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SECRETARY OF THE AIR FORCE**

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Maintenance

**NUCLEAR ACCOUNTABILITY
PROCEDURES**

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This publication implements Air Force Policy Directive (AFPD) 21-2, Munitions. It provides guidance and procedures for the accountability, custody, and logistics movement of nuclear weapons, nuclear components, and nuclear-related support equipment. It applies to all personnel who maintain, handle, and account for nuclear weapons, nuclear components, and nuclear-related support equipment. This publication contains nuclear weapon, nuclear component, and nuclear ordnance controlled material accountability procedures previously identified in AFI 21-204, *Nuclear Weapons Maintenance Procedures*. This publication does not apply to Air National Guard or Air Force Reserve units. Units will not publish a supplement to this publication. Units will contact the MAJCOM for interpretations of the guidance contained in this AFI. Waiver authority is AF/A4L. MAJCOM direct supplements to this publication must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

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Chapter 1

GENERAL

1.1. Purpose. This instruction provides guidance, delineates responsibilities, and establishes procedures for accountability, custody and logistics movement of nuclear weapons, nuclear components, and nuclear-related support equipment. Nuclear Weapons Related Material (NWRM) procedures are located in AFI 20-110, *Nuclear Weapons Related Materiel Management*. Basic logistics assessment policy and procedures are located in AFI 20-111, *Logistics Compliance Assessment Program*. General munitions maintenance responsibilities are located in AFI 21-200, *Munitions and Missile Maintenance Management*. Missile maintenance guidance is located in AFI 21-202, *Missile Maintenance Management*. Nuclear weapons maintenance guidance is located in AFI 21-204, *Nuclear Weapons Maintenance Procedures*. 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. Major Commands

1.3.1. General

1.3.1.1. Oversee nuclear weapon and nuclear component accountability at assigned units. Coordinate technical support and provide guidance on accountability issues beyond unit capability.

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

1.3.1.3. Execute actions required to participate in and support Stockpile Emergency Verification (SEV) plans. Establish 24hr POC (such as command post) for SIPR message traffic. Ensure units have Secure Internet Protocol Router (SIPR) capability to send/receive stockpile messages. Note: This capability is required to ensure SEV notifications are passed to the Service Logistics Agent (SLA) in a timely manner.

1.3.2. Air Force Global Strike Command (AFGSC). AFGSC/A4 is the office of primary responsibility for AFGSC nuclear support guidance.

1.3.3. Air Force Materiel Command (AFMC). AFMC/A4 is the office of primary responsibility for AFMC nuclear support guidance.

1.3.3.1. Air Force Nuclear Weapons Center (AFNWC). In addition to the responsibilities identified in AFI 21-2XX Series, AFNWC serves as primary point of contact on accountability of nuclear weapons, nuclear components, and nuclear-related support equipment. AFNWC oversees nuclear ordnance controlled materiel and nuclear

weapons stockpile planning and management. AFNWC is the Service Logistics Agent (SLA) for all nuclear movements and coordinates movement requirements with National Nuclear Security Administration (NNSA), Defense Threat Reduction Agency (DTRA), MAJCOMs and units.

1.3.3.1.1. AFNWC 708th Nuclear Sustainment Squadron (NSUS). The 708 NSUS 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. The 708 NSUS will:

1.3.3.1.1.1. Oversee nuclear weapon, nuclear component, and nuclear-related support equipment accountability. Coordinate support and provide guidance on accountability issues beyond unit capability.

1.3.3.1.1.2. Serve as the Air Force focal point for Defense Integration and Management of Nuclear Data Services (DIAMONDS) integration and management.

1.3.3.1.1.3. Establish authorized levels of Base Spares via approval of Unit Spares Authorization Listing (USAL).

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

1.3.3.1.1.5. 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.

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

1.3.3.1.1.7. Develop the AF NOSS.

1.3.3.1.1.8. Collect inputs and provide a consolidated Avoidance Message to 618 TACC and NNSA's Office of Secure Transportation (OST) no later than the 15th day of January, April, July, and October.

1.3.3.1.1.9. Consolidate, coordinate and de-conflict NOSS and DOE airlift requirements and Safeguards Transport (SGT) with DTRA, NNSA's OST, DOE, and disseminate to units.

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

1.3.3.1.1.11. Coordinate the movement of non-nuclear major assemblies of nuclear weapons to and from locations by SAAM or other authorized means.

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

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

1.3.3.1.1.14. Develop Second Destination Transportation (SDT) requirements.

Submit requirements to HQ AFMC/LSO/LOTB.

1.3.3.1.1.15. Serve 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.

1.3.3.1.1.16. Budget for the movement of trainers and Support Equipment (SE) to/from Kansas City Plant (KCP) for repair/refurbishment.

1.3.3.1.1.17. Execute actions required to participate in and support SEV plans.

1.3.3.1.1.17.1. Establish 24hr Point of Contact (POC) (such as command post) for SIPR.

1.3.4. Air Mobility Command (AMC).

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

1.3.4.2. Ensure compliance with Special Weapons Over flight Guide (SWOG).

1.3.4.3. Coordinate short notice SAAM requests and changes with 708 NSUS.

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

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

1.3.5. United States Air Forces in Europe (USAFE). USAFE/A3 is the office of primary responsibility for USAFE nuclear support guidance.

1.4. Unit Responsibilities.

1.4.1. Wing Commanders. In addition to the applicable responsibilities in AFI 21-2XX series, Wing Commanders will:

1.4.1.1. Provide storage, security, control, and custodial responsibility for all nuclear weapons and nuclear components.

1.4.1.2. Ensure all individuals and organizations which physically control, possess, store, and maintain nuclear weapons account for these resources while in their custody IAW TO 11N-100-3150, *Joint Reporting Structure Nuclear Weapons Reports* and this instruction.

1.4.1.3. Designate positions by title that are authorized to receive custody of nuclear weapons or warheads (see sample letter in Figure 7.1). A copy of the letter of authorization must be sent to the Munitions Accountable Systems Officer (MASO) and applicable Unit Commanders (Group or Squadron).

1.4.1.4. Ensure base has a 24hr POC (such as command post or Maintenance Operations Center) with SIPR capability to send/receive SFRD messages. 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). This is host wing or Air Base Wing responsibility for installations where munitions organizations are tenants or belong to separate wing.

1.4.1.5. Appoint and certify the MASO. The wing commander having custodial responsibility for assigned nuclear weapons is the appointing official. Appointment is made on behalf the applicable MAJCOM commander.

1.4.1.5.1. Brief the newly appointed MASO on his/her responsibilities identified in paragraph 1.4.5.

1.4.1.5.2. Review Semiannual Inventory Report (SIR) documentation prior to filing documents as part of the permanent record.

1.4.1.5.3. Certify the MASO by approving the Certificate of Transfer of Accountability between the gaining and losing MASO.

1.4.1.6. Appoint a new MASO before the current MASO is expected to be absent for more than 45 consecutive days.

1.4.1.7. 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.

1.4.1.8. Appoint a minimum number of personnel, MSgt or above, to initiate AF Form 504s, Weapons Custody Transfer Documents, on behalf of the MASO. Appointed individuals will perform visual serial number verifications and ensure custody transfer procedures are utilized during nuclear weapons and nuclear warhead movements. The practice of having an authorized individual other than the MASO sign AF Form 504s should be the exception and not common practice.

1.4.1.9. For units possessing WR weapons, appoint Personnel Reliability Program (PRP) certified personnel to receipt for classified DOE end items, components and documents involving restricted data shipped via NNSA/OST or AMC SAAM missions (See Figure 1.1). This list will contain each individual's name, rank, SSN, security clearance, job title, and duty telephone numbers.

1.4.1.9.1. Letter will be updated and distributed at least annually no less than 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 technical orders.

1.4.1.10. Appoint the Semi-annual Inventory Report (SIR) verifying/audit officer to verify inventory accuracy and conduct audits performed in conjunction with semi-annual inventories. Individual must be appointed on special orders.

1.4.1.10.1. The verifying/audit officer must be assigned to a different organization from the MASO.

1.4.2. Maintenance/Munitions Maintenance Group Commanders. In addition to the applicable responsibilities in AFI 21-2XX series, Maintenance Group Commanders will:

1.4.2.1. 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).

1.4.2.2. Approve and release all Prime Nuclear Air Force (PNAF) non-support, NNSA/OST non-support, and avoidance messages. Avoidance messages will be sent to the MAJCOM identifying dates movements cannot be supported NLT than 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.). Negative replies are required.

1.4.2.3. Review SIR documentation and the MASO's semi-annual status of munitions accountability briefing in preparation for the wing CC briefing.

1.4.3. Unit Commanders (Squadron or Group): In addition to the applicable responsibilities in AFI 21-2XX series, Unit Commanders will:

1.4.3.1. Designate individuals IAW paragraph 7.1.2 of this instruction to receive custody of nuclear weapons or warheads.

1.4.3.2. Logistics Readiness Squadron Commanders will designate a primary and at least one alternate individual (e.g. Traffic Management Office (TMO)) to receive nuclear ordnance controlled materiel. Submit the appointment letter to the MASO. Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter.

1.4.4. Munitions (MUNS), Munitions Support (MUNSS), or Maintenance (MXS) Squadron Commanders. In addition to the applicable responsibilities in AFI 21-2XX series, commanders will:

1.4.4.1. Recommend, for appointment, a MASO who meets the requirements in paragraph 3.3 to the Wing Commander. Develop a proposed MASO changeover plan in advance of the next projected turnover. Provide plan to the current MASO for inclusion in the semi-annual status of munitions accountability briefing.

1.4.4.2. Ensure SIPR capability to send/receive SFRD messages is available to munitions control, Nuclear Accountability Reporting Section (NARS), and weapons maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOMs may waive requirements for units that do not possess WR weapons).

- 1.4.4.2.1. Ensure units process routine communication check messages within one duty-day of receipt to verify secure communication operability.
- 1.4.4.3. Review SIR documentation and the MASO's semi-annual status of munitions accountability briefing in preparation for the wing and group CC briefing.
- 1.4.4.4. Designate a primary and at least one alternate custodian authorized to request and receive nuclear ordnance controlled materiel (See Figure 1.3 for sample letter). Prepare a separate letter for each work center. Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter.
- 1.4.4.5. Review applicable host tenant support agreements, inter-service support agreements, and memorandums of agreement (MOA) IAW AFI 25-201, *Support Agreements Procedures*.
- 1.4.5. 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. In addition to the responsibilities identified in AFI 21-2XX series instructions, MASO will:
 - 1.4.5.1. Submit reports outlined in TO 11N-100-3150 for reportable items.
 - 1.4.5.2. Ensure authorization letter for receipt of DOE materials is current IAW Figure 1.1.
 - 1.4.5.3. Ensure NARS personnel are knowledgeable on all facets of weapons accountability and have access to all required publications identified in paragraph 1.4.5.12.
 - 1.4.5.4. Review all aspects of the daily accountability and management of the nuclear weapons stockpile for FK/FV nuclear accounts at least quarterly.
 - 1.4.5.5. Develop a storage plan for the NARS warehouse IAW Chapter 5.
 - 1.4.5.6. Develop and 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 the following:
 - 1.4.5.6.1. SEV notification, execution, and reporting procedures. Develop a checklist for Munitions Control and affected agencies (i.e., command post, etc.). Include MASO and key personnel in recall or standby procedures. Procedures will cover conditions, responsibilities and procedures to be followed during an actual SEV or a SEV test initial receipt notification, inventory, security requirements, reporting of Phase I & II actions, and test procedures.
 - 1.4.5.6.1.1. Upon initiation of a SEV or SEV test, the MASO will ensure NARS provides physical (in the office) 24-hour coverage. This coverage will be maintained until released by the MAJCOM or 708 NSUS.

1.4.5.6.2. 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 via the Group Commander for Prime Nuclear Air Force (PNAF) or NNSA OST missions.

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

1.4.5.7. 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.). MASO needs to consolidate inputs from the host/other tenant units to ensure the avoidance message is complete. (See [Figure 2.2](#) 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 NSUS/NWLO will maximize efforts to deconflict forecasted NOSS movements with Unit Avoidance events; however, some events (i.e., unit supported exercises/evaluations, VIP visits, etc.), may not have priority over selected SAAM or OST missions. In such cases, the 708 NSUS 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.

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

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

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

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

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

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

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

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

1.4.5.12.4. Applicable weapons system security classification guides to include: DoD 5200.1-R, DoD. *Information Security Program*; AFI 31-401, *Information Security*

Program Management; and AFI 31-407, *Air Force Nuclear Weapon Security Classification Policy*.

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

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

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

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

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

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

1.4.5.12.11. TO 11N-3150-8-1, *USAF DIAMONDS Policy and Procedures*.

1.4.5.12.12. TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*.

1.4.5.12.13. Approved USAL, available on the BMSS.

1.4.5.12.14. Applicable local directives that impact nuclear accountability.

1.4.5.12.15. AAAL and change letters.

1.4.5.13. Distribute letters of authorization to applicable organizations to implement the custody transfer procedures outlined in chapter 7.

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

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

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

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

1.4.5.18. Inventory all property on accountable records.

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

1.4.5.20. Authorize personnel access and use of keys to nuclear facilities (e.g. maintenance facilities, storage igloos, etc.) by signing the AAAL and change letters IAW AFI 21-200.

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

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

- 1.4.5.23. Personally conduct checks to determine accuracy of accountable records and validity of warehouse locations and balances.
- 1.4.5.24. Provide effective management direction for committing or obligating public funds.
- 1.4.5.25. Maintain asset balances within approved stock levels.
- 1.4.5.26. Provide management guidance and training to USAL users and account custodians.
- 1.4.5.27. Accurately record property transactions, maintain current records pertaining to the account, and reconcile inventories with accountable records.
- 1.4.5.28. Promptly report weapon shipments, loss, and damage (e.g., defect requiring evaluation or assistance from an outside organization) to the wing commander.
- 1.4.5.29. 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.
- 1.4.5.30. Brief the wing, group, and squadron commanders semi-annually on the status of nuclear weapons accountability within 5 duty days of the DTRA reconciliation. As a minimum, the briefing must cover:
- 1.4.5.30.1. Results of the most recent SIR. Include results of the DTRA reconciliation and any discrepancies discovered during the inventory. Highlight discrepancies identified during the verifying officer's audit of the account. Provide hard-copy SIR documentation for review (blind inventory sheets, signed SIR message, certificates of inventory and audit, etc...).
 - 1.4.5.30.2. SEV and SEV test results. Include any discrepancies identified in the after action report.
 - 1.4.5.30.3. Weapon Status Reporting (WSR). Highlight WSR discrepancies and the actions taken to prevent re-occurrence.
 - 1.4.5.30.4. Custody Transfer Procedures. Highlight any negative trend in the accuracy of AF Form 504, *Weapons Custody Transfer Documents*. Include the actions taken to correct the problem(s).
 - 1.4.5.30.5. Future MASO changes. Provide the squadron plan to ensure the next MASO meets the mandatory qualifications.
- 1.4.5.31. Forward certified RV/RS nuclear weapons configuration records (buildup sheets) within the first 5-duty days of each month to 798 MUMG. (**NOTE:** Once DIAMONDS incorporates buildup sheets, it will be the sole method for transmission).
- 1.4.5.32. 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 1.2). Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter.

- 1.4.5.32.1. Primary and alternate NARS monitors. Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NARS duties. The individual supervising NARS section must possess at least a seven-skill level in their AFSC. The primary and at least one alternate NARS monitor will be trained and fully qualified to perform NARS duties. NARS personnel will be JQS qualified to open/close, inspect, store, transfer, and ship H1616 containers.
- 1.4.5.32.2. Individuals authorized access to Document Control files.
- 1.4.5.32.3. Primary and Alternate TCTO and retrofit kit monitors.
- 1.4.5.32.4. Primary and Alternate Repairable Item monitors.
- 1.4.5.32.5. Individuals authorized access to the NARS warehouse.
- 1.4.5.32.6. Individuals authorized to receive classified items from TMO. Ensure letter is distributed to TMO activity.
- 1.4.5.32.7. Individuals authorized to perform quality control (QC) checks and review accountable documents. These individuals may do so only when the MASO is not available (i.e., leave, TDY). Do not delay performing QC check, report transmission, posting, or filing because the MASO is not available. Upon return, the MASO will review all accountable documents which took place during their absence.
- 1.4.5.33. Conduct and document training for the appointed Disinterested Officer having SIR duties. Training will include seal installation and inspection processes if required.
- 1.4.5.34. If necessary, establish local operating instructions to ensure custody account custodian comply with this instruction, local procedures, and other applicable directives to properly protect and control items issued to them.
- 1.4.6. Operations Officer/Maintenance Superintendent. (MX/SUPT). In addition to the applicable responsibilities in 21-2XX series, MX/SUPT will:
 - 1.4.6.1. Ensure personnel comply with custody and accountability procedures.
 - 1.4.6.2. Ensure the MASO's training/qualifications are documented in his/her 21M Career Field Education Training Plan (CFETP).
 - 1.4.6.3. Ensure the container seal program is covered during warhead general maintenance training.
- 1.4.7. Flight Commander/Flight Chief. In addition to the applicable responsibilities in AFI 21-2XX series, Flight Commanders/Flight Chiefs will:
 - 1.4.7.1. Comply with local procedures established by MASO for SEVs, Logistics Movements, Safe Havens, and Emergency Diverts.
 - 1.4.7.2. Ensure all equipment items and weapons system components are tracked in an approved accountable system of records (SBSS, DIAMONDS, CAS, etc.).
 - 1.4.7.3. Ensure JQS qualified individuals inspect, mark, and package equipment items and weapons system components. Ensure authorized individuals complete applicable DD Form 1500 series serviceability tags.

1.4.7.4. Develop a shelf and service life monitoring and inspection program (as required). Ensure equipment items and weapons system components placed in storage are periodically inspected. Inspection will confirm proper marking, packaging, and serviceability of assets.

1.4.8. Section/Element Supervisor. In addition to the applicable responsibilities in AFI 21-2XX series, section/element supervisor will:

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

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

1.4.8.3. Ensure 30-day, 60-day, and 90-day follow-ups are conducted on all maintenance items ordered through any source (supply, government credit card, KCP). Notify 708 NSUS 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 SBSS.

1.4.8.4. Provide NARS a list of individuals authorized access to USAL items stored in the maintenance area.

1.4.8.5. Establish procedures to effectively manage parts and components in support of maintenance operations.

1.4.9. Reparable Item Custodians/Custody Account Custodians.

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

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

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

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

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

Figure 1.1. 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	618 AF TACC/XOOO
Attn: Office of Secure Transport	402 Scott Drive, Unit 2K1
PO Box 5400	Scott AFB IL 62225-5303
Albuquerque NM 87115-5000	

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 21-203. 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	SSAN: xxx-xx-xxxx
POSITION TITLE: Accountable Officer	CITIZENSHIP: US Citizen
SECURITY CLEARANCE: Top Secret	DATE GRANTED: 1 Oct 02
DUTY PHONE: DSN 555-1212	EXPIRATION DATE: 1 Oct 03
HOME PHONE (912) 555-9999	

NAME and GRADE: Steven Petrovich, MSgt	SSAN: xxx-xx-xxxx
POSITION TITLE: NCOIC, NARS	CITIZENSHIP: US Citizen
SECURITY CLEARANCE: Top Secret	DATE GRANTED: 1 Oct 02
DUTY PHONE: DSN 555-1212	EXPIRATION DATE: 1 Oct 03
HOME PHONE: (912) 555-8888	

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 NSUS/CD
(Parent MAJCOM)/(Office Symbol)
(Recipient list in 11N-45-51B)

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

Figure 1.2. Sample Letter - Designation of Individuals Authorized to Perform NARS 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 NARS Duties

1. The personnel listed in paragraph 2 are authorized to perform the following NARS duties. These designations are made IAW AFI 21-203 paragraph 1.4.5.33.

- a. Primary (P) and alternate (A) NARS 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 NARS 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 1.3. Sample Letter - Designation of Authorization to Request and Receive NARS 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 21-203 paragraph 1.4.4.5.

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

Chapter 2

LOGISTICS MOVEMENTS

2.1. General. This section outlines procedures and responsibilities for peacetime and emergency logistics movement of nuclear cargo and implements DoD Manual 4540-5M, *DoD Nuclear Weapons Transportation Manual* and AFI 11-299, *Nuclear Airlift Operations*. Commanders may deviate from these requirements during emergencies, but must maintain US custody of nuclear weapons and components.

2.1.1. 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*).

2.1.2. 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.

2.1.3. Non-mission essential personnel are not permitted on missions.

2.1.4. 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.

2.1.5. It is not necessary to take precautions to avoid satellite coverage during logistic movements.

2.1.6. Use only qualified PNAF aircrews for movements of nuclear weapons or warheads.

2.1.7. 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.

2.1.8. 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.

2.1.9. Emergency movement may be implemented if:

2.1.9.1. Authorized either by the Joint Chiefs of Staff (JCS) or by the commander of a unified or specified command, or their specifically designated representatives.

2.1.9.2. The security and or safety of nuclear weapons or components are endangered.

2.1.9.3. It is the only alternative to destruction or loss of the weapons or cargo.

2.2. Specific Responsibilities for Transporting, Shipping, and Receiving Nuclear Cargo.

2.2.1. 708 NSUS Responsibilities.

2.2.1.1. SAAM Support.

2.2.1.1.1. Consolidate nuclear-related items on SAAMs when possible. NOTE: Opportune cargo requests must be coordinated through 708 NSUS to 618 AF TACC prior to mission start date.

2.2.1.1.2. 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.

2.2.1.1.3. When required, request a MTO from DTRA to release or transfer nuclear cargo.

2.2.1.1.4. 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, *Nuclear Weapon Security Manual: The DOD Nuclear Weapon Security Program* and theater directives.

2.2.1.1.5. 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.

2.2.1.2. DOE Contracted Aviation Mission Support:

2.2.1.2.1. Provide Time Change Item Schedule (TCIS) (to include weapon type, serial number and expiration date, as required) message to all units receiving Limited Life Components (LLC) for replacement of expiring components in weapons and warheads. Provide a TCIS at least quarterly.

2.2.1.2.2. Provide Time Change Item Support (deliveries or preparation) message to MFD for support of future OCONUS SAAM shipment(s).

2.2.1.3. NNSA/OST SGT Mission Support:

2.2.1.3.1. Consolidate nuclear-related items on SGT shipments, when possible.

2.2.1.3.2. Request NNSA transportation to support NOSS requirements for SGT movements.

2.2.1.3.3. Provide Consignment Notification Message (with MTO) to support movements to or from DOE (Pantex/Amarillo) to affected units.

2.2.1.4. Non-nuclear or non-radiological assemblies/components support:

2.2.1.4.1. 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.

2.2.2. MAJCOMs Responsibilities. MAJCOMS will:

2.2.2.1. Provide inputs for logistic movements of nuclear cargo to the 708 NSUS (see Figure 2.1).

2.2.2.1.1. Send the NOSS by priority message to: 708 NSUS KIRTLAND AFB NM//CSS//, with information copies to AF WASHINGTON DC//A4LW//, 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//MXW// and applicable MAJCOMs.

2.2.2.1.2. Provide monthly NOSS inputs, which must arrive at 708 NSUS 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). Include MAJCOM-forecasted weapons shipment requirements for the next 60 and 90 days (see [Figure 2.1](#) for format).

2.2.2.1.3. Submit NOSS changes to the 30-day firm requirements as they occur (but NLT 10 days prior to mission execution unless absolutely necessary).

2.2.2.1.4. 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*.

2.2.2.2. Consolidate nuclear-related items on SAAMs when possible. NOTE: MAJCOM must coordinate opportune cargo requests through 708 NSUS to 618 AF TACC prior to mission start date.

2.2.2.2.1. Submit LLC shipments inputs to the 708 NSUS for inclusion in the AF NOSS.

2.2.2.2.2. Schedule shipments of nonnuclear major assemblies of nuclear weapons to and from locations by SAAM.

2.2.2.2.3. Schedule Intra-Service shipments of denuclearized special test items; inert TYPE-3 A/B/C weapons trainers (except TYPE 3E load trainers), and JTA in the NOSS.

2.2.2.2.4. 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.

2.2.2.2.5. When practical, direct transport of trainers and JTAs by military surface mode.

2.2.3. Units will:

2.2.3.1. 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.

2.2.3.1.1. Coordinate all logistics (i.e., SAAM, SGT, DOE Aviation, etc.) forecasted movements with wing or host nation agencies to ensure senior leadership has visibility and full wing support for the movement. At a minimum, this will include Airfield Management, Safety, Fire Department, OSI, LRS, and Security Forces. This action is necessary to prevent last minute cancellations and avoid conflict with the wing calendar of events.

2.2.3.1.2. For AMC SAAM missions, the MASO will send the courier activity, a portable document file (PDF) 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.

2.2.3.2. 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.

2.2.3.3. If unit cannot support scheduled NOSS movement due to conflicts with other events (i.e., runway closure or increased threat conditions), immediately contact the Group Commander who will in turn contact the 708 NSUS and applicable MAJCOM. Units will not cancel or reschedule PNAF movement once scheduled in the 30-day NOSS because of local generations and higher headquarters inspections or exercises.

2.2.3.3.1. Units must continually monitor status of their capability to support scheduled and projected movements, and are required to submit Quarterly Avoidance Messages and updates as changes occur IAW paragraph 1.4.2.2 (See Figure 2.2 for format). OCONUS units must coordinate with the Host Nation for data for this message.

2.2.3.3.2. Request for changes to the previously coordinated 30-day NOSS requirements will come from the MXG/CC or equivalent. Refer to AFI 11-299, *Nuclear Airlift Operations*, for changes inside the 10-day window involving SAAMs.

2.2.3.4. Organizations requiring logistic movement of TYPE 3A/B/C trainers or JTAs must forward a request through the MAJCOM to the 708 NSUS. TYPE 3E trainers may be moved in CONUS by any available means.

2.2.3.5. Ensure proper equipment and facilities are available to support the logistics movement.

2.2.3.6. When SAAM aircrews/OST couriers request vehicles in setup messages, provide a U-Drive GOV. If a U-Drive vehicle is not available, provide local transportation to/from lodging using base taxi service.

Figure 2.1. 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.
 - 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 TO 11N-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. "708 NSUS SELECT" indicates serial numbers will be selected by the 708 NSUS 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 2.2. 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 – Six Month Projection

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 3

GENERAL NUCLEAR WEAPON AND COMPONENT ACCOUNTING PRINCIPLES

3.1. General Principles of Accounting. This chapter describes the basic principles upon which nuclear weapons, nuclear components, and nuclear ordnance controlled materiel accounting procedures in this instruction are based.

3.2. Establishing, Changing, and Deleting a Stock Record Account Number (SRAN). Every account is identified by a unique SRAN including a prefix (usually FK/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. To establish, change, or delete a SRAN refer to AFI 21-201.

3.3. Accounts and Accountable Officers. A single individual is appointed as the MASO 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 (Nuclear or Conventional), then that individual is responsible for all items accounted for under the SRAN and type of account for which they are the accountable officer; they are not held responsible for items on the other individual's account.

3.3.1. 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. In order to have a working knowledge of nuclear weapons accountability procedures, he or she must complete the Nuclear Maintenance Officer's Course (NMOC), Nuclear Accountability Course (NAC), and a minimum of 12-months nuclear weapons maintenance management experience defined as managing nuclear weapons maintenance operations within a Munitions Squadron or Flight. Personnel with an assignment to an overseas account who have not attended NMOC or NAC should receive enroute training. NOTE: Current MASO's have 180 days from the date of this AFI to attend the NAC.

3.3.2. 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. He or she must complete NMOC, NAC, and a minimum of 12-months munitions maintenance management experience. Note: this is not applicable to NWRM. NOTE: Current MASO's have 180 days from the date of this AFI to attend the NAC.

3.4. 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.

3.5. Control of Accountable Documents.

3.5.1. Accountable documents are identified in paragraph 4.4 of this instruction.

3.5.2. 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 MASO is responsible for ensuring the accuracy of document registers and control logs, and ensuring all documents are maintained on file, as required.

3.5.3. 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. The MASO must implement procedures to ensure accountable documentation is legible, accurate, and auditable. For hard copy discrepancies that cannot be corrected, the MASO or designated personnel must line through and initial next to the discrepancy. The MASO must provide a detailed explanation of each discrepancy by memorandum of record.

3.5.3.1. 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. The MASO must implement the following QC checks:

3.5.3.1.1. QC check all accountable documents prior to filing. Perform QC check within three duty days and document QC check on file copies.

3.5.3.1.2. Use a QC checklist for each accountable document prior to filing. Checklists must be prepared to address requirements outlined in T.O. 11N-45-51, 11N-100-1, 11N-100-2, 11N-100-4, 11N-100-3150 and this instruction.

3.5.3.1.3. QC reviewers will not be the person processing the document.

3.5.4. The MASO 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 MASO obtains a copy of the original document (e.g., suspense copy), reviews it to ensure accuracy, and certifies its accuracy with a statement of certification and their signature. This certified true copy is then controlled in the same manner as an original document.

3.6. Consumption and Custody Accounting. Issued items are accounted for using either consumption or custody accounting procedures.

3.6.1. 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.

3.6.2. 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 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.

3.7. 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 MASO is responsible for the accuracy of all stock record balances.

3.7.1. Base and Military Spares are accounted for by part number but may also be accounted for by NSN. 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 warehouse or are in MASO custody.

3.8. 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 TO 11N-100-3150 reportable items. Any time a new MASO is appointed, a 100% inventory ensures all accountable items are present prior to the new MASO assuming custodial responsibility for the items. Periodic spot-check inventories help ensure accuracy of account records between 100% inventories. Either higher headquarters, 708 NSUS, or the MASO may direct special inventories to ensure specific items are present and properly accounted for on account records.

3.9. Audit Trails and Audits.

3.9.1. 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 MASO, and maintain account records on behalf of the MASO. The audit trail continues with source documents (e.g. SCRs) reporting accountable transactions to the MASO and source documents (e.g. receipt, shipping, issue, and turn-in documents, inventory adjustment vouchers & SCVs) supporting the transactions themselves. 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 MASOs over time.

3.9.2. 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:

3.9.2.1. The MASO has been duly appointed and meets qualifications required by pertinent directives.

3.9.2.2. A review of Certificates of Transfer of Accountability indicates an unbroken chain of accountability between MASOs.

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

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

3.9.2.5. Required reports are submitted in accordance directive timelines.

3.9.2.6. 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.

3.9.2.7. 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.

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

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

Chapter 4

ACCOUNTING, ADMINISTRATION, AND MANAGEMENT OF NUCLEAR ACCOUNTS

4.1. General. These procedures apply to all activities directly or indirectly involved in the nuclear weapons program and are for FK/FV nuclear managed accounts. These procedures provide supplementary Air Force guidance to T.O. 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 11N-3150-8-1, *USAF DIAMONDS Policy and Procedures*, CJCSI 3150.04, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*, and TO 11N-100-3150, *Joint Reporting Structure, Nuclear Weapons Reports*.

4.2. Security Requirements. Accountable officers and custodians of nuclear weapons or nuclear 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.

4.3. Accountable Systems. The following items are accounted for using the systems indicated.

4.3.1. 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, TO 11N-100-3150, TO 11N-3150-8-1, and this instruction.

4.3.2. Base and Military Spares (excluding SE). The MASO accounts for these items in DIAMONDS using procedures in TO 11N-3150-8-1 and this instruction.

4.3.3. 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 Chapter 3 of this instruction.

4.3.4. Nuclear Bomb Dummy Units (BDUs) and TYPE Trainers. The MASO accounts for these items in the Combat Ammunition System (CAS) using applicable procedures in AFI 21-201.

4.3.5. Air Force Owned Support Equipment (SE). Logistics Readiness Squadron FE-accounts will be utilized to account for SE items using the Standard Base Supply System (SBSS), Air Force Equipment Management System (AFEMS), and procedures in AFMAN 23-110.

4.4. Accountable Documents. The following accountable records will be maintained IAW AFMAN 33-363 and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System (AFRIMS). If information on the face of records reveals classified information, ensure the records are properly marked IAW DoD 5200.1-R, *Information Security Program*.

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

4.4.2. Certificates of Transfer of Accountability.

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

4.4.4. 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.

4.4.5. AF Form 1764, *Major Assembly/Component Status Change Report*, (or DIAMONDS equivalent), and associated SCR control log.

4.4.6. 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.

4.4.7. Custody Account records include the following:

4.4.7.1. Letter designating the custodian, personnel authorized to request and receive controlled materiel, primary and alternate custodians for Repairable Item Custodians.

4.4.7.2. 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).

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

4.4.7.4. 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.

4.4.8. Nuclear weapon configuration records (build-up sheets) used to reflect association of nuclear weapons and components with an RV, RS or multiple carriage launch gear.

4.4.9. Custody Transfer Documents.

4.4.10. Recurring reports including Weapons Status Reports (WSR), Quality Assurance Service Test Status Reports (QSR), and Container Asset Reports (CAR).

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

4.5.1. 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 Form 36, Supply Document Register if DIAMONDS is not available. Ensure only authorized NARS 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 year.

4.5.2. 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 (where applicable), 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.

4.5.3. 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.

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

4.6.1. 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 AFI 21-204, Chapter 2), LLC replacement schedules, retrofit orders (RO), test plans and operational orders. Units are authorized to maintain levels sent to them.

4.6.2. WR Containers and Bolsters. Units are authorized to maintain Base Spares container/bolster for each WR and Type trainer. All others will be approved via USAL.

4.6.3. Military Spares. In the event units wish to maintain stock levels for Military Spares, forward requests through 708 NSUS for approval.

4.6.4. 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 4.7. 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.

4.6.4.1. USAL development, coordination, recapitulation, and approval procedures are located in TO 11N-100-1, *Supply Management of Nuclear Weapons Material*. Units will submit USAL recapitulation to 708 NSUS. Units will reconcile their USAL against the Base Military Spares Server (BMSS) NLT 30 days after final levels are approved.

4.7. 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.

4.7.1. 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.

4.7.2. Excess Serviceable Military Spares. Report these items IAW TO 11N-100-1. 708 NSUS 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 NSUS to obtain the MRA number, and ensure the MRA number is clearly marked as shown in the address.

4.7.3. Unserviceable Repairable Items. The DOE Spares Repair List (DSRL) provides disposition for repairable 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.

4.7.4. 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 NARS section using FOB turn-in procedures (if shipment is required).

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

4.7.6. Expired USAL items will be consumption issued and disposed of locally or used for training IAW AFI 21-204.

4.8. Requisitions.

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

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

4.8.1.2. Retrofit Kits unless specifically directed by the ROs.

4.8.1.3. Items in excess of authorized levels.

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

4.8.1.5. Replacement H1616 containers.

4.8.1.6. Replacement parachutes (submit UR).

4.8.1.7. Replacement parts that are the subject of UR.

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

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

the requisition until the item is received and issued, then discard the AF Form 2005 or locally developed form.

4.8.2.2. 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.

4.8.2.3. If items are not received or a backorder is not established within timeframes shown in Table 4.1, 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 708 NSUS to determine the best alternative course of action.

4.8.2.4. 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.

Table 4.1. 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

4.9. Receipts.

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

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

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

4.9.1.1.2. 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. 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 708 NSUS to obtain the form from shipping agency. 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.

4.9.1.1.3. For explosive items received with a DOE Interim Hazard Classification (IHC), a copy of the DOE IHC Memorandum will accompany the item. Establish a file in document control and maintain the IHC for each component as long as item are on hand. If the explosive item is subsequently shipped to another Air Force agency, ensure the DOE IHC is shipped to the receiving agency.

4.9.2. Posting and Filing Receipt Documents.

4.9.3. 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.

4.9.4. 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.

4.9.5. Post the receipt to stock records by processing the receipt in DIAMONDS.

4.9.6. 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 Form 1764. Subsequent H-Gear association changes are reported IAW paragraph 8.1.1.2.19.2.

4.10. Shipment of Materiel.

4.10.1. General Instructions.

4.10.1.1. 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. When shipments are delayed less than 10 days, make pen and ink changes to the shipping document to indicate the correct shipping date.

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

4.10.2. Preparing and Processing Shipping Documents. Use a DD Form 1348-1A for all shipments. Prepare a 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 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:

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

4.10.2.1.1. Prepare and process according to instructions in TO 11N-100-2 and TO 11N-100-4, as appropriate. For shipments to DOE facilities only, include with shipment documentation a current paper 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.

4.10.2.1.2. Include with shipment documentation a copy of the DOE IHC, as applicable for explosive component shipment. Verify expiration date of the DOE IHC has a minimum of 30 days prior to scheduled shipment. If expired or will expire

- prior/during shipment, contact parent MAJCOM for guidance. Do not offer for military or commercial transportation if the DOE IHC is expired. Contact the 708 NSUS to obtain direction.
- 4.10.2.1.3. LLC shipping documentation will be placed in the “# 1 of XX” H-1616 container.
- 4.10.2.2. Also see TO 11N-100-3150 for LLC shipments between MFD and overseas locations.
- 4.10.2.3. For all other Military Spares and Base Spares prepare DD Form 1348-1A according to instruction in Table 4.2.
- 4.10.3. Posting and Filing Shipping Documents.
- 4.10.3.1. For items shipped through TMO, TMO personnel sign the Received By block and return the document to NARS personnel.
- 4.10.3.2. For items shipped via DOE/OTS or AMC SAAM missions:
- 4.10.3.2.1. The Courier signs the DD Form 1911, *Courier Receipt*.
- 4.10.3.2.2. 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 708 NSUS 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.
- 4.10.3.2.3. 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.
- 4.10.3.2.4. File the original DD Form 1348-1A, with signed courier receipt attached, in Document Control.
- 4.10.3.2.5. Post the Date Filed column on the Off-Base register for that document number.
- 4.10.3.2.6. 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 NSUS at DSN 246-2441.
- 4.10.3.3. At the time of the shipment, post the shipment to stock records by processing the shipment in DIAMONDS.

4.11. Issues, Turn-ins, and Expenditures.

- 4.11.1. General instructions. Except for TO 11N-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, NARS personnel prepare AF Form 2005 or locally developed form for suspense purposes only and file it with the suspense copy of the

requisition until the item arrives and is issued (see paragraph 4.8.2). NARS personnel prepare the appropriate issue/turn-in documents for signature by authorized individuals upon issue or turn-in of the property.

4.11.1.1. 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.

4.11.1.2. Issue/turn-in DSRL items to or from the maintenance activity using custody procedures in paragraph 4.12. The designated custodian or alternate must sign these documents.

4.11.1.3. Issue/turn-in unassociated WR containers and bolsters used for routine maintenance (i.e. containers and bolsters that are not associated to TO 11N-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.

4.11.1.4. 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.

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

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

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

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

4.11.2. 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.

4.11.2.1. For TO 11N-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 4.3) to document custody of the containers and bolsters.

4.11.2.2. For other items listed in paragraph 4.12 use DIAMONDS generated documents or prepare manual documents IAW Table 4.3. For containers and bolsters include the serial numbers of the containers or bolsters in the remarks block.

4.11.2.3. For test items expended during SFT or other OT&E, prepare an "expenditure" turn-in document as follows: NOTE: Also see paragraph 8.4 and TO 11N-100-3150 for required QSR reporting of these items.

4.11.2.3.1. 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.

4.11.2.4. Fill out the DD Form 1150, *Request for Issue or Turn-In*, using the instructions below:

4.11.2.4.1. For Issues: The "issue or turn in of quantities" block will be signed by an authorized individual who is requesting the items. The "received quantities in supply action column" block will be signed and dated by an authorized recipient of the items.

4.11.2.4.2. For Turn-ins: The "Issue or Turn in of Quantities" block will be signed by an individual authorized to turn-in items. The "Received Quantities in Supply Action Column" block will be signed and dated by a NARS representative.

4.11.2.4.3. The "Request Number" block will be left blank. The "Remarks Block" will be utilized at the discretion of the unit. The "From" and "To" blocks will be filled out with the shop or account of the shipper, issuer, or receiver as required (you may have to do this manually). Additional information may be added to any portion of the documents at the discretion of the unit.

Table 4.2. 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)	Doc 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 NARS person selecting item
Block 27	Additional Data	UR number if applicable and other explanation

Note - Number in parentheses indicate columns within the identified block.

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

4.12.1. 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 6.6), and they must immediately report any lost or destroyed property to their commander and the accountable officer for appropriate action (see paragraph 6.8).

4.12.2. 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 (i.e., structure 5 or bin 3/row 15/column 15).

4.12.3. The designated custodian for each sub-account and the MASO must maintain duplicate records designated in paragraph 4.4.7 to account for property issued on custody to the sub-account.

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

4.13.1. Issue retrofit kits to maintenance using consumption or custody procedures, as applicable, based on whether the 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.

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

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

Table 4.3. 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

4.14. Stock Change Vouchers (SCV). Prepare SCV using DIAMONDS. Prepare the SCV based solely on actions reported by maintenance on an AF Form 1764. SCVs are used to document LLC exchanges, component removal and installation, part number changes, condition code changes of spares and support equipment, and color code changes for TO 11N-100-3150 reportable items.

4.14.1. Accounting for LLC and component removals and installations:

4.14.1.1. 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.

4.14.1.2. 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.)

4.14.1.3. 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.

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

4.14.1.5. Post the transaction to DIAMONDS stock records, 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.

4.14.2. Accounting for Weapon Color Code and Spare Condition Code Changes. NOTE: This action is only required for TO 11N-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.

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

4.14.2.2. 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.)

4.14.2.3. 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.

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

4.14.2.5. Post the transaction to DIAMONDS stock records, as applicable.

4.14.3. Accounting for Part Number Changes.

4.14.3.1. 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.

4.14.3.2. 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.)

4.14.3.3. Record the SCR number(s) on which maintenance reported the action(s) in the SCR block and the document number assigned to the SCV in the Base Document Number block.

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

4.14.3.5. Post the transaction to DIAMONDS stock records, as applicable. CAUTION: To ensure database integrity, process part number changes in a separate DIAMONDS session from other transactions that occur during the day.

Chapter 5

STORAGE OF COMPONENTS, SPARES, AND SEALED WARHEAD CONTAINERS.

5.1. Spares Storage

5.1.1. NARS Warehouse. The MASO establishes a secure area (NARS warehouse) for storage of spares that are on account and not in the custody of maintenance personnel. When storing classified components, the NARS warehouse will meet the minimum requirement for bulk storage IAW AFI 31-401, *Information Security Program Management*.

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

5.1.1.2. Do not commingle Base Spare (BS) and Military Spare (MS) 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. Excess spares will be segregated from other stock and identified as "excess".

5.1.1.3. Use DD Form 1574, *Serviceable Tag – Material*, DD Form 1575, *Suspended Tag – Material*, DD Form 1577, *Unserviceable (Condemned) Tag Material*, to identify stored property. Mark condition tags 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 classified components, in the condition tags remarks section, stamp or print "CLASSIFIED ITEM."

5.1.1.4. 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.

5.1.2. Storage of Non-Reparable USAL Items within Maintenance Activity.

5.1.2.1. 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.

5.1.2.2. 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.

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

5.1.2.4. NARS personnel will perform “walkthrough” checks of bins and storage locations to determine if items need to be replenished. NARS personnel then requisition required items through Base and Military Spares Server (BMSS). Frequency of walkthrough will be determined locally and included in local plans.

5.1.3. Storage of Assets Issued on Custody Accounts to Maintenance Activities. When NARS 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.

5.1.4. Storage of Nuclear Components within Maintenance Activities.

5.1.4.1. Store nuclear components in approved containers under appropriate security.

5.1.4.2. H1616 containers may be stored in WS3s containing WR weapons. H1616 containers 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.

5.2. Sealed Warhead Containers

5.2.1. AF/A4/7 designates service approved warhead container seals IAW TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*.

5.2.2. 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 5.2.1 above, TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*, and procedures listed below apply.

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

5.2.3.1. 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.

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

5.2.3.3. An AF Form 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).

5.2.4. Seal Installation Procedures.

5.2.4.1. 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 5.2.4.3.5. Document the serial number on the AF Form 1764 in column C, or in DIAMONDS as appropriate.

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

5.2.4.3. Complete the AF Form 1764 as follows:

5.2.4.3.1. Complete blocks 1, 2, 4-6, and 7B IAW paragraph 8.1.1.3.

5.2.4.3.2. In block 7A enter "X".

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

5.2.4.3.4. In block 8, reference applicable line entry with "Seal(s) Installed" and the requirements in paragraph 8.1.1.3.12.3 and 8.1.1.4.

5.2.4.3.5. Forward the completed AF Form 1764 to the MASO (or designees).

5.2.5. Seal Removal Procedures.

5.2.5.1. 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 Form 1764, in column I (if two seals are installed placed second serial number in column H).

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

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

5.2.5.4. Complete the AF Form 1764 as follows:

5.2.5.4.1. Complete blocks 1, 2, 4-6 and 7B IAW with paragraph 8.1.1.3.

5.2.5.4.2. In block 7A enter "X".

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

5.2.5.4.4. In block 8, reference applicable line entry with "Seal(s) Removed" and the requirements in paragraph 8.1.1.3.12.3 and 8.1.1.4.

5.2.5.5. Forward the completed AF Form 1764 to the MASO (or designees).

Chapter 6

INVENTORIES AND AUDITS OF NUCLEAR ACCOUNTS

6.1. General. TO 11N-100-3150 reportable items are inventoried using procedures in TO 11N-100-3150 and this AFL. Investigate out-of-balance conditions found during any inventory to determine their causes. Resolve losses and document findings using the procedures in paragraph 6.8.

6.2. Inventory Requirements.

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

6.2.2. 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.

6.2.3. Monthly 10% Spot Check Inventories. Monthly (except SIR months) NARS monitors conduct spot check inventories IAW paragraph 6.6.

6.2.4. Semi-annual inventory. Inventory TO 11N-100-3150 reportable items semi-annually. Procedures in TO 11N-100-3150 apply along with procedures in this AFL. 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 TO 11N-100-3150. NOTE: Forward waiver request to SIR date through 708 NSUS and applicable MAJCOM.

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

6.2.4.1.1. Base and Military Spares.

6.2.4.1.2. DOE owned equipment items.

6.3. 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 MXG/CC or MUMG/CC. 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 appoints an alternate inventory officer in writing, the replacement officer must meet the minimum requirements for a MASO.

6.3.1. Before the semiannual inventory required in TO 11N-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 who was not involved in the last two SIRs.

6.3.2. Immediately before or during the semiannual inventory of items in TO 11N-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.

6.3.3. The SIR requires a visual inventory of each TO 11N-100-3150 reportable item (including any trainers containing DOE SS nuclear material) by serial number. Prepare and submit as outlined in TO 11N-100-3150. Vandenberg is required to accomplish a SIR when Test and Training Items (TTIs) are assigned. When no TTIs are assigned Vandenberg will send a negative reply to 708 NSUS and DTRA addresses in TO 11N-100-3150, *Nuclear Weapons Reports*.

6.3.3.1. H1616 shipping container need not be opened for inventory purposes, obtain component serial number(s) from the exterior tag.

6.3.3.2. Warhead containers that are not sealed must be opened to verify contents using guidelines in TO 11N-100-3150.

6.3.3.3. Items stored in containers previously opened, inspected, and sealed by the accountable organization 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.

6.3.3.3.1. 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.

6.3.3.3.2. When performing inventories, or as directed by TO 11N-100-3150, perform the following seal inspection procedures:

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

6.3.3.3.2.2. 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.

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

6.3.3.3.2.4. During the inventory, if the container was sealed IAW procedures in

Chapter 5 and TO 11N-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.

6.3.3.3.2.5. 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.

6.3.3.3.2.6. 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.

6.3.4. 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:

6.3.4.1. Blind inventory worksheets. Blind inventory sheets will be prepared in a blank spreadsheet format (no known balances or quantities) with columns in the following order: part number, serial number, location, condition code, alt codes of weapons (as applicable) and remarks. Once the blind inventory is complete, close the inventory by assigning blind count sheet page numbers (1 of 8, etc.). Blind inventory sheets used during the SIR must be signed by both the inventory and verifying officer.

6.3.4.2. Inventory count cards.

6.3.4.3. Printed copy of the SIR message.

6.3.4.4. Location Inventory Listing (LIL) (as currently annotated by the NARS section).

6.3.4.5. Balances on Stock Records.

6.3.5. 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 TO 11N-100-3150.

6.3.6. 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.

6.3.7. 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 708 NSUS and the parent MAJCOM. The unit resolves the discrepancy and submits a corrected report IAW TO 11N-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.

6.3.7.1. Units will maintain the following according to Table 6.1. and the AF RDS in AFRIMS:

6.3.7.1.1. Certificate of Inventory.

- 6.3.7.1.2. Inventory and Verifying Officer appointment letter.
 - 6.3.7.1.3. Special Orders for Verifying Officer.
 - 6.3.7.1.4. SIR message and corrections.
 - 6.3.7.1.5. DTRA reconciliation messages.
 - 6.3.7.1.6. Saddlebag inventory letter.
 - 6.3.7.1.7. Certificate of audit.
 - 6.3.7.1.8. Blind inventory documents.
 - 6.3.7.1.9. AF Forms 85A, *Inventory Count Card*.
 - 6.3.7.1.10. Audit checklist (Table 6.2. of this instruction).
 - 6.3.7.1.11. Verifying officer training.
 - 6.3.7.1.12. DIAMONDS back-up
- 6.3.8. Inventory other (non-TO 11N-100-3150 reportable) items listed in paragraph 6.2.4 using the same procedures (i.e. blind inventory) above except:
- 6.3.8.1. Designated NARS monitors may conduct the inventory and a verifying officer is not required.
 - 6.3.8.2. The Repairable Item Custodian or alternate accompanies NARS personnel during inventory of items on the custodian's sub-account.
 - 6.3.8.3. Do not open properly packaged and tagged items unless required to resolve inventory discrepancies.
 - 6.3.8.4. Non-TO 11N-100-3150 reportable items are not included on the SIR.
 - 6.3.8.5. WR containers and bolsters inventories are reported on the CAR IAW TO 11N-100-4.
- 6.3.9. Custodian validation consists of signing a current DIAMONDS generated Spare SE Custody Listing.

6.4. Change of MASO Inventory Procedures.

- 6.4.1. 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. 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.
- 6.4.2. For inventories that are not conducted in conjunction with a SIR use the same procedures as a semi-annual inventory except:
- 6.4.2.1. Do not appoint a disinterested verifying officer. The gaining MASO is the inventory officer and the losing MASO is the verifying officer.

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

6.4.2.3. Except for TO 11N-100-3150 reportable items, do not inventory items on custody accounts.

6.5. Special Inventories.

6.5.1. 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 TO 11N-100-3150. SLAs and DTRA reconcile SEV reports from responsible organizations and provide SEV status reports to the Joint Staff according to T.O. 11N-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.

6.5.1.1. Voice reporting will be made to SLA, as required. See TO 11N-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.

6.5.1.2. As a minimum, the SEV package will include:

6.5.1.2.1. SEV initiation message.

6.5.1.2.2. Log or checklists of personnel contacted and times.

6.5.1.2.3. Weapons Custody List (WCL) from DTRA.

6.5.1.2.4. Phase II completion message.

6.5.1.2.5. SEV termination message.

6.5.1.2.6. After-action report.

6.5.2. Other special inventories may be directed as needed to determine accountability or status of items as required.

6.6. Monthly Spot Check Inventories. This inventory does not apply to T.O. 11N-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.

6.7. Inventory Documentation. NOTE: Trainers containing DOE SS nuclear material are inventoried during the SIR for T.O. 11N-100-3150 reporting purposes only. They do not require inventory count cards or other stock record accounting documentation not associated with the SIR.

6.7.1. Inventory Count Cards.

6.7.1.1. Prepare DIAMONDS generated inventory count cards (or prepare manually using AF Form 85A, *Inventory Count Card*) for T.O. 11N-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 Repairable Item Custodians. Custody Validation Listings are used for Repairable 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:

6.7.1.1.1. On the front of the form.

6.7.1.1.1.1. Enter part number, unit of issue, and physical security classification of the item in the upper left block of the card.

6.7.1.1.1.2. Check appropriate box to the right.

6.7.1.1.1.3. 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.

6.7.1.1.1.4. Enter total counted and stock record balance in the blocks to the right of those captions.

6.7.1.1.1.5. The MASO must initial and date the "Count By" block. If AF Form 85A is being prepared for a change of MASO not performed in conjunction with a SIR, the gaining MASO initials here. For a change of MASO that is performed in conjunction with a SIR, both MASOs initial here.

6.7.1.1.1.6. The Verifying Officer initials and dates the "Checked By" block. If preparing AF Form 85A for a change of MASO not performed in conjunction with a SIR, the losing MASO initials here.

6.7.1.1.1.7. Individual who posts the inventory to the AF Form 105F6, *Stock Record (Manual)*, initials and dates the "Posted By" block.

6.8. Accounting for Lost, Damaged or Destroyed Property.

6.8.1. 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: MXG/CC under whom the FK/FV account is organizationally assigned is the approving official for inventory adjustment vouchers.

6.8.1.1. DD Form 200, *Financial Liability Investigation of Property Loss*.

6.8.1.2. DD Form 114, *Military Pay Order*.

6.8.1.3. DD Form 362, *Statement of Charges/Cash Collection Voucher*.

6.8.1.4. DD Form 1131, *Cash Collection Voucher*.

6.8.1.5. SF Form 361, *Transportation Discrepancy Report*.

6.8.1.6. SF Form 364, *Report of Discrepancy*.

6.8.1.7. An administrative letter from the unit commander allowing for relief from accountability without financial reimbursement.

6.8.1.8. 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.

6.8.2. 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.

6.8.3. The MASO certifies inventory adjustments and the MASO appointing authority approves all adjustments requiring a Report of Survey for relief of accountability.

Table 6.1. 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 TO 11N-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 TO 11N-100-3150				

6.8.4. Depending on organizational structure, inventory adjustment documents not meeting the criteria for approval by the MASO approving authority are certified by the NCOIC of NARS and approved by the MASO.

6.8.5. Officials certifying inventory adjustments:

6.8.5.1. Certify no evidence of neglect, theft, or fraud exists.

6.8.5.2. Certify differences can be attributed to normal activity.

6.8.5.3. Certify no one violated property responsibility and general principles.

6.8.6. In giving approval to the inventory adjustment documents, the approving official:

6.8.6.1. Signifies awareness of discrepancies reflected by the inventory adjustment voucher that reflect adversely on the system involved.

6.8.6.2. Indicates the official acts to correct existing discrepancies and holds adjustment processing to a minimum.

6.8.6.3. Returns the document to the initiator indicating unacceptable adjustments, with instructions to perform additional research.

6.8.6.4. Initiates a DD Form 200 if additional research does not satisfactorily explain the discrepancy.

6.8.7. 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.

6.8.8. 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 NARS assets assigned to the account is suspected or the adjustment involves classified items. Classified item loss requires a report of survey.

6.8.9. Procedures outlined in Reports of Survey for Air Force property and T.O. 11N-100-4 apply except:

6.8.9.1. 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 NSUS. For DOE owned equipment items, Base Spares, or other WR stockpile materiel, forward one copy to each of the following: 708 NSUS, DTRA/CSNOO, NNSA/NA-122.1.

6.8.9.2. 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.

6.8.10. Posting Inventory Adjustments. Use the adjustment (ADJ) transaction code to document adjustments required due to losses or gains of assets that cannot be accounted for through other transactions. Document the transaction using an AF Form 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 Form 85A as follows:

6.8.10.1. "Activity" block: enter your SRAN and address.

6.8.10.2. "Indicate by X" blocks: enter "X" to indicate type property and type inventory.

6.8.10.3. "Page of Pages": self-explanatory.

6.8.10.4. "Date Prepared": self-explanatory.

6.8.10.5. "Property Subclass": enter federal supply class (FSC).

6.8.10.6. "Item No.": number each line item consecutively, starting with the numeral 1.

- 6.8.10.7. "Stock or Part No.": enter the stock or part number.
- 6.8.10.8. "Noun": enter noun, ERRC, and security classification of the item.
- 6.8.10.9. "Unit of Issue": self-explanatory.
- 6.8.10.10. "Unit Cost": self-explanatory.
- 6.8.10.11. "Recorded Balance": enter the balance shown in the applicable balance column of the stock record card.
- 6.8.10.12. "Inventory Count": self-explanatory.
- 6.8.10.13. "Over-Qty-Value": enter the quantity of the item discovered to be over by the inventory and the total dollar value thereof.
- 6.8.10.14. "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.
- 6.8.10.15. "Posted By and Date": the inventory supervisor signs and dates to indicate posting of the applicable stock record cards.
- 6.8.10.16. "Voucher No.": enter the document number assigned from the Base Document Register used to post the stock record cards.
- 6.8.10.17. "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.
- 6.8.10.18. "Approving Signature and Date": the commander approves all adjustments for classified items, DIFM items, and items with an extended line item value of \$2,500 or more; the MASO approves all other adjustments. If all line items are approved, line through the entire statement except the word "APPROVED". If some line items are disapproved, line through "DIS" and circle line item numbers disapproved. If all line items are disapproved, line through the entire statement except the word "(DIS)APPROVED". NOTE: Initiate the AF Form 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 Form 85A are not acceptable to the approving authority, return the AF Form 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 Form 85A and resubmit to the approving authority. After approval action, file the AF Form 85A and report of survey in Document Control.

6.9. 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 3.9 for a general discussion of audits and audit trails).

- 6.9.1. Types of audits.

6.9.1.1. Semi-annual audit of account (normally accomplished in conjunction with the SIR). Personnel designated on orders by the commander, perform this audit in conjunction with each semi-annual inventory. The audit ensures all TO 11N-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 4.4. Conduct the audit IAW below procedures.

6.9.1.2. Special audits. In addition to the semi-annual audit of account, the Air Force Audit Agency, 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.

6.9.2. Appointing the audit officer. The Wing Commander 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. The audit officer will be designated from a different organization than the accountable organization. A disinterested individual and will not be designated as audit officer for two consecutive SIRs.

6.9.3. Briefing the audit officer. The MASO briefs the audit officer, who conducts the audit IAW procedures in this AFI, using the checklist in Table 6.5 as a guide. Prior to the start of the audit, NARS 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.

6.9.4. Performing the audit. The audit officer must:

6.9.4.1. Review the previous audit report. During the audit, place special emphasis on ensuring that all previously noted discrepancies were corrected.

6.9.4.2. Review the SCR log and ensure all SCRs created since the last audits are on file.

6.9.4.3. 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.

6.9.4.4. 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.

6.9.4.5. Review 100% of all shipping, receipt, issue and turn-in documents for TO 11N-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.

6.9.4.6. 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.

6.9.4.7. 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 7 of this AFI.

6.9.5. Audit Documentation.

6.9.5.1. Upon completion, prepare a "Certificate of Audit" using the format in Figure 6.1.

6.9.5.2. Attach to the certificate a copy of the completed checklist in Table 6.2.

6.9.5.3. Create a staff summary sheet and distribute original certificate of audit to the appointing authority, MASO, 708 NSUS and applicable MAJCOM.

6.9.5.4. Maintain and dispose of audit documentation along with SIR documentation.

6.9.5.5. All transactions (spares or WSR reportable components) are included in the DIAMONDS-generated AF Form 36, *Supply Document Register (Manual)*. Therefore, include all document numbers covering the SIR period on the certificate of audit. It may be necessary to identify to the audit officer which AF Form 36 entries are applicable to WSR reportable assets.

Figure 6.1. Sample Audit Certificate.**AUDIT CERTIFICATE**

This is the report of the semiannual audit of FK or FV (SRAN) as prescribed in Chapter 6 of AFI 21-203. (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 (end date of last audit) to current audit dated (end date of current audit). 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: (List specific discrepancies by organization, if applicable.)

Recommendations: (Make specific recommendations for each discrepancy.)

Include a general paragraph statement as to the reliability of the audit trail.

Signature of the Appointed Officer

Table 6.2. 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?			
1b	Have you read this chapter related to auditor's responsibilities?			
1c	Have you been briefed by MASO or NARS 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 nuclear weapon configuration records (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, nuclear weapon configuration records (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			
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 TO 11N-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 Custody Transfer documents?			
5a(1)	Control numbers assigned are sequentially logged in the weapons custody document control registers?			
5a(2)	Only authorized individuals signed the documents?			

Chapter 7

NUCLEAR WEAPONS CUSTODY TRANSFER PROCEDURES

7.1. General Requirements.

7.1.1. Wing Commanders designate positions authorized to receive custody of nuclear weapons and nuclear warheads during operational movements (sample in Figure 7.1). Wing Commanders appoint PRP certified personnel to receipt for classified DOE end items, components and documents during logistics movements (sample in Figure 1.1).

7.1.2. Unit commanders (Group or Squadron) appoint individuals to fill the positions designated in paragraph 7.1.1 (sample in Figure 7.2). In addition to appointment letters, the following methods may be used to appoint/verify individuals to receive custody of nuclear weapons during operational movements:

7.1.2.1. An AAAL may be used to identify personnel authorized to receive custody of nuclear weapons and nuclear warheads inside maintenance and storage areas.

7.1.2.2. A Missile Alert Duty Order (MADO) may be used to identify Missile Combat Crews (MCC) authorized to receive custody of RSs at launch facilities (LF) regardless of which Launch Control Center (LCC) an MCC is assigned.

7.1.2.3. Individuals granted unescorted entry to ICBM LFs or LCC through the Missile Entry Control System are authorized recipients and will use a valid entry authentication using Missile Electronic Encryption Device.

7.1.2.4. An open area on a line badge may be used to identify personnel inside maintenance, storage, and flightline areas authorized to receive custody of nuclear weapons and nuclear warheads during operational movements.

7.1.2.5. As a minimum, appointment letters, AAAL, and MADO must include name, grade, last six of social security number, security clearance, and PRP status (Interim or Formal). The MASO will distribute applicable documentation to support operational custody transfer operations.

7.1.2.6. Deploying units must send both their current signed wing commander's designation letter and a unit commander appointment letter to the Wing CC at the deployed location prior to their arrival. These letters will be used to ensure deployed personnel are authorized to receive custody of nuclear weapons during operational movements. The MASO will ensure munitions control and the security forces have current copies of these letters.

7.1.3. Any individual who is granted custody must be a US citizen, possess the appropriate security clearance, and be certified under PRP.

7.1.4. Continuous US custody of nuclear weapons is mandatory until receipt of a valid nuclear control order that permits transferring US nuclear weapons to non-US delivery forces.

7.1.5. Appropriate base controlling agencies will use a standardized matrix (manual flow plan) to track nuclear weapon/warhead status and locations during all movements and loading/mating operations.

7.2. Custody Transfer Procedures. If a custody transfer is necessary during an operational movement, the individuals relinquishing custody of nuclear weapons and nuclear warheads will ensure the individuals receiving custody are an authorized recipient prior to custody transfer. Individuals gaining custody will conduct visual serial number verifications against the source document (i.e., AF Form 504) except as noted in paragraphs 7.5.1.5, 7.5.2.5, 7.5.4.4, 7.5.4.8, 7.5.7.2, and 7.5.7.3. If the current custodian remains in the immediate area custody transfers are not required. The current custodian may temporarily depart the exclusion area. If the current custodian departs the area and does not return, the gaining custodian will conduct a visual serial number verification against the source document using applicable procedures.

7.3. Custody Transfer Documentation. AF Form 504, *Weapons Custody Transfer Document*, will be created for all operational movements, even if custody is not planned to be transferred. AF Form 504s are not required for logistics movements or authorized maintenance and handling functions remaining within maintenance, storage, and vault storage areas. Upon completion of operational movements, signed copies of the AF Form 504 must be returned to the MASO. Copy 1 will be maintained for audit purposes; all others will be destroyed. The MASO, in conjunction with an appointed audit officer, will audit completed transfer documents during the semiannual management audit. The MASO or designated representative may authorize corrections to the AF Form 504. Line through and initial the error and make a clear entry of the correct information. Pen and ink changes to block 2 of the AF Form 504 are not authorized unless otherwise indicated in this instruction. Munitions Control will maintain a tracking copy of the AF Form 504s.

7.4. Logistics movements.

7.4.1. The MASO will ensure a DD Form 1911, *Materiel Courier Receipt*, is used to transfer custody to or from Air Mobility Command aircrews or Office of Secure Transportation personnel.

7.4.2. For inbound shipments, the MASO will enter the safeguards transporter or cargo aircraft and perform a visual verification to ensure the information on the DD Form 1911 matches the serial number of the assets being received.

7.4.3. For outbound shipments, the MASO will enter the structure or maintenance facility and perform a visual verification to ensure the information on the DD Form 1911 matches the serial number of the assets being shipped.

7.4.4. Weapons Maintenance will prepare an AF Form 1764, *Major Assembly/Component Status Change Report*, to reflect receipt/shipment of weapons and forward it to the MASO.

7.5. Operational Movements.

7.5.1. Transfer of Nuclear ICBM RS to LF. Prepare AF Form 504, *Weapons Custody Transfer Document*, in accordance with sample in Figure 7.3.

7.5.1.1. The MASO verifies the RS configuration using the certified RS build up sheet and prepares two copies of the AF Form 504 (copy 1 is original, copy 2 is suspense) based on mission tasking. MASO establishes a control number for the document by

annotating the control register using an AF Form 3126, *General Purpose Form*. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF Form 504.

7.5.1.2. Upon entering the structure/maintenance facility, the MASO and munitions TC perform a visual verification to ensure the information on the AF Form 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 will complete the first "Transferred To" block 6, columns A through E on the forms.

7.5.1.3. Upon arrival at the maintenance facility, the transport/transfer TC and munitions TC perform a visual verification to ensure the information on the AF Form 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 Form 504s (copies 1 and 2). The transfer/transport TC provides copy 2 (suspense) to the munitions TC. The munitions TC provides the suspense copy to the MASO. The transfer/transport team transports the RS to the applicable LF.

7.5.1.4. Prior to lowering RS onto the missile, the transport TC and mate TC will perform a visual verification to ensure the information on the AF Form 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.

7.5.1.5. Upon completion of RS mate, the mate TC will contact the MCC and enter the MCCC or DMCCC name, position, organization, time/date, and location on the AF Form 504.

7.5.1.6. The mate TC returns the completed original weapons custody transfer document (copy 1) to the MMOC.

7.5.1.7. The MMOC provides the original AF Form 504 to the MASO not later than the next duty day. Upon receipt, the MASO places the original AF Form 504 in the active file and destroys the suspense AF Form 504 (Copy 2).

7.5.1.8. Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

7.5.2. Transfer of Nuclear ICBM RS between LFs. Prepare AF Form 504, Weapons Custody Transfer Document, in accordance with sample in Figure 7.4.

7.5.2.1. The MASO prepares two copies of the AF Form 504 (copy 1 is original, copy 2 is suspense) based on mission tasking. MASO establishes a control number for the document by annotating the control register using an AF Form 3126, *General Purpose Form*. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF Form 504. The MASO provides the original AF Form 504 (copy 1) to the demate or transport TC.

7.5.2.2. Upon demate, the demate TC contacts the MCC and enters the MCCC or DMCCC name, position, organization, time/date, and location on the AF Form 504. The demate TC performs a visual verification to ensure the information on the AF Form 504

matches the serial number of the RS. The demate TC completes the “Transferred To” block 6, columns A through E, on the form.

7.5.2.3. Prior to departure, the transfer/transport TC performs a visual verification to ensure the information on the AF Form 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.

7.5.2.4. Prior to lowering the RS onto the missile, the transport TC and the mate TC will perform visual verification to ensure the information on the AF Form 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.

7.5.2.5. On completion of RS mate, the mate TC will contact the MCC and enter the MCCC or DMCCC name, position, organization, time/date, and location on the AF Form 504.

7.5.2.6. The mate TC returns the completed original weapons custody transfer document (copy 1) to the MMOC.

7.5.2.7. The MMOC provides the AF Form 504 to the MASO not later than the next duty day. Upon receipt, the MASO places the original AF Form 504 in the active file and destroys suspense AF Form 504 (Copy 2).

7.5.2.8. If necessary, Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

7.5.3. Transfer of Nuclear ICBM RS from LF. Prepare AF Form 504, *Weapons Custody Transfer Document*, in accordance with sample in Figure 7.5.

7.5.3.1. The MASO prepares two copies of the AF Form 504 (copy 1 is original, copy 2 is suspense). MASO establishes a control number for the document by annotating the control register using an AF Form 3126, *General Purpose Form*. MASO annotates the control number in block 1 and RS serial number in block 4 of the AF Form 504. The MASO gives the AF Form 504 (copy 1) to the demate team chief.

7.5.3.2. Upon demate, the demate TC contacts the MCC and enters the MCCC or DMCCC name, position, organization, time/date, and location on the AF Form 504. The demate TC performs a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. The demate TC completes the “Transferred To” block 6, columns A through E, on the form.

7.5.3.3. Prior to departure, the transfer/transport TC performs a visual verification to ensure the information on the AF Form 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.

7.5.3.4. Upon arrival at the maintenance facility, the munitions TC will perform a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. 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 Form 504 matches

the serial number of the RS and completes the next “Transferred To” block 6, columns A through E on the form.

7.5.3.5. The MASO places the original AF Form 504 in the active file and destroys suspense AF Form 504 (Copy 2).

7.5.3.6. Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

7.5.4. **(CONUS)** Custody transfer of nuclear weapons or nuclear warheads for upload to combat aircraft. For nuclear weapons or nuclear warheads going to and from combat aircraft, prepare an AF Form 504, *Weapons Custody Transfer Document*, in accordance with the sample in Figure 7.6.

7.5.4.1. MASO prepares and issues an AF Form 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 Form 3126, *General Purpose Form*. MASO annotates the control number in block 1, warhead or bomb serial numbers in block 2, missile serial numbers (if applicable) in block 3, and pylon or launcher serial number in block 4 of the AF Form 504.

7.5.4.2. Upon entering the structure/maintenance facility, the MASO and gaining MUNS custodian conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of the missile(s), warhead(s), bomb(s), pylon(s), and launcher(s). The MASO completes the “Transferred From” block 6, columns A through E. The gaining MUNS custodian completes the next “Transferred To” block 6, columns A through E. The MASO obtains and files copy 3 in the suspense file. Subsequent custody transfers between MUNS custodians are accomplished by visually verifying the AF Form 504 matches the serial number of the pylon(s) and launcher(s). The gaining MUNS custodian completes the next “Transferred To” block 6, columns A through E.

7.5.4.3. Upon delivery to the flight line, the MUNS custodian marks the aircraft tail number in block 5 of the AF Form 504, and gives copies 1 and 2 of the AF Form 504 to the gaining AMXS custodian.

7.5.4.4. The gaining AMXS custodian must accept custody from the MUNS custodian upon delivery to the flight line. The gaining AMXS custodian conducts a visual verification to ensure information on the AF Form 504 matches the serial number(s) of the pylon(s), launcher(s), aircraft tail number, and completes the next “Transferred To” block 6, columns A through E. Prior to the load, the load crew chief will conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of the missile(s), warhead(s), bomb(s), pylon(s), launcher(s), and aircraft tail number. Annotation on the AF Form 504 is not required. The load crew chief will annotate the AF Form 504 control number and a serial number verification statement in the AFTO 781A series forms. Subsequent custody transfers between AMXS custodians are accomplished by visually verifying the AF Form 504 matches the serial number(s) of the pylon(s), launcher(s), and aircraft tail number. AMXS custodians will also visually verify single missiles/bombs, if present. The gaining AMXS custodian completes the next “Transferred To” block 6, columns A through E.

7.5.4.5. In the event there is a requirement to transfer pylon/launcher from combat aircraft to combat aircraft, the applicable AMXS custodian lines out the old aircraft tail number in block 5, and marks the new aircraft tail number in block 5 of the AF Form 504. If custody is transferred to a MUNS custodian refer to procedures in paragraph 7.2.2.2.1.3. Once the pylon/launcher is in the new location refer to paragraph 7.2.2.2.1.4 to continue loading operations.

7.5.4.6. In the event there is a requirement to swap a single missile/bomb loaded on a combat aircraft, the MASO will use the original AF Form 504 as the controlling document and prepare a new AF Form 504 for the missile and warhead or bomb going to the pylon, launcher or loaded combat aircraft and another separate AF Form 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 Form 504 being held in suspense on each AF Form 504 prepared for the swap.

7.5.4.6.1. Use the procedures in paragraph 7.5.4.2 through 7.5.4.4 for transporting to and uploading weapons on combat aircraft. Once the loading operations are complete, the AMXS custodian will line out the removed missile and warhead or bomb serial number and initial the original AF Form 504 (Copy 1). Attach new missile(s) or bomb(s) AF Form 504 to the original AF Form 504. Use custody transfer procedures in paragraph 7.5.7 for downloading and transporting weapons from combat aircraft.

7.5.4.6.2. MASO cross-references the applicable AF Form 504s to the original and post changes to the suspense copies to reflect current status. File the AF Form 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.

7.5.4.6.3. If the swap occurred after the aircraft assumed alert, MUNS will prepare an AF Form 1764 to reflect appropriate status of the swapped warheads or bombs and forward it to the MASO (paragraph 8.1.1).

7.5.4.7. Upon aircraft upload, the wing weapons officer or qualified aircrew member obtains copies 1 and 2 of the AF Form 504 from the AMXS custodian and conducts a visual verification to ensure information on the AF Form 504 matches the serial number(s) of the missile(s), warhead(s), bomb(s), launcher(s), and aircraft tail number. Annotation on the AF Form 504 is not required. The wing weapons officer or qualified aircrew member will annotate the AF Form 504 control number and a serial number verification statement in the AFTO 781A series forms.

7.5.4.8. Upon arrival of the aircrew, an aircrew member will obtain copies 1 and 2 of the AF Form 504 and conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of accessible missile(s), warhead(s), bomb(s), pylon(s), launcher(s), and aircraft tail number. The aircrew member will ensure the AFTO 781A series forms have been properly annotated with the AF Form 504 control number and serial number verification statement. Aircrew member will complete the next "Transferred To" block 6, columns A through E, on the AF Form 504. Copy 1 of the AF

Form 504 is placed with the AFTO 781A series forms and remains with the loaded aircraft until weapon(s) is/are downloaded.

7.5.4.9. Upon notification that the aircraft has been placed on alert, the AF Form 504 process is suspended and copy 2 is returned to the MASO. MUNS will prepare an AF Form 1764 to reflect in-hand status of weapons and forward it to the MASO (paragraph 8.1.1). NOTE: AF Form 504 process remains suspended during aircrew changeover and during maintenance that requires taking aircraft temporarily off alert but does not involve download or swap of weapons. Visual verification and annotation of the AF Form 504 are not required.

7.5.5. **(CONUS)** Relocating, deploying, or dispersing combat aircraft loaded with nuclear weapons or nuclear warheads.

7.5.5.1. If nuclear weapons loaded aircraft are deployed or dispersed, MUNS will prepare an AF Form 1764 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 forms.

7.5.5.2. Accounting for weapons during Bomber Strategic Aircraft Reconstitution Team (BSART) operations. Ensure deployed BSART teams have the capability to submit reports IAW TO 11N-100-3150. Reports may be submitted using any available means. Custody transfer to/from combat aircraft at a deployed BSART location is accomplished using the same procedures as at the home station.

7.5.5.3. If an aircraft lands at a deployed or dispersed location and the load configuration has changed, the aircrew will annotate configuration changes on Copy 1 of the AF Form 504 and notify the MASO.

7.5.5.4. If missile(s) or bomb(s) must be swapped from aircraft to aircraft at a deployed or dispersed location, the applicable custodian will annotate configuration changes on Copy 1 of the AF Form 504.

7.5.5.5. 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 AF Form 1764 showing appropriate status of weapons and forward to the MASO (paragraph 8.1.1).

7.5.6. Accounting for weapons loaded in support of Forward Located Alert Generation (FLAG) operations.

7.5.6.1. The wing responsible for storing these weapons is the reporting unit. When weapons are in storage they are reported "on-hand" using the OUI of the unit storing the weapons. When weapons are loaded on combat aircraft deployed from another unit, in support of FLAG operations, to the base where the weapons are stored, the weapons are reported "in-hand" using the OUI of the deployed unit.

7.5.7. **(CONUS)** Downloading and transporting weapons from combat aircraft.

7.5.7.1. Upon notification that the aircraft has been removed from alert status, MUNS will prepare an AF Form 1764 to reflect appropriate status of weapons and forward it to the MASO (paragraph 8.1.1).

7.5.7.2. The gaining AMXS custodian will obtain copy 1 of the AF Form 504 and conduct a visual verification to ensure information on the AF Form 504 matches the serial number of the pylon(s), launcher(s), aircraft tail number, and completes the next "Transferred To" block 6, columns A through E. Subsequent custody transfers between AMXS custodians are accomplished by visually verifying the AF Form 504 matches the serial number(s) of pylon(s), launcher(s), and aircraft tail number. The gaining AMXS custodian completes the next "Transferred To" block 6, columns A through E.

7.5.7.3. Upon arrival at the flight line, the MUNS custodian will obtain copy 1 of the AF Form 504 from the AMXS custodian and conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of pylon(s), launcher(s), and complete the next "Transferred To" block 6, columns A through E. The MUNS custodian keeps copy 1 of the AF Form 504. Subsequent custody transfers between MUNS custodians are accomplished by visually verifying the AF Form 504 matches the serial number(s) of the pylon(s) and launcher(s). The gaining MUNS custodian completes the next "Transferred To" block 6, columns A through E.

7.5.7.4. Upon delivery to the structure/maintenance facility in the storage area, the MASO will obtain copy 1 of the AF Form 504 and conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of missile(s), warhead(s), bomb(s), pylon(s), and launcher(s). The MASO completes the "Transferred To" block 6, columns A through E on copy 1 of the AF Form 504.

7.5.8. (OCONUS) Transferring and uploading weapons to U.S. aircraft.

7.5.8.1. MASO prepares and issues an AF Form 504 in three copies for the weapon transfer based on mission tasking. MASO establishes a control number for the document by annotating the control register using an AF Form 3126, *General Purpose Form* for each AF Form 504. MASO annotates the control number in block 1 and weapon serial number in block 2 of the AF Form 504. Blocks 3 and 4 are marked N/A. Copy 3 will be given to Munitions Control for tracking purposes. In the event the current AF Form 504 becomes lost or illegible, the MASO will verify information and use copy 3 as the current AF Form 504.

7.5.8.2. Prior to weapons transfer from the vault, the MASO and gaining custodian will verify the information on copy 1 and 2 of the AF Form 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 both copies. The gaining custodian will complete the next "Transferred To" block 6, columns A through E on both copies.

7.5.8.3. Prior to uploading the weapon, the custodian will verify the information on copy 1 and 2 with the loading crew chief. The loading crew chief will sign the first "Transferred To" block 6, columns A through E on copies 1 and 2.

7.5.8.4. Upon upload of the weapon, the loading crew chief will annotate the aircraft tail number in block 5 of both copies of the AF Form 504 and notifies munitions control to annotate the tail number on copy 3 in suspense.

7.5.8.5. Upon notification that weapons have been placed on the aircraft, Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

7.5.8.6. Upon aircrew arrival, loading crew chief will give both copies to the aircrew, who will conduct a visual verification to ensure the information on the AF Form 504 matches 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 Form 504 is returned to the MASO. Additional blank AF Form 504 may be used as continuation sheets.

7.5.8.6.1. Upon notification of aircraft acceptance, the AF Form 504 process is suspended.

7.5.8.7. For weapons swaps, MASO posts changes and cross-references the applicable AF Form 504s to the original.

7.5.9. OCONUS Downloading and Transferring Weapon from U.S. Aircraft.

7.5.9.1. Prior to beginning the download, the loading crew chief will obtain copy 1 of the AF Form 504 and conduct a visual verification to ensure information on the form matches the serial number of the weapon and aircraft tail number, and accept custody by completing the next "Transferred To" block 6, columns A through E. Custody transfer procedures for the rest of the download will be the reverse of weapon upload. Custody will be transferred to authorized individuals as necessary until weapon is replaced in the weapon storage vault. The MASO (or designated representative) must regain custody prior to closing and locking the vault.

7.5.9.2. Upon notification that weapons have been removed from the aircraft, Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

7.5.10. OCONUS Transferring and uploading weapons to Non-US Aircraft.

7.5.10.1. MASO prepares and issues an AF Form 504 in three copies for the weapon transfer based on mission tasking. MASO establishes a control number for the document by annotating the control register using an AF Form 3126, *General Purpose Form* for each AF Form 504. MASO annotates the control number in block 1 and weapon serial number in block 2 of the AF Form 504. Blocks 3 and 4 are marked N/A. Copy 3 will be given to Munitions Control for tracking purposes. In the event the current AF Form 504 becomes lost or illegible, the MASO will verify information and use copy 3 as the current AF Form 504.

7.5.10.2. Prior to weapons transfer from the vault, the MASO and gaining custodian will verify the information on copy 1 and 2 of the AF Form 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 both copies. The gaining custodian will complete the next "Transferred To" block 6, columns A through E on both copies.

7.5.10.3. Prior to uploading the weapon, the load monitor will accept custody by verifying the information on copy 1 and 2 of the AF Form 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 Form 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 Form 504 held in suspense. Copy 2 will be returned to the MASO.

7.5.10.4. Upon notification that the aircraft has been placed on alert (aircraft acceptance is completed), the AF Form 504 process is suspended until successful release and weapons maintenance will prepare an AF Form 1764 to reflect in-hand status of weapons and forward it to the MASO.

7.5.10.5. For weapon swaps, MASO posts changes and cross-references the applicable AF Form 504s to the original.

7.5.10.6. Upon successful release, the MASO will annotate "Weapon properly released to host nation aircrew IAW EAM DTG # XX XXXX XXX XX" in the next "Transferred To" block of copy 2 of the AF Form 504. The MASO keeps this copy in active suspense until the weapon is expended or returned to storage. Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

7.5.11. OCONUS Downloading and Transferring Weapon from Non-US Aircraft. Downloading and returning weapons to the vault is the reverse of the upload procedure.

7.5.11.1. Prior to downloading, the load monitor will obtain copy 1 of the AF Form 504 and verify the information on the AF Form 504 matches the serial number of the weapon and aircraft tail number, and complete the first "Transferred To" block 6, columns A through E. Custody transfer procedures for the rest of the download will be the reverse of weapon upload. Custody will be transferred to authorized individuals as necessary until weapon is replaced in the weapon storage vault. The MASO (or designated representative) must regain custody prior to closing and locking the vault.

7.5.11.2. Upon notification that weapons have been removed from the aircraft, Weapons Maintenance will prepare an AF Form 1764 to reflect appropriate status of the weapons and forward it to the MASO (paragraph 8.1.1).

Figure 7.1. 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 21-203, paragraphs 1.4.1.3 and 7.1.1.

BS	Aircraft Commander
AMXS	Aircraft Crew Chief
AMXS	Load Crew Chief
AMXS	Load Crew Member
MUNS	Team Chief
MUNS	Team Member
MUNS	Tow Driver

2. This letter supersedes all previous letters, same subject.

FRANCIS R. EUBANK JR., Col., USAF
Commander, 28 Bomb Wing

Figure 7.2. 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 21-203, paragraphs 1.4.3.1 and 7.1.2.

RANK/NAME	DUTY TITLE	SSN	SEC CLR	PRP
TSgt Culp, Karen M	Load Crew Chief	98-2415	TS	Certified
SSgt Bushee, David E.	Load Crew Member	71-4634	TS	Certified
SSgt Lanes, Justin C.	Load Crew Member	66-1122	TS	Certified
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 7.3. 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
TRANSFERRER FROM (Print and Sign) <i>Jack Willis</i> JACK WILLIS, Capt, USAF	MASO	5 MUNS	0715 20080117	WSA
TRANSFERRER TO (Print and Sign) <i>George Bradley</i> GEORGE BRADLEY, SrA, USAF	Munitions Team Chief	5 MUNS	0715 20080117	WSA
TRANSFERRER TO (Print and Sign) <i>Cedric Watson</i> CEDRIC WATSON, MSgt, USAF	MMT Team Chief	91 MMXS	0800 20080117	WSA
TRANSFERRER TO (Print and Sign) <i>Terrence Brack</i> TERRENCE BRACK, SSgt, USAF	MMT Team Chief	91 MMXS	1100 20080117	K-08
TRANSFERRER TO (Print and Sign) NATHAN FALTISCO, Maj, USAF	MCCC	740 MS	1400 20080117	K-08
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				

Figure 7.4. 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 herein. 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, Capt, USAF	DMCCC	490 MS	0715 20080117	K-08
TRANSFERRED TO (Print and Sign)				
<i>Robert McKay</i> ROBERT MCKAY, SSgt, USAF	MMT Team Chief	341 MXS	0715 20080117	K-08
TRANSFERRED TO (Print and Sign)				
<i>Chris VanHise</i> CHRIS VANHISE, SSgt, USAF	MMT Team Chief	341 MXS	1045 20080117	K-08
TRANSFERRED TO (Print and Sign)				
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)				

Figure 7.5. 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 herein. 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
TRANSFERRER FROM (Print and Sign)				
DAIKA DEWOLD, Capt, USAF	DMCCC	319 MS	0800 20080117	R-08
TRANSFERRER TO (Print and Sign)				
<i>Kerry Wright</i> KERRY WRIGHT, SrA, USAF	MMT Team Chief	90 MXS	0800 20080117	R-08
TRANSFERRER TO (Print and Sign)				
<i>Jon Mitchell</i> JON MITCHELL, TSgt, USAF	MMT Team Chief	90 MXS	1045 20080117	R-08
TRANSFERRER TO (Print and Sign)				
<i>Joe Huskey</i> JOE HUSKEY, SrA, USAF	Munitions Team Chief	90 MXS	1530 20080117	WSA
TRANSFERRER TO (Print and Sign)				
<i>Ciro De La Vega</i> CIRO DE LA VEGA, Maj, USAF	MASO	90 MXS	1600 20080117	WSA
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				

Figure 7.6. Sample AF Form 504, Weapons Custody Transfer Document, Pylon/Launcher 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 herein. 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
TRANSFERRER FROM (Print and Sign) <i>Jack Willis</i> JACK WILLIS, Capt, USAF	MASO	28 MUNS	0715 20080117	WSA
TRANSFERRER TO (Print and Sign) <i>George Bradley</i> GEORGE BRADLEY, TSgt, USAF	Munitions Team Chief	28 MUNS	0720 20080117	WSA
TRANSFERRER TO (Print and Sign) <i>Cedric Watson</i> CEDRIC WATSON, TSgt, USAF	Tow Driver	28 MUNS	0800 20080117	WSA
TRANSFERRER TO (Print and Sign) <i>Mark Talbert</i> MARK TALBERT, TSgt, USAF	Aircraft Crew Chief	28 AMXS	0830 20080117	F/L
TRANSFERRER TO (Print and Sign) <i>Kerry Wright</i> KERRY WRIGHT, Maj, USAF	Aircraft Commander	28 BS	1600 20080117	F/L
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				

Chapter 8

NUCLEAR WEAPONS ACCOUNTABILITY REPORTS

8.1. Nuclear Weapons Accountability Reports.

8.1.1. Status Change Reports (SCRs). Prepare SCR using DIAMONDS or AF Form 1764, *Major Assembly/Component Status Change Report*. 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.

8.1.1.1. Controlling and processing SCRs. Track each SCR in an SCR control log (refer to paragraph 8.1.1.3.2. 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 NARS personnel to ensure timely reporting.

8.1.1.2. The following actions and associated change codes must be reported:

8.1.1.2.1. Shipment of weapons, limited life components, or TO 11N-100-3150 reportable OMAs (change code: SHP).

8.1.1.2.2. Receipt of weapons, limited life components, or TO 11N-100-3150 reportable OMAs (change code: ROH/RIH).

8.1.1.2.3. Loss, expenditure, or destruction of weapons or TO 11N-100-3150 reportable OMAs (change code: WED). Note: Weapons that are command disabled will use change code R&OTH IAW paragraph 8.1.1.2.8.

8.1.1.2.4. Alteration of weapons resulting in a change to the numeric alteration (ALT) codes assigned to the weapon (change code: A).

8.1.1.2.5. Changes to the charge code assigned to a weapon (change code: C, or CM, if directed by MTO).

8.1.1.2.5.1. Charge code changes to the first character of the charge code require an MTO.

8.1.1.2.5.2. 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.

8.1.1.2.5.3. 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.

8.1.1.2.5.4. 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.

- 8.1.1.2.5.5. Make other charge code changes as directed by the 708 NSUS in the monthly NOSS.
- 8.1.1.2.6. Expiration of a limited life component installed in a weapon (change code: R&LLC).
- 8.1.1.2.7. 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 8.1.1.2.4), and may require a "W" change code (see paragraph 8.1.1.2.16).
- 8.1.1.2.8. Any initial 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 TO 11N-100-3150:
- 8.1.1.2.8.1. Reflect each unrelated defect as a separate line entry on the AF Form 1764 (e.g. unserviceable parachute, cut CF cable and scratch on MC item outside technical order tolerance). Include clear description of each defect.
- 8.1.1.2.8.2. Report each unrelated repair as a separate line entry on the AF Form 1764 (e.g. replaced parachute MC/CF item). This entry is only used when there are still defects causing the weapon or warhead to remain red, otherwise see paragraph 8.1.1.2.12.
- 8.1.1.2.9. 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).
- 8.1.1.2.10. 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 8.1.1.2.4), and may require a "W" change code (see paragraph 8.1.1.2.16).
- 8.1.1.2.11. 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).
- 8.1.1.2.12. 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 8.1.1.2.4), and may require a "W" change code (see paragraph 8.1.1.2.16).
- 8.1.1.2.13. Change in the operational unit, as identified by the operational unit identification code (OUIC), to which the weapon is assigned (change code U).
- 8.1.1.2.14. Transfer of a weapon from storage to alert status (change code IH). NOTE: This may also require a "U" change code (see paragraph 8.1.1.2.13).

8.1.1.2.15. Transfer of a weapon previously on alert status to storage (change code OH). NOTE: This may also require a "U" change code (see paragraph 8.1.1.2.13).

8.1.1.2.16. Changes that result in a different weapon or OMA code (as defined by TO 11N-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 TO 11N-100-3150 reportable OMA.

8.1.1.2.17. Removal of limited life components from weapons (Change Code: RMV).

8.1.1.2.18. Installation of limited life components into weapons (Change Code: IS).

8.1.1.2.19. Other actions that could require reporting and affect other accountable records the MASO maintains (change code X) (See TO 11N-100-3150). These actions include:

8.1.1.2.19.1. Build-up/tear-down configuration of weapons to/from RS or pylon/launchers.

8.1.1.2.19.2. Association or disassociation of a weapon or OMA item to a shipping container or bolster when being prepared for storage.

8.1.1.2.19.3. Application of a seal to a containerized weapon or OMA in order to preclude opening the container during semi-annual inventory.

8.1.1.2.19.4. 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.

8.1.1.2.19.5. Condition Code changes for Non-TO 11N-100-3150 reportable items issued on custody account.

8.1.1.2.19.6. Other actions as required by local instructions.

8.1.1.3. Prepare SCR as follows: (Note: If an SCR is created manually, the individual certifying the SCR will initial any changes.)

8.1.1.3.1. Blocks 1 and 2: Self-explanatory.

8.1.1.3.2. Block 3: Number SCRs consecutively beginning with YY-001 at the beginning of each fiscal year (where YY is the two-digit fiscal year).

8.1.1.3.3. Block 4, 5, and 6: Self-explanatory.

8.1.1.3.4. Block 7A: Applicable change code for each line entry as designated in paragraph 8.1.1.2 above. If more than one change code applies, they may be entered on the same line, separated by commas or reported on separate lines.

8.1.1.3.5. 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 TO 11N-100-3150) for removals and installations.

8.1.1.3.6. 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.

8.1.1.3.7. Block 7D: List all ALT numbers applicable to the item, or the appropriate alpha ALT code from TO 11N-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 TO 11N-100-3150, contact 708 NSUS or applicable MAJCOM prior to submitting SCR to NARS.

8.1.1.3.8. Block 7E: Enter appropriate PAL code from TO 11N-100-3150. Enter a dash mark if the PAL code does not apply.

8.1.1.3.9. Block 7F: Manufacture date of limited life components or pack date of parachutes.

8.1.1.3.10. Block 7G: Condition of the item listed in Block 7B. Use "Y" for yellow or serviceable, "R" for red or unserviceable.

8.1.1.3.11. Blocks 7H thru 7K

8.1.1.3.11.1. For installed components enter part and serial numbers for weapon in which the components are installed.

8.1.1.3.11.2. For removed components, enter "UN" in block 7H and a dash in block 7I.

8.1.1.3.11.3. For a weapon or TO 11N-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.

8.1.1.3.11.4. For a weapon or TO 11N-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.

8.1.1.3.11.5. For items not associated to a delivery system or H-Gear, enter a dash in both blocks.

8.1.1.3.11.6. 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.

8.1.1.3.11.7. 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.

8.1.1.3.12. Block 8: Enter information as required to explain all changes reported on each line in Block 7. In addition:

8.1.1.3.12.1. 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.

8.1.1.3.12.2. 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 5.2.4).

8.1.1.3.12.3. 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 5.2.5).

8.1.1.3.13. Block 9: Enter the WSR/QSR number(s) in which changes reported to the MASO in this SCR were subsequently reported to DTRA.

8.1.1.3.13.1. Leave blank when reporting change code "X"

8.1.1.3.14. Block 10 and 11: Name of NARS individual that verified the SCR for accuracy and timelines.

8.1.1.4. 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:

8.1.1.4.1. Prepare an AF Form 1764 for receipt and in block 8 add the statement "Interim report pending verification inspection".

8.1.1.4.2. List items on an AF Form 1297, *Temporary Issue Receipt* and obtain the signature of the MASO, if applicable.

8.1.1.4.3. MASO will hold the AF Form 1297, DD Form 1348-1A and DD Form 1911 in suspense.

8.1.1.4.4. MASO will verify the accuracy of the WSR previously submitted. Process all documents held in suspense.

8.2. Weapon Status Report (WSR). Prepare WSRs using DIAMONDS. Prepare and submit as outlined in TO 11N-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 708 NSUS. Corrections are due 1200 next day following notification to the unit. 708 NSUS will 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.

8.3. Container Asset Report (CAR). Prepare CAR using DIAMONDS. Prepare and submit as outlined in TO 11N-100-4, *Custody, Accountability and Control of Nuclear Weapons and*

Nuclear Materiel, Chapter 7. Continue reporting during MINIMIZE. Submit report semi-annually as of the SIR effective date. Submit data requirements assigned as prescribed, or by any means to ensure arrival on the established due dates. In addition, report when receipt, shipment or changes in serviceability affect balances. Classify information as prescribed by DoD Regulation 5200.1-R, *DoD Information Security Program*, and AFI 31-401, *Information Security Program Management*.

8.4. Quality Assurance Service Test (QAST) Status Report (QSR). Prepare QSR using DIAMONDS. Prepare and submit as outlined in TO 11N-100-3150. 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.

8.4.1. Reporting changes for OMAs to the MASO. Maintenance personnel report status changes for OMAs to the MASO using procedures in paragraph 8.1 above. The MASO reports status changes to DTRA via a QSR.

8.4.1.1. Units expending OMAs pending recovery will send an information copy of the QSR to the anticipated recovery unit. Contact MAJCOM if unknown.

8.4.2. Items that require OMA reporting. Reporting requirements apply to OMAs that contain SS material. Reporting is by end item type (using a modified weapon code), and serial number.

8.4.2.1. 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 TO 11N-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.

8.4.2.2. 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 708 NSUS. If changes to the OMA code are required after receipt in DIAMONDS, follow guidance in T.O. 11N-3150-8-1 for errors on accountable document reporting.

8.4.2.3. 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.

8.5. Unsatisfactory Report (UR). Prepare UR using DIAMONDS. Prepare and submit as outlined in T.O. 11N-5-1. 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.

8.6. Weapons Information Report (WIR). Prepare WIR using DIAMONDS. Prepare and submit as outlined in T.O. 11N-35-50. 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.

8.7. Location Inventory Listing (LIL). The LIL contains unit stockpile information extracted from the DIAMONDS database at DTRA. DTRA/CSNOO prepares the LIL monthly and publishes it on the "Support Center" DIAMONDS screen. 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.

8.7.1. Maintaining the LIL. NARS personnel maintain a master copy of the LIL. In order to ensure the ability to reconcile the LIL each month, NARS 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 NARS personnel. At a minimum NARS personnel must:

8.7.1.1. Post weapon shipment and receipts and changes to weapon codes, charge codes, and alpha alt codes in Part I.

8.7.1.2. Post changes to unassociated LLCs in Part II.

8.7.1.3. Post changes to installed LLC serial numbers, component codes, and due dates in Part III.

8.7.1.4. Post changes to IH and or OH status and changes to OUICs in Part IV.

8.7.2. Monthly LIL Reconciliation. Within five duty days of receipt, NARS personnel reconcile the new LIL against changes made on the old LIL and applicable DIAMONDS screens (Local LIL, WSRs, etc).

8.7.2.1. Transactions reported after the effective date of the LIL, but before its receipt are carried forward.

8.7.2.2. NARS 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.

8.7.2.3. Load (if necessary) and verify LLC kit pack dates, internal LLC serial numbers for weapons received since last LIL reconciliation into the DIAMONDS database.

8.7.2.4. Load (if necessary) unassociated component due dates for serviceable components received since the last reconciliation into the DIAMONDS database.

8.7.2.5. Once the LIL is reconciled, the NARS 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.

8.7.3. Local distribution of the LIL. Once NARS 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 NARS personnel. If the LIL is maintained in other sections, it must be maintained and updated in the same manner as the master copy.

8.7.4. SIR LIL Reconciliation. As a part of the SIR, NARS 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.

8.8. Forms.

8.8.1. Prescribed Forms.

AF Form 504, *Weapons Custody Transfer Document*

AF Form 1764, *Major Assembly/Component Status Change Report*

8.8.2. Adopted Forms. AF Form 36, *Supply Document Register*

AF Form 85A, *Inventory Count Card*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1996, *Adjusted Stock Level*

AF Form 2005, *Issue/Turn-In Document*

AF Form 3126, *General Purpose Form*

AF Form 105F6, *Stock Record (Manual)*

AF Form 847, *Recommendation for Change of Publication*

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, (EG) *Issue Release/Receipt Document*

DD Form 1911, *Materiel Courier Receipt*

SF Form 361, *Transportation Discrepancy Report*

SF Form 364, *Report of Discrepancy*

DOE Form AD 60, *Courier Receipt*

DOE/NRC Form 741, *Nuclear Materiel Transaction Report*

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DCS/Logistics, Installations and Mission Support

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

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 21-2, *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 21-200, *Munitions and Missile Maintenance Management*

AFI 21-201, *Conventional Munitions Maintenance Management*

AFI 21-202, *Missile and Space Systems Maintenance Management*

AFI 21-204, *Nuclear Weapons Maintenance Procedures*

AFI 21-205, *Command Disable Systems*

AFMAN 23-110, *USAF Supply Manual*

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 33-360, *Publications and Forms Management*

AFMAN 33-363, *Management of Records*

AFI 91-101, *Air Force Nuclear Weapon Surety Program*

AFI 91-115, *Safety Rules for Nuclear Logistics Transport by the Prime Nuclear Airlift Force*

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

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 11N-3150-8-1, *USAF DIAMONDS Policy and Procedures*

TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*

Abbreviations and Acronyms

AAAL—Access, Approval, and Authority List
ACC—Air Combat Command
AETC—Air Education and Training Command
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
AFNWC—Air Force Nuclear Weapons Center
ALC—Air Logistics Center
ALCM—Air Launched Cruise Missile
AMC—Air Mobility Command
AMXS—Aircraft Maintenance Squadron
BDU—Bomb Dummy Unit
BMSS—Base and Military Spares Server
BS—Base Spare
CAS—Combat Ammunition System
CDS—Command Disable System
CE—Civil Engineering
CJCSI—Chairmen Joint Chief of Staff Instruction
COMSEC—Communications security
CONUS—Continental United States
DIAMONDS— Defense Integration and Management of Nuclear Data Services
DIFM—Due in from Maintenance
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/FV—Munitions/Weapons Account
FOB—Found on base
FOUO—For Official Use Only
GSC—Global Strike Command
HAF—Headquarters Air Force
HQ—Headquarters
IAD—Inventory Adjustment Document
IAV—Inventory Adjustment Voucher
ICBM—Intercontinental Ballistic Missile
JCS—Joint Chiefs of Staff
JQS—Job Qualification Standard
JTA—Joint Test Assembly
KCP— Kansas City Plant
LIL—Location Inventory List
LLC—Limited Life Component
MAJCOM—Major Command
MASO—Munitions Accountable Systems Officer
MCC—Missile Combat Crew
MS—Military Spare
MTO—Materiel Transfer Order
MUMG—Munitions Materiel Group
MUNS—Munitions Squadron
MUNSS—Munitions Support Squadron
MTG—Materiel Group
MTO—Materiel Transfer Order
NARS—Nuclear Accountability and Reporting Section
NCOIC—Noncommissioned Officer in Charge
NIPRNET—Non-Secure Internet Protocol Router Network
NNSA—National Nuclear Security Administration
NOCM— Nuclear Ordnance Controlled Material

NOSS—Nuclear Ordnance Shipping Schedule

NSN—National Stock Number

NSUS—Nuclear Sustainment Squadron

NWRM—Nuclear Weapons Related Materiel

OST—Office of Safeguards Transport

OT&E—Operational Test and Evaluation

OUIC—Operational Unit Identification Code

PAL—Permissive Action Link

PC—Parachute

PNAF—Prime Nuclear Airlift Force

PRP—Personnel Reliability Program

QAST—Quality Assurance Service Test

QC—Quality Control

QSR—QAST Status Report

QTY—Quantity

RDS—Records Disposition Schedule

RS—Reentry System

RV—Reentry Vehicle

SA—System Administrator

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)

SFT—Stockpile Flight Test

SGT—Safeguards Transporter

SIPR—Secure Internet Protocol Router

SIR—Semiannual Inventory Report

SLA—Service Logistics Agent

SLT—Stockpile Laboratory Test

SRAN—Stock Record Account Number

SS—Source and Special
SSAN—Social Security Account Number
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
USSTRATCOM—United States Strategic Command
UR—Unsatisfactory Report
WR—War Reserve
WS3—Weapon Storage and Security System
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.

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 authorized in spare parts list (SPL) published by Sandia National Laboratories (SNL), 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.

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. Adjustments to the blind inventory worksheet are not authorized after the visual verification has been accomplished.

Charge Codes—A TO 11N-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.

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—Transferring custody of nuclear weapons during operational and logistics movements.

Delivery Vehicle—Portion of a weapon system that delivers a nuclear weapon to its target. This includes cruise and ballistic missile airframes as well as delivery aircraft.

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.

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 to report weapons transferred into the hands of the operational unit.

Inactive Files—Documentation retained and filed for prior fiscal or calendar year(s).

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.

Munitions Accountable Systems Officer (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 authorized in SPL published by Sandia National Laboratories (SNL), funded for, procured, and owned by DoD, and required for support of DOE and DoD produced training weapons and all cable test (CT) disablement equipment (DE), test

(T), and handling (H) equipment except those DOE-owned items supplied to the DoD with WR weapons.

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)—Base and Military Spares used on or with any nuclear weapons, which must be specifically controlled because of design, security, or quality control requirements.

Nuclear Ordnance Shipping Schedule (NOSS)—A 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 Related Materiel (DoD)—Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable material) identified by the Military Departments (MILDEPS) that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.

Nuclear Systems Related Materiel (AF)—Classified or unclassified nuclear weapon system components whose purpose is to prearm, arm, launch or release a nuclear weapon and require special controls to maintain and protect system integrity and security, as well as engineering and design information (e.g. guidance set, classified critical components, launch control, use control equipment).

On-Hand—An accounting term to report weapons transferred from in-hand or red for an operational unit.

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.

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.

Service Spares—Parts and components in FSG 11 authorized in illustrated parts breakdowns, funded for, procured, and owned by DoD, which are peculiar by application or original design to the Air Force nuclear weapons program, and for which Air Logistics Centers have management responsibilities.

Source Documents—Documents used to schedule maintenance, validate requirements, verify accountability and/or custody procedures. Examples include, but are not limited to, nuclear weapon configuration records (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).