Program Guidance and Procedures.

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 allowance standards are managed by WR-ALC/LET in accordance with

AFMAN 23-110, USAF Supply Manual. The approved utilization and application of allowance standards, as reflected in C001, is the authority for MAJCOMs to authorize, acquire, and account for essential requirements.

Chapter 2

QUALITY ASSURANCE (QA) AND THE CERTIFICATION PROGRAM

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

2.1.1. If necessary the MX/SUPT will appoint technically qualified 2M07X or 2WX7X personnel, in writing, as nuclear weapons certifying officials for nuclear weapons handling tasks and 2W271 or 2M072 for weapons maintenance tasks. The 2W271 and 2M07X QA are nuclear weapons certifying officials by virtue of position and do not need to be appointed by the MX/SUPT.

2.1.2. QA Superintendent or Chief Inspector, knowledgeable of AFI 21-101 and AFI 21-204 requirements, will perform initial Evaluator Proficiency Evaluations (EPE) on QA evaluators upon assignment to QA. EPEs are performed to assess the proficiency of evaluators and will consist of one personnel evaluation and one Special Inspection (SI)/Quality Verification Inspection (QVI). Additionally, EPEs will be documented on an AF IMT 2419, Routing and Review of Quality Control Reports, or equivalent.

2.1.3. Personnel assigned Certifying Official responsibilities as defined in this AFI will be JQS qualified on the specific weapons, weapons systems, NOCM, CDS, and Permissive Action Link (PAL) procedures as they apply to the task being evaluated. The individual must be capable of accurately observing job performance and identifying deviation from established standards.

2.1.4. Prior to performing certifications, the QA superintendent, Chief Inspector, NCOIC or MX/SUPT will ensure Certifying Officials are JQS qualified on the task to be evaluated and have a current EPE while performing a personnel evaluation.

2.1.5. QA Superintendent, Chief Inspector, NCOIC or MX/SUPT will ensure all certifying officials receive a semiannual EPE on a personnel evaluation. If a certifying official is overdue the semiannual personnel EPE, the individual is restricted from performing certifications or personnel evaluations until another EPE is completed.

2.1.5.1. QA will maintain initial and current EPE documentation for all certifying officials.

2.1.6. Certifying Officials will not certify themselves.

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

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

2.1.9. QA evaluations on nuclear weapons certifiable tasks identified in paragraph **2.5.** must be performed by 7-level or above JQS qualified evaluators.

2.1.10. QA evaluators must be JQS qualified to perform the QVI, SI, and PE identified in paragraph **2.3.**

2.2. QA Roles and Responsibilities. QA evaluators will:

2.2.1. Attend applicable scheduling meetings to determine QA evaluation and inspection requirements.

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

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

2.2.4. Comply with minimum sampling requirements as stated in paragraph **2.3.1.**

2.2.5. Administer the munitions Maintenance Standardization and Evaluation Program (MSEP) IAW AFI 21-101, Aircraft and Equipment Maintenance Management.

2.3. Inspections and Evaluations

2.3.1. As a minimum, QA will perform QVIs and/or SIs annually on 100% (at a rate of approximately 25% per quarter) on the following:

2.3.1.1. Test and handling equipment

2.3.1.2. Industrial/support equipment and special tools

2.3.1.3. Hand tools, Composite Tool Kit (CTKs)(or other tool control programs) and TMDE

2.3.1.4. Nuclear certified munitions trailers assigned to munitions/maintenance activity or identified for US use on the NCE list

2.3.1.5. Nuclear certified vehicles assigned to the munitions/maintenance activity or identified for US use on the NCE list

2.3.1.6. Stockpile

2.3.1.7. TYPE 3 trainers and BDUs

2.3.1.8. Historical records (AFTO IMT 244s and 95s, IRCs, WIRs, etc…)

2.3.1.9. Storage and Maintenance Facilities

2.3.1.10. High Security Key and Lock, Cell Unlock Device (CUD), and WS3 Communication Security (COMSEC) Programs (semiannually)

2.3.1.11. PAL and CDS Management Program (semiannually)

2.3.1.12. NOCM Programs (accountable records, USAL, SEV/SIR packages)(semiannually)

2.3.1.13. Nuclear Weapons Maintenance Training Program. Include as a minimum the master training plan, lesson plans, AF IMTs 2435, Load Training and Certification Documents, and CFETPs.

2.3.2. QA will conduct PE's on the below operations. PEs using training weapons will be evaluated, scored and counted in the same manner as war reserve operations. (MAJCOMs will determine inspection frequency):

2.3.2.1. General Maintenance (GM)

2.3.2.2. Limited GM

2.3.2.3. LLC Exchange

2.3.2.4. H1616 packaging and backfill operations

2.3.2.5. Parachute (PC) Exchange

2.3.2.6. TCTO or Alterations (Alt)

2.3.2.7. Transfer

2.3.2.8. Transport

2.3.2.9. SGT loading/unloading

2.3.2.10. SAAM (Includes all actions required during a logistics movement)

2.3.2.11. PAL and CDS Operations

2.3.2.12. Warhead/Weapon Mate

2.3.3. Conducting the Evaluation:

2.3.3.1. Evaluators must afford reasonable opportunity for maintenance technicians to detect a defect or deficiency.

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

2.3.3.3. Every effort must be made to coordinate evaluations of scheduled maintenance activities; however, "no-notice" evaluations may be accomplished.

2.3.3.3.1. QA will perform at least one no-notice evaluation on a maintenance activity on each workcenter each month.

2.3.3.4. Evaluators will verify technicians' qualifications.

2.3.3.4.1. When circumstances prevent prior verification, the evaluator will check technicians' qualifications prior to task critique.

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

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

2.3.3.5.2. All reports, forms, parts requisition, technical orders, tools, test, and handling equipment availability, or any other task related actions are responsibilities of the individuals evaluated.

2.3.3.5.3. The technician/team may ask for technical help from personnel/agencies normally available in the conduct of day-to-day maintenance. Excessive outside intervention that demonstrates a lack of technical proficiency to the degree that the task cannot be completed without direct supervisory involvement may result in the task being rated "Fail".

2.3.3.5.4. Whether the evaluator will or will not be a part of the two-person team.

2.3.3.5.5. The evaluator must be notified of the start and completion of the task, and any delays that occur.

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

2.3.3.5.6.1. All deviations, simulations and Previously Complied With (PCW) steps will be agreed upon by the TC and evaluator prior to the start of any evaluation / certification unless the task is already in progress.

2.3.3.5.7. Evaluator may ask questions to determine the individual's knowledge of the task under evaluation. Questions of this type should be deferred to the end of the operation. Individuals may refer to technical guidance or use their normal supervisory chain of command when answering questions.

2.3.3.5.8. Evaluators will stop a task if conditions are detected that would jeopardize personnel or weapon safety, security, weapon system reliability, and/or cause equipment damage. The evaluator may only stop the task after all reasonable opportunities to detect the deficient condition have passed.

2.3.3.5.9. TCs will be charged with any error that goes undetected or uncorrected. An undetected or uncorrected error is one that is not caught or corrected by the team prior to completion of the operation. For example; an error committed by a TM that is caught later by the TC or another TM will not be charged against the TC. If the evaluator stops the operation IAW with paragraph **2.3.3.5.8.** after giving reasonable opportunities to detect the deficient condition, that error will also be charged against the TC.

2.3.3.5.10. Establishing Acceptable Quality Levels (AQL) Standards. An AQL denotes the maximum allowable number of minor findings that a key task list (KTL) task, routine inspection listing (RIL) task, process or product may be charged for the task to be rated "Pass." Failure to meet an AQL standard results in the task being rated as "Fail". The AQL is derived/revised from QA performance-based data. Units must develop procedures for determining minimum AQLs delineating an "attainable" quality level. MAJCOMs may develop standardized AQLs. AQLs must be reviewed at least quarterly by the MXG/CC. AQLs will not exceed 2 minors for weapons handling tasks and 4 minors for weapons maintenance tasks. A maintenance task is defined as an operation performed on a single weapon. A handling task is defined as the handling of a single weapon, single double stack, or single piece of launch gear (i.e., launcher, pylon, etc…). Maintenance or handling operations on multiple weapons will be evaluated as separate tasks.

2.3.3.5.10.1. A task will be rated "Fail" for violation of weapons system safety rules, a two-person concept violation, failure to follow custody transfer procedures, 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.

2.3.3.5.10.2. In addition to the major and minor definitions in AFI 21-101, Aircraft and Equipment Maintenance Management, the following applies:

2.3.3.5.10.2.1. A major deficiency is also one that creates an unreliable nuclear weapon, and unsafe environment, or an insecure environment as defined in TO 11N-25-1, Department of Defense Nuclear Weapons Technical Inspection System.

2.3.3.5.11. All personnel who perform supervise, or inspect maintenance actions on weapons, weapon systems, warheads, support equipment and/or their components will be subject to evaluation.

2.3.3.5.12. Each certified technician will be evaluated on at least four different tasks per year. Evaluations will be spread one per quarter through the year in order to attain a representative sampling of system knowledge and job proficiency. The year begins when the technician first becomes certified on a task. Initial task certifications will not be credited towards annual evaluations. For individuals certified on less than four tasks, quarterly evaluations may be performed on the same tasks.

2.3.3.5.13. Following the evaluation, the evaluator must critique the technicians on the entire task. The evaluator must inform the work center supervisor when a task is rated "failed" or the results have not been determined. Technicians will not perform the evaluated task again until officially critiqued.

2.4. The Certification Program

2.4.1. 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. Trainers will use the Career Field Education and Training Plan, lesson plans, and applicable technical orders to JQS qualify individuals on certifiable tasks. 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 weapons; to ensure non-certified individuals are not permitted to perform nuclear weapons tasks (handle, store, maintain, inspect, 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 paragraph **2.5.**

2.4.1.1. Technicians must be JQS qualified and have completed applicable safety training prior to certification.

2.4.1.2. Certify technicians to perform or direct nuclear weapons maintenance and handling tasks as TC or TM. Technicians certified in the TC position may perform as TMs.

2.4.1.3. Certify handling technicians on transfer and transport.

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

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

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

2.4.1.4.3. PAL TMs do not require certification but training must be documented. PAL TMs are authorized to open and close access doors, connect/disconnect PAL cables and adapters, and perform visual monitors provided these items are included in PAL training.

2.4.1.4.4. Personnel involved in a one-time contingency handling and movement of non-assigned weapons such as Prime Nuclear Airlift Force (PNAF), 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.

2.4.1.4.5. Initial certification attempts that are not successful will be treated as training operations and documented as a non-rated evaluation. The evaluation will not be scored against established inspection and evaluation requirements.

2.4.2. Certification Documentation:

2.4.2.1. Record certifications and proficiency training on AF IMT 2435, Load Training and Certification Document. Because of the critical nature of the certification, and to avoid conflicting certification data, the AF IMT 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 IMT 2435 is the formal act of certification. Automated systems may be used to monitor certifications and recurring proficiency training. Keep AF IMT 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 2.1.** and **Figure 2.2.** as a guide.

2.4.2.2. Complete the AF IMT 2435 in ink or type except when use of pencil is indicated below:

2.4.2.2.1. Blocks 1-4, self-explanatory (Block 2 in pencil).

2.4.2.2.2. Blocks 5-6, not applicable.

2.4.2.2.3. Block 7; enter weapon type and task as listed in paragraph **2.5.** or as directed by MAJCOM. Enter “TC” or “TM” for appropriate team position.

2.4.2.2.4. Blocks 8-11, self-explanatory.

2.4.2.2.5. Block 12; enter the information from block 7 plus the current year. Enter a “C” for certified, a “P” for proficiency checks, a “D” for decertification, or an X (in pencil) for due date, under the corresponding month, year and task.

2.4.2.2.6. Transcribe AF IMT 2435 by copying the applicable information from Blocks 1 through eight and Block 12 of the old form to the new form. Enter "Transcribed" in Block 11 of the new form. Flight Chief or above enters, signs, and dates a statement on the new form attesting to the accuracy of the transcribed entries. Destroy original AF IMT 2435.

2.4.2.2.6.1. Carry forward the last proficiency check or certification date (if no proficiency checks have been performed since certification) accomplished for each certified task.

2.4.2.2.6.2. Due to decertification then subsequent recertification, if the recertification date of any prerequisite task (i.e. B61 GM, 4 Feb 07) is after the certification date(s) for any subsequent tasks (i.e. B61 LLC, 22 Aug 06), enter the original GM certification date (15 May 06) 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.

2.4.2.3. Section/Element Supervisor, Flight Commander/Chief, or MX/SUPT will decertify individuals for the following reasons:

2.4.2.3.1. Failure to perform required proficiency check or performing an operation that results in a failed PE.

2.4.2.3.2. 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 supervisory intervention. This does not include abnormal conditions requiring supervisory assistance.

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

2.4.2.3.4. Technicians failed to detect a safety or reliability deficiency in the weapon, component, or support equipment.

2.4.2.3.5. Upon upgrade certification to the TC position, decertify the individual from the TM position if certified in a TM position on the same task. Note: IAW paragraph **2.5.1.3.**, TCs decertified on GM may not perform in a TM position on any other task on the same weapon system until recertified on GM.

2.4.2.4. Section/Element Supervisor, Flight Commander/Chief, or MX/SUPT will decertify individuals for committing procedural errors that, if not corrected, would likely result in an unreliable weapon, unsafe environment, or insecure environment. This includes violations of weapon system safety rules.

Figure 2.1. Sample AF IMT 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	5 MUNS	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	
Cert Examples:						
B83 GM	TC	20061018			*James M McMahon*	TSgt
B83 LLC	TC	20061020			*James M McMahon*	TSgt
Decert Examples:						
B61 PC	TC	20061108	20070201	No Longer Required	*Joseph Hall*	MSgt
Transport	TC	20061206	20070401	Overdue Proficiency	*Joseph Hall*	MSgt
Upgrade Examples:						
W78 GM	TM	20061213	20070206	Upgrade to TC	*George W. Bradley*	MSgt
	TC	20070206			*James Smith*	MSgt
W78 LLC	TM	20061218	20070209	Upgrade to TC	*George W Bradley*	MSgt
	TC	20070209			*James Smith*	MSgt
Transcription Example:						
B61 GM	TC	20060515				
		20070204			TRANSCRIBED	
B61 LLC	TC	20060822			TRANSCRIBED	
				The above information was		
				transcribed and verified as		
				accurate.		
				Signed: *William Hodgson* MSgt		
				Date: 28 Feb 07		

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Figure 2.2. Sample AF IMT 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
B83 GM	TC 2006										C		
	2007	P			P								
	2008												
B83 LLC	TC 2006										C		
	2007	P			P								
	2008												
B61 PC	TC 2006											C	
	2007		D										
	2008												
Transport	TC 2006												C
	2007				D								
	2008												
W78 GM	TM 2006												C
	TC 2007		D/C			P							
	2008												
W78 LLC	TM 2006												C
	TC 2007		D/C			P							
	2008												
B61 GM	TC 2006												
	2007		C										
	2008												
B61 LLC	TC 2006												P
	2007												
	2008												

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2.5. Certifiable Weapons Maintenance Tasks

2.5.1. **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.

2.5.1.1. 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).

2.5.1.2. 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 TM to a TC position, GM or LGM, as applicable, must be the first task upgraded.

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

2.5.2. **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.

2.5.3. **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 LLCs (except those associated with Parachute Exchanges), leak tests and all disassembly not included in General Maintenance

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

2.6. 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:

2.6.1. **Transfer.** Certification allows a technician to transfer weapons (excluding aircraft loading operations) to and from a vehicle, munitions trailer, Payload Transporter (PT), or WS3 within the limits of JQS qualifications. Transfer certified technicians with appropriate JQS-qualifications may transfer weapons into and out of bolsters, in and out of the WS3 and Weapons Maintenance Truck (WMT), RS into and out of pit, RS into and out of PT, 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.

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

2.6.2.1. 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.

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

2.7. Proficiency Checks

2.7.1. Proficiency checks will be accomplished at least quarterly for each certified task an individual is certified on.

2.7.2. A technically qualified QA, Bay Chief, Section/Element Supervisor, or Flight Chief will observe proficiency checks.

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

2.7.4. Proficiency checks will be performed on positions certified (i.e. TC or TM).

2.7.5. Proficiency checks must be accomplished prior to the end of the third month. For example, the last proficiency check for B-61 LLC was accomplished in July 2007, the next check must be accomplished NLT the last day of October 2007.

Chapter 3

NUCLEAR WEAPONS MAINTENANCE AND HANDLING POLICIES

3.1. General Policies. The policies below are applicable to all maintenance personnel who handle, store or maintain nuclear weapons or TYPE 3 trainers. If there is a conflict between the policies below and other directives notify the OPR of this publication for resolution.

3.1.1. Keep nuclear weapons and warheads in fully assembled configurations except during maintenance or as otherwise directed by appropriate agencies.

3.1.1.1. Configuration of spare warheads will be determined IAW MAJCOM requirements.

3.1.2. Personnel handling or performing maintenance on nuclear weapons will not exceed 12-hours of continuous duty followed by a rest period, which provides the individual the opportunity for at least 8 hours of uninterrupted sleep. The Group Commander or equivalent may waive this requirement during advance defense readiness conditions, actual emergencies as defined in DoD Directive 3150.2, DoD Nuclear Weapons System Safety Standards, or to resolve an unexpected event (i.e., disabled vehicle, WS3 fault, hoist failure, etc…). This requirement may only be waived up to a maximum of 16 hours of continuous duty and cannot be waived to solely support exercises or inspections.

3.1.2.1. 2M0 personnel handling nuclear weapons during ICBM missile field operations will not exceed a 16-hour continuous duty period followed by a rest period, which gives the individual the opportunity for at least 8 hours of uninterrupted sleep.

3.1.3. Train and certify sufficient personnel to meet mission requirements outlined in the MCL. LLCE and PC exchange certification is mandatory only if assigned weapons are within 3 months of required maintenance.

3.1.4. Personnel will not perform WR operations until they complete the required training and the nuclear weapons certification requirements IAW **Chapter 2**.

3.1.5. A certified TC will direct every maintenance and handling task performed on WR weapons. TCs will only direct one operation at a time. Each individual operation must have its own TC.

3.1.6. Prior to beginning any operation, the Bay Chief and TC will verify applicable source documentation and ensure all tools, spares and expendables are available and serviceable.

3.1.7. Stop operations upon the discovery of a defect that causes rejection of a weapon or major component, or upon encountering any unknown or unusual condition. Flight chief or above determines whether to continue operations based on careful review of the facts and circumstances. This approval to continue does not relieve the unit of any reporting requirements (UR/Dull Sword). Complete the operation if the weapon is safe and no other damage will occur. Following determination that technical data does not provide procedures or adequately address the problem, contact the MAJCOM who will coordinate with the appropriate agency to resolve the situation.

3.1.7.1. On site DOE representatives may determine continuation of operation (e.g. PAL operation, defect acceptance) when authorized procedures are not available in governing T.O. However, unit personnel must report the defect(s) according to T.O. 11N-5-1, Unsatisfactory Reports, and/or AFMAN 91-221, Weapons Safety Investigations and Reports, as applicable.

3.1.7.2. When technical procedures call for components/parts to be rejected at lowest level available in spares, weapons will be placed in non-operational status if the component/part cannot be replaced within NUREP reporting timelines. Weapons will also be placed in non-operational status if involved in an accident or incident and the condition is unknown (e.g. lightning strike, fire, loss of custody, etc…).

3.1.8. Prohibit installation of WR items, components, or materiel on TYPE 3/UE/UA trainers unless authorized by technical data or the 708 NSS (510 Systems Squadron for DoD-designed RV/RS components). (EXCEPTION: Reuse of expended or expired Group X items for training is acceptable). Never install training items, components, or materiel on WR items.

3.1.8.1. Training and WR operations may take place at the same time as long as physical separation exists between operations. Physical separation must include clear delineation between operations using stanchions/cones, ropes, and placards. Placards must indicate "Training". In USAFE, concurrent operations with training and WR weapons are not authorized in a Protective Aircraft Shelter (PAS).

3.1.9. Unless otherwise directed by MAJCOMs or through UR channels, 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, Custody Accountability, and Control of Nuclear Weapons and Nuclear Materiel, or as designated by DOE. Requests for waiver of the 6-month minimum must come from the applicable MAJCOM.

3.1.10. Team chiefs will give team briefings before starting operations involving a WR nuclear weapon or warhead. The briefing must include, as a minimum: description of the task, designation of personnel assigned to the task, nuclear surety IAW AFI 91-101, Air Force Nuclear Weapons Surety Program, necessary safety, emergency, and intrinsic radiation procedures, and the requirement of the Two-Person Concept.

3.1.11. Only technically knowledgeable individuals, not physically performing or otherwise involved in 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 NCO JQS qualified on the maintenance task and cannot be the TC directing the operation. The QA inspector evaluating the operation will not perform visual inspections.

3.1.11.1. MX/SUPT and QA will develop a visual inspection list for assigned weapons systems. List will identify required visual inspection by specific T.O., paragraph, and step. The visual inspection list must be reviewed as T.O. changes occur to ensure paragraph references are accurate. Review and publish the complete visual list at least annually.

3.1.12. Units and MAJCOMs may develop IPIs. When used, QA and MX/SUPT will jointly develop IPIs IAW AFI 21-101, Aircraft and Equipment Maintenance Management. 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 IMT 349 or IMDS product, 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 and be listed on the unit's Special Certification Roster IAW AFI 21-101, Aircraft and Equipment Maintenance Management.

3.1.13. When WR weapon(s) are exposed in the maintenance bay or PAS and maintenance personnel are present, secure the personnel entry door from inside. AECS units are exempt from this require-

ment; however, the maintenance bay door must be closed. If not possible, a two-person team will maintain entry control.

3.1.14. 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, access door panel removal, coding operations and opening containers for inventory. Request waivers to this paragraph IAW AFMAN 91-201, Explosives Safety Standards.

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

3.1.16. Cannibalization or interchanging of nuclear weapon components is not authorized unless directed in technical order or by 708 NSS.

3.1.17. Use TYPE 3 A/C trainers for maintenance and EOD training only. Do not use these trainers for aircraft or ICBM load training, or logistical movement exercises and evaluations without MAJCOM approval. Use TYPE 3E trainers, RV/RS trainers (UE), TFPs or Bomb Dummy Units (BDU) for this purpose. Trainers must be controlled, stored, and secured according to their respective security classification.

3.1.18. Maintain nuclear weapon TYPE 3 A/C trainers to WR standards (when used for 2W2/2M0 maintenance training and certification) using procedures in TO 11N-35-51, General Instructions Applicable to Nuclear Weapons, and the applicable weapons manual. TYPE 3 A/C trainers used exclusively for EOD training will be maintained in a WR configuration and may deviate from WR standards with UR approval. Inspect all other nuclear weapons trainers, TYPE 3E, load shape/trainers as specified in the applicable technical order, not to exceed 180-days. RV/RS (UE) load shape trainers are maintained IAW applicable 43D-series technical orders. For those trainers not on the weapons maintenance account, the Maintenance Supervision and agency owning account (EOD, weapons loaders) will work out a periodic inspection and maintenance schedule to fix deficiencies in order to keep the trainers in WR configuration. This paragraph is not applicable to trainers on 708 NSS holding accounts.

3.1.18.1. Units may elect to track deficiencies/historical documentation for TYPE 3E load shape/trainers using AFTO IMT 244, AFTO IMT 95, or IMDS, as appropriate. An IRC is not required on TYPE 3E or BDU load shape/trainers.

3.1.19. All nuclear weapons movements outside the restricted area must have a member serving as a technical and safety advisor. The convoy technical and safety advisor will be an NCO that is JQS qualified and fully knowledgeable of tiedown, transportation, handling, CDS, custody transfer, and emergency procedures as applicable.

3.1.19.1. For ICBM RS convoys, the PT driver serves as the technical and safety advisor.

3.1.20. Cover nuclear weapons, TYPE 3 trainers, JTA, compatibility test units, realistic weapons trainers, and flight test units during all movements (EXCEPTION: Containerized weapons, RSs, and Cruise Missiles do not require covers). BDUs do not require covers except during exercises when simulating WR weapons. JTA movements outside controlled areas must have appropriate level of security.

3.1.21. 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 WMTs.

3.1.22. When performing nuclear weapon maintenance and handling tasks verbal demand-response procedures will be used. TCs will read steps required including all cautions and warnings, TMs will acknowledge and perform applicable procedures, TC will verify and check step off after completion. If TMs are using the technical data and checking off steps as they perform them (such as cleaning person on LLCE operations or topside RS handling), the TC must verify all steps are completed prior to weapon/component reassembly. All notes are applicable but do not require the verbal demand response technique.

3.1.22.1. 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.

3.1.23. All nuclear weapons maintenance operations will be performed by 2W2X1 personnel. 2M0XX or 2WXXX personnel will perform all nuclear weapons handling operations. In circumstances where not enough 2M0XX or 2WXXX personnel are available to perform the required nuclear weapons handling operations the MAJCOM will designate AFSCs to augment assigned 2M0XX or 2WXXX personnel, however, there must be core 2W/2M personnel assigned and available to manage and oversee the nuclear handling operations. In addition to AFSC requirements all training, security clearance, Personnel Reliability Program (PRP) requirements, and certification requirements are applicable.

3.2. Nuclear Weapons Deficiency Reporting.

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

3.2.2. When assistance is required and the problem does not fit into one of the below categories use procedures in T.O. 00-25-107, Maintenance Assistance. Use requests from T.O. 00-25-107 for problems with maintenance procedures or production that are beyond the capability of the maintaining command. Maintenance assistance may take the form of emergency maintenance support, technical assistance, or a combination of both.

3.2.2.1. Use procedures in T.O. 11N-5-1, Unsatisfactory Reports (UR), to report a deficiency on DOE-designed nuclear weapons or related components, DOE-designed equipment/software, a JNWPS technical order discrepancy/deficiency, or when DoD-designed items require evaluation based upon their interface with DOE-designed items. Nuclear weapons placed in Non-operational status will only be returned to operational status when officially directed by 708 NSS or when directed via an assigned DTRA UR number.

3.2.2.2. Use procedures in AFMAN 91-221, Weapons 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 or T.O. 21M-LGM30F-12-1, Minuteman Nuclear Surety Procedures. Examples include but are not limited to general-purpose vehicles, ICBM related equipment, nuclear certified aircraft software, etc.

3.2.2.3. Use procedures in T.O. 00-35D-54, USAF Deficiency Reporting and Investigating System, to report deficiencies on DoD-designed items. If the DoD-designed item interfaced with a DOE-designed item, official disposition will be included in the UR response.

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

3.2.3.1. Submit reports IAW T.O. 11N-5-1, Unsatisfactory Reports, and AFMAN 91-221, Weapons Safety Investigations and Reports, for:

3.2.3.1.1. A weapon involved in an accident or incident (lightning, vehicle accident, loss of custody, etc).

3.2.3.1.2. Stray voltage from a motor generator.

3.2.3.2. Submit reports IAW AFMAN 91-221, Weapons Safety Investigations and Reports, and T.O. 00-35D-54, USAF Deficiency Reporting and Investigating System, for:

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

3.2.3.2.2. Chipped ablative material.

3.2.3.3. Submit reports IAW T.O. 11N-5-1, Unsatisfactory Reports, and T.O. 00-35D-54, USAF Deficiency Reporting and Investigating System, for:

3.2.3.3.1. Rejected warhead and RS components due to deluge dump.

3.2.3.3.2. Warhead/weapon damage due to hoist failure.

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

3.3. Waste Management.

3.3.1. Three basic types of tightly regulated materials can be generated during nuclear weapons maintenance activities. These generated materials may become wastes regulated either as Resource Conservation & Recovery Act (RCRA) hazardous waste, 91b Waste or Potentially Mixed Waste. Maintenance personnel shall assure that all wastes are properly identified, segregated and containerized as the waste is generated and according to the type of waste being generated. Appropriate precautions to avoid co-mingling of different types shall be taken to minimize the generation of a Potentially Mixed Waste.

3.3.1.1. RCRA regulated hazardous waste includes spent and/or expired hazardous materials that are available for use or used in the routine conduct of the maintenance activities and includes solvent soaked rags or wipes. RCRA Hazardous Waste, however, does not include materials that become contaminated by a radioactive source or demonstrate a radioactive property. RCRA wastes include items such as un-useable or spent solvents, lubricants and paints.

3.3.1.2. 91b Waste is generated when a system component is inherently and/or becomes contaminated solely by a radioactive source within the contiguous volume where a tritium reservoir resides without the introduction of a hazardous material. These wastes include items such as compression pads, un-greased O-rings, Kim wipes or Q-tips used to wipe internal components without the use of solvents, and expired weapon desiccants.

3.3.1.3. Potentially Mixed Waste is generated when a 91b Waste is combined with a RCRA Hazardous Waste. An example is a Kim wipe, wiper or rag that becomes contaminated with spent hazardous material solvent once used to wipe internal components and surfaces of a radioactive source.

3.3.2. Collection and Identification. Local bioenvironmental section may survey and perform analysis on hazardous waste containers to determine what type of waste is generated. These surveys can be used to reduce the number of containers distributed to maintenance activities.

3.3.2.1. RCRA Hazardous Waste Management guidance is available through the Installation Environmental Flight. Base-wide instructions are also found in the installation Hazardous Waste Management Plan (HWMP), which outlines specific procedures for managing hazardous waste. Coordinate through the local environmental management flight for container turn-in or pick-up and disposal IAW AFI 32-7042, Solid and Hazardous Waste Compliance.

3.3.2.2. Package 91b Waste in the smallest plastic bags consistent with the operation being performed and store in 30 to 55-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 US Air Force. O-CONUS units will coordinate pick-up and disposal through MAJCOM.

3.3.2.3. Package Mixed Waste in the smallest plastic bags consistent with the operation being performed and store in 30 to 55-gallon drums. Label packages and drums "Mixed Waste Potentially 91b". Coordinate through local bioenvironmental channels for container pickup and disposal IAW AFI 40-201, Managing Radioactive Materials in the US Air Force. O-CONUS units will coordinate pick-up and disposal through MAJCOM.

3.3.2.4. Do not store or co-mingle Hazardous Waste, Potentially 91b Waste or Mixed Waste in the same package or drum.

3.3.2.5. Low Level Radioactive Waste (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 4

WEAPONS, COMPONENTS AND SPARES STORAGE

4.1. Weapons Storage

4.1.1. Store nuclear weapons only in approved structures and configurations. Do not co-mingle nuclear and non-nuclear munitions/missiles (i.e., TYPE trainers/shapes, JTAs, TFPs, empty missiles/containers, CALCM/ALCM Test Instrumentation Kits (CATIK), etc…) in the same storage structure, cell, or WS3. Only as a last resort and with MAJCOM/A4W, or equivalent, approval may assets be co-mingled. All non-nuclear munitions/missiles will be identified using stanchions/cones, ropes, and placards to ensure there is a clear distinction between nuclear and non-nuclear munitions/missiles. Placards must indicate “Trainer”, “Empty”, “JTA”, or “CATIK”, as applicable.

4.1.2. Non-operational weapons will be identified using stanchions/cones, ropes, and placards. Non-operational weapons stored in a WS3 will be identified using placards. Placards must indicate “Non-Operational”. Make identification readily visible and do not remove until the status is changed or immediately before logistics movement. (EXCEPTION: AFMC units are not required to stanchion/cone, rope, or placard non-operational weapons).

4.1.3. Clearly mark empty weapon storage containers/bolsters IAW T.O. 11N-35-51.

4.1.4. Sealed Warhead Containers

4.1.4.1. To preclude opening warhead containers without view ports, to verify contents during inventories, other than SEV, units may elect to seal containerized warheads in storage. If units choose to seal containerized warheads, the provisions in paragraph **1.3.1.1.**, TP 100-3150, Joint Reporting Structure; Nuclear Weapons Reports, and procedures listed below apply.

4.1.4.2. 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.

4.1.4.2.1. Seal Accountability, Issuing and Tracking.

4.1.4.2.1.1. The MASO will establish local procedures for the following: requisition, receipt, destruction, and control of 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. The MASO must ensure duplicate serial numbered seals are not issued and/or installed on containers.

4.1.4.2.1.2. The accountable system may be either a locally devised and controlled form or a function in DIAMONDS.

4.1.4.2.1.3. An AF IMT 1764, Major Assembly/Component Status Change Report, or 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).

4.1.4.2.2. Seal Installation Procedures.

4.1.4.2.2.1. Prior to closing warhead container, two weapon system JQS qualified 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 **4.1.4.2.4.4.** Document the serial number on the AF IMT 1764 in column C, or in DIAMONDS as appropriate.

4.1.4.2.2.2. 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 IMT 1764, in column I (if two seals were installed place second serial number in column H).

4.1.4.2.2.3. Complete the AF IMT 1764 as follows:

4.1.4.2.2.3.1. Complete blocks 1, 2, 4-6, and 7B IAW paragraph **10.1.1.3.**

4.1.4.2.2.3.2. In block 7A enter “X”.

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

4.1.4.2.2.3.4. In block 8, reference applicable line entry with “Seal(s) Installed” and the requirements in paragraph **10.1.1.3.12.3.** and **10.1.1.4.**

4.1.4.2.2.4. Forward the completed AF IMT 1764 to the MASO (or designees).

4.1.4.2.3. Seal Removal Procedures.

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

4.1.4.2.3.2. 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 IMT 1764, in column C.

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

4.1.4.2.3.4. Complete the AF IMT 1764 as follows:

4.1.4.2.3.4.1. Complete blocks 1, 2, 4-6 and 7B IAW with paragraph **10.1.1.3.**

4.1.4.2.3.4.2. In block 7A enter “X”.

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

4.1.4.2.3.4.4. In block 8, reference applicable line entry with “Seal(s) Removed” and the requirements in paragraph 10.1.1.3.12.4 and **10.1.1.4.**

4.1.4.2.3.5. Forward the completed AF IMT 1764 to the MASO (or designees).

4.1.4.2.4. Inspection and Inventory Procedures (excluding SEVs)

4.1.4.2.4.1. When performing inventories, or as directed by TP 100-3150, perform the following seal inspection procedures:

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

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

4.1.4.2.4.1.3. If tampering is detected or the seal can be removed, notify MASO.

4.1.4.2.4.2. During the inventory, if the container was sealed IAW above procedures and TP 100-3150, 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.

4.1.4.2.4.3. 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.

4.1.4.2.4.4. 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.

4.1.4.2.4.5. Containers that are not sealed must be opened to verify contents using guidelines in paragraph **4.1.4.2.3.** and TP 100-3150.

4.1.4.2.5. Training.

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

4.1.4.2.5.2. MX/SUPT will ensure the seal program is covered during warhead system General Maintenance training (see paragraph **2.5.1.**).

4.2. 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 S-5210.41M and AFMAN 31-108, Nuclear Weapons Security Manuals, are met.

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

4.3. Spares Storage

4.3.1. **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 mainte-

nance personnel. When storing classified components the NOCM warehouse will meet the minimum requirement for bulk storage IAW AFI 31-401, Information Security Program Management.

4.3.1.1. Designate in writing personnel authorized access to the NOCM warehouse (**Chapter 8**).

4.3.1.2. 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.

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

4.3.1.4. Mark condition tags or labels with standard entries IAW AFMAN 23-110 and the designation BS or MS. National stock numbers are not required. Include the precautionary phrase from the stock list and the statement “Item contains training category Source and Special (SS) nuclear material” on applicable items. For all NOCM classified components, in the condition tags remarks section, stamp or print ”CLASSIFIED ITEM.”

4.3.1.5. For Group X kits and shelf life items, establish local controls ensuring items are stored so those oldest assets are issued first. Ensure compliance with shelf life restrictions identified in specific item TOs.

4.3.2. **Storing Non-Reparable USAL Items within the Maintenance Activity.**

4.3.2.1. 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. Section/Element supervisor will provide NOCM a list of individuals authorized access to USAL items stored in the maintenance area.

4.3.2.2. 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 and USAL excess items, such as Air Force bench stock or other operating stock.

4.3.2.3. 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.

4.3.2.4. NOCM personnel will perform “walkthrough” checks of bins and storage locations to determine if items need to be replenished, NOCM personnel then requisition required items through BMSS. Frequency of walkthrough will be determined locally.

4.3.3. **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 5

HIGH SECURITY KEY AND LOCK MANAGEMENT

5.1. General

5.1.1. Keys to nuclear weapons storage and maintenance facilities or bays will be controlled as classified material IAW DoD S-5210.41M and AFMAN 31-108, Nuclear Weapons Security Manuals, and the procedures in this chapter. Secure keys with a GSA approved lock requiring a minimum of two separate combinations or two GSA approved 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. NOTE: Cell unlock devices do not fall under the high security key and lock management program.

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

5.1.3. 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).

5.1.4. 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.

5.1.5. 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 IMT 2427, Lock and Key Control Register, only two keys remain for that lock. If all pieces cannot be recovered, remove remaining keys and cylinder from service and dispose of accordingly.

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

5.1.7. 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.

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

5.1.9. 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.

5.1.10. 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.

5.1.11. 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.

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

5.1.13. At unit discretion, keep keys to maintenance facilities and storage structures at any 24-hour manned or alarmed container, room, or facility within the restricted area during non-duty hours. If stored in security facilities, do not give the combinations or assign security forces key responsibilities. Key containers belong to, and are controlled by the munitions activity.

5.2. Responsibilities.

5.2.1. **Unit Commanders.**

5.2.1.1. 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.

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

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

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

5.2.2. **Key and Lock Custodians.**

5.2.2.1. Ensure compliance with key, lock, and hasp security requirements for nuclear munitions maintenance and storage facilities contained in these procedures and those in DoD S-5210.41M and AFMAN 31-108, Nuclear Weapons Security Manuals.

5.2.2.2. 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.

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

5.2.2.4. 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 IMT 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.

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

5.2.2.6. 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 IMT 2427 and enter the date removed from program in block 2.

5.2.2.7. 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 IMT 2432, Key Issue Log.

5.2.2.8. Ensure locks are rotated annually. Document annual lock rotation on existing AF IMTs 2427, or initiate a new AF IMT 2427 and dispose of the old one IAW Air Force Records Disposition Schedule located at **https://afrims.amc.af.mil/**.

5.2.2.9. 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.

5.2.2.10. 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 Form 2427 is required. Destruction of individual keys will be completed as follows:

5.2.2.10.1. Two individuals will destroy keys/cylinders to a point that reasonably prevents duplication. Key and lock custodian will verify destruction.

5.2.2.10.2. All serial numbers are obliterated.

5.2.2.10.3. Record on AF IMT 2427.

5.2.2.11. Document combination changes by letter. Do not record combinations. If a safe is used for the sole purpose of securing keys, the AFTO 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.

5.2.3. **Key Issuing Authorities.**

5.2.3.1. Ensure proper keys are issued, returned and transferred only to authorized individuals in possession of a valid workorder. Ensure AF IMT 2432 is documented for all key transactions.

5.2.3.2. Prior to issuing or transferring keys verify individuals against a current copy of the authorization listing (e.g. Weapons Storage Area Authorization List).

5.3. Key and Lock Management.

5.3.1. **Initiating an AF IMT 2427, Lock and Key Control Register.** The AF IMT 2427 is used to control locks, cylinders, and keys used on nuclear maintenance and storage facilities, including reserve cylinders and keys (**Figure 5.1.**). All entries will be typed or in ink (exception: columns 2 and 3 may be in pencil). Dispose of AF IMT 2427s IAW Air Force Records Disposition Schedule located at **https://afrims.amc.af.mil/**.

5.3.1.1. Column 1: Annotate locally assigned serial numbers.

5.3.1.2. 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 2410).

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

5.3.1.4. 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 2410/Control - Bldg 1240).

5.3.1.5. 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.

5.3.1.6. 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.

5.3.2. **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 IMT 2427. Verify the key serial numbers of the remaining two key sets not used for the physical check with the AF IMT 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 IMTs 2427 (**Figure 5.1.**). 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.

5.3.3. **Key Transactions - Key Issue, Turn-in, Transfer and Inventory Procedures.** Use AF IMT 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 5.2.**). Separate forms are used for each primary, spare, and control key set. Mark forms the appropriate set title. Dispose of forms IAW Air Force Records Disposition Schedule located at **https://afrims.amc.af.mil/**.

5.3.3.1. **Key Issue Documentation.**

5.3.3.1.1. 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).

5.3.3.1.2. Enter time in "Out-Time" block using the 24hrs-format (e.g. 0800).

5.3.3.1.3. Enter date in "Out-Date" block using the day, month, and year format (e.g. 24 Jan 06).

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

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

5.3.3.2. **Key Turn-in Documentation.**

5.3.3.2.1. 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.

5.3.3.2.2. Enter time in "In-Time" block using the 24hrs-format (e.g. 0900).

5.3.3.2.3. Enter date in "In-Date" block using the day, month, and year format (e.g. 24 Jan 06).

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

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

5.3.3.3. **Key Transfer Documentation.** The Key Issue Authority will:

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

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

5.3.3.3.3. Enter time key transfer took place in the "Out-Time" block using the 24hrs-format (e.g. 1230).

5.3.3.3.4. Enter date key transfer took place in the "Out-Date" block using day, month and year format (e.g. 24 Jan 06).

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

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

5.3.3.3.6.1. Enter time key transfer took place in the "In-Time" block using the 24hrs-format (e.g. 1230).

5.3.3.3.6.2. Enter date key transfer took place in the "In-Date" block using the day, month, and year format (e.g. 24 Jan 06).

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

5.3.3.3.7. When personnel receiving the transferred key(s) return, and secure the keys, they complete the "In-Time, In-Date and In-Signature" blocks IAW paragraph **5.3.3.2.4.** and **5.3.3.2.5.**

5.3.3.4. **Key Inventory Documentation**

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

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

5.3.3.4.3. Enter time in "In-Time" block using the 24hrs-format (e.g. 1800).

5.3.3.4.4. Enter date in "In-Date" block using the day, month, and year format (e.g. 24 Jan 06).

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

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

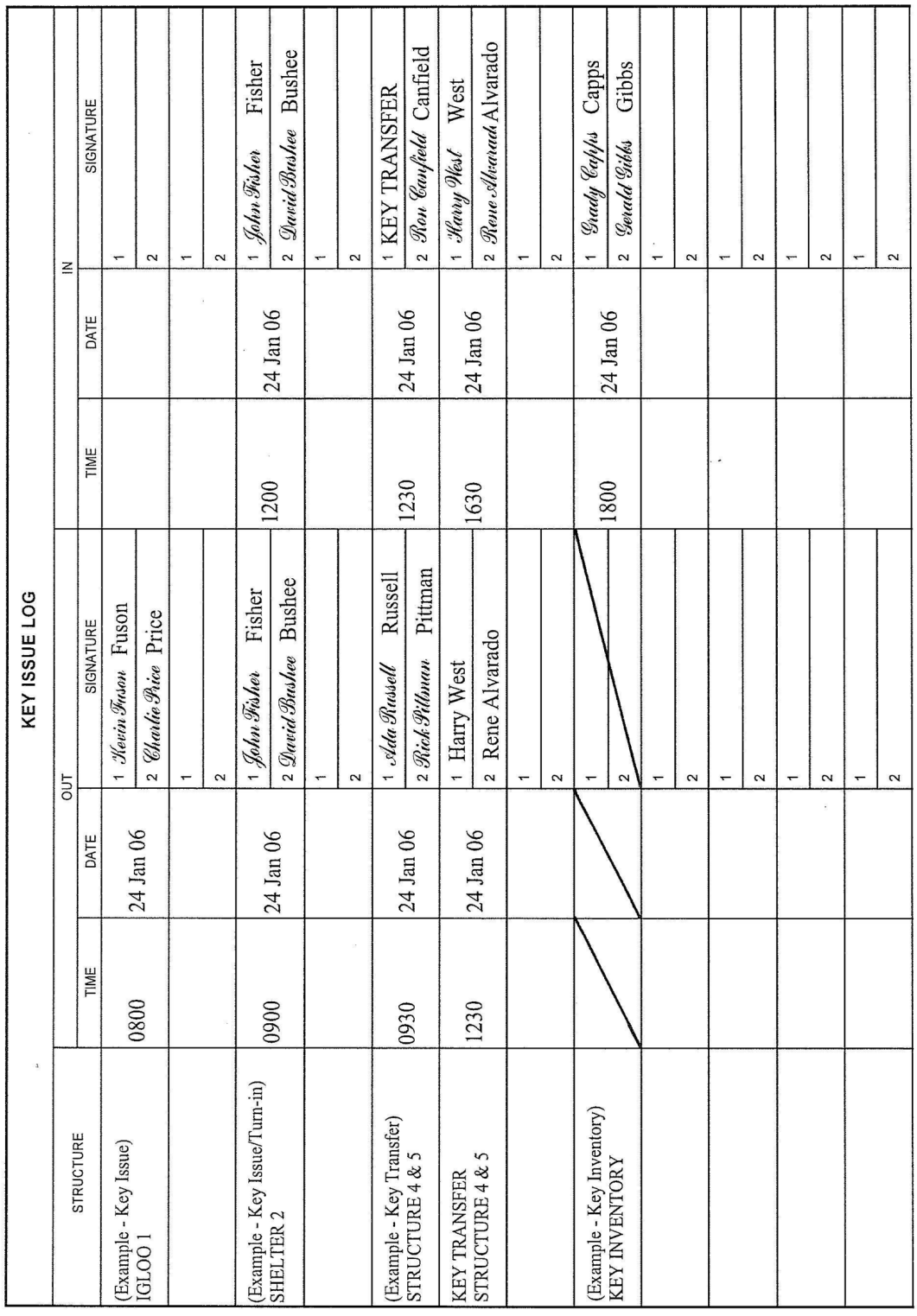
5.4. Weapons Storage and Security System. See USAFEI 33-201, Operational Doctrine for Safeguarding and Control of Weapons Storage and Security System (WS3), for code module access procedures.

Figure 5.1. Sample AF IMT 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	20010401	Smith LaRock Eric Smith Corey LaRock
6925331	Bldg 2410 (B)	1 Apr 01	Bldg 1200	Bldg 3600	5 May 01	Acuri Fordham Wm. Acuri 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)	1 Apr 01	Bldg 2410	Bldg 2410		
5832136	Shelter 2 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
7812387	Structure 4 (A)	1 Apr 01	Bldg 2410	Bldg 2410		
6328461	Structure 4 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
7755551	Structure 5 (A)	1 Apr 01	Bldg 2410	Bldg 2410		
2712094	Structure 5 (B)	1 Apr 01	Bldg 2410	Bldg 2410		
4304147	Spare		Bldg 2410	Bldg 2410		
4525288	Spare		Bldg 2410	Bldg 2410		
2250809	Igloo 1 (A)	5 May 01	Bldg 2410	Bldg 2410		

AF IMT 2427, 19950701, V2 PREVIOUS EDITION IS OBSOLETE.

Figure 5.2. Sample AF IMT 2432 Key Issue Log.



KEY ISSUE LOG

STRUCTURE	OUT			IN		
	TIME	DATE	SIGNATURE	TIME	DATE	SIGNATURE
(Example - Key Issue) IGLOO 1	0800	24 Jan 06	1 *Kevin Fuson* Fuson			1
			2 *Charlie Price* Price			2
			1			1
			2			2
(Example - Key Issue/Turn-in) SHELTER 2	0900	24 Jan 06	1 *John Fisher* Fisher	1200	24 Jan 06	1 *John Fisher* Fisher
			2 *David Bushee* Bushee			2 *David Bushee* Bushee
			1			1
			2			2
(Example - Key Transfer) STRUCTURE 4 & 5	0930	24 Jan 06	1 *Ada Russell* Russell	1230	24 Jan 06	1 KEY TRANSFER
			2 *Rick Pittman* Pittman			2 *Ron Canfield* Canfield
KEY TRANSFER STRUCTURE 4 & 5	1230	24 Jan 06	1 Harry West	1630	24 Jan 06	1 *Harry West* West
			2 Rene Alvarado			2 *Rene Alvarado* Alvarado
			1			1
			2			2
(Example - Key Inventory) KEY INVENTORY			1	1800	24 Jan 06	1 *Brady Capps* Capps
			2			2 *Gerald Gibbs* Gibbs
			1			1
			2			2
			1			1
			2			2
			1			1
			2			2
			1			1
			2			2

AF IMT 2432, 19950801, V2

Chapter 6

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

6.1. General Policy

6.1.1. The WSAAL/AAAL management procedures in this chapter apply to all nuclear capable units except units that use Advanced Entry Control System (AECS). USAFE units will also comply with additional requirements in ED 60-12, Nuclear Surety Management for the WS3.

6.1.2. Units using an AECS, for authorizing entry into exclusion area, will have the MASO approve access by signing the appropriate section of the AF IMT 2586, Unescorted Entry Authorization Certificate. In the event of AECS failure, the unit will create a two-person access list using applicable requirements in paragraphs **6.2.** and **6.3.** to ensure continued operations.

6.1.3. The MASO approves overall access to nuclear weapons by signing the WSAAL/AAAL. The MASO is appointed IAW paragraph **8.5.1.1.**

6.2. WSAAL/AAAL Management. WSAAL/AAALs are used to identify personnel authorized to accept custodial responsibility and perform certain actions associated with WSA and WS3. NOTE: The intent of **Figure 6.1.**, **Figure 6.2.**, and **Figure 6.3.** 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.

6.2.1. WSAAL/AAALs identify, as a minimum, personnel authorized to:

6.2.1.1. Issue and Receive keys/code modules to weapons maintenance and storage structures/vaults. Personnel authorized to issue keys/code modules may also be authorized to receive keys/code modules.

6.2.1.2. Open and secure weapons maintenance and storage structures or lock or unlock weapon storage vaults (as applicable).

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

6.2.1.4. Activate and deactivate weapons storage structures (ie. weapons are present or not present).

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

6.2.1.6. Issue and receive alternate controller (WS3 only)

6.2.1.7. Issue and receive Universal Release Code (URC) Cards (WS3 only)

6.2.1.8. Perform WS3 maintenance (WS3 only)

6.2.2. 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)

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

6.2.4. Quantities of WSAALs will be determined locally.

6.2.5. Original signatures are required on all copies of the WSAAL/AAAL. If the WSAAL/AAAL 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.

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

6.2.6.1. Issue or receive WS3 alternate controller.

6.2.6.2. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures/vaults, access to URC's or escorting personnel into the WSA.

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

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

6.2.6.5. Open and secure key box for building (M&I, AS&I, or conventional building) located at building #_____ (normally the ECP).

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

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

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

6.2.6.9. Issue and/or receive "A" side code module, URC, lock/unlock weapon storage vault.

6.2.6.10. Issue and/or receive "B" side code module, URC, lock/unlock weapon storage vault.

6.2.6.11. Authorized to perform WS3 vault maintenance.

6.2.6.12. WSAAL/AAALs will be published when determined by MX/SUPT or WSAAL/AAAL OPR.

6.2.7. Change Letters. Change Letters will be used for interim changes to the WSAAL/AAAL (**Figure 6.1.** and **Figure 6.2.**). Changes should be held to an absolute minimum. A single letter may be used to add and delete individuals (**Figure 6.3.**). Change Letters to a WSAAL/AAAL will be consecutively numbered, beginning with number one, and will identify the date of the WSAAL/AAAL it changes (with each revision of the WSAAL/AAAL, 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/AAAL. Entries will be pen and inked (handwritten or typed) on referenced WSAAL/AAAL with Change Letters filed with or attached.

6.2.7.1. Deletions. In cases where individuals or information must be deleted, MX/SUPT or designated representative will immediately notify all agencies possessing WSAAL/AAALs by telephone and document time, date, and agency called. Each work center will place a single line through the entry on the WSAAL upon receipt of the telephone notification. As soon as practical, the WSAAL/AAAL 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.

6.2.7.2. Additions. In cases where information is to be added, MX/SUPT or WSAAL/AAAL OPR will initiate a Change Letter. Letter will include all information listed in paragraph **6.2.2.** Letter will be processed using same procedures as processing WSAAL/AAAL. Upon receipt of the authenticated Change Letter, the entry will be pen and inked on the WSAAL/AAAL and annotated with the Change Letter sequence number.

6.3. Responsibilities.

6.3.1. **Unit Commanders.**

6.3.1.1. Review and sign (certify) WSAAL/AAALs and addition letters.

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

6.3.1.3. Ensure authorized individuals have appropriate PRP certifications.

6.3.2. **Maintenance Supervision (MX/SUPT)**

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

6.3.2.2. Certify and sign deletion letters

6.3.3. **MASO.** Sign (authorize) WSAAL/AAALs and addition letters.

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

6.3.5. **WSAAL/AAAL OPR.** Process WSAAL/AAAL as follows:

6.3.5.1. Consolidate Change Letters for current WSAAL/AAAL into a working copy WSAAL/AAAL.

6.3.5.2. Ensure applicable flights/sections/elements review working copy of WSAAL/AAAL prior to authentication.

6.3.5.3. Make corrections as required, and hand carry WSAAL/AAAL to MASO. Ensure the MASO reviews and grants authorized individual's access to facilities/storage structures/vaults containing nuclear weapons by signing the WSAAL/AAAL. Ensure review includes, but is not limited to verifying individuals are not given authorized access or knowledge of more than one combination protecting keys/code modules to nuclear maintenance facilities, storage structures, or weapon storage vaults.

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

6.3.5.5. Hand-carry certified WSAAL/AAALs to the Security activity for authentication.

6.3.5.6. Ensure authenticated WSAAL/AAALs and change letters are immediately distributed to activities as required.

6.3.6. **Work centers.** Work centers that receive or provide inputs for inclusion in the WSAAL/AAAL will:

6.3.6.1. Make initial and subsequent inputs to the WSAAL/AAAL OPR. Requests will include as a minimum, the person's full name, grade, clearance status and type of authorization/access.

6.3.6.2. Review WSAAL/AAAL to ensure information affecting personnel assigned to their organization is correct.

6.3.6.3. Add, change or delete information affecting assigned personnel. Submit this information to the WSAAL/AAAL OPR in sufficient detail to enable updates to be made.

Figure 6.1. Sample WSAAL (Legend Page).

PREPARED: 1 January 2005

WEAPON STORAGE AREA AUTHORIZATION LISTING LEGEND

OR

ACCESS APPROVAL AUTHORITY LISTING 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
06	Issue/receive "A" side code module
07	Issue/receive "B" side code module
08	Issue/receive URC's
09	Issue/receive WS3 alternate controller

AUTHORIZED BY:

MASO

CERTIFIED BY:

Commander, 123 MXS

AUTHENTICATED BY:

123 SFS Authenticating Official

Page 2 of 3

Figure 6.2. Sample WSAAL (Personnel Authorization Listing)

PREPARED: 1 January 2005

WEAPON STORAGE AREA AUTHORIZATION LIST

OR

ACCESS APPROVAL AUTHORITY LISTING

PERSONNEL AUTHORIZATIONS

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

AUTHORIZED BY:

MASO

CERTIFIED BY:

Commander, 123 MXS

AUTHENTICATED BY:

123 SFS Authenticating Official

Page 3 of 3

Figure 6.3. Sample Change Letter

MEMORANDUM FOR 123 SFS/CC 3 Jan 05
123 MXS/MXM
FROM: 123 MXS/CC

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

1. Delete the following individual from WSAAL, dated 1 January 05 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 January 05, 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:

MASO (Only required for additions)

CERTIFIED BY:

Commander, 123 MXS (MX/SUPT for deletion letters)

AUTHENTICATED BY:

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

Chapter 7

GENERAL ACCOUNTING PRINCIPLES FOR NOCM ACCOUNTS

7.1. General Principles of Nuclear Material Accounting. This chapter describes the basic principles upon which accounting procedures in this instruction are based.

7.2. 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, and must meet certain minimum requirements such as grade, AFSC, security clearance, training, experience, PRP certification. If a different individual is appointed for each account, then that individual is responsible for all items accounted for under the SRAN, and type of account (NOCM or Conventional) for which they are the accountable officer; they are not held responsible for items on the other individual's account.)

7.3. Control of Accountable Systems. The MASO is responsible for the accuracy of accountable records (manual or automated) generated within his/her area of responsibility; therefore, only authorized individuals maintain and post transactions on behalf of the accountable officer. The accountable officer is also responsible for identifying and initiating corrective action for inaccurate accountable transactions upon discovery.

7.4. Control of Accountable Documents.

7.4.1. Accountable documents are identified in paragraph **8.4.** of this instruction.

7.4.2. 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.

7.4.3. Signatures are only those of authorized individuals. All signatures must be original (faxed copies of originals, or carbon copies are acceptable) and will be written in ink (black or blue-black). For automated systems using password controlled User-Ids, equivalent electronic signatures are acceptable. If an automated document has a signature block that is not electronically populated, the document must be printed and signed. Corrections to accountable documents (using a single line through) are acceptable provided the person making the correction initials the correction.

7.4.3.1. Documents filed in document control (for receipt, shipment, and local stock control records) will be signed and dated (as required), and reviewed for accuracy by authorized individuals prior to filing.

7.4.4. 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 its accuracy with a statement of cer-

tification and their signature. This certified true copy is then controlled in the same manner as an original document.

7.4.5. General rules for assigning document numbers.

7.4.5.1. 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. 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.

7.4.5.2. 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.

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

7.5. Consumption and Custody Accounting. Items are accounted for using either consumption or custody accounting procedures.

7.5.1. Consumption items are low cost, non-reparable, and non-sensitive items (e.g. small hardware, gaskets, nuts, bolts, screws, washers, grease, etc.) are considered expendable. These items are considered "consumed" and are dropped from accountable records when issued to maintenance personnel.

7.5.2. Custody items are reparable and 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. 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 SFT or other operational tests and evaluation (OT&E)). The custodian keeps records showing items in his or her custody. These records include a spare Support Equipment (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.

7.6. 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.

7.6.1. 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 zero balance, but showing historical transactions and balances, are maintained in inactive files for 24-months. Balances are recorded as

serviceable or unserviceable. These balances are often referred to as "warehouse balances" since the items are stored in the NOCM warehouse or are in his or her custody.

7.7. 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 TP 100-3150 reportable items. Any time a new accountable officer is appointed, a 100% inventory 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, 708 NSS or the accountable officer may direct special inventories to ensure specific items are present and properly accounted for on account records.

7.8. Audit Trails and Audits.

7.8.1. 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.

7.8.2. 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 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 a 100% inventory to reestablish accountability. In general an audit provides assurance that:

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

7.8.2.2. A review of Certificates of Transfer of Accountability indicates an unbroken chain of accountability between accountable officers.

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

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

7.8.2.5. Required reports are submitted in accordance directive timelines.

7.8.2.6. 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.

7.8.2.7. 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.

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

7.8.2.9. An adequate audit trail exists indicating approved accounting procedures are followed.

Chapter 8

ACCOUNTING, ADMINISTRATION AND MANAGEMENT OF NOCM ACCOUNTS

8.1. 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, CJCSI 3150.04, Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure, and TP 100-3150, Joint Reporting Structure, Nuclear Weapons Reports.

8.2. Security Requirements. 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.

8.3. Accountable Systems. Account for the following items using the systems indicated.

8.3.1. 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.

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

8.3.3. WR weapons, major assemblies and components. The MASO accounts for these items in DIAMONDS using procedures in TO 11N-100-2, TO 11N-100-4, and TP 100-3150 and this instruction.

8.3.4. Base Spares and Military Spares (excluding Air Force equipment items). The MASO accounts for these items in DIAMONDS using procedures in this instruction.

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

8.4. Accountable Documents. The following NOCM accountable records will be maintained IAW the Air Force Records Information Management System (AFRIMS) or **Table A2.1.** If information on the face of records reveals classified information, ensure the records are properly marked IAW DoD 5200.1-R, Information Security Program.

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

8.4.2. Certificates of Transfer of Accountability.

8.4.3. Records of inventory for periodic, special, and 100% inventories.

8.4.4. Stock records reflecting transaction dates, document (voucher) numbers, consignors, consignees, balance increases, decreases or adjustments, and current balances on hand. DIAMONDS stock records (electronic format) including any stock records that are manually posted using add-a-card and add-a-line procedures.

8.4.5. AF IMTs 1764 or DIAMONDS equivalent, and associated SCR control log.

8.4.6. 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-45-51 Series)), issue and turn-in, stock change vouchers, inventory adjustment vouchers, and MFRs documenting correction of accounts.

8.4.7. Custody Account records include the following:

8.4.7.1. Letter designating the custodian, personnel authorized to request and receive NOCM items, primary and alternate custodians for Reparable Item Custodians.

8.4.7.2. 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 inventory (whichever is latest).

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

8.4.7.4. 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.

8.4.8. Build-up sheets used as source documentation when transferring custody by RS or pylon/launcher serial number.

8.4.9. AF IMT 504s.

8.4.10. Recurring reports including WSRs, QSRs, and Container Asset Reports (CAR).

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

8.5.1. Parent Wing Commanders will

8.5.1.1. Appoint a qualified individual as MASO.

8.5.1.1.1. MASO Requirements for Nuclear Accounts. Must be a 21M Munitions and Missile Maintenance Officer or a permanent civil servant (GS-11 equivalent or above) physically assigned to the munitions organization. He or she must possess appropriate security clearance, be PRP certified (Critical), and be a US citizen. Mandatory qualifications include 12-months nuclear weapons maintenance management experience and completion of the Nuclear Maintenance Officer's Course (NMOC). Personnel with an assignment to an overseas account who have not attended NMOC should receive enroute training.

8.5.1.1.2. MASO Requirements for Nuclear Accounts without WR Weapons. Must be a 21M Munitions and Missile Maintenance Officer, a senior NCO in AFSC 2WXXX, or a permanent civil servant (GS-9 equivalent or above) physically assigned to the munitions organization. He or she must possess appropriate security clearance and be a US citizen. Mandatory qualifications include 12-months munitions maintenance management experience and completion of the NMOC.

8.5.1.2. Appoint a new MASO if the current MASO is, or is expected to be, absent for more than 45 consecutive days.

8.5.1.3. 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.

8.5.1.4. Appoints personnel to receipt for classified DOE end items, components and documents involving restricted data shipped via NNSA/OST or AMC SAAM missions (See **Figure 8.1.**). This list will contain each individual's name, rank, SSN, security clearance, job title, and duty telephone numbers. For AMC SAAM missions the MASO will send the courier activity, a portable document file (.PDF) file copy of the current Certification of Personnel to Receipt for Classified Material letter in their SAAM acknowledgement messages. No changes to the Certification of Personnel to Receipt for Classified Material letter may be made after inclusion in the initial acknowledgement message. Subsequent minor changes to the setup messages for that mission not affecting the content of the letter will not require resubmission for each acknowledgement.

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

8.5.1.4.2. 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-45-51 Series instructions.

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

8.5.2.1. Request and receive NOCM items. Prepare a separate letter for each workcenter designating a primary and at least one alternate custodian for reparable items issued to the section. (See **Figure 8.3.** for sample letter.) Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter.

8.5.2.2. Receive outbound shipments from munitions personnel (e.g. Traffic Management Office (TMO)). 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 the MASO initials the deletion. Additions require a new letter.

8.5.3. 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 8.2.**). Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter.

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

8.5.3.1.1. Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NOCM 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.

8.5.3.1.2. Individuals authorized access to Document Control files.

8.5.3.1.3. Primary and Alternate TCTO and retrofit kit monitors.

8.5.3.1.4. Primary and Alternate Reparable Item monitors.

8.5.3.1.5. Individuals authorized access to the NOCM warehouse.

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

8.6. Local Procedures and Responsibilities. The MASO will publish procedures, 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 **1.4.12.9.**

8.6.1. **NOCM Reparable Item Custodians/Custody Account Custodians.**

8.6.1.1. Account for and maintain control of NOCM reparable items issued to the maintenance section.

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

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

8.6.1.4. If necessary, establish local operating instructions to ensure unit personnel comply with this instruction, local procedures, and other applicable directives to properly protect and control items issued to them.

Figure 8.1. 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 05

MEMORANDUM FOR US DEPARTMENT OF ENERGY
Albuquerque Operations Office
Attn: Office of Secure Transport
PO Box 5400
Albuquerque NM 87115-5000

618 AF TACC/XOOO
402 Scott Drive, Unit 2K1
Scott AFB IL 62225-5303

FROM: 28 BW/CC
130 Douglas St. STE 210
Ellsworth AFB SD 57706-5000

SUBJECT: Certification of Personnel to Receipt for Classified Property

The following personnel are authorized to receive and sign for classified property consigned to FV4690, 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: Steven D. Petrovich, MSgt
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 - 28MUNS/MXWSK
Ellsworth AFB, SD 57706

Shipment - FV 4690, 28MUNS
Ellsworth AFB, SD 57706

This letter supersedes my letter dated 1 December 05.

cc: 708 NSS/CD
(Parent MAJCOM)/(Office Symbol)
(Recipient list in 11N-45-51B)

FRANCIS R. EUBANK JR., Colonel, USAF
Commander, 28th Bomb Wing

Figure 8.2. 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 May 05

MEMORANDUM FOR INDIVIDUALS CONCERNED

FROM: 28MUNS/MXWSK
130 Quesada Drive
Ellsworth AFB SD 57706-5000

SUBJECT: Designation of Individuals Authorized to Perform NOCM Duties

1. The personnel listed in paragraph 2 are authorized to perform the following NOCM duties. These designations are made IAW AFI 21-204 paragraph 8.5.5.
   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.	1b, 1e, 1f
b.	SSgt	Nieft, Michael R.	1a(P), 1b, 1c (P), 1d(A), 1e, 1f
c.	SrA	Funkhouser, Dustin W.	1a(A), 1b, 1c(A), 1f
d.	SrA	Wright, Dwayne G.	1b, 1d(P), 1f

3. This letter supersedes my previous letter dated 18 May 04.

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

Figure 8.3. 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 05

MEMORANDUM FOR 28 MUNS/MXWSK (MASO)

FROM: 28MUNS/CC
2771 Quesada Drive
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 MXWIR). 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 8.5.2.1.

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 04.

JOHN R. MAPLETHORPE, Lt. Col., USAF
Commander, 28th Munitions Squadron

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

8.6.1.6. Sign appropriate issue/turn-in documents for all custody items.

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

8.7. Establishing, Changing, and Deleting a Stock Record Account Number (SRAN). To establish, change, or delete a SRAN refer to AFI 21-201.

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

8.8.1. 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 DIAMONDS automated formats, where possible. Use AF IMT 36, Supply Document Register if 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. 05-001, 05-002, etc. beginning 1 Oct 05. Note: Leading zeroes must be included for DIAMONDS to sort the document numbers correctly). Off-base documents are assigned using the SRAN, Julian date, and sequential document number for the day.

8.8.2. 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.

8.8.3. 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.

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

8.9.1. 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 **1.5.2.1.**), LLC replacement schedules, retrofit orders (RO), test plans and operational orders. Units are authorized to maintain levels sent to them.

8.9.2. 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.

8.9.3. Military Spares. In the event units wish to maintain stock levels for Military Spares, forward requests through the MAJCOM to 708 NSS for approval.

8.9.4. Base Spares. Base Spare stock levels are authorized by approval of the USAL. The USAL shows DOE part number, noun, reorder point, and maximum quantity authorized. The 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 **8.10.** 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.

8.9.4.1. USAL development, coordination, recapitulation, and approval procedures are located in TO 11N-100-1, Supply Management of Nuclear Weapons Material.

8.10. 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.

8.10.1. Excess Serviceable Base Spares. Report these items IAW TO 11N-100-1. 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 Material Return Authorization (MRA) number provided with disposition instructions is clearly marked as shown in the address. If no MRA number is provided, contact KCP Program Management personnel for further guidance.

8.10.2. Excess Serviceable Military Spares. Report these items IAW TO 11N-100-1. 708 NSS furnishes disposition for these items. 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 instructions. If no MRA number is provided, coordinate with the 708 NSS to obtain the MRA number, and ensure the MRA number is clearly marked as shown in the address.

8.10.3. 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.

8.10.4. 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).

8.10.5. Excess Limited Life Component, Group-X Kits and Retrofit kits. Request disposition of these items from MAJCOM who will request disposition from 708 NSS and DTRA as applicable. If disposition is not received within 30 days, send follow-up.

8.10.6. Expired USAL items will be consumption issued and disposed of locally or used for training IAW paragraph **3.1.8.**

8.11. Requisitions.

8.11.1. Unless directed to do so by MAJCOM, UR or 708 NSS, do not requisition the following items:

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

8.11.1.2. TCTO or Retrofit Kits unless specifically directed by the TCTO or ROs.

8.11.1.3. Items in excess of authorized levels.

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

8.11.1.5. Replacement H1616 containers.

8.11.1.6. Replacement parachutes (submit UR).

8.11.1.7. Replacement parts that are the subject of UR.

8.11.2. Requisition Base Spares and Military Spares from KCP IAW TO 11N-100-1. In addition, the following procedures apply:

8.11.2.1. If the requisition is made as a result of an issue request from maintenance that cannot be filled from existing stock, prepare AF IMT 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 IMT 2005 or locally developed form.

8.11.2.2. 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.

8.11.2.3. If items are not received or a backorder is not established within timeframes shown in **Table 8.1.**, follow-up with KCP Program Management personnel 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.

8.11.2.4. 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.

8.12. Receipt of Materiel. Nuclear weapon type trainers are considered equipment items accounted for using SBSS FE 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 10** of this AFI and TP 100-3150 for additional reporting requirements for trainers containing DOE SS nuclear material. For items on the NOCM account see TO 11N-100-4 for additional information.

Table 8.1. KCP Base and Military Spares Requisition Receipt and Backorder Follow-up Times.

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

8.12.1. 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, quantity, and serial numbers with data shown on the shipping document. Open shipping containers for this verification; however, do not disassemble warhead sections, RVs, 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.

8.12.2. 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 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 TP 100-3150.

8.12.2.1. H1616 container expiration dates will be documented upon receipt and maintained by NOCM. NOCM personnel will use container expiration dates to ensure assets are not shipped in overdue containers beyond the MFD.

8.12.3. 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.

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

8.12.5. NOCM personnel will perform both non-technical and technical inspections of NOCM spare parts. NOCM personnel will inspect external packaging for damage prior to placing spare parts on USAL. If the package is damaged a qualified technician will inspect the spare parts for serviceability. If parts are serviceable, repackage IAW the applicable T.O. If spare parts are determined to be unserviceable, report IAW T.O. 11N-5-1.

8.12.6. Processing Receipt Documents. Process DD Form 1348-1A, Single Line Item Release/ Receipt Document or other similar document used by the consignor as follows:

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

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

8.12.6.1.2. For items containing DOE SS 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.

8.12.6.1.3. If the item is subsequently shipped to another Air Force agency, ensure the DOE/ NRC Form 741, Nuclear Materiel Transaction Report, if available, is shipped to the receiving agency.

8.12.7. Posting and Filing Receipt Documents.

8.12.8. 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.

8.12.9. 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.

8.12.10. Post the receipt to stock records by processing the receipt in DIAMONDS. Use procedures in paragraph **7.4.5.1.** for posting stock record cards for associated WR containers and bolsters.

8.12.11. In addition to posting stock records ensure the proper H-Gear associations are made in the DIAMONDS database. Maintenance advises the MASO of H-Gear association using AF IMT 1764. Subsequent H-Gear association changes are reported IAW paragraph **10.1.1.2.19.2.**

8.13. Shipment of Materiel.

8.13.1. **General Instructions.**

8.13.1.1. Follow procedures in TO 11N-45-51 series publications, 11N-100 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.

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

8.13.2. **Preparing and Processing Shipping Documents.** Use DD Form 1348-1A for all shipments. Prepare a single DD Form 1348-1A 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 1348-1A for associated containers or bolsters. Instead, show the part numbers and quantities of containers or bolsters on the DD Form 1348-1A for the end item and use procedures in paragraph **7.4.5.1.** for assigning a different document number and posting stock record cards for associated containers and bolsters. Prepare and process DD Form 1348-1A for shipments as follows:

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

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

8.13.2.1.2. Include with shipment documentation a copy of the DIAMONDS IDR showing internal component serial numbers, due date, weapon condition, and defect information. Verify this information with the current LIL to ensure accuracy.

8.13.2.2. Also see TP 100-3150 for LLC shipments between MFD and overseas locations.

8.13.2.3. For all other Military Spares and Base Spares prepare DD Form 1348-1A according to instruction in **Table 8.2.**

8.13.3. **Posting and Filing Shipping Documents.**

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

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

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

8.13.3.2.2. Place the signed courier receipt in the suspense file in document control along with a copy of the DD Form 1348-1A. 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.

8.13.3.2.3. Upon receipt of the original signed DD Form 1348-1A from previous shipping location, discard the suspense copy of the DD Form 1348-1A and attach the signed courier receipt to the original DD Form 1348-1A.

8.13.3.2.4. File the original DD Form 1348-1A, with signed courier receipt attached, in Document Control.

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

8.13.3.2.6. When a Commercial Bill of Lading (CBL) is directed for a DOE shipment, fax a copy of the completed CBL NLT the next duty day to the 708 NSS at DSN 246-2441.

8.13.3.3. At the time of the shipment, post the shipment to stock records by processing the shipment in DIAMONDS.

8.14. Issues, Turn-ins, and Expenditures.

8.14.1. General instructions. Except for TP 100-3150 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 IMT 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 **8.11.2.**). NOCM personnel prepare the appropriate issue/turn-in documents for signature by authorized individuals upon issue or turn-in of the property.

8.14.1.1. Issue expendable (non-DSRL) Base and Military spares to authorized maintenance personnel on a consumption basis. If expendable items must be turned in, they are turned in using "Found-On-Base" (FOB) turn-in procedures.

8.14.1.2. Issue/turn-in DSRL items to or from the maintenance activity using custody procedures in paragraph **8.15.** The designated custodian or alternate must sign these documents.

8.14.1.3. Issue/turn-in unassociated WR containers and bolsters used for routine maintenance (i.e. ones that are not associated to TP 100-3150 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.

8.14.1.4. 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.

8.14.1.5. Turn-in items Found on Base (FOB) using DD Form 1150, Request for Issue or Turn-in, and FOB Turn-in procedures in 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 main-

tain accountability or to process the item for shipment. Based on serviceability, post the DD Form 1150 to stock records (refer to Table 7.1). The following are some examples of items requiring FOB turn-in:

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

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

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

8.14.2. Document Preparation. Prepare issue and turn-in documents using 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.

8.14.2.1. For TP 100-3150 reportable items use 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 8.3.**) to document custody of the containers and bolsters.

8.14.2.2. For other items listed in paragraph **8.15.** use DIAMONDS generated documents or prepare manual documents IAW **Table 8.3.** For containers and bolsters include the serial numbers of the containers or bolsters in the remarks block.

8.14.2.3. For test items expended during SFT or other OT&E, prepare an "expenditure" turn-in document as follows: NOTE: Also see paragraph **10.4.** and TP 100-3150 for required QSR reporting of these items.

8.14.2.3.1. 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.

Table 8.2. Preparing DD Form 1348-1A Single Line Item Release/Receipt Document for Spares.

Column/Block	Description	Entry
Column 1-3	Doc Ident	"SHP"
Block 26 (4-6)		Blank
Block 26 (7)		Blank
Block 25 (8-22)	NIIN	DOE Part Number
Block 26 (23-24)	Unit of Issue	Self Explanatory
Block 26 (25–29)	Quantity	Self Explanatory
Block 24 (30-44)	Document Number & Suffix	Assigned from Off-Base register
Column 45-50	Supplementary Address	Ship To SRAN
Column 51-59		Blank
Column 60-61	Priority	"05"
Column 62-70		Blank
Column 71	Cond.	"A" for Serviceable, "F" for Unserviceable
Column 72-80		Blank
Block 2	Shipped From	SRAN & Address
Block 3	Shipped To	Consignee Address
Block 4	Mark For	MRA if applicable
Block 5	Document Date	Julian date document was created
Block 11	Unit Pack	Number of packages included on document
Block 12	Unit Weight	Weight of one package
Block 13	Unit Cube	Size (cubic feet)
Block 17	Nomenclature	Self explanatory
Block 18	Type Container(s)	Self Explanatory (i.e. box, envelop, can)
Block 19	Number of Containers	Number of containers for entire document
Block 20	Total weight	Weight of all items included on document
Block 21	Total Cube	Total size of all containers (cubic feet)
Block 22	Received By	Signature person receiving item
Block 23	Date Received	Date
Block 27	Additional Data	Signature and date of NOCM person selecting item
Block 27	Additional Data	UR number if applicable and other explanatory information

Note - Number in parentheses indicate columns within the identified block

8.15. Custodian Accounting Procedures. Instructions in this paragraph apply to individuals designated as Reparable Item Custodians or alternates.

8.15.1. 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 **8.18.5.**), and they must immediately report any lost or destroyed property to their commander and the accountable officer for appropriate action (see paragraph **8.19.**).

8.15.2. 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 DIAMONDS "storage location" field for items issued to each custodian. NOTE: DIAMONDS will use the actual location for the Storage Location (ie. structure 5 or bin 3/row 15/column 15).

8.15.3. The designated custodian for each sub-account and the MASO must maintain duplicate records designated in paragraph **8.4.7.** to account for property issued on custody to the sub-account.

8.16. 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.

8.16.1. 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.

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

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

Table 8.3. Manual Preparation Instructions For DD 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
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

8.17. 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 TP 100-3150 reportable items. Prepare the form based solely on actions reported by maintenance on an AF IMT 1764.

8.17.1. Prepare SCVs using the DIAMONDS generated document. Assign each SCV a separate document number from the On-Base register.

8.17.2. Accounting for LLC and component removals and installations:

8.17.2.1. Assign a single document number for all removals or installations of a given part number posted in a single DIAMONDS session. If a different part number is installed than was removed, use a separate SCV for each part number.

8.17.2.2. 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.)

8.17.2.3. 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.

8.17.2.4. The MASO or NOCM authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

8.17.2.5. Post the transaction to DIAMONDS stock records using balance increment or decrement rules in Table 7.1 or Table 7.2, 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.

8.17.3. Accounting for Weapon Color Code and Spare Condition Code Changes. NOTE: This action is only required for TP 100-3150 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.

8.17.3.1. Assign a single document number for all changes of a given part number posted in a single DIAMONDS session.

8.17.3.2. Use Section II of the SCV to record the part number, "from" and "to" color-codes and condition codes (i.e., serviceable/unserviceable), serial number(s) of affected items (if applicable), 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.)

8.17.3.3. Record the SCR number(s), if applicable, 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.

8.17.3.4. The MASO or other authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

8.17.3.5. Post the transaction to DIAMONDS stock records using balance increment or decrement rules in Table 7.1 or Table 7.2, as applicable.

8.17.4. Accounting for Part Number Changes.

8.17.4.1. 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 DIAMONDS session.

8.17.4.2. 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.)

8.17.4.3. 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.

8.17.4.4. The MASO or other authorized individual enters their printed name and signature in the Signature block and the date signed in the Date block.

8.17.4.5. Post the transaction to DIAMONDS stock records using balance increment or decrement rules in Table 7.1 or Table 7.2, as applicable. CAUTION: To ensure database integrity, process part number changes in a separate DIAMONDS session from other transactions that occur during the day.

8.18. Inventories of Accounts. TP 100-3150 reportable items are inventoried using procedures in TP 100-3150 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 **8.19.**

8.18.1. **Inventory Requirements.**

8.18.1.1. Inventory TP 100-3150 reportable items semi-annually. Procedures in TP 100-3150 apply along with procedures in this AFI. The 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 TP 100-3150. NOTE: Forward waiver request to SIR date through parent MAJCOM.

8.18.1.2. Inventory the following items in conjunction with the SIR:

8.18.1.2.1. Base and Military Spares (except non-reparable USAL items issued to maintenance for ready use storage).

8.18.1.2.2. WR containers and bolsters.

8.18.1.2.3. DOE owned equipment items (see paragraph **8.3.2.**).

8.18.1.3. Change of MASO. Each time a new MASO is assigned, gaining and losing MASO's conduct a 100 percent inventory of the account.

8.18.1.4. Change of Custodian. Each time a new 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.

8.18.1.5. Monthly 10% Spot Check Inventories. Monthly (except SIR months) NOCM monitors conduct spot check inventories IAW paragraph **8.18.5.**

8.18.2. Semi-annual Inventory Procedures. Once initiated, the semi-annual inventory takes precedence over all maintenance activities. Situations may arise during the inventory that dictates the need for reportable maintenance. Final approval/disapproval for mission essential maintenance rests with the MX/SUPT. NOTE: The MASO is the inventory officer for the semi-annual inventory. In the event the MASO is unavoidably absent (i.e. emergency leave), the MASO appointing authority (see paragraph **8.5.1.1.**) appoints an alternate inventory officer in writing, the replacement officer must meet the minimum requirements for a MASO.

8.18.2.1. Before the semiannual inventory required in TP 100-3150, the inventory officer (MASO) briefs the verifying officer concerning his or her inventory responsibilities and all aspects of the inventory. The officer is a disinterested party assigned to a different unit (EXCEPTION: HQ USAFE may approve exceptions for geographical separated units) who was not involved in the last two SIRs.

8.18.2.2. Immediately before or during the semiannual inventory of items in TP 100-3150, 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 MASO ensures saddlebags are retained and all items are inventoried for applicable weapons. He or she also ensures a letter certifying the inventory is retained 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.

8.18.2.3. The SIR requires a visual inventory of each TP 100-3150 reportable item (including any trainers containing DOE SS nuclear material) by serial number. Prepare and submit as outlined in TP 100-3150. Items stored in containers previously opened, inspected, and sealed by the accountable organization (see paragraph **4.1.4.**) 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 (see paragraph **4.2.1.**).

8.18.2.4. 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:

8.18.2.4.1. Blind inventory worksheets.

8.18.2.4.2. Inventory count cards.

8.18.2.4.3. Printed copy of the SIR message.

8.18.2.4.4. The LIL (as currently annotated by the NOCM section).

8.18.2.4.5. Balances on Stock Records.

8.18.2.5. 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 TP 100-3150.

8.18.2.6. 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.

8.18.2.7. SIR Reconciliation. After the SIR is transmitted, DTRA/CSNOO reconciles each unit's SIR report against the DIAMONDS database. If SIR errors exist, DTRA notifies the unit through the 708 NSS and the parent MAJCOM. The unit resolves the discrepancy and submits a corrected report IAW TP 100-3150. 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 DIAMONDS database as of the SIR date.

8.18.2.8. Inventory other (non-TP 100-3150 reportable) items listed in paragraph **8.18.1.2.** using the same procedures (i.e. blind inventory) above except:

8.18.2.8.1. Designated NOCM monitors may conduct the inventory and a verifying officer is not required.

8.18.2.8.2. The Reparable Item Custodian or alternate accompanies NOCM personnel during inventory of items on the custodian's sub-account.

8.18.2.8.3. Do not open properly packaged and tagged items unless required to resolve inventory discrepancies.

8.18.2.8.4. Non-TP 100-3150 reportable items are not included on the SIR.

8.18.2.8.5. WR containers and bolsters inventories are reported on the CAR IAW TO 11N-100-4, Chapter 7.

8.18.2.9. Custodian validation consists of signing a current DIAMONDS generated Spare SE Custody Listing.

8.18.3. Change of MASO Inventory Procedures.

8.18.3.1. 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 Document 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.

8.18.3.2. For inventories that are not conducted in conjunction with a SIR use the same procedures as a semi-annual inventory except:

8.18.3.2.1. Do not appoint a disinterested verifying officer. The gaining MASO is the inventory officer and the losing MASO is the verifying officer.

8.18.3.2.2. Do not submit a SIR, and do not prepare an Inventory Verification Certificate.

8.18.3.2.3. Except for TP 100-3150 reportable items, do not inventory items on custody accounts.

8.18.4. Special Inventories.

8.18.4.1. 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 TP 100-3150. Logistics Agents and DTRA reconcile SEV reports from responsible organizations and provide SEV status reports to the Joint Staff according to TP 100-3150 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.

8.18.4.1.1. Voice reporting will be made to MAJCOM, as required. See TP 100-3150 for info addressees. Send a SEV after action report. Include any problems encountered and recommendations for improvement. Include same info addressees as the Phase II report.

8.18.4.2. Other special inventories may be directed as needed by command authorities or the MASO to determine accountability or status of items as required.

8.18.5. Monthly Spot Check Inventories. This inventory does not apply to TP 100-3150 reportable items. 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.

8.18.6. Inventory Documentation. NOTE: Trainers containing DOE SS nuclear material are inventoried during the SIR for TP 100-3150 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.

8.18.6.1. Inventory Count Cards.

8.18.6.1.1. Prepare DIAMONDS generated inventory count cards (or prepare manually using AF IMT 85A, Inventory Count Card) for TP 100-3150 reportable items 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 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:

8.18.6.1.1.1. On the front of the form.

8.18.6.1.1.1.1. Enter part number, unit of issue, and physical security classification of the item in the upper left block of the card.

8.18.6.1.1.1.2. Check appropriate box to the right.

8.18.6.1.1.1.3. Enter "N/A" in the "Location" block and quantity counted in the "Count" block. Units using DIAMONDS location planning capability, will find this block populated with location information.

8.18.6.1.1.1.4. Enter total counted and stock record balance in the blocks to the right of those captions.

8.18.6.1.1.1.5. The MASO must initial and date the "Count By" block. If AF IMT 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.

8.18.6.1.1.1.6. The Verifying Officer initials and dates the "Checked By" block. If preparing AF IMT 85A for a change of MASO not performed in conjunction with a SIR, the losing MASO initials here.

8.18.6.1.1.1.7. Individual who posts the inventory to the AF Form 105F6, Stock Record (Manual), initials and dates the "Posted By" block.

8.18.6.1.1.2. On the back of the form:

8.18.6.1.1.2.1. Number each card sequentially through the fiscal year, in the "Count Card No." block.

8.18.6.1.1.2.2. Enter the effective date of the inventory in the "Deadline Date" block.

8.18.6.1.1.2.3. 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 IMT 85A.

8.19. Accounting for Lost, Damaged or Destroyed Property.

8.19.1. 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:

8.19.1.1. DD Form 200, Financial Liability Investigation of Property Loss.

8.19.1.2. DD Form 114, Military Pay Order.

8.19.1.3. DD Form 362, Statement of Charges/Cash Collection Voucher.

8.19.1.4. DD Form 1131, Cash Collection Voucher.

8.19.1.5. SF Form 361, Transportation Discrepancy Report.

8.19.1.6. SF Form 364, Report of Discrepancy.

8.19.1.7. An administrative letter from the unit commander allowing for relief from accountability without financial reimbursement.

8.19.1.8. A discrepancy investigation statement for warehouse discrepancies that do not 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.

8.19.2. 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.

8.19.3. The MASO certifies inventory adjustments and the MASO appointing authority approves all adjustments requiring a Report of Survey for relief of accountability.

Table 8.4. Inventory Documentation Requirements.

Actions Required	SIR	MASO Change	Monthly 10% Inventory	Special (See Note)
Blind inventory worksheets	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 TP 100-3150	X			
Saddle bag inventory letter, if applicable	X			
Audit Certificate	X			
SIR Reconciliation Message	X			
DIAMONDS backup database from the date of the inventory	X	X		
Spare SE Custody Listing	X	X	X	
NOTE: For SEV see TP 100-3150				

8.19.4. Depending on organizational structure, inventory adjustment documents not meeting the criteria for approval by the MASO approving authority are certified by the noncommissioned NCOIC of NOCM and approved by the MASO.

8.19.5. Officials certifying inventory adjustments:

8.19.5.1. Certify no evidence of neglect, theft, or fraud exists.

8.19.5.2. Certify differences can be attributed to normal activity.

8.19.5.3. Certify no one violated property responsibility and general principles.

8.19.6. In giving approval to the inventory adjustment documents, the approving official:

8.19.6.1. Signifies awareness of discrepancies reflected by the inventory adjustment voucher that reflect adversely on the system involved.

8.19.6.2. Indicates the official acts to correct existing discrepancies and holds adjustment processing to a minimum.

8.19.6.3. Returns the document to the initiator indicating unacceptable adjustments, with instructions to perform additional research.

8.19.6.4. Initiates a DD Form 200 if additional research does not satisfactorily explain the discrepancy.

8.19.7. 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.

8.19.8. Obtain relief from accountability for munitions assigned to a stock record account by processing 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.

8.19.9. Procedures outlined in Reports of Survey for Air Force property and T.O. 11N-100-4 apply except:

8.19.9.1. 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 708 NSS. For DOE owned equipment items Base Spares, or other WR stockpile materiel, forward one copy to each of the following: 708 NSS, DTRA/CSNOO, NNSA/NA-122.1.

8.19.9.2. 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 SS nuclear materiel are involved, the report must include the nomenclature, part, and serial numbers of the SS nuclear materiel or the next higher identifiable assembly. Include neutron generators, whether associated or unassociated.

8.19.10. 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 IMT 85A 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 DIAMONDS stock records using the "add-a-line" function for manual posting. Prepare AF IMT 85A as follows:

8.19.10.1. "Activity" block: enter your SRAN and address.

8.19.10.2. "Indicate by X" blocks: enter "X" to indicate type property and type inventory.

8.19.10.3. "Page of Pages": self-explanatory.

8.19.10.4. "Date Prepared": self-explanatory.

8.19.10.5. "Property Subclass": enter federal supply class (FSC).

8.19.10.6. "Item No.": number each line item consecutively, starting with the numeral 1.

8.19.10.7. "Stock or Part No.": enter the stock or part number.

8.19.10.8. "Noun": enter noun, ERRC, and security classification of the item.

8.19.10.9. "Unit of Issue": self-explanatory.

8.19.10.10. "Unit Cost": self-explanatory.

8.19.10.11. "Recorded Balance": enter the balance shown in the applicable balance column of the stock record card.

8.19.10.12. "Inventory Count": self-explanatory.

8.19.10.13. "Over-Qty-Value": enter the quantity of the item discovered to be over by the inventory and the total dollar value thereof.

8.19.10.14. "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.

8.19.10.15. "Posted By and Date": the inventory supervisor signs and dates to indicate posting of the applicable stock record cards.

8.19.10.16. "Voucher No.": enter the document number assigned from the Base Document Register used to post the stock record cards.

8.19.10.17. "Certifying Signature and Date": the MASO certifies all IAVs requiring the commander's approval; the MASO approving authority certifies Due in From Maintenance (DIFM) adjustments; the NCOIC or designated alternate certifies all MASO-approved adjustments.

8.19.10.18. "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 IMT 85A 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 IMT 85A are not acceptable to the approving authority, return the AF IMT 85A to the initiator with instructions that a report of survey is 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 IMT 85A and resubmit to the approving authority. After approval action, file the AF IMT 85A and report of survey in Document Control.

8.20. 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 **7.8.** for a general discussion of audits and audit trails).

8.20.1. Types of audits.

8.20.1.1. Semi-annual audit of account (normally accomplished in conjunction with the SIR). 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 TP 100-3150 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 **8.4.** Conduct the audit IAW below procedures.

8.20.1.2. 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.

8.20.2. Appointing the audit officer. The commander, as designated by the MAJCOM, will designate an audit/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 audit officer will be designated from a different organization than the accountable organization. When only one organization is located at an installation, designation of the audit officer will be from a different branch/section, a disinterested individual and will not be designated as audit officer for two consecutive SIRs.

8.20.3. Briefing the audit officer. The MASO briefs the audit officer, who conducts the audit IAW procedures in this AFI, using the checklist in **Table 8.5.** 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.

8.20.4. Performing the audit. The audit officer must:

8.20.4.1. Review the previous audit report. During the audit, place special emphasis on ensuring that all previously noted discrepancies were corrected.

8.20.4.2. Review the SCR log and ensures all SCRs created since the last audits are on file. For SCRs documenting custody transfer of weapons by RS or pylon/launcher serial numbers, ensure build-up sheets showing the configuration of the RS or pylon/launcher at the time of the transfer are on file.

8.20.4.3. 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.

8.20.4.4. 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.

8.20.4.5. Review 100% of all shipping, receipt, issue and turn-in documents for TP 100-3150 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.

8.20.4.6. 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.

8.20.4.7. Review 100% of the custody transfer documents maintained by the MASO. For all weapon/warhead movements since the last audit, ensure the control numbers on the custody transfer documents are sequentially logged in on the custody transfer document control registers. Ensure that only authorized personnel receipt for weapons/warheads using the procedures in **Chapter 9** of this AFI.

8.20.5. Audit Documentation.

8.20.5.1. Upon completion, prepare a "Certificate of Audit" using the format in Figure 8.5.

8.20.5.2. Attach to the certificate a copy of the completed checklist in **Table 8.5.**

8.20.5.3. Distribute the original certificate of audit to the appointing authority and a copy to the MASO.

8.20.5.4. Maintain and dispose of audit documentation along with SIR documentation.

Figure 8.4. Sample Audit Certificate.

AUDIT CERTIFICATE

This is the report of the semiannual audit of FK or FV (SRAN) as prescribed in **Chapter 8** 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 8.5. Sample 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 auditor's 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 RS or pylon/launcher serial number, are corresponding build-up sheets showing the configuration of the RS or pylon/launcher at the time of the transfer also on file?			
3c	Does a representative sample (Approximately 20%) of these SCRs, build-up sheets, and associated WSRs indicate correct serial numbers were reported?			
3d	Does a review of a representative sample (Approximately 20%) 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 TP 100-3150 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?			
4e	Does review of a representative sample (Approximately 20%) 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 CUSTODY RECORDS			
5a	Perform a (100%) review of AF IMTs 504s?			
5a(1)	Control numbers assigned are sequentially logged in the weapons custody document control registers?			
5a(2)	Only authorized individuals signed the documents?			

Chapter 9

WEAPONS CUSTODY AND BUILD-UP SHEET PROCEDURES

9.1. Custody of Nuclear Weapons.

9.1.1. While in storage the MASO retains custody of nuclear weapons. The MASO authorizes access to key and lock or module teams by signature on the WSAAL/AAAL or AF IMT 2586, Unescorted Entry Authorization Certificate, prior to commander approval.

9.1.2. The Wing Commander designates positions by title that are authorized to receive custody of nuclear weapons or warheads (**Figure 9.1.**). Unit commanders designate individuals to fill positions authorized to receive custody of nuclear weapons or warheads (**Figure 9.2.**). The letters of authorization must be sent to the MASO. Additionally, the WSAAL/AAAL may be used to identify munitions personnel authorized to receive custody of nuclear weapons or warheads inside maintenance and storage areas.

9.1.3. 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.

9.1.4. Continuous US custody of nuclear weapons and components is mandatory until receipt of a valid nuclear control order that permits transferring US nuclear weapons to non-US delivery forces.

9.1.5. Security is of paramount importance to ensure nuclear weapons/warheads are delivered, transferred, and returned to storage without incident. DoD S-5210.41M and AFMAN 31-108, Nuclear Weapons Security Manuals, implements procedures for controlling access to these items, including designation of SVAs.

9.1.6. Weapon/warhead status and locations will be tracked by various agencies (e.g., munitions control, wing operations, maintenance operations center, command post, etc.) during all nuclear weapons movements and loading/mating operations.

9.1.7. Custody Transfers. Custody transfer is required anytime a warhead/weapon/reentry system is removed from a structure (i.e. storage igloo, protective aircraft shelter (PAS), maintenance facility, launch facility (LF), etc.) or when custodial responsibility is transferred between organizations (i.e. operations squadron to maintenance squadron or vice versa, etc.). Individuals will conduct a face-to-face, physical serial number verification and ensure personnel receiving custody are an authorized recipient prior to custody transfer. Individuals granted unescorted entry to ICBM LFs/LCCs through the Missile Entry Control System (MECS) are authorized recipients of custody transfer, and shall use a valid entry authentication using Missile Electronic Encryption Device (MEED) in lieu of face-to-face verification. The face-to-face, serial number verification must be accomplished by an authorized two-person team with both members (individual relinquishing custody, individual gaining custody) verifying the serial number and source document.

9.1.7.1. Intra-area movements of Nuclear Weapons to and from Storage Structures, Shelters, or Maintenance Facilities is covered in paragraph **9.2.1.** Movements between maintenance bays/cells are not considered an intra-area movement.

9.1.7.2. Logistics movements of Nuclear Weapons to and from a Logistics Aircraft or SGT is covered in paragraph **9.2.2.**

9.1.7.3. Operational movements of Nuclear ICBM warheads to or from LFs is covered in paragraph **9.2.3.1.** Operational movements of Nuclear Weapons to and from Combat Aircraft is covered in paragraph **9.2.3.2.**

9.2. Custody Transfer Documentation. Approved work orders will be used to control all movements and will be accompanied by AF IMT 504s to document custody transfers. The MASO will perform an audit, in conjunction with an appointed audit officer, of all completed transfer documents during the semi-annual inventory required in TP 100-3150.

9.2.1. **Intra-area movements.**

9.2.1.1. The MASO prepares and issues an AF IMT 504, Weapons Custody Transfer Document, in two copies for the intra-area movement. MASO annotates the control number in block 1, warhead/bomb/RV serial numbers in block 2, missile serial numbers (if applicable) in block 3, and pylon/launcher/RS serial number (if applicable) in block 4 of the AF IMT 504. Block 5 is marked N/A. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form. Copy 1 will be issued to document custody transfers during the intra-area movement and copy 2 will be filed in the suspense file.

9.2.1.2. Subsequent transfers will be conducted using face-to-face, physical serial number verification procedures and by confirming individuals are authorized to accept custody prior to documenting the custody transfer on the AF IMT 504.

9.2.1.3. Authorized individuals will accept custody by completing block 6, columns A through E.

9.2.2. **Logistics movements.**

9.2.2.1. The MASO prepares and issues an AF IMT 504, Weapons Custody Transfer Document, in two copies for the Logistic movement. MASO annotates the control number in block 1 and warhead/bomb serial numbers in block 2 of the AF IMT 504. Blocks 3, 4, and 5 are marked N/A. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form. Copy 1 will be issued to document custody transfers during the Logistics movement and copy 2 will be filed in the suspense file.

9.2.2.2. Subsequent transfers will be conducted using face-to-face, physical serial number verification procedures and by confirming individuals are authorized to accept custody prior to documenting the custody transfer on the AF IMT 504.

9.2.2.3. Authorized individuals will accept custody by completing block 6, columns A through E.

9.2.2.4. The MASO will ensure a DD Form 1911, Material Courier Receipt, is used to transfer custody to AMC aircrews or OST personnel.

9.2.3. **Operational Movements.**

9.2.3.1. **Custody Transfer of Nuclear ICBM RS to and from LF.**

9.2.3.1.1. **RS to LF.** Prepare AF IMT 504, Weapons Custody Transfer Document, in accordance with sample in **Figure 9.3.**

9.2.3.1.1.1. The MASO verifies the RS configuration using the RS build up sheet and prepares two copies of the AF IMT 504 (copy 1 is original, copy 2 is suspense) based on mission tasking. MASO establishes control of the document by annotating the control register

using an AF IMT 3126, General Purpose Form. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF IMT 504.

9.2.3.1.1.2. Upon entering the structure/maintenance facility, the MASO and munitions TC perform a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The MASO completes the "Transferred From" block 6, columns A through E on the forms and gives the forms to the munitions TC. The munitions TC completes the first "Transferred To" block 6, columns A through E on the forms. The munitions TC transports the RS (if applicable), and places the RS in the munitions facility pit.

9.2.3.1.1.3. Upon arrival at the maintenance facility, the transport/transfer TC and munitions TC perform a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The transport/transfer TC completes the next "Transferred To" block 6, columns A through E on both AF IMT 504s (copies 1 and 2). The transfer/transport TC provides copy 2 (suspense) to the MASO. The transfer/transport team transports the RS to the applicable LF.

9.2.3.1.1.4. The MASO faxes a copy of the suspense AF IMT 504 to the applicable Missile Combat Crew (MCC) to support serial number verifications.

9.2.3.1.1.5. Prior to lowering RS onto the missile, the transport TC and mate TC will perform a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The mate TC completes the next "Transferred To" block 6, columns A through E on the form.

9.2.3.1.1.6. On completion of RS mate, the mate TC will contact the MCC to confirm RS serial number and enter the MCCC or DMCCC name, position, organization, time/date, and location on the AF IMT 504. The mate TC returns the completed original weapons custody transfer document (copy 1) to the MMOC.

9.2.3.1.1.7. MCCC or DMCCC annotates the name of the mating team chief, position, organization, time/date, and launch facility number on the facsimile AF IMT 504. The MCCC or DMCCC accepts custody by completing the next "Transferred To" block 6, columns A through E, and sends a signed facsimile copy of the AF IMT 504 to the MASO. Once off alert duty, the MCCC or DMCCC signing the facsimile AF IMT 504, must report to the MMOC and sign the original AF IMT 504 (Copy 1).

9.2.3.1.1.8. Subsequent MCC changes will be captured by the MCC electronic crew log.

9.2.3.1.1.9. Once the original AF IMT 504 is signed by the MCCC or DMCCC, the MMOC provides the signed document to the MASO NLT the next duty day. Upon receipt, the MASO places the original AF IMT 504 in the active file and destroys suspense AF IMT 504s (Copy 2 and facsimile).

9.2.3.1.1.10. Weapons Maintenance will prepare an AF IMT 1764 to reflect in-hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO (paragraph **10.1.1.**).

9.2.3.1.2. **Swap of ICBM RS between LFs.** Prepare AF IMT 504, Weapons Custody Transfer Document, in accordance with sample in **Figure 9.4.** In addition, MMT Critical Task

Supervisor will conduct a verification that the LFs require the same configuration based on mission tasking.

9.2.3.1.2.1. The MASO prepares two copies of the AF IMT 504 (copy 1 is original, copy 2 is suspense) based on mission tasking. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF IMT 504. The MASO faxes a copy to the applicable MCCs for serial number verification and provides the original AF IMT 504 (copy 1) to the demating or transporting TC.

9.2.3.1.2.2. Upon demate, the demate TC contacts the MCC to confirm RS serial number and enters the MCCC or DMCCC name, position, organization, time/date, and location on the AF IMT 504. The demate TC performs a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The demate TC completes the "Transferred To" block 6, columns A through E, on the form.

9.2.3.1.2.3. The MCCC or DMCCC on duty releases custody of each RS demated during the shift by marking the name of the mating/demating team chief, position, organization, time/date, and launch facility number on the AF IMT 504 and sends a facsimile copy to the MASO.

9.2.3.1.2.4. Prior to departure, the transfer/transport TC performs a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The transfer/transport TC completes the next "Transferred To" block 6, columns A through E, on the form.

9.2.3.1.2.5. Prior to lowering the RS onto the missile, the transport TC and the mate TC will perform physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The mate TC completes the next "Transferred To" block 6, columns A through E on the form.

9.2.3.1.2.6. On completion of RS mate, the mate TC will contact the MCC to confirm RS serial number and enter the MCCC or DMCCC name, position, organization, time/date, and location on the AF IMT 504. The mate TC returns the completed weapons custody transfer document (Copy 1) to the MMOC.

9.2.3.1.2.7. MCCC or DMCCC annotates the name of the mating team chief, position, organization, time/date, and launch facility number on the facsimile AF IMT 504. The MCCC or DMCCC accepts custody by completing the next "Transferred To" block 6, columns A through E, and sends a signed facsimile copy of the AF IMT 504 to the MASO. Once off alert duty, the MCCC or DMCCC signing the facsimile AF IMT 504, must report to the MMOC and sign the original AF IMT 504 (Copy 1).

9.2.3.1.2.8. Subsequent MCC changes will be captured by the MCC electronic crew log.

9.2.3.1.2.9. Once the original AF IMT 504 is signed by the MCCC or DMCCC, the MMOC provides the signed document to the MASO NLT the next duty day. Upon receipt, the MASO places the original AF IMT 504 in the active file and destroys suspense AF IMT 504s (Copy 2 and facsimile).

9.2.3.1.2.10. If necessary, Weapons Maintenance will prepare an AF IMT 1764 to reflect in-hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO (paragraph **10.1.1.**).

9.2.3.1.3. **Removal of ICBM RS from LF.** Prepare AF IMT 504, Weapons Custody Transfer Document, in accordance with sample in **Figure 9.5.**

9.2.3.1.3.1. The MASO prepares two copies of the AF IMT 504 (copy 1 is original, copy 2 is suspense). MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF IMT 504. The MASO faxes a copy to the applicable MCC for serial number verification and gives the AF IMT 504 (copy 1) to the demating or transporting team chief.

9.2.3.1.3.2. Upon demate, the demate TC contacts the MCC to confirm RS serial number and enters the MCCC or DMCCC name, position, organization, time/date, and location on the AF IMT 504. The demate TC performs a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The demate TC completes the "Transferred To" block 6, columns A through E, on the form.

9.2.3.1.3.3. The MCCC or DMCCC on duty releases custody of each RS demated during the shift by marking the name of the demate TC, position, organization, time/date, and launch facility number on the facsimile AF IMT 504 and sends a facsimile copy to the MASO. Once off alert duty, the MCCC or DMCCC sending the facsimile AF IMT 504, must report to the MASO and sign the original AF IMT 504 (Copy 1).

9.2.3.1.3.4. Prior to departure, the transfer/transport TC performs a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The transfer/transport TC completes the next "Transferred To" block 6, columns A through E, on the form.

9.2.3.1.3.5. Upon arrival at the maintenance facility, the munitions TC will perform a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS in the munitions facility pit. The munitions TC completes the next "Transferred To" block 6, columns A through E on the form. The MASO ensures the information on the AF IMT 504 matches the serial number of the RS and completes the next "Transferred To" block 6, columns A through E on the form.

9.2.3.1.3.6. Intra-area movements will be conducted IAW paragraph **9.2.1.**, as applicable.

9.2.3.1.3.7. Once the original AF IMT 504 is signed by the MCCC or DMCCC, the MASO places the original AF IMT 504 in the inactive file and destroys suspense AF IMT 504s (Copy 2 and facsimile).

9.2.3.1.3.8. Weapons Maintenance will prepare an AF IMT 1764 to reflect on-hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO (paragraph **10.1.1.**).

9.2.3.1.4. **Removal/Installation of an RS that remains at the LF.** Prepare AF IMT 504, Weapons Custody Transfer Document, in accordance with sample in **Figure 9.6.**

9.2.3.1.4.1. The MASO prepares two copies of the AF IMT 504 (copy 1 is original, copy 2 is suspense) based on mission tasking. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF IMT 504. The MASO faxes a copy to the applicable MCC for serial number verification and provides the original AF IMT 504 (copy 1) to the demating or transporting TC.

9.2.3.1.4.2. Upon demate/mate, the demate/mate TC contacts the MCC to confirm RS serial number and enters the MCCC or DMCCC name, position, organization, time/date, and location on the AF IMT 504. The demate/mate TC performs a physical verification to ensure the information on the AF IMT 504 matches the serial number of the RS. The demate/mate TC completes the "Transferred To" block 6, columns A through E, on the form for each demate/mate action. The mate TC returns the completed weapons custody transfer document (Copy 1) to the MMOC.

9.2.3.1.4.3. The MCCC or DMCCC on duty releases custody of each RS demated during the shift by marking the name of the demate/mate TC, position, organization, time/date, and launch facility number on the facsimile AF IMT 504 and sends a facsimile copy to the MASO. The MCCC or DMCCC on duty accepts custody by completing the next "Transferred To" block 6, columns A through E, and sends a signed facsimile copy of the AF IMT 504 to the MASO. Once off alert duty, the MCCC or DMCCC sending the facsimile AF IMT 504s, must report to the MMOC and sign the original AF IMT 504 (Copy 1).

9.2.3.1.4.4. Once the original AF IMT 504 is signed by the MCCC or DMCCC, the MMOC provides the signed document to the MASO NLT the next duty day. Upon receipt, the MASO places the original AF IMT 504 in the active file and destroys suspense AF IMT 504s (Copy 2 and facsimile).

9.2.3.1.4.5. Subsequent MCC changes will be captured by the MCC electronic crew log.

9.2.3.2. **Custody Transfer of Nuclear Weapons to and from Combat Aircraft.** For nuclear weapons going to and from combat aircraft, prepare an AF IMT 504, Weapons Custody Transfer Document, in accordance with the sample in **Figure 9.7.**

9.2.3.2.1. **(CONUS) Transporting and uploading weapons to combat aircraft.**

9.2.3.2.1.1. MASO prepares and issues an AF IMT 504, Weapons Custody Transfer Document, in three copies for the weapon movement based on mission tasking. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form. MASO annotates the control number in block 1, warhead/bomb serial numbers in block 2, missile serial number (if applicable) in block 3, and pylon/launcher serial number in block 4 of the AF IMT 504.

9.2.3.2.1.2. Upon entering the structure, the MASO and breakout TC conducts a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher in storage. The MASO completes the "Transferred From" block 6, columns A through E and gives the forms to the breakout TC. The breakout TC completes the "Transferred To" block 6, columns A through E on the forms. The MASO files copy 3 in the suspense file.

9.2.3.2.1.3. Prior to transporting the weapon(s) to combat aircraft, the technical advisor (TA) conducts a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher in storage, confirms the delivery destination, and completes the next "Transferred To" block 6, columns A through E.

9.2.3.2.1.4. Upon delivery of the weapon(s), the TA marks the aircraft tail number in block 5 of both forms, and gives the forms to the SVA/aircraft crew chief.

9.2.3.2.1.5. The SVA/aircraft crew chief conducts a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, aircraft tail number, and completes the next "Transferred To" block 6, columns A through E.

9.2.3.2.1.6. Upon arrival, the loading crew chief conducts a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, and aircraft tail number prior to loading. The loading crew chief completes the next "Transferred To" block 6, columns A through E on both forms. Upon upload of the weapon(s), the weapons expediter notifies Munitions Control confirming the upload is complete.

9.2.3.2.1.7. Upon launcher/pylon arming, wing weapons officer or qualified aircrew member conducts a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, aircraft tail number, and completes the next "Transferred To" block 6, columns A through E on both forms. Copy 1 remains with the loaded aircraft until weapon(s) is/are downloaded. Weapons expediter will ensure Copy 2 is returned to the MASO.

9.2.3.2.1.8. Upon notification that the aircraft has been placed on alert, Weapons Maintenance will prepare an AF IMT 1764 to reflect in-hand status of weapons and forward it to the MASO (paragraph **10.1.1.**). DIAMONDS will be used to generate the SCR.

9.2.3.2.1.9. In the event there is a requirement to swap a single missile on a pylon or launcher, or a single bomb on a launcher loaded on a combat aircraft, the MASO will use the original AF IMT 504 as the controlling document and prepare a new AF IMT 504 for the missile and warhead or bomb going to the pylon, launcher or loaded combat aircraft and another separate AF IMT 504 for the missile and warhead or bomb being removed. Both forms must contain standard entries, with different control numbers and appropriate missile and warhead or bomb serial number. Reference the original control number in block 1 of the AF IMT 504 being held in suspense on each AF IMT 504 prepared for the swap.

9.2.3.2.1.9.1. The loading crew chief will line out the missile and warhead/bomb serial number being removed and initial the original AF IMT 504. Use custody transfer procedures in paragraph **9.2.3.2.3.** for downloading and transporting weapons from Combat Aircraft.

9.2.3.2.1.9.2. MASO posts changes and cross-references the applicable AF IMT 504s to the original so it shows the current status of the load at all times. File the AF IMT 504s and the copy of the updated buildup sheet with the original upload suspense

paperwork until the weapon(s) or weapons package is downloaded, returned, and recertified.

9.2.3.2.1.9.3. If the swap occurred after the aircraft assumed alert, Weapons Maintenance will prepare an AF IMT 1764 showing applicable in-hand or on-hand changes for the swapped warheads or bombs and forward it to the MASO. DIAMONDS will be used to generate the SCR.

9.2.3.2.1.10. For additional/subsequent transfers, the designated individual will physically verify all accessible serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, aircraft tail number, and complete the next "Transferred To" block 6, columns A through E on the AF IMT 504. NOTE: Additional blank AF IMT 504 may be used as continuation sheets.

9.2.3.2.2. **(CONUS) Relocating, deploying, or dispersing combat aircraft loaded with nuclear weapons.**

9.2.3.2.2.1. If aircraft are relocated to another parking location on base, update the location on appropriate status boards or automated tracking system(s).

9.2.3.2.2.2. If nuclear weapons loaded aircraft are deployed or dispersed, Weapons Maintenance will 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.

9.2.3.2.2.3. 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 verification of the new configuration. Prepare an SCR showing in-hand receipt for weapons returned to home station.

9.2.3.2.3. **(CONUS) Downloading and transporting weapons from combat aircraft.**

9.2.3.2.3.1. Upon notification that the aircraft has been removed from alert status, Weapons Maintenance will prepare an AF IMT 1764 to reflect on-hand status of weapons and forward it to the MASO (paragraph **10.1.1.**).

9.2.3.2.3.2. The SVA/aircraft crew chief will obtain copy 1 of the AF IMT 504 and conduct a physical verification to ensure information on the form(s) matches the accessible serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, aircraft tail number, and complete the next "Transferred To" block 6, columns A through E.

9.2.3.2.3.3. Upon download, the loading crew chief will conduct a physical verification to ensure information on the form(s) matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, aircraft tail number, and completes the next "Transferred To" block 6, columns A through E. The loading crew chief notifies Munitions Control when download is complete, and then gives the AF IMT 504 to the SVA/aircraft crew chief or TA. If the TA is not present, the SVA/aircraft crew chief will accept custody by completing the next "Transferred To" block 6, columns A through E.

9.2.3.2.3.4. Upon arrival at the flightline, the TA will conduct a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and

warhead/bomb(s) and pylon/launcher, aircraft tail number, and complete the next "Transferred To" block 6, columns A through E. The TA confirms the weapon(s) delivery location with Munitions Control.

9.2.3.2.3.5. On return from the flight line, the MASO and weapons maintenance personnel will conduct a physical verification to ensure information on the AF IMT 504 matches the serial number(s) of the missile and warhead/bomb(s) and pylon/launcher, aircraft tail number, and completes the next "Transferred To" block 6, columns A through E.

9.2.3.2.4. **(OCONUS) Transferring and uploading weapons to U.S. aircraft.**

9.2.3.2.4.1. MASO prepares and issues an AF IMT 504 in three copies for the weapon transfer based on mission tasking. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form for each AF IMT 504. MASO annotates the control number in block 1 and weapon serial number in block 2 of the AF IMT 504. Blocks 3 and 4 are marked N/A.

9.2.3.2.4.2. Upon access, the MASO and vault opening supervisor or weapons transfer supervisor will verify the information on copy 1 and 2 of the AF IMT 504 matches the serial number of the weapon in storage. The MASO will complete the first "Transferred From" block 6, columns A through E on all three copies. The MASO will retain copy 3 in suspense, and gives copy 1 and 2 to the weapons expediter.

9.2.3.2.4.3. Prior to uploading the weapon, the loading crew chief will verify the information on copy 1 and 2 of the AF IMT 504 matches the serial number of the weapon in storage and signs the first "Transferred To" block 6, columns A through E on copies 1 and 2.

9.2.3.2.4.4. Upon upload of the weapon, the loading crew chief will annotate the aircraft tail number in block 5 of both copies of the AF IMT 504 and notifies munitions control to annotate the tail number on copy 3 in suspense.

9.2.3.2.4.5. Upon notification that weapons have been placed on the aircraft, Weapons Maintenance will prepare an AF IMT 1764 to reflect in-hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO (paragraph **10.1.1.**).

9.2.3.2.4.6. Upon aircrew arrival, loading crew chief will give both copies to the aircrew, who will conduct a physical verification to ensure the information on the AF IMT 504 match the weapon serial number and aircraft tail number, and accepts custody by completing the next "Transferred To" block 6, columns A through E of both forms. Copy 1 remains with the loaded aircraft until the weapon is downloaded. Weapons expediter will ensure copy 2 of the AF IMT 504 is returned to the MASO.

9.2.3.2.4.6.1. Upon subsequent aircrew changes, the oncoming aircrew will physically verify the weapon serial number, aircraft tail number, and accept custody by completing the next "Transferred To" block 6, columns A through E of the AF IMT 504. Additional blank AF IMT 504s may be used as continuation sheets.

9.2.3.2.4.7. For weapons swaps, MASO posts changes and cross-references the applicable AF IMT 504s to the original.

9.2.3.2.5. **OCONUS Downloading and Transferring Weapon from U.S. Aircraft.** Downloading and returning weapons to the vault is the reverse of the upload procedure.

9.2.3.2.5.1. Prior to beginning the download, the loading crew chief will obtain copy 1 of the AF IMT 504 and conduct a physical verification to ensure information on the form matches the serial number of the weapon and aircraft tail number, and accepts custody by completing the next "Transferred To" block 6, columns A through E. Loading crew chief notifies munitions control when the download is complete and gives the AF IMT 504 to the vault opening supervisor or weapons transfer supervisor.

9.2.3.2.5.2. The vault opening supervisor or weapons transfer supervisor will verify the information on the AF IMT 504 matches the serial number of the weapon and accepts custody by completing the next "Transferred To" block 6, columns A through E. After the weapon is transferred back into the vault, the MASO and vault opening supervisor or transfer supervisor will verify the information on the AF IMT 504 matches the serial number of the weapon and the MASO accepts custody by completing the next "Transferred To" block 6, columns A through E. The vault opening/weapon transfer supervisor will notify munitions control once the weapons is secured and the vault is closed.

9.2.3.2.5.3. Upon notification that weapons have been removed from the aircraft, Weapons Maintenance will prepare an AF IMT 1764 to reflect on-hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO.

9.2.3.2.6. **OCONUS Transferring and uploading weapons to Non-US Aircraft.**

9.2.3.2.6.1. MASO prepares and issues an AF IMT 504 in three copies for the weapon transfer and upload based on mission tasking. MASO establishes control of the document by annotating the control register using an AF IMT 3126, General Purpose Form for each AF IMT 504. MASO annotates the control number in block 1 and weapon serial number in block 2 of the AF IMT 504. Blocks 3 and 4 are marked N/A.

9.2.3.2.6.2. Upon access, the MASO and vault opening supervisor or weapons transfer supervisor will physically verify the information on both copy 1 and 2 of the AF IMT 504 matches the serial number of the weapon. The MASO will complete the first "Transferred From" block 6, columns A through E on all three copies. The MASO will retain copy 3 in suspense, and gives copy 1 and 2 to the vault opening supervisor or weapons transfer supervisor.

9.2.3.2.6.3. Prior to uploading the weapon, the load monitor will verify the information on copy 1 and 2 of the AF IMT 504 matches the serial number of the weapon in storage and completes the first "Transferred To" block 6, columns A through E on both copies. After upload of the weapon, the load monitor will annotate the aircraft tail number in block 5 on both copies of the AF IMT 504 and copy 1 will remain with the loaded aircraft until the weapon is downloaded. The load monitor will notify munitions control to annotate the aircraft tail number in block 5 on copy 3 of the AF IMT 504 held in suspense. Copy 2 will be returned to the MASO.

9.2.3.2.6.4. Upon notification that weapons have been placed on the aircraft, Weapons Maintenance will prepare an AF IMT 1764 to reflect in hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO.

9.2.3.2.6.5. For weapon swaps, MASO posts changes and cross-references the applicable AF IMT 504s to the original.

9.2.3.2.6.6. Upon successful release, the MASO will annotate "Weapon properly released to host nation aircrew at (date and time) by EAM #" in the next "Transferred To" block of copy 2 of the AF IMT 504. The MASO keeps this copy in active suspense until the weapon is expended or returned to storage. Weapons Maintenance will prepare an AF IMT 1764 to reflect appropriate charge code changes of the weapons and forward it to the MASO.

9.2.3.2.7. **OCONUS Downloading and Transferring Weapon from Non-US Aircraft.** Downloading and returning weapons to the vault is the reverse of the upload procedure.

9.2.3.2.7.1. Prior to downloading, the load monitor will obtain copy 1 of the AF IMT 504 and verify the information on the AF IMT 504 matches the serial number of the weapon and aircraft tail number, and complete the first "Transferred To" block 6, columns A through E. The load monitor notifies Munitions Control when the download is complete and gives the AF IMT 504 to the vault opening supervisor or weapons transfer supervisor.

9.2.3.2.7.2. The vault opening supervisor or weapons transfer supervisor will verify the information on the AF IMT 504 matches the serial number of the weapon, and complete the next "Transferred To" block 6, columns A through E.

9.2.3.2.7.3. Upon notification that weapons have been removed from the aircraft, Weapons Maintenance will prepare an AF IMT 1764 to reflect on-hand status of the weapons, appropriate OUIC/RUIC changes and forward it to the MASO.

9.2.3.2.7.4. After the weapon is transferred back into the vault, the MASO and vault opening or weapon transfer supervisor will conduct a physical verification to ensure the information on the AF IMT 504 is correct and the MASO completes the next "Transferred To" block 6, columns A through E.

9.2.4. **Certifying Nuclear Weapons Mated to RS or Multiple Carriage Launch Gear.**

9.2.4.1. Certifying RS and multiple carriage launch gear configurations.

9.2.4.1.1. When building RS, pylon, and launchers, prepare a buildup sheet to reflect the association of warhead serial numbers to RS, air launched missiles, and the missiles or bombs with the pylon or launcher. The maintenance TC 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 TC 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 alert, aircraft generation, and return to the WSA.

9.2.4.1.2. Use the buildup sheet as the source document to establish the configuration of the RS, pylon, or launcher. If reportable changes occurred as a result of the buildup, Weapons Maintenance will prepare a separate AF IMT 1764 to report those changes (paragraph **10.1.1.**).

9.2.4.1.3. Forward the original of the certified buildup sheet (and AF IMT 1764, if applicable) to the MASO. Maintain a copy of the certified buildup sheet in maintenance section and Munitions Control.

9.2.4.1.4. Units may elect to report in-hand or on-hand changes and in-hand receipts and shipments to the MASO based on RS, launcher, and pylon serial numbers only; however, if they do

so, the MASO must maintain the certified buildup sheet showing the configuration of the RS or launch gear at the time of the report for as long as they retain the SCR.

9.2.4.1.5. Swap of a single missile on a pylon or launcher, or a single bomb on a launcher or loaded combat aircraft.

9.2.4.1.5.1. Prepare an updated certified build-up sheet.

9.2.4.1.5.2. Forward the original of the updated build-up sheet to the MASO and a copy to munitions control and keep a copy in maintenance section.

Figure 9.1. Sample Designation of Positions Authorized to Accept Custody of Nuclear Weapons

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

15 Nov 07

MEMORANDUM FOR 28 MUNS/MXWSK (MASO)

FROM: 28 BW/CC
130 Douglas St. STE 210
Ellsworth AFB SD 57706-5000

SUBJECT: Designation of Positions Authorized to Accept Custody of Nuclear Weapons

1. The following duty positions are authorized to accept custody of nuclear weapons IAW AFI 21-204, paragraphs 1.4.1.6 and 9.1.2.

BS	Aircraft Commander
BS	Weapons Systems Officer
AMXS	Aircraft Crew Chief
AMXS	Weapons Expediter
AMXS	Load Crew Chief
AMXS	Load Crew Member
MUNS	Technical Advisor
MUNS	Team Chief
MUNS	Team Member

2. This letter supersedes all previous letters, same subject.

FRANCIS R. EUBANK JR., Col., USAF
Commander, 28 Bomb Wing

Figure 9.2. Sample Designation of Individuals Authorized to Accept Custody of Nuclear Weapons

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

25 Nov 07

MEMORANDUM FOR 28 MUNS/MXWSK (MASO)

FROM: 28 AMXS/CC
2771 Quesada Drive
Ellsworth AFB SD 57701-5000

SUBJECT: Designation of Individuals Authorized to Accept Custody of Nuclear Weapons

1. The following individuals are authorized by duty position to sign and receipt for nuclear weapons IAW AFI 21-204, paragraphs 1.4.4.1 and 9.1.2.

RANK/NAME	DUTY TITLE	SSN	SEC CLR	PRP
MSgt Fisher, John L.	Weapons Expediter	45-7689	TS	Formal
TSgt Culp, Karen M	Load Crew Chief	98-2415	TS	Formal
SSgt Bushee, David E.	Load Crew Member	71-4634	TS	Formal
SSgt Lanes, Justin C.	Load Crew Member	66-1122	TS	Formal
SrA Duffy, Scott J.	Load Crew Member	06-1259	TS	Interim

2. Line through deletions is authorized. This letter supersedes all previous letters, same subject.

JOHN A. DUNN, Lt. Col., USAF
Commander, Aircraft Maintenance Squadron

Figure 9.3. Sample AF FORM 504, Weapons Custody Transfer Document, ICBM RS to LF.

WEAPONS CUSTODY TRANSFER DOCUMENT

1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/ Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
08-01	N/A	N/A	9952	N/A

6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. 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.

CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) *Jack Willis* JACK WILLIS, Capt, USAF	MASO	5 MUNS	0715 20080117	WSA
TRANSFERRED TO (Print and Sign) *George Bradley* GEORGE BRADLEY, SrA, USAF	Munitions Team Chief	5 MUNS	0715 20080117	WSA
TRANSFERRED TO (Print and Sign) *Cedric Watson* CEDRIC WATSON, MSgt, USAF	MMT Team Chief	91 MMXS	0800 20080117	WSA
TRANSFERRED TO (Print and Sign) *Terrence Brack* TERRENCE BRACK, SSgt, USAF	MMT Team Chief	91 MMXS	1100 20080117	K-08
TRANSFERRED TO (Print and Sign) *Nathan Faltisco* NATHAN FALTISCO, Maj, USAF	MCCC	740 MS	1400 20080117	K-08
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

AF FORM 504, 20080117

Figure 9.4. Sample AF FORM 504, Weapons Custody Transfer Document, ICBM RS between LFs.

WEAPONS CUSTODY TRANSFER DOCUMENT

1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/ Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
08-02	N/A	N/A	9953	N/A

6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. 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.

CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) *Trevor Bennett* TREVOR BENNETT, Capt, USAF	DMCCC	490 MS	0715 20080117	K-08
TRANSFERRED TO (Print and Sign) *Robert McKay* ROBERT MCKAY, SSgt, USAF	MMT Team Chief	341 MXS	0715 20080117	K-08
TRANSFERRED TO (Print and Sign) *Chris VanHise* CHRIS VANHISE, SSgt, USAF	MMT Team Chief	341 MXS	1045 20080117	K-08
TRANSFERRED TO (Print and Sign) *Julie VanHise* JULIE VANHISE, Maj, USAF	MCCC	564 MS	1230 20080117	P-08
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

AF FORM 504, 20080117

Figure 9.5. Sample AF FORM 504, Weapons Custody Transfer Document, ICBM RS from LF.

WEAPONS CUSTODY TRANSFER DOCUMENT

1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/ Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
08-03	N/A	N/A	9954	N/A

6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. 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.

CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) *Daika Dewold* DAIKA DEWOLD, Capt, USAF	DMCCC	319 MS	0800 20080117	R-08
TRANSFERRED TO (Print and Sign) *Kerry Wright* KERRY WRIGHT, SrA, USAF	MMT Team Chief	90 MXS	0800 20080117	R-08
TRANSFERRED TO (Print and Sign) *Jon Mitchell* JON MITCHELL, TSgt, USAF	MMT Team Chief	90 MXS	1045 20080117	R-08
TRANSFERRED TO (Print and Sign) *Joe Huskey* JOE HUSKEY, SrA, USAF	Munitions Team Chief	90 MXS	1530 20080117	WSA
TRANSFERRED TO (Print and Sign) *Ciro De La Vega* CIRO DE LA VEGA, Maj, USAF	MASO	90 MXS	1600 20080117	WSA
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

AF FORM 504, 20080117

Figure 9.6. Sample AF FORM 504, Weapons Custody Transfer Document, ICBM RS that remains at the LF.

WEAPONS CUSTODY TRANSFER DOCUMENT

1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/ Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
08-04	N/A	N/A	9955	N/A

6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. 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.

CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) *Mark Talbert* MARK TALBERT, Capt, USAF	DMCCC	319 MS	0800 20080117	R-08
TRANSFERRED TO (Print and Sign) *Rick Knowles* RICK KNOWLES, SSgt, USA	MMT Team Chief	90 MXS	0800 20080117	R-08
TRANSFERRED TO (Print and Sign) *Matthew Miller* MATTHEW MILLER, Maj, USAF	DMCCC	319 MS	1045 20080117	R-08
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

AF FORM 504, 20080117

Figure 9.7. Sample AF FORM 504, Weapons Custody Transfer Document, Pylon To Combat Aircraft.

WEAPONS CUSTODY TRANSFER DOCUMENT

1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/ Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
08-05	123456 234567 345678 456789 567890 678901	80-1234 80-2345 80-3456 80-4567 80-5678 80-6789	P-098	58-8803

6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. 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.

CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) *Jack Willis* JACK WILLIS, Capt, USAF	MASO	28 MUNS	0715 20080117	WSA
TRANSFERRED TO (Print and Sign) *George Bradley* GEORGE BRADLEY, TSgt, USAF	Munitions Team Chief	28 MUNS	0720 20080117	WSA
TRANSFERRED TO (Print and Sign) *Cedric Watson* CEDRIC WATSON, TSgt, USAF	Tech Advisor	28 MUNS	0800 20080117	WSA
TRANSFERRED TO (Print and Sign) *Mark Talbert* MARK TALBERT, TSgt, USAF	Aircraft Crew Chief	28 AMXS	0830 20080117	F/L
TRANSFERRED TO (Print and Sign) *Terrance Brack* TERRENCE BRACK, TSgt, USAF	Load Crew Chief	28 AMXS	0900 20080117	F/L
TRANSFERRED TO (Print and Sign) *Jon Mitchell* JON MITCHELL, Maj, USAF	Weapons Systems Officer	28 BS	1400 20080117	F/L
TRANSFERRED TO (Print and Sign) *Mark Talbert* MARK TALBERT, TSgt, USAF	Aircraft Crew Chief	28 AMXS	1500 20080117	F/L
TRANSFERRED TO (Print and Sign) *Kerry Wright* KERRY WRIGHT, Maj, USAF	Aircraft Commander	28 BS	1600 20080117	F/L
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

AF FORM 504, 20080117

Chapter 10

WEAPONS ACCOUNTABILITY REPORTS

10.1. Nuclear Weapons Accountability Reports

10.1.1. **Status Change Reports (SCRs).** Changes in status of weapons, components, reportable Other Major Assemblies (OMAs), 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 IMT 1764, Major Assembly/Component Status Change Report or DIAMONDS version.

10.1.1.1. Controlling and processing SCRs. Track each SCR in an SCR control log (refer to paragraph **10.1.1.3.2.** for format of SCR number). MASOs establish procedures for assigning SCR control numbers (manual reporting) or tracking SCR control numbers (DIAMONDS reporting), maintaining the log, and ensuring timely reporting procedures. All SCR control numbers assigned must be reported to NOCM personnel to ensure timely reporting.

10.1.1.2. The following actions and associated change codes must be reported:

10.1.1.2.1. Shipment of weapons, limited life components, or TP 100-3150 reportable OMAs (change code: SHP).

10.1.1.2.2. Receipt of weapons, limited life components, or TP 100-3150 reportable OMAs (change code: RCV).

10.1.1.2.3. Loss, expenditure, or destruction of weapons or TP 100-3150 reportable OMAs (change code: WED). Note: Weapons that are command disabled will use change code R&OTH IAW paragraph **10.1.1.2.8.**

10.1.1.2.4. Alteration of weapons resulting in a change to the numeric alteration (ALT) codes assigned to the weapon (change code: A).

10.1.1.2.5. Changes to the charge code assigned to a weapon (change code: C, or CM, if directed by MTO).

10.1.1.2.5.1. Charge code changes to the first character of the charge code require an MTO.

10.1.1.2.5.2. For weapons selected for SLT or SFT, change the charge code as directed by the SLT or SFT warning order or upon receipt of warning order message.

10.1.1.2.5.3. For weapons requiring shipment to DOE facilities for repair, change the last character of the charge code when UR disposition is received directing return to DOE.

10.1.1.2.5.4. For weapons selected for modification, change the last character of the charge code when directed by the RO, or when directed by message. Change the charge code back to the original charge code as the RO is accomplished on each weapon.

10.1.1.2.5.5. 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.

10.1.1.2.6. Expiration of a limited life component installed in a weapon (change code: R&LLC).

10.1.1.2.7. 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 **10.1.1.2.4.**), and may require a "W" change code (see paragraph **10.1.1.2.16.**).

10.1.1.2.8. Any defects that cause 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 TP 100-3150:

10.1.1.2.8.1. Reflect each unrelated defect as a separate line entry on the AF IMT 1764 (e.g. unserviceable parachute, cut CF cable and scratch on MC item outside technical order tolerance). Include clear description of each defect.

10.1.1.2.8.2. Report each unrelated repair as a separate line entry on the AF IMT 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 **10.1.1.2.12.**

10.1.1.2.9. 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).

10.1.1.2.10. 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 **10.1.1.2.4.**), and may require a "W" change code (see paragraph **10.1.1.2.16.**).

10.1.1.2.11. 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).

10.1.1.2.12. 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 **10.1.1.2.4.**), and may require a "W" change code (see paragraph **10.1.1.2.16.**).

10.1.1.2.13. Change in the operational unit, as identified by the operational unit identification code (OUIC), to which the weapon is assigned (change code U).

10.1.1.2.14. Transfer of a weapon from storage to alert status (change code IH). NOTE: This may also require a "U" change code. See paragraph **10.1.1.2.13.**

10.1.1.2.15. Transfer of a weapon previously on alert status to storage (change code OH). NOTE: This may also require a "U" change code. See paragraph **10.1.1.2.13.**

10.1.1.2.16. Changes that result in a different weapon or OMA code (as defined by TP 100-3150) (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 TP 100-3150 reportable OMA.

10.1.1.2.17. Removal of limited life components from weapons (Change Code: RMV).

10.1.1.2.18. Installation of limited life components into weapons (Change Code: IS).

10.1.1.2.19. Other actions that could require reporting and affect other accountable records the MASO maintains (change code X) (See TP 100-3150). These actions include:

10.1.1.2.19.1. Build-up/tear-down configuration of weapons to/from RS or pylon/launchers.

10.1.1.2.19.2. Association or disassociation of a weapon or OMA item to a shipping container or bolster when being prepared for storage.

10.1.1.2.19.3. Application of a seal to a containerized weapon or OMA in order to preclude opening the container during semi-annual inventory.

10.1.1.2.19.4. 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.

10.1.1.2.19.5. Condition Code changes for Non-TP 100-3150 reportable items issued on custody account.

10.1.1.2.19.6. Other actions as required by local instructions.

10.1.1.3. Prepare SCR as follows:

10.1.1.3.1. Blocks 1 and 2: Self-explanatory.

10.1.1.3.2. Block 3: Number SCRs consecutively beginning with YY-001 at the beginning of each fiscal year (where YY is the two-digit fiscal year).

10.1.1.3.3. Block 4, 5, and 6: Self-explanatory.

10.1.1.3.4. Block 7A: Applicable change code for each line entry as designated in paragraph **10.1.1.2.** above. If more than one change code applies, they may be entered on the same line, separated by commas or reported on separate lines.

10.1.1.3.5. 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 TP 100-3150) for removals and installations.

10.1.1.3.6. 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.

10.1.1.3.7. Block 7D: List all ALT numbers applicable to the item, or the appropriate alpha ALT code from TP 100-3150. 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 TP 100-3150, contact MAJCOM prior to submitting SCR to NOCM.

10.1.1.3.8. Block 7E: Enter appropriate PAL code from TP 100-3150. Enter a dash mark if the PAL code does not apply.

10.1.1.3.9. Block 7F: Manufacture date of limited life components or pack date of parachutes.

10.1.1.3.10. Block 7G: Condition of the item listed in Block 7B. Use "Y" for yellow or serviceable, "R" for red or unserviceable.

10.1.1.3.11. Blocks 7H thru 7K

10.1.1.3.11.1. For installed components enter part and serial numbers for weapon in which the components are installed.

10.1.1.3.11.2. For removed components, enter "UN" in block 7H and a dash in block 7I.

10.1.1.3.11.3. For a weapon or TP 100-3150 reportable OMA 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.

10.1.1.3.11.4. For a weapon or TP 100-3150 reportable OMA associated to a delivery system (e.g. 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.

10.1.1.3.11.5. For items not associated to a delivery system or H-Gear, enter a dash in both blocks.

10.1.1.3.11.6. Containers and bolsters are considered associated when the major assembly is stored in the container/bolster. Container/bolster H-gear identifier (e.g. H1125A/H1242) is entered in block 7J and “ASSOC” is entered in block 7K.

10.1.1.3.11.7. Containers and bolsters are considered unassociated when the major assembly is removed. Container/bolster H-gear identifier (e.g. H1125A/H1242) is entered in block 7J and “UN” is entered in block 7K.

10.1.1.3.12. Block 8: Enter information as required to explain all changes reported on each line in Block 7. In addition:

10.1.1.3.12.1. 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.

10.1.1.3.12.2. 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 **4.1.4.2.2.**).

10.1.1.3.12.3. 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 **4.1.4.2.3.**).

10.1.1.3.13. Block 9: Enter the WSR/QSR number(s) in which changes reported to the MASO in this SCR were subsequently reported to DTRA.

10.1.1.3.13.1. Leave blank when reporting change code “X”

10.1.1.3.14. Block 10 and 11: Name of NOCM individual that verified the SCR for accuracy and timelines.

10.1.1.4. 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:

10.1.1.4.1. Prepare an AF IMT 1764 for receipt and in block 8 add the statement "Interim report pending verification inspection".

10.1.1.4.2. List items on an AF IMT 1297, Temporary Issue Receipt and obtain the signature of the MASO, if applicable.

10.1.1.4.3. MASO will hold the AF IMT 1297, DD Form 1348-1A and DD Form 1911 in suspense.

10.1.1.4.4. Upon completion of verification inspection, maintenance will prepare another AF IMT 1764 showing receipt using the same SCR control number as the interim report. Attach the final AF IMT 1764 to the interim AF IMT 1764.

10.1.1.4.5. MASO will verify the accuracy of the WSR previously submitted. Process all documents held in suspense.

10.2. Weapon Status Report (WSR). Prepare WSRs using DIAMONDS. Prepare and submit as outlined in TP 100-3150. WSRs form the basis for summary reporting for the Joint Staff, DTRA, Air Force, the National Military Command System, POTUS and SECDEF. DTRA requests corrections to WSRs received with errors through the responsible MAJCOM logistics agent. Corrections are due 1200 next day following 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.

10.3. Container Asset Report (CAR). 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 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 AFI 31-407, Air Force Nuclear Weapons Security Classification Policy.

10.4. Quality Assurance Service Test (QAST) Status Report (QSR). Prepare and submit for OMAs as outlined in TP 100-3150, using DIAMONDS. The purpose of this report is to ensure accurate accountability between DoD and DOE of 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. Corrections are due 1200 next day following MAJCOM notification to the unit

10.4.1. Reporting changes for OMAs to the MASO. Maintenance personnel report status changes for OMAs to the MASO using procedures in paragraph **10.1.** above. The MASO reports status changes to DTRA via a QSR.

10.4.2. Items that require OMA reporting. Reporting requirements apply to all OMAs that may or may not contain SS material. Reporting is by end item type (using a modified weapon code), and serial number.

10.4.2.1. 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 OMA code (see TP 100-3150). This verification is accomplished by reviewing the DOE/NRC Form 741 delivered to the service when the item is originally delivered. The DOE/NRC Form 741 indicates which SS material items are contained within the OMA.

10.4.2.2. 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 OMA 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 OMA code of the item via a OMA code change on a subsequent QSR.

10.4.2.3. Once an item is verified and properly entered into the DTRA database, presence or lack of SS material need not be verified again. For OMAs shipped between Air Force activities, ensure the receiving activity is an info addressee on the shipper's QSR. The receiving activity then uses the OMA item code from the shipper's QSR to verify the presence or lack of SS material.

10.5. 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.

10.6. 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.

10.7. Location Inventory Listing (LIL). This report contains unit stockpile information extracted from the DIAMONDS database at DTRA. DTRA/CSNOO prepares the LIL monthly and publishes it on the DIAMONDS Support Center. The purpose of the report is to provide monthly reconciliation of unit records and stockpile information contained in DIAMONDS. It also provides the unit a management tool for scheduling maintenance and managing maintenance activities.

10.7.1. 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. The LIL may be posted using a hard copy or electronically using the version distributed by DTRA. 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. At a minimum NOCM personnel must:

10.7.1.1. Post weapon shipment and receipts and changes to weapon codes, charge codes, and alpha alt codes in Part I.

10.7.1.2. Post changes to unassociated LLCs in Part II.

10.7.1.3. Post changes to installed LLC serial numbers, component codes, and due dates in Part III.

10.7.1.4. Post changes to IH and or OH status and changes to OUICs in Part IV.

10.7.2. Monthly LIL Reconciliation. Within five duty days of receipt, NOCM personnel reconcile the new LIL against changes made on the old LIL.

10.7.2.1. Transactions reported after the effective date of the LIL, but before its receipt are carried forward.

10.7.2.2. NOCM personnel verify other discrepancies, if any, against the 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.

10.7.2.3. Load (if necessary) and verify LLC kit pack dates, internal LLC serial numbers for weapons received since last LIL reconciliation into the DIAMONDS database. Entries are made using procedures listed in the DIAMONDS End-Users manual (Enter Associated Kit Serial Number function).

10.7.2.4. 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 on the electronic version.

10.7.3. 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.

10.7.4. 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.

Chapter 11

LOGISTICS MOVEMENTS

11.1. 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 DoD Manual 4540-5M, DoD Nuclear Weapons Transportation Manual and AFI 11-299, Nuclear Airlift Operations.

11.1.1. The preferred method of movement for nuclear weapons containing conventional high explosives is by 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, Safety Rules for Nuclear Logistics Transport by the Prime Nuclear Airlift Force).

11.1.2. Use nuclear-certified vehicles, support equipment, and approved procedures during all logistics movements. Equipment and test items that do not require certification are specified in the appropriate technical order.

11.1.3. Hazardous materials and non-mission essential personnel are not permitted on missions.

11.1.4. 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.

11.1.5. It is not necessary to take precautions to avoid satellite coverage during logistic movements.

11.1.6. Use only qualified PNAF aircrews for air logistics movements of nuclear weapons or warheads.

11.1.7. Use DoD motor vehicles for off base 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.

11.1.8. 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.

11.1.9. The MASO must ensure local logistics plans are properly routed and reviewed for safety and security vulnerabilities.

11.1.10. Emergency movement may be implemented if:

11.1.10.1. Authorized either by the Joint Chiefs of Staff (JCS) or by the commander of a unified or specified command, or their specifically designated representatives.

11.1.10.2. The security and or safety of nuclear weapons or components are endangered.

11.1.10.3. It is the only alternative to destruction or loss of the weapons or cargo.

11.1.11. DoD S-5210.41M, AFMAN 31-108, 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.

11.2. Specific Responsibilities for Transporting, Shipping, and Receiving Nuclear Cargo.

11.2.1. **708 NSS Responsibilities.**

11.2.1.1. SAAM Support.

11.2.1.1.1. Consolidate nuclear-related items on SAAMs when possible.

11.2.1.1.2. Send SAAM requests to 618 AF 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.

11.2.1.1.3. When required, request a MTO from DTRA to release or transfer nuclear cargo.

11.2.1.1.4. Include hazardous cargo information in the SAAM request for nuclear-related cargo not listed in TO 11N-45-51A, Transportation of Nuclear Weapons Materiel (Supplement) Shipping and Identification Data for Stockpile Major Assemblies. Also, include applicability of the two-person concept, SWOG, and the appropriate security provisions of DoD S-5210.41M, AFMAN 31-108, and theater directives.

11.2.1.1.5. Ensure the following logistics movement notification information is 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.

11.2.1.2. DOE Contracted Aviation Mission Support:

11.2.1.2.1. Provide Time Change Item Schedule (TCIS) (to include weapon type, serial number and expiration date, as required) message to all SLAs and units receiving Limited Life Components (LLC) for replacement of expiring components in weapons and warheads. Provide a TCIS to each SLA at least quarterly.

11.2.1.2.2. Provide Time Change Item Support (deliveries or preparation) message to MFD for support of future OCONUS SAAM shipment(s).

11.2.1.3. NNSA/OST SGT Mission Support:

11.2.1.3.1. Consolidate nuclear-related items on SGT shipments, when possible.

11.2.1.3.2. Request NNSA transportation to support NOSS requirements for SGT movements.

11.2.1.3.3. Provide Consignment Notification Message (with MTO) to support movements to or from DOE (Pantex/Amarillo) to affected units and MAJCOMS.

11.2.1.4. Shipments of non-nuclear or non-radiological assemblies/components that require Type II security will be accomplished using transportation other than PNAF assets provided proper security is maintained, i.e. ANG C-130 aircraft with armed aircrew. These shipments may be requested via TRANSCOM SAAM. Shipments of components not requiring special security may be accomplished through commercial means.

11.2.2. **MAJCOMs.**

11.2.2.1. MAJCOMS will schedule logistic movements of nuclear cargo in their NOSS (see **Figure 11.1.**).

11.2.2.1.1. Send the NOSS by priority message to: 708 NSS KIRTLAND AFB NM//CSS//, with information copies to AF WASHINGTON DC//A4MW//, 618 AF TACC SCOTT AFB IL//XOOON//, DTRA ALEX WASHINGTON DC//CSNOO// DTRA ABQ KIRTLAND AFB NM//CSNOO//, 498 MUMG//CC//MXM//, 898 MUNS KIRTLAND AFB NM//CCK// and 896 MUNS NELLIS AFB NV//CCK// and applicable MAJCOMs.

11.2.2.1.2. Provide a monthly NOSS, which must arrive at 708 NSS 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). The NOSS must also state MAJCOM-forecasted weapons shipment requirements for the next 60 and 90 days (see **Figure 11.1.** for format).

11.2.2.1.3. 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 708 NSS requests logistics movements to use aircraft and NNSA SGT space efficiently and to minimize handling and exposing the cargo, request only those changes essential to the mission.

11.2.2.1.4. Ensure units are aware of responsibilities for SAFE HAVEN procedures according to TO 11N-45-51, DoD S-5210.41M, AFMAN 31-108, and AFI 10-2501, Air Force Emergency Management Program Planning and Operations.

11.2.2.2. Consolidate nuclear-related items on SAAMs when possible. NOTE: MAJCOM must coordinate opportune cargo requests through 708 NSS to 618 AF TACC prior to mission start date.

11.2.2.3. LLC shipments may be scheduled in a NOSS.

11.2.2.4. 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.

11.2.2.5. Schedule Intra-Service shipments of denuclearized special test items; inert TYPE-3 weapons trainers (except TYPE 3E load trainers), and JTA in the NOSS.

11.2.2.6. Do not schedule shipment of TYPE 3E load trainers, BDU, munitions dummy units (MDU), hand trucks, shipping and storage containers, or bolsters in the NOSS, except as opportune cargo with other scheduled shipments.

11.2.2.7. When practical, MAJCOMs may direct transport of trainers and JTAs by military surface mode.

11.2.3. **Units.**

11.2.3.1. 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.

11.2.3.2. Develop a written plan addressing logistics support according to AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Materiel. OCONUS units must develop and coordinate plan IAW host-nation support agreements.

11.2.3.3. 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 the Maintenance Group Commander who will in turn contact the MAJCOM A4W or equivalent. Local generations and higher headquarters inspections or exercises are not adequate reasons to cancel or reschedule PNAF movement once scheduled in the 30 day NOSS.

11.2.3.3.1. Units must continually monitor status of their capability to support scheduled and projected movements, and are required to submit Quarterly Avoidance Messages IAW paragraph **1.4.6.8.** (See **Figure 11.2.** for format). OCONUS units must coordinate with the Host Nation for data for this message.

11.2.3.4. 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.

11.2.3.5. Ensure proper equipment is on hand and available throughout the movement. Also ensure security forces, facilities, and equipment is on hand and used as required by DoD S-5210.41M, AFMAN 31-108, and the theater directives.

11.2.4. **Local Threat Working Group (TWG) and Security Planners**

11.2.4.1. 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.

11.2.4.2. Three to five days prior to a scheduled SAAM operation, crosscheck logistical movement plans and procedures against current threat information and determine if additional security measures are required. As soon as a movement is scheduled in the NOSS the TWG will provide all relevant threat information to local security planners and continue reporting up to commencement of the SAAM operation.

Figure 11.1. Page_1 Sample NOSS.

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/

Remarks 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/

Remarks 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/

Remarks applicable to NOSS paragraph (Note 4).

NOTES:
1. Paragraph numbers for Part I are numbered sequentially beginning with 1, 2, etc.

Figure 11.1. Page_2 Sample NOSS.

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.

2. See TP 100-3150, Joint Reporting Structure; Nuclear Weapons Reports, for MTN, Weapon Code, and Charge Code Formats.

3. Select options.

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.

Figure 11.2. Sample Letter –Avoidance Message

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

1 Jan 07

MEMORANDUM FOR HQ ACC/A4WN

FROM: 28 MXG/CC

SUBJECT: Avoidance Message; First Quarter

1. The events listed in paragraph 2 require direct support of our unit and/or identified support units/agencies. NOSS movements cannot be supported during the dates of the below listed events.

2. List of events precluding support of NOSS movements:

EVENT- Flightline closure
DATE(s)- 16-20 Apr 07
NON SUPPORT- Air.
JUSTIFICATION- Runway repair.

EVENT- Planned local protest at installation gates.
DATE(s)- 25-27 Jun 07
NON SUPPORT- Surface.
JUSTIFICATION- Homeland Security informed installation of elevated threat level.

3. The P.O.C. for this information is MSgt Steven Petrovich, DSN 555-1212.

FRANCIS R. EUBANK JR., Colonel, USAF
Commander, 28th Maintenance Group

Chapter 12

THE DEFENSE INTEGRATION AND MANAGEMENT OF NUCLEAR DATA SERVICES (DIAMONDS)

12.1. Defense Integration And Management of Nuclear Data Services (DIAMONDS)

12.1.1. DIAMONDS is a joint agency and DTRA 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.

12.1.2. 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.

12.1.3. 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 (i.e. KG-175).

12.1.4. The nuclear community referenced by DIAMONDS is defined in the following terms:

12.1.4.1. Site/unit – military installation serves as a nuclear storage facility.

12.1.4.2. Central location – serves as a collection point for all information that requires coordination above the site level.

12.1.5. Site-specific data is stored on a server physically located at each facility. Each site may only access data relevant to that site.

12.1.6. Access to data at the central location within DIAMONDS is granted on a need to know basis.

12.2. Responsibilities.

12.2.1. System Administrator. Appointed in writing by the MX/SUPT, the Administrator's responsibilities include, but are not limited too,

12.2.1.1. Enrolling individuals into DIAMONDS.

12.2.1.2. POC for contacting DTRA and MAJCOM with system errors.

12.2.2. Manager. 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 section chiefs or above, the MASO and select personnel assigned to NOCM (as deemed by the MASO).

12.2.3. 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.

12.2.4. Users. Users are individuals authorized to input data into the DIAMONDS system based on the roles and responsibilities assigned by their shop chief.

12.3. Assistance and Problem Reporting Procedures.

12.3.1. Database errors (excluding those in para. **12.8.**) that result in inaccurate accountable documents and/or permanent records will require the unit to contact their MAJCOM and submit a UR. The 708th NSS will provide disposition to correct the error. Additionally, the UR information will be used by the 708th NSS to track and prioritize DIAMONDS problem reports.

12.3.2. DTRA/CSNOO intervention may be required to aid in troubleshooting an error in DIAMONDS. DTRA/CSNOO may use Proxy software as an intervention tool. When approved by the MAJCOM SLA and determined appropriate, remote training may also be provided using Proxy. This is intended for software manipulation and only requires unit approval. If through the course of software manipulation it is determined that the database must be manipulated, then paragraph **12.3.1.** will apply.

12.3.3. 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 DIAMONDS 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.

12.4. Security Measures.

12.4.1. Accreditation and Approval to Process Classified Information. The computer system used for the DIAMONDS system must be properly accredited and approved for processing classified information up to Secret and is managed by the DTRA DIAMONDS program office.

12.4.2. DIAMONDS user system request forms. Users must fill this form out and have the DIAMONDS Administrator, Security Manager and DIAMONDS trainer sign for access. Users will have at least a SECRET security clearance and fill out a DIAMONDS Authorization Access Request. The security manager signs to verify clearance, NOCM representatives sign to verify account creation and NCOIC of maintenance signs to verifies training.

12.4.3. Proper Control of Classified Media. Establish local procedures to account for and ensure security of all classified removable electronic media used with the DIAMONDS system. DIAMONDS does not have an off site storage.

12.4.4. In the event DIAMONDS becomes inoperable, unit will contact the 708 NSS and DTRA/CSNOO.

12.5. Alternate Processing Procedures. Develop local written procedures to be used in the event the DIAMONDS computer system or primary DIAMONDS network 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 708 NSS approval.

12.6. WSR Emergency Processing and Recovery. In the event the Joint Staff declares WSR EMERG processing, continue processing all DIAMONDS transactions in normal mode, but transmit only the WSR EMERG report IAW TP 100-3150 by processing all transactions in normal mode. All stock record

accounting within the DIAMONDS database will continue uninterrupted. In addition, for each session, create a normal WSR electronic message.

12.7. Database Maintenance.

12.7.1. Unauthorized database manipulation is prohibited. The DIAMONDS database constitutes the official accountable records for the NOCM account. Database maintenance or manipulation directly (i.e. other than using approved DIAMONDS transactions) using database software or other means is strictly prohibited. Normally most database errors can be corrected through approved DIAMONDS transactions, which create a clear audit trail of actions taken to correct the database. See paragraph **12.8.** for approved database correction procedures.

12.7.2. Normal database maintenance (backup). Perform a database backup to removable 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. Users will use formatted DVD disks for database backups in addition to the backup files placed on the hard drive. Backup files are automatically named for the day of the week, and are overwritten weekly. If all database backups cannot fit on a single DVD, use separate DVDs labeled for the appropriate day of week (i.e., Monday through Sunday).

12.8. 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 DIAMONDS, or deleting entries automatically posted by DIAMONDS, 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 SLA for guidance. In cases where a MFR is used, the memo must be prepared and certified by the MASO before any transactions are posted to the document register. 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.

12.8.1. If an error is discovered before WSR transmittal, simply correct the problem by undoing the SCR and rejecting the SCR back to maintenance.

12.8.2. In order to preserve the original audit trail along with any corrections, retain all backup files associated with any correction (before and after). Rename these backup files in such a manner as to ensure they are easily discernable and not overwritten by the backup program.

12.8.3. 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 TP 100-3150.

12.8.4. 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.

12.8.5. To correct a part number, process a part number change in DIAMONDS.

12.8.6. 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 DIAMONDS. Use your base information for both from and to locations. Instead of normal receipt and shipping documents, prepare two copies of an MFR, 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.

12.8.7. To correct an item received in an incorrect color code, process a color code change in DIAMONDS (see paragraph **12.8.** for WSR/QSR correction requirements). Prepare an MFR and assign it the next available document number from the base document register. File the MFR in document control files.

12.8.8. To correct an item received with an incorrect ALT code, process an ALT code change in DIAMONDS. If the ALT code change also causes a part number change, correct the part number IAW paragraph **12.8.5.**

12.8.9. To correct other transactions, such as weapon code changes, perform the appropriate transaction to correct DIAMONDS database. Review all SCR/WSR/QSR reports since the error occurred and submit corrections, as required in TP 100-3150.

12.8.10. If a software error causes incorrect posting, correct the stock records (I.e. Add, Edit or Delete).

12.9. Training, Test or Exercise Processing. Two training laptops are provided for each DIAMONDS field unit. Units will synchronize the training site server laptops with the WR server to obtain correct data.

12.9.1. It is imperative that training, test or exercise databases remain separate from the unit's actual database.

12.10. Forms.

12.10.1. **Forms or IMTs Prescribed.** AF IMT 504, Weapons Custody Transfer Document and AF IMT 1764, Major Assembly/Component Status Change Report.

12.10.2. **Forms or IMTs Adopted.** AEC Form 60, Courier Receipt, AF Form 105F6, Stock Record (Manual), AF IMT 36, Supply Document Register, AF IMT 85A, Inventory Count Card, AF IMT 847, Recommendation for Change of Publication , AF IMT 1297, Temporary Issue Receipt, AF IMT 1996, Adjusted Stock Level, AF IMT 2005, Issue/Turn-In Document, AF IMT 2427, Lock and Key Control Register, AF IMT 2432, Key Issue Log, AF IMT 2435, Load Training and Certification Document, AF IMT 2586, Unescorted Entry Authorization Certificate, AF IMT 3126, General Purpose Form, AFTO IMT 36, Maintenance Record for Security Type Equipment, AFTO IMT 95, Significant Historical Data, AFTO IMT 244, Industrial/Support Equipment Record, AFTO IMT 349, Maintenance Data Collection Record, DD Form 114, Military Pay Order, DD Form 200, Financial Liability Investigation of Property Loss, DD Form 362, Statement of Charges/Cash Collection Voucher, DD Form 1131, Cash Collection Voucher, DD Form 1150, Request for Issue or Turn-In, DD Form 1348-1A, Single Line Item Release/Receipt Document, DD Form 1911, Materiel Courier Receipt, DOE Form AD 60, Courier Receipt, DOE/NRC Form 741, Nuclear Materiel Transaction Report, SF 361, Transportation Discrepancy Report, SF 364, Report of Discrepancy, SF 700, Security Container Information, SF 702, Security Container Check Sheet.

KEVIN J. SULLIVAN, Lt Gen, USAF
DCS/Logistics, Installations and Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 3150.2, DOD Nuclear Weapon System Safety Program

DoD Directive 3150.3, Nuclear Force Security and Survivability

DoD Manual 4160.21-M, Defense Reutilization and Marketing Manual

DoD Manual 4540.5-M, DoD Nuclear Weapons Transportation Manual

DoD Instruction 5030.55, DoD Procedures for Joint DoD-DOE Nuclear Weapons Life Cycle Activities

DoD Manual 5200.1-R, Information Security Program

DoD S-5210.41M, Nuclear Weapons Security Manual

CJCSI 3150.04, Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure

AFPD 21-1, Air and Space Maintenance

AFPD 21-2, Munitions

AFI 10-2501, Air Force Emergency Management Program Planning and Operations

AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Materials

AFI 11-299, Nuclear Airlift Operations

AFI 21-101, Aircraft and Equipment Maintenance Management

AFI 21-200, Munitions and Missile Maintenance Management

AFI 21-201, Conventional Munitions Maintenance Management

AFI 21-202, Missile and Space Systems Maintenance Management

AFI 21-205, Command Disable Systems

AFMAN 23-110, USAF Supply Manual

AFI 23-111, Management of Government Property in Possession of the Air Force

AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures

AFMAN 31-108 (S-NOFORN), Nuclear Weapon Security Manual

AFI 31-401, Information Security Program Management

AFI 31-407 (S-FRD) , Air Force Nuclear Weapons Security Classification Policy

AFI 32-1065, Grounding Systems

AFI 33-360, Publications and Forms Management

AFI 36-2201, Volume 5, Air Force Training Program Career Field Education and Training

AFMAN 37-123, Management of Records

AFI 40-201, Managing Radioactive Materials in the US 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 91-46, Materials Handling and Storage Equipment

AFOSH STD 91-501, Air Force Consolidated Occupational Safety Standard

AFI 91-101, Air Force Nuclear Weapon Surety Program

AFI 91-103, Air Force Nuclear Safety Design Certification Program

AFI 91-115, Safety Rules for Nuclear Logistics Transport by the Prime Nuclear Airlift Force

AFMAN 91-201, Explosive Safety Standards

AFI 91-202, The Air Force Mishap Prevention Program

AFI 91-204, Safety Investigation and Reports

AFMAN 91-221, Weapons Safety Investigations and Reports

AFI 91-301, Air Force Occupational Safety Fire Protection and Health (AFOSH)

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

EUCOM Dir 60-12, Nuclear Surety Management for WS3

TO 00-5-1, 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 00-35D-54, USAF Deficiency Reporting and Investigation System

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

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

TP 100-3150, Joint Reporting Structure; Nuclear Weapons Reports

USAFEI 33-201, Operational Doctrine for Safeguarding and Control of Weapons Storage and Security System (WS3)

Abbreviations and Acronyms

ACC—Air Combat Command

ACM—Advanced Cruise Missile

AF—Air Force

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

BDU—Bomb Dummy Unit

BMSS—Base and Military Spares Server

CDS—Command Disable System

CE—Civil Engineering

COMSEC—Communications security

CONUS—Continental United States

DIAMONDS—Defense Integration and Management of Nuclear Data Services

DIFM—Due in from Maintenance

DoD—Department of Defense

DOE—Department of Energy

DSRL—DOE Spares Repair List

DTRA—Defense Threat Reduction Agency

ERRC—Expendability, Recoverability, Reparability Code

EUCOM—European Command

FE—Base Equipment Account

FK—Munitions/Weapons Account (DIAMONDS)

FOB—Found on base

FSC—Federal Supply Class

FV—Combat Ammunition System - Base Account

GM—General Maintenance

GSA—General Services Administration

HQ—Headquarters

IAV—Inventory Adjustment Voucher

ICBM—Intercontinental Ballistic Missile

IPI—In-Process Inspection

IRC—Inspection Record Card

JCS—Joint Chiefs of Staff

JQS—Job Qualification Standard

JTA—Joint Test Assembly

KCP—Kansas City Plant

LGM—Limited General Maintenance

LIL—Location Inventory List

LLC—Limited Life Component

LLCE—Limited Life Component Exchange

MAJCOM—Major Command

MASO—Munitions Accountable Systems Officer

MCC—Missile Combat Crew

MCL—Maintenance Capability Letter

MRA—Material Return Authorization

MTO—Materiel Transfer Order

MUMG—Munitions Maintenance Group

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 Administration

NOSS—Nuclear Ordnance Shipping Schedule

NSN—National Stock Number

AFNWC—Air Force Nuclear Weapons Center

OUIC—Operational Unit Identification Code

PAL—Permissive Action Link

PC—Parachute

PNAF—Prime Nuclear Airlift Force

PRP—Personnel Reliability Program

Pub—Publication

QA—Quality Assurance

QAST—Quality Assurance Service Test

QSR—QAST Status Report

QTY—Quantity

RS—Reentry System

RTU—Radar Test Unit

RV—Reentry Vehicle

SAAM—Special Assignment Airlift Mission

SBSS—Standard Base Supply System

SCR—Status Change Report

SDT—Second Destination Transportation

SEV—Stockpile Emergency Verification

SF—Standard Form or Sandia Form (Specified)

SGT—Safeguards Transporter

SIR—Semiannual Inventory Report

SO—Special Order

SRAN—Stock Record Account Number

SS—Source and Special

SSAN—Social Security Account Number

SWOG—Special Weapons Overflight Guide

TC—Team Chief

TCTO—Time Compliance Technical Order

TM—Team Member

TMO—Transportation Management Office

TO—Technical Order

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

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

Accountability—The obligation imposed by law or lawful order or instruction on an officer or other person for keeping accurate, reliable and auditable record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

Active Files—Documentation retained and filed within the current fiscal or calendar year.

Active Augmentation 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

Assembly—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 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 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 Master Nuclear Certification List.

Certifying Official—(see Nuclear Weapons Certifying Official)

Charge Codes—A TP 100-3150 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.

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.

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 launching 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 MASO in maintaining control of access to US 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 US custodial unit.

Custodial Unit—A US 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.

Custody Transfer—Anytime a warhead/weapon/reentry system is removed from a structure (i.e. storage igloo, protective aircraft shelter (PAS) , maintenance facility, launch facility (LF), etc.) or when custodial responsibility is transferred between organizations (i.e., operations squadron to maintenance squadron or vice versa, etc.).

Demate—To remove air-launched missile (with or without warhead) or weapon from a pylon or launcher, to remove a RS from a MMIII 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 Repair List Items—Base Spares which are listed on the DOE Spares Repair List published by NNSA/NA122.1.

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 immediately surrounding one or more nuclear weapon(s)/systems(s). Normally, the boundaries for the area are the walls, floor, and ceiling of a structure or are delineated by a permanent or temporary barrier. In the absence of positive preventive measures, access to the exclusion area constitutes access to the nuclear weapon(s)/system(s).

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 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 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 designated area immediately surrounding one or more exclusion areas. Normally, the area is between the boundaries of the exclusion area(s) and the outer or inner barrier or boundary of the perimeter security system.

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.

MASO—The individual having the guardianship and safekeeping of nuclear weapons, their components and of SS materials.

Mate—To place an air-launched missile (with or without warhead) or weapon on a pylon or launcher, to place a RS on a MMIII 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.

Non-combat 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.

Non-nuclear munitions—Training weapons, shapes, JTAs, TFPs, BDUs, Empty missiles/containers, CATIKs, OMAs, etc…

Non-operational—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 material 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 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 RS, 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.

Other Major Assemblies (OMA)—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.

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.

Prime Nuclear Airlift Force (PNAF)—The aircraft and aircrew that provide peacetime 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, sub allocation, 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.

Safeguards Transporter (SGT)—A modified semi trailer used for highway transit of special nuclear materiel including nuclear weapons. It includes armored, penetration sensing and deterrent materials. The DOE owns and operates all SGTs.

Second Destination Transportation (SDT)—A term used in transportation budgetary funding processes to identify required internal DoD movement of nuclear cargo.

Sole Vouching Authority—An individual responsible for verifying a person's need to enter a no-lone zone/exclusion area prior to granting them access.

Source Documents—Documents used to schedule maintenance, validate requirements, verify accountability and/or custody procedures. Examples include, but are not limited to, build-up sheets, LIL, MTO, time change item schedule, messages, Special Procedures, retrofit orders, etc.

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 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.

Unassociated—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 (USAL)—A listing of DOE spares, reorder point, and/or maximum levels, to be stocked at a unit IAW T.O. 11N-100-1.

War Reserve—Nuclear weapons and nuclear weapons material intended for employment in the event of a war.

Weapons Status—Two categories of weapons status are used: Red (non-operational) and Yellow (operational).

Attachment 2

RECURRING LETTERS/REPORTS

Table A2.1. 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		DIAMONDS stock records and document control registers (AF IMT 36, or automated equivalents)	Current, original records on electronic media	Destroy after 2 years
3			Original, historical records on electronic media	Destroy after 2 years
4			Daily, weekly or monthly backup copies of current	Destroy when no longer needed
5			Paper copies	Destroy when no longer needed
6		DIAMONDS transaction history files	Current, original records on electronic media	Destroy after 2 years
7			Original, historical records on electronic media	Destroy after 2 years
8		Original or certified copies of signed receipt and shipment documents, issue and turn in documents, IAVs, stock change vouchers (DD Forms 1348-1A, DOE/NRC Forms 741, DD Forms 1150, 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

	If the records are or pertain to	Consisting of	Which are	Then
10	Custody transfer and accountability of nuclear weapons	Temporary hand receipts for items pending receipt verification (AF IMT 1297)	Maintained by the accountable officer	Destroy after formal receipt verification and issue document is signed
11				
12		Custody transfer documents (AF IMT 504)		Destroy 2 years after weapons are returned
13				
14		Build-up documentation certifying configuration of weapons (RS, pylons, and launchers)	Not documented on AF IMT 1764	Destroy when superseded or no longer needed
15			Documented on AF IMT 1764 and maintained by the MASO	Destroy after 2 years
16				
17		Courier receipts (DD Forms 1911, 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	Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability, 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

	If the records are or pertain to	Consisting of	Which are	Then
20	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
21		Audit reports and associated correspondence	A result of other audits	Destroy after 2 years
22	Status reporting of JCS reportable items	SCRs for JCS reportable items (AF IMTs 1764 or automated equivalent)	Maintained by the accountable officer	Destroy 7 months after the next SIR reconciliation
23			Maintained by other than offices	Destroy when no longer needed
24		WSR		Destroy 7 months after the next SIR reconciliation
25	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
26	Logistics movement of weapons between bases	NOSS, MTO requests, MTO consignment notifications, SAAM directives, SAAM itinerary messages, LLC forecast and scheduling message, time change item schedules, time change items support messages, DOE OST trip notification	Maintained by MAJCOMs logistic agencies	Destroy after 1 year or when no longer needed, whichever is later
27			Maintained by accountable officer at base level	Destroy 90 days after last action is completed
28			Maintained by other offices	Destroy when no longer needed
29		SDT forecast		Destroy when no longer needed

	If the records are or pertain to	Consisting of	Which are	Then
30	DOE managed spare parts and equipment Listings	DSRL, DOE Spare Parts		Destroy when superseded or no longer needed
31		USAL		Destroy when superseded
32		Requisition requests		Destroy when items are received
33		Receipts for non-repairable parts		Destroy after items are transferred to maintenance personnel
34		Receipt, shipment, issue and turn-in documents (DD Form 1348-1A, AF IMT 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
35			Maintained by the accountable officer and created in prior fiscal years	Destroy after 2 years
36		Unit DOE equipment authorization listing		Destroy when superseded
37		Receipt and shipment documents for equipment	Maintained by the custodian for DOE equipment	Destroy after the next equipment inventory validation listing is certified
38		Equipment and parts disposition		Destroy after disposition instruction are received and all action are completed
39	Recurring reports	CAR		Destroy after the next semi-annual validation report
40		Employment suitability reports, NOCM practice bomb reports, LIL		Destroy when superseded or no longer needed