

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 20-110**

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*Incorporating Change 1, 20 APRIL 2016*

*Logistics*

**NUCLEAR WEAPONS-RELATED  
MATERIEL MANAGEMENT**

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This Instruction implements Air Force Policy Directive (AFPD) 20-1, *Integrated Life Cycle Management* and should be used in conjunction with AFI 63-101/20-101, *Integrated Life Cycle Management*. It is consistent with AFPD 13-5, *Air Force Nuclear Enterprise*. This Instruction applies to all Air Force units possessing Nuclear Weapons-Related Materiel (NWRM) and Air Force personnel responsible for storing, maintaining, handling, shipping, loading and accounting for NWRM. This AFI also applies to personnel in other services assigned or attached to Air Force units that possess NWRM as well as to Air National Guard and Air Force Reserve units in possession of NWRM. Requirements of this publication must be implemented immediately unless otherwise noted within specific paragraphs. Units will contact the applicable MAJCOM for interpretations of the guidance contained in this AFI and may not supplement this AFI. MAJCOM direct supplements to this publication must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Recommend improvements to NWRM management policies and procedures through AF/A4LW IAW AFI 33-360. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records

Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This interim change revises AFI 20-110 by (1) removing the requirement to open and inventory banded, crated and/or sealed assets showing no signs of tampering every 3 years; (2) adding, for APSRs with the capability to show S/N and/or UUI, that they must be verified to ensure the S/N and/or UIIs are loaded and reflect valid locations; (3) changing all references of AF/A4/7 to AF/A4 along with appropriate titles; (4) changing the mandatory requirement for Low NWRM discrepancy Root Cause Analysis (RCA) to as determined by AFMC; (5) adding clarity to what constitutes low severity discrepancies; (6) adding trademark markings after each use of the phrase SharePoint; (7) adding NWRMAO and Unit Commander responsibilities to ensure the reporting of missing, questionable and illegible characters/markings related to identifying information; (8) changes accepted as a result of contractor review of publications; (9) revising NWRM discrepancy reporting requirements; (10) adding Wing Commander responsibilities; (11) changing RCA posting timelines, and (12) changing NWRM discrepancy approval levels. A margin bar (|) indicates newly revised material.

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## Chapter 1

### GENERAL

**1.1. Scope of Guidance and Procedures.** NWRM is defined by the Office of the Secretary of Defense (OSD) “for the purpose of accountable inventory controls” as “classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable material) identified by the Military Departments 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.” Furthermore, OSD defines delivery vehicle “as the 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.” The guidance and procedures prescribed in this document apply to all nuclear sustainment activities directly or indirectly involved in NWRM management. This includes Air Force supply (base, depot), transportation, maintenance (base, depot contract/organic), munitions, depot storage, disposal and demilitarization.

**1.2. Systems.** AF NWRM is classified and managed using multiple Accountable Property Systems of Record (APSR). In addition to AFI 20-110 requirements, Integrated Logistics Systems - Supply (ILS-S)/D035A Stock Control Management System users will follow existing policies found in AFI 23-101, *Air Force Materiel Management* and procedures found in AFMAN 23-122, *Materiel Management Procedures* to manage and account for NWRM. CAS users will use procedures outlined in AFI 21-201, *Conventional Munitions Management* and this instruction to manage and account for CAS managed NWRM. CAS processing procedures for CAS-managed NWRM will be IAW AFI 21-201.

**1.3. Personnel Security Requirements.** Personnel who require physical access to NWRM designated as Restricted Data (RD) or Formerly Restricted Data (FRD) must meet the following requirements:

1.3.1. Access Requirements to RD and FRD for Department of Defense (DoD) personnel are governed by DoDD 5210.02, *Access to and Dissemination of Restricted Data and Formerly Restricted Data*, as implemented by the AF in AFD 16-14, *Security Enterprise Governance*.

1.3.2. Access requirements to RD and FRD for contractors are outlined in DoDD 5220.22-M, *National Industrial Security Program Operating Manual*, as implemented by the AF in AFI 31-601, *Industrial Security Program Management*.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. Deputy Chief of Staff, Logistics, Engineering and Force Protection, (AF/A4) will:**

- 2.1.1. Develop and publish NWRM logistics management guidance.
- 2.1.2. Develop and sustain the AF NWRM SharePoint® site.
- 2.1.3. Publish the Air Force master NWRM National Stock Number (NSN) list on the NWRM SharePoint® site.
- 2.1.4. Sustain a NWRM Fundamentals Course and NWRM Accountable Officers (NWRMAOs) course. This training will be available to organic and contractor personnel to include distribution personnel, enabling them to properly handle and account for NWRM.

#### **2.2. Air Force Materiel Command (AFMC).** In addition to MAJCOM responsibilities and requirements will:

- 2.2.1. Support the acquisition execution of NWRM life cycle management.
- 2.2.2. Provide information and Automatic Identification Technology (AIT) solutions to ensure NWRM visibility throughout the supply chain.
- 2.2.3. Maintain a distribution list including names, ranks, phone numbers and email addresses with assigned DoDAACs for NWRMAOs, Munitions Accountable Systems Officers (MASO), Item Managers (IM) and MAJCOM points of contact (POC) managing NWRM. Ensure this list is published, up-to-date and available on the NWRM SharePoint® site location listed in paragraph 2.1.3 of this Instruction.
- 2.2.4. Develop and implement functional training for NWRM processes for IMs, Equipment Specialists (ES), Program Managers (PM), Production/Program Management Specialists (PMS) and Engineers to fulfill responsibilities outlined in this Instruction. IMs, ESs, PMs, PMSs and engineers must complete the appropriate training and be fully qualified prior to performing NWRM duties. Training must not duplicate the NWRM Fundamentals Course. Track completion of training requirements.
- 2.2.5. Maintain an AFMC OPR and an up-to-date organizational email account for NWRM correspondence, as well as up-to-date organizational email accounts for the Air Force Sustainment Center's (AFSC) NWRM Transaction Control Cell (NTCC), and disseminate to all NWRMAOs, MASOs, PMs, PMSs, IMs and ESs managing NWRM.
- 2.2.6. Maintain NTCC 24 hours per day capability for receipt and management of NWRM discrepancies reported IAW Chapter 11 of this Instruction.
- 2.2.7. Consolidate MAJCOM discrepancies from semiannual Worldwide Inventory requiring inventory adjustments and provide to AF/A4L (and info copy AF/A10) Not Later Than (NLT) 1 Jan.
- 2.2.8. Ensure Air Force Nuclear Weapons Center (AFNWC) conducts a review, IAW Chapter 3 of this Instruction, of items on the NWRM listing.

2.2.9. Ensure all AFMC organizational email accounts, phone numbers, squadron designations, etc. established for NWRM management and identified in this Instruction are up-to-date and current.

2.2.10. Ensure the following are included in contracts managed under their purview:

2.2.10.1. Serial Number (S/N) verification procedures for assets shipped and received to and from contractor activities.

2.2.10.2. Asset visibility procedures for NWRM located at contractor facilities.

2.2.10.2.1. Use Commercial Asset Visibility (CAV) AF to record all items under Government Furnished Property.

2.2.10.2.2. Update CAV AF and notify the IM within 24 hours of any movement into or out of contractor facilities. Ensure IM approval is received prior to moving NWRM.

2.2.10.3. CAV AF access and training procedures.

2.2.10.4. Assets shipped and received to and from contractor activities are verified. (T-1)

2.2.10.5. Maintain a list of NWRM located at contractor facilities. (T-1)

2.2.10.6. Ensure an individual is identified to fulfill the role of NWRMAO for their respective contract activities.

2.2.11. Provide their contractors (through the AF contracting Officer) all updates to the NWRM master-list.

2.2.12. Ensure IM is notified when any NWRM asset is moved.

2.2.13. Ensure serialized item listing of all NWRM located at contractor facilities are maintained. The list will contain, at a minimum, the NSN, S/Ns, cage, location, date of receipt and date of shipment, as well as the name of the person signing for the material at the contractor facility. Update the IM when any NWRM asset is moved.

2.2.14. Create, validate and publish authorized DoDAACs.

2.2.15. Ensure that, at contractor locations, Property Custodian appointments are made IAW contract requirements.

2.2.16. Ensure that, at contractor locations, trained and qualified personnel are designated in writing to order, issue, package, turn-in, store, inventory, ship, transship and receipt for NWRM. See AFI 23-101, Chap 10 for minimum data elements. Ensure the appointment letter is updated annually, or as changes occur, and provided to the NWRMAO and/or the MASO.

2.2.17. Ensure a POC is assigned for the identification of misidentified or mislabeled NWRM assets (misidentified NWRM, missing/incorrect data plates, etc.).

2.2.18. Ensure appropriate Demilitarization Codes are determined and assigned and that demilitarization actions are coordinated IAW Chapter 10 of this Instruction.

**2.3. Program Managers (PM) will:**

- 2.3.1. Ensure demilitarization, disposal and reclamation support requirements are identified and planned for throughout the life cycle IAW AFI 20-101/63-101. (T-2)
- 2.3.2. Establish required planning and direction to implement NWRM Unique Item Identifier (UII) identification and tracking. Work with DOE to implement NWRM UII identification and tracking for DOE designed items. (T-0)
- 2.3.3. Maintain individual item identity by ensuring NWRM is not included in any kit. (T-1)
- 2.3.4. Identify an individual to fulfill the role of PC for their respective contract activities. (T-1)

**2.4. NWRM IMs will:**

- 2.4.1. Use existing IM procedures and those listed in this Instruction to manage and account for NWRM. (T-1)
- 2.4.2. Manage assigned inventory items throughout the supply chain by S/N and/or UII (T-0). Work with NWRMAO/MASO to ensure all data plate discrepancies (i.e. missing S/Ns) are reported (T-1). Work with AFNWC for DOE designed items. Note: Once NWRM Item Unique Identification (IUID) marking burn down is complete, all data plates will contain S/N and UII.
  - 2.4.2.1. The IM areas of involvement include order management (requisition approval/release), inventory, requirements determination, item acquisition, materiel returns, demilitarization/disposal, asset redistribution, repair, asset reconciliation, final asset disposition, etc. (T-2)
- 2.4.3. Track movement of NWRM by S/N and/or UII as they move throughout the supply chain to include contractor facilities. Review transactions from APSR to ensure action or movement are accurate and authorized. (T-0) Note: PIC Fusion may be used as a tool to help track NWRM asset movement.
  - 2.4.3.1. Verify information in APSRs to ensure valid locations are reflected, and for APSRs with the capability to show S/N and/or UII, verify to ensure the S/N and/or UIIs are loaded and reflect valid locations. Coordinate with the appropriate NWRMAO/MASO to resolve discrepancies. (T-0)
  - 2.4.3.2. Coordinate with ES to assign a pseudo S/N and/or UII for any asset found to be without a manufacturer assigned S/N and/or UII by the next duty day, and provide to the appropriate NWRMAO/MASO. Maintain a listing of all pseudo S/Ns and/or UIIs. A permanent S/N and/or UII should be assigned as soon as possible. (T-0)
  - 2.4.3.3. Update the serialized item listing of all NWRM under their control, to include those at contractor facilities, any time information changes. (T-0)
  - 2.4.3.4. If verification of the precise location of a NWRM is necessary, contact the responsible Accountable Property Officer (APO), who is the NWRMAO for supply managed NWRM or MASO for CAS managed NWRM. (T-1)
- 2.4.4. Verify organizations requesting NWRM have a valid requirement for the asset by verifying that the Department of Defense Activity Address Code (DODAAC) in the



requisition is authorized to receive the NWRM. To satisfy valid requisitions, manually release items after verification. For CAS managed NWRM, authorization to receive NWRM is controlled by the forecasting and allocation, Out-of-Cycle Request and Allocation Transfer Request processes IAW AFI 21-201. (T-0)

2.4.5. Approve authorization to process inventory adjustments for any APSR used to manage NWRM IAW Chapter 8. (T-1)

2.4.6. Provide appropriate 'ship-to' DODAAC for all NWRM for inclusion into all contracts involving NWRM. (T-0)

2.4.7. Review all kits to ensure they do not contain NWRM in order to maintain individual item identity. (T-1)

2.4.8. Initiate NWRM out-of-cycle inventories IAW Chapter 8 of this Instruction. (T-1)

2.4.9. Ensure CAS managed NWRM items have the time change indicator set to "Y." (T-1)

2.4.10. Verify by S/N and/or UII, assets shipped and received to and from contractor activities and validate that the receipt has been posted in CAV AF. (T-0)

2.4.11. Provide disposition instruction to units and contractors possessing NWRM by the end of the next duty day of disposition request and post a copy to the NWRM Positive Inventory Control (PIC) Supporting Documentation Community of Practice (CoP). Note: Disposition of explosive CAS managed NWRM assets must be approved by the Air Force Designated Disposition Authority IAW AFI 21-201. (T-1)

2.4.12. Coordinate with the NTCC to redistribute excess assets to the NWRM Storage Facility (NSF). (T-1)

2.4.13. Validate and correct DoDAACSs authorized to have NWRM on the AFMC master approved DoDAAC list. (T-0)

## **2.5. NWRM ES will:**

2.5.1. Support NWRM acquisition, reliability/maintainability and follow-on operational support. (T-1)

2.5.2. Ensure adequacy of NWRM initial spares provisioning, source coding support, technical data, firmware and software. (T-1)

2.5.3. Support system engineering during item demilitarization procedure development IUID prototyping and activities. (T-0)

2.5.4. Incorporate demilitarization processes into the technical documents (Special Handling 252, etc.). (T-1)

2.5.5. Incorporate IUID engineering change orders into the technical documents (TCTO, Special Handling 252, etc.). (T-0)

2.5.6. Act as primary point of contact for misidentified or mislabeled NWRM assets. (T-1)

## **2.6. NWRM Engineers will:**

2.6.1. Ensure NWRM Engineering Support Data, to include drawing and specifications, are reviewed for accuracy, traceability and security of NWRM in the supply chain and are documented and available for operational, test and training needs. (T-1)

2.6.2. Follow AFI 63-101/20-101 procedures to include:

2.6.2.1. A well-integrated and documented configuration control, engineering change proposals and systems modifications that include screening for NWRM impacts. (T-1)

2.6.2.2. An assessment of design problems, proposed engineering fixes and follow-on equipment/spares recommendations for procurement-type actions involving NWRM. (T-1)

2.6.3. Work directly with the ES to develop new and revised existing technical order(s) (TO)/procedures to ensure NWRM life cycle management from acquisition to demilitarization and disposal. (T-1)

2.6.4. Provide top priority for NWRM IUID engineering analysis to:

2.6.4.1. Determine the location and procedures to affix the asset's UII and the approved marking method for NWRM. Work with AFNWC for DOE designed items. (T-1)

2.6.4.2. Create and approve NWRM IUID marking engineering change orders. (T-1)

2.6.5. Ensure historical documentation requirements and guidelines are included in the -6 TO. (T-1)

2.6.6. Conduct weapons system technical reviews of NWRM IAW Chapter 3 and Attachment 2 of this Instruction. (T-1)

## **2.7. MAJCOMs will:**

2.7.1. Ensure the Inspector General (IG) conduct assessments/inspections to ensure personnel are complying with NWRM management and discrepancy reporting procedures established in this Instruction.

2.7.2. Review results of wing semiannual NWRM inventories. Forward results to AFMC NWRM inventory OPR (635 SCOW/NTCC) within 30 calendar days of inventory closeout.

2.7.3. Approve requirements for NWRM in Readiness Spares Package (RSP) IAW AFI 23-101 and AFMAN 23-122.

2.7.4. Identify a MAJCOM NWRM POC to the AFMC NWRM POC and provide up-to-date copies of NWRMAO/MASO appointment letters for units possessing NWRM.

2.7.5. Ensure all NWRMAO/MASO establish NIPRNET organizational email accounts for NWRM correspondence and provide them to their MAJCOM NWRM OPR.

2.7.6. Ensure an individual is appointed to fulfill the role of NWRMAO for their respective contract activities.

2.7.7. Forward copies of NWRMAO/MASO appointment letters/Certificate of Transfer to HQ AFMC/A4RM via their Workflow box, to include the DODAACs assigned to each individual.

## **2.8. Operational/Base Wing Commanders (or equivalent directors) (except Center Wing Commanders) of Units Possessing NWRM will:**

2.8.1. Appoint the servicing (host) LRS commander as the NWRMAO in writing and approve transfer of accountable property officer duties for NWRM (not managed in CAS) to the new LRS/CC upon change of command. At locations where an LRS is not assigned,

appoint as NWRMAO an appropriately qualified (paragraph 2.12.3 of this Instruction) US military officer, US senior non-commissioned officer or Department of the AF civilian (US citizen) in the grade of GS-11 or higher. (T-1)

2.8.2. Provide NWRMAO and MASO appointment letters to MAJCOM NWRM POC. (T-1)

2.8.3. Review wing semi-annual inventory results. (T-1)

2.8.4. Appoint a verifying individual for every wing semiannual inventory and audit. The verifying individual may not inventory/audit accounts for two consecutive semiannual inventories/audits, must meet grade and citizenship requirements of paragraph 2.8.1 of this Instruction and must be from a different organization than the NWRMAO/MASO. EXCEPTION: When only one organization is located at an installation, the verifying individual will be from a different flight/branch. (T-1)

**2.9. AFMC Center Commanders:** Will ensure subordinate units that either possess NWRM or execute NWRM supply chain management functions/supply activities accomplish the following:

2.9.1. Complex Commanders, Supply Chain Wing Commanders and Air Base Wing commanders will appoint an NWRMAO in writing IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*, that meets grade and citizenship requirements IAW paragraph 2.8.1 of this Instruction to manage the accountability of NWRM on the supply account (not managed in CAS). For CAS managed NWRM, the MASO is appointed IAW AFI 21-201 and is the Accountable Property Officer (APO) for CAS managed NWRM IAW paragraph 2.13.1 of this Instruction. **Note:** Assign the NWRMAO for contractors possessing NWRM and Depot maintenance functions IAW paragraph 2.12.

2.9.1.1. Centers may have more than one NWRMAO based on organizational structure.

2.9.1.2. Provide NWRMAO appointment letter to the MAJCOM NWRM POC.

2.9.1.3. Approve the transfer of APO's duties and NWRM to the new NWRMAO upon assumption of position.

2.9.2. Review and approve semiannual inventory results. (T-1)

2.9.3. Appoint a verifying individual for every semiannual inventory and audit. The verifying individual may not inventory/audit accounts for two consecutive semiannual inventories/audits, must meet the grade and citizenship requirements of paragraph 2.8.1 of this Instruction and must be from a different organization than the NWRMAO/MASO. EXCEPTION: When only one organization is located at an installation, the verifying individual will be from a different flight/branch. (T-1)

**2.10. Group Commander (or equivalent directors/division chiefs) will:**

2.10.1. Ensure all personnel whose duties involve NWRM materiel management and related tasks (storage, handling, maintenance, distribution and/or disposal/demilitarization, etc.) receive required NWRM training IAW Chapter 9 of this Instruction. (T-0)

2.10.2. Ensure a Quality Assurance (QA) program is developed and utilized to ensure standardized evaluation of NWRM procedures. Note: Bases may have multiple QA programs and should coordinate on NWRM procedures and responsibilities. For group level

organizations not mandated by other policy directives to operate a QA section/program, a subordinate organization surveillance program meets the QA program requirement. (T-1)

**2.11. Unit Commander (or equivalent directors/branch chiefs) of Units Possessing (e. g. users, custody accounts)/Accountable for (e.g. LRS, MUNS) NWRM, as required, will:**

2.11.1. Ensure unit personnel are task-level trained and qualified to handle NWRM. (T-0)

2.11.2. Designate in writing a property custodian (PC) for NWRM to provide oversight of unit-level NWRM procedures and processes IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*. For units possessing CAS managed NWRM, designate responsible persons (account custodians) IAW AFI 21-201 if assets are maintained outside of the munitions/weapons storage area. At contractor locations, this appointment is made IAW contract requirements. (T-1)

2.11.2.1. Except for CAS managed NWRM assets, provide the supporting NWRMAO with the property custodian's complete contact information and a copy of the property custodian's appointment letter. The MASO will maintain a copy of the custodian's information on the AF Form 68. (T-1)

2.11.2.2. Strategic Aerial Port Squadrons and Aerial Port Flights of Air Mobility Squadrons will provide property custodian's information and appointment letter to AMC NWRM POC and supporting NWRMAO. (T-1)

2.11.3. Designate trained and qualified personnel in writing (as functionally required) to order, issue, package, turn-in, store, inventory, ship, transship and receipt for NWRM. See AFI 23-101, Chap 10 for minimum data elements. Update the appointment letter annually, or as changes occur, and provide to the NWRMAO and/or the MASO. At contractor locations, this appointment is made IAW contract requirements. (T-1)

2.11.4. Appoint trained and qualified personnel in writing to verify that the correct NWRM is packed, and quantities, markings and associated paperwork are correct (T-0). Place these individuals on the Special Certification Roster (SCR) IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 14; AFI 21-200, *Munitions and Missile Maintenance Management*, Chapter 6; or an equivalent certification listing. Certified munitions inspectors do not require placement on the SCR and will follow procedures in AFI 21-201. Individuals will meet the following minimum requirements:

2.11.4.1. Have sufficient subject matter expertise to be able to identify/inspect item being packaged. (T-0)

2.11.4.2. Be as a minimum, a 7-level, civilian specialist or a supply/munitions inspector. (T-1)

2.11.4.3. Be qualified to ensure the accompanying documentation accurately reflects the container contents. (T-0)

2.11.4.4. Have appropriate security clearance and background investigation as identified in paragraph 1.3 of this Instruction when accessing RD and/or FRD classified NWRM. (T-0)

2.11.5. Review NWRM Fundamentals Course completion rates quarterly. (T-2)

2.11.6. Ensure all non-CAS managed NWRM training assets are on the unit's Equipment or Special Purpose Recoverables Authorized Maintenance (SPRAM) account(s) IAW AFI 23-101. (T-1)

2.11.6.1. NWRM training components used to configure trainers, simulators and mock-ups.

2.11.6.1.1. Ensure Equipment Authorized In Use Detail (EAID) accountability is established or correct for equipment (NF/ND) trainer, simulator or mock-up. (T-0)

2.11.6.1.2. Ensure (XF/XD) NWRM components are accounted for under EAID accountability and listed as subcomponents for the trainer, simulator or mock-up's prime authorization. (T-0)

2.11.6.2. NWRM training components not used to configure trainer, simulators and mock-ups.

2.11.6.2.1. Any (XF/XD) NWRM component required for detecting or isolating a fault, calibrating or aligning equipment and duplicating an active system installed in on-line equipment and not used to configure an equipment (NF/ND) trainer, simulator or mock-up must be accounted for on a SPRAM account. (T-1)

2.11.7. Ensure bench mock-ups or sets which contain NWRM components are accounted for IAW AFI 23-101. (T-1)

2.11.8. Develop local procedures/operating instructions to ensure NWRM is placed on the APSR and S/N tracking and control is maintained throughout the entire maintenance process IAW paragraph 7.1. (T-1). EXCEPTION: Local procedures are not required for CAS managed NWRM. CAS managed NWRM will be picked up on record and tracked through the maintenance cycle IAW paragraph 7.1.1.3 of this Instruction and AFI 21-201.

2.11.9. Ensure the NWRMAO/MASO is notified of any missing, questionable or illegible characters/markings (e.g. faded or worn) on NWRM item data plates to ensure identifying information (e.g. NSN, S/N, Part Number) correctly matches the applicable APSR.

2.11.10. Ensure assets being prepared for turn-in are positively identified and required documentation is accurately completed IAW Chapter 4 of this instruction. (T-1)

**2.12. The NWRMAO:** Is the APO for supply managed NWRM. The 635 SCOW will appoint the NWRMAO for assets stored/maintained in the NSF and OO-ALC maintenance activities. The NWRMAO will:

2.12.1. Be responsible for NWRM on supply accounts (not managed in CAS) and will be appointed in writing IAW section 2.8 or 2.9. (T-1)

2.12.2. Maintain a list of all property custodians and individuals appointed to manage/handle NWRM for all units with NWRM tracked and issued through the NWRMAO supply account. (T-1)

2.12.3. Complete NWRMAO training prior to assuming duties and complete the NWRM Fundamentals Course and the NWRMAO Course annually NLT the last day of the anniversary month. (T-0)

2.12.4. Execute semiannual inventories and audits of all assigned NWRM on the APSR (non CAS) and correct any discrepancies discovered during the inventory within 15 calendar days after inventory close out. (T-1)

2.12.5. Brief the squadron, group and wing/complex commanders on the NWRM inventory results to include root-cause analyses for any discrepancies discovered during the inventory and audit within 10 calendar days after the inventory or audit closeout. Ensure the verifying individual is present for the briefing. For geographically separated units (GSU), this briefing may be conducted via telephone or other means. Forward inventory results to the MAJCOM NWRM POC within 15 calendar days after inventory close-out.

2.12.6. Use Air Force Smart Operations for the 21st Century (AFSO21) Playbook tools to identify and address root causes for all discrepancies discovered during inventories and forward findings to MAJCOM POC. (T-1)

2.12.7. Appoint an inventory officer by letter. The inventory officer must meet the grade and citizenship requirements of paragraph 2.8.1 of this Instruction and must have materiel management experience. (T-1)

2.12.8. Ensure all inventory team members (to include auditors) are granted escorted access or unescorted access to NWRM storage locations for the entire inventory period. (T-1)

2.12.9. Provide guidance to individuals responsible for handling and managing NWRM. (T-1)

2.12.10. Ensure accuracy of record transactions, account records currency and the APSRs reconciliation. (T-1)

2.12.11. Appoint in writing individuals who may act on behalf of the NWRMAO in his/her absence. Appointees must meet the grade and citizenship requirements in paragraph 2.8.1 of this Instruction. If NWRM is geographically separated from the stock record account base on a continuous basis, the property custodian for the assets will be the inventory officer. Note: All requirements in Chapter 8 still apply when the PC acts as the inventory officer. (T-1)

2.12.11.1. NWRMAO role of executing semiannual inventories may not be delegated. (T-1)

2.12.11.2. NWRMAO maintains the appointment letter and retains full responsibility for all activities carried out by his/her appointed representatives. (T-1)

2.12.12. Provide research documentation to IMs, based on causative research IAW Chapter 8 of this Instruction, to request approval for an inventory adjustment to any NWRM balance. (T-0)

2.12.13. Report missing, questionable or illegible characters/markings related to identifying information (e.g. NSN, S/N, UII, Part Number) on NWRM item data plates to the NWRM Property Custodian, who will contact the applicable item manager to ensure NWRM is properly identified and correctly accounted for on the applicable APSR (T-0). Contact the IM directly in the event the Property Custodian is unavailable (ex. Leave, TDY) and coordinate with Property Custodian immediately upon return.

2.12.14. Ensure all accountable documents (e.g., receiving, shipping, issue, turn-in, certificates of audit, etc.) including audits are signed and maintained IAW AFMAN 33-363, and disposed of IAW AF RDS in AFRIMS. Approve all non-CAS duplicate documents for destroyed or lost NWRM documents.

2.12.15. Ensure personnel appointed IAW paragraph 2.11.3 and 2.11.4 of this Instruction have received appropriate training regarding NWRM packing and/or shipping container closing requirements. (T-0)

2.12.16. Establish an NWRMAO organizational email account on the NIPRNET for NWRM correspondence and provide to the AFMC NWRM OPR. (T-1)

2.12.17. Coordinate with the deployed location NWRMAO to store NWRM arriving in RSP. (T-1)

2.12.17.1. If the gaining location does not have NWRM, the home station NWRMAO will notify the gaining LRS Commander of AFI 20-110 requirements. **Note:** Deployed NWRM supplies that will not be loaded onto the deployed location's APSR will be afforded courtesy storage with coordination of deployed NWRMAO. Ensure courtesy storage and access control meets guidelines established in AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*, AFI 23-101 and AFI 31-401, *Information Security Program Management*. (T-1)

2.12.17.2. Losing NWRMAO will appoint, in writing, an NWRM custodian for assets in a RSP being deployed. Appointed custodian will maintain appropriate security and provide PIC of all NWRM until arrival at deployed location and items are stored IAW Chapter 5 of this Instruction. (T-0)

2.12.18. Assist Safety Investigation Boards (SIB) and/or Accident Investigation Boards (AIB) conducting investigations IAW AFI 91-204, *Safety Investigation and Reports*, AFI 51-503, *Aerospace Accident Investigation*, or AFI 51-507, *Ground Accident Investigations* when potential exists to recover NWRM and assist in storage and disposition of wreckage and other evidence involving non-CAS managed NWRM assets. (T-1)

**2.13. The Munitions Accountable Systems Officers:** Is the APO for CAS managed NWRM and will:

2.13.1. Be the APO for all CAS managed NWRM, be appointed IAW AFI 21-201 and comply with MASO duties/responsibilities concerning NWRM management as outlined in AFI 21-201 and in this Instruction. (T-1)

2.13.2. Establish a MASO NIPRNET organizational email account for NWRM correspondence and provide to the AFMC NWRM OPR. (T-1)

2.13.3. Assist SIB and/or AIB conducting investigations IAW AFI 91-204, AFI 51-503 or AFI 51-507 when potential exists to recover NWRM and assist in storage and disposition of wreckage and other evidence involving CAS managed NWRM assets. (T-1)

2.13.4. Appoint an inventory officer by letter for CAS managed NWRM inventories. The inventory officer must be a US citizen, be a US military officer, US non-commissioned officer (7-Level) or above or a Department of the AF civilian in the grade of GS-9 or higher and must have CAS management experience. **NOTE:** MASO cannot be appointed the inventory officer. (T-1)

2.13.5. **(Add)** Report missing, questionable or illegible characters/markings related to identifying information (e.g. NSN, S/N, UII, Part Number) on NWRM item data plates to the AFMC NWRM OPR and applicable item manager to ensure NWRM is properly identified and correctly accounted for on the applicable APSR. (T-0)

**2.14. For Depot Maintenance Wings/Groups (MXW/G) and field maintenance activities:** The PC will also:

2.14.1. Manage, control and provide direction for all NWRM undergoing repair/overhaul within the unit(s). (T-1)

2.14.2. Assist NWRMAO and MASO in conducting and reconciling inventories of all NWRM in their possession. (T-1)

2.14.3. Ensure NWRM data is entered into Reliability and Maintainability Information System. (T-1)

2.14.4. Assist SIB and/or AIB conducting investigations IAW AFI 91-204, AFI 51-503 or AFI 51-507 with NWRM when potential exists to recover NWRM and assist in storage and disposition of wreckage and other evidence involving NWRM assets. (T-1)

2.14.5. Ensure IMs and applicable accountable officer are notified when NWRM cannibalization actions occur and that the appropriate management system(s) are updated. (T-1)

2.14.6. Ensure that CAS managed NWRM transactions are processed in CAS IAW AFI 21-201. (T-1)

2.14.7. Notify the IM of a field uninstall turn-in action that increases the stock record. (T-1)



## Chapter 3

### DESIGNATING NWRM ITEMS

#### 3.1. Designating items as NWRM:

3.1.1. Biennially or when criteria in Attachment 2 changes, AFNWC will task Weapon System Program Offices (PO)/System Directorates (SD) to review and provide recommended changes to the current NWRM listing based on identification criteria, decision matrix and scorecards in Attachment 2. AFNWC will forward recommended changes to AF/A4LW and utilize the NWRM SharePoint® site for scorecard processing. This process also applies to unscheduled list updates.

3.1.1.1. The consolidated list must be in a spreadsheet (one per NSN) which includes a new scorecard (Figure A2.6) for each item currently on the NWRM list (remain or delete) and a new scorecard for each suggested new addition. (T-1)

3.1.1.2. Upon receipt of the candidate list, AF/A4LW will review, evaluate and provide a recommendation for each item to AF/A4L to include an effective date for the changes. AF/A4LW will coordinate with each MAJCOM affected by the changes prior to submitting the list to AF/A4L. AF/A4L may approve the list in its entirety or portions thereof based on information provided in the scorecards. However, AF/A4L may disapprove the entire list and/or request AFNWC provide additional input for items in question. Post the approved list to the NWRM SharePoint® IAW paragraph 2.1.3 of this Instruction on the effective date of the changes and notify the following AF organizations:

3.1.1.2.1. AF/A10

3.1.1.2.2. Applicable MAJCOM A3/A4/A10s

3.1.1.2.3. AFNWC/CC

3.1.1.2.4. AFSC/CC

3.1.1.3. For organizations outside the AF, AF/A4L will provide a transmittal letter and NWRM list to:

3.1.1.3.1. Defense Logistics Agencies Joint Logistics Operations Center (J-3/4)

3.1.1.3.2. Department of Energy (DOE) National Nuclear Security Administration (NNSA) (NA122.2)

3.1.1.4. Scorecards used to add/remove NWRM should be submitted as soon as possible and should not wait for biennial reviews. AF/A4L approval is not required to add part numbers to existing NWRM NSNs. In cases where a part number is being added, AFNWC/LG will update the scorecard using procedures in paragraph 3.1.1 of this Instruction. (T-1)

3.1.2. At any time, the weapon SPO/SD may identify an item that meets criteria as a candidate NWRM. Similarly, the weapon SPO/SD may recommend removal of items from the NWRM listing.

3.1.2.1. Evaluate all items recommended for addition or deletion from the NWRM listing using the identification criteria, decision matrix and scorecard in Attachment 2. Suggested additions or deletions must be forwarded to the AFNWC/AQL with accompanying rationale and scorecard located in Figure A2.6.

3.1.2.2. For new NSN being developed/acquired, the program office/AFNWC may request expedited review of the scorecards.

3.1.2.3. If AFNWC/AQL recommends approval, the request will be forwarded to AF/A4LW within 15 duty days. Upload the scorecard to the NWRM SharePoint® site, and process the request IAW paragraph 3.1.1 of this Instruction.

3.1.2.4. Scorecards submitted outside the biennial review will be evaluated IAW paragraph 3.1.1.2. of this Instruction and will not be held until the next biennial review (T-1). AF/A4LW will work with AFNWC/LG to resolve any issues with submitted scorecards and publish changes as expeditiously as possible.

3.1.3. AFSC will update supply system data fields required for NSNs added or removed from the NWRM listing on the effective date of the changes to the NWRM list. Once all supply system data fields have been updated, AFSC will forward confirmation to AF/A4LW, applicable MAJCOM A3/A4/A10s, AFNWC/CC/LG and all NWRMAOs. (T-1)

3.1.3.1. AFSC will ensure items deemed obsolete and removed are properly worked through the codification process (i.e. D143C) for proper cataloging through DoD Logistics Systems. (T-1)

3.1.3.2. All items identified as NWRM will have “NWRM” preceding all nomenclatures in the applicable accounting system. (T-1)

3.1.3.3. All NWRM will have the NWRM Indicator set to “Q,” a freeze code set to “N” and a Serialized Report Code set to “W.” (T-1)

3.1.4. Conduct a physical inventory and bare-item inspection for items added to the NWRM list. Subject matter experts utilizing the applicable TO and/or Engineering Drawings will assist the NWRMAO or MASO to positively identify the asset, verify completeness and ensure all identification markings and documentation is correct. (T-1)

## Chapter 4

### NWRM MARKING AND PACKAGING

**4.1. NWRM Marking:** Based on approved technical data and engineering analysis, NWRM will be marked with UII IAW DoDI 8320.04, *IUID Standards for Tangible Personal Property*; AFI 63-101/20-101 and Methods and Procedures Technical Order TO 00-25-260, *Asset Marking and Tracking IUID Marking Procedures*. Note: This does not apply to DOE designed NWRM. (T-0)

**4.2. Packing, Marking and Documentation Procedures:** Specific packing and marking procedures for NWRM are included in item specific TOs, Air Force published Special Packaging Instructions (SPI), web-enabled Performance Oriented Packaging site, TO 11N-35-51, *General Instructions Applicable to Nuclear Weapons*, AFI 24-203, *Preparation and Movement of Air Force Cargo*, MIL-STD 2073-1, *Standard Practice for Military Packaging*, MIL-STD-129, *Military Marking for Shipment and Storage*; and MIL-STD 130, *Identification Marking of US Military Property*, AFI 21-201 and AFI 23-101. **Note:** Pack, mark, label and document NWRM containing hazardous materials per DTR 4500.9-R, Defense Transportation Regulation, Part 2 and AFMAN 24-204, *Preparing Hazardous Materials For Military Air Shipments*.

#### 4.2.1. Individuals packing NWRM will:

4.2.1.1. Ensure NWRM requiring packing waivers are submitted IAW AFI 24-203, Chapter 9 to the prime AFSC packaging center for approval. If approved, the AFSC packaging center will issue the deviation number to the customer and provide a courtesy copy of the deviation information to the responsible NWRM IM. (T-1)

4.2.1.2. Ensure NWRM is packaged IAW this Instruction and, for non-DOE items, appropriate documentation is prepared IAW AFI 24-203. (T-1)

4.2.1.2.1. Individuals appointed IAW paragraph 2.12.4 of this Instruction (other than 2T0 personnel) verify correct item is packed, and quantities, markings and associated paperwork are correct. These individuals will inspect contents of packages when discrepancies are found or there is evidence of tampering. (T-1)

4.2.1.2.2. Individuals initiating packing of NWRM will initiate the AF Form 4387 and complete Section I prior to presenting NWRM for shipment to the base traffic management activity. Traffic Management will verify AF Form 4387 completion prior to processing shipment. (T-1)

4.2.1.3. Ensure two individuals participate in packing NWRM and filling out related documents. One individual performs the packing while the second individual performs the verification of the packing outlined in paragraph 4.2 of this Instruction. (T-1)

4.2.1.4. Ensure DD Form 1500 series condition tags are completed for each individual NWRM regardless of condition code. (T-0)

4.2.1.4.1. When NWRM is packed or repacked, new DD Form 1500 series condition tags must be completed by a certified inspector/technical specialist performing the packing. Opening the container to retrieve documents does not require completion of new DD Form 1500 series condition tags. (T-0)

- 4.2.1.4.2. Individuals identified in paragraph 2.11.4 of this Instruction will sign DD Form 1500 series condition code tags. (T-0)
- 4.2.1.5. Ensure NWRM identification, marking and packaging is IAW AFI 24-203 and AFI 23-101; or AFI 24-203 and AFI 21-201 for CAS managed NWRM; and applicable item technical orders. Personnel will utilize the applicable technical order to positively identify NWRM and complete required documentation (DD Form 1500 series tag, AF Form 4387, AF Form 2005, AFTO Form 350, etc.). Discrepancies between technical order and asset markings will be identified to the NWRMAO or MASO and AFSC/NTCC for resolution. (T-1)
- 4.2.2. All passive RFID labels placed on NWRM shipping/packaging containers must be rendered inoperative by slicing through the embedded antennae and tag and spray painting over or completely removing it once the asset in the container is removed. (T-1)

## Chapter 5

### NWRM STORAGE AND WAREHOUSE MANAGEMENT

**5.1. Security and Access Control:** Proper security and access controls are essential for NWRM storage. The following requirements apply to government-owned facilities (cages, containers, rooms, buildings, vaults, bays, supply points, etc.) including those operated by contractors. When there is a conflict between the general storage provisions contained in AFJMAN 23-210, other instructions/manuals, and specific technical storage procedures in a TO, the specific provisions of the TO apply.

5.1.1. All non CAS-managed NWRM will be stored and secured IAW this Instruction and AFJMAN 23-210, AFI 23-101 and AFI 31-401. (T-1)

5.1.2. CAS-managed NWRM will be stored and secured IAW procedures in this paragraph of this Instruction, AFI 21-200, AFI 21-201, AFI 21-204, Nuclear Weapons Maintenance Procedures and AFMAN 91-201, Explosive Safety Standards. (T-1)

5.1.2.1. NWRM will be afforded priority for indoor storage.

5.1.2.2. Clearly mark NWRM storage areas.

5.1.2.3. Record and update NWRM storage locations in CAS IAW AFI 21-201.

5.1.2.4. Segregate NWRM in storage as follows:

5.1.2.4.1. Serviceable from unserviceable by condition code.

5.1.2.4.2. NWRM from non-NWRM. If non-NWRM assets are stored in the same facility as NWRM, they must be segregated using ropes, tape, placards and/or painted lines.

5.1.2.4.3. Assets awaiting demilitarization from other serviceable and unserviceable.

5.1.3. NWRM that does not require segregation: NWRM issued to a custodian account for their intended purpose, in maintenance processing (e.g., depot or intermediate level), SPRAM or Custody Authorization Custodian Receipt Listing.

## Chapter 6

### SHIPMENT AND RECEIPT PROCESSING

**6.1. Nuclear weapons TYPE trainers:** Are managed in CAS and are shipped and documented IAW AFI 21-203, *Nuclear Accountability Procedures* and AFI 21-201.

**6.2. DD Form 1348-1A Requirements.** Document shipment information for NWRM on a DD Form 1348-1A, Issue Release/Receipt Document. NWRM will be handled and shipped according to their respective Controlled Item Identification Code. (T-0)

6.2.1. Include standard entries on the DD Form 1348-1A for all NWRM, with the following additional information:

6.2.1.1. The shipment originator will provide a printed S/N list along with the shipping document. Separate S/N listing is not required when all S/Ns are printed on the DD Form 1348-1A. (T-1)

6.2.1.2. The individual creating/printing the DD Form 1348-1A will stamp or print the statement "Classified NWRM Item" in red. (T-1)

6.2.2. In the event the appropriate system is not available, request a onetime authorization in writing from NWRM IM, with courtesy copy to applicable NWRMAO, to process a manual DD Form 1348-1A. The manual 1348-1A will include all applicable data as the automated version, to include SPI data. Once the applicable system is available, load the shipment transaction data immediately. **Exception:** One time authorization is not required for CAS managed NWRM. If CAS is not available, units will follow AFI 21-201 and local post-post procedures. (T-1)

6.2.3. Shipments to government facilities from contract facilities where the DD Form 1348-1A cannot be generated, the requisition document number will be used as the Transportation Control Number (TCN). (T-1)

**6.3. DD Form 1149 Requirements.** The DD Form 1149, Requisition and Invoice/Shipping Document, is not authorized for shipping NWRM except when necessary to meet requirements indicated below.

6.3.1. When a DD Form 1149 and Truck Manifest is directed for a DOE secure ground transportation, the shipment originator is responsible for accomplishing the DD Form 1149 and providing the appropriate data in Block 4 and the quantity 4(d) of the total of items under one TCN/requisition number. The shipment originator will stamp or print the DD Form 1149 with the statement "Classified NWRM Item" in red. (T-0)

6.3.1.1. The shipment originator will present the DD Form 1149 to the traffic management activity who will enter the data into the Cargo Movement Operation System to produce a truck manifest. Upon completion of the truck manifest, Traffic Management will verify the total quantities on the DD Form 1149 and the truck manifest match. This is accomplished for each TCN/requisition number. Traffic Management activities will not accomplish any other shipping and/or transportation-related documentation. (T-0)

6.3.1.2. The Traffic Management Activity will provide a copy of the completed DD Form 1149 and truck manifest to the shipment originator (T-0). The shipment originator

will forward all necessary documentation to AFGSC/Detachment 5-Nuclear Control Point (NCP) NLT the next duty day. All DOE shipping and movement documents will be filed and maintained IAW AFMAN 33-363 and disposed of IAW the AF RDS in AFRIMS. AFGSC/NCP will provide documentation to DOE carrier. (T-1)

6.3.2. Shipments other than DOE Safe Guards Transport that produce a Commercial Bill of Lading (CBL) and are funded by the AFGSC Detachment 5- NCP, will submit a copy of the completed CBL to the AFGSC/Det 5-NCP Workflow NLT the next duty day. **Note:** Funding should be provided on the DD Form 1149. (T-1)

**6.4. Shipment Preparation.** Shipment originator will ensure NWRM is properly packaged and marked IAW paragraph 4.2 of this Instruction. On-base movements of NWRM for organic consolidation which do not transfer accountability to a new NWRMAO/MASO, follow instructions issued by the IM, NWRMAO or MASO as direction for the movement of the item. (T-1)

**6.5. Shipment Planning.** All units must accomplish shipment planning IAW the DTR 4500.9-R, Part 2 (T-0) and AFI 24-203 (T-1). Additionally, conventional units will use AFI 21-201 and nuclear units will use AFI 21-203 and AFI 21-201 for CAS managed NWRM. (T-1)

**6.6. Shipment Execution.** Prepare and maintain movement documentation IAW the DTR, Part II and AFI 24-203. **Note:** NWRM TYPE trainers shipped using AFI 21-203 Nuclear Ordnance Shipping Schedule (NOSS) process, REPSHIP procedures provided in AFI 24-203 do not apply. Instead, within 2 hours (CONUS) and 8 hours (OCONUS) of shipment execution, the origin MASO will notify the gaining MASO using appropriate organizational email accounts. Similarly, the gaining MASO will notify the origin MASO when items are received within the 2 and 8 hour time frames. (T-0)

**6.7. Shipment Tracking.** Shipments can be tracked using the Integrated Data Environment/Global Transportation Network Convergence, the Defense Transportation Tracking System or other automated tracking systems. This does not apply to NOSS shipments.

6.7.1. If the shipping agency does not receive confirmation of receipt by the Required Delivery Date the shipping activity will perform the following tasks within 24 hours:

6.7.1.1. Initiate immediate tracer actions. (T-0)

6.7.1.2. Notify AFSC NTCC. AFSC NTCC can be contacted at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week. (T-0)

6.7.1.3. Coordinate with transportation activity to complete a Transportations Discrepancy Reporting (TDR) IAW AFI 24-203 and DTR, Part II, Chapter 210. (T-0)

**6.8. Shipment Receiving.**

6.8.1. NWRM transportation in-check will be accomplished IAW AFI 24-203. CAS managed NWRM will be in-checked IAW AFI 21-201. This inspection will be performed jointly by both the in-checker and certifier and confirmed by signature on the AF Form 4388, Receiving Arms, Ammunitions, and Explosives (AA&E), Classified (Secret or Confidential), NWRM, Sensitive and Controlled Items Checklist. (T-1)

6.8.2. NWRM receiving will be accomplished IAW AFI 24-203 and AFI 21-201 for CAS managed NWRM. (T-1)

6.8.2.1. Appointed personnel identified in paragraph 2.11.3 of this Instruction will verify the nomenclature, NSN, quantity and S/N on the DD Form 1500 series condition tag and outer container markings with data shown on the shipping document. (T-0)

6.8.2.1.1. NWRM will not be inspected for the sole purpose of S/N verification (T-1). If there is evidence of tampering notify the NWRMAO or MASO and use personnel identified in paragraph 2.11.4 of this Instruction to inspect/verify package contents. Note: The container will have to be opened to retrieve the shipping document and the DD Form 1500 series condition tag. (T-0)

6.8.2.1.2. Shipments received from organizations outside the AF or DOE will be opened, except for items requiring specialized handling, to inspect the internal contents, packaging and data plate to validate S/Ns and verify SPIs compliance. (T-0)

6.8.2.1.3. NWRM received that require specialized handling will be documented as not having been inspected and will be scheduled for inspection within 30 days of receipt. (T-0)

6.8.2.2. In the event of a discrepancy, complete a Supply Discrepancy Report (SDR) IAW AFI 23-101, Chapter 5 and AFMAN 23-122, Sec. 5C, Physical Asset Management. (T-0)

6.8.2.2.1. The SDR is filed by receiving activities through the DoD WebSDR system to record item or packaging discrepancies attributable to the responsibility of the shipper (including government sources, contractors/manufacturers or vendors) and to aid in inventory accounting. When WebSDR is completed, the filing activity will notify the shipper by email or phone that an SDR has been filed on the shipment. (T-0)

6.8.2.2.2. The SF Form 364, Report of Discrepancy, paper form, can be used until access to the DoD WebSDR system is established IAW AFJMAN 23-215, *Reporting of Supply Discrepancies*, DoD 4000.25-M, Military Standard Transaction Reporting and Accounting Procedures, Volume 2, Chapter 17.

**6.9. Receiver Acknowledgements.** NWRM receiver acknowledgements will be accomplished IAW AFI 24-203, AFI 21-201 and para 6.6 of this Instruction. (T-1)



## Chapter 7

### DEPOT/FIELD/CONTRACTOR LEVEL MAINTENANCE PROCESSING

#### 7.1. Maintenance Processing

7.1.1. Ensure S/N tracking and control are maintained for all NWRM through the entire maintenance process from the time it is accepted from supply/stock until it is either expended in-use or placed back on the APSR. (T-0)

7.1.1.1. Any NWRM not subsequently reinstalled or reassembled in the same maintenance action will be placed on the APSR to update the stock record account (a change of physical possession is not required to place items on APSR) within 24 hours of disassembly or removal. Local procedures/operating instructions will be developed to ensure NWRM is placed on the APSR. (T-0)

7.1.1.1.1. All disassembled or removed NWRM no longer required will be properly tagged to ensure, at a minimum, item identification, S/N tracking and condition code status. (T-0)

7.1.1.1.2. Personnel will utilize the applicable TO to positively identify NWRM and complete required documentation (DD Form 1500 series tag, AF Form 4387, AF Form 2005, AFTO Form 350, etc.). Discrepancies between technical order and asset markings will be identified using the applicable technical assistance process IAW TO 00-25-107 or AFMCMAN 21-1, Chapter 5. (T-1)

7.1.1.2. NWRM disassembled or removed during the maintenance process are not required to be placed on the APSR when the item is intended to be reassembled or installed during the same maintenance action (e.g. 24-month inspection, reentry system recycle, depot overhaul, etc.). Develop local procedures/operating instructions to ensure S/N tracking and accountability is maintained throughout the entire maintenance process.

7.1.1.2.1. For NWRM in a maintenance/install status, ensure internal tracking, work control documents, build up sheets or configuration records reflect the fact that NWRM is involved. Completed documents/records shall reflect the involved S/N of the NWRM and be reported IAW 00-20-series TOs and/or AFI 21-XXX series instructions. (T-1)

7.1.1.2.2. When NWRM higher level assemblies are disassembled, ensure that the S/Ns of embedded NWRM undergoing a maintenance action are recorded on/in the applicable Work Control Document/Work Order for the action, the appropriate AF Maintenance Information Systems and/or the approved AFMC depot maintenance system for depot maintenance actions. (T-2)

7.1.1.3. Maintenance processing for CAS-managed NWRM will be IAW AFI 21-201. S/N tracking and accountability for CAS-managed NWRM in maintenance will be done on CAS stock record account throughout the entire maintenance process. Use DIFM issue procedures in AFI 21-201 for munitions NWRM that are issued to replace installed components. (T-1)

7.1.2. Continue tracking NWRM assets despite partial demilitarization, removal of lower assemblies and/or parts for repair or safing even if the asset is no longer able to perform the function that led to the item being identified as NWRM.

7.1.2.1. If the partially demilitarized, safed or incompletely configured asset is re-assigned a different NSN per technical data, the data plate of the item is removed and replaced with a data plate reflecting the new NSN. The tracking system and/or APSR is updated to reflect the new NSN. The item assigned the new NSN does not need to be tracked as NWRM, unless the new NSN is identified on the NWRM listing.

7.1.2.2. Create and process a Demilitarization Certificate IAW Chapter 10 of this Instruction for the original item if the partially demilitarized, safed or incompletely configured item is re-assigned a different NSN.

7.1.3. Promptly mark unserviceable NWRM with the correct condition code and do not commingle with serviceable items or other unserviceable items marked with different condition codes. Segregate using ropes, tape, placards and/or painted lines.

## Chapter 8

### INVENTORIES AND AUDITS

**8.1. Inventories:** Inventories must be performed, by S/N and/or UII, on all NWRM to ensure asset balances are accurately reflected on accounts. (T-0)

8.1.1. Inventory Intent and Timeframe. Conduct a complete physical inventory count of NWRM by S/N and/or UII semiannually in Mar/Apr and Sep/Oct. All NWRM must be identified in the APSR and must be inventoried. (T-1)

8.1.2. Determine specific dates through a coordinated effort between HQ AFMC and the affected MAJCOMs.

8.1.3. Inventory Procedures and Reporting. In addition to procedures in this AFI, conduct supply managed NWRM inventories (executed by the NWRMAO) IAW the procedures in AFMAN 23-122 and conduct CAS managed NWRM inventories (ensured by the MASO) IAW AFI 21-201. Accomplish the reporting of these inventories, to include discrepancies, IAW this instruction and AFMAN 23-122. AFMC will produce an annual report in January for the previous year's semi-annual inventories. The report will include any NWRM inventory adjustments made during the previous year.

8.1.3.1. Weapons/Missiles that contain NWRM installed assets on the APSR will not be grounded or disassembled for the purpose of conducting an inventory. In this case, records checks will be performed to validate the installed asset by S/N and/or UII and reported to account for these items. (T-1)

8.1.3.2. Installed NWRM not on the APSR are not subject to this NWRM inventory requirement until end item disassembly and recording of the NWRM asset.

8.1.3.3. NWRM accounted for as installed but disassembled as part of an on-going maintenance action IAW Chapter 7 of this Instruction are subject to inventory.

8.1.3.4. All NWRM end items/Line Replacement Unit (LRU) on the APSR (e.g. mock-ups, trainers, those LRUs used in a testing and/or maintenance environment) requiring disassembly or where disassembly prevents the operation of the end item will not be physically counted during this inventory. In this case, records checks will be performed to validate these assets by S/N and/or UII and reported to account for these items. (T-1)

8.1.3.5. Physically inventory and match NWRM, issued on an AF IMT 1297, Temporary Issue Receipt, to the item record. Do not use the AF IMT 1297 in place of physical asset verification during the inventory.

8.1.3.6. The semiannual inventory requires a visual verification of NWRM by both the inventory officer and verifying individual. Banded, crated and/or sealed assets showing no signs of tampering will not be opened for inventory purposes. Obtain component S/N and/or UII from the exterior packaging/tag (ex: DD Form 1500 series), to include any leading alpha character, special characters and zeroes. When a container must be opened, a qualified person identified in paragraph 2.11.4 of this Instruction will be requested to open the container. The inventory officer and the verifying officer will perform the

visual verification of NWRM, obtain component S/N and/or UII from the items identity plates and sign the inventory count cards or CAS inventory count sheets. (T-0)

#### 8.1.4. Change of NWRMAO or MASO.

8.1.4.1. Each time a new NWRMAO is assigned, the gaining and losing NWRMAO must conduct a complete inventory of NWRM within the stock record account IAW AFI 23-101 and report all discrepancies found IAW this instruction. (T-1)

8.1.4.2. Each time a new MASO is assigned, the gaining and losing MASO must conduct a complete inventory of NWRM managed in CAS IAW procedures in AFI 21-201 and report all discrepancies found IAW this instruction. (T-1)

8.1.5. Change of Custody. Each time a new Equipment/SPRAM custodian is assigned, the gaining custodian must conduct a complete inventory of items issued to his/her custody account, IAW AFI 23-101. Report any unresolved discrepancies to the NWRMAO and the appropriate commander to initiate a Report of Survey (ROS) (or other appropriate actions) prior to signing the Custody Receipt listing and assuming responsibility for the account. (T-1)

8.1.6. Complete a World Wide Inventory (WWI) in concert with the Semiannual Inventory Report (SIR) if any supported units conduct NWRM WWI IAW TO 11N-100-3150, Joint Reporting Structure; Nuclear Weapons Reports, to include the supported geographically separated units. Requests to change a unit's SIR month must be processed IAW AFI 21-203. (T-1)

8.1.6.1. Units that do not conduct a SIR IAW TO 11N-100-3150 will conduct the NWRM inventory in the months of March and September. (T-1)

8.1.6.2. The inventory month may be adjusted for valid nuclear surety criteria. To request a waiver to change the inventory month, submit a request through your appropriate chain of command to the waiver tier authority IAW AFI 33-360. Waiver requests must state the impact on the unit or supporting rationale and will be submitted NLT 45 calendar days prior to the scheduled inventory start date. (T-1)

8.1.7. Reportable discrepancies found during the NWRM semiannual inventories will be reported IAW criteria in Chapter 11 of this Instruction. (T-1)

8.1.7.1. Causative research is required on any inventory discrepancies (gains or losses) found. Adjustments to the accountable record as a result of the causative research must have a ROS accomplished IAW AFMAN 23-122 and be approved at the Flag Officer/Senior Executive Service level regardless of dollar value. All causative research must be included with the NWRM discrepancy template, ROS, CAS reports IAW AFI 21-201 and the ILS-S reports IAW AFMAN 23-122. (T-1)

#### 8.1.8. Inventory Documentation.

8.1.8.1. The NWRMAO or MASO will ensure AFMAN 23-122 required documentation along with the following documents relevant to inventories are maintained IAW AFMAN 33-363 and disposed of IAW the AF RDS in AFRIMS (T-1):

8.1.8.1.1. Certificate of Inventory

8.1.8.1.2. Inventory Officer and Verifying Individual appointment letter.

8.1.8.1.3. Inventory count cards and worksheets, or the CAS Inventory Count Listing (AM427G).

8.1.8.1.4. Certificate of audit and audit checklist.

8.1.9. HQ AFMC will manage the reporting process to ensure MAJCOM NWRM inventory results are consolidated and reported to AF/A4L (and info copied to AF/A10) IAW AFMAN 23-122 and AFI 23-101.

**8.2. Account Auditability.** The term "audited" as it applies to these procedures denotes a formal quantitative audit of a specific account (i.e. DODAAC) for the purpose of verifying its records. Account audits include semiannual audits and special audits:

8.2.1. Semiannual audit. This audit of account is accomplished in conjunction with the NWRM inventory. A verifying individual, appointed by the APO's appointing official, will also be designated as the audit officer and will perform this audit in conjunction with each NWRM inventory. (T-1)

8.2.2. Special audits. The Air Force Audit Agency, higher headquarters, or other government agency, such as the Government Accountability Office may direct a special audit. For special audits, the agency directing the audit determines its scope.

8.2.3. Audit Trails.

8.2.3.1. 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 or process accountable transactions to the NWRMAO or MASO or his/her representatives, and maintain or process account records on his/her behalf and subject to his/her validation. The audit trail continues with paper or electronically filed source documents (e.g. receipt, shipping, issue and turn-in documents, inventory adjustment documents, etc.) supporting the transactions. These documents are controlled through the use of document registers, control logs or electronic management, and are numbered sequentially or titled IAW standard formats so that the documents are traceable, and it is easy to determine when they are missing. 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.

8.2.3.2. Semiannual or other directed 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. The audit consists of reviewing a representative sample of accounting and transaction records to determine if approved accounting procedures are adequate and are being followed, and to assess the accuracy of

the APSR 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. In general, an audit provides assurance that:

8.2.3.2.1. The APO has been duly appointed and meets qualifications required by pertinent directives.

8.2.3.2.2. Certificates of transfer of accountability indicate an unbroken chain of accountability between accountable individuals.

8.2.3.2.3. Proper periodic inventories are being conducted as required and stock records reflect accurate balances as of the latest 100-percent inventory.

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

8.2.3.2.5. Required reports are submitted IAW directive timelines.

8.2.3.2.6. Transactions posted to the APSR are adequately supported by source documents that are properly prepared and only properly supported transactions are posted to account records.

8.2.3.2.7. All original accountable documents are properly filed/maintained as determined by a review of document registers, document control logs and files.

8.2.3.2.8. Personnel who receive property are authorized to do so IAW appropriate guidance/procedures.

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

8.2.3.2.10. Air Force, higher headquarters and local NWRM management guidance is effective in meeting PIC requirements. Auditors will recommend changes to management policies through appropriate channels.

8.2.4. Appointing the audit officer. The APO's appointing authority will designate a verifying individual as the audit officer in writing IAW paragraphs 2.8.4 or 2.9.3 of this Instruction. (T-1)

8.2.5. Briefing the audit officer. NWRMAO or MASO brief the audit officer, who conducts the audit IAW procedures in this document, using the checklist in Attachment 3 as a guide. Prior to the start of the audit, the NWRMAO or MASO reviews the checklist with the audit officer, provides examples of documents to illustrate items shown in the checklist and answers any questions the audit officer may have concerning the requirements of the audit. (T-1)

8.2.6. Performing the audit. The audit officer must:

8.2.6.1. Review the previous audit report. During the audit, place special emphasis on ensuring that all previously noted discrepancies were corrected. (T-1)

8.2.6.2. Review document registers/transaction histories 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 (paper or electronic) or certified true copies of original documents. (T-1)

8.2.6.3. Review a 10-percent representative sample of all shipping, receipt, issue and turn-in documents since the last audit for all NWRM. Ensure documents were properly prepared and only authorized personnel signed for the items on the documents. Ensure NWRM S/Ns are posted on all documents. (T-1) If the reviewer deems it necessary, or when directed by local authorities or higher headquarters, a 100-percent audit may be performed 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-percent inventory to reestablish accountability.

#### 8.2.7. Audit Documentation:

8.2.7.1. Upon audit completion, the audit officer will:

8.2.7.1.1. Prepare a "Certificate of Audit" using the format in Attachment 4. (T-1)

8.2.7.1.2. Attach a copy of the completed checklist, from Attachment 3, to the certificate. (T-1)

8.2.7.1.3. Distribute the original Certificate of Audit to the appointing authority and the APO (NWRMAO or MASO). (T-1)

8.2.7.2. The APO (NWRMAO or MASO) will forward the Certificate of Audit and the attached checklist to the accountable officer appointing authority and the MAJCOM NWRM POC, with a courtesy copy to the audit officer. The MAJCOM NWRM POC will utilize for audit and inventory validation. (T-1)

#### 8.2.8. Documents. Maintain the following IAW AFMAN 33-363:

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

8.2.8.2. Certificates of transfer of accountability.

8.2.8.3. Records of inventory.

**8.3. Inventory Adjustments Procedures:** All Air Force members and employees can be held liable for the loss, damage or destruction of government property proximately caused by their negligence, willful misconduct or deliberate unauthorized use IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. After conducting an inventory, reconcile quantities of assets counted against stock records. Discrepancies will require research and supporting documentation IAW AFI 23-101 or AFI 21-201 for CAS managed NWRM. (T-1)

8.3.1. If an inventory discrepancy (gain or loss) is discovered, the NWRMAO or MASO will notify the NTCC and initiate an ROS within 24 hours IAW the procedures in AFMAN 23-220 and AFI 21-201 for CAS managed NWRM. (T-1)

8.3.1.1. The NWRMAO or MASO must ensure that required causative research is conducted and forwarded to the NTCC for IM approval authorization prior to the adjustment of any APSR. Research must be completed within 30 calendar days of the inventory close-out date. (T-1)

8.3.1.2. Prior to performing or authorizing an inventory adjustment transaction, IMs will:

8.3.1.2.1. Ensure required causative research has been performed and the NWRMAO or MASO has received approval from the first Flag Officer/Senior Executive Service in the NWRMAO or MASO's chain of command. This is required regardless of NWRM dollar value or classification. (T-1)

8.3.1.2.2. Provide written notification to units approving or disapproving inventory adjustments (T-1). Detailed explanations should be provided for disapproved requests.

8.3.2. Approved documents used to inventory adjust assets onto or off of record are:

8.3.2.1. AFMC Depot machine products generated by the Financial Inventory Accounting system.

8.3.2.2. CAS Inventory Adjustment List (AM427J) and CAS Inventory Count Listing (AM427G).

8.3.3. Support adjustment documents with one of the following:

8.3.3.1. DD Form 200, Financial Liability Investigation of Property Loss.

8.3.3.2. DD Form 114, Military Pay Order.

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

8.3.3.4. DD Form 1131, Cash Collection Voucher.

8.3.3.5. SF Form 361, Transportation Discrepancy Report.

8.3.3.6. SF Form 364, Report of Discrepancy or WebSDR equivalent.

8.3.3.7. Memorandum from the commander (or equivalent) approving or denying relief of accountability for adjustments that result in losses.

8.3.3.8. DD Form 1348-1A.

8.3.3.9. A discrepancy investigation statement from the NWRMAO/MASO stating the discrepancies do not merit a report of survey or a letter of explanation describing the discrepancy and correction action. This includes administrative discrepancies and depot maintenance transactional discrepancies caused by posting or paperwork errors not resulting in actual loss of property.

8.3.3.10. Aircraft mishap report or a memorandum signed by the MXG or OG commander as authority for relief.

8.3.4. Approval Authority for Inventory Adjustments (APO Appointing Authority) will:

8.3.4.1. Certify that no evidence of neglect, theft or fraud exists. (T-1)

8.3.4.2. Certify that the differences can be attributed to normal activity. (T-1)

8.3.4.3. Certify that no one violated property responsibility and general principles. (T-1)

8.3.4.4. Return the document to the initiator when the research performed or actions taken are deemed unsatisfactory (T-1). The initiator should be instructed to perform additional research (if additional research does not satisfactorily explain the discrepancy).

8.3.4.5. In giving approval for the inventory adjustment, the approving official:



8.3.4.5.1. Signifies awareness of the discrepancies reflected in the inventory adjustment package.

8.3.4.5.2. Approves of the actions taken to resolve the discrepancy and prevent recurrence.

## Chapter 9

### NWRM TRAINING

**9.1. General Training Requirements.** Commanders and supervisors at all levels must ensure personnel (military, civilian and contractor) who are assigned NWRM-related duties complete the NWRM Fundamentals Course prior to engaging in any tasks associated with NWRM assets (T-1). This includes processing transactions for, storing, repairing, receiving, shipping to include transshipping, inspecting or physically handling and/or managing NWRM. Applicable personnel work in, but are not limited to, the following functions: munitions, inspection/assessment teams, inventory teams, supply warehouses, asset management organizations, repair facilities, distribution, shipping centers or perform NWRMAO or PC duties.

9.1.1. At a minimum, these individuals must complete the NWRM Fundamentals Course prior to performing NWRM duties and every 12 months thereafter until no longer performing NWRM duties.

9.1.2. Units will track NWRM training by individual. (T-1)

**9.2. NWRM Fundamentals Course.** This course, hosted on Advanced Distributed Learning Service (ADLS), provides basic knowledge of NWRM management procedures to all personnel who handle/use NWRM. The objective of the course is to familiarize personnel with fundamental NWRM policy, handling and accounting requirements.

9.2.1. This course will include as a minimum:

9.2.1.1. Importance of, and need for, NWRM controls.

9.2.1.2. Security/Classification requirements.

9.2.1.3. Identification of disassembled items.

9.2.1.4. Proper marking for shipment and storage.

9.2.1.5. PIC and accountability procedures.

9.2.1.6. Master NWRM list use.

9.2.1.7. A test which requires an 80% or above to pass the course.

9.2.1.8. An opportunity to review the course.

**9.3. NWRMAO Course.** The NWRMAO course, hosted on ADLS, is designed to provide training to personnel selected to fill NWRMAO positions. The objective of the course is to ensure selected personnel understand NWRM policy, handling and accounting requirements, and their specific roles and responsibilities in executing those requirements.

9.3.1. The course will include as a minimum:

9.3.1.1. NWRMAO roles and responsibilities.

9.3.1.2. NWRM policy, oversight and management responsibilities.

9.3.1.3. Inventory Adjustment and ROS procedures.

9.3.1.4. NWRM TDR/SDR policy/procedures.

9.3.1.5. A test which requires an 80% or above to pass the course.

**9.4. Task-specific training on unique NWRM handling procedures:** Will be accomplished and documented in individual training records. (T-1)

## Chapter 10

### DEMILITARIZATION, EXPENDITURE, AND DISPOSAL OF NWRM

#### 10.1. General.

10.1.1. All NWRM declared excess to Air Force requirements will be demilitarized, destroyed or disposed of IAW DoD 4160.21-M, Defense Materiel Disposition Manual, DoD 4160.28-M Volume 1 - 3, Defense Demilitarization, and applicable guidance in AFI 23-101 and AFI 21-201 (T-0). DOE-designed items will be demilitarized and disposed of IAW TO 11N- 100-1 (T-0). Ensure NWRM is demilitarized and disposed of within two years of excess/condemned determination. Process NWRM for demilitarization in accordance with approved AF Demilitarization Plans or as directed by the item manager.

10.1.2. Disposal of NWRM also applies to NWRM expended or destroyed in test and evaluation programs. Documentation would be the same as below to show destruction/expenditure and provided to the IM to be processed off the AF record. The IM will provide NWRMAOs direction to remove NWRM from the base-level APSR. (T-1)

**10.2. Demilitarization Codes.** Assign all NWRM demilitarization codes G or P. Demilitarization Code G (applies to ammunition and explosives) and Demilitarization Code P (applies to classified articles) must be demilitarized prior to transfer of the resulting scrap to DLA Disposition Services (DLADS).

**10.3. NWRM Demilitarization Instructions.** NWRM may be demilitarized, destroyed or expended by various agencies: other services, Air Force organic maintenance or contractor. Completion of a Demilitarization Certificate IAW with DoDM 4160.28, Vol 3 is required, by S/N, for all destroyed or expended NWRM. This requires two signatures (certifier and verifier). When a built up asset (one that has numerous NSNs) is destroyed/expended, the Demilitarization Certificate must include all NWRM NSNs and the S/Ns that were destroyed/expended as part of the action taken on the built up asset.

10.3.1. For NWRM demilitarized and/or destroyed/expended by AF maintenance personnel, different individuals within the maintenance organization must certify and verify the action. The completed Demilitarization Certificate will be provided to the IM. (T-1)

10.3.2. For NWRM demilitarized/destroyed/expended by other services or by contractors, ensure the demilitarization is witnessed and verified by an Air Force, DCMA or NNSA representative. The certifier is responsible for completing the Demilitarization Certificate and forwarding it to the IM upon demilitarization/destruction/expenditure completion. The other services or contractor representative will sign as the verifier.

#### 10.4. Demilitarization of Demilitarization Coded P and G NWRM.

10.4.1. All assets must be rendered safe, declassified and demilitarized IAW AFI 23-101 or AFI 21-201 for CAS managed explosive NWRM. (T-1)

10.4.2. Transfer scrap material from the completely demilitarized assets to DLADS.

10.4.3. Transfer scrap material generated as the result of NWRM demilitarization only to DLADS, not to a Base Resource Recycling and Recovery Program. When NWRM scrap is turned into DLADS, give a DD 1348-1A with the original Demilitarization Code annotated

on it and the completed Demilitarization Certificate to the DLADS. Provide the Demilitarization Certificate to DLADS for posting on eDocs. CAS managed explosive NWRM scrap will also follow Material Potentially Presenting an Explosive Hazard procedures in AFI 21-201. (T-1)

## Chapter 11

### DISCREPANCY REPORTING

**11.1. General NWRM Discrepancy Reporting.** Any individual who suspects they have discovered a NWRM discrepancy shall immediately notify the applicable APO/commander and report IAW applicable Supply Discrepancy Reporting (SDR), Transportation Discrepancy Reporting (TDR) and security incident reporting procedures. Commanders at all levels will ensure required actions are taken IAW security incident, SDR and TDR procedures. (T-1)

11.1.1. For SDR procedures see AFJMAN 23-215.

11.1.2. For TDR procedures see AFI 24-203.

11.1.3. For security incident reporting procedures see AFI 31-401.

11.1.4. For Operational Reporting procedures see AFI 10-206, *Operational Reporting*.

11.1.5. All potential NWRM discrepancies outlined in paragraphs 11.3.2.1, 11.3.2.2 and 11.3.2.3 require notification as per paragraph 11.9 of this Instruction to facilitate AF lessons learned and the AF continuous process improvement.

11.1.5.1. Do not report as discrepant items added to the respective APSR within 30 calendar days of when NWRM is newly identified (NWRM list change date) IAW chapter 3 of this Instruction. (T-1)

#### 11.2. AF/A4 will:

11.2.1. Approve/disapprove all High discrepancy closures, severity category changes from or to a High discrepancy and High discrepancy cancellation requests. Send approval/disapproval notifications to HQ AFMC.

11.2.2. Update the NWRM SharePoint® site to reflect current discrepancy status.

11.2.3. Ensure latest quad charts detailing each NWRM discrepancy are posted to the NWRM Discrepancy website.

#### 11.3. AFMC will:

11.3.1. Determine whether the circumstances/data provided by NTCC meet the criteria of an actual discrepancy (consider AFSC/MAJCOM comments if provided) and determine discrepancy severity (High, Medium or Low). Determine if a Root Cause Analysis (RCA) is required for each Low discrepancy and gain AF/A4LW approval for those determined not to require an RCA. Report all discrepancies as outlined in this chapter.

11.3.1.1. Ensure HQ AFMC/A4 is the RCA OPR for all discrepancies requiring a RCA.

11.3.1.2. Ensure discrepancy closure ECDs are 200 days from approved RCA posting to the NWRM SharePoint® site. AF/A4L is approval authority for ECDs greater than 200 days.

11.3.2. All High and Medium discrepancies require 8-step RCA completion. Submit MAJCOM approved RCAs to HQ AFMC/A4R. HQ AFMC/A4R will ensure RCAs are evaluated from an enterprise perspective and has final approval or disapproval authority for

each RCA that is required. HQ AFMC/A4R will post RCAs to NWRM SharePoint® and notify AFSC NTCC and applicable MAJCOM(s).

11.3.2.1. High severity discrepancies consist of: physical loss of NWRM or NWRM found outside government control and not accounted for IAW this Instruction. Note: NWRM found in Contractor-Owned Contractor-Operated (CO-CO) facilities does not constitute government control.

11.3.2.1.1. For High severity discrepancies AFMC/CC will notify the following: Secretary of the Air Force (SECAF), Chief of Staff of the Air Force (CSAF), Vice Chief of Staff of the Air Force (VCSAF), SAF/IE, AF/A4, AF/A10, MAJCOM commanders (as applicable), AFMC Center Commanders (as applicable), DLA (as applicable), MAJCOM A4s, A4/7s and A10s (as applicable), affected NWRMAO/MASO and their respective Group/CC and Wg/CC.

11.3.2.1.2. HQ AFMC/A4 will provide updates to AF/A4 through AF/A4L every 24 hours or as directed until the NWRM is found, adjusted off the AF APSR or secured in AF custody. In addition, provide updates based on established quad chart battle rhythm until discrepancy is recommended for closure.

11.3.2.2. Medium severity discrepancies consist of: NWRM found in DoD control but not accounted for in the correct APSR or IAW this Instruction, to include accounting for training use only assets improperly. NOTE: If real world assets are utilized for training use only (e.g. red T painted on asset) then those assets cannot be managed or identified with the real world national stock number.

11.3.2.2.1. For Medium severity discrepancies, HQ AFMC/A4 will notify: MAJCOM A4s/A4/7s/A10s (as applicable), AFMC Center Commanders (as applicable), DLA (as applicable), affected NWRMAO/MASO, their respective Group/CC and Wg/CC.

11.3.2.2.2. Discrepancy-owning MAJCOM A4/7s or A10s (as applicable) will provide updates to HQ AFMC/A4 as directed until the APSR is adjusted and/or the NWRM is secured in AF custody. In addition, updates will be provided based on established quad chart battle rhythm until discrepancy is closed.

11.3.2.3. Low severity discrepancies consist of: loss of Intransit visibility (ITV) on shipments for a period exceeding 72 hours; no movement coordination (no REPSHIP); the use of unauthorized carrier or improper shipping method IAW DTR and AFI 24-203; carrier/shipment deliveries to an incorrect address; incorrect quantity identified during shipment; incorrect item identification (ex, NSN) or S/N identification which was not corrected prior to placement in storage, shipment, movement or work center transfer. **Note:** Item manager initiated S/N format updates to NWRM parts will not be considered NWRM discrepancies when there is no loss of PIC (e.g. existing S/N on part matches APSR); and the specific action is taken to match an applicable engineering data plate/markings control drawing S/N format to a NWRM part and APSR.

11.3.2.3.1. For Low severity discrepancies, HQ AFMC/A4 will notify: AFMC Center LGs (as applicable), MAJCOM A4s/A4/7s/A10s (as applicable), affected NWRMAO/MASO and their respective Group/CC and Wg/CC.

11.3.2.3.2. Discrepancy-owning MAJCOM A4/A4/7s or A10s (as applicable) will provide updates to HQ AFMC/A4 as directed until the APSR is adjusted and/or the NWRM is secured in AF custody. In addition, updates will be provided based on established quad chart battle rhythm until discrepancy is closed.

11.3.3. DELETE.

11.3.4. Complete all applicable fields on the NWRM Discrepancy Notification SharePoint® site after an initial discrepancy report is completed.

11.3.5. Provide a semi-annual summary on all NWRM discrepancies and any related enterprise level gap/trend analysis to AF/A4, AF/A4L, AF/A10, MAJCOM A4s/A4/7s/A10s and the DLA Director by the last Thursday of April and October of each year. Make recommendations for enterprise level corrective actions and share analysis results with MAJCOMs. (T-1)

11.3.6. Validate discrepancy specific tasks are completed (asset(s) secured, disposition instructions have been received/completed, RCA completed) and enterprise-wide fix (if required) are completed prior to submitting closure requests.

11.3.7. Ensure latest quad charts detailing each NWRM discrepancy are posted to the NWRM Discrepancy website.

11.3.8. HQ AFMC/A4R will evaluate all approved MAJCOM RCAs posted on the website within 10 workdays and provide appropriate feedback to MAJCOMs. HQ AFMC/A4R will inform MAJCOMs and AF/A4LW upon final RCA acceptance.

11.3.9. Approve/disapprove all Medium and Low discrepancy closures, severity category changes from or to a Medium or Low discrepancy and Medium or Low discrepancy cancellation requests. Send approval/disapproval notifications to AF/A4L.

11.3.10. Provide updates on Medium and Low NWRM discrepancies based on established quad chart battle rhythm, to AF/A4L through AF/A4LW, until discrepancy is recommended for closure.

#### **11.4. AFSC will:**

11.4.1. Perform the following within 48 hours of potential NWRM discrepancy notification:

11.4.1.1. Validate whether the reported event is an actual NWRM discrepancy and begin collecting relevant information to report up the chain of command. (T-2)

11.4.1.2. Assign NTCC tracking number. Discrepancies found during NWRM inventories will have “WWI” as suffix to the NTCC tracking number. (T-2)

11.4.1.3. Develop an event description and background based on the initial notification input located on the NWRM SharePoint® site. Consult with the applicable MAJCOM A4R, USAFE/A10N (as applicable), MAJCOM NWRM POCs, and/or the AFNWC/LG and forward to the AFSC Commander. (T-2)

11.4.2. AFSC Commander will forward the following to HQ AFMC/A4 (T-2):

11.4.2.1. Event description.

11.4.2.2. Event background.



11.4.2.3. AFSC NTCC tracking number.

11.4.2.4. Recommended "severity": High, Medium or Low.

11.4.2.5. Recommended RCA OCRs (HQ AFMC/A4 is RCA OPR).

11.4.3. After AFSC sends the recommendation to HQ AFMC/A4, AFSC will continue to ensure the applicable NTCC sections on each NWRM Discrepancy Notification form, located on the NWRM SharePoint® site, are up to date and current. (T-2)

11.4.4. Provide information to HQ AFMC/A4R for use in the quad charts detailing each NWRM discrepancy. (T-2)

#### **11.5. MAJCOMs will:**

11.5.1. Ensure discrepancy data and updates are posted to the NWRM SharePoint® site and that the AFSC NTCC is notified. Ensure approved RCAs are posted to the NWRM SharePoint® site, and/or are provided to the NWRMAO/MASO/Local LRS Commander/Director accountable for the NWRM in question, in order to meet the following timelines:

11.5.1.1. Within 30 calendar days of the RCA assignment date for all discrepancies that require an RCA.

11.5.1.2. All completed RCAs must have a recommended closure date.

11.5.1.3. The MAJCOM NWRM focal point will ensure NWRM Discrepancy RCAs are evaluated by applicable MAJCOM level maintenance and supply chain management functions for completeness; and reviewed/approved by HQ AFMC/A4R prior to posting completed RCAs to the NWRM SharePoint® site. The MAJCOM level review process must ensure enterprise level solutions are incorporated into each RCA as required to aid in preventing similar NWRM discrepancies. MAJCOM NWRM focal points must ensure RCA action items are accomplished and recommend closure action when all actions are complete.

11.5.2. Notify the Group Commander (or equivalent director) of the APO.

11.5.3. Notify APO and their Chain of Command of NWRM discrepancy approved/disapproved category change, approved/disapproved closure requests and cancellation requests.

11.5.4. Be OCRs for NWRM discrepancies that are identified within their command (discrepancy-owning), from discrepancy discovery to closure. HQ AFMC/A4 will be the OPR.

11.5.5. Provide updates to HQ AFMC/A4 (for Low and Medium discrepancies) as directed until the APSR is adjusted and/or the NWRM is secured in AF custody. In addition, updates will be provided based on established quad chart battle rhythm until discrepancy is recommended for closure.

#### **11.6. Group Commander (or equivalent director) of the APO, will:**

11.6.1. DELETE.

11.6.2. Review RCAs for all assigned NWRM discrepancies that require one (Med and High) and for Low discrepancies that are recommended to need one. For Low discrepancies that are not recommended to have an RCA conducted, review justification. (T-2)

11.6.3. Ensure RCAs are routed to the MAJCOM. (T-2)

11.6.4. Evaluate relevant information submitted to AFSC on potential NWRM discrepancies and ensure Wg/CC (or equivalent), AFSC NTCC and MAJCOM NWRM POC are notified within 12 hours of a potential NWRM discrepancy. (T-2)

**11.7. Unit Commander (or equivalent director) of Units Possessing NWRM will:**

11.7.1. Assist in evaluating potential NWRM discrepancies as needed and ensure Grp/CC (or equivalent), Wg/CC (or equivalent), AFSC NTCC and MAJCOM NWRM POC are notified within 12 hours of a potential NWRM discrepancy. Notify the NWRMAO, MASO or local LRS/CC/Director if no NWRMAO is required/appointed per this Instruction, within 12 hours of a potential NWRM discrepancy. (T-2)

11.7.2. Ensure the Grp/CC and Wg/CC (or equivalents) are aware of reporting requirements. (T-3)

11.7.3. Ensure a RCA is conducted using the NWRM SharePoint ® site template and appropriately staffed prior to providing to the NWRMAO/MASO/Local LRS Commander/Director for posting to the NWRM SharePoint ® site (T-1). Ensure results are provided to the NWRMAO/MASO/Local LRS Commander/Director in order to meet established timelines in paragraph 11.5.1.1 of this Instruction (T-2).

11.7.3.1. DELETE.

11.7.3.2. DELETE.

**11.8. NWRMAO/MASO/Local LRS Commander/Director will:**

11.8.1. Notify SQ/CC (or equivalent), Grp/CC (or equivalent), Wg/CC (or equivalent), AFSC NTCC and MAJCOM NWRM POC within 12 hours of a potential NWRM discrepancy and complete the NWRM Discrepancy Notification template located on the NWRM SharePoint ® site (T-2). Make a recommendation of RCA necessity for all Low NWRM discrepancies and provide justification for those not recommended for RCA, for eventual AFMC review.

11.8.2. Notify the squadron, group and wing commanders of reporting requirements in this Instruction. (T-3)

11.8.3. Conduct the RCA using the NWRM SharePoint ® site template (T-1). While HQ AFMC/A4 is overall RCA OPR, local unit(s) where potential NWRM discrepancies are identified are OCRs and will start RCA process when tasked through the MAJCOM.

11.8.4. Forward RCA to MAJCOM functional chain of command, through SQ/CC, Grp/CC and Wg/CC, for approval as directed. **Note:** Ensure all completed RCAs have a recommended closure date. (T-2)

**11.9. Tamper Reporting Procedures.** When evidence of tampering is identified, the contents of the container will be inspected by individuals appointed IAW paragraph 2.11.4 of this Instruction. If mismatches exist between the markings on the packaged NWRM and the actual

NWRM in the package the following notification will be made within 24 hours of the discrepancy detection. **Note:** These procedures are in addition to security reporting requirements and reporting requirements in paragraph 11.1 of this Instruction. (T-0)

11.9.1. The receiving agency (supply or transportation) will notify the transportation office, shipping and receiving NWRMAOs or MASO through official e-mail to the shipping NWRMAOs or MASO organizational account. (T-0)

11.9.2. The receiving NWRMAOs or MASO will report discrepancies to shipping NWRMAOs or MASO and AFSC NTCC within 24 hours of discrepancy detection. Notification will be sent to organizational email accounts. (T-0)

11.9.3. The shipping NWRMAOs or MASO must acknowledge receipt within 24 hours to the receiving NWRMAOs or MASO in reference to the discrepancy report. (T-0)

11.9.4. The shipping NWRMAOs or MASO will report corrective actions taken to prevent recurrence of discrepancy to the AFMC NWRM OPR within 30 days. (T-0)

**11.10. Wing Commander (or equivalent) will:**

11.10.1. Ensure AFSC NTCC and MAJCOM NWRM POC are notified within 12 hours of a potential NWRM discrepancy. (T-2)

11.10.2. Review RCAs for all assigned NWRM discrepancies. (T-2)

11.10.3. Evaluate relevant information submitted to AFSC on potential NWRM discrepancies. Determine accuracy and completeness of information and provide updated responses to AFSC, as applicable, within 36 hours of reporting a potential NWRM discrepancy. Responses may include recommended discrepancy determination and severity for AFMC consideration. (T-2)

JUDITH A. FEDDER, Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

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

- DoD 4160.21-M, Defense Materiel Disposition Manual.
- DoD 4160.28-M Volume 1, Defense Demilitarization: Program Administration, 7 Jun 11.
- DoD 4160.28-M Volume 2, Defense Demilitarization: Demilitarization Coding, 7 Jun 11.
- DoD 4160.28-M Volume 3, Defense Demilitarization: Procedural Guidance, 7 Jun 11.
- DoDD 5220.22-M, National Industrial Security Program Operating Manual, 28 Feb 06.
- DTR 4500.9-R, Defense Transportation Regulation, 6 Sep 13.
- DoDD 5210.02, Access to and Dissemination of Restricted Data and Formerly Restricted Data, 3 Jun 11.
- DoDD 5220.22-M, National Industrial Security Program Operating Manual,
- AFPD 13-5, Air Force Nuclear Enterprise, 6 Jul 11.
- AFPD 16-14, Security Enterprise Governance, 24 Jul 14.
- AFPD 20-1, Integrated Life Cycle Management, 3 Jul 12.
- AFI 10-206, Operational Reporting, 11 Jun 14.
- AFI 21-101, Aircraft and Equipment Maintenance Management, 21 May 15.
- AFI 21-200, Munitions and Missile Maintenance Management, 2 Jan 14.
- AFI 21-201, Munitions Management, 3 Jun 15.
- AFI 21-203, Nuclear Accountability Procedures, 18 Sep 14.
- AFI 21-204, Nuclear Weapons Maintenance Procedures, 30 Nov 09.
- AFI 21-204, Nuclear Weapons Maintenance, 17 Dec 15.
- AFI 23-101, Air Force Materiel Management, 29 Jan 16.
- AFI 23-111, Management of Government Property in Possession of the Air Force, 29 Oct 13.
- AFMAN 23-122, Materiel Management Procedures, 9 Feb 16.
- AFI 24-203, Preparation and Movement of Air Force Cargo, 2 Nov 10.
- AFI 31-401, Information Security Program Management, 1 Nov 05.
- AFI 31-601, Industrial Security Program Management, 29 Jun 05.
- AFI 33-360, Publications and Forms Management, 1 Dec 15.
- AFI 51-503, Aerospace Accident Investigations, 14 Apr 15.
- AFI 51-507, Ground Accident Investigations, 28 May 10.
- AFI 63-101/20-101, Integrated Life Cycle Management, 7 Mar 13.

AFI 91-204, Safety Investigations and Reports, 12 Feb 14.  
AFMAN 23-122, Materiel Management Procedures, 8 Aug 13  
AFJMAN 23-210, Joint Service Manual (JSM) for Storage and Materials Handling, 12 Apr 94.  
AFJMAN 23-215, Reporting of Supply Discrepancies, 6 Aug 01.  
AFMAN 23-220, Reports of Survey for Air Force Property, 1 Jul 96.  
AFMAN24-204, Preparing Hazardous Materials For Military Air Shipments  
AFMAN 33-363, Management of Records, 1 Mar 08.  
AFMAN 91-201, Explosive Safety Standards, 12 Jan 11.  
MIL-STD 2073-1, Standard Practice for Military Packaging, 7 Jan 11.  
MIL-STD-129, Military Marking for Shipment and Storage, 19 Sep 07.  
MIL-STD 130, Identification Marking of US Military Property, Apr 13.  
TO 00-20-2, Maintenance Data Documentation.  
TO 11N- 100-1.  
TO 11N-100-3150, Joint Reporting Structure.  
TO 11N-35-51, General Instructions Applicable to Nuclear Weapons.  
TO 00-25-107, Maintenance Assistance.

***Adopted Forms***

AF Form 847, Recommendation For Change Of Publication.  
AF Form 1297, Temporary Issue Receipt.  
AF Form 2005, Issue/Turn-in Request.  
AF Form 4387, Outbound Transportation Protective Service Material Checklist.  
AF Form 4388, Receiving Arms, Ammunitions, and Explosives (AA&E), Classified (Secret or Confidential), Nuclear War Related Materiel (NWRM), Sensitive and Controlled Items Checklist.  
AFTO Form 350, Repairable Item Processing Tag.  
DD Form 114, Military Pay Order.  
DD Form 200, Financial Liability Investigation of Property Loss.  
DMRS Form 145, Demilitarization Certificate.  
DD Form 362, Statement of Charges/Cash Collection Voucher.  
DD Form 1131, Cash Collection Voucher.  
DD Form 1149, Requisition and Invoice/Shipping Document.  
DD Form 1348-1A, Issue Release/Receipt Document.  
SF Form 361, Transportation Discrepancy Report.

SF Form 364, Report of Discrepancy.

*Abbreviations and Acronyms*

**ADLS**—Advanced Distributed Learning Service

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFNWC**—Air Force Nuclear Weapons Center

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Sustainment Center

**AFSO**—Air Force Smart Operations

**AIB**—Accident Investigation Board

**AIT**—Automatic Identification Technology

**APO**—Accountable Property Officer

**APSR**—Accountable Property Systems of Record

**ASW**—Aircraft Sustainment Wing

**CAS**—Combat Ammunition System

**CAV**—Commercial Asset Visibility

**CBL**—Commercial Bill of Lading

**CoP**—Community of Practice

**DLA**—Defense Logistics Agency

**DLADS**—DLA Disposition Services

**DoD**—Department of Defense

**DoDAAC**—Department of Defense Activity Address Code

**DOE**—Department of Energy

**EAID**—Equipment Authorized In Use detail

**ES**—Equipment Specialists

**FRD**—Formerly Restricted Data

**GSU**—Geographically Separated Unit

**ICBMDS**—ICBM Systems Directorate

**IG**—Inspector General

**IM**—Item Manager

**ILS**—S - Integrated Logistics Systems - Supply

**IUID**—Item Unique Identification  
**LRS**—Logistics Readiness Squadron  
**LRU**—Line Replacement Unit  
**MASO**—Munitions Accountable Systems Officers  
**MUNS**—Munitions Squadron  
**MXW**—Depot Maintenance Wings  
**NLT**—Not Later Than  
**NNSA**—National Nuclear Security Administration  
**NOSS**—Nuclear Ordnance Shipping Schedule  
**NSN**—National Stock Number  
**NTCC**—NWRM Transaction Control Cell  
**NWRM**—Nuclear Weapons-Related Materiel  
**NWRMAO**—NWRM Accountable Officer  
**NSF**—NWRM Storage Facility  
**OPR**—Office of Primary Responsibility  
**OSD**—Office of the Secretary of Defense  
**PIC**—Positive Inventory Control  
**PM**—Program Manager  
**PMS**—Production/Program Management Specialists  
**POC**—Point of Contact  
**QA**—Quality Assurance  
**RD**—Restricted Data  
**RDS**—Records Disposition Schedule  
**ROS**—Report of Survey  
**RSP**—Readiness Spares Package  
**SIB**—Safety Investigation Board  
**SCR**—Special Certification Roster  
**SDR**—Supply Discrepancy Report  
**SPI**—Special Packaging Instructions  
**SPO**—System Program Office  
**SPRAM**—Special Purpose Recoverable Authorized Maintenance  
**TCN**—Transportation Control Number

**TDR**—Transportations Discrepancy Reporting

**TO**—Technical Order

**UII**—Unique Item Identifier

### *Terms*

**Accountability**—The degree of responsibility for property that exists when a record of property is maintained on a numbered stock record account that is subject to audit.

**Accountable Documents**—all documents involving transactions that increase or decrease the stock record account balance.

**Accountable Property Officer**—An individual who, based on his or her training, knowledge, and experience in property management, accountability and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with Government property, irrespective of whether the property is in the individual's possession.

**Accountable Property System of Record**—The system used to control and manage accountable property records; a subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system.

**Arming**—Operations that configure a nuclear weapon or nuclear weapon system so application of a single signal will start the action required for obtaining a nuclear detonation.

**Authorization**—The critical function that prevents unauthorized use of a nuclear weapon system.

**Auditable Documents**— All documents involving transactions that change the transaction history and/or other indicative data on the item record.

**Custody**—The responsibility for the control of, transfer and movement of, and access to, weapons and components. Custody also includes the maintenance of accountability for weapons and components.

**Defense Transportation System**—The Defense Transportation System is that portion of the worldwide transportation infrastructure that supports Department of Defense transportation needs in peace and war. The Defense Transportation System consists of two major elements: military (organic) and commercial resources. These resources include aircraft, assets, services and systems organic to, contracted for or controlled by the Department of Defense.

**Delivery vehicle**— the 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.

**Formerly Restricted Data (FRD)**—The term Formerly Restricted Data applies to classified defense information which (a) has been removed from the Restricted Data category in order to conform with the Atomic Energy Act of 1954 and (b) cannot be released to foreign nationals except under specific international agreements.

**In-Transit Visibility (ITV)**—The ability to track the identity, status, and location of Department of Defense units and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and



passengers, medical patients, and personal property from origin to consignee or destination across the range of military logistics operations.

**Inventory Adjustment**—The accounting transaction, which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/ decapitalization actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and supply system managers will monitor the rate of occurrence.

**Item**—A single hardware article or a single unit formed by a grouping of subassemblies, components, or constituent parts. (DFARS 252.211-7003).

**Item Unique Identification (IUID)**—A system of establishing unique item identifiers within DoD by assigning a machine-readable character string or number to a discrete item, which serves to distinguish it from other “like” and “unlike” items.

**Launch**—Propulsion of a reentry vehicle, gravity bomb or nuclear warhead into flight beyond the immediate area of the launching site.

**Life Cycle**—The span of time associated with a system, subsystem, or end item that begins with the conception and initial development of the requirement, continues through development, acquisition, fielding, and sustainment until the time it is either consumed in use or disposed of as being excess to all known materiel requirements.

**Line Replacement Unit (LRU)**—An essential support item removed and replaced at field level to restore an end item to an operationally ready condition. (Also called Weapon Replacement Assembly and Module Replacement Unit.)

**Nuclear Weapon**—A complete assembly (i.e., implosion type, gun type, or thermonuclear type), in its intended ultimate configuration which, upon completion of the prescribed arming, fusing, and firing sequence, is capable of producing the intended nuclear reaction and release of energy.

**Nuclear Weapons Related Materiel (OSD Definition)**—Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the Military Departments 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.

**Positive Inventory Control (PIC)**—The ability to identify and account for NWRM by S/N and to be cognizant of the condition and location of these items in near real time. Assets are tightly controlled and in secure areas.

**Pre-arming**—Nuclear weapon system operations that configure a nuclear weapon so that arming, launching, or releasing will start the sequence necessary to produce a nuclear detonation.

**Property Custodian**—An individual appointed by the APO, who accepts custodial responsibility for property, typically by signing a hand-receipt. The property custodian is directly responsible for the physical custody of accountable property under their control.

**Receiver**—The activity or agency at which the Defense Transportation Service shipment terminates. The activity is usually the ultimate consignee, but may also be the agent for the ultimate consignee (e.g., a central receiving point or a temporary storage point for the ultimate consignee).

**Release**—In air armament, release is the intentional separation of a free-fall aircraft store from its suspension equipment for purposes of employment of the store.

**Restricted Data (RD)**—All data concerning (1) the design, manufacture or utilization of atomic weapons; (2) the production of special nuclear materiel; or (3) the use of special nuclear material in the production of energy.

**Segregated**—Separated by using ropes, tape, placards, painted lines or other highly visible means.

**Shipper**—A Service or agency activity (including the contract administration or purchasing office for vendors) or vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting and arranging materiel movement.

**Shop Replacement Unit (SRU)**—A SRU is an item required to repair a Line Replacement Unit (LRU). SRUs do not include expendable (bit and piece) items.

**Stock Record Account**—A HQ USAF prescribed numbered record of transactions of property subject to audit. All stock record accounts are assigned an official AF number by HQ AFMC and are maintained by an accountable supply officer.

**Tampering**—Refers to a variety of forms of sabotage and is often used to mean intentional modifications or attempts to alter by making unauthorized changes.

**Targeting**—Operations that involve identifying specific target sets, transferring target data to a guidance computer, or designating the intended flight path to the target.

**T-0**— Determined by respective non-AF authority (e.g. Congress, White House, OSD, JS). Requirement external to AF; Requests for waivers must be processed through command channels to publication OPR for consideration. (Source AFI 33-360).

**T-1**— Non-compliance puts Airmen, commanders, or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waiver authority is MAJCOM/CC (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official (Source AFI 33-360).

**T-2**— Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waiver authority is MAJCOM/CC (delegable no lower than MAJCOM Director).

**T-3**— Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waiver authority is Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent).

**Unique Item Identifier (UII)**—The set of data elements marked on items that are globally unique, unambiguous, and robust enough to ensure data information quality throughout life, and to support multi-faceted business applications and users.

## Attachment 2

### NWRM IDENTIFICATION CRITERIA

#### A2.1. Additional exclusion criteria

A2.1.1. Presence of Classified Operational Flight Program/Software does not make hardware NWRM

A2.1.2. Software is not NWRM

A2.1.3. Aircraft panels with only relays are not NWRM

A2.1.4. Items controlled under COMSEC processes are not NWRM

A2.1.5. Manual switching assemblies (toggle or rotary) with or without latching relays are not NWRM

A2.1.6. Circuit cards with volatile memory are not NWRM unless they reveal vulnerability information that would aid an adversary in affecting the functionality of a reentry vehicle, warhead, or gravity bomb

A2.1.7. Wiring harnesses, cables, and/or antennas are not NWRM unless they retain data or reveal vulnerability information that would aid an adversary in affecting the functionality of a reentry vehicle, warhead, or gravity bomb

A2.1.8. Miscellaneous small parts (e.g. bolts, washers, nuts, and clamps) are not NWRM

A2.1.9. Unclassified items are not NWRM

A2.1.9.1. Prior to excluding unclassified components not previously excluded under paragraphs A2.1.1 thru A2.1.8 or figures A2.1 thru A2.3 of this Instruction, the weapons SPO Original Classification Authority (OCA) will perform a classification review to ensure proper classification is assigned to the item. (T-1)

**A2.2. NWRM candidate shall:** Be Air Force owned and controlled, including items at contractor facilities

**A2.3. NWRM candidate shall:** Have a part number (P/N). Also must include the NSN if part is stock listed.

**A2.4. Use scorecard to:** Document how each candidate item fits criteria of the NWRM decision matrix – AFNWC maintain scorecards

A2.4.1. Include all P/Ns for each NWRM NSN identified

A2.4.2. Consider and include interchangeable and substitutions for the operational item regardless of serviceability, ability to meet the environmental specification, or nuclear certification

A2.4.3. If the NHA is required to be stocked, stored, or shipped with NWRM installed then a separate scorecard must be submitted for the NHA

A2.4.4. By definition equivalent training devices are NWRM, scorecards are not required for classified DOE designed nuclear weapon TYPE 3 series trainers as defined in 11N-4-1. When new classified trainers are procured from DOE the AFNWC/LG will notify AF/A4LW

and the trainer will be added to the NWRM listing (T-1). When classified DOE designed nuclear weapon TYPE 3 series trainers are no longer used by the AF the AFNWC/AQL will notify AF/A4LW and the trainer will be removed from the NWRM listing (T-1).

Figure A2.1. NWRM Flow Chart

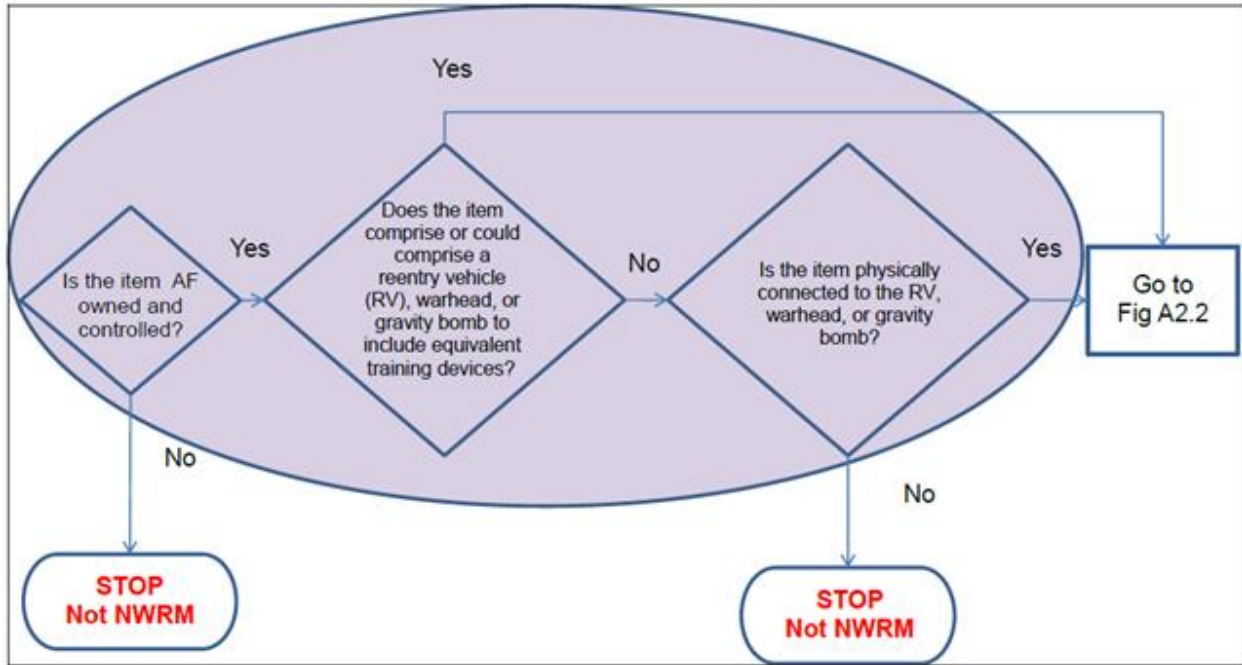


Figure A2.2. NWRM Flow Chart

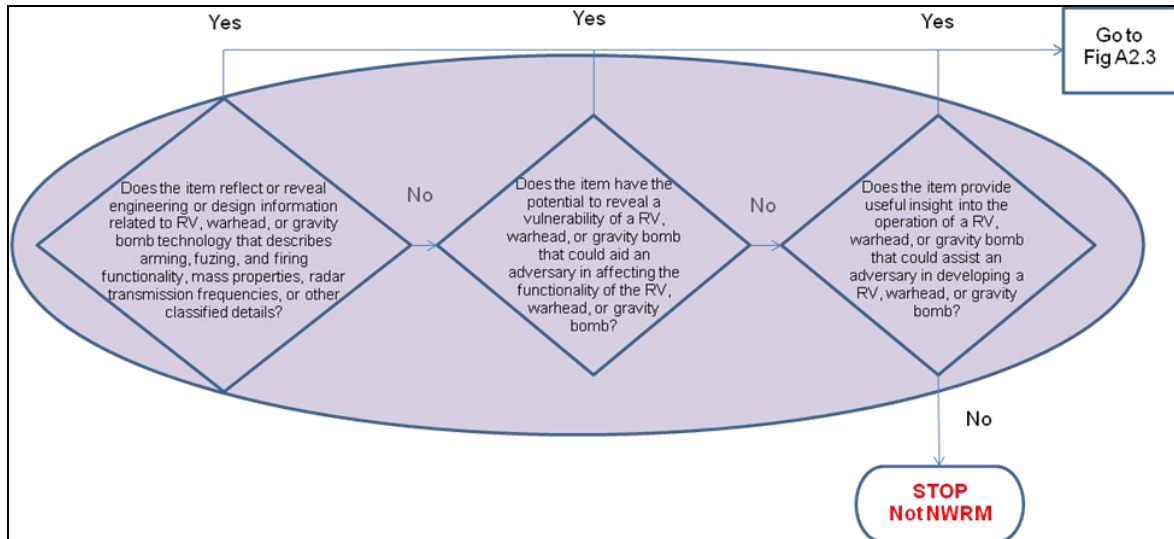


Figure A2.3. NWRM Flow Chart

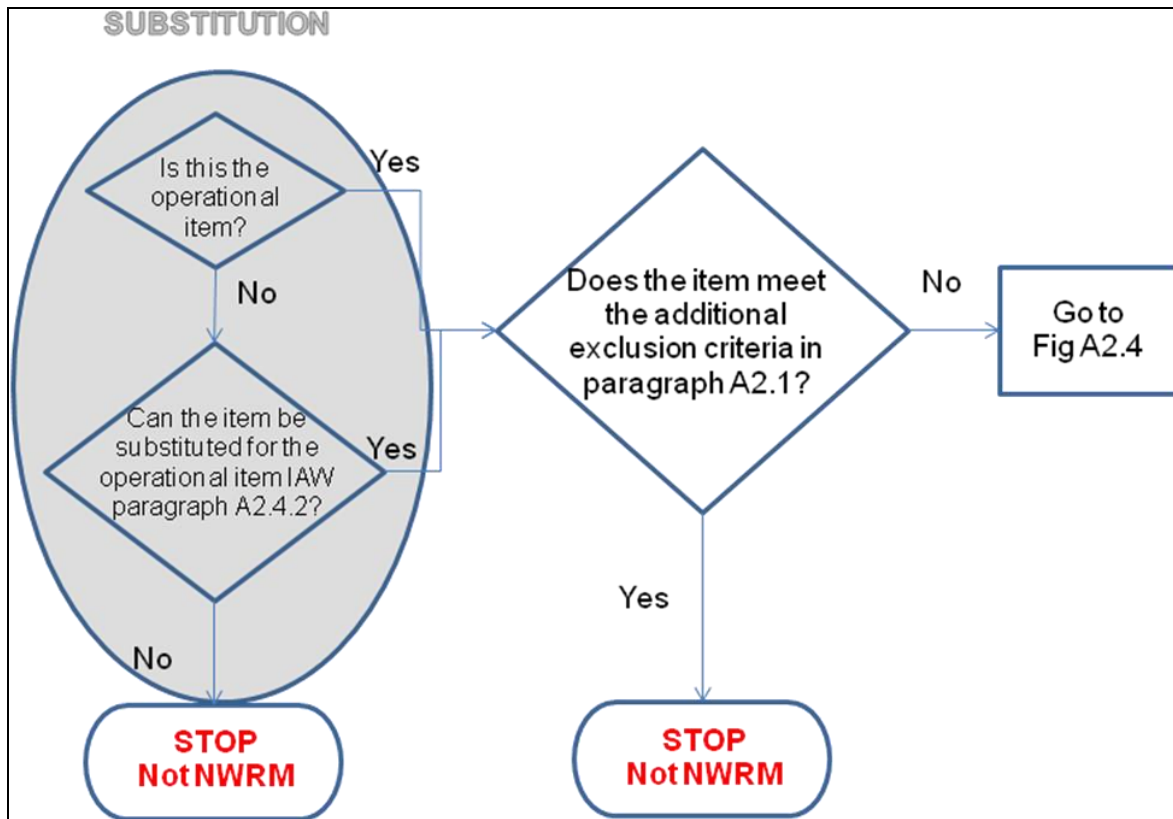


Figure A2.4. NWRM Flow Chart

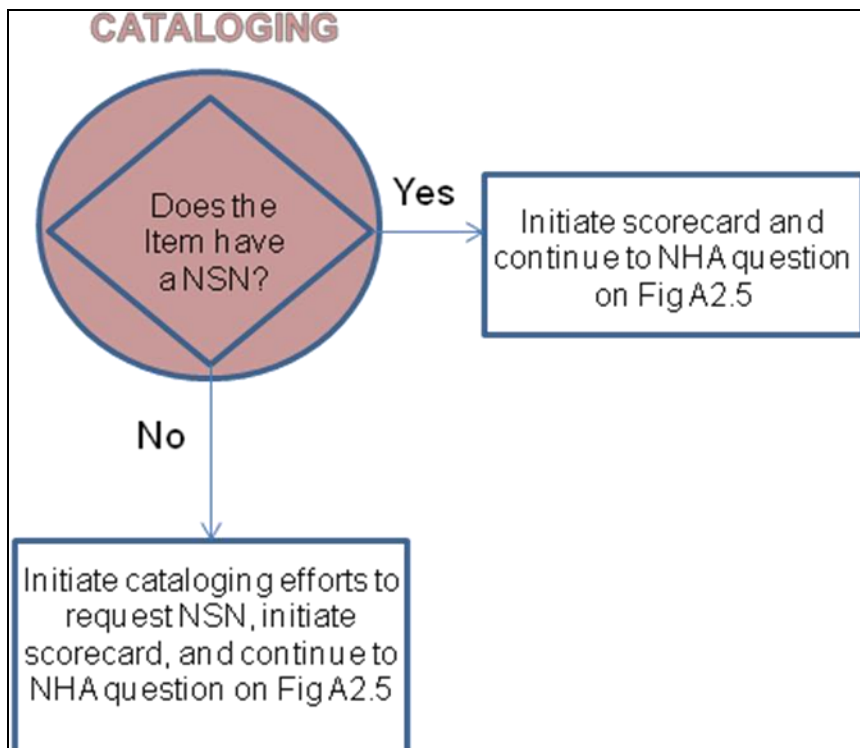


Figure A2.5. NWRM Flow Chart

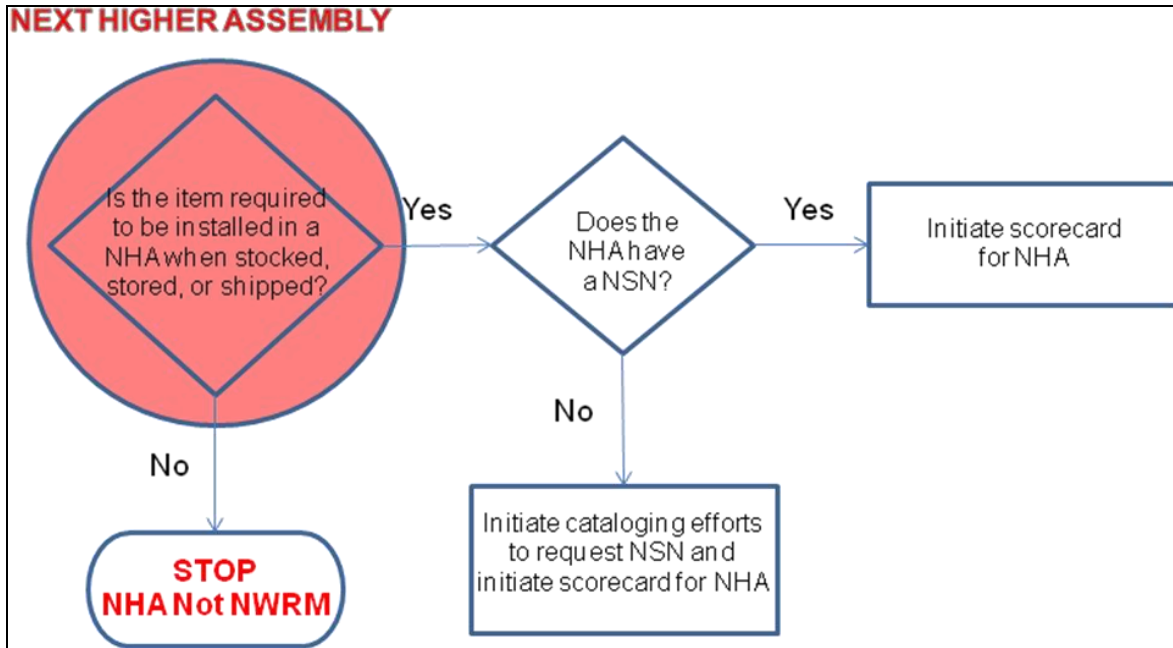


Figure A2.6. NWRM Scorecard

<b>Nomenclature</b>	<b>NSN</b>	<b>Part Number(s)</b>	<b>Is the item AF owned and controlled?</b>	
Forward Section	1115010835017	78J40070G3	Yes – owned and controlled by the ICBMSD	
<b>Does the item comprise or could comprise a reentry vehicle, warhead or gravity bomb to include equivalent training devices?</b>		<b>Is the item physically connected to the reentry vehicle, warhead or gravity bomb?</b>		
Yes		No		
<b>Does the item reflect or reveal engineering or design information related to Re-entry Vehicle (RV), warhead or gravity bomb technology that describes arming, fuzing, and firing functionality, mass properties, radar transmission frequencies, or other classified details?</b>	<b>Does the item have the potential to reveal a vulnerability of a RV, warhead or gravity bomb that could aid an adversary in affecting the functionality of the RV, warhead or gravity bomb?</b>		<b>Does the item provide useful insight into the operation of a RV, warhead or gravity bomb that could assist an adversary in developing a RV, warhead or gravity bomb?</b>	
Yes	Yes		Yes	
<b>Can the item be substituted for an operational item regardless of serviceability or ability to meet the environmental specification, or nuclear certification?</b>	<b>Is the component required to be stocked, stored or shipped with NWRM installed?</b>	<b>DOE Part Number (s)</b>	<b>Date of Review/By whom. DSN #</b>	
No	Yes	422070-01	20 May 14/CMSgt Smith/224-4041	



## Attachment 3

SEMIANNUAL AUDIT OF ACCOUNTS BY A VERIFYING INDIVIDUAL OFFICER  
CHECKLISTTable A3.1. Semi-annual Audit of Accounts by a Verifying Individual/Disinterested  
Officer Checklist

Item	Description	Yes	NO	N/A
1	PRE-AUDIT REQUIREMENTS			
1a	Have you been appointed by the commander?			
1b	Have you read related auditor's responsibilities?			
1c	Have you been briefed by NWRMAO/MASO 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 DOCUMENT REGISTERS, TRANSACTION HISTORIES, DOCUMENTS, AND STOCK RECORDS			
3a	Are all documents created since the last audit on file (determined by a review of document registers/transaction histories against documents on file)?			
3b	Are only original documents (paper or electronic) or NWRMAO/MASO-certified true copies of original documents on file?			
3c	After reviewing a 10-percent representative sample of all shipping, receipt, issue, and turn-in documents since the last NWRM audit, are:			
3c(1)	All S/Ns correct?			
3c(2)	Documents properly prepared?			
3c(3)	Only authorized personnel signing for the items?			
3c(4)	Balance changes accurately reflected in stock records?			
<hr/> Verifying Individual Signature				

#### Attachment 4

### SAMPLE AUDIT CERTIFICATE (FOR NON-CAS MANAGED UNITS)

#### Figure A4.1. Sample Audit Certificate (For Non-CAS Managed Units)

This is the report of the semiannual audit of FV (SRAN) as prescribed in AFI 20-110. (Name of appointed officer) was appointed to perform this audit. 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.

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Signature of the Audit Officer

#### Figure A4.2. Sample Audit Certificate (for CAS-managed units)

This is the report of the semiannual audit of FK (SRAN) as prescribed in AFI 20-110. (Name of appointed officer) was appointed to perform this audit. 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). Document number (document number) was the first document number audited, and document number (document number) was the last document number 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.

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Signature of the Audit Officer