

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

AIR FORCE INSTRUCTION 21-210

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Maintenance

**DEPARTMENT OF ENERGY AND
OTHER NON-USAF AGENCY NUCLEAR
WEAPON RELATED VISITS TO AIR
FORCE ORGANIZATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(CMSgt Ronald H. Dryburgh Jr.)
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This instruction implements the provisions of AFD 21-2, *Munitions*. It establishes procedures for scheduling nuclear weapons related visits by Department of Energy (DOE)/National Nuclear Security Administration (NNSA) personnel, their contractor field engineering representatives from Sandia National Laboratories, Lawrence Livermore National Laboratory, and Los Alamos National Laboratory, as well as for visits from other non-USAF agencies. It supports Articles VII and IX, AT(29-2)-1222, "*Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense*," 20 March 1967. This instruction applies to Air Force commanders responsible for storing, maintaining, handling, loading, and accounting for nuclear weapons and/or nuclear weapons support equipment to include training devices. Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/ILMW, 1030 Air Force Pentagon, Washington, DC 20330-1030. This Air Force Instruction does not apply to Air National Guard or Air Force Reserve units. The Paperwork Reduction Act of 1974, as amended in 1996, affects this instruction.

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

SUMMARY OF REVISIONS

This instruction is substantially revised and must be completely reviewed. This revision changes the OPR from HQ AFMC/DRW to HQ USAF/ILMW. Corrects discrepancies with office symbols, organization name changes throughout the entire document.

1. General. The Air Force possesses the capability to handle, store and maintain nuclear weapons in custody of Air Force units. This includes organizational and depot-level maintenance by the Air Force. The

procedures in the instruction do not preclude the exchange of technical information with the DOE/NNSA or its contractor representatives in the interest of solving technical problems and providing a means for product improvement. The Air Force strongly encourages visits by DOE/NNSA personnel to Air Force units maintaining custody of nuclear weapons. The visiting agency maintains responsibility for funding these trips. Requests from other non-USAF agencies will be reviewed on a case-by-case basis for the actual need to visit a USAF site.

2. Purpose of Visits. As prime contractors to the DOE/NNSA, the National Laboratories integrate the design, development, and stockpile maintenance requirements with the Air Force. DOE/NNSA field representatives visit Air Force organizations to exchange technical information with weapons maintenance personnel and to perform/oversee nuclear weapons maintenance activities. This exchange assists DOE/NNSA and the Air Force in solving technical problems and developing weapon design considerations by applying field engineering feedback and technical assistance. These liaison visits do not substitute for official Air Force nuclear weapon inspections and processing of Unsatisfactory Reports. Discussing technical problems does not commit the Air Force to nuclear weapon modification, alteration, product change proposal, special repair procedure or any other changes to established procedures. Visits are purely technical liaison in nature and will be treated by both agencies as a means for discussing mutual problems between the user and the developer.

2.1. If a major command (MAJCOM) has a unique technical problem that warrants the attention of a national laboratory field engineer, the MAJCOM submit a request for formal technical assistance to the Nuclear Weapons Center Logistics Management Division (AFMC/NWL), 1551 Wyoming Blvd SE, Kirtland AFB, NM 87117-5617. NWL screens and approves the request before referral to DOE/NNSA or its contractors. Depot-level assistance to all technical questions and problems is provided by NWL if within its capability. NWL refers requests for technical assistance that are beyond their scope to the DOE/NNSA or its contractors who coordinate the visit request through the Nuclear Weapons Center (NW) or through the appropriate MAJCOM.

3. Responsibilities:

3.1. **Nuclear Weapons Center, Logistics Management Division (AFMC/NWL).** The role of NWL in the context of this AFI is to provide a single point of contact to the DOE/NNSA, its contractors, and non-USAF agencies for nuclear weapons related visits to Air Force installations. NWL assures a valid purpose for each visit or access request to maintain an acceptable balance of involvement through communications and a standardization request process.

3.1.1. NWL is the focal and clearing point for all visits by DOE/NNSA, their national laboratory contractors, and any other non-USAF agency to Air Force installations worldwide. NWL addresses issues that involve nuclear weapons, access to nuclear weapons restricted areas, nuclear weapons-related test and handling equipment, or issues that fall under the responsibilities of the Joint Nuclear Weapons Publications System. This requirement includes representatives of DOE/NNSA and national laboratories traveling to Air Force locations as part of the Nuclear Weapons System Safety Group. NWL will forward validated visit requests to the NW security office, which will in turn ensure a valid clearance is in place to support the visit. Other DOE/NNSA, national laboratories, and non-USAF agency contractor issues and interests are not addressed by this AFI.

3.1.2. NWL coordinates visit requests with the organizations concerned. These may include DOE/NNSA, Sandia National Laboratories-Military Liaison Department, HQ USAF/ILMW, HQ USAF/XOS-NO, AFNWCA, MAJCOMS and the organizations/units to be visited.

3.1.3. NW security verifies and maintains clearances pertaining to DOE/NNSA, their national laboratory contractors, and other non-USAF agencies requesting visits to Air Force installations and organizations. NW security verifies personnel possess appropriate clearances, which are valid for the period of the visit.

3.2. **MAJCOMS.** Coordinate and approve all DOE/NNSA, national laboratory contractor, and non-USAF agency visits to units under their operational control (OPCON).

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

3.2.2. Coordinates formal requests for DOE/NNSA technical assistance through AFMC/NWLN.

3.3. **Air Force Units.** The Air Force Installation or Activity Commander approves the visit requests according to AFI 31-401, *Information Security Program Management*, and AF Sup/DoD S-5210.41-M, *Nuclear Weapons Security Manual*. Authority to grant access to weapons is the responsibility of the commander in custody of those assets, subject only to the authority of the MAJCOM. The AF installation or activity commander will:

3.3.1. Furnish DOE/NNSA and their national laboratory contractors (as requested) with personnel security clearance information to allow for transfer of classified information. This action complies with Restricted Data clauses of the Atomic Energy Act, binding DOE/NNSA and Department of Defense (DoD) in the exchange of nuclear weapon information. Format clearance data as required by AFI 31-401 and AF Sup/DoD S-5210.41-M.

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

3.4. **Department of Energy/National Nuclear Security Agency, National Laboratory Contractors, or Non USAF Agencies.** Requests to visit Air Force organizations by the DOE/NNSA, their contractor representatives, or non-USAF agencies must be supported by a request letter and a clearance (as required). Both the letter and the clearance must be received at AFMC/NWL and NW Security before a visit request can be approved.

3.4.1. The request letter must identify:

3.4.1.1. Units and facilities to be visited.

3.4.1.2. Purpose of visit.

3.4.1.3. Inclusive dates of the proposed visit.

3.4.1.4. Each visitors full name, (last, first, middle initial and either Jr or other if it applies)

3.4.1.5. Duty titles of visitors

3.4.1.6. Social security number(s).

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

3.4.1.8. Passport numbers (for overseas visits only).

3.4.1.9. Part and/or serial number or any accompanying supplies/equipment being carried into the nuclear facility. (e.g., photo or test equipment) **NOTE:** accompanying supplies/equipment includes part numbered or serial numbered items required in the support of the purpose of visit.

3.4.1.10. Human Reliability Program (HRP) (as required).

3.4.2. Visitors must possess two forms of ID when entering storage areas. One must be a picture ID and the other must contain their social security number. Their driver's license, and other forms of ID they will be using, must contain matching information. Any information not matching will result in denial of entry to restricted areas.

3.4.3. DOE/NNSA and their contractors must submit a DOE Form 5631.20, Request for Visit or Access Approval. Other non-USAF agencies must submit a letter or security form used by their agency signed by their security officer which verifies the visitor's clearance.

3.4.4. Prepare AF IMT 1293, Request and Authorization for Assignment and Relocation of Contractor Personnel (required for overseas locations only).

3.4.5. Additional requirements:

3.4.5.1. Provide required information 30 days before the expected visit for continental United States visits, 45 days before overseas travel (except Turkey which requires 60 days prior notification).

3.4.5.2. Provide clearances to AFMC/NW Security and visit specifics in letter format to AFMC/NW Security and AFMC/NWL as follows:

3.4.5.2.1. Detail the purpose of the visit sufficiently to provide a good understanding of trip requirements.

3.4.5.2.2. Make inclusive dates specific versus a window. Provide the dates traveler will be at each location if travel incorporates more than one location.

3.4.5.2.3. Provide security information through the outside agency's security office. Security information provided by the traveler will not be accepted.

3.4.5.2.4. Provide passport numbers and expiration dates for all overseas travel. This information should be provided with the visit request, as it is not included in the information provided by the security office.

3.4.5.2.5. DOE/NNSA/SNL, their contractors, and non-USAF agencies will process their own country clearances through their appropriate Foreign Travel Offices using criteria outlined in DoD 4500.54-G *Department of Defense Foreign Clearance Guide*, only after visit approval by AFMC/NWL and the installation/activity commander.

3.4.5.2.6. AFMC/NW Security will process the Theater/Site Visit to HQ USAFE for approval. AFMC/NW Security/NWL must grant authority to visit Air Force Installations before the trip can take place. AFMC/NWL approves visits only after carefully consider-

ing the purpose, the adequacy of clearances, the timing of the visit and the schedules of the units to be visited.

DONALD J. WETEKAM, Lt General, USAF
DCS/Installations and Logistics

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

Title 10 United States Code 8013, Secretary of the Air Force, Powers and duties; delegation by Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons

Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense, 20 March 1967

DoD 4500.54-G, *Department of Defense Foreign Clearance Guide*

AF Sup/DoD S-5210.41-M, *Nuclear Weapons Security Manual*

AFPD 21-2, *Munitions*

AFI 31-401, *Information Security Program Management*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSCO—Air Force Security Clearance Office

DoD—Department of Defense

DOE—Department of Energy

FCG—Foreign Clearance Guide

MAJCOM—Major Command

NW—Nuclear Weapons Center

NWL—Nuclear Weapons Center Logistics Management Division

PAP—Personnel Assurance Program

SNL—Sandia National Laboratory