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OF THE AIR FORCE**

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Logistics

**NUCLEAR WEAPONS-RELATED
MATERIEL MANAGEMENT**

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This Instruction implements Air Force Policy Directive (AFPD) 20-1, *Acquisition and Sustainment Life Cycle Management* and is consistent with AFPD 13-5, *Air Force Nuclear Enterprise*. This Instruction applies to all Air Force units possessing Nuclear Weapons Related Materiel (NWRM) and Air Force personnel responsible for storing, maintaining, handling, shipping, loading, and accounting for NWRM. This AFI also applies to personnel in other services assigned or attached to Air Force units that possess NWRM. This AFI applies to Air National Guard and Air Force Reserve units in possession of NWRM. Requirements of this publication must be implemented immediately unless otherwise noted within specific paragraphs. Units will contact the applicable MAJCOM for interpretations of the guidance contained in this AFI. Waiver authority for this AFI is AF/A4L. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication may be supplemented at any level, but MAJCOM supplements must be routed to AF/A4L for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This Interim Change includes: changes that reflect the AF decision to no longer consider unclassified items as NWRM, changes to the NWRM Decision Matrix and Scorecard, the

deletion of the requirement to create a central repository for NWRM historical records, clarification on the accountability of trainers, simulators, and mock-ups, and clarification on NWRM discrepancy reporting.

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Chapter 1

GENERAL

1.1. Scope of Guidance and Procedures. NWRM is a separately defined materiel category; refer to terms and definitions for detailed description of the OSD definition. The guidance and procedures prescribed in this document apply to all nuclear sustainment activities directly or indirectly involved in NWRM management. This includes Air Force supply (base, depot), transportation, maintenance (base, depot contract/organic), munitions, depot storage, disposal, and demilitarization.

1.2. Systems. All AF NWRM is classified and managed using multiple information systems and tools. For example, Integrated Logistics Systems Supply (ILS-S) users will follow existing procedures found in AFMAN 23-110, *USAF Supply Manual* and those listed in this Instruction to manage and account for NWRM. Combat Ammunition System (CAS) users will use many existing procedures found in AFI 21-201, *Conventional Munitions Maintenance Management* and those listed in this Instruction to manage and account for NWRM in CAS.

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

1.3.1. Access Requirements to RD and FRD for Department of Defense (DoD) Personnel, are governed by DoDD 5210.2, *Access to and Dissemination of Restricted Data*, as implemented by the AF in AFD 16-14, *Information Protection*.

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

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10) will provide institutional nuclear focus for policy oversight, integration, and compliance.

2.2. Deputy Chief of Staff, Logistics, Installations, and Mission Support, (AF/A4/7) will:

2.2.1. Develop and publish NWRM logistics management guidance.

2.2.2. Develop and sustain the AF NWRM SharePoint site.

2.2.3. Publish the Air Force master NWRM National Stock Number (NSN) list on the NWRM SharePoint site at the following address <HTTPS://cs.eis.af.mil/afnuclearmunitions/nwrn>.

2.2.4. Develop and sustain a NWRM Fundamentals Course and Nuclear Weapons Related Materiel Accountable Officers (NWRMAO) course. This training will be available to organic and contractor personnel to include distribution personnel, enabling them to properly handle and account for NWRM.

2.3. Air Force Materiel Command (AFMC). In addition to MAJCOM responsibilities, will:

2.3.1. Be responsible for life cycle management of NWRM.

2.3.2. Recommend improvements to NWRM management policies and procedures to AF/A4/7 at AF.A4LWorkflow@pentagon.af.mil.

2.3.3. Provide information solutions and Automatic Identification Technology (AIT) solutions to ensure NWRM visibility throughout the supply chain.

2.3.4. DELETED

2.3.5. Maintain a distribution list including, names, ranks, phone numbers, and email addresses of all NWRMAOs, Munitions Accountability Systems Officer (MASO), IM, and MAJCOM points of contact (POC) managing NWRM. This list will be published and available on the NWRM SharePoint site at the following address <HTTPS://cs.eis.af.mil/afnuclearmunitions/nwrn>.

2.3.6. Consolidate MAJCOM semiannual inventories results and provide to AF/A4L within 60-calendar days of inventory closing.

2.3.7. Develop and implement training and certification programs for NWRM Item Managers (IM), Equipment Specialists (ES), Program Managers (PM), Production Management Specialists (PMS), and Engineers. IMs, ESs, PMs, PMSs, and engineers must complete the appropriate training and certification prior to performing NWRM duties. Training must not duplicate the NWRM Fundamentals Course. Track completion of training requirements.

2.3.8. Establish an AFMC Office of Primary Responsibility (OPR) and an organizational email account for NWRM correspondence and disseminate to all NWRMAOs MASOs, PMs, PMS, IMs, and ESs managing NWRM.

2.3.9. Ensure organizational email accounts are established for the Air Force Global Logistics Support Center's (AFGLSC) NWRM Transaction Control Cell (NTCC) for NWRM correspondence and disseminate to all NWRMAOs, MASOs, PMs, PMS, IMs, and ESs managing NWRM.

2.3.10. Ensure Air Force Nuclear Weapons Center (AFNWC) conducts a reviews, IAW Chapter 3, of items on the NWRM listing.

2.3.11. Establish removal procedures for NWRM located in aircraft or other Mission Design Series (MDS) being inducted for storage at the 309 Aerospace Maintenance and Regeneration Group (AMARG).

2.3.12. Establish removal procedures for NWRM located in aircraft being converted to Ground Instructional Training Aircraft (GITA) and for aircraft being converted from GITA to trainers.

2.3.13. Establish removal procedures for NWRM located in aircraft being transferred to Programmed Depot Maintenance (PDM).

2.3.14. Establish and maintain, within the AFGLSC's NTCC, a 24 hours per day capability for receipt and management of all NWRM discrepancies reported IAW Chapter 11.

2.3.15. Ensure all AFMC organizational email accounts, phone numbers, squadron designations, etc. established for NWRM management and identified in this Instruction are up-to-date and current. Notify the OPR of this Instruction when changes occur.

2.4. Commodity Councils will:

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

2.4.1.1. NWRM visibility procedures, AF Federal Acquisition Regulation (FAR) clause 5353.223-9003, *Enhanced Security of Products*, and NWRM standard contract requirements are included in each applicable contract. This includes all NWRM located at contractor facilities, regardless of contract purpose, including Government Furnished Material (GFM) and Government Furnished Equipment (GFE).

2.4.1.2. S/N verification procedures for assets shipped and received to and from contractor activities.

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

2.4.1.3.1. Commercial Asset Visibility (CAV) AF will be used to record all items to include GFE, and GFM.

2.4.1.3.2. CAV AF will be updated and the IM notified within 24 hours of any movement into or out of contractor facilities. Approval must be received by the IM prior to moving NWRM.

2.4.1.4. CAV AF access and training procedures.

2.4.2. Provide their contractors (through the AF contracting Officer) the necessary NWRM policy instructions, all updates thereto, and all updates to the NWRM master-list.

2.4.3. Identify an individual to fulfill the role of NWRMAO for their respective contract activities.

2.4.4. Ensure lists maintained by the IM contain, at a minimum, the NSN, S/Ns, cage, location, date of receipt, and date of shipment, as well as the name of the person signing for the material at the contractor facility.

2.5. Program Managers (PM) will:

2.5.1. Ensure all system engineers and where applicable, systems ESs comply with all NWRM program requirements.

2.5.2. Ensure demilitarization activities are included in NWRM life cycle planning.

2.5.3. Establish required planning and direction to implement NWRM Unique Item Identifier (UII) identification and track UII. Assign UII or provide disposition of item when notified by a NWRMAO of an item without an UII. Note: Work with AFNWC for DOE designed items.

2.5.4. Maintain individual item identity by ensuring NWRM is not included in any type kit.

2.5.5. Reassess the classification of any item successfully meeting criteria for NWRM, but designated as “unclassified” by Security Classification guidance.

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

2.5.6.1. NWRM visibility procedures, AF Federal Acquisition Regulation (FAR) clause 5353.223-9003, *Enhanced Security of Products*, and NWRM standard contract requirements are included in each applicable contract. This includes all NWRM located at contractor facilities, regardless of contract purpose, including Government Furnished Material (GFM) and Government Furnished Equipment (GFE).

2.5.6.2. S/N verification procedures for assets shipped and received to and from contractor activities.

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

2.5.6.3.1. CAV AF will be used to record all items to include GFE, and GFM.

2.5.6.3.2. CAV AF will be updated and the IM notified within 24 hours of any movement into or out of contractor facilities. Approval must be received by the IM prior to moving NWRM.

2.5.6.4. CAV AF access and training procedures.

2.5.7. Provide their contractors (through the AF contracting Officer) the necessary NWRM policy instructions, all updates thereto, and all updates to the NWRM master-list.

2.5.8. Identify an individual to fulfill the role of NWRMAO for their respective contract activities.

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

2.6. AFGLSC Flight Chiefs will ensure the following for contracts managed under their purview:

2.6.1. The PMS includes NWRM visibility procedures, AF Federal Acquisition Regulation (FAR) clause 5353.223-9003, *Enhanced Security of Products*, and NWRM standard contract requirements in each applicable contract.

2.6.2. The PMS verifies assets shipped and received to and from contractor activities.

2.6.3. The PMS maintains a list of NWRM located at contractor facilities

2.7. Production Management Specialist (PMS) will:

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

2.7.1.1. NWRM visibility procedures, AF Federal Acquisition Regulation (FAR) clause 5353.223-9003, *Enhanced Security of Products*, and NWRM standard contract requirements are included in each applicable contract. This includes all NWRM located at contractor facilities, regardless of contract purpose, including Government Furnished Material (GFM) and Government Furnished Equipment (GFE).

2.7.1.2. S/N verification procedures for assets shipped and received to and from contractor activities.

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

2.7.1.3.1. CAV AF will be used to record all items to include GFE, and GFM.

2.7.1.3.2. CAV AF will be updated and the IM notified within 24 hours of any movement into or out of contractor facilities. Approval must be received by the IM prior to moving NWRM.

2.7.1.4. CAV AF access and training procedures.

2.7.2. Provide their contractors (through the AF contracting Officer) the necessary NWRM policy instructions, all updates thereto, and all updates to the NWRM master-list.

2.7.3. Fulfill the role of NWRMAO for their respective contract activities.

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

2.8. NWRM IMs will:

2.8.1. Use existing IM procedures and those listed in this Instruction to manage and account for NWRM.

2.8.2. Manage assigned inventory items throughout the supply chain by S/N and/or UII through PIC Fusion. Work with NWRMAO/MASO to ensure all data plate discrepancies to include missing S/Ns and UIIs are reported. Work with AFNWC for DOE designed items.

2.8.2.1. The IMs areas of involvement include order management (requisition approval/release), inventory, requirements determination, item acquisition, materiel returns, demilitarization/disposal, asset redistribution, repair, asset reconciliation, final asset disposition, etc.

2.8.2.2. Input appropriate Demil Codes IAW Chapter 10.

2.8.3. Track movement of NWRM by S/N through the use of PIC Fusion as they move throughout the supply chain to include contractor facilities. Review transactions from approved accountable systems to ensure action or movement is accurate and authorized.

2.8.3.1. Verify information within all accountable records (e.g. ILS-S, DSS, CAS, REMIS, and CAV AF) to ensure all asset S/Ns are loaded and reflect valid locations. Coordinate with the appropriate NWRMAO/MASO to resolve discrepancies.

2.8.3.2. Coordinate with ES to assign a pseudo S/N for any asset found to be without a manufacturer assigned S/N, and provide to the appropriate NWRMAO/MASO. Maintain a listing of all pseudo S/Ns.

2.8.3.3. Maintain a serialized item listing of all NWRM under their control to include those at contractor facilities. The list will contain, at a minimum, the NSN, S/Ns, cage, location, date of receipt, and date of shipment. Update the listing any time information changes.

2.8.3.4. If verification of the precise location of a NWRM is necessary, contact the responsible NWRMAO, MASO, or Responsible Officer (RO).

2.8.4. Verify organizations requesting NWRM have a valid requirement for the asset by verifying that the Department of Defense Activity Address Code (DODAAC) in the requisition is authorized to receive the NWRM. To satisfy valid requisitions, manually release items after verification.

2.8.5. Approve authorization to process adjustments for any NWRM accountable records IAW Chapter 12.

2.8.6. Provide the appropriate 'ship-to' DODAAC and routing identifier code (RIC) for all NWRM for inclusion into all contracts involving NWRM.

2.8.7. Review all kits to ensure they do not contain NWRM in order to maintain individual item identity.

2.8.8. Initiate NWRM out-of-cycle inventories IAW Chapter 8 of this Instruction.

2.8.9. Ensure items managed in CAS have the time change indicator set to "Y."

2.8.10. Ensure all unclassified NWRM is coded with a Controlled Item Inventory Code (CIIC) of "O."

2.8.11. Direct removal of all NWRM prior to arrival of any aircraft or other MDS at AMARG, unless required for safety of flight and provide the losing organization and the 309 AMARG/OBW disposition instructions, prior to arrival of any aircraft or other MDS at the 309 AMARG.

2.8.12. Verify by S/N, assets shipped and received to and from contractor activities and validate that the receipt has been posted in CAV AF.

2.8.13. Assign a Demil Code of F to all NWRM assigned Demil Codes A-D or Q once the asset is identified as NWRM to prevent reutilization, transfer, and commercial sale of NWRM. The IM must post comments located in Fig 10.1 to Army Electronic Products Support (AEPS) website: <https://aeaps2.ria.army.mil/>.

2.8.14. Provide disposition instruction to units and contractors possessing NWRM by the end of the next duty day of disposition request and post a copy to the NWRM PIC Supporting Documentation Community of Practice (CoP) <https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=21481>.

2.8.15. Coordinate with the NTCC and process Redistribution Order (RDO) to ship assets in excess to bases back to the appropriate NWRM Storage Facility (NSF).

2.9. NWRM ES will:

2.9.1. Support NWRM acquisition, reliability/maintainability, and follow-on operational support.

2.9.2. Ensure adequacy of NWRM initial spares provisioning; source coding support, technical data, firmware, and software.

2.9.3. Support system engineering during item demilitarization procedure development activities.

2.9.4. Incorporate the demilitarization processes into the technical documents (Special Handling 252, etc.).

2.9.5. Support system engineering during Item Unique Identification (IUID) prototyping activities.

2.9.6. Incorporate the IUID engineering change orders into the technical documents, TCTO, Special Handling 252, etc.

2.9.7. Determine appropriate Demil Codes and coordinate demilitarization actions IAW Chapter 10.

2.9.8. Respond to requests from NSF to resolve identity changes for NWRM.

2.10. NWRM Engineers will:

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

2.10.2. Follow the procedures of AFI 63-1201, *Life Cycle Systems Engineering* to include:

2.10.2.1. A well-integrated and documented configuration control, engineering change proposals, and systems modifications that include screening for NWRM impacts.

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

2.10.3. Work directly with the ES to develop new and revised existing technical order(s) (TO) to ensure NWRM life cycle management from acquisition to demilitarization and disposal. Develop (with the ES) demilitarization procedures to safely destroy NWRM when it is no longer required.

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

2.10.4.1. Determine the location and procedures to affix the asset's UII and the approved marking method for NWRM. Work with AFNWC for DOE designed items.

2.10.4.2. Create and approve NWRM IUID marking engineering change orders.

2.10.5. Ensure historical documentation requirements and guidelines are included in the -6 TO.

2.10.6. Conduct weapons system technical reviews of NWRM IAW Chapter 3 and Attachment 2.

2.11. MAJCOMs will:

2.11.1. Ensure Logistics Compliance Assessment Team (LCAT) and the Inspector General (IG) conduct assessments/inspections to ensure personnel are complying with NWRM management procedures established in this Instruction.

2.11.2. Review the results of wing semiannual NWRM inventories. Forward results to the AFMC NWRM semiannual inventory OPR (AFGLSC/NWRM MAR WWI Workflow or AFGLSC/NWRM SEP WWI Workflow) within 30 calendar days of inventory closeout.

2.11.3. Approve requirements for NWRM in Readiness Spares Package (RSP) IAW AFMAN 23-110, Volume 1, Part 1, Chapter 14.

2.11.4. Identify a MAJCOM NWRM POC for all NWRM matters to the AFMC NWRM POC at hqafmc.a4rm@wpafb.af.mil.

2.11.5. Ensure units comply with NWRM discrepancy reporting procedures IAW Chapter 11.

2.11.6. Recommend improvements to NWRM management policies and procedures to AF/A4/7 at AF.A4LWorkflow@pentagon.af.mil.

2.11.7. Provide AFMC NWRM POC copies of NWRMAO/MASO appointment letters when changes are made. Send to hqafmc.a4rm@wpafb.af.mil.

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

2.11.8.1. NWRM visibility procedures, AF Federal Acquisition Regulation (FAR) clause 5353.223-9003, *Enhanced Security of Products*, and NWRM standard contract requirements are included in each applicable contract. This includes all NWRM located at contractor facilities, regardless of contract purpose, including Government Furnished Material (GFM) and Government Furnished Equipment (GFE).

2.11.8.2. S/N verification procedures for assets shipped and received to and from contractor activities.

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

2.11.8.3.1. CAV AF will be used to record all items to include GFE, and GFM.

2.11.8.3.2. CAV AF will be updated and the IM notified within 24 hours of any movement into or out of contractor facilities. Approval must be received by the IM prior to moving NWRM.

2.11.8.4. CAV AF access and training procedures.

2.11.9. Provide their contractors (through the AF contracting Officer) the necessary NWRM policy instructions, all updates thereto, and all updates to the NWRM master-list.

2.11.10. Identify an individual to fulfill the role of NWRMAO for their respective contract activities.

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

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

2.12.1. Appoint the servicing (host) LRS commander as the NWRMAO in writing and approve transfer of accountable officer duties for NWRM (not managed in CAS) to the new LRS/CC upon change of command. At locations where an LRS is not assigned, appoint as NWRMAO an appropriately qualified (paragraph 2.16.3) US military officer, US senior non-commissioned officer (NCO), or Department of the Air Force (DAF) civilian (US citizen) in the grade of GS-11 or higher.

2.12.2. Provide NWRMAO and MASO appointment letter to the MAJCOM NWRM POC.

2.12.3. Review results of the wing semiannual inventory and forward to the MAJCOM NWRM POC within 15 calendar days after the inventory close out.

2.12.4. Appoint a verifying individual for every wing semiannual inventory and audit. The verifying individual may not inventory/audit accounts for two consecutive semiannual inventories/audits. The verifying individual must meet the grade and citizenship requirements of paragraph 2.12.1 and must be from a different organization than the NWRMAO/MASO. EXCEPTION: When only one organization is located at an installation, the verifying individual will be from a different branch/section.

2.13. Center Wing Commanders (or equivalent directors) (responsible for supply activities) will:

2.13.1. Appoint an NWRMAO in writing to manage the accountability of NWRM on the supply account (not managed in CAS) and approve the transfer of accountable officer's duties and NWRM to the new NWRMAO upon assumption of position.

2.13.1.1. The NWRMAO must be a US military officer, US senior NCO, or Department of the Air Force civilian (US Citizen) in the grade of GS-11 or higher.

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

2.13.1.3. Provide NWRMAO appointment letter to the MAJCOM NWRM POC and AFMC NWRM OPR to hqafmc.a4rm@wpafb.af.mil.

2.13.2. Designate in writing a RO (a primary and one or more alternates) for NWRM IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*, paragraph 3.1.2, to provide oversight over center/wing level NWRM procedures and processes.

2.13.3. Review results of the semiannual inventory and forward to the MAJCOM NWRM POC within 15 calendar days after the inventory close out.

2.13.4. Appoint a verifying individual for every semiannual inventory and audit. The verifying individual may not inventory/audit accounts for two consecutive semiannual

inventories/audits. The verifying individual must meet the grade and citizenship requirements of paragraph 2.13.1.1 and must be from a different organization than the NWRMAO. EXCEPTION: When only one organization is located at an installation, verifying individual will be from a different branch/section.

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

2.14.1. Ensure all personnel responsible for materiel management, storage, handling, maintenance, distribution, and/or disposal/demilitarization of NWRM receive required NWRM training as required by Chapter 9 of this Instruction.

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

2.15. Unit Commander (or equivalent directors/branch chiefs) of Units Possessing/Handling NWRM, as required, will:

2.15.1. Ensure unit personnel are task-level trained and qualified to handle NWRM.

2.15.2. Designate in writing a RO for NWRM to provide oversight of unit-level NWRM procedures and processes IAW AFI 23-111, paragraph 3.1.2. Depot maintenance wings may appoint a single RO at the Wing Level. For CAS managed NWRM, the commander is designated the RO by signing part 4 of the AF Form 68, *Munitions Authorization Record*, IAW AFI 21-101.

2.15.2.1. Ensure that the supporting NWRMAO is provided with the ROs complete contact information and a copy of the ROs appointment letter.

2.15.2.2. Strategic Aerial Port Squadrons and Aerial Port Flights of Air Mobility Squadrons will provide RO information and appointment letter to the AMC NWRM POC and the supporting NWRMAO.

2.15.3. Designate responsible persons (property custodians) IAW AFI 23-111, paragraph 3.1.3. For CAS managed NWRM the individuals signing part 2 or part 3 of the AF Form 68, *Munitions Authorization Record*, IAW AFI 21-101 are designated as the responsible persons.

2.15.4. Designate trained and qualified personnel in writing (as functionally required) to order, issue, package, turn-in, store, inventory, ship, transship, and receipt for NWRM. See AFMAN 23-110, Volume 2, Part 2, Chapter 18, paragraph 18.21.2.1 and Attachment 18B-1 for minimum data elements. Update the appointment letter annually, or as changes occur, and provide to the NWRMAO and/or the MASO, and RO.

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

2.15.5.1. Must have sufficient subject matter expertise to be able to identify/inspect item being packaged.

2.15.5.2. Must be as a minimum, a 7-level, civilian specialist, or a supply/munitions inspector.

2.15.5.3. Must be qualified to ensure the accompanying documentation accurately reflects the container contents.

2.15.5.4. Must have appropriate security clearance and background investigation as identified in paragraph 1.3 when accessing RD and/or FRD classified NWRM.

2.15.6. Review NWRM Fundamentals Course completion rates quarterly.

2.15.7. Ensure all non-CAS managed NWRM training assets are on the unit's Equipment or Special Purpose Recoverable Authorized Maintenance (SPRAM) account(s) IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

2.15.7.1. Account for weapons system trainers with permanent stock numbers on Equipment accounts.

2.15.7.2. Account for XD/XD2 NWRM as subcomponents to equipment details when assets are embedded in trainers, simulators and mock-ups.

2.15.8. Ensure bench mockups or sets which contain NWRM components are accounted for IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22.

2.15.9. Ensure IM disposition instructions are followed for NWRM installed in aircraft or other MDS going to the 309 AMARG and disposition instruction are forwarded to the 309 AMARG/OBW prior to aircraft or other MDS arrival for any NWRM still on the aircraft.

2.16. The NWRMAO will:

2.16.1. Be the accountable officer for NWRM on supply accounts (not managed in CAS) and will be appointed in writing IAW section 2.12 or 2.13.

2.16.2. Maintain a list of all ROs and individuals appointed to manage/handle NWRM for all units with NWRM tracked and issued through the NWRMAO supply account.

2.16.3. Complete NWRMAO training prior to assuming duties and complete the NWRM Fundamentals Course and the NWRMAO Course annually Not Later Than (NLT) the last day of the anniversary month.

2.16.4. Execute semiannual inventories and audits of all assigned NWRM on the supply (non CAS) accountable record and correct any discrepancies discovered during the inventory within 15 calendar days after the inventory close out.

2.16.5. Brief the squadron, group, and wing commanders on the NWRM inventory results to include root-cause analyses for any discrepancies discovered during the inventory and audit within 15 calendar days after the inventory or audit closeout. The verifying individual must be present for the briefing. For Geographically Separated Units (GSU), this briefing may be conducted via telephone or other means.

2.16.6. Use Air Force Smart Operations for the 21st Century (AFSO21) Playbook tools to identify and address root causes for all discrepancies discovered during inventories.

2.16.7. Appoint an inventory officer by letter. The inventory officer must meet the grade and citizenship requirements of paragraph 2.13.1.1 and must have materiel management

experience. Waivers to the grade requirement must be approved by the owning MAJCOM NWRM POC. Note: An RO may also be an inventory officer. If NWRM is geographically separated from the stock record account base on a continuous basis, the RO for the assets will be the inventory officer. Note: All requirements in Chapter 8 still apply when the RO acts as the inventory officer.

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

2.16.9. Provide guidance to individuals responsible for handling and managing NWRM.

2.16.10. Ensure accuracy of record transactions, account records currency, and accountable records reconciliation.

2.16.11. Delegate in writing individuals who may act on behalf of the NWRMAO. Delegates must meet the grade and citizenship requirements in paragraph 2.13.1.1.

2.16.11.1. The NWRMAO role of executing the semiannual inventories may not be delegated.

2.16.11.2. The NWRMAO maintains the delegation letter and retains full responsibility for all activities carried out by his/her appointed representatives.

2.16.12. Provide research documentation to IMs, based on causative research IAW Chapter 12, to request approval for an inventory adjustment to any NWRM balance.

2.16.13. Report missing UII and/or S/N identification markings to the AFMC NWRM OPR organizational email account at hqafmc.a4rm@wpafb.af.mil.

2.16.14. Ensure all accountable documents (e.g., receiving, shipping, issue, turn-in, certificates of audit, etc.) including audits are signed and maintained IAW AFMAN 33-363 and disposed of IAW AF RDS in Air Force Records Information Management System (AFRIMS). NWRMAO will approve all non-CAS duplicate documents for destroyed or lost NWRM documents.

2.16.15. Ensure personnel appointed IAW paragraph 2.15.4 and 2.15.5 have received appropriate training regarding NWRM packing and/or shipping container closing requirements.

2.16.16. Establish an NWRMAO organizational email account on the Non-Secure Internet Protocol Router Network (NIPRNET) for NWRM correspondence and provide to the AFMC NWRM OPR at hqafmc.a4rm@wpafb.af.mil.

2.16.17. Coordinate with the deployed location NWRMAO to store NWRM arriving in Readiness Spares Package (RSP).

2.16.17.1. If the gaining location does not have NWRM, the home station NWRMAO will notify the gaining LRS Commander of AFI 20-110 requirements. NOTE: Deployed NWRM supplies that will not be loaded onto the deployed location's supply accountable record will be afforded courtesy storage with coordination of deployed NWRMAO. Courtesy storage and access control must meet guidelines established in AFJMAN 23-210, AFMAN 23-110, and AFI 31-401.

2.16.17.2. Losing NWRMAO will appoint, in writing, an NWRM custodian for assets in a RSP being deployed. Appointed custodian will maintain appropriate security and provide positive inventory control of all NWRM until arrival at deployed location and items are stored IAW Chapter 5.

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

2.17. The Munitions Accountable Systems Officers (MASO) will:

2.17.1. Be the accountable officer for NWRM managed in CAS and will be appointed IAW AFI 21-201.

2.17.2. In addition to the requirements in AFI 21-201 comply with requirements in this Instruction for NWRM managed in CAS.

2.17.3. Establish a MASO organizational email account on the NIPRNET for NWRM correspondence and provide to the AFMC NWRM OPR at hqafmc.a4rm@wpafb.af.mil.

2.17.4. Assist SIB and/or AIB conducting investigations IAW AFI 91-204, AFI 51-503, or AFI 51-507, *Ground Accident Investigations* when potential exists to recover NWRM and assist in the storage and disposition of wreckage and other evidence that involves CAS managed NWRM assets.

2.18. The RO will:

2.18.1. Exercise custody, care, safekeeping, and security over property entrusted to his or her possession or under his or her supervision and place specific emphasis on:

2.18.1.1. Proper recording of transactions that affect NWRM under his/her functional control.

2.18.1.2. Problems or discrepancies that may require corrective action, adjustment, or initiation of a Report of Survey (ROS). Report these directly to the applicable accountable officer.

2.18.1.3. Positively identify assets being prepared for turn-in and accurate completion of required documentation (DD Form 1500 series tag, AF Form 4387, *Outbound Transportation Protective Service Material Checklist*, AF Form 2005, *Issue/Turn-in Request*, AFTO Form 350, *Repairable Item Processing Tag*, etc.).

2.18.2. Ensure auditable and/or accountable documents are maintained, controlled, secured, and signed by authorized individuals.

2.18.3. Manage interactions, transactions, and validate management processes to control material and auditable/accountable documents affecting supplies/materials within their functional processes or control.

2.18.4. Maintain a listing to include, NSNs, P/Ns, S/Ns, cage code, location, and condition status of all non-installed NWRM within the organization.

2.18.5. For Depot Maintenance Wings (MXW) and Aircraft Sustainment Wings (ASW) the RO will also:

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

2.18.5.2. Assist the NWRMAO and MASO in conducting and reconciling inventories of all NWRM in their possession.

2.18.5.3. Ensure NWRM data is entered into Reliability and Maintainability Information System (REMIS).

2.18.6. Assist SIB and/or AIB conducting investigations IAW AFI 91-204, AFI 51-503, or AFI 51-507, *Ground Accident Investigations* with NWRM when potential exists to recover NWRM and assist in the storage and disposition of wreckage and other evidence that involves NWRM assets.

Chapter 3

NWRM MANAGEMENT REQUIREMENTS

3.1. Designating items as NWRM:

3.1.1. Biennially, or when criteria in Attachment 2 changes, AFNWC will task Weapon System Program Offices (SPO) to review and provide recommended changes to the current NWRM listing based on identification criteria, decision matrix, and scorecard in Attachment 2. AFNWC will forward recommended changes to AF/A4LW at AF.A4LWorkflow@pentagon.af.mil and upload scorecards onto the NWRM SharePoint site. This process also applies to unscheduled list updates.

3.1.1.1. The consolidated list must be in a spreadsheet (one per NSN) which includes a new scorecard (Figure A2.7) for each item currently on the NWRM list (remain or delete) and a scorecard for each suggested new addition. Prior to recommending the removal of unclassified components or excluding unclassified components not previously excluded under paragraphs A2.1.1 thru A2.1.8 or figures A2.1 thru A2.3, the weapons SPO Original Classification Authority (OCA) will perform a classification review to ensure proper classification is assigned to the item.

3.1.1.2. Upon receipt of the candidate list, AF/A4LW will review, evaluate, and provide a recommendation for each item to AF/A4L. AF/A4LW will coordinate with each MAJCOM affected by the changes prior to submitting the list to AF/A4L. AF/A4L may approve the list in its entirety or portions thereof based on information provided in the scorecards. However, AF/A4L may disapprove the entire list and/or request AFNWC provide additional input for items in question. Approved list will be posted to the NWRM SharePoint IAW paragraph 2.2.3 and the following AF organizations will be notified.

3.1.1.2.1. AF/A10

3.1.1.2.2. MAJCOM A3/A4/A10s

3.1.1.2.3. AFNWC/CC

3.1.1.2.4. AFGLSC/CC

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

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

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

3.1.1.4. Scorecards used to add/remove NWRM should be submitted as soon as possible and should not wait for biennial reviews.

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

- 3.1.2.1. All items recommended for addition or deletion from the NWRM listing must be evaluated using the identification criteria, decision matrix, and scorecard in Attachment 2. Suggested additions or deletions must be forwarded to the AFNWC/LG with accompanying rationale and scorecard located in Figure A2.7.
- 3.1.2.2. For new NSN being developed/acquired, the program office/AFNWC may request expedited review of the scorecards.
- 3.1.2.3. If the AFNWC/LG recommends approval, the request will be forwarded to AF/A4LW at AF.A4LWworkflow@pentagon.af.mil, scorecard will be uploaded to the NWRM SharePoint site, and the request will be processed IAW paragraph 3.1.1.
- 3.1.3. The AFGLSC will update supply system data fields required for NSNs added or removed from the NWRM listing.
 - 3.1.3.1. All items identified as NWRM will have “NWRM” preceding all nomenclatures in the applicable accounting system.
 - 3.1.3.2. All NWRM will have the NWRM Indicator set to “Q”
 - 3.1.3.3. All unclassified NWRM will have a CIIC set to “O”
 - 3.1.3.4. All NWRM will have a freeze code set to “N”
 - 3.1.3.5. All NWRM will have a Serialized Report Code set to “W”
- 3.1.4. A physical inventory and bare-item inspection will be conducted for items added to the NWRM list. Subject matter experts utilizing the applicable technical order will assist the NWRMAO to positively identify the asset and ensure all identification markings and documentation is correct.

Chapter 4

NWRM MARKING AND PACKAGING

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

4.2. Packing, Marking, and Documentation Procedures: Specific packing and marking procedures for NWRM are included in item specific TOs, Air Force published Special Packaging Instructions (SPI), web-enabled Performance Oriented Packaging (POP) site, 11N-35-51, *General Instructions Applicable to Nuclear Weapons*, AFI 24-203, *Preparation and Movement of Air Force Cargo*, MIL-STD 2073-1, *Standard Practice for Military Packaging*, MIL-STD-129, *Military Marking for Shipment and Storage*; and MIL-STD 130, *Identification Marking of US Military Property*, and AFMAN 23-110, Volume 1, Part 1, Chapter 4. Note: NWRM containing hazardous materials must be packed, marked, labeled, and documented as required by DTR 4500.9-R, *Defense Transportation Regulation*, Part 2 Chapter 204.

4.2.1. Individuals packing NWRM will:

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

4.2.1.2. Ensure NWRM is packaged IAW this Instruction and appropriate documentation is prepared IAW AFI 24-203.

4.2.1.2.1. Individuals appointed IAW paragraph 2.15.5 (other than 2T0 personnel) verify correct item is packed, and quantities, markings, and associated paperwork are correct. These individuals will inspect contents of packages when discrepancies are found or there is evidence of tampering.

4.2.1.2.2. Completing the AF Form 4387 is mandatory for all individuals packing and verifying NWRM being shipped by the traffic management activity.

4.2.1.2.3. Individuals initiating packing of NWRM will initiate the AF Form 4387 and complete Section I prior to presenting the NWRM for shipment.

4.2.1.3. Ensure two individuals participate in packing NWRM and filling out related documents. One individual performs the packing while the second individual performs the verification of the packing outlined in paragraph 4.2.

4.2.1.4. Ensure DD Form 1500 series condition tags are completed for each individual NWRM regardless of condition code.

4.2.1.4.1. When NWRM is packed or repacked, new DD Form 1500 series condition tags must be completed by a certified inspector/technical specialist performing the

packing. Opening the container to retrieve documents does not require completion of new DD Form 1500 series condition tags.

4.2.1.4.2. Individuals identified in paragraph 2.15.5 will sign DD Form 1500 series condition code tags.

4.2.1.5. Ensure NWRM identification, marking and packaging is IAW AFI 24-203, *Preparation and Movement of Air Force Cargo* and AFMAN 23-110. Personnel will utilize the applicable technical order to positively identify NWRM and complete required documentation (DD Form 1500 series tag, AF Form 4387, AF Form 2005, AFTO Form 350, etc.). Discrepancies between technical order and asset markings will be identified to the AFGLSC/NTCC for resolution.

4.2.2. All passive RFID labels placed on NWRM shipping/packaging containers must be rendered inoperative by slicing through the embedded antennae and the tag and spray paint over once the asset in the container is removed.

Chapter 5

NWRM STORAGE AND WAREHOUSE MANAGEMENT

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

5.1.1. All non CAS-managed NWRM will be stored and secured IAW this Instruction and, AFJMAN 23-210, AFMAN 23-110, Volume 1, Part 1, Chapter 19, and AFI 31-401.

5.1.2. CAS-managed NWRM will be stored and secured IAW procedures in this paragraph, AFI 21-200, *Munitions and Missile Maintenance Management*, AFI 21-201, AFI 21-204, *Nuclear Weapons Maintenance Procedures*, and AFMAN 91-201, *Explosive Safety Standards*.

5.1.2.1. NWRM will be afforded priority for indoor storage.

5.1.2.2. Clearly mark classified and unclassified NWRM storage areas.

5.1.2.3. Record and update NWRM storage locations in CAS.

5.1.2.4. Segregate NWRM in storage as follows:

5.1.2.4.1. Serviceable from unserviceable by condition code.

5.1.2.4.2. Classified from unclassified. If unclassified is stored in the same facility as classified, it must be segregated using ropes, tape, placards, or painted lines.

5.1.2.4.3. Assets awaiting demilitarization from other serviceable and unserviceable.

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

Chapter 6

SHIPMENT AND RECEIPT PROCESSING

6.1. DD Form 1348-1 Requirements. Shipment information for NWRM will be documented on a DD Form 1348-1A, *Issue Release/Receipt Document*. NWRM will be handled and shipped according to their respective CIIC.

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

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

6.1.1.2. The individual creating/printing the DD Form 1348-1A will stamp it with the statement “Classified NWRM Item” or “Unclassified NWRM Item” in red.

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

6.1.2. In the event the appropriate system is not available, request a onetime authorization in writing from the NWRM IM to process a manual DD Form 1348-1A. The manual 1348-1A will include all applicable data as the automated version, to include SPI data. Once the applicable system is available, the shipment transaction data will be loaded immediately.

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

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

6.2.1. When a DD Form 1149 and Truck Manifest is directed for a DOE secure ground transportation, the shipment originator is responsible for accomplishing the DD Form 1149 and providing the appropriate data in Block 4 and the quantity 4(d) of the total of items under one Transportation Control Number (TCN)/requisition number. The shipment originator will stamp the DD Form 1149 with the statement “Classified NWRM Item” or “Unclassified NWRM Item” in red.

6.2.2. The shipment originator will present the DD Form 1149 to the traffic management activity who will enter the data into the Cargo Movement Operation System (CMOS) to produce a truck manifest and verify the total quantities on the DD Form 1149 and piece totals on the truck manifest match. This is accomplished for each TCN/requisition number. Traffic management activities will not accomplish other shipping documentation (e.g. REPSHIP, DD Form 1907).

6.2.3. Traffic management activity will submit a copy of the completed DD Form 1149 and truck manifest to the 708 NSUS Workflow or fax it to DSN 246-7009 or commercial 505-846-7009 NLT the next duty day. All DOE shipping and movement documents will be filed

and maintained IAW AFMAN 33-363 and disposed of IAW the AF RDS in AFRIMS. 708 NSUS will provide documentation to DOE carrier.

6.2.4. Shipments other than DOE Safe Guards Transport (SGT) that produce a Commercial Bill of Lading (CBL) and are funded by the 708 NSUS, submit a copy of the completed CBL to the 708 NSUS Workflow at 708nsus.workflow@kirtland.af.mil or fax it to DSN 246-7009 or commercial 505-846-7009 NLT the next duty day.

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

6.4. Shipment planning. Shipment planning will be accomplished IAW the DTR 4500.9-R, Defense Transportation Regulation, Part II, Chapter 205, AFI 24-203, and/or AFI 21-203.

6.5. Shipment Execution. Movement documentation will be prepared and maintained IAW the DTR, Part II, Chapter 205 and AFI 24-203. **Note:** NWRM TYPE trainers shipped using AFI 21-203 Nuclear Ordnance Shipping Schedule (NOSS) process, Report of Shipment (REPSHIP) procedures provided in AFI 24-203 do not apply. Instead, within 2 hours (CONUS) and 8 hours (OCONUS) of shipment execution, the origin MASO will notify the gaining MASO using appropriate organizational email accounts. Similarly, the gaining MASO will notify the origin MASO when items are received within the 2 and 8 hour time frames.

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

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

6.6.1.1. Initiate immediate tracer actions.

6.6.1.2. Notify AFGLSC NTCC. The AFGLSC NTCC can be contacted at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week, or at 635scow.ntcc@scott.af.mil.

6.6.1.3. Coordinate with transportation activity to complete a TDR IAW AFI 24-203 and DTR, Part II, Chapter 210.

6.7. Shipment Receiving.

6.7.1. NWRM transportation in-check will be accomplished IAW AFI 24-203, Chapter 5. CAS managed NWRM will be in-checked IAW AFI 21-201. This inspection will be performed jointly by both the in-checker and certifier and confirmed by signature on the AF Form 4388, *Receiving Arms, Ammunitions, and Explosives (AA&E), Classified (Secret or Confidential), Nuclear War Related Materiel (NWRM), Sensitive and Controlled Items Checklist*.

6.7.2. NWRM receiving will be accomplished IAW AFMAN 23-110, Volume 1, Part 1, Chapter 19, Volume 2, Part 2, Chapter 10, and AFI 24-203, Chapter 5.

6.7.2.1. Appointed and qualified personnel identified in paragraph 2.15.4 will verify the nomenclature, national stock number, quantity, and S/N on the DD Form 1500 series condition tag and outer container markings with data shown on the shipping document.

6.7.2.1.1. NWRM will not be inspected for the sole purpose of S/N verification. If there is evidence of tampering personnel identified in paragraph 2.15.5 will be used to inspect/verify the contents of the package. Note: The container will have to be opened to retrieve the shipping document and the DD Form 1500 series condition tag.

6.7.2.1.2. Shipments received from organizations outside of the AF or DOE will be opened, except for items requiring specialized handling, to inspect the internal contents, packaging, and data plate to validate S/Ns and verify compliance with SPIs.

6.7.2.1.3. NWRM received that require specialized handling will be documented as not having been inspected and will be scheduled for inspection within 30 days of receipt.

6.7.2.2. In the event of a discrepancy, complete a Supply Discrepancy Report (SDR) IAW AFMAN 23-110 Volume 2, Part 2, Chapter 10B-8. All discrepancies must also be evaluated IAW criteria in Chapter 11 for NWRM discrepancy reporting.

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

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

6.8. Receiver Acknowledgements. NWRM receiver acknowledgements will be accomplished IAW AFI 24-203, Chapter 5.

Chapter 7

DEPOT/FIELD/CONTRACTOR LEVEL MAINTENANCE PROCESSING

7.1. Tracking.

7.1.1. Ensure S/N tracking and accountability is maintained for all NWRM through the entire maintenance process from the time it is accepted from supply/stock until it is either expended in-use or returned to supply/stock.

7.1.1.1. NWRM disassembled or removed during the maintenance process are not required to be picked up on the supply accountable record when the item is intended to be reassembled or installed during the same maintenance action (e.g. 24-month inspection, reentry system recycle, depot overhaul, etc.). Local procedures/operating instructions will be developed to ensure S/N tracking and accountability is maintained throughout the maintenance process.

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

7.1.1.3. Use SPRAM/Equipment account to maintain accountability of NWRM as described in paragraph 2.15.7.

7.2. Items No Longer Required.

7.2.1. Any NWRM not subsequently reinstalled or reassembled in the same maintenance action will be picked up on supply accountable records within 24 hours of disassembly or removal.

7.2.1.1. All disassembled or removed NWRM no longer required will be properly tagged to ensure, at a minimum, item identification, S/N tracking, and condition code status. Personnel will utilize the applicable technical order to positively identify NWRM and complete required documentation (DD Form 1500 series tag, AF Form 4387, AF Form 2005, AFTO Form 350, etc.). Discrepancies between technical order and asset markings will be identified to the IM for resolution.

7.2.1.2. Unserviceable NWRM will be promptly marked with the correct condition and will not be co-mingled with serviceable items or other unserviceable items of another condition.

7.3. Documentation. For NWRM in a maintenance/install status, ensure internal tracking, work control documents; build up sheets, and configuration records reflect the fact that an NWRM is involved. Completed documents/records should reflect the involved S/N of the NWRM and be reported IAW 00-20-series Technical Orders and AFI 21-XXX series instructions. When NWRM higher level assemblies are disassembled ensure that the S/Ns of embedded NWRM undergoing a maintenance action are recorded on the Work Control Document (WCD)/Work Order and in the appropriate AF Maintenance Information Systems (MIS) and/or the approved AFMC depot maintenance system for depot maintenance actions.

7.4. Cannibalization. Notify the IM of all NWRM cannibalization actions and update the appropriate management system(s).

Chapter 8

INVENTORIES AND AUDITS

8.1. Inventories: Inventories must be performed on all NWRM to ensure asset balances are accurately reflected on accounts.

8.1.1. Inventory Requirements.

8.1.1.1. A complete physical inventory count of NWRM by S/N and/or UII will be conducted semiannually IAW the procedures in AFMAN 23-110, Volume 1, Part 1, Chapter 6. All NWRM on supply accountable records must be inventoried.

8.1.1.1.1. Aircraft/Weapons/Missiles that contain NWRM installed assets on supply accountable records will not be grounded for the purpose of conducting an inventory. In this case, records checks will be performed to validate the installed asset by S/N and/or UII and reported to account for these items.

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

8.1.1.1.3. Installed NWRM not on supply accountable records are not subject to this NWRM inventory requirement.

8.1.1.1.4. For NWRM managed in CAS, the inventory and audit procedures in this Instruction are in addition to requirements in AFI 21-201.

8.1.1.1.5. NWRM issued on an AF IMT 1297, *Temporary Issue Receipt*, must be physically inventoried and matched to the item record. The AF IMT 1297 will not be used for asset verification during the inventory.

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

8.1.1.2. The semiannual inventory requires a visual verification of NWRM by both the inventory officer and the verifying officer. Banded, crated, and/or sealed assets showing no signs of tampering will not be opened for inventory purposes. Obtain component S/N/UII from the exterior packaging/tag (DD Form 1500 series), to include any leading alpha character and zeros. When a container must be opened, qualified personnel identified in paragraph 2.15.5 will inspect NWRM property to verify the identity, quantity, and S/Ns.

8.1.1.3. The NWRMAO will execute the semiannual inventory IAW the procedures in AFMAN 23-110, Volume 1, Part 1, Chapter 6. The MASO will conduct the inventory and audit for NWRM managed in CAS IAW requirements in this Instruction in addition to requirements in AFI 21-201.

8.1.1.4. Change of NWRMAO or MASO.

8.1.1.4.1. Each time a new NWRMAO is assigned, the gaining and losing NWRMAO must conduct a complete inventory of NWRM within the stock record account IAW AFMAN 23-110, Volume 1, Part 1, Chapter 6.

8.1.1.4.2. Each time a new MASO is assigned, the gaining and losing MASO must conduct a complete inventory of NWRM managed in CAS IAW procedures in AFI 21-201.

8.1.1.5. Change of Equipment/SPRAM Custodian. Each time a new Equipment/SPRAM custodian is assigned, the gaining custodian must conduct a complete inventory of items issued to his/her equipment account, IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22. Report any unresolved discrepancies to the NWRMAO and the appropriate commander to initiate a Report of Survey (or other appropriate action) prior to signing the Custody Receipt listing and assuming responsibility for the account.

8.1.1.6. Units that conduct nuclear weapons Semiannual Inventory Report (SIR) IAW TP 100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*, the NWRM inventory will take place at the same time. This includes all units on the base that possess NWRM, to include the LRSs that support geographically separated units.

8.1.1.6.1. Units that do not conduct a SIR IAW TP 100-3150 will conduct the NWRM inventory in the months of March and September.

8.1.1.6.2. The inventory month may be adjusted for valid nuclear surety criteria. To request a waiver to change the inventory month, submit a request through your appropriate chain of command to AFMC/A4. Waiver requests must state the impact on the unit or supporting rationale and will be submitted NLT 45 calendar days prior to the scheduled inventory start date. Requests to change a unit's SIR month must be processed IAW AFI 21-203.

8.1.1.6.3. Units conducting the NWRM inventory in conjunction with the nuclear weapons SIR will not conduct a separate inventory in March or September. These units will use the results from the inventory conducted during the SIR to satisfy the NWRM inventory requirement.

8.1.1.7. Reportable discrepancies found during the NWRM semiannual inventories will be reported IAW criteria in Chapter 11 for NWRM discrepancy reporting.

8.1.2. Inventory Documentation.

8.1.2.1. The NWRMAO or MASO will ensure that the following documents relevant to inventories are maintained IAW AFMAN 33-363, and disposed of IAW the AF RDS in AFRIMS:

8.1.2.1.1. Certificate of Inventory or the CAS Inventory Complete Report (AM427A)

8.1.2.1.2. Inventory and Verifying Individual appointment letter.

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

8.1.2.1.4. Certificate of audit and audit checklist.

8.1.3. AFMC will manage the reporting process to ensure MAJCOM NWRM inventory results are consolidated and reported to AF/A4L IAW AFMAN 23-110, Volume 1, Part 1, Chapter 6.

8.2. Audit Trails.

8.2.1. While a specific audit trail for each transaction varies by transaction type, there are general requirements that constitute an adequate audit trail. The audit trail begins with letters of authorization. These letters, signed by appropriate approving officials, IAW governing directives, provide the authorization for individuals to request and or receipt for property, report or process accountable transactions to the NWRMAO or MASO or his/her representatives, and maintain or process account records on his/her behalf and subject to his/her validation. The audit trail continues with paper or electronically filed source documents (e.g. receipt, shipping, issue, and turn-in documents, inventory adjustment documents, etc.) supporting the transactions. These documents are controlled through the use of document registers, control logs, or electronic management, and are numbered sequentially or titled IAW standard formats so that the documents are traceable, and it is easy to determine when they are missing. The audit trail includes proper preparation of these documents using approved procedures and signatures (when required) of approved individuals. Account stock records then tie the supporting documents to changes in account balances reflected on individual lines of the stock records. The audit trail continues with periodic inventories that demonstrate the accuracy of account balances compared to physical identification and counts of property. The audit trail also includes certificates of transfer of accountability.

8.2.2. Semiannual or other directed audits provide an independent assessment of account records to ensure proper accountability is maintained, an accurate audit trail exists, and proper accounting procedures are being followed. Audits are performed either by an outside agency or by a disinterested individual. The audit consists of reviewing a representative sample of accounting and transaction records to determine if approved accounting procedures are adequate and are being followed, and to assess the accuracy of 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. In general, an audit provides assurance that:

8.2.2.1. Accountable officers have been duly appointed and meet qualifications required by pertinent directives.

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

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

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

8.2.2.5. Required reports are submitted IAW directive timelines.

8.2.2.6. Transactions posted to accountable records are adequately supported by source documents that are properly prepared and only properly supported transactions are posted to account records.

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

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

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

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

8.3. Audits of Accounts. The term "audited" as it applies to these procedures denotes a formal quantitative audit of a specific account (i.e. DODAAC) for the purpose of verifying its records.

8.3.1. Types of audits.

8.3.1.1. Semiannual audit. This audit of account is accomplished in conjunction with the NWRM inventory. The verifying individual, appointed by the accountable officer's appointing official, is the audit officer and will perform this audit in conjunction with each NWRM inventory.

8.3.1.2. Special audits. In addition to the semiannual audit of account, the Air Force Audit Agency, higher headquarters, or a government agency, such as the Government Accountability Office (GAO), may direct a special audit. For special audits, the agency directing the audit determines its scope.

8.3.2. Appointing the audit officer. The accountable officer's appointing authority will designate a verifying individual in writing IAW paragraphs 2.12.4 or 2.13.4.

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

8.3.4. Performing the audit. The audit officer must:

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

8.3.4.2. Review document registers/transaction histories and inventory all documents created since the last audit to ensure all documents are on file. For forced receipts, ensure the shipper's document number is cross-referenced in the Remarks column of the register. Ensure all documents on file are either original documents (paper or electronic) or certified true copies of original documents.

8.3.4.3. Review a 10-percent representative sample of all shipping, receipt, issue, and turn-in documents since the last audit for all NWRM. Ensure documents were properly

prepared and only authorized personnel signed for the items on the documents. Ensure NWRM S/Ns are posted on all documents. If the reviewer deems it necessary, or when directed by local authorities or higher headquarters, a 100-percent audit may be performed in cases where serious inaccuracies or irregularities exist, or where an adequate audit trail does not exist. The audit may result in a requirement for a 100-percent inventory to reestablish accountability.

8.3.5. Audit Documentation.

8.3.5.1. Upon audit completion, the audit officer will prepare a "Certificate of Audit" using the format in Attachment 4.

8.3.5.2. Attach a copy of the completed checklist, from Attachment 3, to the certificate.

8.3.5.3. Distribute the original certificate of audit to the appointing authority, the accountable officer, and the MAJCOM office responsible for NWRM management.

8.3.6. Accountable Documents. The following accountable records will be maintained IAW AFMAN 33-363.

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

8.3.6.2. Certificates of transfer of accountability.

8.3.6.3. Records of inventory.

Chapter 9

NWRM TRAINING

9.1. General Training Requirements. Prior to handling NWRM, commanders and supervisors at all levels must ensure personnel (military, civilians, and contractors) who are assigned NWRM handling duties complete the NWRM Fundamentals Course. Handling includes processing transactions for, storing, repairing, receiving, shipping to include transshipping, inspecting, or physically handling and/or managing NWRM. Applicable personnel work in, but are not limited to, the following functions: munitions, inspection/assessment teams, inventory teams, supply warehouses, duties, asset management organizations, repair facilities, distribution, shipping centers, or perform NWRMAO or RO duties.

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

9.1.2. Units will track NWRM training by individual.

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

9.2.1. This course will include as a minimum:

9.2.1.1. Importance of, and need for NWRM controls.

9.2.1.2. Security/Classification requirements.

9.2.1.3. Identification of disassembled items.

9.2.1.4. Proper marking for shipment and storage.

9.2.1.5. PIC and accountability procedures.

9.2.1.6. Master NWRM list use.

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

9.2.1.8. An opportunity to review the course.

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

9.3.1. The course will include as a minimum:

9.3.1.1. NWRMAO roles and responsibilities.

9.3.1.2. NWRM policy, oversight, and management responsibilities.

9.3.1.3. Inventory Adjustment and ROS procedures.

9.3.1.4. NWRM TDR/SDR policy/procedures.

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

9.4. Task-specific training on unique NWRM handling procedures will be accomplished and documented in individual training records.

Chapter 10

DEMILITARIZATION, EXPENDITURE, AND DISPOSAL OF NWRM

10.1 General.

10.1.1. All NWRM declared excess to Air Force requirements will be demilitarized, destroyed, or disposed of IAW DoD 4160.21-M, *Defense Materiel Disposition Manual* and applicable guidance in AFMAN 23-110. DOE-designed items will be demilitarized and disposed of IAW TP 100-1. Demilitarization and disposal of NWRM is required within two years of excess/condemned determination. Movement of materiel for demilitarization will be in accordance with the approved AF Demilitarization Plan or as directed by the item manager.

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

10.2. Demilitarization Codes.

10.2.1. All NWRM will be assigned demilitarization codes G, P, or F. Demil Code G (applies to ammunition, explosive and dangerous articles), and Demil Code P (applies to classified articles) must be demilitarized prior to transfer to Defense Reutilization and Marketing Service (DRMS).

10.2.2. Demil Code F will be assigned to all NWRM meeting the DOD Demil Code A-D, or Q definitions. Demilitarization instructions for Demil Code F assets are furnished by the IM and may only be transferred to the DRMS for demilitarization with strict compliance to the procedures listed in this chapter.

10.3. NWRM Demilitarization Instructions. NWRM may be demilitarized/destroyed/expended by various agencies: Air Force organic maintenance or contractor, or DRMS (for items with Demil Code F). Completion of a DRMS Form 145, *Demilitarization Certificate*, is required, by S/N, for all destroyed or expended NWRM demilitarized. This requires two signatures (certifier and verifier). When a built up asset (one that has numerous NSNs) is destroyed/expended, the DRMS Form 145 must include all NWRM NSNs and the S/Ns that were destroyed/expended as part of the action taken on the built up asset.

10.3.1. For NWRM destroyed by DRMS. The certifier will be an AFMC-appointed (Air Force, DCMA, NNSA) individual trained to certify NWRM demilitarization/destruction/expenditure. DRMS will verify the demilitarization and will post the DRMS Form 145 on WEBDOCs.

10.3.2. For NWRM demilitarized and destroyed/expended by AF maintenance personnel, different individuals within the maintenance organization must certify and verify the action. The completed DRMS Form 145 will be turned over to the IM if there is no scrap or to DRMS and the IM if there is scrap.

10.3.3. For NWRM demilitarized/destroyed/expended by other services or by contractors will be witnessed and certified by an Air Force, DCMA or NNSA representative. The

certifier will be responsible for completing the DRMS Form 145 and forwarding it to the IM upon demilitarization/ destruction/expenditure completion. The other services or contractor representative will sign as the verifier.

10.4. Demilitarization of Demil Code F NWRM.

10.4.1. NWRM Demil F items will be shredded. The IM must verify with the engineer or ES that these items have no constituent hazards which would result from shredding.

10.4.2. For NWRM with a Demil Code of F, the below instructions (Figure 10.1) will be posted on the AEPS website: <https://aeaps2.ria.army.mil> by the IM and utilized by DRMS. These instructions only apply to DRMS:

Figure 10.1. NWRM Instructions.

“This asset is Nuclear Weapon Related Material (NWRM). It will be retained in Air Force custody until it is sent to DRMS for demilitarization per the approved DLA/AF/DTRA MOA. Serial numbers for all NWRM assets must be recorded on or attached to DD Form 1348-1A, Disposal Turn in Documents (DTIDs). Defense Reutilization and Marketing Service (DRMS) will not reutilize, transfer, donate or sell NWRM assets. NWRM assets will be shipped directly to the Tucson DRMS Central Demilitarization Center (CDC) after coordination with the Demilitarization Center and AFNWC/AFGLSC. Air Force personnel will witness and certify the demilitarization of all NWRM assets.”

10.5. Demilitarization of Demil Coded P and G NWRM.

10.5.1. All assets must be rendered safe, declassified, demilitarized, and destroyed IAW AFMAN 23-110, Volume 6, Chapter 7.

10.5.2. Scrap material from the completely demilitarized assets will be transferred to DRMS.

10.5.3. Scrap material generated as the result of NWRM demilitarization will be transferred only to DRMS, not to a Base Resource Recycling and Recovery Program (RRRP). When NWRM scrap is turned into DRMS, a DD 1348-1A with the original Demil Code annotated on it, and the completed DRMS Form 145 must be given to the DRMS. The DRMS Form 145 will be provided to DRMS for posting on WEBDOCs.

Chapter 11

DISCREPANCY REPORTING

11.1. General NWRM Discrepancy Reporting. Any individual who suspects they have discovered a NWRM discrepancy shall immediately notify the applicable RO, NWRMAO, MASO, or the local LRS/CC/Director if no NWRMAO is required per this Instruction. The following NWRM discrepancies require notification:

11.1.1. Physical loss of NWRM or NWRM found outside government control and not accounted for IAW this Instruction. **Note:** NWRM found in Contractor-Owned Contractor-Operated (CO-CO) facilities does not constitute government control.

11.1.2. NWRM found in DoD control not accounted for IAW this Instruction.

11.1.3. Loss of Intransit Visibility (ITV) for a period exceeding 72 hours, incorrect S/N shipped, incorrect NSN shipped, improper handling that causes damage to the item, improper storage, no movement coordination (no REPSHIP), incorrect S/N loaded, incorrect NSN loaded, incorrect quantity identified during shipment, unauthorized carrier/shipping method IAW DTR and AFI 24-203 and carrier/shipment deliveries to an incorrect address.

11.1.4. Supply and transportation discrepancies that do not meet the above criteria will be evaluated and reported IAW TDR and SDR procedures.

11.1.5. Do not report discrepancies within 30 days when NWRM is newly identified IAW chapter 3.

11.2. AF/A4/7 will:

11.2.1. Approve/disapprove all discrepancy closure, severity category change, and cancellation requests. Send approval/disapproval notifications to AFMC.

11.2.2. Update the NWRM SharePoint site, <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/Split%20Web%20Pages/NWRM%20Incident%20Summary.aspx>, to reflect current discrepancy status.

11.2.3. Ensure latest quad charts detailing each NWRM discrepancy are posted to the NWRM Discrepancy Feedback site at <https://cs.eis.af.mil/afnuclearmunitions/NWRM/NWRM%20Discrepancy%20Quad%20Charts/Forms/AllItems.aspx>.

11.3. AFMC will:

11.3.1. Determine severity of the discrepancy (High, Medium, Low, or No Discrepancy), determine if a Root Cause Analysis (RCA) is required, assign the NWRMAO or MASO, local LRS/CC/Director if no NWRMAO or MASO is required/appointed per this Instruction, or the unit commander of the unit possessing the NWRM as the OPR for performing the RCA (if required), and release information IAW this paragraph.

11.3.1.1. High severity discrepancies consist of: physical loss of NWRM or NWRM found outside government control and not accounted for IAW this Instruction. **Note:** NWRM found in CO-CO facilities does not constitute government control.

- 11.3.1.1.1. For High severity discrepancies AFMC/CC will notify the following: Secretary of the Air Force (SECAF), Chief of Staff of the Air Force (CSAF), Vice Chief of Staff of the Air Force (VCSAF), SAF/IE, AF/A4/7, AF/A10, Major Command Commanders (as applicable), AFMC Center Commanders (as applicable), DLA (as applicable), and affected NWRMAO/MASO and their respective Group/CC.
- 11.3.1.1.2. AFMC/A4 will provide updates to AF/A4/7 every 24 hours or as directed until the NWRM is found, adjusted off the AF accountable record, or secured in AF custody. In addition, updates will be provided based on established quad chart battle rhythm until discrepancy is recommended for closure.
- 11.3.1.2. Medium severity discrepancies consist of: NWRM found in DoD control not accounted for IAW this Instruction.
- 11.3.1.2.1. For Medium severity discrepancies, AFMC/CV will notify: AF/A4/7, AF/A10, AF/A4L, MAJCOM A4s/A10s (as applicable), AFMC Center Commanders (as applicable), DLA (as applicable), and affected NWRMAO/MASO and their respective Group/CC.
- 11.3.1.2.2. AFMC/A4 will provide updates to AF/A4/7 based on established quad chart battle rhythm until discrepancy is recommended for closure.
- 11.3.1.3. Low severity discrepancies consist of: loss of Intransit Visibility (ITV) for a period exceeding 72 hours, incorrect S/N shipped, incorrect NSN shipped, improper handling that causes damage to the item, improper storage, no movement coordination (no REPSHIP), incorrect S/N loaded, incorrect NSN loaded, incorrect quantity identified during shipment, unauthorized carrier/shipping method IAW DTR and AFI 24-203, and carrier/shipment deliveries to an incorrect address.
- 11.3.1.3.1. For Low severity discrepancies, AFMC/A4 will notify: AF/A4L, AF/A10, AFGLSC/CC, AFNWC/CC, MAJCOM A4s/A10s (as applicable), and affected NWRMAO/MASO and their respective Group/CC.
- 11.3.1.3.2. AFMC/A4 will provide updates to AF/A4/7 based on established quad chart battle rhythm until discrepancy is recommended for closure.
- 11.3.2. Ensure AFGLSC collects and consolidates specific discrepancy RCA data posted to the NWRM Discrepancy Notification SharePoint site, conducts enterprise level analysis using the 8-step problem solving method, and makes recommendations for enterprise level corrective actions.
- 11.3.3. Ensure AFGLSC and AFNWC complete all applicable fields on the NWRM Discrepancy Notification SharePoint site after initial discrepancy report is completed.
- 11.3.4. Ensure AFGLSC provides a quarterly summary on all NWRM discrepancies and any related gaps/trends to AFMC/CC, AF/A4/7, AF/A4L, AF/A10, MAJCOM A4s/A10s, and the DLA Director by the last Thursday of January, April, July, and October of each year.
- 11.3.5. Validate discrepancy specific tasks are completed (asset(s) secured, disposition instructions have been received/completed, RCA completed) and enterprise-wide fix (if required) are completed prior to submitting closure request to AF/A4/7.

11.3.6. Ensure latest quad charts detailing each NWRM discrepancy are posted to the NWRM Discrepancy Feedback site at <https://cs.eis.af.mil/afnuclearmunitions/NWRM/NWRM%20Discrepancy%20QUAD%20Chart%20Drafts/Forms/AllItems.aspx>.

11.3.7. Send discrepancy closure, severity category change, and cancellation requests to AF/A4/7 at AF.A4LWorkflow@pentagon.af.mil. Notify the following offices on all requests: AF/A10, AFGLSC/CC, AFNWC/CC, and MAJCOM A4s/A10s (as applicable).

11.4. AFGLSC will:

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

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

11.4.1.2. Contact affected organization(s), AFNWC/LG, MAJCOM A4R (as applicable), USAFE/A10N (as applicable), and MAJCOM NWRM POCs to mitigate/contain the impact of the discrepancy and to assist in determining if the event is an actual discrepancy.

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

11.4.2. AFGLSC Commander will forward the following to AFMC/A4:

11.4.2.1. Event description

11.4.2.2. Event background

11.4.2.3. AFGLSC NTCC tracking number. Discrepancies found during NWRM inventories will have “WWI” as suffix to the NTCC tracking number.

11.4.2.4. Recommended “severity”: High, Medium, Low, or No Discrepancy.

11.4.2.5. Recommendation for root cause analysis: Yes or No

11.4.2.6. Recommended OPR for ensuring RCA is completed

11.4.2.7. After the AFGLSC sends the recommendation to AFMC/A4 the AFGLSC will continue to ensure applicable NTCC sections on each NWRM Discrepancy Notification form, located on the NWRM SharePoint site, are up to date and current.

11.4.3. Collect and consolidate specific discrepancy RCA data posted to the NWRM Discrepancy Notification SharePoint site by RCA OPRs and conduct enterprise level analysis utilizing the 8-step problem solving process to make recommendations for enterprise level corrective actions.

11.4.4. Provide quarterly summary on all NWRM discrepancies and any related gaps/trends to AFMC/CC, AF/A4/7, AF/A4L, AF/A10, MAJCOM A4s/A10s, and the DLA Director by the last Thursday of January, April, July, and October of each year.

11.4.5. Provide information to HQ AFMC for use in the weekly quad charts detailing each NWRM discrepancy.

11.5. DELETED

11.5.1. DELETED

11.5.2. DELETED

11.5.3. DELETED

11.6. MAJCOMs will:

11.6.1. Ensure discrepancy data and updates are posted to the NWRM SharePoint site at, <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/default.aspx>. Notify the AFGLSC at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week, or at 635scow.ntcc@scott.af.mil, when discrepancy data and updates are posted.

11.6.2. Ensure RCAs are, posted to the NWRM SharePoint site at, <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/default.aspx>, and/or are provided to the NWRMAO/MASO/Local LRS Commander/Director accountable for the NWRM in question, in order to meet established timelines in paragraph 11.9.4.

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

11.6.2.2. Notify the AFGLSC at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week, or at 635scow.ntcc@scott.af.mil, when the RCA is posted.

11.6.3. Notify respective NWRMAO/MASO/Local LRS Commander/Director and their Chain of Command of NWRM discrepancy approved/disapproved closure requests.

11.6.4. Notify respective NWRMAO/MASO/Local LRS Commander/Director and their Chain of Command of NWRM discrepancy approved/disapproved category change and cancellation requests.

11.7. Group Commander (or equivalent director) will:

11.7.1. Notify the MAJCOM of all potential NWRM discrepancies.

11.7.2. Review RCAs for all assigned NWRM discrepancies.

11.7.3. Notify the MAJCOM when RCAs are posted to the NWRM SharePoint site.

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

11.8.1. Notify the NWRMAO, MASO, or local LRS/CC/Director if no NWRMAO is required/appointed per this Instruction, within 12 hours of a potential NWRM discrepancy and assist in evaluating the situation as needed.

11.8.2. Ensure the group and wing commanders are aware of all potential NWRM discrepancies and reporting requirements required by this Instruction.

11.8.3. Conduct RCA, when assigned by AFMC/A4, using template on the NWRM SharePoint site at <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/default.aspx>. Ensure results are provided to the NWRMAO/MASO/Local LRS Commander/Director in order to meet established timelines in paragraph 11.9.4.

11.9. NWRMAO/MASO/Local LRS Commander/Director will:

11.9.1. Notify the AFGLSC NTCC within 12 hours of a potential NWRM discrepancy and complete the NWRM Discrepancy Notification template located on the NWRM SharePoint

site at the following address <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/default.aspx>. The AFGLSC NTCC can be contacted at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week, or at 635scow.ntcc@scott.af.mil. Mandatory information fields are identified with a red asterisk on the NWRM Discrepancy Notification template.

11.9.2. Notify the squadron and group commander of all potential NWRM discrepancies and reporting requirements in this Instruction.

11.9.3. Conduct RCA, when assigned by AFMC/A4, using template on the NWRM SharePoint site at <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/default.aspx>.

11.9.4. Ensure RCA is posted to the SharePoint site, <https://cs.eis.af.mil/afnuclearmunitions/NWRM/default.aspx>, NLT the following timelines after release of the discrepancy notification from HQ AFMC. Note: all completed RCAs must have a recommended closure date.

11.9.4.1. 30 calendar days for High discrepancies

11.9.4.2. 45 calendar days for Medium discrepancies

11.9.4.3. 60 calendar days for Low discrepancies

11.10. Tamper Reporting Procedures. If there is evidence of tampering the contents of the container will be inspected by individuals appointed IAW paragraph 2.15.5. If mismatches exist between the markings on the packaged NWRM and the actual NWRM in the package the following notification will be made within 24 hours of the discrepancy detection. Note: these procedures are in addition to security reporting requirements and reporting requirements in paragraph 11.1.

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

11.10.2. The receiving NWRMAO or MASO will report discrepancies to shipping NWRMAO or MASO and AFGLSC NTCC within 24 hours of discrepancy detection. Notification will be sent to organizational email accounts.

11.10.3. The shipping NWRMAO or MASO has 24 hours to acknowledge receipt to the receiving NWRMAO or MASO in reference to the discrepancy report.

11.10.4. The shipping NWRMAO or MASO will report corrective actions taken to prevent recurrence of discrepancy to the AFMC NWRM OPR within 30 days to hqafmc.a4rm@wpafb.af.mil.

Chapter 12

INVENTORY ADJUSTMENTS

12.1. Inventory Adjustment Procedures: All Air Force members and employees can be held liable for the loss, damage, or destruction of government property proximately caused by their negligence, willful misconduct, or deliberate unauthorized use IAW AFMAN 23-220. After conducting an inventory, quantities of assets counted will be reconciled against stock records. Discrepancies will require research and supporting documentation IAW AFMAN 23-110, Volume 1, Part 1, Chapter 6, or AFI 21-201 if the item is CAS-managed.

12.1.1. If an asset is determined to be missing during the course of an inventory, the NWRMAO or MASO will notify the IM and initiate a Report of Survey within 24 hours IAW the procedures in AFMAN 23-220, *Reports of Survey for Air Force Property*, and AFI 21-201 for CAS-managed NWRM.

12.1.2. The NWRMAO or MASO must ensure that required causative research is conducted and forwarded to the IM for approval authorization prior to the adjustment of any NWRM accountable records. Research must be completed within 30 calendar days of the inventory close-out date.

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

12.1.3.1. Ensure required causative research has been performed and the NWRMAO or MASO has received approval from the first Flag Officer/Senior Executive Service (SES) in the NWRMAO or MASO's chain of command. This is required regardless of NWRM dollar value or classification.

12.1.3.2. Provide written notification to units approving or disapproving inventory adjustments. Detailed explanations should be provided for disapproved requests.

12.1.4. Approved documents used to identify inventory adjustments are:

12.1.4.1. AFMC Depot machine products generated by the Financial Inventory Accounting (FIA) system.

12.1.4.2. DD Form 1348-1A.

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

12.1.4.4. Adjustment documents must be supported by one of the following:

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

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

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

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

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

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

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

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

12.2. Officials Certifying Inventory Adjustments will:

12.2.1. Certify that no evidence of neglect, theft, or fraud exists.

12.2.2. Certify that the differences can be attributed to normal activity.

12.2.3. Certify that no one violated property responsibility and general principles.

12.2.4. Return the document to the initiator when the research performed or actions taken are deemed unsatisfactory. The initiator should be instructed to perform additional research, or initiate an ROS (if additional research does not satisfactorily explain the discrepancy).

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

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

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

12.3. Adopted Forms. AF Form 85, *Inventory Adjustment Voucher*

AF Form 2005, *Issue/Turn-in Request*

AF Form 4387, *Outbound Transportation Protective Service Material Checklist*

AF Form 4388, *Receiving Arms, Ammunitions, and Explosives (AA&E), Classified (Secret or Confidential), Nuclear War Related Materiel (NWRM), Sensitive and Controlled Items Checklist*

AFTO Form 350, *Repairable Item Processing Tag*

DD Form 114, *Military Pay Order*

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

DMRS Form 145, *Demilitarization Certificate*

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

DD Form 1131, *Cash Collection Voucher*

DD Form 1149, *Requisition and Invoice/Shipping Document*

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

SF Form 361, *Transportation Discrepancy Report*

SF Form 364, *Report of Discrepancy*

LOREN M. RENO, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

OUSD/ATL Letter, 16 Oct 08, Subject: Nuclear Weapons-Related Materiel, 16 Oct 08

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DoD 4000.25-2-M, *Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)*, September 1, 2001

DoD 4100.39-M, Vol 4 *FLIS Procedures Manual*, August 1, 2009

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, May 23, 2003

DoD 4145.19-R-1, *Storage and Materials Handling*, September 15, 1979

DTR 4500.9-R, *Defense Transportation Regulation*, June 1, 2005

DoD 5200.1-R, *Information Security Program*, January 14, 1997

DoDD 5210.2, *DoD, Access to and Dissemination of Restricted Data*, January 12, 1978

DoD 5220.22-M, *National Industrial Security Program Operating Manual (NISPOM)*, February 1, 2006

DoD 5220.22-R, *Industrial Security Regulation*, December 4, 1985

DoDI 8320.04 — *Item Unique Identifier (UII) Standards for Tangible Personal Property*, June 16, 2008

AF NWRM Positive Inventory Control Concept of Operations, 15 Jan 09

AF NWRM Serial Item Management Plan, 15 Jan 09

AFPD 13-5, *Air Force Nuclear Enterprise*, 6 Jul 11

AFPD 16-14, *Information Protection*, 28 Sep 10

AFPD 20-1, *Acquisition and Sustainment Life Cycle Management*, 3 Apr 09

AFI 20-111, *Logistics Compliance Assessment Program*, 1 Jul 09

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 10

AFI 21-200, *Munitions and Missile Maintenance Management*, 13 Nov 09

AFI 21-201, *Conventional Munitions Maintenance Management*, 11 Dec 09

AFI 21-203, *Nuclear Accountability Procedures*, 23 Nov 09

AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 30 Nov 09

AFI 31-401, *Information Security Program Management*, 1 Nov 05

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 Nov 10

AFI 33-360, *Publications and Forms Management*, 18 May 06

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 09
AFI 51-503, *Aerospace Accident Investigation*, 26 May 10
AFI 51-507, *Ground Accident Investigations*, 28 May 10
AFI 91-204, *Safety Investigation and Reports*, 24 Sep 08
AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, 12 Apr 94
AFJMAN 23-215, *Reporting of Supply Discrepancies*, 6 Aug 01
AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 96
AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 1 Sep 09
AFMAN 33-363, *Management of Records*, 1 Mar 08
AFMAN 91-201, *Explosive Safety Standards*, 17 Nov 08
MIL-STD-129, *Military Marking for Shipment and Storage*, 19 Sep 07
MIL-STD-2073-1, *Standard Practice for Military Packaging*, 17 Mar 08

Terms

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

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

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

Auditable Documents— all documents involving transactions that change the transaction history but do not change account balances.

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

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

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

In—Transit Visibility (ITV)— The ability to track the identity, status, and location of Department of Defense units and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers, medical patients, and personal property from origin to consignee or destination across the range of military logistics operations.

Inventory Adjustment— Specific transactions resulting from discrepancies that cannot be resolved during research. These transactions either increase or decrease the supply accountable balance and require prior approval from a flag officer or SES.

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

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

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

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

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

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

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

Delivery vehicle is defined as the portion of a weapon system that delivers a nuclear weapon to its target. This includes cruise and ballistic missile airframes as well as delivery aircraft.

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

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

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

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

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

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

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

Shop Replacement Unit (SRU)— An SRU are items required to repair a Line Replacement Units (LRU), SRUs do not include expendable (bit and piece) items.

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

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

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

Attachment 2**NWRM IDENTIFICATION CRITERIA****A2.1. Additional exclusion criteria**

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

A2.1.2. Software is not NWRM

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

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

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

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

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

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

A2.1.9. Unclassified items are not NWRM

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

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

A2.3. NWRM candidate shall have a part number (P/N) and NSN. NSN is not needed to initiate identification process

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

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

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

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

Figure A2.1. NWRM Flow Chart.

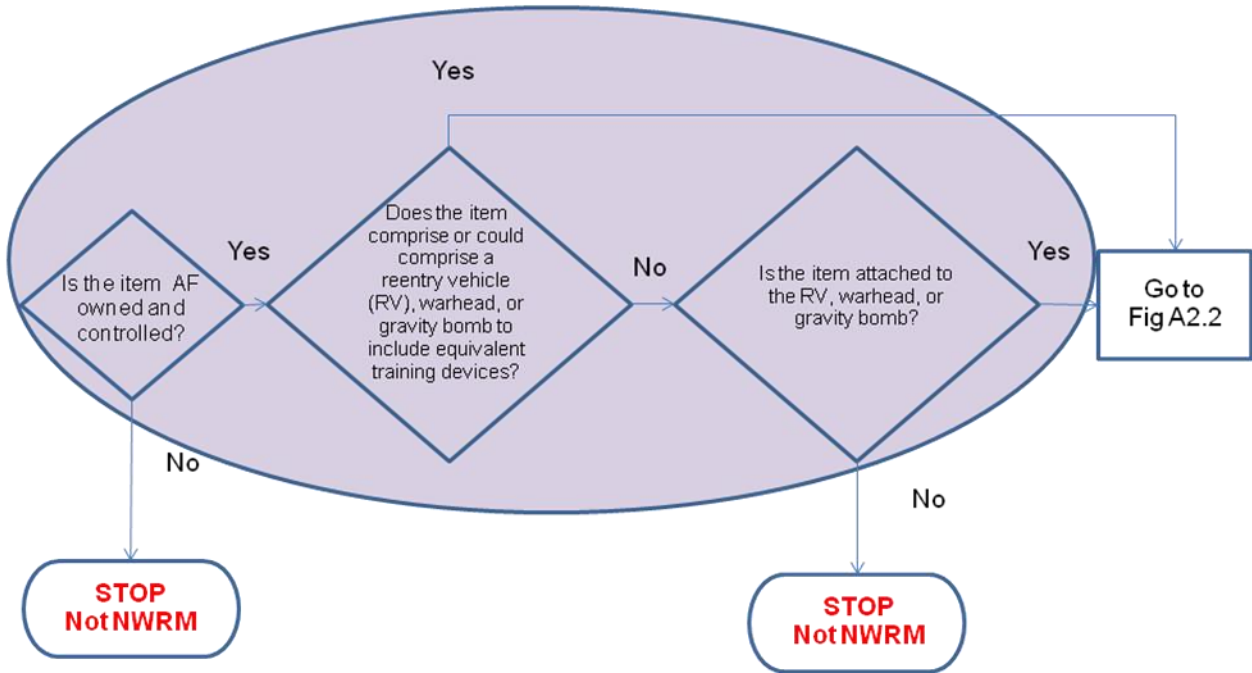


Figure A2.2. NWRM Flow Chart.

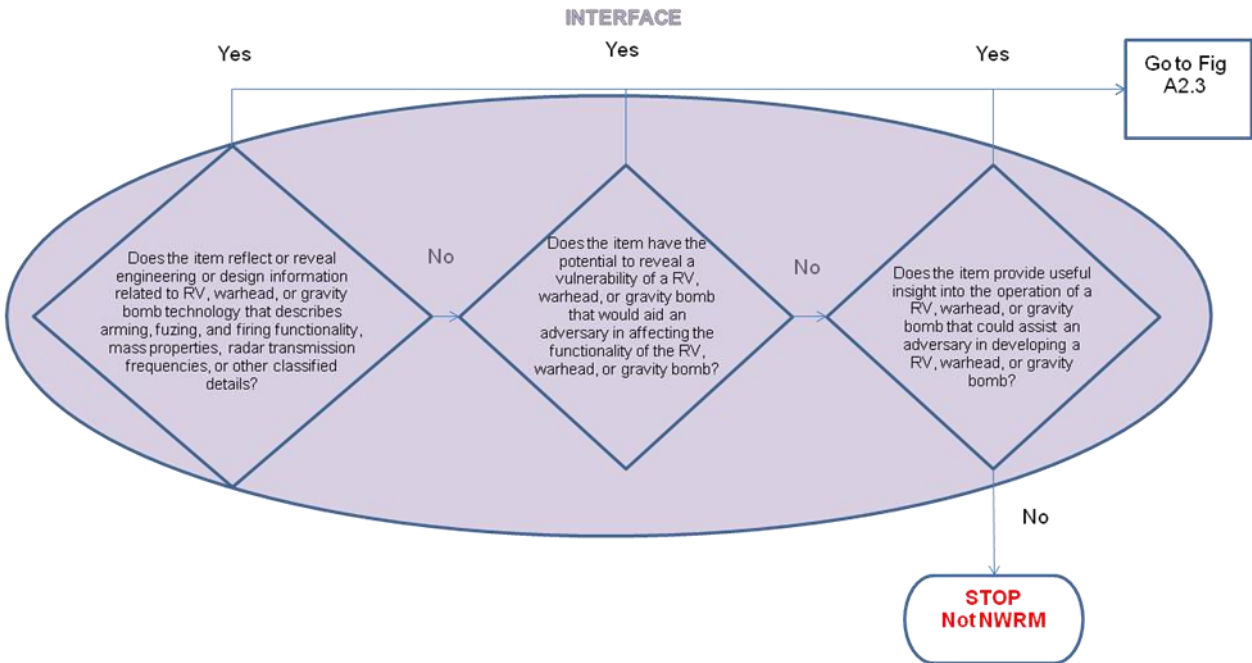


Figure A2.3. NWRM Flow Chart.

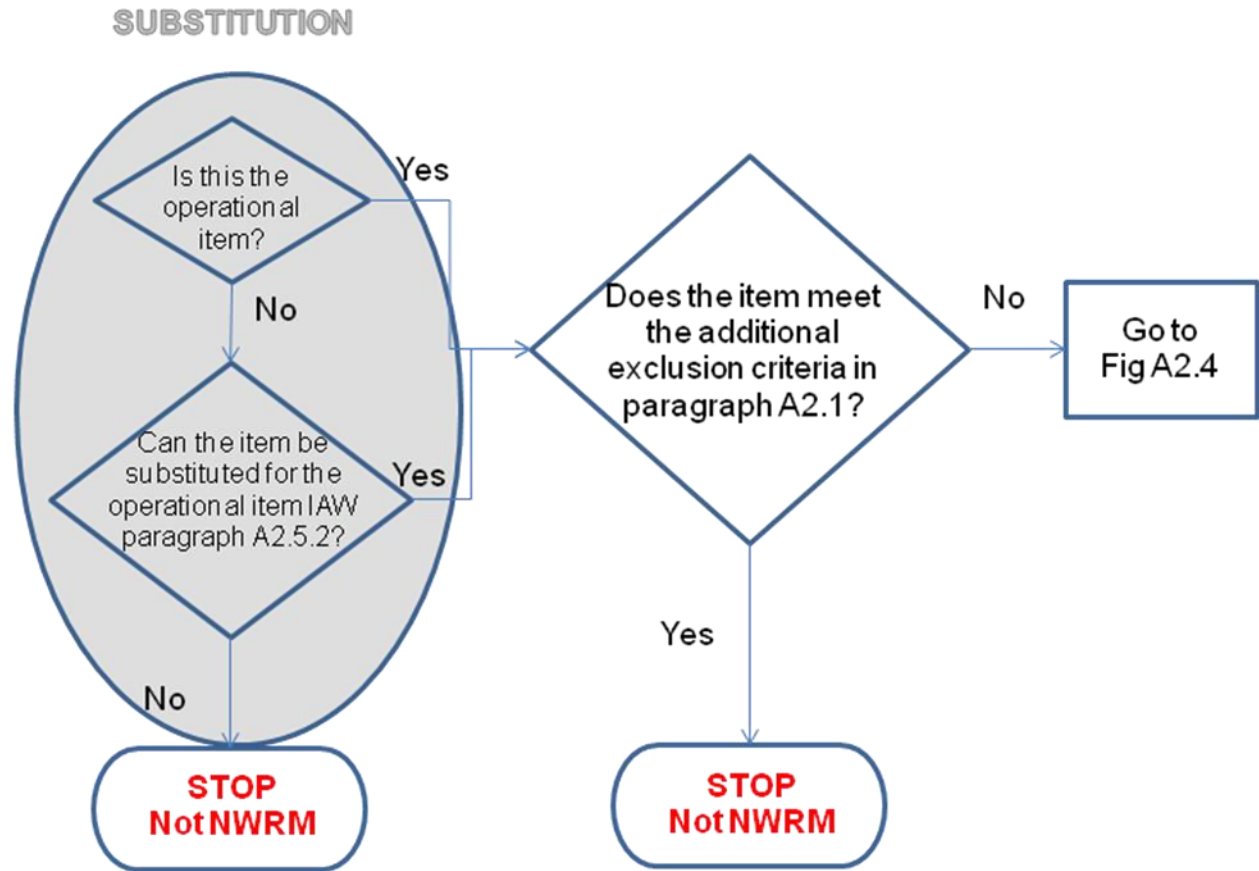


Figure A2.4. NWRM Flow Chart.

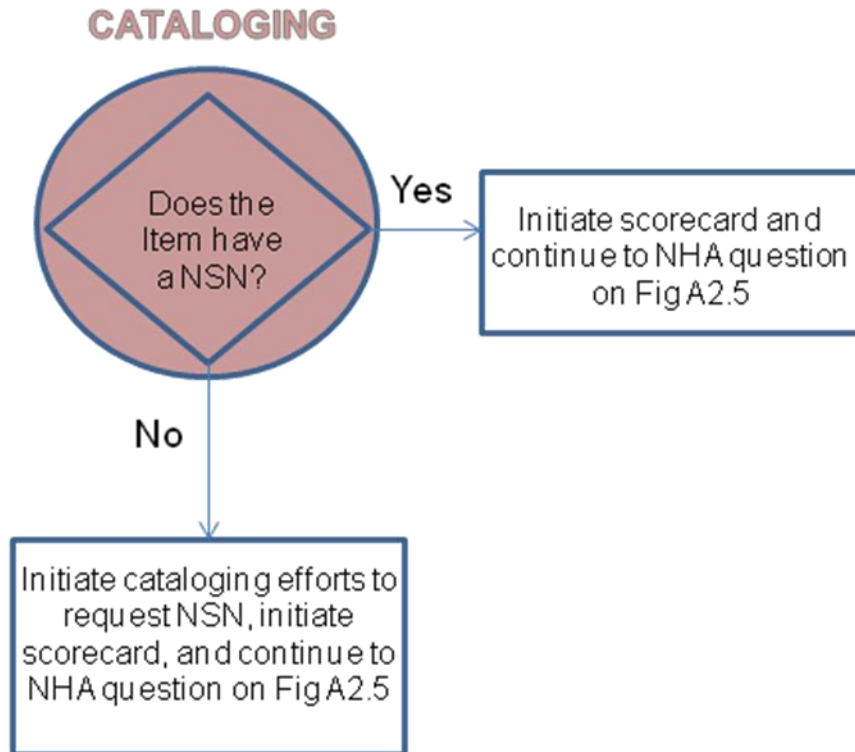


Figure A2.5. NWRM Flow Chart.

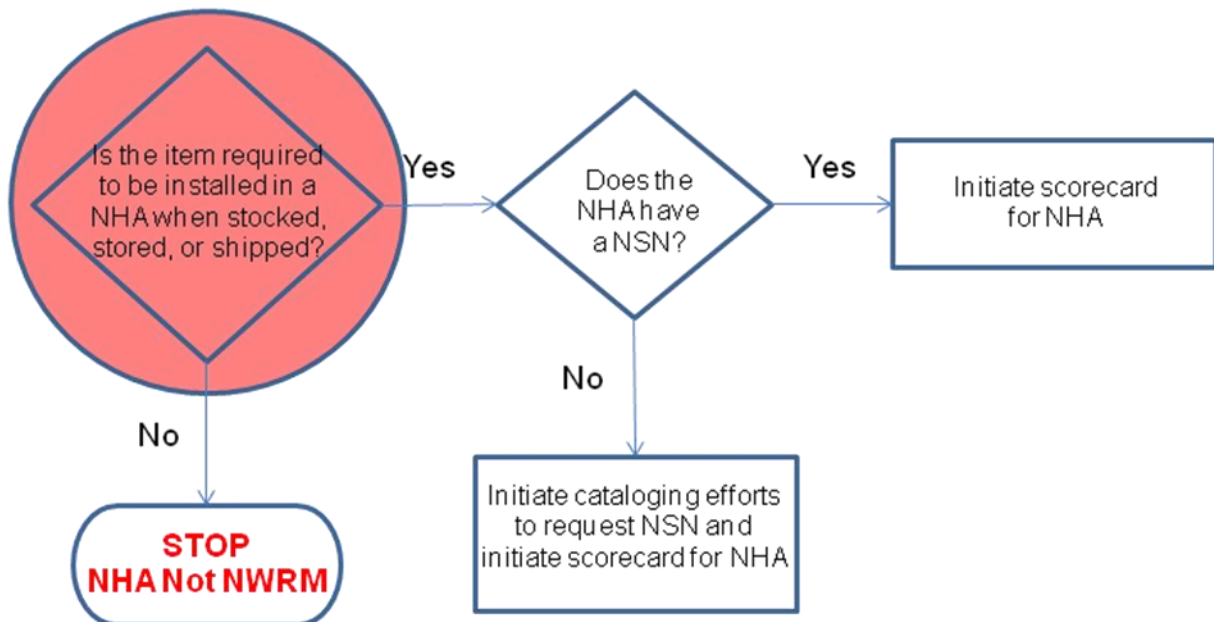
NEXT HIGHER ASSEMBLY

Figure A2.6. NWRM Scorecard.

Nomenclature	NSN	Part Number(s) List all P/Ns for the NSN	Is the item AF owned and controlled?	
Forward Section	1115010835017	78J40070G3	Yes – owned and controlled by the ICBM SPO	
Does the item comprise or could comprise a reentry vehicle, warhead, or gravity bomb to include equivalent training devices?			Is the item attached to the reentry vehicle, warhead, or gravity bomb?	
Yes			N/A	
Does the item reflect or reveal engineering or design information related to RV, warhead, or gravity bomb technology that describes arming, fuzing, and firing functionality, mass properties, radar transmission frequencies, or other classified details?	Does the item have the potential to reveal a vulnerability of a RV, warhead, or gravity bomb that would aid an adversary in affecting the functionality of the RV, warhead, or gravity bomb?		Does the item provide useful insight into the operation of a RV, warhead, or gravity bomb that could assist an adversary in developing a RV, warhead, or gravity bomb?	
Yes	Yes		Yes	
Can the item be substituted for an operational item regardless of serviceability or ability to meet the environmental specification, or nuclear certification?	Is the component required to be stocked, stored or shipped with NWRM installed?		DOE Part Number (s)	Date of Review/By whom. DSN #
N/A	Yes		422070-01	20 May 11/CMSgt Smith/224-4041

Attachment 3

SEMIANNUAL AUDIT OF ACCOUNTS BY A VERIFYING INDIVIDUAL OFFICER
CHECKLIST

Table A3.1. Semiannual Audit of Accounts by a Verifying Individual/Disinterested Officer Checklist.

Item	Description	Yes	NO	N/A
1	PRE-AUDIT REQUIREMENTS			
1a	Have you been appointed by the commander?			
1b	Have you read related auditor's responsibilities?			
1c	Have you been briefed by NWRMAO/MASO on all facets of the audit?			
1d	Do you understand responsibilities and the audit requirements?			
1e	Do you have any unanswered questions concerning the audit requirements?			
2	REVIEW OF PREVIOUS AUDIT REPORT			
2a	Have you reviewed the previous audit report?			
2b	Have all previously noted discrepancies been corrected?			
3	REVIEW OF DOCUMENT REGISTERS, TRANSACTION HISTORIES, DOCUMENTS, AND STOCK RECORDS			
3a	Are all documents created since the last audit on file (determined by a review of document registers/transaction histories against documents on file)?			
3b	Are only original documents (paper or electronic) or NWRMAO/MASO-certified true copies of original documents on file?			
3c	After reviewing a 10-percent representative sample of all shipping, receipt, issue, and turn-in documents since the last NWRM audit, are:			
3c(1)	All S/Ns correct?			
3c(2)	Documents properly prepared?			
3c(3)	Only authorized personnel signing for the items?			
3c(4)	Balance changes accurately reflected in stock records?			

 Verifying Individual Signature

Attachment 4**FIGURE A4.1 SAMPLE AUDIT CERTIFICATE (FOR NON-CAS MANAGED UNITS)**

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

The audit reviewed transactions from the last audit dated (end date of last audit) to current audit dated (end date of current audit). On-Base Document Number (document number) and Off-Base Document Number (document number) were the first document numbers audited and On-Base Document Number (document number) and Off Base Document Number (document number) were the last document numbers audited.

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

Recommendations: (Make specific recommendations for each discrepancy.)

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

Signature of the Audit Officer

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

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

The audit reviewed transactions from the last audit dated (end date of last audit) to current audit dated (end date of current audit). Document number (document number) was the first document number audited, and document number (document number) was the last document number audited.

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

Recommendations: (Make specific recommendations for each discrepancy.)

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

Signature of the Audit Officer