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SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 21-203

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Maintenance

**NUCLEAR ACCOUNTABILITY
PROCEDURES**

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This publication implements Air Force Policy Directive (AFPD) 21-2, *Munitions* and is consistent with AFPD 13-5, *Air Force Nuclear Enterprise Policy Directive*. It provides guidance and procedures for the accountability, custody and logistics movement of nuclear weapons, nuclear components and nuclear-related support equipment. It applies to all personnel who maintain, handle and account for nuclear weapons, nuclear components and nuclear-related support equipment. This publication (specifically **Chapter 7**) applies to Air National Guard and Air Force Reserve units and personnel. Units will not publish a supplement to this publication. Units will contact the MAJCOM for interpretations of the guidance contained in this AFI. MAJCOM direct supplements to this publication must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with *AFMAN 33-363, Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). MAJCOMs and units have 90 calendar days from the effective date of this publication to rewrite or certify as current supplements to this publication. Changes to documentation requirements in this instruction may exceed the 90-calendar day implementation requirement; however, documents will be updated or revised at the next normal required or mandated update or revision point. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2 or T-3) number following the compliance statement. Subordinate paragraphs carry the parent tiering unless otherwise specified. 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 Office of Primary Responsibility (OPR) for non-tiered compliance items. Submit changes to this

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Chapter 1

GENERAL

1.1. Purpose. This Instruction provides guidance, delineates responsibilities and establishes procedures for accountability, custody and logistics movement of nuclear weapons, nuclear components and nuclear-related support equipment.

1.2. General. Nuclear weapons require special consideration because of their political and military importance, destructive power, cost and potential consequences of an accident or unauthorized act. Conserving nuclear weapons as national resources and ensuring the safety of the public, operating personnel, and property are most important during maintenance, storage, handling and logistics movement, and operational employment of nuclear weapons.

1.3. Major Commands.

1.3.1. General.

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

1.3.1.2. Assist units with maintenance items ordered and not received by the 120-day point or sooner if requested.

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

1.3.1.3.1. Establish 24hr POC (such as Command Post) for Secure Internet Protocol Router (SIPR) message traffic.

1.3.1.3.2. Ensure units have SIPR capability to send/receive stockpile messages and to ensure SEV notifications reach the Service Logistics Agent (SLA) in a timely manner.

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

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

1.3.3.1. Air Force Nuclear Weapons Center (AFNWC). In addition to the responsibilities identified in AFI 21-2XX Series, AFNWC serves as primary point of contact on accountability of nuclear weapons, nuclear components and nuclear-related support equipment. AFNWC oversees Nuclear Ordnance Controlled Materiel (NOCM) and nuclear weapons stockpile planning and management. AFNWC Nuclear Weapons Logistics Division is the SLA for all nuclear weapons assigned to the AF and coordinates movement requirements with National Nuclear Security Administration (NNSA), Defense Threat Reduction Agency (DTRA), MAJCOMs and units.

1.3.3.1.1. AFNWC Nuclear Weapons Logistics Division will:

- 1.3.3.1.1.1. Oversee nuclear weapon, nuclear component, and nuclear-related support equipment accountability. Coordinate support and provide guidance on accountability issues beyond unit capability.
- 1.3.3.1.1.2. Serve as the AF focal point for Defense Integration and Management of Nuclear Data Services (DIAMONDS) integration and management. Coordinate and represent the AF at all applicable DIAMONDS conferences and training. Recommendations and new requirements changing DIAMONDS or DATS affecting AF policy must be approved by AF/A4LW.
- 1.3.3.1.1.3. Establish authorized levels of Base Spares via approval of Unit Spares Authorization Listing (USAL).
- 1.3.3.1.1.4. Coordinate discrepancies between validated USAL and Base and Military Spares Server (BMSS) website.
- 1.3.3.1.1.5. Monitor Nuclear Weapons Reporting (NUREP) input to DoD nuclear weapon stockpile database systems to ensure compliance with Chairman Joint Chiefs of Staff Instruction (CJCSI) policy.
- 1.3.3.1.1.6. Approve shipment of weapon(s) within 6 months of their LLC due date.
- 1.3.3.1.1.7. Develop the AF Nuclear Ordnance Shipping Schedule (NOSS).
- 1.3.3.1.1.8. Collect, consolidate, and de-conflict wing Prime Nuclear Airlift Force (PNAF), NNSA/OST, and DOE Air non-support inputs and provide to 618 AOC/XOOON, 4AS/DOOMS, NNSA's Office of Secure Transportation (OST), and applicable organizations monthly.
- 1.3.3.1.1.9. Consolidate, coordinate and de-conflict NOSS and DOE airlift requirements and Safeguards Transporter (SGT) with DTRA, NNSA's OST, DOE, and disseminate to units.
- 1.3.3.1.1.10. Consolidate nuclear-related items on Special Assignment Airlift Mission (SAAM) and SGT shipments when possible.
- 1.3.3.1.1.11. Coordinate the movement of non-nuclear major assemblies of nuclear weapons to and from locations by SAAM or other authorized means.
- 1.3.3.1.1.12. Request Materiel Transfer Orders (MTO) from DTRA to release or transfer nuclear cargo as required.
- 1.3.3.1.1.13. Provide fund-cites for surface transportation of unclassified denuclearized special test items and related test equipment as required.
- 1.3.3.1.1.14. Develop Second Destination Transportation (SDT) requirements. Submit requirements to HQ AFMC/LSO/LOTB.
- 1.3.3.1.1.15. Serve as Air Force focal point for logistics materiel support IAW TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel*, for Joint Service or Unified Command organizations (e.g., US Strategic Command [USSTRATCOM]), European Command (EUCOM), and Explosive Ordnance Disposal (EOD) School) for authorization, requisition and distribution of DOE

designed military spares, support and handling equipment supporting Air Force nuclear mission. Monitor all unit back orders from KCP, and will be the focal point between the units and KCP regarding any BS/MS items.

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

1.3.3.1.1.17. Execute actions required to participate in and support SEV plans and establish 24-hr point of contact (POC) (such as Command Post) for SIPR communications.

1.3.3.1.1.18. Develop and maintain DIAMONDS procedures for the following: problem reporting, troubleshooting, communication errors reporting, security reporting, and new requirement development. Ensure security incidents are reported to DIAMONDS Support Center (DSC) personnel and are properly investigated in accordance with AF guidance and notify DSC when closed.

1.3.3.1.1.19. Evaluate and assign priority level to AF DIAMONDS Problem Reports (PR) and Change Requests (CR) submitted by AF users. Suggest, track, and evaluate all software and hardware requests for AF DIAMONDS.

1.3.3.1.1.20. Monitor DIAMONDS training provided by DTRA for AF users. Forward consolidated attendance list to DTRA for DTRA hosted training events. Verify all attendees submit security clearance information.

1.3.3.1.1.21. Provide AMC/A3N with a cargo requirements memorandum annually. Memorandum will detail specific cargo requiring airlift to assist the flying unit with scheduling their training and resources.

1.3.4. Air Mobility Command (AMC).

1.3.4.1. Plan and operate SAAMs in response to requests from the AFNWC Nuclear Weapons Logistics Division. Provide current projections, to cover a six-month period, of over flight dates to the AFNWC Nuclear Weapons Logistics Division to facilitate NOSS development and provide any changes to the dates as they occur.

1.3.4.2. If mission considerations such as over flight restrictions or airfield operating hours conflict with delivery parameters of the SAAM request, coordinate a revised request with the AFNWC Nuclear Weapons Logistics Division. Additionally, coordinate short notice SAAM requests and changes with the AFNWC Nuclear Weapons Logistics Division.

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

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

1.3.5. United States Air Forces in Europe (USAFE). USAFE/A3/10 is the office of primary responsibility for USAFE nuclear support guidance.

1.3.6. Air Education and Training Command (AETC). AETC/A4 is the office of primary responsibility for AETC nuclear support guidance.

1.4. Unit Responsibilities.

1.4.1. Wing Commanders. In addition to the responsibilities in AFIs 21-101, 21-200 and applicable 21-2XX series, wing commanders will:

1.4.1.1. Provide storage, security, control, Safe Haven, emergency divert, and custodial responsibility for all nuclear weapons, nuclear components, or Limited Life Components (LLC). (T-0)

1.4.1.2. Ensure all individuals and organizations, which physically control, possess, store and maintain nuclear weapons account for and report status of these resources while in their custody IAW higher headquarters policy and technical orders and this Instruction. (T-0)

1.4.1.3. Designate unit commanders that will appoint individuals authorized to receive custody of nuclear weapons (see sample letter in [Figure 7.1](#)) IAW [Chapter 7](#) of this Instruction. (T-1).

1.4.1.4. Ensure base has a 24hr POC (such as command post or Maintenance Operations Center) with SIPR capability to send/receive SFRD messages. This capability is required to ensure SEV notifications, logistical movement notifications and PNAF divert notifications for nuclear weapons, nuclear components and LLCs are passed to the MASO in a timely manner. Provide POC information to the AFNWC Nuclear Weapons Logistics Division, 618 AOC/XOOON, and 4AS/DOOMS. (T-1)

1.4.1.5. Appoint and certify the MASO in writing. The wing commander (or equivalent) having custodial responsibility for assigned nuclear weapons, nuclear components, limited life components, or Other Major Assemblies (OMA) is the appointing official. Producing a new appointment memorandum is not required when the MASO appointing authority changes. (T-1).

1.4.1.5.1. Brief the newly appointed MASO on his/her responsibilities identified in [paragraph 1.4.5](#) (T-1)

1.4.1.5.2. Review Semiannual Inventory Report (SIR) documentation prior to filing documents as part of the permanent record. (T-1)

1.4.1.5.3. Certify the MASO by approving the Certificate of Transfer of Accountability between the gaining and losing MASO. (T-1)

1.4.1.6. Appoint a new MASO before the current MASO is expected to be absent for more than 45 consecutive days. (T-1)

1.4.1.7. Appoint a minimum number of personnel to sign accountable documents on behalf of the MASO, in his/her absence (e.g., during leave or TDY) IAW 11N-100-4, Custody, Accountability, and Control of Nuclear Weapons and Nuclear Material. (T-0)

1.4.1.8. Appoint a minimum number of personnel, MSgt or above, to initiate the AF Form 504 custody transfer process on behalf of the MASO. Appointed individuals will perform visual serial number verifications and ensure custody transfer procedures are utilized during nuclear weapons and nuclear warhead movements. (T-1)

1.4.1.9. Appoint Personnel Reliability Program (PRP) certified personnel to receipt for classified DOE end items, components and documents involving restricted data shipped via NNSA/OST or AMC SAAM missions (See [Figure 1.1](#)). For units receiving non-war reserve weapons non-PRP individuals may be appointed. The letter will contain each individual's name, rank, security clearance, job title and duty telephone numbers. (T-1)

1.4.1.9.1. Letter will be updated and distributed at least annually no less than 30 days before expiration of current letter, or as additions occur. Certify military members for the specific period of their military assignment with the organization, if known, to avoid re-accomplishing the entire letter to delete an individual or change an individual's grade. To delete an individual or update their grade, the MASO will line through the deleted/modified information, pen and ink new information, if applicable, and initial and date the change(s). Distribute per 11N-45-51 with the date of the modification being the new effective date. During contingencies, or if short notice changes are mandatory to avoid cancellation of a scheduled shipment, a message may be used in lieu of a letter. If a message is used, provide the name and title of the certifying official. Distribute the authorization letter IAW 11N-45-51 series technical orders. (T-0)

1.4.1.10. Appoint the SIR verifying/audit officer IAW TO 11N-100-3150 to verify inventory accuracy and conduct audits performed in conjunction with semi-annual inventories. Individual must be appointed on special orders. (T-0)

1.4.1.11. Approve and release consolidated PNAF, NNSA/OST, and, DOE Air non-support messages originated by wing XP. Send non-support messages to the applicable MAJCOM and the AFNWC Nuclear Weapons Logistics Division by the fifth of each month covering the next 180 days identifying dates the wing cannot support Type I/II shipments due to safety or security conditions. OCONUS units must coordinate with the Host Nation. This applies to USAFE main operating bases listed in the Special Weapons Overflight Guide as a Northern and Southern European Emergency Divert Location. Negative replies are required. Continually monitor status of the wing's capability to support scheduled and projected movements, and submit non-support messages and updates as changes occur. (T-1)

1.4.1.11.1. Non-support messages will consider, at a minimum, input from Security Forces, Airfield Operations, Munitions, host nation (if applicable), and host wing (if applicable). (T-1)

1.4.1.11.2. Non-support dates will be split into two categories:

1.4.1.11.2.1. Category 1 non-support, due to physical or security limitations, the base cannot support the movement. Examples include, runway closure, host nation holidays/non-working days, and air shows. (T-1)

1.4.1.11.2.2. Category 2 non-support, due to previously planned events the base support would be impacted. Transporters will make every effort to avoid these dates, but movements will still take precedence. Examples include inspections/exercises (local and HHQ), inventory actions, and DV visits. (T-1)

1.4.2. Maintenance/Munitions Maintenance Group Commanders. In addition to the responsibilities in AFIs 21-101, 21-200 and applicable 21-2XX series, maintenance group commanders will:

1.4.2.1. Review SIR documentation and the MASO's semi-annual status of munitions accountability briefing in preparation for the wing CC briefing. (T-1)

1.4.3. Unit Commanders (Squadron or Group). In addition to the responsibilities in AFIs 21-101, 21-200 and applicable 21-2XX series, unit commanders will:

1.4.3.1. Designate individuals IAW **paragraph 7.1.2** of this Instruction to receive custody of nuclear weapons. Provide copies of appointment documents to the MASO. (T-1)

1.4.3.2. Designate individuals authorized to order Base and Military Spares and DOE-designed Special Equipment end items IAW TO 11N-100-1 (See TO 11N-100-1 for procedures and sample letter). (T-0)

1.4.4. Munitions (MUNS), Munitions Support (MUNSS), or Maintenance (MXS) Squadron Commanders. In addition to the responsibilities in AFIs 21-101, 21-200 and applicable 21-2XX series, commanders will:

1.4.4.1. Recommend, for appointment, a MASO who meets the requirements in **paragraph 3.3**. to the wing commander. Develop a proposed MASO changeover plan in advance of the next projected turnover. Provide plan to the current MASO for inclusion in the semi-annual status of munitions accountability briefing. (T-1)

1.4.4.2. Ensure SIPR capability to send/receive SFRD messages is available to Munitions Control, Nuclear Accountability Reporting Section (NARS) and weapons maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOMs may waive requirements for units that do not possess war-reserve (WR) weapons). (T-2)

1.4.4.2.1. Ensure units process routine communication check messages within one duty-day of receipt to verify secure communication operability. (T-2)

1.4.4.3. Review SIR documentation and the MASO's semi-annual status of munitions accountability briefing in preparation for the wing and group CC briefing. (T-2)

1.4.4.4. Designate a primary and at least one alternate custodian authorized to request, receive and turn in NOCM items (see **Figure 1.3** for sample letter). Prepare a separate letter for each work center. Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter. When changes are made, line through the current date in the upper right corner and write in new effective date. (T-1)

1.4.4.5. Review applicable host-tenant support agreements, inter-service support agreements and memorandums of agreement (MOA) IAW AFI 25-201, Support Agreements Procedures. (T-1)

1.4.5. Munitions Accountable Systems Officer (MASO). A single individual who oversees all aspects of the daily accountability and custody of the unit's nuclear weapons, components and spares (base and military). In addition to the responsibilities identified in TOs 11N-100-1, 11N-100-2, 11N-100-4, 11N-3150-8-1 and AFI 21-2XX series instructions, MASO will:

- 1.4.5.1. Submit reports outlined in TO 11N-100-3150 for reportable items. (T-0)
- 1.4.5.2. Ensure authorization letter for receipt of DOE materiel is current IAW **Figure 1.1** (T-1)
- 1.4.5.3. Ensure NARS personnel are trained on all facets of weapons accountability and have access to all required publications identified in **paragraph 1.4.5.12** (T-1)
- 1.4.5.4. Develop a storage plan for the NARS warehouse IAW **Chapter 5**. (T-1)
- 1.4.5.5. Develop and publish procedures, at an appropriate level within the wing, covering local conditions and requirements, to ensure all affected personnel are aware of required responsibilities and procedures. As a minimum, establish local procedures for the following:
 - 1.4.5.5.1. SEV notification, execution and reporting procedures. Develop a checklist for Munitions Control and affected agencies (Command Post, etc.). Include MASO and key personnel in recall or standby procedures. Procedures will cover conditions, responsibilities and procedures to be followed during an actual SEV or a SEV test. (T-1)
 - 1.4.5.5.2. Procedures to account for and ensure security of all classified removable DIAMONDS electronic media as required in TO 11N-3150-8-1. (T-0)
 - 1.4.5.5.3. Support requirements for off-base logistics movements, Safe Haven and Emergency Divert of nuclear weapons, nuclear components or LLCs. (T-0)
 - 1.4.5.5.4. NUREP reporting to include nuclear weapons configuration record distribution procedures. (T-0)
- 1.4.5.6. NARS provides physical (in the office) 24-hour coverage upon initiation of a SEV or SEV test. This coverage will be maintained until SEV termination or released by the AF SLA. (T-1)
- 1.4.5.7. Control the transfer and movement of, and access to, nuclear weapons and nuclear components using guidance in **Chapter 7** of this Instruction. (T-1)
- 1.4.5.8. Ensure assets have appropriate charge code changes and are available for shipment as directed in Stockpile Laboratory Test/Stockpile Flight Test (SLT/SFT) Warning Orders or AF NOSS. (T-0)
- 1.4.5.9. Coordinate local review of USAL and other stock levels with the applicable maintenance work center requiring Base Spares (BS) or Military Spares (MS). (T-3)
- 1.4.5.10. Conduct a self-inspection of the account in conjunction with the NCOIC of NARS within 45 calendar days from date of transfer of accountability. Maintain records from the self-inspection until the next self-inspection is conducted. Sources for this review should include checklists, any previous inspection results, cross-feed information and current items of interest. Document results and forward a copy to the squadron (or equivalent munitions activity) commander. (T-3)
 - 1.4.5.10.1. MS/BS items ordered through KCP/BMSS will be tracked by AFNWC/NCL. (T-3).

1.4.5.10.2. Units will contact AFNWC/NCL (AFNWCNCL.Workflow@Kirtland.af.mil) for any follow-up actions for items ordered through KCP. (T-3).

1.4.5.10.3. Notify AFNWC/NCL, and Parent MAJCOM by electronic means when items are not received by the 120-day point, or sooner if item is mission critical, and provide requisition number, local follow-up actions, and requisition remarks. (T-3).

1.4.5.11. Reconcile the Site LIL (SLIL) by comparing the SLIL with the DTRA LIL (DLIL). After reconciliation is complete maintain a LIL, either SLIL or DLIL, for day-to-day use. This LIL will be referred to as the Working LIL (WLIL). (T-2)

1.4.5.12. Ensure the following publications are available in support of nuclear weapons accountability (T-1):

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

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

1.4.5.12.3. AFI 13-526 (series), *Prime Nuclear Airlift Force Operations*.

1.4.5.12.4. Applicable security classification guides.

1.4.5.12.5. C-1100-ML, *Management Data List*.

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

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

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

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

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

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

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

1.4.5.12.13. Approved USAL, available on the BMSS.

1.4.5.12.14. Applicable local directives that affect nuclear accountability.

1.4.5.12.15. Access, Approval, and Authority List (AAAL) and change letters.

1.4.5.13. Distribute letters of authorization to applicable organizations to implement the custody transfer procedures outlined in **Chapter 7**. (T-2)

1.4.5.14. Develop and provide organizational “Commanders Responsibilities” briefing to units with DIAMONDS organizational accounts and units designated as receiving custody of nuclear weapons and warheads IAW **paragraph 7.1.1** (T-2)

- 1.4.5.15. Establish and maintain stock levels corresponding to the command allocation document or an approved AF Form 1996, Adjusted Stock Level. (T-2)
- 1.4.5.16. Establish classified, unclassified, and DIAMONDS organizational e-mail addresses. (T-2)
- 1.4.5.17. Inventory all property on accountable records. (T-0)
- 1.4.5.18. Ensure adequate safeguards and protection are provided for property on MASO's accountable record. Determine, justify and request adequate storage facilities to protect and secure government property. (T-0)
- 1.4.5.19. Authorize personnel access and use of keys to nuclear facilities (e.g., maintenance facilities, storage igloos) by signing the AAAL and change letters IAW AFI 21-200. (T-1)
- 1.4.5.20. Promptly submit materiel requests according to DoD and Air Force directives. (T-0)
- 1.4.5.21. Properly identify, request disposition (if required), and dispose of unserviceable, repairable, or excess property on account. (T-3)
- 1.4.5.22. Personally conduct checks to determine accuracy of accountable records and validity of warehouse locations and balances. (T-2)
- 1.4.5.23. Comply with applicable accountable officer responsibilities found in AFI 23-111, Management of Government Property in Possession of the Air Force. (T-1)
- 1.4.5.24. Provide management guidance and training to USAL users and account custodians. (T-3)
- 1.4.5.25. Accurately record transactions, maintain current records pertaining to the account, and reconcile inventories with accountable records. (T-0)
- 1.4.5.26. Promptly report weapon receipts, shipment, loss and damage causing weapon to turn non-operational to the wing, group and squadron commanders. (T-0)
- 1.4.5.27. Brief the wing, group and squadron commanders, within 30 days of receiving the DTRA reconciliation, on the status of nuclear weapons reporting activities for the previous six months. The verifying/audit officer must be present for the briefing. (T-3). The briefing must cover:
- 1.4.5.27.1. Results of the most recent SIR. Include results of the DTRA reconciliation and any discrepancies discovered during the inventory. Highlight discrepancies identified during the verifying officer's audit of the account. Provide copies of SIR package for review.
 - 1.4.5.27.2. SEV and SEV test results. Include any discrepancies identified in the after action report.
 - 1.4.5.27.3. Highlight NUREP discrepancies and the actions taken to prevent recurrence.
 - 1.4.5.27.4. Custody Transfer Procedures. Highlight any negative trend in the accuracy of AF Form 504. Include the actions taken to correct the problem(s).

1.4.5.27.5. Future MASO changes. Provide the squadron plan to ensure the next MASO meets the mandatory qualifications.

1.4.5.28. Designate, in writing, the below responsibilities. This designation may be accomplished on a single letter and include any additional local appointments as desired (see [Figure 1.2](#)). Deletions may be made by entering a single line through the entry and the MASO initials the deletion. Additions require a new letter. (T-3)

1.4.5.28.1. Primary and alternate NARS monitors. Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NARS duties. (T-1). The primary and at least one alternate NARS monitor will be trained and fully qualified to perform NARS duties. (T-1). NARS personnel will be JQS qualified to open/close, inspect, store, transfer, and ship H1616 and H1700 containers. (T-1). For units not utilizing H1616 or H1700 containers, NARS personnel are not required to maintain JQS qualification.

1.4.5.28.2. Individuals authorized access to Document Control files.

1.4.5.28.3. Primary and Alternate Time Compliance Technical Order (TCTO) and retrofit kit monitors.

1.4.5.28.4. Primary and Alternate Repairable Item monitors.

1.4.5.28.5. Individuals authorized access to the NARS warehouse.

1.4.5.28.6. Individuals authorized to receive classified items from LRS. Ensure letter is distributed to LRS activity. (T-3)

1.4.5.28.7. Individuals authorized to perform quality control (QC) checks and review accountable documents. These individuals may do so only when the MASO is not available (i.e., leave, TDY). Do not delay performing QC check, report transmission, posting or filing because the MASO is not available. Upon return, the MASO will QC all accountable documents, which took place during their absence. (T-2)

1.4.5.29. Conduct and document training for the appointed verifying/audit officer having SIR duties. Training will include seal installation and inspection processes if required. (T-1)

1.4.5.30. Establish local operating instructions to ensure custody account custodian compliance with this Instruction, local procedures, and other applicable directives to properly protect and control items issued to them. (T-3)

1.4.5.31. Ensure all DIAMONDS generated reports (e.g., NUREPs) for nuclear weapons accounts are reviewed for accuracy prior to transmission. (T-0)

1.4.5.32. Manage the DIAMONDS accounts according to established procedures in this AFI. Develop a training program to cover all aspects of NARS operations. (T-1)

1.4.5.33. Ship spares using commercial carrier when directed by UR, RDO, HHQ, etc. (T-0)

1.4.6. Operations Officer (OO)/Maintenance Superintendent (MX SUPT). In addition to the applicable responsibilities in 21-2XX series, OO/MX SUPT will:

1.4.6.1. Ensure personnel comply with custody and accountability procedures. (T-0)

1.4.6.2. Ensure the MASO's training/qualifications are documented in his/her 21M Career Field Education and Training Plan (CFETP). (T-1)

1.4.6.3. In units where applicable, ensure the container seal program is covered during warhead general maintenance training. (T-2)

1.4.6.4. Appoint a DIAMONDS site administrator (SA) and ensure they comply with requirements in TO 11N-3150-8-1. (T-0)

1.4.6.5. Review LIL after monthly reconciliation. (T-2).

1.4.7. Flight Commander/Flight Chief. In addition to the applicable responsibilities in AFIs 21-101 and applicable 21-2XX series, flight commanders/flight chiefs will:

1.4.7.1. Comply with local procedures established by MASO for SEVs, Logistics Movements, Safe Havens and Emergency Diverts. (T-3)

1.4.7.2. Ensure all equipment items and weapons system components are tracked in an approved accountable property system of record (APSR) such as Standard Base Supply System (SBSS), Integrated Logistics System – Supply (ILS-S), DIAMONDS or Combat Ammunition System (CAS). (T-1)

1.4.7.3. Ensure JQS qualified individuals inspect, mark, and package equipment items and weapons system components. (T-1). Ensure certified individuals complete applicable DD Form 1500 series serviceability tags. (T-1).

1.4.7.4. Develop a shelf and service life monitoring and inspection program (as required). Ensure equipment items and weapons system components placed in storage are periodically inspected. Inspection will confirm proper marking, packaging and serviceability of assets. (T-1)

1.4.8. Section/Element Supervisor. In addition to the applicable responsibilities in AFIs 21-101 and applicable 21-2XX series, section/element supervisor will:

1.4.8.1. Ensure JQS qualified Team Chief (TC) or NCO notifies NARS of all required changes via the Maintenance Activity Report (MAR). (T-2)

1.4.8.2. Ensure only designated personnel are verifying Urgency of Need Designator (UND) requirements. (T-2)

1.4.8.3. Ensure 30-, 60- and 90-day follow-ups are conducted on all maintenance items ordered through SBSS. (T-2). Notify applicable MAJCOM by electronic means when items are not received by the 120-day point, or sooner if item is mission critical. (T-2). Provide requisition number, local follow-up actions and requisition remarks. (T-2).

1.4.8.4. Provide NARS a list of individuals authorized access to USAL items stored in the maintenance area. (T-3).

1.4.8.5. Establish procedures to manage parts and components in support of maintenance operations. (T-3).

1.4.9. Repairable Item Custodians/Custody Account Custodians.

1.4.9.1. Account for and maintain control of repairable items issued to the maintenance section. (T-1).

1.4.9.2. Accurately record property transactions and maintain current custody records pertaining to the account. (T-1).

1.4.9.3. Promptly report any losses, damage, destruction or other irregularities to the appointing commander and the MASO. (T-1).

1.4.9.4. Verify the accuracy of custodial records with records maintained by the MASO at least semiannually. (T-1)

1.4.9.5. Sign appropriate issue/turn-in documents for all custody items. (T-1).

Figure 1.1. Sample Letter Certification of Personnel to Receipt for Classified Property.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 42D BOMB WING (AFGSC)
LORING AIR FORCE BASE, MAINE

27 Oct 13

MEMORANDUM FOR US DEPARTMENT OF ENERGY

Albuquerque Operations Office	618 AOC/XOOON
Attn: Office of Secure Transport	402 Scott Drive, Unit 2K1
PO Box 5400	Scott AFB IL 62225-5303
Albuquerque NM 87115-5000	

FROM: 42 BW/CC

Texas Road
Loring AFB ME 04751-5000

SUBJECT: Certification of Personnel to Receipt for Classified Property

The following personnel are authorized to receive and sign for classified property, including US Department of Energy and Air Mobility Command classified shipments and documents involving restricted data. Access of listed personnel is required for performance of duties and granting access will not endanger the common defense and security. This certification is made in the name of the Commander, Air Force Global Strike Command, as authorized by AFI 21-203. Certification is effective this date and expires at end of expiration period for each individual or 1-year from date of letter, whichever occurs first.

NAME and GRADE: Calvin Johnson, Capt
CITIZENSHIP: US Citizen
DUTY PHONE: DSN 555-1212
HOME PHONE (912) 555-9999

POSITION TITLE: Accountable Officer
SECURITY CLEARANCE: Top Secret
CLEARANCE GRANTED: 30 Nov 11
CLEARANCE EXPIRATION: 29 Nov 16

NAME and GRADE: Peyton W. Manning, MSgt
CITIZENSHIP: US Citizen
DUTY PHONE: DSN 555-1212
HOME PHONE: (912) 555-8888

POSITION TITLE: NCOIC, NARS
SECURITY CLEARANCE: Top Secret
CLEARANCE GRANTED: 1 May 12
CLEARANCE EXPIRATION: 30 Apr 17

Address Information:

Mail – 42 MUNS/MXW
Loring AFB, ME 04751

Shipment - FV 1234, 42 MUNS
Loring AFB, ME 04751

This letter supersedes previous letter dated 01 Dec 10.

JACK D. RIPPER, Colonel, USAF
Commander, 42d Bomb Wing

cc: AFNWC Nuclear Weapons Logistics Division
(Parent MAJCOM) /(Office Symbol)
(Recipient list in 11N-45-51B)

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

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 42D BOMB WING (AFGSC)
LORING AIR FORCE BASE, MAINE

27 Oct 13

MEMORANDUM FOR INDIVIDUALS CONCERNED

FROM: 42 MUNS/MXWK (MASO)
Texas Road
Loring AFB ME 04751-5000

SUBJECT: Designation of Individuals Authorized to Perform NARS Duties

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

- a. Primary (P) and Alternate (A) NARS monitors.
- b. Individuals authorized access to Document Control files.
- c. Primary (P) and Alternate (A) TCTO/retrofit kit monitors.
- d. Primary (P) and Alternate (A) Repairable Item monitors.
- e. Individuals authorized to verify seal numbers and container contents to preclude opening containers during inventories and maintain the list of applied seals on behalf of the MASO.
- f. Individuals authorized access to the NARS Warehouse(s).

2. List of Individuals and Authorizations:

	RANK	NAME	AUTHORIZATIONS (By Paragraph Above)
a.	TSgt	Shires, Kenneth W.	1b, 1e, 1f
b.	SSgt	Skowronek, Gary J.	1a(P), 1b, 1c (P), 1d(A), 1e, 1f
c.	SrA	Sawyer, Martin E.	1a(A), 1b, 1c(A), 1f
d.	SrA	Tobin, Britt R.	1b, 1d(P), 1f

3. This letter supersedes previous letter dated 01 Dec 10.

DAVID D. KUNICK, 1st Lt, USAF
Munitions Accountable Systems Office

Figure 1.3. Sample Letter: Designation of Individuals Authorized to Request and Receive NOCM Items.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 42D BOMB WING (AFGSC)
LORING AIR FORCE BASE, MAINE

27 Oct 13

MEMORANDUM FOR 42 MUNS/MXWK (MASO)

FROM: 42 MUNS/CC
Texas Road
Loring AFB ME 04751-5000

SUBJECT: Designation of Individuals Authorized to Request and Receive NOCM Items

1. The personnel, listed in paragraph 2, are authorized to request, receive and turn in NOCM items for the Re-entry Vehicle Maintenance Section (Office Symbol MXWIR). I certify that individuals listed in this letter require access to NOCM items in order to perform authorized maintenance activities. Individuals, as designated below, are appointed primary (P) and alternate (A) reparable item custodians for this maintenance section. These designations are made IAW AFI 21-203.

2. List of Individuals Authorized to Request and Receive NOCM Items and Designation of Reparable Item Custodians:

	RANK	NAME	PHONE/CUSTODIAN DESIGNATION
a.	MSgt	Roussin, Allen M.	5-3876
b.	TSgt	Shearer, Donald R.	5-8765
c.	SSgt	Walker, Almond R.	5-8765 (P)
d.	SSgt	Case, Bradley L.	5-8765
e.	SrA	Petrovich, Steven D.	5-8765 (A)

3. This letter supersedes previous letter dated 01 Dec 10.

TERRANCE J. KONG, Lt Col, USAF
Commander, 42d Munitions Squadron

Figure 1.4. Sample Letter – Non-Support Message.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 42D BOMB WING (AFGSC)
LORING AIR FORCE BASE, MAINE

27 Oct 13

MEMORANDUM FOR AFGSC/A4W

FROM: 42 BW/CC
Texas Road
Loring AFB ME 04751-5000

SUBJECT: Non-Support; PNAF, NNSA/OST and DOE Air

1. The events listed in paragraph 2 require direct support of our unit and/or identified support units/agencies. Specified movements cannot be supported during the dates of the below listed events.
2. List of events precluding support of specified movements:
 - a. SAAM Non-Support
Justification – (see [paragraphs 1.4.1.11.2.1.](#) and [1.4.1.11.2.2.](#) for example Cat 1/Cat 2 reasons)
Non-support dates – 12 Oct 2012
 - b. OST Ground Non-Support
Justification – (see [paragraphs 1.4.1.11.2.1.](#) and [1.4.1.11.2.2.](#) for example Cat 1/Cat 2 reasons)
Non-support dates – 12 Oct 2012
 - c. DOE Air Non-Support
Justification – (see [paragraphs 1.4.1.11.2.1.](#) and [1.4.1.11.2.2.](#) for example Cat 1/Cat 2 reasons)
Non-support dates – 12 Oct 2012
3. The POC for this information is 1st Lt David Kunick, MASO, DSN 555-1212.

BUCK J. TURGIDSON, Colonel, USAF
Commander, 42d Bomb Wing

Chapter 2

LOGISTICS MOVEMENTS

2.1. General. This section outlines procedures and responsibilities for peacetime and emergency logistics movement of nuclear cargo and implements DoDI 4540.05, *DoD Transportation of US Nuclear Weapons*, TO 11N-45-51, *Transportation of Nuclear Materiel*, and AFI 13-526v1, *Prime Nuclear Airlift Force Operations*. Commanders may deviate from these requirements during emergencies, but must maintain US custody of nuclear weapons and components.

2.1.1. The preferred method of movement for nuclear weapons containing conventional high explosives is by SGT. The Secretary of the Air Force or Commander of the unified/specified command will approve the movement by air of nuclear weapons that contain conventional high explosives (AFI 91-115, *Safety Rules for Nuclear Logistics Transport by the Prime Nuclear Airlift Force*).

2.1.2. Use nuclear-certified vehicles, support equipment and approved procedures during all logistics movements. (T-0). Equipment and test items that do not require certification are specified in the appropriate technical order.

2.1.3. Non-mission essential personnel are not permitted on missions. (T-1).

2.1.4. Safety and security of nuclear weapons movements are paramount. During peacetime movement planning, safety and security must be given higher priority than operational requirements in determining transportation modes and routes. (T-0).

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

2.1.6. Use only qualified PNAF aircrews for movements of nuclear weapons or warheads. (T-0).

2.1.7. Use DoD motor vehicles for off base logistics movement of nuclear weapons when the head of a DoD component or a unified or specified command determines vehicle use to be safer or more practical than using US military aircraft. (T-0). The determination must be in writing and the authority to make this determination cannot be delegated. In such cases, maintain US military custody at all times. (T-0).

2.1.8. Unclassified items do not require special airlift and need not be included in the NOSS. However, do not separate mixed loads of classified and unclassified special test items and test equipment. (T-1). Mixed loads must be moved using a security level and procedures commensurate with requirements of the classified cargo. (T-1).

2.1.9. Emergency movement may be implemented if:

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

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

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

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

2.2.1. AFNWC Nuclear Weapons Logistics Division Responsibilities.

2.2.1.1. SAAM Support.

2.2.1.1.1. Consolidate nuclear-related items on SAAMs when possible. Coordinate opportune cargo request with 618 AOC/XOOON, as required. (T-2).

2.2.1.1.2. Send SAAM requests as soon as possible to provide 618 AOC/XOOON maximum advantage when planning missions. OCONUS SAAM requests should be submitted NLT 60 days prior to the required delivery date, CONUS SAAM requests should be submitted NLT 30 days prior to the required delivery date. Identify airlift requirements, including tentative on-load and off-load locations, availability dates, and required delivery dates. Keep changes to SAAMs to a minimum; however, submit significant changes as they occur. Changes must be mission-essential with appropriate justification from the using command agency. (T-1).

2.2.1.1.3. When required, request a MTO from DTRA to release or transfer nuclear cargo. (T-0).

2.2.1.1.4. Include hazardous cargo information in the SAAM request for nuclear-related cargo not listed in TO 11N-45-51A, Transportation of Nuclear Weapons Materiel (Supplement) Shipping and Identification Data for Stockpile Major Assemblies. Also, include applicability of the two-person concept, AFI 16-610, Special Weapons Overflight Governance, and the appropriate security provisions of DoD S-5210.41M, AFMAN 31-108, Nuclear Weapon Security Manual: The DoD Nuclear Weapon Security Program and theater directives. (T-0).

2.2.1.1.5. Ensure the following logistics movement information is provided by AMC (and DOE for DOE movements) to enroute units and final destinations; the estimated time of arrival, departure, nature of cargo, firefighting, and handling and support equipment requirements. (T-1)

2.2.1.2. DOE Contracted Aviation Mission Support:

2.2.1.2.1. Provide Time Change Item Schedule (TCIS) (to include weapon type, serial number and expiration date, as required) message to all units receiving Limited Life Components (LLC) for replacement of expiring components in weapons and warheads. Provide a TCIS at least quarterly. (T-1).

2.2.1.2.2. Provide Time Change Item Support (deliveries or preparation) message to MFD for support of future OCONUS SAAM shipment(s). (T-1).

2.2.1.3. NNSA/OST SGT Mission Support:

2.2.1.3.1. Consolidate nuclear-related items on SGT shipments, when possible. (T-0)

2.2.1.3.2. Request NNSA transportation to support NOSS requirements for SGT movements. (T-0).

2.2.1.3.3. Provide Consignment Notification Message (with MTO) to support movements to or from DOE (Pantex/Amarillo) to affected units. (T-0).

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

2.2.1.4.1. Shipments of non-nuclear or non-radiological assemblies/components that require Type II security will be accomplished using transportation other than PNAF assets provided proper security is maintained (i.e., ANG C-130 aircraft with armed aircrew). These shipments may be requested via TRANSCOM SAAM. Shipments of components not requiring special security may be accomplished through commercial means.

2.2.2. MAJCOMs Responsibilities. MAJCOMS will:

2.2.2.1. Promptly review and ensure units can support actions identified in the NOSS, NNSA transportation requests and SAAM set-up messages.

2.2.2.2. Ensure shortfall or conflicts are reported to AFNWC Nuclear Weapons Logistics Division as early as possible so corrective actions can be initiated.

2.2.3. Units will:

2.2.3.1. Ensure all persons involved with logistics movement know their specific responsibilities, including those relative to the safety and security of the nuclear cargo and what to do in case of an enroute emergency such as accident, incident, or attempted hijacking. Drivers and escorts must have all available information on road conditions, weather and emergency procedures. (T-3).

2.2.3.1.1. Coordinate all logistics (i.e., SAAM, SGT, DOE Aviation, etc.) forecasted movements with wing or host nation agencies to ensure senior leadership has visibility and full wing support for the movement. At a minimum, this will include Airfield Management, Safety, Fire Department, OSI, LRS and Security Forces. This action is necessary to prevent last minute cancellations and avoid conflict with the wing calendar of events. (T-3).

2.2.3.1.1.1. Munitions Support (MUNSS) units will notify host nation agencies within 1 duty day of notification of forecasted movements and keep agencies informed as movement dates change or become more specific (i.e., notification required for both NOSS and AMC Setup message receipt). (T-3).

2.2.3.1.2. For AMC SAAM missions, the MASO will send a copy of the current Certification of Personnel to Receipt for Classified Property letter in their SAAM acknowledgement messages. If changes to the letter are required after initial acknowledgment, the revised letter must be distributed through the same channels as the acknowledgment message. Subsequent minor changes to the setup messages for that mission not affecting the content of the letter will not require resubmission for each acknowledgement. Include the parent MAJCOM functional office on all setup message acknowledgements. (T-1).

2.2.3.2. Develop a written plan addressing logistics support according to AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Materiel. OCONUS units must develop and coordinate plan IAW host-nation support agreements. (T-1).

2.2.3.3. Organizations requiring logistic movement of TYPE 3A/B/C trainers or Joint Test Assemblies (JTAs) must forward a request through the MAJCOM to the AFNWC Nuclear Weapons Logistics Division. TYPE 3E trainers may be moved in CONUS by any available means. (T-1).

2.2.3.4. Ensure proper equipment and facilities are available to support the logistics movement. (T-3).

2.2.3.5. When SAAM aircrews/OST couriers request vehicles in setup messages, provide a U-Drive GOV. If a U-Drive vehicle is not available, provide local transportation to/from lodging using base taxi service. (T-3).

2.2.3.6. To maximize planning effectiveness and minimize exposure time during mission execution, shipper/receiver and security briefings will be provided to the PNAF unit NLT 4 duty days prior to mission departure from home station. Additionally, the PNAF courier and security briefings will be provided to the shipper/receiver and security representatives NLT 2 duty days prior to mission departure from home station. Briefings during execution will only cover new information and paper-briefing copies will be signed by the member receiving the information to indicate acknowledgement of subjects covered. (T-3).

Chapter 3

GENERAL NUCLEAR WEAPON AND COMPONENT ACCOUNTING PRINCIPLES

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

3.2. Establishing, Changing, and Deleting a Stock Record Account Number (SRAN). Every base account (to include tenant units) is identified by a unique SRAN. To establish, change or delete a SRAN, refer to AFI 24-230, *Maintaining Air Force DoD Activity Address Code (DoDAAC)*.

3.3. Accounts and Accountable Officers. A single individual is appointed as the MASO for each SRAN, and must meet certain minimum requirements such as grade, AFSC, security clearance, training, experience, PRP certification. (T-1). If a different individual is appointed for each account (nuclear, conventional, or NWRM), then that individual is responsible for all items accounted for under the SRAN and type of account for which they are the accountable officer; they are not held responsible for items on the other individual's account.

3.3.1. MASO Requirements for Nuclear Accounts. Must be a 21M Munitions and Missile Maintenance Officer or a permanent civil servant (GS-11 equivalent or above) physically assigned to the munitions organization. He or she must possess appropriate security clearance, be PRP certified (Critical), and be a US citizen. In order to have a working knowledge of nuclear weapons accountability procedures, he or she must complete the Nuclear Maintenance Officers Course (NMOC), the Nuclear Accountability Course (NAC), and be qualified on all 21M3N MASO requirements in the 21MX CFETP and have one year of Nuclear Munitions experience (assigned to nuclear munitions unit) prior to performing MASO duties. (T-1).

3.3.2. MASO Requirements for Nuclear Accounts without WR Weapons. Must be a 21M Munitions and Missile Maintenance Officer, a senior NCO in AFSC 2WXXX, or a permanent civil servant (GS-9 equivalent or above) physically assigned to the munitions organization. He or she must possess appropriate security clearance and be a US citizen. He or she must complete NMOC (21M and GS only), the NAC, and be qualified on all 21M3N MASO requirements in the 21MX CFETP prior to performing MASO duties. (T-1). This is not applicable to NWRM.

3.3.3. NCOIC Requirements for Nuclear Accounts. The individual supervising the NARS section must be a 2W271. (T-1). In order to have a working knowledge of nuclear weapons accountability procedures, he or she must complete the NAC within 6 months of assignment. (T-2). Current NCOICs have 180 days from the date of this rewrite to attend the NAC. CONUS personnel with an assignment to USAFE who have not attended the NAC and will be assigned to NARS should receive enroute training.

3.4. Control of Accountable Systems. The MASO is responsible for the accuracy of accountable records (manual or automated) generated within his/her area of responsibility; therefore, only authorized individuals maintain and post transactions on behalf of the accountable officer. (T-1). The accountable officer is also responsible for identifying and initiating corrective action for inaccurate accountable transactions upon discovery.

3.5. Control of Auditable and Accountable Documents.

3.5.1. Auditable documents are identified in [paragraph 4.4.1](#). Accountable documents are identified in [paragraph 4.4.2](#) of this Instruction.

3.5.2. Each accountable document is assigned a distinct number to identify it. Accountable documents are numbered consecutively using document control registers or control logs, in a manner that permits easy identification of lost or missing documents. Auditable documents need not be logged or numbered, but for audit purposes, require to be filed so that they can be easily retrieved and establish an audit trail. The MASO is responsible for ensuring the accuracy of document registers and control logs, and ensuring all documents are maintained on file, as required. (T-1).

3.5.3. Signatures are only those of authorized individuals. All signatures must be original (faxed copies of originals, digitally scanned copies, or carbon copies are acceptable) and will be written in ink (black or blue-black). For automated systems using password controlled User-Ids, equivalent electronic signatures are acceptable. If an automated document has a signature block that is not electronically populated, the document must be printed and signed. The MASO must ensure accountable documentation is legible, accurate and auditable. For hard copy discrepancies that cannot be corrected, the MASO or designated personnel must line through and initial next to the discrepancy. For discrepancies affecting the stock record account, the MASO must provide a detailed explanation of each discrepancy by memorandum of record. For minor errors and typos, a memorandum is not required. An LRS signature is not required when using a commercial carrier but the carrier's receipt must be retained with accountable documents (e.g., staple the commercial receipt to the unsigned DD Form 1348-1A). (T-1).

3.5.3.1. Accountable documents filed in document control will be signed and dated, and reviewed for accuracy by authorized individuals prior to filing. (T-1). Auditable documents do not need to be QC'd. The MASO must implement the following:

3.5.3.1.1. QC all accountable documents and NUREPs prior to transmission. (T-1).

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

3.5.3.1.3. QC reviewer will not be the person processing accountable document. (T-1).

3.5.4. The MASO controls all original documents and files them in the account's document control files. (T-1). Access to document control files is limited to individuals appointed IAW [paragraph 1.4.5.32](#) (T-1). If an original document is lost or destroyed, the MASO obtains a copy of the original document (e.g., suspense copy), reviews it to ensure accuracy and certifies its accuracy with a statement of certification and their signature. (T-1). This certified true copy is then controlled in the same manner as an original document. (T-1).

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

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

3.6.2. Custody items that are reparable (e.g., containers, bolsters, and all DOE Spares Repair Listing (DSRL) items) must be continually accounted for until returned to the vendor, or properly disposed of IAW authorized disposition instructions and pertinent disposal directives. The appropriate commander designates a custodian, who is responsible for the items that have been issued to their duty section until they are either turned-in or expended (in the case of test items expended during SFT or other Operational Test and Evaluation (OT&E)). The custodian keeps records showing items in his or her custody. These records include a spare SE custody listing from the last time the items were inventoried, and copies of any documents affecting items in his or her custody that document transactions occurring since the last validation. Items are maintained on the accountable officer's records and posted to stock records as "In-Use" balances. (T-1).

3.6.2.1. Units will maintain a minimum of one serviceable bolster or container and an appropriate number of serviceable caster sets for each assigned WR weapon, as applicable (**USAFE units only**). (T-2). Additionally, units are authorized suitable bolsters/containers to transport assigned Type 3 trainers.

3.6.2.2. All DOE SE will be accounted for on either an FE or FK account. (T-1). If on FK account and not already authorized by **paragraph 3.6.2.1** of this Instruction, complete an AF Form 1996 for each DOE SE part number. (T-2).

3.7. Stock Records and Control of Stock Records. Account stock records reflect current and historical balances of items on the account. Balances change because of transactions posted to the account. The MASO is responsible for the accuracy of all stock record balances.

3.7.1. Base and Military Spares are accounted for by part number but may also be accounted for by National Stock Number (NSN). A complete set of stock records consists of a separate stock record for each part number or NSN for which transactions have been posted. The stock record either is automated or is a manual card for items not accounted for as part of an automated system.

3.8. Inventories. Periodic inventories ensure account balances and item configurations are accurately reflected on the account. Verification by an independent inventory-verifying officer is required by DoD regulations for TO 11N-100-3150 reportable items. Any time a new MASO is appointed, a 100% inventory ensures all accountable items are present prior to the new MASO assuming custodial responsibility for the items. Periodic spot-check inventories help ensure accuracy of account records between 100% inventories. HAF, MAJCOM, AFNWC Nuclear Weapons Logistics Division, or the MASO may direct special inventories to ensure specific items are present and properly accounted for on account records.

3.9. Audit Trails and Audits.

3.9.1. Audit trail. While a specific audit trail for each transaction varies by transaction type, there are general requirements that constitute an adequate audit trail. The audit trail begins with letters of authorization. These letters, signed by appropriate approving officials, IAW governing directives, provide the authorization for individuals to request and or receipt for property, report accountable transactions to the MASO, and maintain account records on behalf of the MASO. The audit trail continues with documents reporting accountable transactions to the MASO and source documents (e.g. receipt, shipping, issue, and turn-in documents, inventory adjustment vouchers and SCVs) supporting the transactions themselves. These documents are controlled using document registers or control logs and numbered sequentially so that any missing documents are easily recognized. The audit trail includes proper preparation of these documents using approved procedures and signatures (when required) of approved individuals. Account stock records then tie the supporting documents to changes in account balances reflected on individual lines of the stock records. The audit trail continues with periodic inventories that demonstrate the accuracy of account balances compared to physical identification and counts of property. The audit trail also includes Certificates of Transfer of Accountability that contain beginning and ending transaction document numbers showing an unbroken chain between MASOs over time.

3.9.2. Periodic audits provide an independent assessment of account records to ensure proper accountability is maintained, an accurate audit trail exists and proper accounting procedures are being followed. Audits are performed either by an outside agency or by a verifying/audit officer appointed on orders to perform the audit. The audit consists of reviewing a representative sample of accountable records to determine if approved accounting procedures are being followed and to assess the accuracy of accountable records and completeness of the audit trail. If inaccuracies or irregularities are discovered, the sample is increased to determine the extent of the inaccuracy or irregularity. A 100% audit may be performed if the auditor deems it necessary, or when directed by local authorities or higher headquarters. In cases where serious inaccuracies or irregularities exist, or where an adequate audit trail does not exist, the audit may result in a requirement for a 100% inventory to reestablish accountability. In general, an audit provides assurance that:

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

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

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

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

3.9.2.5. Required reports are submitted in accordance with directive timelines.

3.9.2.6. Transactions posted to accountable records are adequately supported by source documents that are properly prepared IAW appropriate directives, and that only properly supported transactions are posted to account records.

3.9.2.7. A review of document registers, document control logs and documents on file indicate that all original (or properly certified copies of original) accountable documents are on file.

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

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

Chapter 4

ACCOUNTING, ADMINISTRATION, AND MANAGEMENT OF NUCLEAR ACCOUNTS

4.1. General. These procedures apply to all activities directly or indirectly involved in the nuclear weapons program and are for FK nuclear managed accounts. These procedures provide supplementary Air Force guidance to TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel*, TO 11N-100-2, *Supply Management of Limited Life Components*, TO 11N-100-4, *Custody, Accountability, and Control of Nuclear Weapons and Nuclear Materiel*, TO 11N-3150-8-1, *USAF DIAMONDS Policy and Procedures*, CJCSI 3150.04A, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*, and TO 11N-100-3150, *Joint Reporting Structure, Nuclear Weapons Reports*.

4.2. Security Requirements. Accountable officers and custodians of nuclear weapons or nuclear components (e.g., LLCs, PCs) must be US citizens. (T-0). For all other security procedures, applicable security directives take precedence if there is a conflict with this Instruction.

4.3. Accountable Systems. The following items are accounted for using the systems indicated unless alternate accountability procedures for specific items are directed by the AFNWC Nuclear Weapons Logistics Division:

4.3.1. WR weapons, major assemblies and components. The MASO accounts for these items in DIAMONDS using procedures in TO 11N-100-2, TO 11N-100-4, TO 11N-100-3150, TO 11N-3150-8-1 and this Instruction. (T-0).

4.3.2. Base and Military Spares (excluding SE). The MASO accounts for these items in DIAMONDS using procedures in TO 11N-3150-8-1 and this Instruction. (T-0.)

4.3.3. Non-Air Force Owned DOE SE. The MASO accounts for DOE owned SE (e.g., containers and bolsters, UT1500 CDS trainer, AN/PDR 74A Tritium Monitors) in DIAMONDS using custody accounting procedures in **Chapter 3** of this Instruction. (T-1). DOE owned SE is designated as Log Code A, B or D in Group Assembly Parts Lists. NOTE: AF units will be responsible for funding the return shipment of AN/PDR74As to DOE facilities. (T-1).

4.3.4. Nuclear Bomb Dummy Units (BDUs) and TYPE Trainers. The MASO accounts for these items in the Combat Ammunition System (CAS) using applicable procedures in AFI 21-201. (T-1).

4.3.5. Air Force Owned (DOE designed) SE. Logistics Readiness Squadron FE-accounts will be utilized to account for SE items using the SBSS, Air Force Equipment Management System (AFEMS) and procedures in AFI 23-101, Air Force Materiel Management. (T-1).

4.4. Accountable and Auditable Documents. The following accountable and auditable records will be maintained IAW AFMAN 33-363 and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System (AFRIMS). (T-1). If information on the face of records reveals classified information, ensure the records are properly marked IAW DoD Manual 5200.01, *DoD Information Security Program*.

4.4.1. Auditable Documents. At a minimum, the following auditable documents must be maintained (T-1):

4.4.1.1. Appointment, designation, delegation and authorization letters of, but not limited to the following:

4.4.1.1.1. Designation of Personnel Authorized to Receipt for Classified

4.4.1.1.2. Designation of Personnel Authorized to Sign AF Form 504

4.4.1.1.3. MASO Appointment Letter

4.4.1.1.4. Designation of Personnel Authorized to Sign Accountable Documents on Behalf of the MASO

4.4.1.1.5. Designation of Personnel Authorized to Perform NARS Duties

4.4.1.1.6. Designation of Personnel to Order/Receive Base and Military Spares

4.4.1.1.7. Designation of Personnel to Request/Receive Spares from NOCM

4.4.1.1.8. Designation of Personnel to Request/Receive Controlled Material

4.4.1.1.9. Designation of Primary/Alternate Custodians for Repairable Items

4.4.1.2. On-Base and Off-Base Document Register, and records of inventory for periodic, special and 100% inventories.

4.4.1.3. Spare SE Custody Listing, signed by the custodian, showing on hand balances of property in their sub-account upon assuming custodian duties or the date of the last custody inventory (whichever is latest).

4.4.1.4. Sub-Account Custodian records (e.g., copies of issue and turn-in documents (DD Form 1150s and SCVs) since the previous SIR.

4.4.1.5. Maintenance Activity Reports (MAR).

4.4.1.6. Nuclear weapon configuration records used to reflect association of nuclear weapons and components with an RV, RS or multiple- carriage launch gear.

4.4.1.7. MFRs documenting correction of accounts. MFRs must contain the affected accountable document numbers, as well as a clear and concise description of the discrepancy.

4.4.1.8. Weapons Custody Transfer Document Register (AF Form 3126, General Purpose Form)

4.4.1.9. Nuclear Weapon Accountability Reports (reference [Chapter 8](#)).

4.4.2. Accountable Documents. The following documents are accountable and shall be maintained (T-0):

4.4.2.1. Stock Records reflecting:

4.4.2.1.1. Transaction dates.

4.4.2.1.2. Document (voucher) numbers.

4.4.2.1.3. Consignors or consignees.

- 4.4.2.1.4. Balance increases, decreases or adjustments.
- 4.4.2.1.5. Current balances on hand.
- 4.4.2.2. Seal Program (controlled form).
- 4.4.2.3. NUREP Messages:
 - 4.4.2.3.1. Weapons Status Reports (WSR).
 - 4.4.2.3.2. Quality Assurance Test Status Reports (QSR).
- 4.4.2.4. Documents associated to document registers to include:
 - 4.4.2.4.1. Shipment and receipt documents.
 - 4.4.2.4.1.1. DD Form 1911, Materiel Courier Receipt.
 - 4.4.2.4.1.2. DD Form 1348-1A, Single Line Item Release/Receipt Document.
 - 4.4.2.4.2. Issue and Turn-in (DD Form 1150, Request for Issue or Turn-In).
 - 4.4.2.4.3. Stock Change Vouchers.
 - 4.4.2.4.4. Inventory Adjustment Vouchers (supporting documents listed in [paragraph 6.8.1](#) are auditable).
 - 4.4.2.4.5. AF Form 504, Weapons Custody Transfer Document.
 - 4.4.2.4.6. Certificates of Transfer of Accountability.

4.5. Document Control. The MASO is responsible for all transactions processed by the NARS personnel. The following procedures apply:

4.5.1. Use a centralized document control system. Maintain two document registers, one for on-base transactions (issues, turn-ins and SCVs) and the other for off-base transactions (requisitions, receipts and shipments). Maintain these registers in DIAMONDS automated formats, where possible. Use AF Form 36, Supply Document Register, if DIAMONDS is not available. Ensure only authorized NARS account personnel make entries on these registers. (T-1).

4.5.1.1. Base document numbers are formatted with a two-digit year and a four-digit document serial number, assigned sequentially by fiscal year (e.g., 05-0001, 05-0002, beginning 1 Oct 05. NOTE: Leading zeroes must be included for DIAMONDS to sort the document numbers correctly).

4.5.1.2. Off-base documents are assigned using the SRAN, Julian date and sequential document number for the calendar year.

4.5.1.2.1. When an item requisitioned by the unit is received, use the requisition number assigned from the Off-Base register at the time the requisition was made to account for the receipt. (T-2).

4.5.1.2.2. For items that are received without being requisitioned (i.e., force-shipped items, including weapons and components), assign a base document number from the Off-Base register using the next sequence number for the Julian date the item is received. (T-2). Annotate this number on the face of the document (where applicable), and cross-reference the shipper's document number in the Off-Base

register by entering the shipper's document number in the remarks column of the register. (T-2).

4.6. Stock Control. MASOs must ensure appropriate stock levels are maintained. (T-1). Stock levels for the following type items are determined as indicated.

4.6.1. DOE Major Assemblies, Components, Retrofit Kits and Test Items. Established levels do not exist for these items. They are force shipped to units based on stockpile allocations (see **AFI 21-204, Chapter 2**), LLC replacement schedules, retrofit orders (RO), test plans and operational orders. Units are authorized to maintain levels sent to them.

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

4.6.3. Military Spares. In the event units wish to maintain stock levels for military spares, forward requests (AF Form 1996) to the AFNWC Nuclear Weapons Logistics Division for approval. (T-1).

4.6.4. Base Spares. Base Spare stock levels are authorized by approval of the USAL. The USAL shows DOE part number, noun, reorder point and maximum quantity authorized. Report quantities that exceed the maximum authorized as excess IAW procedures in **paragraph 4.7** of this Instruction. (T-1). For determining quantities authorized on hand, a higher number suffix of a part number may be counted against the level of a lower suffix part number, as long as the basic part number is the same.

4.6.4.1. USAL development, coordination, annual USAL inventory and approval procedures are located in TO 11N-100-1, Supply Management of Nuclear Weapons Materiel. Units will reconcile their USAL against the BMSS NLT 30 days after final levels are approved. (T-1).

4.7. Excess Item Reporting and Disposition of Assets. Request disposition of serviceable items in excess of authorized level or unserviceable items for which no disposition instructions have been provided or for which disposition is unclear. (T-1). AFNWC/NCL will receive/document all disposition requests in Nuclear Munitions Command and Control (NMC2). (T-2).

4.7.1. Excess Serviceable Base Spares. Report these items IAW TO 11N-100-1. (T-0). KCP furnishes disposition for these items. If disposition is not received within 30 days, send a follow-up request. (T-2). For items returned to KCP, ensure the Material Return Authorization (MRA) number provided with disposition instructions is clearly marked as shown in the address. (T-2). If no MRA number is provided, contact KCP Program Management personnel for further guidance. (T-2).

4.7.2. Excess Serviceable Military Spares. Report these items IAW TO 11N-100-1. (T-0). The AFNWC Nuclear Weapons Logistics Division furnishes disposition for these items. If disposition is not received within 30 days, send a follow-up request. (T-2). For items returned to KCP, an MRA number should be provided with the disposition instructions. If no MRA number is provided, coordinate with the AFNWC Nuclear Weapons Logistics Division to obtain the MRA number, and ensure the MRA number is clearly marked as shown in the address. (T-2).

4.7.3. Unserviceable Repairable Items. The DSRL provides disposition for repairable Base Spares, Military Spares and DOE SE. Return these items to the facility indicated on the DSRL for repair. For items returned to KCP, refer to TO 11N-100-1. (T-0).

4.7.4. Unserviceable Consumable Items. Except for UR exhibits, dispose of these items IAW applicable technical data. (T-0). MASO/NARS will retain UR exhibits (unserviceable condition) on accountable record until receipt of UR disposition. (T-1). Items will be disposed of IAW UR disposition instructions. (T-0). If local disposition is authorized, a consumption issue will be processed to Maintenance for action. (T-1). Reference the UR number on all accountable documents (shipment, consumption issue, etc.). (T-1).

4.7.5. Excess Limited Life Component, Group-X Kits and Retrofit Kits. Request the disposition of these items from the AFNWC Nuclear Weapons Logistics Division, as applicable. If disposition is not received within 30 days, send follow-up. (T-2).

4.7.6. USAL items with expired service or shelf life will reflect an unserviceable condition. (T-1). If items can be used for training, retain on record until training can be conducted. (T-1). If items cannot be used for training, retain on record until local disposition can be conducted. (T-1). Expired USAL items will be consumption issued to Maintenance for either local disposal or training use. (T-1).

4.8. Requisitions.

4.8.1. Unless directed to do so by MAJCOM, UR or the AFNWC Nuclear Weapons Logistics Division, do not requisition the following items (T-2):

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

4.8.1.2. Retrofit Kits (unless specifically directed by the ROs).

4.8.1.3. Items in excess of authorized levels.

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

4.8.1.5. Replacement H1616/H1700 containers.

4.8.1.6. Replacement parachutes (submit UR).

4.8.1.7. Replacement parts that are the subject of UR.

4.8.2. Requisition Base Spares and Military Spares IAW TO 11N-100-1. (T-0). In addition, the following procedures apply:

4.8.2.1. If the requisition is made because of an issue request from maintenance that cannot be filled from existing stock, prepare AF Form 2005, Issue/Turn-in Document, or locally developed form, for suspense purposes only. (T-3). Keep this document with the suspense copy of the requisition until receipt and issue of the item, then discard the AF Form 2005 or locally developed form. (T-3).

4.8.2.2. Assign a requisition number from the Off-Base register for each part number ordered and post requisitions to the register at the time requisitions are placed. (T-2). AFNWC Nuclear Weapons Logistics Division will order Base and Military Spare parts authorized because of a UR and force ship them to the unit. When contacted by AFNWC Nuclear Weapons Logistics Division personnel, provide the next off-base document

number and post requisition to the register. (T-2). The UR response will reflect follow-on maintenance actions to include the associated requisition number.

4.8.2.3. If items are not received or a backorder is not established within 5 days for CONUS and 15 days for OCONUS, follow-up with KCP Program Management personnel to determine status and estimated delivery date. (T-2). If an established delivery date is unacceptable to meet mission requirements, coordinate with the AFNWC Nuclear Weapons Logistics Division to determine the best alternative course of action. (T-2).

4.8.2.4. If items are not received by the estimated delivery date for backordered items, continue to follow-up (at least every 30 days) until items are delivered or a new estimated delivery date is established. (T-2). MS/BS items ordered through KCP/BMSS will be tracked by AFNWC/NCL. (T-3). Units will contact AFNWC/NCL (AFNWCNCL.Workflow@Kirtland.af.mil) for any follow-up actions for items ordered through KCP. (T-3). Notify AFNWC/NCL, and Parent MAJCOM by electronic means when items are not received by the 120-day point, or sooner if item is mission critical. Provide requisition number, local follow-up actions, and requisition remarks. (T-3).

4.9. Receipts.

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

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

4.9.1.1.1. Process according to instructions in TO 11N-100-2 or TO 11N-100-4, as appropriate. (T-0).

4.9.1.1.2. For items containing DOE SS nuclear materiel, also process DOE/NRC Form 741, Nuclear Materiel Transaction Report, according to instructions in TO 11N-100-4. (T-0). Annotated forms accompany nuclear materiel received from the DOE. In the event the DOE/NRC Form 741 is not received with the shipment, contact the AFNWC Nuclear Weapons Logistics Division to obtain the form from the shipping agency. (T-2). If the item is subsequently shipped to another Air Force agency, ensure the DOE/NRC Form 741, if available, is shipped to the receiving agency. (T-2).

4.9.1.1.3. For explosive items received with a DOE Interim Hazard Classification (IHC), a copy of the DOE IHC Memorandum will accompany the item. NARS will the IHC for each component as long as items are on hand. (T-2). If the explosive item is subsequently shipped to another Air Force agency, ensure the DOE IHC is shipped to the receiving agency. (T-2).

4.9.2. Posting and Filing Receipt Documents.

4.9.2.1. For items the unit did not requisition (e.g., forced shipped) assign the next available document number from the Off-Base register and annotate it on the face of the receipt document. Use this document number to control the document locally. Cross-reference the shipper's document number in the "Remarks" column of the register, and file the document in document control. (T-1).

4.9.2.2. For items requisitioned by the unit, use the original requisition number as the controlling document number. Annotate quantity received and date received in column A of the Off-Base register. For partial receipts, use column B or C for future partial receipts under the same requisition. (T-1).

4.9.2.3. Post the receipt to stock records by processing the receipt in DIAMONDS. (T-1).

4.9.2.4. In addition to posting stock records, ensure the proper H-Gear associations are made in the DIAMONDS database. (T-1). Maintenance advises the MASO of H-Gear association using the MAR. Subsequent H-Gear association changes are reported IAW [paragraph 8.1.1.2.19.2](#)

4.9.2.5. File copies of courier receipts (DD Form 1911, Materiel Courier Receipt) for classified shipments with applicable documents in the permanent document file. A shipment from DOE may arrive with DOE Form 1540.2. This form is generated by DOE and accompanies classified shipments of weapons or components; treat this form as you would the DD Form 1911. (T-1).

4.10. Shipment of Materiel.

4.10.1. General Instructions.

4.10.1.1. Follow procedures in TO 11N-45-51 series publications, 11N-100 series publications and AFI 13-526v1, Prime Nuclear Airlift Force Operations, for all shipments of nuclear weapons materiel by military air or by DOE truck, trailer or air. (T-0). Included are specific and general transportation procedures and courier responsibilities, and documentation and custody transfer requirements. Do not re-accomplish shipping documents unless shipments are delayed 10 days or more. When shipments are delayed less than 10 days, make pen and ink changes to the shipping document to indicate the correct shipping date. (T-3).

4.10.1.2. Do not package Military Spare and Base Spare items together, except in a consolidated shipment where the items are prepackaged separately. (T-2)

4.10.2. Preparing and Processing Shipping Documents. Use a DD Form 1348-1A for all shipments. (T-0). Prepare a DD Form 1348-1A for each part number or NSN (except associated containers and bolsters). (T-1). Assign the next available document number(s) from the Off Base register and use it to control the document. (T-1). Do not prepare a separate DD Form 1348-1A for associated containers or bolsters. (T-2). Instead, show the part numbers and quantities of containers or bolsters on the DD Form 1348-1A for the end item and use procedures for assigning a different document number and posting stock record cards for associated containers and bolsters. (T-2). Prepare and process DD Form 1348-1A for shipments as follows:

4.10.2.1. For WR Major Assemblies, components/kits, shipping containers, and/or test items:

4.10.2.1.1. Prepare and process according to instructions in TO 11N-100-2 and TO 11N-100-4, as appropriate, to include DOE rework/drop numbers to part numbers. For shipments to DOE facilities only, include with shipment documentation a current paper copy of the DIAMONDS IDR (if applicable) showing internal component

- serial numbers, due date, weapon condition, and defect information. (T-0). Verify this information with the WLIL to ensure accuracy. (T-0).
- 4.10.2.1.2. Include with shipment documentation a copy of the DOE IHC, as applicable for explosive component shipment. (T-1). Verify expiration date of the DOE IHC has a minimum of 30 days remaining prior to scheduled shipment. (T-2). If expired or will expire prior/during shipment, contact the applicable MAJCOM for guidance. (T-2). Do not offer military or commercial transportation if the DOE IHC is expired; contact the AFNWC Nuclear Weapons Logistics Division for guidance. (T-2).
- 4.10.2.2. See TO 11N-100-3150 for LLC shipments between MFD and overseas locations.
- 4.10.2.3. For all other Military Spares and Base Spares prepare DD Form 1348-1A according to instruction in [Table 4.1](#) (T-1).
- 4.10.3. Posting and Filing Shipping Documents.
- 4.10.3.1. For items shipped through LRS, they will sign the “Received By” block and return the document to NARS personnel. For items shipped via commercial carrier, retain the carrier's receipt and file with the unsigned DD Form 1348-1A. (T-1).
- 4.10.3.2. For items shipped via DOE/OST or AMC SAAM missions:
- 4.10.3.2.1. The Courier signs the DD Form 1911, Courier Receipt.
- 4.10.3.2.2. Place the signed courier receipt in the suspense file in document control along with a copy of the DD Form 1348-1A. (T-1). Start follow-up action through the AFNWC Nuclear Weapons Logistics Division if the original signed document is not received within 30 days after the materiel estimated arrival date for shipments within CONUS, or 45 days after the estimated arrival date for overseas shipments. (T-1). Estimate the arrival date based on type of transportation, destination location, and any known mission schedules for the shipment.
- 4.10.3.2.3. Upon receipt of the original signed DD Form 1348-1A from previous shipping location, discard the suspense copy of the DD Form 1348-1A and attach the signed courier receipt to the original DD Form 1348-1A. (T-1).
- 4.10.3.2.4. File the original DD Form 1348-1A, with signed courier receipt attached, in Document Control. (T-1).
- 4.10.3.2.5. Post the “Date Filed” column on the Off-Base register for that document number. (T-1).
- 4.10.3.2.6. When a Commercial Bill of Lading (CBL) is directed for a DOE shipment, email an electronic copy of the completed CBL NLT the next duty day to the AFNWC Nuclear Weapons Logistics Division Workflow. (T-2).
- 4.10.3.3. At the time of the shipment, post the shipment to stock records by processing the shipment in DIAMONDS. (T-1).

4.11. Issues, Turn-ins, and Expenditures.

4.11.1. General Instructions. Except for TO 11N-100-3150 reportable items and their associated containers and bolsters, which are issued or turned-in automatically (if required), authorized individuals request issue or turn-in of items via phone or in person. (T-2). To requisition an out of stock item, the requesting organization will prepare AF Form 2005 (or locally developed form). (T-2). NARS personnel will file the request as a suspense copy until the item arrives and is issued (see [paragraph 4.8.2](#)). (T-2). NARS personnel will prepare the appropriate issue/turn-in documents for signature by authorized individuals upon issue or turn-in of the property. (T-1).

4.11.1.1. Issue expendable base and military spares to authorized personnel on a consumption basis. (T-1). If expendable items must be turned in, use FOB turn-in procedures. (T-2).

4.11.1.2. Issue/turn-in DSRL items to or from the maintenance activity using custody procedures in [paragraph 4.12](#) (T-1). The designated custodian or alternate must sign these documents. (T-1). EXCEPTION: DSRL items that are to be subsumed by a higher assembly will be issued on a consumption basis IAW with [paragraph 4.11.1.1](#) (T-1).

4.11.1.3. Issue/turn-in unassociated WR containers and bolsters or WR containers and bolsters that are associated to weapons trainers to/from the applicable maintenance section. (T-1). The designated custodian or alternate must sign these documents. (T-1).

4.11.1.4. Issue Group X kits on consumption basis to the weapons maintenance section. (T-3). Do not issue Group X kits in bulk; issue Group X kits on a one-for-one basis per LLC. (T-3). Do not exceed quantity required per weekly maintenance schedule. (T-3).

4.11.1.5. Turn-in items FOB using DD Form 1150, Request for Issue or Turn-in, and FOB Turn-in procedures in DIAMONDS. (T-1). FOB turn-in is required for any item not currently reflected on the account, but which must be picked up on account to properly establish and maintain accountability or to process the item for shipment. (T-1). Based on serviceability, post the DD Form 1150 to stock records. (T-1). The following are some examples of items requiring FOB turn-in:

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

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

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

4.11.2. Document Preparation. Prepare issue and turn-in documents using DIAMONDS generated documents or manually using DD Form 1150. (T-1). Prepare separate documents for each part number. (T-2). Use the next available document number from the On-Base register to control the document. (T-1).

4.11.2.1. For TO 11N-100-3150 reportable items, use DIAMONDS generated documents or prepare manual documents IAW procedures in TO 11N-100-4. (T-0). In addition, for end items with associated WR containers and bolsters prepare a separate document (refer to [Table 4.3](#)) to document custody of the containers and bolsters. (T-1).

4.11.2.2. For other items listed in [paragraph 4.12](#) use DIAMONDS generated documents or prepare manual documents IAW [Table 4.2](#) (T-1). For containers and bolsters, include the serial numbers of the containers or bolsters in the “Remarks” block. (T-1).

4.11.2.3. For test items expended during SFT or other OT&E, prepare an "expenditure" turn-in document as follows (T-1): NOTE: Also see [paragraph 8.4](#) and TO 11N-100-3150 for required QSR reporting of these items.

4.11.2.3.1. In addition to standard entries, include the statement "I certify that the items listed hereon have been expended while implementing _____ operations order number _____ (or other directive), date _____" in the Remarks block. (T-1).

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

4.11.2.4.1. For Issues: The “Issue or Turn-in of Quantities” block will be signed by an authorized NARS individual as the issuer. (T-1). The “Received Quantities in Supply Action Column” block will be signed and dated by the receiver. (T-1).

4.11.2.4.2. For Turn-ins: The “Issue or Turn-in of Quantities” block for custody account items will be signed by an account custodian. For FOB transactions, the “Issue or Turn in of Quantities” block will be signed by the person turning the item into NARS. The “Received Quantities in Supply Action Column” block will be signed and dated by a NARS representative.

4.11.2.4.3. The “Request Number” block will be left blank. The “Remarks” block will be utilized at the discretion of the unit. The “From” and “To” blocks will be filled out with the shop or account of the shipper, issuer, or receiver as required (you may have to do this manually). (T-1). Additional information may be added to any portion of the documents at the discretion of the unit.

Table 4.1. Preparing DD Form 1348-1A, Single Line Item Release/Receipt Document for Spares.

Column/Block	Description	Entry
Column 1-3	Document Identification	“SHP”
Block 26 (4-6)		Blank
Block 26 (7)		Blank
Block 25 (8-22)	NSN and ADD	NSN or DOE Part Number to include Rework/Drop No(s).
Block 26 (23-24)	Unit of Issue	Self-Explanatory
Block 26 (25–29)	Quantity	Self-Explanatory
Block 24 (30-44)	Doc Number & Suffix	Assigned from Off-Base register
Column 45-50	Supplementary Address	Ship To SRAN
Column 51-59		Blank
Column 60-61	Priority	“05”
Column 62-70		Blank
Column 71	Condition Code	Self-Explanatory

Column 72-80		Blank
Block 2	Shipped From	SRAN and Address
Block 3	Shipped To	Consignee Address
Block 4	Mark For	MRA if applicable
Block 5	Document Date	Julian date document was created
Block 9	PS	Controlled Item Identification Code/Controlled Item Code
Block 11	Unit Pack	Number of packages included on document
Block 12	Unit Weight	Weight of one package
Block 13	Unit Cube	Size (cubic feet)
Block 17	Nomenclature	If item is classified, annotate "classified item"
Block 18	Type Container(s)	Self-Explanatory (i.e., box, envelope, can)
Block 19	Number of Containers	Number of containers for entire document
Block 20	Total weight	Weight of all items included on document
Block 21	Total Cube	Total size of all containers (cubic feet)
Block 22	Received By	Signature and printed name of person receiving item
Block 23	Date Received	Date
Block 27	Additional Data	Signature, printed name and date of NARS person selecting item
Block 27	Additional Data	UR number if applicable and other explanation

NOTE: Numbers in parentheses indicate columns within the identified block.

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

4.12.1. General Instructions. Individuals, granted custody of government property, have an inherent responsibility for protecting and accounting for that property. They must provide reasonable protection for the property consistent with mission requirements, and maintain adequate records reflecting the status of property in their custody. (T-1). They must maintain the property in a serviceable condition to the greatest extent possible and turn-in property that cannot be repaired for proper disposition by the accountable officer. (T-1). They must periodically inventory property in their custody to ensure its continued accountability (see [paragraph 6.6](#)), and they must immediately report any lost or destroyed property to their commander and the accountable officer for appropriate action (see [paragraph 6.8](#)). (T-1).

4.12.2. The MASO establishes custody sub-accounts for each duty section for which a custodian is appointed. The office symbol is entered in DIAMONDS "storage area" field for items issued to each custodian. DIAMONDS will use the actual location for the Storage Location (i.e., structure 5 or bin 3/row 15/column 15).

4.12.3. The designated custodian for each sub-account and the MASO must maintain duplicate records to account for property issued on custody to the sub-account. (T-1). These records include, but are not limited to, the following:

4.12.3.1. Designation of Custodian.

4.12.3.2. Designation of Personnel Authorized to Request/Receive Controlled Materiel.

4.12.3.3. Designation of Primary/Alternate Custodian for Repairable Items.

4.12.3.4. A Spare SE Custody Listing, signed by the custodian, showing on hand balances of property in their sub-account upon assuming custodian duties or the date of the last custody inventory (whichever is latest).

4.12.3.5. Sub-Account Custodian records (e.g., copies of issue and turn-in documents [DD Forms 1150] and SCVs) since the last SIR.

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

4.13.1. Issue retrofit kits to maintenance using consumption or custody procedures, as applicable, based on whether the retrofit requires return of removed items to the vendor. (T-2). Each week issue only a sufficient number of kits required to accomplish work scheduled for that week. (T-3).

4.13.2. Issue "Training" retrofit kits using consumption and custody procedures, as applicable. (T-3).

4.13.3. Issue Extended-Level attrition and tool kits, as needed, using custody procedures. (T-2).

Table 4.2. Manual Preparation Instructions for DD Form 1150, *Request For Issue Or Turn-In*.

Block Description	Entry
From	For custody items enter custodian name and office symbol
To	SRAN For Consumption Issue or FOB Turn-in, enter authorized requestor name & office symbol
Issue/Turn-in	Mark as applicable
Document Number	From On-Base Register
Stock Number, Description	DOE Part Number, item classification, serial number(s), if applicable and the statement Custody Issue, Consumption Issue, Custody Turn-in, or FOB Turn-in, as applicable
Code	"S" for serviceable, "U" for unserviceable
Unit of Issue	Self-Explanatory
Quantity	Self-Explanatory
Remarks	Serial number of container, bolsters/casters and local use
Requested By & Date	For custody items enter the custodian name, signature and date For consumption items, enter authorized recipient name, signature and date
Received By & Date	For Turn-in enter MASO name, signature and date For Custody Issue enter custodian name, signature and date For Consumption Issue, enter receiver's name, signature and date

4.14. Stock Change Vouchers (SCV). Use SCVs to document LLC exchanges, component removal and installation, part number changes, condition code changes of spares and support equipment, and color code changes for TO 11N-100-3150 reportable items. (T-0).

4.14.1. Accounting for LLC and component removals and installations:

4.14.1.1. A single document number may be assigned for all removals or installations of a given part number posted in a single DIAMONDS session. If a different part number is installed than was removed use a separate SCV for each part number. (T-2).

4.14.1.2. Use Section I of the SCV to record the part number, serial numbers of removed and installed items, and beginning and ending account balances for the part number. (T-1). (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

4.14.1.3. Record the document number assigned to the SCV in the "Base Document Number" block. (T-2).

4.14.1.4. The MASO or NARS authorized individual enters their printed name and signature in the "Signature" block and the date signed in the "Date" block. (T-2).

4.14.1.5. Post the transaction to DIAMONDS stock records, as applicable. (T-2). Removals and installations are posted on separate lines. For removals and installation of the same part numbered item, balances on the SCV reflect the beginning balance before either transaction is posted and the ending balance after both the removal and installation are posted.

4.14.2. Accounting for Weapon Color Code and Spare Condition Code Changes. Account for items only upon initially being turned red for the first red reason of any category or upon being turned yellow after eliminating all red reasons of all categories (this includes spares and support equipment). (T-2).

4.14.2.1. A single document number may be assigned for all changes of a given part number posted in a single DIAMONDS session. (T-2).

4.14.2.2. Use Section II of the SCV to record the part number, "from" and "to" color codes and condition codes (i.e., serviceable/unserviceable), serial number(s) of affected items (if applicable), and beginning and ending account balances for each part number. (T-2). (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

4.14.2.3. Record the document number assigned to the SCV in the "Base Document Number" block. (T-2).

4.14.2.4. The MASO or other authorized individual enters their printed name and signature in the "Signature" block and the date signed in the "Date" block. (T-2).

4.14.2.5. Post the transaction to DIAMONDS stock records, as applicable. (T-2).

4.14.3. Accounting for Part Number Changes.

4.14.3.1. A single document number may be assigned for all part number changes of a given "from part number" and "to part number" combination posted in a single DIAMONDS session. (T-2).

4.14.3.2. Use Section III of the SCV to record the "from" and "to" part numbers, serial numbers of affected items, and beginning and ending account balances for each part number. (T-2). (The balances will be from either warehouse or In-Use columns on stock records depending on custody status.)

4.14.3.3. Record the document number assigned to the SCV in the "Base Document Number" block. (T-2).

4.14.3.4. The MASO or other authorized individual enters their printed name and signature in the "Signature" block and the date signed in the "Date" block. (T-2).

4.14.3.5. Post the transaction to DIAMONDS stock records, as applicable. (T-2).

Chapter 5

STORAGE OF COMPONENTS, SPARES, AND SEALED WARHEAD CONTAINERS.

5.1. Spares Storage.

5.1.1. NARS Warehouse. The MASO establishes a secure area (NARS warehouse) for storage of spares that are on account and not in the custody of maintenance personnel. When storing classified components, the NARS warehouse will meet the minimum requirement for bulk storage IAW AFI 31-401, *Information Security Program Management*. (T-1).

5.1.1.1. The local storage plan must specify the building(s) and room(s) used for the NARS warehouse and applicable security precautions used to ensure limited access to items stored in the warehouse. (T-3). In addition, the plan must clearly define the meaning of location designations used on accountable records. (T-3).

5.1.1.2. Do not commingle Base Spare (BS) and Military Spare (MS) items in storage. (T-1). Conspicuously mark storage bins "Base Spare Assets Only" and "Military Spare Assets Only" to indicate type of spares authorized for storage within bin rows. (T-3). Excess spares will be segregated from other stock and identified as "excess." Serviceable and unserviceable items will be segregated within the warehouse. (T-3).

5.1.1.2.1. To avoid co-mingling stock, and possibly using unapproved parts on WR end items, USAL items must be physically segregated (i.e., separate and clearly marked bin, area of the room) from non-USAL and USAL excess items, such as Air Force bench stock or other operating stock. (T-2).

5.1.1.2.2. Prepare bin labels or serviceability tags for each non-reparable USAL item part number stored within the maintenance activity. (T-3). As a minimum, include bin number or location, part number, nomenclature, minimum (suggested re-order) quantity, and maximum quantity on the label or tag. (T-3).

5.1.1.2.3. NARS personnel will perform "walkthrough" checks of bins and storage locations to determine if items need to be replenished. (T-3). NARS personnel then requisition required items through Base and Military Spares Server (BMSS). (T-3). Frequency of walkthrough will be determined locally and included in local plans. (T-3).

5.1.1.2.4. Prior to placing any item on the USAL, packaged items (including desiccated items) will be opened, inspected by a qualified technician and repackaged IAW technical guidance. (T-3). Additionally, USAL items will be inspected any time doubt exists to their serviceability. (T-3).

5.1.1.3. Use DD Form 1574, Serviceable Tag – Materiel, DD Form 1575, Suspended Tag – Materiel, DD Form 1577, Unserviceable (Condemned) Tag Materiel, to identify stored property. (T-1). Mark condition tags with standard entries IAW AFI 23-101 and the designation BS or MS. (T-1). National stock numbers are not required. Include the precautionary phrase from the stock list and the statement "Item contains training category Source and Special (SS) nuclear materiel" on applicable items. (T-2). For all classified components, in the condition tags remarks section, stamp or print "CLASSIFIED ITEM." (T-2).

5.1.1.4. For Group X kits and shelf life items, establish local controls ensuring items are stored so those oldest assets are issued first. (T-3). Ensure compliance with shelf life restrictions identified in specific item TOs. (T-3).

5.1.2. Storage of Assets Issued on Custody Accounts to Maintenance Activities. When NARS issues items to maintenance personnel on a custody basis, the designated shop custodian must ensure items not in use are properly stored to preclude loss or damage. (T-3).

5.1.3. Storage of Nuclear Components within Maintenance Activities.

5.1.3.1. Store nuclear components in approved containers under appropriate security. (T-0).

5.1.3.2. H1616/H1700 containers may be stored in WS3s containing WR weapons. H1616/H1700 containers may be pre-positioned within the maintenance facility as long as the criteria in DoD S-5210.41M and AFMAN 31-108, Nuclear Weapons Security Manuals, are met.

5.1.3.2.1. Within 72 hours of H1616/H1700 receipt, ensure Department of Transportation (DOT) expiration dates are entered into NMC2. (T-3).

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

5.2.1. To preclude opening warhead containers without view ports, to verify contents during inventories, other than SEV, units may elect to seal containerized warheads in storage. If units choose to seal containerized warheads, the provisions in **paragraph 5.2**, TO 11N-100-3150, and procedures listed below apply.

5.2.2. Management of the Seal Program. The MASO has cradle-to-grave responsibility of the Seal Program. The MASO will develop local guidance to supplement the procedures in this chapter to aid in managing and maintaining integrity of the program. (T-3). This guidance will include; seal accountability, issuing and tracking; seal installation/removal procedures; seal inspection and inventory procedures/intervals; verifying/audit officer training; and workcenter responsibilities. (T-3).

5.2.2.1. The MASO will establish local procedures for the following: requisition, receipt, destruction and control of seals. (T-3). Seals may be issued to applicable workcenter as long as local procedures address control of seals. (T-3). The MASO will maintain an accountable system to identify warhead serial number and associated seal serial number(s) installed on the container. (T-3.) The MASO must ensure duplicate serial numbered seals are not issued and/or installed on containers. (T-3).

5.2.2.2. An AF Form 1764, or locally devised worksheet will be utilized to update the APSR (see **Figure 5.1**) (T-3). The Maintenance technician and verifier will fill out this form and return to the MASO. (T-3). In turn, the MASO will utilize this worksheet to update the controlled electronic accountable system. (T-3).

5.2.2.3. The worksheet will contain, but not limited to, the following information (T-3):

5.2.2.3.1. Nomenclature/Serial number

5.2.2.3.2. Seal serial number

- 5.2.2.3.3. Date (of installation and/or removal)
- 5.2.2.3.4. Name of Technician (for installation and removal)
- 5.2.2.3.5. Name of Verifier (for installation and removal)

Figure 5.1. Sample of locally devised Seal Program Worksheet.

SEAL PROGRAM WORKSHEET							
		INSTALLATION			REMOVAL		
Warhead/SN	Seal SN(s)	Date	Technician	Verifier	Date	Technician	Verifier

5.2.3. Seal Installation Procedures.

5.2.3.1. Prior to closing warhead container, two weapon system JQS qualified individuals (one member must be TC certified) will verify the permanently etched, engraved or stamped warhead serial number with the non-permanent serial number on the warhead and the warhead serial number painted on the exterior of the container. (T-1). Fill in the Seal Program Worksheet as required. (T-2).

5.2.3.2. After closing container, install seal as snugly as possible in such a manner that prevents opening container without removing or damaging installed seal. (T-2). Do not cut excess wire rope. (T-3). In addition, if container can facilitate, install second seal (as close as possible to 180 degrees opposite from the first seal) in the same manner as the first. (T-3). Fill in the Seal Program Worksheet as required. (T-3).

5.2.4. Seal Removal Procedures.

5.2.4.1. Remove by cutting through wire rope; retain seal(s) for further destruction by the MASO or designated representative. (T-3). Fill in the Seal Program Worksheet as required. (T-3).

5.2.4.2. After opening container, verify warhead serial number and the warhead serial number painted on the exterior of the container. (T-2). Fill in the Seal Program Worksheet as required. (T-3).

5.2.4.3. MASO or designated representative will destroy seal(s) by cutting wire rope flush with locking device at all ends and smashing the locking device. (T-3).

Chapter 6

INVENTORIES AND AUDITS OF NUCLEAR ACCOUNTS

6.1. General. TO 11N-100-3150 reportable items are inventoried using procedures in TO 11N-100-3150 and this AFI. Investigate out-of-balance conditions found during any inventory to determine their causes. (T-2). Resolve losses and document findings using the procedures in **paragraph 6.8.** (T-1).

6.2. Inventory Requirements.

6.2.1. Change of MASO. Each time a new MASO is assigned, gaining and losing MASO's will conduct a 100% inventory of the account. (T-1).

6.2.2. Change of Custodian. Each time a new Reparable Item custodian is assigned the gaining custodian must conduct a 100% inventory of items issued to their sub-account. (T-2). Report any unresolved discrepancies to the MASO and the appropriate commander to initiate a Report of Survey (or other appropriate action) prior to signing the Spare SE Custody listing and assuming responsibility for the account. (T-2).

6.2.3. Monthly 10% Spot Check Inventories. NARS monitors conduct spot check inventories (except SIR months) IAW **paragraph 6.6** (T-3).

6.2.4. Semi-annual inventory. Inventory TO 11N-100-3150 reportable items semi-annually. (T-0). Procedures in TO 11N-100-3150 apply along with procedures in this AFI. The SIR procedure creates an independent inventory that reports the status, location and configuration of the national nuclear weapon stockpile by serial number and quantity for each location. Prepare and submit as outlined in TO 11N-100-3150. (T-0). Forward waiver request to change the SIR date to the AFNWC Nuclear Weapons Logistics Division through the applicable MAJCOM. (T-2).

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

6.2.4.1.1. Base and Military Spares. (T-1).

6.2.4.1.2. DOE owned equipment items. (T-1).

6.3. Semi-annual Inventory Procedures. Once initiated, the semi-annual inventory takes precedence over all maintenance activities. (T-3). Situations may arise during the inventory that dictates the need for reportable maintenance. Final approval/disapproval for mission essential maintenance rests with the applicable Group commander. The MASO is the inventory officer for the semi-annual inventory. In the event the MASO is unavoidably absent (e.g., emergency leave), the MASO appointing authority appoints an alternate inventory officer in writing. The replacement officer must meet the minimum requirements for a MASO. (T-3).

6.3.1. Before the semiannual inventory required in TO 11N-100-3150, the inventory officer (MASO) briefs the verifying officer concerning his or her inventory responsibilities and all aspects of the inventory. (T-2).

6.3.2. Immediately before or during the semiannual inventory of items in TO 11N-100-3150, maintenance personnel take an inventory to ensure availability of pullout cables and other accessory items required for operational flexibility. (T-2). These items are identified in the

inspection section of applicable technical publications. Cables and accessories are stored or attached to certain bombs in a package commonly referred to as a saddlebag. If an accessory item is missing, consider the bomb operational unless it cannot be used to support the current mission. (T-3). Thoroughly research shortages to locate missing items and determine the cause of shortages. (T-3). Establish controls to prevent recurrence and report loss IAW [paragraph 6.8.9.1](#) of this Instruction. (T-2). Promptly submit requisitions for replacement items to KCP. (T-2). The MASO ensures saddlebags are retained and all items are inventoried for applicable weapons. (T-3). He or she also ensures a letter certifying the inventory is retained until the next saddlebag inventory certification is received. (T-3). Submission of the SIR report certifies that this inventory has been accomplished. There is no additional requirement for reporting or recording the inventory of pullout cables and other accessory items. **NOTE:** Saddlebags with enclosed contents may be removed from weapons, inventoried and placed inside sealed container(s) (e.g., banded wooden crate) for long-term storage. Subsequent inventories will consist of verifying container content label and seal integrity.

6.3.3. The SIR requires a visual inventory of each TO 11N-100-3150 reportable item (including any trainers containing DOE SS nuclear materiel) by serial number. Prepare and submit as outlined in TO 11N-100-3150. (T-0). Vandenberg is required to accomplish a SIR when OMA's or other reportable items are assigned. (T-2). When no reportable items are assigned, Vandenberg will send a negative reply to the AFNWC Nuclear Weapons Logistics Division and DTRA addresses in TO 11N-100-3150. (T-2).

6.3.3.1. H1616/H1700 shipping containers need not be opened for inventory purposes, obtain component serial number(s) from the exterior tag.

6.3.3.2. Warhead containers that are not sealed must be opened to verify contents using guidelines in TO 11N-100-3150. (T-0).

6.3.3.3. Items stored in containers previously opened, inspected, and sealed by the accountable organization do not require reopening during semiannual inventories provided information obtained from the exterior of the container and the seal/serial number list maintained by the MASO match.

6.3.3.3.1. Any irresolvable discrepancy between the information on the exterior of the container and the seal/serial number listing requires opening the container for verification of contents. Containerized components do not require opening for inventory verification unless information marked on the exterior tag cannot be resolved against accountable records.

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

6.3.3.3.2.1. Visually inspect wire rope and locking device for signs of tampering. If tampering is detected, immediately notify MASO. (T-0)

6.3.3.3.2.2. Firmly grasp seal and give a firm tug to ensure seal is firmly installed, if seal contains a wire rope ensure it is fully inserted and the locking device is properly functioning. If seal can be removed, notify MASO. (T-0)

6.3.3.3.2.3. If tampering is detected or the seal can be removed, notify MASO. (T-0).

6.3.3.3.2.4. During the inventory, if the container was sealed IAW procedures in **Chapter 5** and TO 11N-100-3150, record the warhead serial number stenciled on the container and the seal number(s) on the blind inventory worksheet. During inventory reconciliation, compare the serial number of the containerized warheads and associated seals recorded on the blind inventory worksheet against the MASO's accountable documents. (T-1).

6.3.3.3.2.5. In the event the seal/warhead serial number does not match accountable records or seals are not installed, the container must be opened to physically verify warhead serial number. (T-0).

6.3.3.3.2.6. If the etched, engraved or stamped permanent serial number cannot be verified without removing the warhead from the container, but a stenciled serial number is visible, compare this serial number with accountable records. (T-0). If no markings are visible, the item must be removed from the container to verify serial number. (T-0).

6.3.4. SIR Record Verification. After the blind inventory is complete, and prior to transmission of the SIR message, verify serial numbers on the following documents (T-1):

6.3.4.1. Blind inventory worksheets. Blind inventory sheets will be prepared in a blank spreadsheet format (i.e., no known balances or quantities), assign blind count-sheet page numbers (1 of 8, etc.). (T-1). Blind inventory sheets used during the SIR must be signed by both the inventory and verifying officer. (T-1).

6.3.4.2. Inventory count cards.

6.3.4.3. Printed copy of the SIR message.

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

6.3.4.5. Balances on Stock Records.

6.3.5. Conduct SIR inventories as of the last day of the inventory month. (T-0). Prepare and submit the SIR and an Inventory Verification Certificate as outlined in TO 11N-100-3150. (T-0)

6.3.6. Validate all reports for errors and submit corrections as needed. (T-0). Both inventory and verifying officer will review and sign the SIR message prior to transmission. (T-0).

6.3.7. SIR Reconciliation. After the SIR is transmitted, DTRA/ONL reconciles each unit's SIR report against the DIAMONDS database. If SIR errors exist, DTRA notifies the AFNWC Nuclear Weapons Logistics Division who, in turn, notifies the applicable MAJCOM as required. The unit resolves the discrepancy and submits a corrected report IAW TO 11N-100-3150. (T-0). If no errors exist, or once any errors have been corrected, DTRA transmits a SIR reconciliation message. This message confirms to the unit and the applicable MAJCOM that the unit's records agree with the DIAMONDS database as of the SIR date.

6.3.7.1. Units will maintain the following according to **Table 6.1.** and the AF RDS in AFRIMS (T-1):

- 6.3.7.1.1. Certificate of Inventory.
- 6.3.7.1.2. Inventory and Verifying Officer appointment letter.
- 6.3.7.1.3. Special Orders for Verifying Officer.
- 6.3.7.1.4. SIR message and corrections.
- 6.3.7.1.5. DTRA reconciliation messages.
- 6.3.7.1.6. Saddlebag inventory letter.
- 6.3.7.1.7. Certificate of audit.
- 6.3.7.1.8. Blind inventory documents.
- 6.3.7.1.9. AF Forms 85A, Inventory Count Card.
- 6.3.7.1.10. Audit checklist (**Table 6.2** of this Instruction).
- 6.3.7.1.11. Verifying officer training.

6.3.8. Inventory other (non-TO 11N-100-3150 reportable) items listed in **paragraph 6.2.4** using the same procedures (i.e. blind inventory) above except (T-1):

- 6.3.8.1. Designated NARS monitors may conduct the inventory and a verifying officer is not required. (T-2).
- 6.3.8.2. The Repairable Item Custodian or alternate accompanies NARS personnel during inventory of items on the custodian's sub-account. (T-2).
- 6.3.8.3. Do not open properly packaged and tagged items unless required to resolve inventory discrepancies. (T-2).
- 6.3.8.4. Non-TO 11N-100-3150 reportable items are not included on the SIR.
- 6.3.8.5. WR container and bolster inventories are reported on the CAR IAW TO 11N-100-4. (T-0).

6.3.9. Custodian validation consists of signing a current DIAMONDS generated Spare SE Custody Listing. (T-2).

6.4. Change of MASO Inventory Procedures.

6.4.1. The gaining and losing MASOs conduct a joint 100% inventory as of the effective date of the transfer of accountability. Complete a Certificate of Transfer of Accountability IAW TO 11N-100-4. (T-0). Include both Base Document Register and Requisition and Shipping Document Register numbers on the certificate. (T-0). NOTE: Semiannual inventories may also be used to suffice for the requirement for a change of MASO provided both gaining and losing MASOs participate in the inventory along with the verifying/audit officer and no transactions affecting stock record balances occur between the effective date of the inventory and the effective date of the transfer of accountability.

6.4.2. For inventories that are not conducted in conjunction with a SIR use the same procedures as a semi-annual inventory except (T-0):

6.4.2.1. Do not appoint a verifying/audit officer. The gaining MASO is the inventory officer and the losing MASO is the verifying officer. (T-0).

6.4.2.2. Do not submit a SIR, and do not prepare an Inventory Verification Certificate. (T-0)

6.4.2.3. Except for TO 11N-100-3150 reportable items, do not inventory items on custody accounts. (T-0).

6.5. Special Inventories.

6.5.1. SEV. The SEV is a rapid inventory to verify all or selected portions of the stockpile of nuclear weapons in the possession of authorized agents. Prepare and submit reports as outlined in TO 11N-100-3150. (T-0). SLAs and DTRA reconcile SEV reports from responsible organizations and provide SEV status reports to the Joint Staff according to TO 11N-100-3150 until the SEV is terminated. NOTE: Containerized weapons within the scope of the SEV must be opened to verify contents regardless of whether or not they were previously sealed by the unit. (T-0).

6.5.1.1. As a minimum, the SEV package will include (T-0):

6.5.1.1.1. SEV initiation message.

6.5.1.1.2. Log or checklists of personnel contacted and times.

6.5.1.1.3. Weapons Custody List (WCL)(s) from DTRA.

6.5.1.1.4. Phase II completion message.

6.5.1.1.5. SEV termination message.

6.5.1.1.6. After action report.

6.5.2. In addition to required message reporting, report initial SEV notification, message receipt, Weapons Custody Listing (WCL) receipt, phase I and phase II completion, and periodic status reports via DIAMONDS e-mail or telephone to MAJCOM functional offices as applicable. (T-2).

6.5.2.1. Include applicable MAJCOM on all After Action Reports (AARs). (T-2).

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

6.6. Monthly Spot Check Inventories. This inventory does not apply to TO 11N-100-3150 reportable items. Each month (except for SIR months) select for inventory at least 10% of the part numbers with current warehouse balances on the account. (T-3). Inventory by quantity and location, and reconcile against account stock records for those part numbers. (T-3). Resolve any discrepancies and report any irresolvable discrepancies to the squadron commander to initiate a Report of Survey or other appropriate action. (T-3). Ensure monthly spot-check inventories are posted in DIAMONDS. (T-2).

6.7. Inventory Documentation. NOTE: Trainers containing DOE SS nuclear materiel are inventoried during the SIR for TO 11N-100-3150 reporting purposes only. (T-0). They do not require inventory count cards or other stock record accounting documentation not associated with the SIR.

6.7.1. Inventory Count Cards.

6.7.1.1. Prepare DIAMONDS generated inventory count cards for TO 11N-100-3150 reportable items. (T-2). Do not prepare Inventory Count Cards for items on custody accounts of Reparable Item Custodians or items on the USAL (T-3); Custody Validation Listings are used for Reparable Item Custodian Inventories. For monthly spot check inventories, prepare a Custody Listing and update inventory dates for each part number IAW TO 11N-3150-8-1 (T-0). Prepare a separate card for serviceable and unserviceable items of the same part number. (T-2). If the information on any card is classified, then classify the card IAW the applicable classification guide. (T-0). Do not include nomenclature if doing so would classify the form. (T-3). Prepare the card as follows (T-0):

6.7.1.1.1. Print DIAMONDS generated inventory count cards IAW 11N-3150-8-1. (T-0).

6.7.1.1.2. Perform inventory and record total count in the "Actual Count Balance" block. (T-2).

6.7.1.1.3. The MASO must initial and date the "Count By" block. (T-2).

6.7.1.1.3.1. If DIAMONDS-generated inventory count card is prepared for a change of MASO not performed in conjunction with a SIR, the gaining MASO will initial the "Count by" block. (T-2).

6.7.1.1.3.2. For a change of MASO performed in conjunction with a SIR, both MASOs will initial the "Count By" block. (T-2).

6.7.1.1.4. The Verifying Officer initials and dates the "Checked By" block. (T-2).

6.7.1.1.4.1. If preparing DIAMONDS-generated inventory count cards for a change of MASO not performed in conjunction with a SIR, the losing MASO will initial the "Checked By" block. (T-2).

6.7.1.1.5. Current MASO or NARS personnel will post the final inventory to DIAMONDS IAW 11N-3150-8-1 and initial and date the "Posted By" block. (T-2).

6.7.1.2. Maintain cards IAW [paragraph 6.3.7.1](#) of this Instruction if conducted in conjunction with a SIR. (T-2).

Table 6.1. Inventory Documentation Requirements.

Actions Required	SIR	MASO Change	Monthly 10% Inventory	Special (See Note)
Blind inventory worksheets	X	X		X
Verified and initialed inventory count cards	X	X		
Appointment letter for inventory verifying officer	X			
Appointment orders for the Inventory Verifying Officer to audit the account	X			

Actions Required	SIR	MASO Change	Monthly 10% Inventory	Special (See Note)
SIR message and Certificate of Inventory prepared IAW TO 11N-100-3150	X			
Saddle bag inventory letter, if applicable	X			
Audit Certificate	X			
SIR Reconciliation Message	X			
Spare SE Custody Listing	X	X	X	
NOTE: For SEV, see TO 11N-100-3150.				

6.8. Accounting for Lost, Damaged or Destroyed Property.

6.8.1. Investigate any discrepancies in stocks and draw up the necessary inventory adjustment documents. (T-1). The MXG/CC under whom the FK account is organizationally assigned is the approving official for inventory adjustment vouchers. All inventory adjustment documents must be supported by one or more of the following. (T-1):

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

6.8.1.2. DD Form 114, Military Pay Order.

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

6.8.1.4. DD Form 1131, Cash Collection Voucher.

6.8.1.5. DD Form 361, Transportation Discrepancy Report.

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

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

6.8.1.8. A discrepancy investigation statement for warehouse discrepancies that do not merit a report of survey or a letter of explanation describing the discrepancy and correction action. This includes warehouse discrepancies causing posting or paperwork errors.

6.8.1.9. AF Form 1168, Statement of Suspect/Witness/Complaint (when loss is reportable IAW DoD 5100.76-M).

6.8.2. Before submitting an inventory adjustment document for approval, the MASO must research, identify, and correct, or initiate action to resolve the cause of the discrepancy. (T-2).

6.8.3. The MASO certifies inventory adjustments and the MASO appointing authority approves all adjustments requiring a Report of Survey for relief of accountability. (T-2).

6.8.4. Officials certifying inventory adjustments (T-3):

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

6.8.4.2. Certify differences can be attributed to normal activity.

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

6.8.5. In giving approval to the inventory adjustment documents, the approving official (T-3):

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

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

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

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

6.8.6. MASOs and account custodians are liable for the full amount of any loss, damage or destruction to property caused by their negligence, willful misconduct or deliberate unauthorized use. (T-3).

6.8.7. Obtain relief from accountability for munitions assigned to a stock record account by processing Inventory Adjustment Vouchers (IAV). (T-2). IAVs require supporting justification and documentation; including inventory count sheets, transaction histories, research documents, and so on. (T-2). However, you must submit a report of survey to justify adjustments for negligence, willful misconduct, or when deliberate unauthorized use of NARS assets assigned to the account is suspected or the adjustment involves classified items. (T-2). Classified item loss requires a report of survey. (T-1).

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

6.8.8.1. Prepare DD Form 200 or other authorized form for items lost, damaged, or destroyed other than by authorized test or operation. (T-1). Forward one copy for Military Spare classified items to the AFNWC Nuclear Weapons Logistics Division. (T-1). For DOE owned equipment items, Base Spares or other WR stockpile materiel, forward one copy to each of the following: AFNWC Nuclear Weapons Logistics Division, DTRA/CSNOO, NNSA/NA-122.1. (T-1).

6.8.8.2. Include in a Report of Survey covering the destruction or loss of an entire nuclear weapon or major assembly the applicable major assembly designator and serial number of each weapon involved. (T-1). If SS nuclear materiel is involved, the report must include the nomenclature, part and serial numbers of the SS nuclear materiel or the next higher identifiable assembly. (T-1). Include neutron generators, whether associated or unassociated. (T-1).

6.8.9. Posting Inventory Adjustments. Use the adjustment (ADJ) transaction code to document adjustments required due to losses or gains of assets that cannot be accounted for through other transactions. (T-1). Document the transaction using an AF Form 85A and report of survey or other documentation above, as appropriate. (T-1). Assign a document number from the base register to control the transaction. (T-1). Post the adjustment to DIAMONDS stock records using the "add-a-line" function for manual posting. (T-1). Prepare AF Form 85A as follows (T-1):

6.8.9.1. "Activity": enter your SRAN and address.

- 6.8.9.2. "Indicate by X": enter "X" to indicate type property and type inventory.
- 6.8.9.3. "Page of Pages": self-explanatory.
- 6.8.9.4. "Date Prepared": self-explanatory.
- 6.8.9.5. "Property Subclass": enter federal supply class (FSC).
- 6.8.9.6. "Item No.": number each line item consecutively, starting with the numeral 1.
- 6.8.9.7. "Stock or Part No.": enter the stock or part number.
- 6.8.9.8. "Noun": enter noun, ERRC and security classification of the item.
- 6.8.9.9. "Unit of Issue": self-explanatory.
- 6.8.9.10. "Unit Cost": self-explanatory.
- 6.8.9.11. "Recorded Balance": enter the balance shown in the applicable balance column of the stock record card.
- 6.8.9.12. "Inventory Count": self-explanatory.
- 6.8.9.13. "Over-Qty-Value": enter the quantity of the item discovered to be over by the inventory and the total dollar value thereof.
- 6.8.9.14. "Short-Qty-Value": enter the quantity of the item discovered to be short by the inventory and the total dollar value thereof. On the last page of the IAV, enter the total of the dollar value over and short in the spaces provided.
- 6.8.9.15. "Posted By and Date": the inventory supervisor signs and dates to indicate posting of the applicable stock record cards.
- 6.8.9.16. "Voucher No.": enter the document number assigned from the Base Document Register used to post the stock record cards.
- 6.8.9.17. "Certifying Signature and Date": the MASO certifies all IAVs requiring the commander's approval; the MASO approving authority certifies Due in From Maintenance (DIFM) adjustments; the NCOIC or designated alternate certifies all MASO-approved adjustments.
- 6.8.9.18. "Approving Signature and Date": the commander approves all adjustments for classified items, DIFM items, and items with an extended line item value of \$2,500 or more; the MASO approves all other adjustments. If all line items are approved, line through the entire statement except the word "APPROVED." If some line items are disapproved, line through "DIS" and circle line item numbers disapproved. If all line items are disapproved, line through the entire statement except the word "(DIS)APPROVED." NOTE: Initiate the AF Form 85A within 10 calendar days after the date of adjustment to the stock records. Complete and file in Document Control within 30 calendar days from posting. If any or all of the line item entries on the AF Form 85A are not acceptable to the approving authority, return the AF Form 85A to the initiator with instructions that a report of survey is prepared for the items. Prepare and submit a report of survey to the reviewing authority within 30 calendar days of notification. When the report is completed, attach it to the AF Form 85A and resubmit to the approving

authority. After approval action, file the AF Form 85A and report of survey in Document Control.

6.9. Audits of Accounts. The term "audited" as it applies to these procedures denotes a formal quantitative audit of a specific account (i.e. SRAN) for verifying its records (see [paragraph 3.9](#) for a general discussion of audits and audit trails).

6.9.1. Types of audits.

6.9.1.1. Semi-annual audit of account (normally accomplished in conjunction with the SIR). Personnel designated on orders by the commander, perform this audit in conjunction with each semi-annual inventory. The audit ensures all TO 11N-100-3150 reportable nuclear weapons and components are accounted for, properly controlled, and signed for, when required, during the weapon custody transfer process, and provides a reasonable assurance that the accountable officer is following proper accounting procedures. The audit encompasses all accountable records listed in [paragraph 4.4](#). Conduct the audit IAW below procedures.

6.9.1.2. Special audits. In addition to the semi-annual audit of account, the Air Force Audit Agency, higher headquarters, or a government agency, such as the Government Accounting Office, may direct a special audit. For special audits, the agency directing the audit determines its scope.

6.9.2. Appointing the audit officer. The wing commander will designate an audit/verifying officer in writing. (T-1). Make the appointment on special orders issued by the commander's order issuing authority. (T-1). Specify on the orders that the appointment is made on behalf of the MAJCOM commander IAW this AFI. (T-1). A disinterested individual will not be designated as audit officer for two consecutive SIRs. (T-1).

6.9.3. Briefing the audit officer. The MASO briefs the audit officer, who conducts the audit IAW procedures in this AFI, using as a guide the checklist in [Table 6.5](#) (T-1). Prior to the start of the audit, NARS personnel review the checklist with the audit officer, provide examples of documents to illustrate items shown in the checklist and answer any questions the audit officer may have concerning the requirements of the audit. (T-1). NOTE: For procedures below, a representative sample is considered at least 20% of documents created since the last audit. If discrepancies are discovered, the audit officer should increase the sample size to determine if any errors are widespread or systemic in nature. The audit officer should make recommendations for corrective action in the audit report.

6.9.4. Performing the audit. The audit officer must (T-0, applies through [paragraph 6.9.4.7](#)):

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

6.9.4.2. MAR review will be conducted IAW [Table 6.2](#). NOTE: A MAR log is not required because it does not contain a unique identification number.

6.9.4.3. Review a representative sample of MARs and associated NUREPs created since the last audit. Ensure all actions reported to the MASO that require NUREP reporting have been reported accurately and within prescribed timeframes. NOTE: If the unit discovered, or was notified of, NUREP reporting errors, these errors should not be

considered as errors existing on the account at the time of the audit, provided correction NUREP reports were submitted within required timeframes.

6.9.4.4. Review both document registers and inventory all documents created since the last audit to ensure all documents are on file. For forced receipts, ensure the shipper's document number is cross-referenced in the "Remarks" column of the register. Ensure all documents on file are either original documents or MASO-certified true copies of original documents.

6.9.4.5. Review 100% of all shipping, receipt, issue and turn-in documents for TO 11N-100-3150 reportable items created since the last audit. Verify the weapons serial number against the receiving data record and custody issue documents. Ensure documents were properly prepared, only authorized personnel signed for the items on the documents, and that balance changes were properly posted to stock records. Ensure associated weapon container and bolster part numbers and quantities are shown on weapon receipt and shipping documents and that the document number for the end item is used to post balance changes to container and bolster stock records.

6.9.4.6. Review a representative sample of all other documents shown in either On Base or Off Base document registers. Ensure documents were properly prepared, processed and posted to stock records.

6.9.4.7. Review 100% of the custody transfer documents maintained by the MASO. For all weapon/warhead movements since the last audit, ensure the control numbers on the custody transfer documents are sequentially logged in on the custody transfer document control registers. Ensure that only authorized personnel receipt for weapons/warheads using the procedures in [Chapter 7](#) of this AFI.

6.9.5. Audit Documentation.

6.9.5.1. Upon completion, prepare a "Certificate of Audit" using the format in [Figure 6.1](#) (T-1).

6.9.5.2. Attach to the certificate a copy of the completed checklist in [Table 6.2](#) (T-1).

6.9.5.3. Distribute a copy of the certificate of audit to the appointing authority, MASO and the applicable MAJCOM. Maintain the original IAW records management. (T-1).

6.9.5.4. Maintain and dispose of audit documentation along with SIR documentation. (T-1).

6.9.5.5. All transactions (spares or NUREP reportable components) are included in the DIAMONDS-generated AF Form 36, Supply Document Register (Manual). Therefore, include all document numbers covering the SIR period on the certificate of audit. (T-1). It may be necessary to identify to the audit officer which AF Form 36 entries are applicable to NUREP reportable assets.

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

This is the report of the semiannual audit of FK or FV (SRAN) as prescribed in Chapter 6 of AFI 21-203. (Name of Appointed officer) was appointed to perform this audit on SO (special order number). The audit was performed (includived 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) and Off-Base Document Number (document number) were the last document numbers audited.

Specific Discrepancies: (List specific discrepancies by organization, if applicable).

Recommendations: (Make specific recommendations for each discrepancy).

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

Signature of the Appointed Officer

Table 6.2. Sample Checklist for Semi-annual Audit of Accounts by a Disinterested Officer.

Item	Description	Yes	No	N/A
1	PRE-AUDIT REQUIREMENTS			
1a	Have you been appointed on special orders by the commander?			
1b	Have you read this chapter related to auditor's responsibilities?			
1c	Have you been briefed by MASO or NARS personnel on all facets of the audit?			
1d	Do you understand responsibilities and the audit requirements?			
1e	Do you have any unanswered questions concerning the audit requirements?			
2	REVIEW OF PREVIOUS AUDIT REPORT			
2a	Have you reviewed the previous audit report?			
2b	Have all previously noted discrepancies been corrected?			
3	REVIEW OF MARs/NUREPs			
3a	For MARs documenting custody transfers (IH or OH changes) of weapons by RS or pylon/launcher serial number, are corresponding nuclear weapon configuration records showing the configuration of the RS or pylon/launcher at the time of the transfer also on file?			
3b	Does a representative sample (~20%) of these MARs, nuclear weapon configuration records, and associated NUREPs indicate correct serial numbers were reported?			
3c	Does a review of a representative sample (~20%) of MARs and associated NUREPs (created since the last audit) indicate that actions requiring NUREP reporting are being reported accurately and within prescribed timeframes?			
3d	If the unit discovered, or was notified of, any NUREP errors, was a correctional report transmitted within prescribed timeframes?			
4	REVIEW OF DOCUMENT REGISTERS, DOCUMENTS, AND STOCK RECORDS			
4a	Does a review of both On-Base and Off-Base document registers against documents on file indicate that all documents (created since the last audit) are on file?			
4b	For forced receipts, is the shipper's document number cross-referenced in the "Remarks" column of the document register?			
4c	Are only original documents or MASO-certified true copies of original documents on file in document control?			
4d	Does a review of all shipping, receipt, issue and turn-in documents for TO 11N-100-3150 reportable items created since the last audit indicate:			
4d(1)	All serial numbers are correct and were reported correctly on MARs and NUREPs?			

Item	Description	Yes	No	N/A
4d(2)	Documents were properly prepared?			
4d(3)	Only authorized personnel signed for the items?			
4d(4)	Balance changes are accurately reflected in stock records?			
4e	Does review of a representative sample (~20%) of all other documents listed in both document registers indicate:			
4e(1)	Documents were properly prepared?			
4e(2)	Only authorized personnel signed for the items?			
4e(3)	Balance changes are accurately reflected in stock records?			
5	REVIEW OF CUSTODY RECORDS			
5a	Perform a (100%) review of Custody Transfer documents?			
5a(1)	Control numbers assigned are sequentially logged in the weapons custody document control registers?			
5a(2)	Only authorized individuals signed the documents?			

Chapter 7

NUCLEAR WEAPONS CUSTODY TRANSFER PROCEDURES

7.1. General Requirements.

7.1.1. Unit commanders will be designated in writing by their respective wing commander to appoint individuals authorized to receive custody of nuclear weapons and nuclear warheads during operational movements (sample in [Figure 7.1](#)). (T-0). Wing commanders appoint PRP certified personnel to receipt for classified DOE end items, components and documents during logistics movements (sample in [Figure 1.1](#)). (T-0).

7.1.2. Unit commanders (Group or Squadron) will appoint individuals authorized to receive custody of nuclear weapons and nuclear warheads during operational movements (sample in [Figure 7.2](#)). (T-0). Appointed individuals must be active duty U.S. Military, DoD civilians or Guard/Reserve; certified under the PRP, and have an appropriate security clearance. (T-0). Air National Guard and Air Force Reserve individuals may be appointed, but are only permitted to accept custody when they are on Title 10 Status. (T-0). In addition to appointment letters, the following methods may be used to appoint/verify individuals to receive custody of nuclear weapons during operational movements:

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

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

7.1.2.3. Individuals granted unescorted entry to ICBM LFs or LCCs through the Missile Entry Control System, are authorized recipients and will use a valid entry authentication using Missile Electronic Encryption Device. (T-3).

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

7.1.2.5. As a minimum, appointment letters and AAAL must include name, grade (Officer or Enlisted), security clearance and PRP status (Interim or Formal). (T-2). The MASO will distribute applicable documentation to facilitate transfer of, movement of and access to nuclear weapons and nuclear components. (T-3).

7.1.2.6. Deploying units must send both their current signed wing commander's unit designation letter and a unit commander appointment letter to the wing commander, squadron commander, and MASO at the deployed location prior to their arrival. (T-2). These letters will be used to ensure deployed personnel are authorized to receive custody of nuclear weapons during operational movements. The MASO will ensure munitions control and the security forces have current copies of these letters. (T-3).

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

7.1.4. Appropriate base controlling agencies will use a standardized matrix (manual flow plan) to track nuclear weapon/warhead status and locations during all movements and loading/mating operations. (T-2).

7.2. Custody Transfer Procedures. If a custody transfer is necessary during an operational movement, the individual relinquishing custody of nuclear weapons and nuclear warheads will ensure the individual receiving custody is an authorized recipient prior to custody transfer. (T-0). Individuals gaining custody will conduct visual serial number(s) against the source document (i.e., AF Form 504) except when not required in the situation specific procedures. (T-1).

7.2.1. The custodian may temporarily depart the exclusion area; however, if the custodian departs the area permanently, an authorized custodian will conduct visual serial number verification against the source document and sign the custody document. (T-3).

7.2.2. Guard and Reserve personnel have the responsibility to know and validate their status prior to accepting custody. No additional procedures are required to independently verify statuses, but local custody transfer training should address guard and reserve status (as applicable). (T-3).

7.3. Custody Transfer Documentation. AF Form 504, *Weapons Custody Transfer Document*, will be created for movements identified in [paragraph 7.5](#) (T-1). AF Forms 504 are not required for logistics movements or authorized maintenance and handling functions remaining within maintenance, storage and vault storage areas, including between separate vaults. Upon completion of operational movements, signed copies of the AF Form 504 must be returned to the MASO. (T-1). Copy 1 will be maintained for audit purposes; all others will be destroyed. The MASO, in conjunction with an appointed audit officer, will audit completed transfer documents during the semiannual management audit. (T-1). The MASO or designated representative may authorize corrections to the AF Form 504. Line through, initial the error and make a clear entry of the correct information. (T-2). Pen and ink changes to block 2 of the AF Form 504 are not authorized unless otherwise indicated in this Instruction.

7.4. Logistics movements.

7.4.1. The MASO will ensure a DD Form 1911, Materiel Courier Receipt, is used to transfer custody to or from Air Mobility Command aircrews or Office of Secure Transportation personnel. (T-0).

7.4.2. For inbound shipments, the MASO will enter the safeguards transporter or cargo aircraft and perform a visual verification to ensure the information on the DD Form 1911 matches the serial number of the assets being received. (T-0).

7.4.3. For outbound shipments, the MASO will enter the structure or maintenance facility and perform a visual verification to ensure the information on the DD Form 1911 matches the serial number of the assets being shipped. (T-0).

7.5. Operational Movements.

7.5.1. Transfer of Nuclear ICBM RS to LF. Prepare AF Form 504, *Weapons Custody Transfer Document*, IAW sample in [Figure 7.3](#)

7.5.1.1. The MASO verifies the RS configuration using the nuclear weapons configuration record and prepares two copies of the AF Form 504 (copy 1 is original, copy 2 is suspense) based on mission tasking, completes the “Transferred From” block 6, columns A through E on the forms, and gives the forms to the gaining MUNS custodian responsible for subsequently transferring custody. (T-1). The MASO establishes a control number for the document by annotating the control register using an AF Form 3126, General Purpose Form. (T-1). MASO annotates the control number in block 1 and RS serial number in block 4 of the AF Form 504. (T-1). In the event the current AF Form 504 becomes lost or illegible, the MASO will verify information and use copy 2 as the current AF Form 504. (T-1).

7.5.1.2. The MUNS custodian performs a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS being transferred. (T-2). The MUNS custodian completes the first “Transferred To” block 6, columns A through E on the forms. (T-2).

7.5.1.3. The transfer/transport custodian and MUNS custodian perform a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The transfer/transport custodian completes the next “Transferred To” block 6, columns A through E on both AF Forms 504 (copies 1 and 2). (T-2). The transfer/transport custodian provides copy 2 (suspense) to the MUNS custodian. (T-2). The MUNS custodian provides the suspense copy to the MASO. (T-2). The transfer/transport team transports the RS to the applicable LF.

7.5.1.4. Prior to lowering RS onto the missile, the transfer/transport custodian and mate TC will perform a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The mate TC completes the next “Transferred To” block 6, columns A through E on the form. (T-2).

7.5.1.5. Upon completion of RS mate, the mate TC will contact the MCC and enter the Missile Combat Crew Commander (MCCC) or Deputy Missile Combat Crew Commander (DMCCC) name, position, organization, time/date, and location on the AF Form 504. (T-2).

7.5.1.6. The mate TC returns the completed original AF Form 504 (copy 1) to the Missile Maintenance Operations Center (MMOC). (T-2).

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

7.5.1.8. NARS prepares a MAR IAW TO 11N-3150-8-1 to reflect appropriate status of the weapons and forward it to the MASO ([paragraph 8.1.1](#)). (T-0).

7.5.2. Transfer of Nuclear ICBM RS between LFs. Prepare AF Form 504 in accordance with sample in [Figure 7.4](#) (T-1).

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

block 4 of the AF Form 504. (T-2). The MASO provides the original AF Form 504 (copy 1) to the demate or transport TC. (T-2). In the event the current AF Form 504 becomes lost or illegible, the MASO will verify information and use copy 2 as the current AF Form 504. (T-2).

7.5.2.2. Upon demate, the demate TC contacts the MCC and enters the MCCC or DMCCC information in the “Transferred From” block 6, columns A through E on the AF Form 504. (T-2). The demate TC performs a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The demate TC completes the “Transferred To” block 6, columns A through E, on the form. (T-2).

7.5.2.3. Prior to departure, the transfer/transport custodian performs a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The transfer/transport custodian completes the next “Transferred To” block 6, columns A through E, on the form. (T-2).

7.5.2.4. Prior to lowering the RS onto the missile, the transfer/transport custodian and the mate TC will perform visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The mate TC completes the next “Transferred To” block 6, columns A through E on the form. (T-2).

7.5.2.5. On completion of RS mate, the mate TC will contact the MCC and enter the MCCC or DMCCC in the next “Transferred To” block 6, columns A through E on the form. (T-2).

7.5.2.6. The mate TC returns the completed original AF Form 504 (copy 1) to the MMOC. (T-2).

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

7.5.2.8. NARS will prepare a MAR (IAW TO 11N-3150-8-1) to reflect appropriate status of the weapons and forward it to the MASO ([paragraph 8.1.1](#)). (T-0).

7.5.3. Transfer of Nuclear ICBM RS from LF. Prepare AF Form 504 IAW the sample in [Figure 7.5](#) (T-1).

7.5.3.1. The MASO prepares two copies of the AF Form 504 (copy 1 is original and copy 2 is suspense), and establishes a control number for the document by annotating the control register using an AF Form 3126, General Purpose Form. (T-2). MASO annotates the control number in block 1 and RS serial number in block 4 of the AF Form 504. (T-2). The MASO gives the AF Form 504 (copy 1) to the demate team chief. (T-2). In the event the current AF Form 504 becomes lost or illegible, the MASO will verify information and use copy 2 as the current AF Form 504. (T-2).

7.5.3.2. Upon demate, the demate TC contacts the MCC and enters the MCCC or DMCCC information in the “Transferred From” block 6, columns A through E on the AF Form 504. (T-2). The demate TC performs a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The

demate TC completes the “Transferred To” block 6, columns A through E, on the form. (T-2).

7.5.3.3. Prior to departure, the transfer/transport custodian performs a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The transfer/transport custodian completes the next “Transferred To” block 6, columns A through E, on the form. (T-2).

7.5.3.4. Upon arrival at the maintenance facility, the gaining MUNS custodian will perform a visual verification to ensure the information on the AF Form 504 matches the serial number of the RS. (T-2). The gaining MUNS custodian will complete the next “Transferred To” block 6, columns A through E on the form. (T-2). The MASO ensures the information on the AF Form 504 matches the serial number of the RS and completes the next “Transferred To” block 6, columns A through E on the form. (T-2).

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

7.5.3.6. NARS prepares a MAR IAW TO 11N-3150-8-1 to reflect appropriate status of the weapons and forward it to the MASO ([paragraph 8.1.1](#)). (T-0).

7.5.4. **(CONUS)** Custody transfer of nuclear weapons or nuclear warheads for upload to combat aircraft. For nuclear weapons or nuclear warheads going to and from combat aircraft, prepare an AF Form 504 in IAW the sample in [Figure 7.6](#) (T-1).

7.5.4.1. MASO verifies the pylon or launcher configuration using the nuclear weapons configuration record and prepares and issues an AF Form 504 in three copies for the weapon movement based on mission tasking. (T-2). MASO establishes control of the document by annotating the control register using an AF Form 3126, General Purpose Form or similar control register. (T-2). MASO annotates the control number in block 1, warhead or bomb serial numbers in block 2, and pylon or launcher serial number in block 4 of the AF Form 504. (T-2). In the event the current AF Form 504 becomes lost or illegible, the MASO will verify information and use copy 3 as the current AF Form 504. (T-2).

7.5.4.2. Upon entering the structure/maintenance facility, the gaining MUNS custodian conducts a visual verification to ensure information on the AF Form 504 matches the serial number of the pylon(s) or launcher(s). (T-2). The gaining MUNS custodian completes the next “Transferred To” block 6, columns A through E. (T-2). The gaining custodian forwards copy 3 to the MASO who in-turn files copy 3 in the suspense file. (T-2). Subsequent custody transfers between MUNS custodians are accomplished by visually verifying the AF Form 504 matches the serial number of the pylon(s) and launcher(s). (T-2). The gaining MUNS custodian completes the next “Transferred To” block 6, columns A through E. (T-2).

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

7.5.4.4. The gaining AMXS custodian must accept custody from the MUNS custodian upon delivery to the flight line. (T-2). The gaining AMXS custodian conducts a visual

verification to ensure information on the AF Form 504 matches the serial number(s) of the pylon(s), launcher(s), aircraft tail number, and completes the next "Transferred To" block 6, columns A through E. (T-2). The gaining AMXS custodian will annotate the AF Form 504 control number and a serial number verification statement in the AFTO 781A series forms. (T-2). Prior to loading, the load crew chief will verify the serial number of the pylon(s), launcher(s), and aircraft tail number against the AF Form 504 to ensure they are loading the correct pylon(s) and/or launcher(s). (T-2). Annotation on the AF Form 504 or AFTO 781A is not required. Subsequent custody transfers between AMXS custodians are accomplished by visually verifying the AF Form 504 matches the serial number(s) of the pylon(s), launcher(s) and aircraft tail number. (T-2). AMXS custodians will also visually verify single missiles/bombs, if present. (T-2). The gaining AMXS custodian completes the next "Transferred To" block 6, columns A through E. (T-2).

7.5.4.5. In the event there is a requirement to transfer a pylon and/or a launcher from combat aircraft to combat aircraft, the applicable AMXS custodian lines out the old aircraft tail number in block 5, and marks the new aircraft tail number in block 5 of the AF Form 504. (T-2). If custody is transferred to a MUNS custodian, the MUNS custodian will obtain copy 1 of the AF Form 504 from the AMXS custodian and conduct a visual verification to ensure information on the AF Form 504 matches the serial number of the pylon and/or launcher being transferred and completes the next "Transferred To" block 6, columns A through E. (T-2). Once the pylon/launcher is in the new location, refer to [paragraph 7.5.4.4](#) to continue loading operations.

7.5.4.6. In the event there is a requirement to swap a single missile/bomb loaded on a combat aircraft, the MASO will use the original AF Form 504 as the controlling document and prepare a new AF Form 504 for the missile and warhead or bomb going to the pylon, launcher or loaded combat aircraft and another separate AF Form 504 for the missile and warhead or bomb being removed. (T-2). Both forms must contain standard entries, with different control numbers and appropriate missile and warhead or bomb serial number. (T-2). Reference the original control number in block 1 of the AF Form 504 being held in suspense on each AF Form 504 prepared for the swap. (T-2).

7.5.4.6.1. Use the procedures in [paragraph 7.5.4.2](#) through [7.5.4.4](#) for transporting to and uploading weapons on combat aircraft. Once the loading operations are complete, the AMXS custodian will line out the removed missile and warhead or bomb serial number and initial the original AF Form 504 (copy 1). (T-2). Attach new missile(s) or bomb(s) AF Form 504 to the original AF Form 504. (T-2). Use custody transfer procedures in [paragraph 7.5.7](#) for downloading and transporting weapons from combat aircraft. (T-2).

7.5.4.6.2. MASO cross-references the applicable AF Forms 504 to the original and post changes to the suspense copies to reflect status. (T-2). File the AF Form 504 with the original upload suspense paperwork until the weapon(s) or weapons package is downloaded, returned and recertified. (T-2).

7.5.4.7. Upon aircraft upload, the wing weapons officer or qualified aircrew member obtains copies 1 and 2 of the AF Form 504 from the AMXS custodian and conducts a visual verification to ensure information on the AF Form 504 matches the serial

number(s) of the pylon(s), launcher(s) and aircraft tail number. (T-2). Annotation on the AF Form 504 is not required. (T-2). The wing weapons officer or qualified aircrew member will annotate the AF Form 504 control number and a serial number verification statement in the AFTO 781A series forms. (T-2).

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

7.5.4.9. Upon notification that the aircraft has been placed on alert, the AF Form 504 process is suspended. (T-2). AF Form 504 process remains suspended during aircrew changeover and during maintenance that requires taking aircraft temporarily off alert but does not involve download or swap of weapons. (T-2). Visual verification and annotation of the AF Form 504 are not required. (T-2).

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

7.5.5.1. If nuclear weapons loaded aircraft are deployed or dispersed, the munitions function will prepare a MAR showing an in-hand shipment to the deployed or dispersed location and forward it to the MASO. (T-2). See appropriate security classification guides and OPLANS for classification guidance when preparing these forms.

7.5.5.2. Accounting for weapons during Bomber Strategic Aircraft Reconstitution Team (BSART) operations. Ensure deployed BSART teams have the capability to submit reports IAW TO 11N-100-3150. (T-2). Reports may be submitted using any available means. Custody transfer to/from combat aircraft at a deployed BSART location is accomplished using the same procedures as at the home station. (T-2).

7.5.5.3. If an aircraft lands at a deployed or dispersed location and the load configuration has changed, the aircrew will annotate configuration changes on copy 1 of the AF Form 504 and notify the MASO. (T-2).

7.5.5.4. If missile(s) or bomb(s) must be swapped from aircraft to aircraft at a deployed or dispersed location, the applicable custodian will annotate configuration changes on copy 1 of the AF Form 504. (T-2).

7.5.5.5. If deployed or dispersed aircraft are returned to home station, ascertain from the aircraft commander whether any changes to the aircraft load configuration occurred while it was away from home station. If so, arrange for MASO verification of the new configuration. Prepare a MAR showing appropriate status of weapons and forward to the MASO ([paragraph 8.1.1](#)). (T-2).

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

7.5.6.1. The wing responsible for storing these weapons is the reporting unit. When weapons are in storage they are reported “on-hand” using the Unit Identification Code (UIC) of the unit storing the weapons. (T-2). When weapons are loaded on combat aircraft deployed from another unit, in support of FLAG operations, to the base where the weapons are stored, the weapons are reported “in-hand” using the UIC of the deployed unit. (T-2).

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

7.5.7.1. The gaining AMXS custodian will obtain copy 1 of the AF Form 504 and conduct a visual verification to ensure information on the AF Form 504 matches the serial number of the pylon(s), launcher(s), aircraft tail number, and completes the next “Transferred To” block 6, columns A through E. (T-2). Subsequent custody transfers between AMXS custodians are accomplished by visually verifying the AF Form 504 matches the serial number(s) of pylon(s), launcher(s) and aircraft tail number. (T-2). The gaining AMXS custodian completes the next “Transferred To” block 6, columns A through E. (T-2).

7.5.7.2. Upon arrival at the flight line, the MUNS custodian will obtain copy 1 of the AF Form 504 from the AMXS custodian and conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of pylon(s), launcher(s), and complete the next “Transferred To” block 6, columns A through E. (T-2). The MUNS custodian keeps copy 1 of the AF Form 504. (T-2). Subsequent custody transfers between MUNS custodians are accomplished by visually verifying the AF Form 504 matches the serial number(s) of the pylon(s) and launcher(s). (T-2). The gaining MUNS custodian completes the next “Transferred To” block 6, columns A through E. (T-2).

7.5.7.3. Upon delivery to the structure/maintenance facility in the storage area, the MASO will obtain copy 1 of the AF Form 504 and conduct a visual verification to ensure information on the AF Form 504 matches the serial number(s) of missile(s), warhead(s), bomb(s), pylon(s) and launcher(s). (T-2). The MASO completes the “Transferred To” block 6, columns A through E on copy 1 of the AF Form 504. (T-2).

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

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

7.5.8.2. Prior to weapons transfer from the vault, the MASO and gaining custodian will verify the information on copy 1 and 2 of the AF Form 504 matches the serial number of the weapon in storage. (T-2). The MASO will complete the first “Transferred From” block 6, columns A through E on both copies. (T-2). The gaining custodian will complete the next “Transferred To” block 6, columns A through E on both copies. (T-2).

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

7.5.8.4. Upon upload of the weapon, the loading crew chief will annotate the aircraft tail number in block 5 of both copies of the AF Form 504 and notifies munitions control to annotate the tail number on copy 3 in suspense. (T-2).

7.5.8.5. Upon aircrew arrival, loading crew chief will give both copies to the aircrew, who will conduct a visual verification to ensure the information on the AF Form 504 matches the weapon serial number and aircraft tail number, and accepts custody by completing the next "Transferred To" block 6, columns A through E of both forms. (T-2). Copy 1 remains with the loaded aircraft until the weapon is downloaded. (T-2). Weapons expediter will ensure copy 2 of the AF Form 504 is returned to the MASO. (T-2). Additional blank AF Forms 504s may be used as continuation sheets. Upon notification that the aircraft has been placed on alert, the AF Form 504 process is suspended.

7.5.8.6. For weapon swaps, MASO posts changes and cross-references the applicable AF Form 504 to the original. (T-2).

7.5.9. (OCONUS) Downloading and Transferring weapons from U.S. Aircraft.

7.5.9.1. Prior to beginning the download, the loading crew chief will obtain copy 1 of the AF Form 504 and conduct a visual verification to ensure information on the form matches the serial number of the weapon and aircraft tail number, and accept custody by completing the next "Transferred To" block 6, columns A through E. (T-2). Custody transfer procedures for the rest of the download will be the reverse of weapon upload. (T-2). Custody will be transferred to authorized individuals as necessary until weapon is replaced in the weapon storage vault. (T-2). The MASO (or designated representative) must regain custody prior to closing and locking the vault. (T-2).

7.5.10. (OCONUS) Transferring and Uploading weapons to Non-US Aircraft.

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

7.5.10.2. Prior to weapons transfer from the vault, the MASO and gaining custodian will verify the information on copy 1 and 2 of the AF Form 504 matches the serial number of the weapon in storage. (T-2). The MASO will complete the first "Transferred From" block 6, columns A through E on both copies. (T-2). The gaining custodian will complete the next "Transferred To" block 6, columns A through E on both copies. (T-2).

7.5.10.3. Prior to uploading the weapon, the load monitor will accept custody by verifying the information on copy 1 and 2 of the AF Form 504 matches the serial number

of the weapon in storage and completes the first “Transferred To” block 6, columns A through E on both copies. (T-2). After upload of the weapon, the load monitor will annotate the aircraft tail number in block 5 on both copies of the AF Form 504 and copy 1 will remain with the loaded aircraft until the weapon is downloaded. (T-2). The load monitor will notify munitions control to annotate the aircraft tail number in block 5 on copy 3 of the AF Form 504 held in suspense. (T-2). Copy 2 will be returned to the MASO. (T-2).

7.5.10.4. Upon notification that the aircraft has been placed on alert, the AF Form 504 process is suspended.

7.5.10.5. For weapon swaps, MASO posts changes and cross-references the applicable AF Forms 504 to the original. (T-2).

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

7.5.11. **(OCONUS)** Downloading and Transferring weapons from Non-US Aircraft. Downloading and returning weapons to the vault is the reverse of the upload procedure. Prior to downloading, the load monitor will obtain copy 1 of the AF Form 504 and verify the information on the AF Form 504 matches the serial number of the weapon and aircraft tail number, and complete the first “Transferred To” block 6, columns A through E. (T-2). Custody transfer procedures for the rest of the download will be the reverse of weapon upload. Custody will be transferred to authorized individuals as necessary until weapon is replaced in the weapon storage vault. (T-2). The MASO must regain custody prior to closing and locking the vault. (T-2).

Figure 7.1. Sample Designation of Positions Authorized to Accept Custody of Nuclear Weapons

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 42D BOMB WING (AFGSC)
LORING AIR FORCE BASE, MAINE

27 Oct 13

MEMORANDUM FOR 42 MUNS/MXWK (MASO)

FROM: 42 BW/CC
Texas Road
Loring AFB ME 04751-5000

SUBJECT: Unit Commanders Authorized to Appoint Individuals Authorized to Receive Custody of Nuclear Weapons

1. The commanders of following units are authorized to appoint individuals authorized to accept custody of nuclear weapons IAW AFI 21-203:

69 BS
42 AMXS
42 MUNS
42 MXS

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

BUCK J. TURGIDSON, Colonel, USAF
Commander, 42d Bomb Wing

Figure 7.2. Sample Designation of Individuals Authorized to Accept Custody of Nuclear Weapons

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 42D BOMB WING (AFGSC)
LORING AIR FORCE BASE, MAINE

27 Oct 13

MEMORANDUM FOR 42 MUNS/MXWK (MASO)

FROM: 42 AMXS/CC
Texas Road
Loring AFB ME 04751-5000

SUBJECT: Designation of Individuals Authorized to Accept Custody of Nuclear Weapons

1. The following individuals are authorized to sign and receipt for nuclear weapons IAW AFI 21-203:

<u>NAME</u>	<u>SECURITY CLEARANCE</u>	<u>PRP</u>	<u>Grade</u>
Bushaw, Kevin E.	Top Secret	Formal	ENL
Murphy, Jordan E.	Top Secret	Formal	OFF
Anderson, Christopher P.	Top Secret	Formal	OFF
Thompson, James L.	Top Secret	Interim	ENL

2. Line-through deletions are authorized. This letter supersedes all previous letters, same subject.

GREGORY L. FISHER, Lt Col, USAF
Commander, 42d Aircraft Maintenance Squadron

Figure 7.3. Sample AF Form 504, Weapons Custody Transfer Document, ICBM RS to LF.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (If applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	N/A	N/A	9952	N/A
6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) <i>Herman Baxter</i> HERMAN L. BAXTER	MASO	351 MUNS	0715 20140203	WSA
TRANSFERRED TO (Print and Sign) <i>Thaddeus Koslik</i> THADDEUS U. KOSLIK	Munitions Team Chief	351 MUNS	0715 20140203	WSA
TRANSFERRED TO (Print and Sign) <i>Michael Dawson</i> MICHAEL W. DAWSON	MMT Transfer/Transport Custodian	351 MMXS	0800 20140203	WSA
TRANSFERRED TO (Print and Sign) <i>David Clark</i> DAVID L. CLARK	MMT Team Chief	351 MMXS	1100 20140203	B-05
TRANSFERRED TO (Print and Sign) <i>Phillip Boroff</i> PHILLIP M. BOROFF	MCCC	508 MS	1400 20140203	B-05
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

Figure 7.4. Sample AF Form 504, Weapons Custody Transfer Document, ICBM RS between LFs.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	N/A	N/A	9953	N/A
<p>6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.</p>				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) <i>Jeffrey Braxton</i> JEFFREY G. BRAXTON	MCCC	742 MS	0715 20140203	O-05
TRANSFERRED TO (Print and Sign) <i>Jeffrey Clinton</i> JEFFREY W. CLINTON	MMT Team Chief	91 MMXS	0715 20140203	O-05
TRANSFERRED TO (Print and Sign) <i>Andrew Gregorsok</i> ANDREW P. GREGORSOK	MMT Transfer/Transport Custodian	91 MMXS	0715 20140203	O-05
TRANSFERRED TO (Print and Sign) <i>Phillip Franklin</i> PHILLIP V. FRANKLIN	MMT Team Chief	741 MS	1230 20140203	G-03
TRANSFERRED TO (Print and Sign) <i>Felix Moret</i> FELIX J. MORET III	MCCC	741 MS	1230 20140203	G-03
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

Figure 7.5. Sample AF Form 504, Weapons Custody Transfer Document, ICBM RS from LF.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (if applicable)	5. A/C Tail Number (if applicable)
14-03	N/A	N/A	9954	N/A
<p>6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.</p>				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) <i>Geno Rapone</i> GENO M. RAPONE	DMCCC	742 MS	0800 20140203	O-02
TRANSFERRED TO (Print and Sign) <i>Terry Pate</i> TERRY L. PATE	MMT Team Chief	91 MMXS	0800 20140203	O-02
TRANSFERRED TO (Print and Sign) <i>Thomas Young</i> THOMAS YOUNG	MMT Transfer/Transport Custodian	91 MMXS	1045 20140203	O-02
TRANSFERRED TO (Print and Sign) <i>Joseph Huskey</i> JOSEPH W. HUSKEY	Munitions Team Chief	705 MUNS	1530 20140203	WSA
TRANSFERRED TO (Print and Sign) <i>Lori Mann</i> LORIL. MANN	MASO	705 MUNS	1600 20140203	WSA
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

Figure 7.6. Sample AF Form 504, Weapons Custody Transfer Document, Pylon/Launcher to Combat Aircraft.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-05	123456 234567 345678 456789 567890 678901	N/A	P-09B	60-0009
6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed hereon. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRER FROM (Print and Sign) <i>Marvin W. Weirenga</i> MARVIN W. WEIRENGA	MASO	410 MUNS	0715 20140203	WSA
TRANSFERRER TO (Print and Sign) <i>William W. Wright</i> WILLIAM W. WRIGHT	Munitions Team Chief	410 MUNS	0720 20140203	WSA
TRANSFERRER TO (Print and Sign) <i>Thomas Flees</i> THOMAS L. FLEES	Tow Driver	410 MUNS	0800 20140203	WSA
TRANSFERRER TO (Print and Sign) <i>Darrell Kerzmann</i> DARRELL M. KERZMANN	Aircraft Crew Chief	410 AMXS	0830 20140203	F/L
TRANSFERRER TO (Print and Sign) <i>James A. Blackwood</i> JAMES A. BLACKWOOD II	Aircraft Commander	644 BS	1600 20140203	F/L
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
TRANSFERRER TO (Print and Sign)				
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Chapter 8

NUCLEAR WEAPONS ACCOUNTABILITY REPORTS

8.1. Nuclear Weapons Accountability Reports.

8.1.1. Maintenance Activity Reports (MARs). Prepare MAR using DIAMONDS to report changes in status of weapons, components and reportable Other Major Assemblies (OMAs) to the MASO. (T-0). The MASO will ensure accurate and timely reporting to higher headquarters and JCS as required.

8.1.2. Ensure all changes listed in the Transaction Code tables of TO 11N-100-3150 that occur are reported to NARS via the MAR IAW TO 11N-3150-8-1. (T-0).

8.1.3. The following actions must be reported (T-0):

8.1.3.1. Changes to the first character of the charge code require an MTO.

8.1.3.2. For weapons selected for SLT or SFT, change the charge code as directed by the SLT or SFT warning order or upon receipt of warning order message.

8.1.3.3. For weapons requiring shipment to DOE facilities for repair, change the last character of the charge code when UR disposition is received directing return to DOE.

8.1.3.4. For weapons selected for modification, change the last character of the charge code when directed by the RO, or when directed by message. Change the charge code back to the original charge code as the RO is accomplished on each weapon.

8.1.3.5. Make other charge code changes as directed by the AFNWC Nuclear Weapons Logistics Division in the monthly NOSS. (T-2).

8.1.4. Other actions that could require reporting and affect other accountable records the MASO maintains include:

8.1.4.1. Build-up/tear-down configuration of weapons to/from RS or pylon/ launchers. (T-2).

8.1.4.2. Association or disassociation of a weapon or OMA item to a shipping container or bolster when being prepared for storage. (T-2).

8.1.4.3. Application of a seal to a containerized weapon or OMA in order to preclude opening the container during semi-annual inventory. (T-2).

8.1.4.4. Removal or installation of non-LLC components, where the action affects accountability of the item(s). (T-2). Examples include such items as tail sections or gas generators that are accountable, but not WSR or QSR reportable items. These items must be picked up or dropped from the account, when there is a removal or installation; or when a different part number item is installed from the one that was removed. (T-2). Since the MASO must account for these items, maintenance must report actions involving them to the MASO. (T-2).

8.1.4.5. Condition Code changes for Non-TO 11N-100-3150 reportable items issued on custody account. (T-2).

8.1.4.6. Association and unassociation of H-Gear. (T-2).

8.1.4.7. Other actions as required by local instructions. (T-3).

8.1.5. If the verification inspection of containerized weapons cannot be accomplished on the day of receipt, take the following actions pending completion of a verification inspection:

8.1.5.1. Prepare the MAR for receipt and add the statement "Interim report pending verification inspection" in the "Maintenance Remarks" section.

8.1.5.2. MASO will hold the DD Form 1348-1A and DD Form 1911 in suspense until verification inspection is completed.

8.1.5.3. Once verification inspection is complete, MASO will verify all associated documentation for accuracy and process all forms held in suspense.

8.2. Weapon Status Report (WSR). Prepare WSRs using DIAMONDS. (T-0). Prepare and submit as outlined in TO 11N-100-3150. (T-0). WSRs form the basis for summary reporting for the Joint Staff, DTRA, Air Force, the National Military Command System, POTUS and SecDef. DTRA requests corrections to WSRs received with errors through the AFNWC Nuclear Weapons Logistics Division. Corrections are due 1200 next day following notification to the unit. AFNWC Nuclear Weapons Logistics Division will discuss the type of error and the corrective action with the applicable MAJCOM and reporting activity, as they occur to preclude further errors. Recommendations for changes to the stockpile database or processing methods are made when discrepancies are noted.

8.3. Container Asset Report (CAR). Unless otherwise directed by the AFNWC Nuclear Weapons Logistics Division, prepare and submit CAR using DIAMONDS as outlined in TO 11N-100-4, *Custody, Accountability and Control of Nuclear Weapons and Nuclear Materiel*, **Chapter 7**. (T-2). Continue reporting during MINIMIZE. (T-2). Submit report semi-annually as of the SIR effective date. (T-2).

8.4. Quality Assurance Service Test (QAST) Status Report (QSR). Prepare and submit the QSR using DIAMONDS as outlined in TO 11N-100-3150. (T-0). The purpose of this report is to ensure accurate accountability between DoD and DOE of SS nuclear materiel. Requirements for inventory and reconciliation of SS materiel between DoD and DOE are covered in TO 11N-100-4. The QSR report is similar in format to the WSR. Corrections are due 1200 next day. (T-2).

8.4.1. Reporting changes for OMAs to the MASO. Maintenance personnel report status changes for OMAs to the MASO using procedures in **paragraph 8.1.** above. (T-2). The MASO reports status changes to DTRA via a QSR. (T-2).

8.4.1.1. Units expending OMAs pending recovery will notify AFNWC/NCL once QSR is submitted. (T-2).

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

8.4.2.1. If a reporting activity can verify the item either does or does not contain reportable quantities of SS materiel, they report the item as such using the appropriate letter in the fourth position of the OMA code (see TO 11N-100-3150). (T-2). This

verification is accomplished by reviewing the DOE/NRC Form 741 delivered to the service when the item is originally delivered. The DOE/NRC Form 741 indicates which SS materiel items are contained within the OMA. (T-2).

8.4.2.2. Once an item is verified and properly entered into the DTRA database, presence or lack of SS materiel need not be verified again.

8.5. Unsatisfactory Report (UR). Prepare UR using DIAMONDS. (T-0). Prepare and submit as outlined in TO 11N-5-1. (T-0). A UR is the only reporting mechanism to report unsatisfactory conditions or deficiencies relating to DOE-designed items, associated software and/or Joint Nuclear Weapons System Publications.

8.6. Weapons Information Report (WIR). Prepare WIR using DIAMONDS. (T-0). Prepare and submit as outlined in TO 11N-35-50. (T-0). A WIR is the reporting of Record of Assembly (ROA) information on specified "S" materiel to Sandia National Laboratories, Engineering Data Management Department. "S" materiel is defined as Major Assembly items or product entities which Department of Energy - Sandia National Laboratories have control. This information is needed to maintain records of component association in support of stockpile studies. Changes in association of any "S" materiel or changes of any serial or manufacturing-numbered weapon components associated with "S" materiel must be reported.

8.7. Location Inventory Listing (LIL). The DLIL contains unit stockpile information extracted from the DIAMONDS database at DTRA. DTRA/CSNOO prepares the DLIL monthly and publishes it on the "Support Center" site DB screen. The purpose of this report is to provide a product for the monthly reconciliation of unit records and stockpile information contained in DIAMONDS. It also provides the unit a tool for scheduling and managing maintenance activities.

8.7.1. Maintaining the LIL. NARS personnel will maintain a WLIL. (T-2). In order to ensure the ability to reconcile the SLIL each month, NARS personnel must post changes to the WLIL as they are reported. (T-2). The WLIL may be hard copy or electronic. At a minimum, NARS personnel must annotate weapon shipment and receipts and changes to weapon codes, charge codes, alpha alt codes, unassociated LLCs, installed LLC serial numbers, component codes, component and weapon due dates, IH or OH status and OUICs. (T-2).

8.7.2. Monthly Reconciliation. Within five duty days of receipt, NARS personnel reconcile the new DLIL against the SLIL. (T-2).

8.7.2.1. Transactions reported after the effective date of the DLIL, but before its receipt, are carried forward. (T-2).

8.7.2.2. If discrepancies are found, NARS personnel will validate against accountable documents. (T-2). Report to the MAJCOM any discrepancies that cannot be reconciled locally. The MAJCOM then assists the unit through coordination with AFNWC/NCL to resolve the discrepancy.

8.7.2.3. Load and verify LLC kit pack dates, internal LLC serial numbers for weapons received since last reconciliation into the DIAMONDS database. Validate due dates during next LIL reconciliation. (T-2).

8.7.2.4. Load unassociated known, notional due dates for serviceable components received since the last reconciliation into the DIAMONDS database. Validate due dates during next LIL reconciliation. (T-2).

8.7.2.5. Once reconciliation is complete, NARS personnel will document completion. (T-2).

8.7.3. Local distribution of the WLIL. NARS personnel may distribute the WLIL (paper or electronic) to other duty sections as required. If other sections utilize the WLIL, it is their responsibility to reconcile their copy against the copy maintained by NARS personnel. If the LIL is maintained in other sections, it must be maintained and updated in the same manner as the copy maintained by NARS personnel. (T-3).

8.7.4. SIR LIL Reconciliation. As a part of the SIR, NARS personnel will verify the accuracy of the SLIL or WLIL (with changes posted) against information contained on the completed blind inventory worksheets. (T-2). At a minimum, ensure all weapon information (e.g., serial number, weapon code, ALT code) and unassociated component serial numbers are accurate as compared to information recorded on the blind inventory worksheets. (T-2).

JUDITH A. FEDDER
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- DoD Manual 5200.01, *DoD Information Security Program*, 24 Feb 12
- CJCSI 3150.04A, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*, 24 Aug 12
- DoD S-5210.41M_AFI 31-108 (S-NOFORN), *The Air Force Nuclear Weapon Security Manual*, 25 Apr 13
- AFPD 21-2, *Munitions*, 17 Dec 12
- AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 Nov 94
- AFI 13-526v1, *Prime Nuclear Airlift Force Operations*, 3 Jan 13
- AFI 21-200, *Munitions and Missile Maintenance Management*, 2 Jan 14
- AFI 21-201, *Conventional Munitions Maintenance Management*, 9 Apr 14
- AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 30 Nov 09
- AFI 23-101, *Air Force Materiel Management*, 8 Aug 13
- AFI 24-230, *Maintaining Air Force DoD Activity Address Code (DoDAAC)*, 20 Feb 09
- AFI 31-401, *Information Security Program Management*, 01 Nov 05
- AFMAN 33-363, *Management of Records*, 1 Mar 08
- AFI 91-115, *Safety Rules for Nuclear Logistics Transport by the Prime Nuclear Airlift Force*, 19 Jun 14
- C-1100-ML, *Management Data List*, 1 Aug 14
- TO 11N-45-51, *Transportation of Nuclear Weapons Materiel*, 22 Mar 06
- TO 11N-45-51A, *Transportation of Nuclear Weapons Materiel – Shipping and Identification Data for Stockpile Major Assemblies*, 10 Dec 10
- TO 11N-45-51B, *Transportation of Nuclear Weapons Materiel – Loading and Unloading of Flatbed Truck or Tractor Trailer, Safeguards Transporter, Limited Life Component Truck, Military Air Shipment, and Palletized Cargo*, 23 Jul 14
- TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel*, 15 Apr 10
- TO 11N-100-2, *Supply Management of Limited Life Components*, 8 Jun 11
- TO 11N-100-4, *Custody, Accountability, and Control of Nuclear Weapons and Nuclear Materiel*, 31 Aug 11
- TO 11N-3150-8-1, *USAF DIAMONDS Policy and Procedures*, 31 May 13
- TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*, 9 Feb 11

Prescribed Forms

AF Form 504, *Weapons Custody Transfer Document*

Adopted Forms

AF Form 36, *Supply Document Register*

AF Form 85A, *Inventory Count Card*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1168, *Statement of Suspect/Witness/Complaint*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1996, *Adjusted Stock Level*

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

AF Form 3126, *General Purpose Form*

DD Form 114, *Military Pay Order*

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

DD Form 361, *Transportation Discrepancy Report*

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

DD Form 1131, *Cash Collection Voucher*

DD Form 1150, *Request for Issue or Turn-In*

DD Form 1348-1A, *(EG) Issue Release/Receipt Document*

DD Form 1911, *Materiel Courier Receipt*

SF Form 364, *Report of Discrepancy*

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

DOE Form 1540.2, *U.S. Department of Energy Courier Receipt*

Abbreviations and Acronyms

AAAL—Access, Approval, and Authority List

ACC—Air Combat Command

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFSC—Air Force Safety Center or Air Force Specialty Code

AFTO—Air Force Technical Order

AFNWC—Air Force Nuclear Weapons Center
ALCM—Air Launched Cruise Missile
ALT—Alteration
AMC—Air Mobility Command
AMXS—Aircraft Maintenance Squadron
BMSS—Base and Military Spares Server
BS—Base Spare
CAS—Combat Ammunition System
CDS—Command Disable System
CJCSI—Chairmen of the Joint Chiefs of Staff Instruction
CONUS—Continental United States
DIAMONDS—Defense Integration and Management of Nuclear Data Services
DIFM—Due in from Maintenance
DLIL—DTRA LIL
DOE—Department of Energy
DSRL—DOE Spares Repair List
DTRA—Defense Threat Reduction Agency
ERRC—Expendability, Recoverability, Reparability Code
EUCOM—European Command
FE—Base Equipment Account
FK/FV—Munitions/Weapons Account
FOB—Found On Base
FOUO—For Official Use Only
HAF—Headquarters Air Force
HQ—Headquarters
IAV—Inventory Adjustment Voucher
ICBM—Intercontinental Ballistic Missile
ILS—S – Integrated Logistics System - Supply
JCS—Joint Chiefs of Staff
JQS—Job Qualification Standard
KCP—Kansas City Plant
LF—Launch Facilities

LCC—Launch Control Center
LIL—Location Inventory List
LLC—Limited Life Component
LRS—Logistics Readiness Squadron
MADO—Missile Alert Duty Order
MAJCOM—Major Command
MAR—Maintenance Activity Report
MASO—Munitions Accountable Systems Officer
MCC—Missile Combat Crew
MS—Military Spares
MUNS—Munitions Squadron
MUNSS—Munitions Support Squadron
MXS—Maintenance Squadron
MMXS—Missile Maintenance Squadron
MTO—Materiel Transfer Order
NARS—Nuclear Accountability and Reporting Section
NCOIC—Noncommissioned Officer in Charge
NNSA—National Nuclear Security Administration
NOCM—Nuclear Ordnance Controlled Materiel
NOSS—Nuclear Ordnance Shipping Schedule
NSN—National Stock Number
NUREP—Nuclear Weapon Report
NWRM—Nuclear Weapons Related Materiel
OCONUS—Outside the Continental United States
OST—Office of Secure Transportation
OT&E—Operational Test and Evaluation
PAL—Permissive Action Link
PNAF—Prime Nuclear Airlift Force
PRP—Personnel Reliability Program
QAST—Quality Assurance Service Test
QC—Quality Control
QSR—QAST Status Report

RDS—Records Disposition Schedule

RS—Reentry System

RV—Reentry Vehicle

SAAM—Special Assignment Airlift Mission

SBSS—Standard Base Supply System

SDT—Second Destination Transportation

SEV—Stockpile Emergency Verification

SF—Standard Form or Sandia Form (Specified)

SFT—Stockpile Flight Test

SGT—Safeguards Transporter

SIPR—Secure Internet Protocol Router

SIR—Semiannual Inventory Report

SLA—Service Logistics Agent

SLIL—Site LIL

SLT—Stockpile Laboratory Test

SRAN—Stock Record Account Number

SS—Source and Special

TC—Team Chief

TCIS—Time Change Item Schedule

TCTO—Time Compliance Technical Order

TO—Technical Order

UIC—Unit Identification Code

UND—Urgency of Need Designator

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USAL—Unit Spares Authorization Listing

UR—Unsatisfactory Report

WLIL—Working LIL

WR—War Reserve

WSR—Weapon Status Report

Terms

Accountability—The obligation imposed by law or lawful order or instruction on an officer or other person for keeping accurate, reliable and auditable record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care and safekeeping.

Active Files—Documentation retained and filed within the current fiscal or calendar year.

Assembly—An accounting term for nuclear weapons/warheads configured for integration onto delivery vehicles. Examples include ICBM warhead with forward and aft sections mated (referred to as RV), W80s mated to missiles and gravity weapons.

Associate—1. An accounting term for nuclear weapons/warheads configured onto an intermediate delivery device. Examples include RVs mated to RS and air launched missiles/gravity weapons mated to pylons/launchers. This accounting term does not apply to gravity weapons at tactical units. 2. A term applicable to nuclear weapons and components reflecting direct relationship with shipping and storage containers and/or handling units.

Base Spares—Parts and components authorized in spare parts list (SPL) published by Sandia National Laboratories (SNL), funded for, procured, and owned by DOE and furnished to the DoD for use in maintaining and repairing WR nuclear weapons and DOE-owned equipment supplied to DoD with the WR weapon. Parts remain the property of DOE regardless of custody.

Blind Inventory Worksheet—A locally developed worksheet used to record item identification (part number, mark, mod, ALT, serial number) location, quantity, and configuration of items being inventoried. At the beginning of the inventory, the worksheet is blank except for a part number, and column headings for location, quantity, serial number or other information to be recorded during the inventory. No specific identifying information pertaining to the items being inventoried is included on the worksheet until the items are visually verified (hence the term blind inventory). As the inventory is conducted, information pertaining to the specific items found during the inventory is added to the worksheet as each item is visually verified. Adjustments to the blind inventory worksheet are not authorized after the visual verification has been accomplished.

Commander—Unless otherwise specified, "Commander" in this AFI is defined as the squadron or detachment commander. It does not include the squadron section commander.

Consignee—Receiving organization.

Consignor—Shipping organization.

Consumption Issue—An issue whereby the item is considered consumed and dropped from the account when given to the requester.

Critical Component—A component of a nuclear weapon system that if bypassed, activated, or tampered with could result in or contribute to deliberate or inadvertent authorizing, pre-arming, arming, or launching of a combat delivery vehicle carrying a nuclear weapon, or the targeting of a nuclear weapon to other than its planned target. HQ AFSC/SEW designates critical components.

Custodial Agent—An officially appointed individual acting on behalf of and for the MASO in maintaining control of access to US nuclear weapons and maintaining control of weapons prior to release. This term is usually associated with Security Force related duties of protecting nuclear resources.

Custodial Detachment—A US unit, which maintains custody of nuclear weapons for use by a non-United States delivery unit and acts in support of that unit. A custodial detachment may also maintain accountability for nuclear weapon in its custody.

Custody—As defined in the DOE-DoD Stockpile Agreement, custody is 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. Custody is also the guardianship and safekeeping of nuclear weapons and their components and of source and special nuclear materiel. Custody may or may not include accountability.

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

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

Demate—To remove air-launched missile (with or without warhead) or weapon from a pylon or launcher, to remove a RS from a MMIII Guidance Set.

Disassemble—An accounting term for the basic configuration of nuclear devices. These items may or may not be placed in shipping and storage containers, trailers, maintenance stands etc. Examples include ICBM warheads without forward and aft sections mated; and W80s not mated to missiles.

DOE Spares—See Base Spares.

DOE Spares Repair List (DSRL)— The DSRL identifies selected WR and trainer spare items of high value or limited availability which, if they are found by DoD to be defective and are determined to be beyond authorized field capability to repair, must be returned to DOE for repair.

Exclusion Area—Any designated area immediately surrounding one or more nuclear weapon(s) /systems(s). Normally, the boundaries for the area are the walls, floor and ceiling of a structure or are delineated by a permanent or temporary barrier. In the absence of positive preventive measures, access to the exclusion area constitutes access to the nuclear weapon(s) /system(s).

Handling—Physically maneuvering weapons either directly or indirectly by people (i.e., sliding, lifting, hoisting, over short distances using manpower, tugs, cranes, forklifts or hoists).

H-Gear—Specially designed devices intended for use in assembling, disassembling, handling, transporting or containing weapons or weapons materials. Special equipment items are designated with an "H" designation in their nomenclature.

In-Hand—An accounting term to report weapons that are in physical possession of an operational unit designated to employ the weapon (see TO 11N-100-3150 for more detail).

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

Installed—A term applicable to nuclear components/subsystems and their presence/ installation in/on a nuclear weapon/warhead/device. Examples include limited life components, parachutes, etc.

Joint Test Assembly (JTA)—A DOE developed configuration based on DOE-DoD requirements for use in a joint flight test program, comprised of a joint test subassembly and WR weapons components.

Limited Area—A designated area that immediately surrounds one or more exclusion areas. Normally, the area is between the boundaries of the exclusion area(s) and the outer or inner barrier or boundary of the perimeter security system.

Limited Life Component—Any item listed in TO 11N-100-2 or so designated by DOE.

Logistics Movement—The transport of nuclear weapons by any appropriate noncombat delivery vehicle outside a permanent limited or exclusion area.

Munitions Accountable Systems Officer (MASO)—The individual responsible for the guardianship and safekeeping of nuclear weapons, their components and of SS materiel.

Mate—To place an air-launched missile (with or without warhead) or weapon on a pylon or launcher, to place a RS on a MMIII Guidance Set.

Military Spares—Parts and components authorized in SPL published by Sandia National Laboratories (SNL), funded for, procured, and owned by DoD, and required for support of DOE and DoD produced training weapons and all cable test (CT) disablement equipment (DE), test (T), and handling (H) equipment except those DOE-owned items supplied to the DoD with WR weapons.

Non-nuclear munitions—Training weapons, shapes, JTAs, BDUs, Empty missiles/containers, OMA's, etc.

Non-operational—A reportable item that is either defective to the extent that the assembly is rendered unsuitable for employment, is subject to a hold order that prohibits all operational use until a specified defect is remedied, or that contains any major component (including, but not limited to an LLC) that has exceeded its expiration date (also referred to as "Red").

Nuclear Cargo—Nuclear weapons, nuclear warheads, and Class II components containing active material prepared for logistics movement.

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

Nuclear Ordnance Shipping Schedule (NOSS)—A monthly forecast of logistic movements of nuclear and nuclear-related cargo.

Nuclear-Related Cargo—Nuclear training and test weapons, non-nuclear components of nuclear weapons, limited life components, and equipment associated with the logistics management of nuclear weapons.

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

Nuclear Weapons Related Materiel (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.

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

On-Hand—An accounting term to report weapons that are in the physical custody of an accountable officer (see TO 11N-100-3150 for more detail).

Operational—The status of a weapon when ready to discharge its prime function (also referred to as “Yellow”).

Operational Movement—The positioning of weapons to ensure the operational readiness of nuclear-capable strike-forces. Operational movements include those related to immediate operational readiness such as: assumption of an alert posture; various categories of exercises involving removal of a weapon from its normal storage location, preparation for use, exercise loading, and return to storage; maintenance operations involving removal of a weapon from alert for repair, inspection, or return to storage; and those movements such as hurricane flyaway and other emergency evacuations, related to the safety and security of the nuclear force.

Other Major Assemblies (OMA)—Items, which are similar to WR weapons in physical characteristics, but are not used for training, testing or evaluation purposes. OMAs are specially designed to test weapons, weapons materials or operations involving the testing of weapons or weapons material.

Prime Nuclear Airlift Force (PNAF)—The aircraft and aircrew that provide peacetime logistical airlift support for the movement of nuclear weapons and or nuclear components.

Removed—A term applicable to nuclear components/subsystems and their absence/ removal from a nuclear weapon/warhead/device. Examples include limited life components, parachutes, etc.

Reportable Change—Any transaction applicable to a reportable item. For example, receipt, shipment, completion of an alteration, change in configuration and change in allocation, sub allocation or deployment charges.

“S” Materiel—Major assembly items or product entities over which DOE and Sandia National Laboratories have technical control.

Safe Haven—Temporary storage provided to DOE classified equipment transporters at DoD facilities in order to assure safety and security of nuclear materiel and or non-nuclear classified materiel during civil disturbances, natural disasters, or other conditions, which could affect the safety, or security of the DOE shipment. Also includes parking for commercial vehicles containing Class A or Class B explosives.

Safeguards Transporter (SGT)—A modified semi-trailer used for highway transit of special nuclear materiel including nuclear weapons. It includes armored, penetration sensing and deterrent materials. The DOE owns and operates all SGTs.

Second Destination Transportation (SDT)—A term used in transportation budgetary funding processes to identify required internal DoD movement of nuclear cargo.

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

Source Documents—Documents used to schedule maintenance, validate requirements, verify accountability and/or custody procedure documents. Examples include, but are not limited to, LIL, MTO, time change item schedule, messages, direction from the SLA, special procedures and retrofit orders.

Special Assignment Airlift Mission (SAAM)—Airlift requirements, including JCS-directed/coordinated exercises, that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel airlift.

Special Weapons Overflight Guide (SWOG)—A United States Air Force-developed guide, applicable to all elements of the DoD, that delineates areas authorized for overflight by United States aircraft carrying nuclear weapons and the specific security classification for overflight of foreign countries.

Support Equipment (SE)—All equipment required to perform the support function, except that which is an integral part of the mission equipment. It does not include any of the equipment required to perform mission operation functions. Support equipment consists of tools; test equipment; automatic test equipment (ATE) (when the ATE is a support function); organizational, field, and depot support equipment; and related computer programs and software.

Unassociated—A term applicable to un-associating nuclear weapons/warheads/ device and components with shipping and storage containers and/or handling units.

Unit Spares Authorization Listing (USAL)—A listing of DOE spares, reorder point, and/or maximum levels, to be stocked at a unit IAW TO 11N-100-1.

War Reserve—Nuclear weapons and nuclear weapons materiel intended for use in the event of a war.

Weapons Status—Two categories of weapons status are used: Red (non-operational) and Yellow (operational).