

**BY ORDER OF THE COMMANDER,
RAF LAKENHEATH (USAFE)**

AIR FORCE INSTRUCTION 91-103

**LAKEHEATH
Supplement**

7 JUNE 2007

Certified Current on 28 July 2011
Safety



**AIR FORCE NUCLEAR SAFETY DESIGN
CERTIFICATION PROGRAM (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 48FW/SEW
Supersedes AFI91-103_LAKENHEATHSUP1,
8 October 2004

Certified by: 48FW/SE (Maj David T. Allen)
Pages: 6

AFI91-103 dated 16 September 2005 and USAFE Supplement dated 15 June 2006 are supplemented as follows:

This supplement establishes RAF Lakenheath specific requirements for the monitoring and reporting of Nuclear Certified Equipment (NCE) damage and deficiencies. It implements the Dull Sword reporting requirements of AFI 91-204, *Safety Investigations and Reports* and AFMAN 91-221, *Weapons Safety Investigations and Reports*, and the objectives of AFI 91-101, *Air Force Nuclear Weapons Surety Program* and AFI 91-103, *Air Force Nuclear Safety Certification Program*. This supplement applies to all units permanently assigned to RAF Lakenheath. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afrims.amc.af.mil>.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, USC Section 8013. System of Records notice F033 AF B, Privacy Act Request File applies.

SUMMARY OF CHANGES

This supplement has been revised to supplement the latest AFI 91-103 USAFE Supplement 1 Attachment 5 (Added)(USAFE). It incorporates paragraphs A5.2. and A5.3. and adds paragraph **A5.8. (Added)** It also adds **Attachment 6 (Added)**, Sample Memorandum - Unit Nuclear Certified Equipment Monitor and **Attachment 7 (Added)**, Sample Memorandum – Unit NCE Monitor Disclosure Statement.

References

AFI 24-301, *Vehicle Operations*

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

AFI 91-103, USAFE Supplement 1, *Air Force Nuclear Safety Certification Program*

AFI 91-204, *Safety Investigations and Reports*

AFMAN 37-123, *Management of Records*,

AFMAN 91-221, *Weapons Safety Investigations and Reports*

TO 11N-5-1, *Unsatisfactory Reports*

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*

Abbreviations and Acronyms

cc—Courtesy Copy

DOE—Department Of Energy

FW—Fighter Wing

OI—Operating Instruction

OPR—Office of Primary Responsibility

OPLAN—Operation Plan

POC—Point Of Contact

NCE—Nuclear Certified Equipment

SEW—Weapons Safety Office

TO—Technical Order

USAF—United States Air Force

UR—Unsatisfactory Report

USAFE—United States Air Forces in Europe

A5.2.5.8. (Added) Training of all squadron primary and alternate NCE monitors to include:

A5.2.5.8.1. (Added) Inspection requirements.

A5.2.5.8.2. (Added) NCE tracking requirements.

A5.2.5.8.3. (Added) Procedures for routing 48th Fighter Wing Weapons Safety Office (48 FW/SEW) Dull Sword worksheets.

A5.2.5.8.4. (Added) Requirements for locally developed checklists, Operating Instructions (OIs), Operations Plans (OPLANS), and Lesson Plans. Wing Weapons Safety managers will review all locally developed checklists, OIs, OPLANS, and Lesson Plans that pertain to surety prior to their implementation and annually thereafter.

A5.3.2.1. (Added) Unit NCE Monitors must possess as a minimum a 5 skill level.

A5.3.2.2. (Added) Appointment letters will contain the unit, name, rank, office symbol, date appointed, duty phone number, and DEROS. The appointment letter will be in the standardized format (outlined in Attachment 2). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, USC, Section 8013. System of Records notice F033 AF B, Privacy Act Request File, applies.

A5.3.3.2.9. (Added) Tab I: Spot Inspections Log/Report.

A5.3.3.2.9.1. (Added) Monitors will conduct a monthly program review. Minimum documentation will include: date, time, POC, activity inspected, discrepancies noted, and any follow-up activities required.

A5.3.3.2.10. (Added) Tab J: FY Dull Sword Listing/Open Squadron Formal Dull Swords.

A5.3.3.5.1. (Added) Ensure NCE is not modified in any way except as authorized in appropriate technical orders or by the item manager.

A5.3.3.9. (Added) Squadron NCE monitors will establish points of contact (POC) in each flight that uses and/or maintains NCE. The POC will be trained on the unique reporting procedures for NCE. The squadron monitor can provide this training or training can be coordinated through the Weapons Safety Office.

A5.3.3.10. (Added) Monitors will send monthly updates on open formal Dull Swords or when any significant changes are made.

A5.4.8. (Added) NCE monitors will use a standardized format for the NCE listings. NCE listing will be sent to the Weapons Safety Office no later than the first Friday of each quarter or when there is a change to the listing. A disclosure statement will be attached to the listing (Attachment 3)

A5.8. (Added) Dull Sword Reporting Procedures. All Dull Sword worksheets must be transmitted by e-mail unless they are classified, in which case they must be hand-carried or forwarded using SIPRNET. If SIPRNET is used, notify personnel by e-mail to let them know.

A5.8.1. (Added) Personnel discovering any deficiency with NCE items will report the Dull Sword as follows:

A5.8.1.1. (Added) Complete the standardized Dull Sword worksheet available from 48FW/SEW webpage. Give a complete description of the circumstances that led to the discovery of the deficiency. (e.g. what happened, the activity equipment was involved in, etc.).

A5.8.1.2. (Added) Attach the initial worksheet to the piece of equipment when it goes to a repairing organization. Place an entry in the AFTO Form 244, *Industrial/Support Equipment Record*, prescribed by TO

00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, or AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)*, prescribed by AFI 24-301, *Vehicle Operations*, if applicable.

A5.8.1.3. (Added) Send an electronic copy of the initial worksheet to your squadron NCE monitor. Courtesy copy (cc) the Weapons Safety Office and the Wing Weapons Manager.

A5.8.2. (Added) Repairing organizations that receive NCE with a deficiency will do the following:

A5.8.2.1. (Added) Forward an electronic copy of the initial worksheet that came in with the item to the repairing organization's squadron NCE monitor.

A5.8.2.2. (Added) When the item is repaired, properly disposed of, or turned in to supply, complete the initial Dull Sword worksheet with the repair action.

A5.8.2.2.1. (Added) Forward an electronic copy of the updated/completed worksheet to your squadron NCE monitor.

A5.8.2.2.2. (Added) Return the updated worksheet to the using organization with the repaired item. If the item is turned in to supply, the completed worksheet still needs to be returned to the using organization. Using organization will forward closed-out worksheets to their squadron monitor.

A5.8.3. (Added) Squadron NCE monitors will forward all Dull Sword worksheets received to the Weapons Safety Office and the Wing Weapons Manager. This information must be gathered and forwarded within 24 hours so that reporting time limits in AFMAN 91-221 are met.

Attachment 6 (Added)**SAMPLE MEMORANDUM - UNIT NUCLEAR CERTIFIED EQUIPMENT MONITOR**

DD MMM YYYY

MEMORANDUM FOR 48 FW/SEW

FROM: YOUR SQUADRON/CC

SUBJECT: Unit Nuclear Certified Equipment Monitor

1. The following individuals have been appointed Unit Nuclear Certified Equipment Monitor for 48 Your Squadron.

<u>Name</u>	<u>Rank</u>	<u>Office</u>	<u>Date Appointed</u>	<u>DEROS</u>	<u>Phone</u>
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2. The 48 FW Weapons Safety Office must train these personnel within 30 days of being appointed. (IAW AFI91-103 USAFE Supplement 1)

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

YOUR SQUADRON COMMANDER'S
SIGNATURE BLOCK

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Attachment 7 (Added)

SAMPLE MEMORANDUM – UNIT NCE MONITOR DISCLOSURE STATEMENT
DD MMM YYYY

MEMORANDUM FOR 48 FW/SEW

FROM: YOUR SQUADRON AND UNIT

SUBJECT: NCE Disclosure Statement

1. In accordance with AFI 91-103 USAFE Supplement 1 the following statement must be posted with the NCE listing:

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

UNIT NCE MONITOR, Rank, USAF
Signature Block

ROBERT P. STEEL, Brig Gen, USAF
Commander, 48th Fighter Wing