

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

AIR FORCE MANUAL 21-203

29 SEPTEMBER 2021



Maintenance

**NUCLEAR ACCOUNTABILITY
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4LW

Certified by: AF/A4L
(Col Holbrook)

Supersedes: AFMAN21-203, 22 Nov 2019

Pages: 68

This publication implements Air Force Policy Directive (AFPD) 21-2, *Munitions*, and is consistent with AFPD 13-5, *Air Force Nuclear Mission*. It provides guidance and procedures for the accountability, custody and logistics transportation of reportable items and military/base spares (MS/BS). It applies to all Air Force personnel who maintain and handle nuclear weapons, to include Air Force Reserve and Air National Guard of the United States. Units will contact applicable Major Command (MAJCOM) for interpretations of guidance contained in this publication. This publication does not apply to the United States Space Force (USSF). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force (DAF) Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. MAJCOM-directed supplements to this publication must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Units below MAJCOMs will not publish a supplement to this publication. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change*

of Publication; route AF Form 847 through the appropriate functional chain of command. Compliance with [attachment 1](#) in this publication is mandatory.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include, implementation of new Defense Integration and Management of Nuclear Data Services (DIAMONDS) processes and procedures, making all procedures in the checklist for audit of accounts mandatory, implementing a Seal program and minor administrative and tiering corrections.

Chapter 1—GENERAL	5
1.1. Purpose.	5
1.2. General.	5
Chapter 2—ROLES AND RESPONSIBILITIES	6
2.1. Major Commands.	6
2.2. Unit Responsibilities.	8
Figure 2.1. Sample Letter - Certification of Personnel to Receipt for Classified Property.	13
Figure 2.2. Sample Letter - Designation of Individuals Authorized to Perform NARS Duties.	14
Figure 2.3. Sample Letter – Non-Support Message.	15
Chapter 3—GENERAL ACCOUNTING PRINCIPLES	16
3.1. Principles of Accounting.	16
3.2. Establishing, Changing, Deleting, or Validating a DoDAAC/SRAN.	16
3.3. General.	16
3.4. Security Requirements.	16
3.5. Accountable Systems.	16
3.6. Accounts and Accountable Officers.	17
3.7. Management of DIAMONDS and Account Records.	17
3.8. Consumption and Turn-In Processes for MS/BS and Retrofit Kits.	18
3.9. Document Control.	18
3.10. Stock Control.	18
3.11. Excess Item Reporting and Disposition of Assets.	19
3.12. Requisitions.	19
3.13. Receipts.	20
3.14. Shipment of Materiel.	21

Chapter 4—INVENTORY AND AUDIT OF ACCOUNT	23
4.1. General.....	23
4.2. Inventory Requirements.....	23
4.3. Inventory Procedures.	23
4.4. Inventory Documentation.	27
4.5. Accounting for Lost, Damaged or Destroyed Property.	28
4.6. Audit of Account.	29
Table 4.1. Checklist for Audit of Accounts by an Audit Officer.	31
Table 4.2. Inventory Documentation Requirements.	33
Figure 4.1. Sample - Audit Certificate.	34
Chapter 5—SUB-ACCOUNTS	35
5.1. Sub-Account Custodian.	35
5.2. Sub-Account Custodians will:	35
5.3. Change of Sub-Account Custodian.....	36
Figure 5.1. Sample Letter – Designation of Sub-Account Custodians.....	36
Chapter 6—ACCOUNTABILITY REPORTS	37
6.1. Accountability Reports.	37
6.2. Weapon Status Report (WSR).	37
6.3. Quality Assurance Service Test Status Report (QSR).	37
Chapter 7—LOGISTICS TRANSPORTATION	38
7.1. General.....	38
7.2. Responsibilities for Establishing Requirements, Transporting, Shipping and Receiving Reportable Items.	38
7.3. Reportable Items to/from OCONUS Shipping/Reporting Requirements.	39
7.4. Shipping/Reporting Requirements for Diverts.	40
Chapter 8—OPERATIONAL TRANSPORTS	41
8.1. General Requirements.....	41
8.2. Custody Transfer Procedures.	41
8.3. Custody Transfer Documentation.	42
8.4. Operational Transports.	42
Figure 8.1. Sample - Designation of Positions Authorized to Accept Custody of Reportable Items.	50

Figure 8.2.	Sample - Designation of Individuals Authorized to Accept Custody of Reportable Items.	51
Figure 8.3.	Sample Transfer of Nuclear ICBM RS to LF.	52
Figure 8.4.	Sample Transfer of Nuclear ICBM RS between LFs.	53
Figure 8.5.	Sample Transfer of Nuclear ICBM RS from LF.....	54
Figure 8.6.	Sample AF Form 504, Weapons Custody Transfer Document, Pylon/Launcher to Combat Aircraft.	55
Figure 8.7.	Sample AF Form 504, USAFE Combat Aircraft.	56
Chapter 9—STORAGE		57
9.1.	MS/BS Storage (MASO duties).....	57
CHAPTER 10—SEAL PROGRAM		58
10.1.	Seal Program.....	58
10.2.	Seal requirements.....	58
10.3.	Seal issuing.	58
10.4.	Local worksheet.	58
10.5.	Worksheet information.	58
Figure 10.1.	Sample of locally devised Seal Program Worksheet.	58
10.6.	Seal Installation Procedures.	58
10.7.	Seal Removal Procedures.	59
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		60

Chapter 1

GENERAL

1.1. Purpose. This manual provides guidance, delineates responsibilities and establishes procedures for accountability, custody, operational and logistics transportation of war reserve (WR) nuclear weapons, reportable other major assemblies (OMAs) and reportable components (herein referred to as reportable items), and military spares (MS)/base spares (BS).

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

1.2.1. Personnel charged with nuclear weapons custody and accountability responsibilities are expected to perform at the highest possible level of adherence to standards and attention to detail. Any other performance level is unacceptable and must result in immediate disqualification from duties.

1.2.2. Leaders in the nuclear weapons enterprise, from front line supervisors to commanders, must hold those charged with custody and accountability duties accountable to this expectation.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Major Commands.

2.1.1. General.

2.1.1.1. Oversee reportable items accountability at assigned units. Coordinate technical support and provide guidance on accountability issues beyond unit capability.

2.1.1.2. If requested, assist units with MS/BS items ordered and not received.

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

2.1.1.3.1. Establish 24hr point of contact (POC) (such as Command Post) for Secure Internet Protocol Router (SIPR) message traffic.

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

2.1.2. Air Force Global Strike Command (AFGSC). AFGSC/A4 is the OPR for AFGSC nuclear support guidance. AFGSC/CC is the single accountable officer for all operational aspects of the Air Force nuclear mission per AFD 13-5.

2.1.3. AFGSC, Nuclear Stockpile Division (A4Z). AFGSC/A4Z serves as primary POC on custody and accountability of reportable items and MS/BS. AFGSC/A4Z oversees nuclear weapons stockpile planning and management. AFGSC/A4Z is the SLA for all reportable items assigned to the AF and coordinates movement requirements with National Nuclear Security Administration (NNSA), Defense Threat Reduction Agency (DTRA), MAJCOMs and units. AFGSC/A4Z will:

2.1.3.1. Oversee reportable items and MS/BS. Coordinate support and provide guidance on accountability issues beyond unit capability.

2.1.3.2. Serve as AF point of contact for Defense Integration and Management of Nuclear Data Services (DIAMONDS). Coordinate/represent AF at applicable DIAMONDS conferences and training.

2.1.3.3. Establish authorized levels of Base Spares via approval of Unit Spares Authorization Listing (USAL).

2.1.3.4. Coordinate discrepancies between validated USAL and Base and Military Spares Server (BMSS) website.

2.1.3.5. Monitor nuclear reporting (NUREP) input to DIAMONDS to ensure compliance with Chairman Joint Chiefs of Staff Instruction (CJCSI) policy.

2.1.3.6. Approve shipment of weapon(s) within 6 months of their limited life component (LLC) due date.

2.1.3.7. Develop/publish AF Nuclear Ordnance Shipping Schedule (AF NOSS) monthly.

2.1.3.8. Receive wing Prime Nuclear Airlift Force (PNAF), NNSA/Office of Secure Transportation (OST) non-support inputs and, when necessary, de-conflict movement with

618th Air Operations Center, Current Operations Directorate (618 AOC/ALDPA), 4AS/DOOMS, OST, and applicable organizations monthly.

2.1.3.9. Consolidate, coordinate and de-conflict AF NOSS and Department of Energy (DOE) airlift requirements and safeguards transporter with DTRA, OST and DOE.

2.1.3.10. Consolidate nuclear-related items on Special Assignment Airlift Mission (SAAM) and Safeguards Transporter shipments when possible.

2.1.3.11. Develop Second Destination Transportation requirements and submit to Air Force Materiel Command, 635 Supply Chain Operations Wing, Second Destination Transportation office.

2.1.3.12. Serve as AF POC for logistics materiel support per Technical Order (TO) 11N-100-1, *Supply Management of Nuclear Weapons Materiel*, for Joint Service or Unified Command organizations (e.g., United States Strategic Command (USSTRATCOM)), European Command, and Explosive Ordnance Disposal School for authorization, requisition and distribution of DOE-designed MS, support and handling equipment supporting AF nuclear mission. Monitor all unit back orders from the Kansas City National Security Campus (KC/NSC), and be the focal point between units and KC/NSC regarding MS/BS items.

2.1.3.13. Budget for movement of trainers and MS to/from KC/NSC for repair/refurbishment.

2.1.3.14. Execute actions required to participate in and support SEV plans and establish 24-hr POC for SIPR communications.

2.1.3.15. Develop/maintain DIAMONDS procedures for the following: problem reporting, change requests, troubleshooting, communication errors reporting, security reporting, and new requirement development. Ensure security incidents are reported to DIAMONDS Support Center and properly investigated per AF guidance; notify DIAMONDS Support Center when incident report is closed.

2.1.3.16. Evaluate and assign priority level to AF DIAMONDS problem reporting/change requests submitted by AF users. AFGSC/A4Z will suggest, track, and evaluate all software/hardware requests for DIAMONDS.

2.1.3.17. Coordinate on DIAMONDS training provided by DTRA for AF users.

2.1.3.18. Provide Air Mobility Command, Nuclear Operations Directorate AMC/A10N with a cargo requirements memorandum annually. AFGSC/A4Z will ensure the memorandum details specific cargo requiring airlift to assist the flying unit with scheduling their training and resources.

2.1.3.19. Report in DIAMONDS on behalf of forced development evaluation locations without an assigned Munitions Accountable Systems Officer (MASO) in accordance with TO 11N-100-4, *Custody and Accountability of Nuclear Weapons and Nuclear Materiel*.

2.1.4. Air Mobility Command (AMC)

2.1.4.1. Plan and execute SAAM requirements generated by AFGSC/A4Z. Provide annual overflight dates to AFGSC/A4Z in support of AF NOSS development.

2.1.4.2. If mission considerations such as over flight restrictions or airfield operating hours conflict with delivery parameters of SAAM request, coordinate a revised request with AFGSC/A4Z.

2.1.5. United States Air Forces in Europe & Air Forces Africa (USAFE-AFAFRICA). USAFE-AFAFRICA, Nuclear Operations Division (A3/10N) is the OPR for USAFE nuclear support guidance.

2.1.6. Air Education and Training Command (AETC). AETC, Nuclear Integration (AETC/A10) is the OPR for AETC nuclear support guidance.

2.2. Unit Responsibilities.

2.2.1. Wing Commanders. (**Exception:** The 576 Flight Test Squadron (FLTS) Commander fulfills the responsibilities of the wing commander for reportable items other than War Reserve nuclear weapons. However, the 576 FLTS Commander may not appoint the Semiannual Inventory Report (SIR) verifying officer or the audit officer from within the squadron. These personnel must come from outside of the squadron. (**T-1**)). In addition to responsibilities in AFI 21-101, *Aircraft and Equipment Maintenance Management*, TO 11N-100-4 and applicable 21-2XX series, wing commanders will:

2.2.1.1. Provide custodial and accountable controls, to include support of Safe Haven and emergency divert for reportable items. (**T-0**).

2.2.1.2. Ensure all individuals and organizations, which physically control, possess, store and/or maintain reportable items, account for and report status of these resources while in their custody in accordance with, TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*. (**T-0**).

2.2.1.3. Designate units whose commanders will appoint individuals authorized to receive custody of reportable items per [Chapter 8 \(Figure 8.1\)](#).

2.2.1.4. Ensure base has a 24-hr point of contact (such as command post or Maintenance Operations Center) with SIPR capability to send/receive Secret, Formerly Restricted Data messages. This capability ensures SEV, logistics transportation, and divert notifications are reported to the MASO in a timely manner. The 576 FLTS Commander may accomplish this through a memorandum of agreement, joint operating instruction, or other appropriate agreement with the host wing.

2.2.1.5. Designate one individual as both the Accountable Officer and Weapons Custodian in writing; hereafter referred to as MASO. (**T-1**). The wing commander will brief the newly appointed MASO on his/her responsibilities. (**T-1**).

2.2.1.5.1. The wing commander, having custodial responsibility for assigned reportable items, is the Chief Custodian and appointing official.

2.2.1.5.2. The appointment of a new MASO is formally certified by approving the Certificate of Transfer of Accountability between the gaining and losing MASO. (**T-1**). Producing a new Certificate of Transfer of Accountability is not required when the MASO appointing authority changes.

2.2.1.6. Plan for and ensure transfer of MASO appointments when appointed individuals are tasked to deploy, or are on temporary duty, or are otherwise away from the primary duty location for periods greater than 45 calendar days. **(T-3)**.

2.2.1.7. Appoint a minimum number of personnel to sign account documents on behalf of the MASO, in his/her absence (e.g., off-shift, leave or TDY) in accordance with TO 11N-100-4, DD Form 1911, *Materiel Courier Receipt*, and DD Form 1348-1A, *Issue Release/Receipt Document*, for weapon and component shipments will only be signed by the MASO or designated representative (Non-Commissioned Officer (NCO) or above). **(T-1)**.

2.2.1.8. Appoint a minimum number of authorized personnel (Senior Non-Commissioned Officer, GS-11, or above) to complete AF Form 504, Weapons Custody Transfer Document, transactions on behalf of the MASO. **(T-1)**.

2.2.1.9. Appoint personnel certified in accordance with Department of Defense Manual (DoDM) 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, to receipt for classified DOE end items, components and documents involving restricted data shipped via OST or AMC SAAM missions **(Figure 2.1)**. **(T-1)**.

2.2.1.9.1. For units receiving reportable items other than WR nuclear weapons, non-PRP individuals may be appointed. **(T-1)**.

2.2.1.9.2. Update and distribute the letter annually, no less than 30 days before expiration of current letter or as changes occur, whichever is sooner. **(T-0)**. Distribute the letter per TO 11N-45-51, *Transportation of Nuclear Materiel*. **(T-0)**.

2.2.1.10. Appoint a SIR verifying officer in accordance with TO 11N-100-3150, to verify inventory accuracy. The wing commander must officially appoint the individual in writing. **(T-0)**.

2.2.1.11. Appoint an audit officer in accordance with TOs 11N-100-3150 and TO 11N-100-4, respectively, to conduct audits as required. **(T-0)**. The wing commander must officially appoint the individual in writing. **(T-0)**. If the audit officer will also perform SIR verifying officer duties, the appointment must clearly state both responsibilities. **(T-1)**. Refer to **paragraph 4.3.2** for verifying and audit officer roles during Change of MASO.

2.2.1.12. Approve and release consolidated nuclear logistics movement (PNAF, NNSA/OST, and DOE Air) non-support message (sample letter in **Figure 2.3**) originated by wing plans and programs office. **(T-1)**. Ensure non-support messages include, at a minimum, input from Security Forces, Airfield Operations, Munitions, host nation (if applicable), and host wing (if applicable). **(T-1)**. The non-support message will only identify reasons the unit physically cannot support logistics movements. **(T-1)**. These include, but are not limited to runway closures, scheduled protests, host nation holidays, and conduct of major operations such as USSTRATCOM directed aircraft generations.

2.2.1.12.1. Send non-support messages to 618 AOC/TACC, 4AS/DOOMS, applicable MAJCOM, and AFGSC/A4Z by the fifth of each month covering the next 180 days identifying dates the wing cannot support Type I/II shipments. **(T-1)**. Wings are required to submit negative replies. **(T-1)**.

2.2.1.12.2. Outside the Continental United States (OCONUS) units based in non-US territory must coordinate with the Host Nation. (T-0). This also applies to USAFE main operating bases listed in the Special Weapons Overflight Guide as a Northern or Southern European Emergency Divert Location. (T-1).

2.2.1.12.3. The wing commander will continually monitor status of the wing's capability to support scheduled and projected movements, and submit non-support messages and updates as changes occur. (T-1).

2.2.2. Munitions Squadron (MUNS), Munitions Support Squadron (MUNSS), or Maintenance Squadron (MXS) and 576 Flight Test Squadron Commanders:

2.2.2.1. Recommend a single individual to the wing commander who meets requirements in [paragraph 3.6](#) for appointment as MASO. (T-1).

2.2.2.2. Ensure SIPR capability to send and receive Secret, Restricted Data messages is available to Munitions Control, Nuclear Accountability and Reporting Section (NARS) and Weapons Maintenance Section. (T-2).

2.2.2.3. Designate individuals authorized to order MS/BS per TO 11N-100-1. (T-0).

2.2.3. Munitions Accountable Systems Officer. The MASO is responsible for reportable item custody and accountability. In addition to responsibilities identified in TO 11N-100-1, TO 11N-100-2, *Supply Management of Limited Life Components*, TO 11N-100-4, and 21-2XX series instructions, MASO will:

2.2.3.1. Develop and publish custody and accountability procedures, at an appropriate level within the wing, covering local conditions and requirements, to ensure affected personnel are aware of required responsibilities and procedures. (T-1). This includes establishing local procedures for QC and SEV notification, execution and reporting. (T-1). Develop a separate SEV checklist for Munitions Control and coordinate on all other affected agencies' (Command Post Emergency Action Checklists, etc.) SEV procedures. (T-3). MASO will also ensure these procedures cover responsibilities and procedures to be followed during both a SEV or SEV exercise and include the requirement to recall the MASO and other key personnel. (T-1).

2.2.3.2. Ensure NARS provides 24-hour coverage in the office upon initiation of SEV or SEV exercise. Maintain coverage until released by SLA. (T-1).

2.2.3.3. Control access to, transfer, and movement of reportable items using guidance in [Chapter 7](#). (T-1).

2.2.3.4. Ensure assets have appropriate charge code changes and are available for shipment as directed in Stockpile Laboratory Test/Stockpile Flight Test (SLT/SFT) Quality Assurance Reliability Test/Warning Order or as directed by AF NOSS. (T-0).

2.2.3.5. Coordinate local review of USAL and other stock levels with the applicable maintenance work center requiring BS or MS. (T-3).

2.2.3.6. Maintain Non-Classified Internet protocol router, SIPR, and DIAMONDS organizational e-mail addresses. (T-2).

2.2.3.7. Inventory all property on Account records. (T-0).

- 2.2.3.8. Ensure adequate safeguards and protection are provided for property on MASO's account. **(T-0)**.
- 2.2.3.9. Properly identify, request disposition (if required), and dispose of unserviceable, reparable, or excess property on account. **(T-3)**.
- 2.2.3.10. Personally conduct checks to determine accuracy of Account records and validity of warehouse locations and balances. **(T-2)**.
- 2.2.3.11. Provide management guidance and training to DIAMONDS users and Sub-Account Custodians. **(T-3)**.
- 2.2.3.12. Accurately record transactions, maintain current records pertaining to the account, and reconcile inventories with Account records. **(T-0)**.
- 2.2.3.13. Designate, in writing, the below responsibilities. This designation may be accomplished on a single letter and include any additional local appointments as desired (**Figure 2.2**). MASO must accomplish a new letter for any additions. **(T-3)**.
- 2.2.3.13.1. Individuals in Air Force Specialty Code 2W2X1 to perform NARS duties. **(T-1)**. NARS personnel will be Job Qualification Standard qualified to open/close, inspect, store, transfer, and ship component shipping/storage containers. **(T-1)**. For units not utilizing component containers, NARS personnel are not required to maintain Job Qualification Standard qualification.
- 2.2.3.13.2. Individuals authorized access to the NARS warehouse. **(T-2)**.
- 2.2.3.13.3. Individuals authorized access to document control files. **(T-1)**.
- 2.2.3.13.4. Individuals authorized to perform quality control checks and review account documents. **(T-1)**. These individuals may do so only when MASO is not available (i.e., leave, TDY).
- 2.2.3.14. Authorize personnel access to nuclear weapons by signing the Access, Approval, and Authority List and change letters in accordance with AFMAN 21-200, *Munitions and Missile Maintenance Management*.
- 2.2.3.15. Ensure authorization letter for receipt of DOE materiel is current (**Figure 2.1**). **(T-1)**. Distribute the letter per TO 11N-45-51. **(T-0)**.
- 2.2.3.16. Ensure letters are distributed identifying individuals authorized to receive classified items from Logistics Readiness Squadron (LRS). **(T-3)**.
- 2.2.3.17. Conduct and document training for appointed verifying and audit officers. **(T-1)**.
- 2.2.3.18. At the end of every duty day where changes occur, provide an updated copy of Stockpile Location Planning Report (SLPR) or APEX query equivalent, to Munitions Control unless DIAMONDS is located in the control center. **(T-1)**.
- 2.2.3.19. Annually (every June) validate unit Department of Defense Activity Address Code (DoDAAC)/Stock Record Account Number (SRAN), in accordance with **paragraph 3.2**, in web management system <https://lts.cce.af.mil/>. **(T-1)**.

2.2.3.20. Coordinate with weapons maintenance section or flight to develop proposed fiscal year LLC support schedule per AFMAN 21-204, *Nuclear Weapons Maintenance Procedures*. **(T-1)**.

2.2.4. Section/Element Supervisor. In addition to applicable responsibilities in AFI 21-101 and applicable 21-2XX series, section/element supervisor will ensure Job Qualification Standard-qualified Team Chief (TC) or NCO notifies NARS of required reportable changes. **(T-2)**.

Figure 2.1. Sample Letter - Certification of Personnel to Receipt for Classified Property.

DEPARTMENT OF THE AIR FORCE 337TH AIR BASE WING (AFGSC)		31 Jul 2021
MEMORANDUM FOR US DEPARTMENT OF ENERGY/ 618 AOC		
Albuquerque Operations Office Attn: Office of Secure Transport PO Box 5400 Albuquerque NM 87115-5000	618 AOC/ALDPA 604 Tyler St Scott AFB, IL 62225	
FROM: 337 ABW/CC		
SUBJECT: Certification of Personnel to Receipt for Classified Property		
<p>1. The following personnel are authorized to receive and sign for classified property and Restricted Data in accordance with DoDM5200.01 V1, AFMAN 16-1404 V1, <i>Information Security Program: Overview, Classification and Declassification</i>, from Department of Energy (DOE) and Air Mobility Command (AMC). Access of listed personnel is required for performance of duties and granting access will not endanger the common defense and security. This certification is made in the name of the commander (parent MAJCOM), as authorized by AFMAN 21-203, <i>Nuclear Accountability Procedures</i>. Certification is effective this date and expires one year from date of letter.</p>		
NAME and RANK: John A. Doe (OFF) Officer CITIZENSHIP: US Citizen Secret/RDDUTY PHONE: DSN 555-1212	POSITION TITLE: Accountable SECURITY CLEARANCE: Top	
NAME and RANK: Jane B. Doe (ENL) CITIZENSHIP: US Citizen Secret/RDDUTY PHONE: DSN 555-1212	POSITION TITLE: NCOIC, NARS SECURITY CLEARANCE: Top	
Address Information: Mail - 42 MUNS/MXW Loring AFB, ME 04751	Shipment - FV 1234, 42 MUNS Loring AFB, ME 04751	
<p>2. For positive receipt of FA9026, send to organization e-mail address: (insert address here)</p>		
<p>3. This letter supersedes previous letter dated 8 Oct 2020.</p>		
JAMES A. DOE, Colonel, USAF Commander, 337 ABW		
cc: SLA (Parent MAJCOM)/(Office Symbol) (Recipient list in TO 11N-45-51)		

Figure 2.2. Sample Letter - Designation of Individuals Authorized to Perform NARS Duties.

DEPARTMENT OF THE AIR FORCE 337 TH AIR BASE WING (AFGSC)		
8 Oct 19		
MEMORANDUM FOR		
FROM: 898 MUNS (MASO)		
SUBJECT: Designation of Individuals Authorized to Perform NARS Duties		
1. In accordance with AFMAN 21-203, personnel listed below are authorized to perform the following NARS duties:		
a. Primary (P) and Alternate (A) NARS monitors.		
b. Individuals authorized access to Document Control files.		
c. Primary (P) and Alternate (A) Time Compliance Technical Order monitors.		
d. Individuals authorized access to the NARS Warehouse.		
e. Individuals authorized to perform quality control checks and review Account documents on behalf of the MASO.		
2. List of Individuals and Authorizations:		
RANK	NAME	AUTHORIZATIONS
TSgt	Doe, John A.	1b, 1d, 1e
SSgt	Doe, Jane A.	1a(P), 1b, 1c(P), 1d, 1e
SrA	Doe, John B.	1a(A), 1b, 1c(A), 1d
SrA	Doe, John C.	1b, 1d
3. This letter supersedes previous letter dated 8 Oct 18.		
JOHN P. DOE, Capt, USAF Munitions Accountable Systems Officer		

Figure 2.3. Sample Letter – Non-Support Message.

DEPARTMENT OF THE AIR FORCE 337TH AIR BASE WING (AFGSC)	
8 Oct 19	
MEMORANDUM FOR 618 AOC/TACC 4 AS/DOOMS Applicable MAJCOM AFGSC/A4Z	
FROM: Wing Commander	
SUBJECT: Non-Support; PNAF, NNSA/OST and DOE Air	
1. The events listed in paragraph 2 require direct support of our unit and/or identified support units/agencies. Specified movements cannot be supported during the dates of the below listed events.	
2. List of events precluding support of specified movements:	
a. SAAM Non-Support	
Justification – (see paragraph 2.2.1.12 of this AFMAN for non-support examples)	
Non-support dates – 12 Oct 2012	
b. OST Ground Non-Support	
Justification – (see paragraph 2.2.1.12 of this AFMAN for non-support examples)	
Non-support dates – 12 Oct 2012	
c. DOE Air Non-Support	
Justification – (see paragraph 2.2.1.12 of this AFMAN for non-support examples)	
Non-support dates – 12 Oct 2012	
3. The POC for this information is 1st Lt Joe Doe, MASO, DSN 555-1212.	
JOHN P. DOE, Capt, USAF Wing Commander	

Chapter 3

GENERAL ACCOUNTING PRINCIPLES

3.1. Principles of Accounting. This chapter describes basic principles and requirements for reportable items accounting.

3.2. Establishing, Changing, Deleting, or Validating a DoDAAC/SRAN. Base accounts (to include tenant units) are identified by a unique DoDAAC/SRAN. To establish, change, delete, or validate a SRAN, refer to AFMAN 23-230, *Maintaining Air Force DoD Activity Address Codes (DoDAAC)*. To maintain accuracy of TO 11N-100-3150, custodial units will validate their unit SRAN, via website <https://dodaac.wpafb.af.mil>, annually (every June) and notify AFGSC/A4Z with updates or negative replies. (T-1). AFGSC/A4Z, in turn, will provide SRAN updates to DTRA for inclusion into TO 11N-100-3150.

3.3. General. These procedures provide supplementary AF guidance to TOs 11N-100-1, 11N-100-2, 11N-100-4, 11N-100-3150, and CJCSI 3150.04B, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*.

3.4. Security Requirements. Applicable security directives from DoD S-5210.41M_AFMAN 31-108, *The Air Force Nuclear Weapon Security Manual*, take precedence if there is a conflict with this AFMAN.

3.5. Accountable Systems.

3.5.1. The following items are accounted for using the systems indicated unless alternate accountability procedures for specific items are directed by AFGSC/A4Z:

3.5.1.1. Account for reportable items in DIAMONDS. (T-0). Non-DIAMONDS test locations will account for reportable items in DIAMONDS, via SLA. (T-0).

3.5.1.2. Account for BS, DOE-owned retrofit kits, and other DOE-owned items (e.g., non-Source and Special nuclear material test units) in DIAMONDS Spares Module. (T-0). Non-DIAMONDS units will track BS in Nuclear Munitions Command and Control (e.g., containers, T605). (T-1). The NMC2 website can be found at the following link: <https://its.cce.af.mil/>.

3.5.1.3. MS will be transacted (associated shipment/receipt actions), but XB3/consumable items are not required to be accounted for, in DIAMONDS. (T-1). Units may elect to issue all received XB3/consumable MS items to maintenance for subsequent tracking using the Shop Stock process as regulated by AFI 21-101.

3.5.1.4. AF Owned (DOE designed) Equipment. LRS field equipment accounts are utilized to account for Safety items using accountable system of records and procedures in AFI 23-101, *Materiel Management Policy*.

3.5.1.5. DOE-owned equipment is designated as Log Code A, B or D in the Group Assembly Parts Lists. Account for DOE-owned equipment in DIAMONDS. AF units are responsible for funding return shipment of select equipment to DOE facilities as directed by AFGSC/A4Z.

3.6. Accounts and Accountable Officers.

3.6.1. MASO Requirements for Nuclear Accounts. MASO is a 21M Munitions and Missile Maintenance Officer or a permanent civil servant (GS-11 equivalent or above), physically assigned to the munitions organization who meets minimum requirements for the weapons custodian and accountable officer as identified in TO 11N-100-4 and maintains critical PRP certification. **(T-0)**. In order to have a working knowledge of reportable item accountability and custodial procedures, the MASO will, as of the account transfer date:

3.6.1.1. Complete Nuclear Maintenance Officers' Course and Nuclear Accountability Course. **(T-3)**.

3.6.1.2. Be fully qualified on all MASO requirements in 21MX Career Field Education and Training Plan. **(T-3)**.

3.6.1.3. Have six months of Nuclear Munitions related experience as determined by the appointing official. **(T-3)**.

3.6.1.4. For units receiving reportable items other than WR nuclear weapons, non-PRP individuals without six months of Nuclear Munitions related experience may be appointed as the weapons custodian and accountable officer. **(T-1)**.

3.6.2. Reporting Procedures at Bases without Access to DIAMONDS. The SLA will perform reporting on behalf of units without a DIAMONDS site database (e.g., non-nuclear test bases). **(T-1)**. The SLA will liaise with unit personnel to coordinate document control and transfer. **(T-1)**

3.7. Management of DIAMONDS and Account Records.

3.7.1. MASO is responsible for the accuracy of Account records (manual or automated) generated within his/her area of responsibility; therefore, only authorized individuals in accordance with [paragraph 2.2.1.7](#) will maintain and post transactions in DIAMONDS on behalf of the accountable officer. **(T-1)**. MASO is also responsible for identifying and initiating corrective action for inaccurate account transactions upon discovery. **(T-1)**.

3.7.2. MASO will ensure account documentation is legible, accurate, and signed by authorized individuals. **(T-1)**. Signatures will be ink or Common Access Card-enabled. **(T-1)**.

3.7.2.1. For hard copy discrepancies that cannot be corrected, MASO or designated personnel will line through and initial next to the discrepancy. **(T-1)**. If the discrepancy affects the stock record account, MASO will provide a detailed explanation of each discrepancy by memorandum for record. **(T-1)**. For minor errors and typos not affecting the stock record account, a memorandum is not required.

3.7.2.2. DIAMONDS errors may also require submission of an Unsatisfactory Report. See TO 11N-5-1, *Unsatisfactory Reports*, to determine reportable conditions.

3.7.3. MASO will ensure account documents are reviewed for accuracy prior to use, transmission and before filing in document control. **(T-1)**.

3.7.3.1. Do not delay transmission, posting or filing because MASO is unavailable. Authorized individuals (in accordance with [paragraph 2.2.3.13.4](#)) will review documents for accuracy in absence of the MASO. **(T-2)**.

3.7.3.2. MASO will control account documents and file them in document control. (T-1). Access to document control files is limited to individuals appointed in accordance with [paragraph 2.2.3.13.3](#) (T-1). If a document is lost or destroyed, MASO will obtain a copy of the document (e.g., suspense copy) and certify its accuracy with a statement of certification and signature. MASO will control certified copy in same manner as the original. (T-1).

3.8. Consumption and Turn-In Processes for MS/BS and Retrofit Kits.

3.8.1. When items are consumption issued for maintenance, they are removed from Account records. Consumption items may be issued and consumed into a next higher assembly.

3.8.2. For custody transfers to Sub-Account Custodians, see [Chapter 5](#). Issues, Turn-Ins, Found On Base (FOB) and Spares/SE transactions will be documented within the Spares Ledger in DIAMONDS.

3.9. Document Control.

3.9.1. The MASO is ultimately responsible for all transactions processed by NARS.

3.9.1.1. Document numbers are assigned using the SRAN, one-digit calendar year, followed by Julian date and four-digit sequential document number for that calendar year (e.g., FK236591010254 for the 254th document assigned in 2019 and issued on 11 April).

Note: Include leading zeroes for DIAMONDS to sort correctly.

3.9.1.2. When an item requisitioned by the unit is received, use requisition number assigned from document register at time requisition was made to account for the receipt. (T-1).

3.9.1.3. For items that are received without being requisitioned (i.e., force-shipped items, including weapons and components), see [paragraph 3.14.2.1](#).

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

3.10.1. Reportable Items and Retrofit Kits. Established levels are not managed at the unit level; these items are managed by the SLA and force-shipped to units based on stockpile allocations (see AFMAN 21-204), LLC replacement schedules, retrofit orders, test plans and operational orders.

3.10.2. WR Containers and Bolsters. Units are authorized to maintain BS containers and bolsters for each WR weapon type and each Type trainer.

3.10.2.1. OCONUS units will maintain a minimum of one serviceable bolster or container and an appropriate number of serviceable caster sets for each assigned war reserve weapon plus at least one spare. (T-0).

3.10.2.2. All other bolsters and containers are approved via USAL. In each case, on-hand quantities will be managed in conjunction with AFGSC/A4Z.

3.10.3. Military Spares. If units require on-hand stock levels for consumable/XB3 Military Spares, (hi-torque screws for trainers, training tape pairs, etc.) received assets may be issued to the requesting work center by NARS and subsequently managed via the shop stock program governed in AFI 21-101, in lieu of maintaining these items within DIAMONDS. (T-2).

3.10.4. Base Spares. A majority of BS stock levels are authorized by approval of the USAL. The USAL shows DOE part number, noun, reorder point and maximum quantity authorized. Units will report quantities that exceed the maximum authorized as excess in accordance with procedures in [paragraph 3.12](#). (T-1). For determining quantities authorized on hand, a higher number suffix of a part number may be counted against the level of a lower suffix part number, provided the basic part number is the same.

3.10.4.1. USAL development, coordination, approval, and annual USAL inventory procedures are defined in TO 11N-100-1. Units will reconcile their USAL against the BMSS no later than 30 days after final levels are approved. (T-1).

3.10.4.2. Other BS items, such as the T605, are force-shipped in authorized levels.

3.11. Excess Item Reporting and Disposition of Assets.

3.11.1. Non-XB3 Items. Units will request disposition of serviceable items in excess of authorized level or unserviceable items for which no disposition instructions are provided or for which disposition is unclear. (T-1). AFGSC/A4Z will receive/document all disposition requests in NMC2. (T-2).

3.11.2. Excess Serviceable Base Spares. AFGSC/A4Z must report excess serviceable BS and furnish disposition for these items. For items returned to KC/NSC, ensure Return Material Authorization number provided with disposition instructions is clearly marked as shown in the address. (T-2). If Return Material Authorization number is not provided, AFGSC/A4Z will contact KC/NSC for guidance. (T-2).

3.11.3. Excess Serviceable Military Spares. Report excess serviceable MS per TO 11N-100-1. (T-0).

3.11.4. Unserviceable Items. DOE Spares Repair List (DSRL) provides disposition for some MS/BS. Return these items to the facility indicated on the DSRL for repair. For items returned to KC/NSC, refer to TO 11N-100-1. (T-0).

3.11.5. Unserviceable Consumable/XB3 Items. XB3 items are expendable/non-reparable and will be disposed of locally. Except for Unsatisfactory Report (UR) exhibits, dispose of these items in accordance with TO 11N-5-1. (T-0). NARS will retain UR exhibits (unserviceable condition) on Account record until receipt of final UR disposition. (T-1).

3.11.6. Expired Service or Shelf Life Items. MASO will ensure USAL items with expired service or shelf life reflect an unserviceable condition. (T-1). If items can be used for training, retain on record until training can be conducted. (T-1). If items cannot be used for training, retain on record until disposition can be conducted. (T-1). Consumption issue expired USAL items to maintenance or training section for local disposal or training use. (T-1).

3.12. Requisitions.

3.12.1. MASO will not requisition the following, unless directed by MAJCOM, UR or SLA:

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

3.12.1.2. Retrofit Kits, unless specifically directed by the retrofit orders.

3.12.1.3. Items in excess of authorized levels.

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

3.12.1.5. Replacement component containers.

3.12.1.6. Replacement parts that are the subject of a UR.

3.12.2. Units will requisition MS/BS in accordance with TO 11N-100-1. (T-0). AFGSC/A4Z will track MS/BS items ordered through KC NSC/BMSS. (T-2).

3.12.2.1. Units will develop internal controls to ensure requisitions are approved at the appropriate level. (T-2).

3.12.2.2. Assign requisition number from document register for each part number ordered and post requisitions to the register at time requisitions are placed. (T-2). AFGSC/A4Z will order MS/BS parts authorized via UR and force ship to the unit. When contacted by AFGSC/A4Z, provide next document number and post requisition to the register. (T-2). UR response will reflect follow-on maintenance actions to include associated requisition number.

3.12.2.3. AFGSC/A4Z follows-up with KC/NSC to determine status and estimated delivery dates of MS/BS items. If established delivery date is unacceptable to meet mission requirements, units will coordinate with AFGSC/A4Z to determine the best alternative course of action. (T-2).

3.13. Receipts.

3.13.1. Processing Receipt Documents. MASO will process receipt documents for reportable items as follows:

3.13.1.1. Follow procedures in TOs 11N-100-2 or 11N-100-4, as applicable. (T-0).

3.13.1.2. Process DOE/NRC Form 741, *Nuclear Material Transaction Report*, and when a continuation is included, DOE/NRC Form 740M, *Concise Note*, per TO 11N-100-4, for reportable items containing Source and Special (SS) material. (T-0). Annotated forms accompany SS material received from DOE. If DOE/NRC Form 741 is not received with the shipment, contact AFGSC/A4Z. (T-1).

3.13.1.3. For explosive items received with an Interim Hazard Classification (IHC), maintain the IHC for as long as items are on hand in accordance with TO 11N-100-4. (T-2).

3.13.2. Posting and Filing Receipt Documents. MASO will:

3.13.2.1. For items the unit did not requisition (e.g., forced shipped), assign next available document number from the document register with Julian date the item was received and annotate it on the receipt document. (T-1). Use this number to control document locally.

3.13.2.2. For items requisitioned by the unit, use assigned document number as the controlling number. (T-1). Update document register to reflect quantity received and quantity remaining on order. (T-1).

3.13.2.3. Ensure proper H-Gear associations are made in DIAMONDS. (T-1). MASO will report subsequent H-Gear association changes in accordance with [Chapter 6](#). (T-1).

3.13.2.4. File copies of shipping documents (e.g., DD Form 1911) for classified shipments with applicable documents in the designated document number within the document register. **(T-1)**.

3.14. Shipment of Materiel.

3.14.1. Prepare and Process Shipments.

3.14.1.1. Reportable Items.

3.14.1.1.1. Prepare DD Form 1911 according to TO 11N-100-4 for reportable item shipments. **(T-1)**.

3.14.1.1.2. List associated containers or bolsters with part number, along with reportable item part number (or) kit part number, on DD Form 1911 in the “Remarks” block (unless DD Form 1348-1A is accompanied with shipment). **(T-1)**.

3.14.1.1.3. List applicable Movement Tracking Number (MTN) in the Shippers Control/Document block. **(T-1)**

3.14.1.1.4. Additionally, for shipments to DOE:

3.14.1.1.4.1. Include a paper copy of the DIAMONDS Item Data Report (if applicable). **(T-0)**.

3.14.1.1.4.2. Prepare DD Form 1348-1A only if required for DOE shipments, according to TOs 11N-100-2 or 11N-100-4, as applicable. **(T-0)**.

3.14.1.1.5. Do not include a part number suffix or re-work number on shipping documentation for reportable items (e.g., 123456-01 re-work 2, document as 123456).

3.14.1.1.6. If explosive item subject to an IHC is shipped to another AF agency, ensure the IHC accompanies the shipment. **(T-0)**. Do not ship an item with an expired IHC. **(T-0)**. Contact AFGSC/A4Z for assistance in obtaining a replacement IHC or further instructions. **(T-2)**.

3.14.1.2. If DIAMONDS managed material accompanies a Theater Integrated Combat Munitions System (TICMS) managed trainer in a shipment, the MASO will:

3.14.1.2.1. Provide a respective document register number, from DIAMONDS, for inclusion in the Remarks section of the TICMS-generated DD Form 1348-1A along with identification of DIAMONDS managed assets (e.g., H1125A, H1242). **(T-1)**.

3.14.1.3. Obtain a copy of the completed TICMS-generated DD Form 1348-1A for Account records. **(T-1)**. Other MS/BS Items.

3.14.1.3.1. For MS/BS accounted for, or transacted in DIAMONDS and shipped through LRS, prepare DD Form 1149, *Requisition and Invoice/Shipping Document*.

3.14.1.3.2. Generate DD Form 1149 in <https://its.cce.af.mil/>. Refer to AFI 24-602v2, *Cargo Movement*, for guidance in preparing DD Form 1149 and for actions to follow if website is not accessible.

3.14.1.3.3. LRS will review DD Form 1149 and inspect cargo. Following inspection, LRS will either accept DD Form 1149 or, due to type of cargo, prepare and process DD Form 1348-1A. NARS will receive a signed copy of the processed form. A signature

by LRS (or equivalent) is not required when using a commercial carrier. MASO will retain the carrier receipt in document control. **(T-1)**.

3.14.1.3.4. Assign next available document number from document register and annotate requisition number (DD Form 1149) or document number (DD Form 1348-1A) into “Remarks” section of the register; use it to control the shipment.

3.14.2. Post and File Shipping Documents.

3.14.2.1. For items shipped through LRS, file the signed shipping document (DD Forms 1149 or 1348-1A). For items shipped via commercial carrier, retain carrier receipt and file with unsigned shipping document. **(T-1)**.

3.14.2.2. For reportable items shipped via DOE/OST or AMC SAAM missions. The courier will sign DD Form 1911. **(T-0)**.

3.14.2.2.1. File signed DD Forms 1911 and 1348-1A (as applicable) in document register. **(T-1)**.

3.14.2.2.2. When Commercial Bill of Lading is directed for a DOE shipment, email electronic copy of completed Commercial Bill of Lading by the next duty day to AFGSC/A4Z. **(T-2)**.

3.14.2.3. At shipment, NARS will post shipment to stock records in DIAMONDS. **(T-1)**.

Chapter 4

INVENTORY AND AUDIT OF ACCOUNT

4.1. General.

4.1.1. Reportable items are inventoried using procedures in TO 11N-100-3150 and this AFMAN. MASO will investigate out-of-balance conditions found during inventory to determine cause. (T-0). MASO will resolve losses and document findings in accordance with [paragraph 4.5](#). (T-1).

4.1.2. Periodic inventories ensure account balances and item configurations are accurately reflected on the account. For the SIR, verification by an independent verifying officer is required by DoD regulations. (T-0).

4.2. Inventory Requirements.

4.2.1. Semi-Annual Inventory. MASO and a verifying officer will inventory reportable items semi-annually in accordance with TO 11N-100-3150 and this AFMAN. (T-0). The SIR is an independent inventory that reports the national nuclear weapon stockpile by serial number and quantity for each location. Prepare and submit SIR according to TO 11N-100-3150. (T-0). Forward waiver request to change SIR date through applicable MAJCOM to SLA in accordance with TO 11N-100-3150. (T-1).

4.2.2. Change of MASO. Each time a new MASO is appointed, both the gaining and losing MASO will conduct a 100% inventory of the account as outlined in TOs 11N-100-3150, 11N-100-4 and this AFMAN. (T-1). This inventory will ensure all reportable items are present prior to the new MASO assuming custodial responsibility and accountability.

4.2.3. Annual All Other Inventory (AOI). AOI is a complete inventory that reports BS by quantity and location. NARS will conduct an AOI annually (August or September). (T-1). AOI results are not included on the SIR report or package.

4.2.4. Stockpile Emergency Verification (SEV). The SEV is a rapid inventory to verify all or selected portions of the stockpile of nuclear weapons are in the possession of authorized agents.

4.2.5. Special Inventory. Higher Headquarters, SLA or the MASO may direct special inventories to ensure specific items are present and properly accounted for on Account records.

4.3. Inventory Procedures.

4.3.1. Semi-Annual Inventory. This inventory applies to reportable items. A SIR inventory consists of two separate and unique actions: a physical inventory of reportable items per TO 11N-100-3150 and an inventory NUREP submitted via DIAMONDS to DTRA to adjudicate site reportable stockpile data against central reportable stockpile data. The MASO is the inventory officer for the semi-annual inventory. In the event the MASO is unavoidably absent (e.g., emergency leave), the MASO appointing authority will appoint an alternate inventory officer in writing. (T-1). The replacement officer must meet the minimum requirements for a MASO. (T-0). Situations may arise during the inventory that require the need for reportable actions.

4.3.1.1. SIR In-Brief and Training. Before semi-annual inventory begins, the MASO will validate the verifying officer's appointment ([paragraph 2.2.1.10](#)) and train/brief him/her on responsibilities in all aspects of the inventory. **(T-1)**. Training will include:

4.3.1.1.1. An explanation of the purpose and importance of the SIR. **(T-2)**.

4.3.1.1.2. A review of the types of reportable items and their expected configurations that may be encountered during the SIR. **(T-2)**.

4.3.1.1.3. Configurations of reportable items where serial numbers are not visible without disassembly and the required course of action to take in order to validate serial number. **(T-2)**.

4.3.1.1.4. Circumstances where reportable assets may not be accessible, such as when deployed to a missile launch facility, and the required course of action to take in order to validate their serial numbers. **(T-2)**.

4.3.1.2. Weapon Accessories. Immediately prior to, or during the semiannual inventory, maintenance personnel will inventory pullout cables and any other accessory items required for operational flexibility. **(T-2)**.

4.3.1.2.1. Required weapon accessories are identified in the inspection section of applicable technical publication. Cables and accessory items are normally stored with, or attached to gravity weapons in a package commonly referred to as a saddlebag.

4.3.1.2.2. Ensure saddlebags are inventoried and a letter certifying the inventory is retained until next saddlebag inventory certification is received. **(T-3)**. SIR submission certifies this inventory is complete. **Note:** Saddlebags with enclosed contents may be removed from weapons, inventoried and placed inside a sealed container for long-term storage. Subsequent inventories need only consist of verifying container content label and seal integrity.

4.3.1.2.3. If an item is missing, consider weapon operational unless it cannot be used to support current mission. Research shortages, determine cause, and promptly submit requisitions for replacement items to KC/NSC. **(T-3)**.

4.3.1.3. Inventory Freeze. Once inventory actions begin, units will attempt to prevent any balance changes to storage locations that have been inventoried. If balance changes occur after the inventory of a storage location, the inventory team will re-accomplish inventory of that location. **(T-1)**.

4.3.1.4. Visual Inventory. SIR requires a visual inventory of each reportable item by serial number. Verification of etched, engraved, stamped, or stenciled serial number is acceptable.

4.3.1.4.1. Component containers do not require opening for inventory purposes.

4.3.1.4.2. Open warhead containers to verify contents per TO 11N-100-3150. **(T-0)**. If markings are not visible, remove warhead from container to verify serial number. **(T-0)**.

4.3.1.4.3. If the designated warhead container or payload access door is configured with view ports that allow for verification of serial number, removal during the SIR is not required.

- 4.3.1.4.4. Weapons that are in a combat configuration (e.g., assembled pylons, rotary launchers, reentry systems (RS), reentry vehicles, air launched cruise missile with a sealed conventional/air launched test instrumentation kit installed, etc.) will be physically verified, unless weapon system disassembly is required. **(T-0)**. If physical verification is not possible without disassembly, the serial number will be obtained from certified configuration records. **(T-1)**.
- 4.3.1.5. Preparation of Blind Inventory Worksheets (manual or electronic).
- 4.3.1.5.1. At the beginning of inventory, the worksheet is blank except for the column headings, reportable item category, serial number, and location. **(T-1)**. Reportable item categories include weapon type (e.g., B61, W80), LLC kit part number, Joint Test Assemblies (JTA) weapon type (e.g., B61 JTA), and OMAs containing SS material (e.g., B61 Compatibility Test Unit, W80 Flight Test Unit).
- 4.3.1.5.2. As the inventory is conducted, information pertaining to specific items found during inventory is added to worksheet as each item is visually verified. **(T-0)**. During conduct of the inventory, both the MASO and verifying officer may complete administrative corrections and initial as necessary. Adjustments to blind inventory worksheets are not authorized after visual verification has been accomplished. **(T-1)**.
- 4.3.1.5.3. Assign blind count-sheet page numbers (1 of 8, etc.). **(T-1)**.
- 4.3.1.5.4. Blind inventory sheets used during SIR must be printed and signed by both the verifying officer and inventory officer. **(T-1)**.
- 4.3.1.6. Inventory Reportable Items. Conduct blind inventory of storage locations. **(T-1)**. Record serial numbers of all reportable items and combat configured assets that may contain reportable items whose serial numbers cannot be validated without disassembling the combat configured asset. **(T-1)**.
- 4.3.1.7. Inventory Execution. Once blind inventory is complete, commence with inventory validation:
- 4.3.1.7.1. Compare blind inventory results to DIAMONDS inventory listing. **(T-1)**.
- 4.3.1.7.2. Analyze for deltas (differences in quantities) between blind inventory count and stock record quantities. **(T-1)**.
- 4.3.1.7.3. Confirm accountability of any delta as follows:
- 4.3.1.7.3.1. Certify reportable item serial number association to combat configured asset as identified in storage locations, but where the serial number was not visible/recorded. **(T-1)**. Association is confirmed using the current certified configuration record. **(T-1)**.
- 4.3.1.7.3.2. Identify remaining delta between blind inventory count, assets confirmed in [paragraph 4.3.1.7.3.1](#) and remaining assets identified DIAMONDS inventory listing but not yet validated. **(T-1)**. These assets should be confirmed to be in an In-Hand status outside of the storage area using active AF Forms 504 and certified configuration records. **(T-1)**.
- 4.3.1.7.3.3. Confirm no discrepancies remain in inventory results between reportable items accounted for and DIAMONDS inventory listing quantities

following performance of blind inventory of storage locations, associations in [paragraphs 4.3.1.7.3.1](#), and In-Hand assets from [4.3.1.7.3.2](#). (T-1).

4.3.1.7.3.4. If inventory discrepancies remain, confirm results and complete a second inventory from start to finish. (T-1). If discrepancies remain following second inventory, immediately notify the SLA for assistance and determine potential Empty Quiver reporting requirements in accordance with AFI 10-201, *Force Readiness Reporting*. (T-1).

4.3.1.7.3.5. If no discrepancies exist, the MASO will ensure 'Verification of Semi-Annual Inventory' certificate is prepared and signed per TO 11N-100-3150. (T-0).

4.3.1.8. Translate data recorded during the blind inventory into NUREP format (e.g., kit part number to component code) to ensure the verifying officer fully understands SIR message data points. (T-1).

4.3.1.8.1. Validate report for errors by completing a final comparison between the SIR message and DIAMONDS inventory listing and making necessary corrections. (T-0).

4.3.1.8.2. Once verifying officer concurs with SIR message, both officers (inventory and verifying) will sign printed SIR message prior to transmission. (T-0).

4.3.1.8.3. Ensure transactions affecting stock record balances that occur between the completion of the inventory and the effective date of the SIR are reconciled. (T-1).

4.3.1.8.4. Complete SIR by transmitting completed report to DTRA. (T-0).

4.3.1.9. SIR Package. Units will maintain the following per [Table 4.2](#) and the AF Records disposition schedule in Air Force Records Information Management System. (T-1):

4.3.1.9.1. Verification of Semiannual Inventory Certificate.

4.3.1.9.2. Appointment document for verifying officer and auditor.

4.3.1.9.3. SIR message and corrections.

4.3.1.9.4. DTRA reconciliation message.

4.3.1.9.5. Saddlebag inventory letter.

4.3.1.9.6. Certificate of audit (when applicable).

4.3.1.9.7. Blind inventory worksheets (reportable items).

4.3.1.9.8. Inventory Listing.

4.3.1.9.9. Verifying officer training certificate.

4.3.1.10. SIR Out-Brief. MASO will brief wing, group and squadron commander, within 30 days of receiving the DTRA SIR reconciliation. (T-1). The verifying officer must be present for the briefing. (T-3). Brief results and discrepancies discovered during the inventory. Highlight discrepancies identified during verifying officer's independent assessment of the account. Provide SIR package for review. (T-3).

4.3.2. Change of MASO.

4.3.2.1. The gaining and losing MASOs will conduct a joint 100% inventory, including an AOI, and a change of MASO audit in accordance with [paragraph 4.6.2.3](#) with a

completion date as of the effective date of transfer of accountability. **(T-0)**. The MASOs will complete a Certificate of Transfer of Accountability per TO 11N-100-4. **(T-0)**.

4.3.2.2. The SIR fulfills all requirements for a change of MASO provided both gaining and losing MASOs participate in the inventory and an AOI is completed.

4.3.2.3. For inventories not conducted in conjunction with a SIR, use same procedures as a semiannual inventory except:

4.3.2.3.1. Do not appoint a verifying officer. **(T-1)**. Gaining MASO is the inventory officer and losing MASO is the verifying officer. **(T-0)**.

4.3.2.3.2. Saddlebag inventory, submission of a SIR and preparation of an Inventory Verification Certificate is not required.

4.3.3. AOI. This inventory applies to BS. During September SIR, or one month prior, units will inventory 100% of BS and reconcile with current balances on the account. **(T-3)**. MASO or NARS will:

4.3.3.1. Inventory by quantity and location, and reconcile against account stock records. **(T-3)**.

4.3.3.2. Resolve discrepancies and report irresolvable discrepancies to chain of command to initiate a report of survey or other appropriate action. **(T-3)**.

4.3.3.3. Post stock records with final inventory in DIAMONDS NLT last duty day of the month. **(T-2)**.

4.3.3.4. Conduct the inventory; a verifying officer is not required. **(T-2)**.

4.3.3.5. Ensure sub-account custodian or alternate accompanies MASO during inventory of items on the sub-account. **(T-2)**. Sub-account validation consists of the MASO and sub-account custodian signing a Spares custody report. **(T-2)**.

4.3.3.6. Ensure properly packaged and tagged items are not opened unless required to resolve inventory discrepancies. **(T-2)**.

4.3.3.7. Do not include the AOI on the SIR message.

4.3.4. SEV. Status updates are reported via DIAMONDS to Joint Staff per TO 11N-100- 3150 until SEV is terminated. Once terminated, SLA will release units. Units will prepare and submit after-action reports to AFGSC/A4Z per TO 11N-100-3150. **(T-0)**. AFGSC/A4Z will consolidate and reconcile after-action reports from responsible organizations and provide to DTRA. **Note:** MASOs must open containerized weapons within the scope of SEV to verify contents. **(T-0)**.

4.4. Inventory Documentation.

4.4.1. MASO will utilize DG (DIAMONDS Generated) inventory listing for reportable items, excluding sub-account items; DG Spares Custody report will be used for sub-account inventories. **(T-2)**.

4.4.1.1. Initial and date "Count By" block. **(T-2)**.

4.4.1.1.1. Gaining MASO will initial and date “Count By” block, if a DG inventory count card is prepared for a change of MASO and not performed in conjunction with a SIR. **(T-2)**.

4.4.1.1.2. For a change of MASO performed in conjunction with a SIR, both MASOs will initial and date “Count By” block. **(T-2)**.

4.4.1.2. The verifying officer will initial and date “Verified By” block. **(T-2)**.

4.4.1.3. If preparing DG inventory count cards for a change of MASO not performed in conjunction with a SIR, the losing MASO will initial and date “Verified By” block. **(T-2)**.

4.4.1.4. Current MASO or NARS authorized personnel will post final inventory to DIAMONDS. **(T-2)**.

4.4.1.5. Refer to AFI 20-110, *Nuclear Weapons-Related Materiel Management* for any additional NWRM reporting instructions, e.g. World Wide Inventory reporting.

4.5. Accounting for Lost, Damaged or Destroyed Property.

4.5.1. Group commander will ensure discrepancies in stocks are investigated and assemble the necessary inventory adjustment documents. **(T-1)**. Maintenance Group Commander (MXG/CC), under whom the FK account is organizationally assigned, is approving official for inventory adjustment vouchers. MXG/CC will ensure inventory adjustments are supported by one or more of the following:

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

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

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

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

4.5.1.5. DD Form 361, *Transportation Discrepancy Report*.

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

4.5.1.7. A discrepancy investigation statement for warehouse discrepancies that do not merit a Report of Survey (RoS) or a letter of explanation describing the discrepancy and correction action. This includes warehouse discrepancies causing posting or paperwork errors.

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

4.5.3. The MASO will certify inventory adjustments and the MASO appointing authority will approve all adjustments requiring a RoS for relief of accountability. **(T-2)**.

4.5.4. Officials certifying inventory adjustments will:

4.5.4.1. Certify no evidence of neglect, theft, or fraud exists. **(T-3)**.

4.5.4.2. Certify differences can be attributed to normal activity. **(T-3)**.

4.5.4.3. Certify no one violated property responsibility and general principles. **(T-3)**.

4.5.5. In giving approval to the inventory adjustment documents, the approving official will:

4.5.5.1. Indicate the official act to correct existing discrepancy and hold adjustment processing to a minimum. (T-3).

4.5.5.2. Return document to initiator indicating unacceptable adjustments, as applicable, with instructions to perform additional research. (T-3).

4.5.5.3. Initiate DD Form 200 if additional research does not satisfactorily explain discrepancy. (T-3).

4.5.6. Personnel will be liable for the full amount of any loss, damage or destruction to property caused by their negligence, willful misconduct or deliberate unauthorized use. (T-3).

4.5.7. MASO and authorized individuals will obtain relief from accountability for munitions assigned to a stock record account by processing Inventory Adjustment Vouchers. (T-2). Provide supporting justification and documentation for Inventory Adjustment Vouchers (inventory count sheets, transaction histories, research documents, etc.). (T-2). However, MXG/CC must submit a RoS to justify adjustments for negligence, willful misconduct, or when deliberate unauthorized use of NARS assets assigned to the account is suspected or the adjustment involves classified items. (T-2). MXG/CC must report loss of a classified item to Wing Information Protection Office and Wing Restricted Data Management Official if nuclear related. (T-1).

4.5.8. MXG/CC will ensure procedures outlined in DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, AFI 20-110 and TO 11N-100-4 are followed as applicable. This includes preparation of DD Form 200 in accordance with the Air Force Report of Survey (ROS) Guidance <https://usaf.dps.mil/sites/FMFC/SitePages/Report%20of%20Surveys.aspx>, or other authorized form for items lost, damaged, or destroyed.

Note: This does not apply for items lost, damaged, or destroyed during authorized test or operation.

4.5.8.1. Forward one copy of DD Form 200 for MS classified items to AFGSC/A4Z. (T-1). For DOE-owned items, BS or other WR stockpile materiel, forward a copy to the following: AFGSC/A4Z, DTRA/CSNOO, NNSA/Nuclear Weapon Surety and Quality Division (NA-122.1). (T-1).

4.5.8.2. Include in a RoS, covering destruction or loss of a reportable item, the applicable major assembly designator and serial number of each weapon involved. (T-1). MXG/CC will ensure, if SS material is involved, the report includes nomenclature, part and serial numbers of the SS material or the next higher identifiable assembly. (T-1). MXG/CC will include neutron generators, whether associated or unassociated. (T-1).

4.5.9. Posting Inventory Adjustments. Contact SLA for guidance

4.6. Audit of Account. The term “audited” as it applies to these procedures denotes a formal quantitative audit of a specific account (i.e., SRAN) for verifying its records.

4.6.1. **Audit Trail and Audit.**

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

4.6.1.2. 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 an audit officer appointed to perform the audit.

4.6.1.3. The audit consists of a representative review (as defined in [Table 4.1](#) or otherwise directed) of Account records to determine if approved accounting procedures are being followed and to assess the accuracy of Account records and completeness of the audit trail. If inaccuracies or irregularities are discovered, or where an adequate audit trail does not exist, the sample is increased to determine extent of the inaccuracy or irregularity. The audit officer will make recommendations for corrective actions in the audit report if discrepancies are identified. **(T-1)**. A 100% audit may be performed if auditor deems it necessary, or when directed by local authorities or higher headquarters to reestablish accountability. In general, an audit provides assurance that:

4.6.1.3.1. The MASO meets qualifications and has been properly appointed.

4.6.1.3.2. A review of Certificates of Transfer of Accountability indicates an unbroken chain of accountability between MASOs since last audit.

4.6.1.3.3. Personnel administering the custodial and accountability processes are properly appointed and authorized to conduct transactions.

4.6.1.3.4. Only authorized personnel receive reportable property.

4.6.1.3.5. An adequate audit trail exists indicating approved accounting procedures are followed and accuracy of the stock record has been maintained.

4.6.2. Types of Audits.

4.6.2.1. Semi-annual Audit of Account (accomplished in conjunction with SIR). The audit will ensure reportable items are accounted for, properly controlled, and signed for, when

required, during weapon custody transfer process, and will provide a reasonable assurance the accountable officer is following proper accounting procedures. The audit will encompass all Account records (per TO 11N-100-4). (T-0).

4.6.2.2. Special Audit. In addition to the audit of account, the AF Audit Agency, higher headquarters, or a government or independent agency, such as the Government Accounting Office, may direct a special audit. For special audits, the agency directing the audit determines its scope.

4.6.2.3. Change of MASO Audit. Perform this audit anytime a change of MASO inventory is not completed in conjunction with the audit. (T-0). The gaining MASO is appointed as the audit officer during a change of MASO. (T-1). A change of MASO audit does not reset the timeline for a semi-annual audit.

4.6.3. Appointing the Audit Officer. Wing commander will designate an audit officer in writing. (T-1). Specify that the appointment is made per TO 11N-100-4. (T-1). A disinterested individual will not be designated as audit officer for two consecutive audits. (T-1).

4.6.4. Briefing the Audit Officer. MASO will brief the audit officer, who conducts the audit in accordance with this AFMAN, using the checklist in [Table 4.1](#) (T-1). Prior to start of audit, NARS will review checklist with the audit officer, provide examples of documents to illustrate items shown in the checklist and answer any questions the audit officer may have concerning requirements of the audit. (T-1).

4.6.5. Audit Documentation. The MASO will:

4.6.5.1. Upon completion, prepare an “Audit Certificate” using format in [Figure 4.1](#) and obtain Audit Officer’s printed name and signature. (T-1).

4.6.5.2. Attach a copy of completed checklist in [Table 4.1](#) to the certificate. (T-1).

4.6.5.3. Distribute a copy of the certificate of audit to the appointing authority and Audit Officer. (T-1).

4.6.5.4. Maintain/dispose of audit documentation along with SIR or change of MASO documentation as applicable. (T-1).

Table 4.1. Checklist for Audit of Accounts by an Audit Officer.

ITEM	DESCRIPTION	YES	NO	N/A
1. PRE-AUDIT REQUIREMENTS				
a	Have you been appointed in writing by the commander?			
b	Have you read this chapter related to auditor’s responsibilities?			
c	Do you understand responsibilities and the audit requirements?			
d	Have you been briefed by the MASO which document numbers are to be included in this audit? Document number: (START): _____ (STOP): _____			
2. REVIEW OF PREVIOUS AUDIT REPORT				
a	Have you reviewed the previous audit report?			
b	Have all previously noted discrepancies been corrected?			
3. REVIEW OF APPOINTMENT LETTERS				

a	MASO appointment Letter (Certificate of Transfer of Accountability)			
b	Appointment of individuals authorized to sign documents on behalf of the MASO			
c	Certification of personnel to receipt for classified property			
d	Appointment of individuals authorized to perform NARS duties			
e	Appointment of individuals authorized to order MS/BS			
f	Designation of units whose commanders may appoint individuals authorized to receive custody of reportable items			
g	Appointment of individuals authorized to receive custody of reportable items			
h	Appointment of individuals authorized to sign AF Forms 504 on behalf of the MASO			
4. REVIEW OF WEAPONS STATUS REPORT (WSR)/NUREP				
a	For WSRs documenting custody transfers (In-Hand or On-Hand changes) of weapons by RS or pylon/launcher serial number, are corresponding configuration records also on file?			
b	Does a review of approximately 20% of NUREPs (created since the last audit) indicate that actions are being reported accurately?			
c	If unit discovered, or was notified of, NUREP errors, was correctional transmitted? Review 100% of correctional NUREP.			
d	Investigate 100% expenditures.			
5. REVIEW OF DOCUMENT REGISTER AND DOCUMENTS				
a	Does a 100% review of document register against documents on file indicate that all documents (created since last audit) are on file?			
b	Are only original documents or MASO-certified copies of original documents on file in document control			
c	Does a 100% review of shipping and receipt documents for reportable items created since the last audit indicate:			
	1 All serial numbers were reported accurately on NUREPs?			
	2 Documents were properly prepared?			
	3 Only authorized unit personnel signed for the items?			
d	Does review of a representative sample (20%) of all other documents listed in document register indicate:			
	1 Documents were properly prepared?			
	2 Only authorized unit personnel signed for the items?			
6. REVIEW OF CUSTODY RECORDS				
a	Did you perform a 100% review of active AF Forms 504?			
	1 Are control numbers assigned sequentially and logged in weapons custody document control registers?			
	2 Only authorized individuals signed the documents?			
7. REVIEW OF STOCKPILE LOCATIONS				
a	Did you perform 100% review of major assemblies identified on the storage location and planning report against the physical location of the item?			

The Audit Officer must:

2. Review the previous audit report and ensure all discrepancies have been properly addressed/corrected. (T-1).

4a. Review 100% of custody transfer documents maintained by the MASO. (T-0). For reportable item movements since last audit, ensure control numbers on custody transfer documents are sequentially logged on custody transfer document control registers. (T-0). Ensure only authorized personnel receipt for reportable items per **Chapter 8**. (T-0).

4b. Review 20% of NUREPs created since last audit. (T-0). Ensure all actions that required a NUREP were reported accurately. (T-0). **Note:** If the unit previously discovered, or was notified of NUREP errors, these will not be considered as errors existing on the account at time of audit provided correction NUREPs were submitted.

4d. Review 100% of expenditures. Using NUREP and shipping documents, validate the receipt, assembly and expenditure of the item. (T-1).

5a. Review 100% of document register and inventory all documents created since last audit to ensure all documents are on file. (T-0).

5c. Review 100% of shipping and receipt documents for reportable items created since last audit. (T-0). Verify weapons serial number against receiving data record and custody issue documents. (T-0). Ensure associated weapon container and bolster part numbers and quantities are shown on weapon receipt and shipping documents according to TOs 11N-100-4 and 11N-100-2 and the document number for the end item is used to postbalance changes to container and bolster stock records. (T-0).

7. For weapons in combat configuration, validation of the SLPR will be conducted using available Account records. (T-1).

Table 4.2. Inventory Documentation Requirements.

ACTIONS REQUIRED	SIR	AUDIT	MASO CHANGE	AOI
Blind inventory worksheets	X		X	
Verified and initialed inventory count cards	X		X	
Appointment documentation for inventory verifying officer	X			
SIR message and Certificate of Inventory	X			
Saddle bag inventory letter, if applicable	X			
SIR Reconciliation Message	X			
Appointment documentation for audit officer		X		
Audit Certificate		X		
Spare SE Custody Listing			X	X
Post ledgers with final inventory in DIAMONDS	X		X	X

Figure 4.1. Sample - Audit Certificate.

<p style="text-align: center;">AUDIT CERTIFICATE (DATE)</p> <p>This is the report of the semi-annual audit of FK or FV (SRAN) as prescribed in AFMAN 21-203.</p> <p>(Name of Appointed Audit Officer) was appointed in writing to perform this audit. The audit was performed (inclusive dates of audit).</p> <p>The auditor reviewed the transactions from the last audit dated (end date of last audit) to current audit dated (end date of current audit).</p> <p>Document Number (document number) was the last document number audited.</p> <p>Specific Discrepancies: (List specific discrepancies by organization, if applicable).</p> <p>Recommendations: (Make specific recommendations for each discrepancy).</p> <p>Include a general paragraph statement as to the reliability of the audit rail.</p> <hr/> <p>Printed Name and Signature of the Appointed Officer</p>
--

Chapter 5

SUB-ACCOUNTS

5.1. Sub-Account Custodian.

5.1.1. Individuals, granted custody of government property, have an inherent responsibility for protecting and accounting for that property. Commanders must provide reasonable protection for the property consistent with mission requirements, and maintain adequate records reflecting status of property in their custody. **(T-1)**. Maintain property in a serviceable condition and turn-in unserviceable property for proper disposition. **(T-1)**.

5.1.2. The requesting commander will designate, in writing (**Figure 5.1**), a primary and alternate sub-account custodian responsible for Base Spares issued to that unit until turned-in or expended.

5.1.3. The MASO may custody issue Base Spares to personnel appointed in writing as sub-account custodians (**Figure 5.1**). For personnel outside the squadron custody accounts will be used. **(T-1)**. **Note:** USAL items will not be custody issued.

5.1.4. Upon receipt/approval of designation letter from requesting commander, the MASO will establish a custody sub-account for each sub-account custodian in DIAMONDS. **(T-1)**.

5.2. Sub-Account Custodians will:

5.2.1. Safeguard and control Base Spares issued to the sub-account. **(T-1)**. Promptly report loss, damage, destruction or other irregularities to the appointing commander and the MASO. **(T-1)**.

5.2.2. Sign appropriate spares custody report for all account items. **(T-1)**.

5.2.3. Physically inventory Base Spares in their custody monthly. **(T-1)**. Immediately report missing property to their appointing commander and the MASO for appropriate action (see **paragraph 4.5**). **(T-1)**.

5.2.4. Verify accuracy of inventory and custodial records with the MASO during the AOI. **(T-1)**.

5.2.5. Maintain custody records for property issued to the sub-account. **(T-1)**. Records include (but are not limited to):

5.2.5.1. Signed copy of the designation letter. **(T-1)**.

5.2.5.2. Current DIAMONDS Spares Custody Report signed by sub-account custodian and MASO. **(T-1)**. This document identifies on-hand balances of property upon assuming custodian duties or as of the date of the most recent inventory conducted with the MASO.

5.2.5.3. Sub-account custodial records (e.g., copies of issue, turn-in, or expenditure documents) dated after the last AOI. **(T-1)**.

5.2.5.4. A locally generated register documenting name, date, and signature of custodian performing monthly inventories since last AOI. **(T-1)**. This register may be rescinded and replaced with a new version after the AOI.

5.2.5.5. Local procedures, policies, or instructions provided by the MASO necessary to operate the sub-account. (T-3).

5.3. Change of Sub-Account Custodian.

5.3.1. When sub-account custodians (primary or alternate) are replaced, the gaining and losing sub-account custodians, along with the MASO, must conduct a 100% inventory of items issued to their sub-account. (T-2).

5.3.2. Unresolved discrepancies will be processed via Report of Survey, or other appropriate action, in accordance with [paragraph 4.5](#) prior to signing custody report and assuming responsibility for the sub-account. (T-2).

Figure 5.1. Sample Letter – Designation of Sub-Account Custodians.

8 Oct 19															
MEMORANDUM FOR 898 MUNS/MXWSK (MASO)															
FROM: 377 MSG/CE															
SUBJECT: Designation of Sub-Account Custodians															
<p>1. Personnel listed below are authorized as Sub-Account Custodians to request, receive, and turn-in Military Spares/Base Spares for the 377 MSG/CED Branch. I certify these personnel require access to Base Spares to perform authorized maintenance activities. Individuals, as designated below, are appointed primary (P) and alternate (A) Sub-Account Custodians for this section. These designations are made per AFMAN 21-203.</p>															
<p>2. List of personnel designated as Sub-Account Custodians, primary and alternate:</p> <table border="1"> <thead> <tr> <th>RANK</th> <th>NAME</th> <th>PHONE</th> <th>P/A</th> </tr> </thead> <tbody> <tr> <td>MSgt</td> <td>Doe, Jane</td> <td>DSN 246-2229</td> <td>P</td> </tr> <tr> <td>SSgt</td> <td>Doe, John</td> <td>DSN 246-2229</td> <td>A</td> </tr> </tbody> </table>				RANK	NAME	PHONE	P/A	MSgt	Doe, Jane	DSN 246-2229	P	SSgt	Doe, John	DSN 246-2229	A
RANK	NAME	PHONE	P/A												
MSgt	Doe, Jane	DSN 246-2229	P												
SSgt	Doe, John	DSN 246-2229	A												
<p>3. This letter supersedes all previous letters, same subject.</p>															
<p>HERBERT C. BOHANNON III, GS-14, DAF Deputy Base Civil Engineer</p>															
<p>Concur/Non-concur</p>															
<p>NIKO RUUD, Capt, USAF 898 MUNS/MASO</p>															

Chapter 6

ACCOUNTABILITY REPORTS

6.1. Accountability Reports.

6.1.1. Transactions will be prepared using DIAMONDS to report changes in status of reportable items to the MASO. **(T-0)**. MASO will ensure accurate and timely reporting to higher headquarters and to the Joint Chiefs of Staff as required. **(T-1)**.

6.1.2. Units will ensure all changes listed in the Transaction Code tables of TO 11N-100-3150 that occur are reported to NARS. **(T-0)**.

6.1.3. AFGSC/A4Z will direct charge code changes as required. **(T-2)**.

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

6.1.4.1. Prepare transaction for receipt and add statement "Interim report pending verification inspection" in "Remarks" section.

6.1.4.2. Hold DD Form 1911 in suspense until verification inspection is completed. **(T-1)**.

6.1.4.3. Once verification inspection is complete, verify all associated documentation for accuracy and process all forms held in suspense. **(T-1)**.

6.2. Weapon Status Report (WSR). MASO will prepare/submit WSRs in DIAMONDS per TO 11N-100-3150. **(T-0)**. DTRA requests corrections to WSRs received with errors through SLA. SLA will notify applicable MAJCOM and reporting activity of error type and corrective action. Corrections are due 1200 hours next day following notification.

6.3. Quality Assurance Service Test Status Report (QSR).

6.3.1. Prepare and submit QSRs per TO 11N-100-3150. **(T-0)**.

6.3.2. Maintenance will report status changes for OMAs to the MASO using procedures in [paragraph 6.1](#). **(T-2)**. MASO will report status changes to DTRA via QSR. **(T-2)**.

6.3.3. Reporting requirements apply to test units/trainers that contain SS material (as indicated on the DOE/NRC Form 741) and all JTAs. Reporting is by end item type (using a modified weapon code), and serial number.

Chapter 7

LOGISTICS TRANSPORTATION

7.1. General. This section outlines procedures and responsibilities for logistics transportation of reportable items and is consistent with Department of Defense Instruction (DoDI) 4540.05, DoD *Transportation of U.S. Nuclear Weapons*, TOs 11N-45-51, 11N-100-2, 11N-100-4 and AFMAN 13-526, *Nuclear Airlift Operations*.

7.2. Responsibilities for Establishing Requirements, Transporting, Shipping and Receiving Reportable Items.

7.2.1. AFGSC/A4Z Responsibilities.

7.2.1.1. AFGSC/A4Z, for SAAM support, will:

7.2.1.1.1. Consolidate nuclear-related items on SAAMs when possible. Coordinate opportune cargo request with 618 AOC/ALDPA as required.

7.2.1.1.2. Send SAAM requests as soon as possible to provide 618 AOC/ALDPA maximum advantage when planning missions. Requests should be submitted NLT 90 days prior to required delivery date.

7.2.1.1.3. AFGSC/A4Z will identify airlift requirements, including tentative on- and off-load locations, availability dates, and required delivery dates. Keep changes to SAAMs to a minimum; however, submit significant changes as they occur. Changes should be mission-essential with appropriate justification from the using command agency.

7.2.1.1.4. When required, request a Materiel Transfer Order from DTRA.

7.2.1.1.5. Include hazardous cargo information in SAAM request for nuclear-related cargo not listed in TO 11N-45-51A, *Transportation of Nuclear Weapons Materiel (Supplement) Shipping and Identification Data for Stockpile Major Assemblies*, and TO 11N-20-11, *General Guidance and Materiel Hazard Information for Nuclear Weapons, Components and Nonnuclear Weapon Designations*. In addition, AFGSC/A4Z will include appropriate security provisions of DoD S-5210.41M_AFMAN 31-108, *The Air Force Nuclear Weapon Security Manual*, and theater directives.

7.2.1.1.6. Ensure the following logistics transportation information is provided by AMC (and DOE for OST movements) to enroute units and final destinations: estimated time of arrival, departure, nature of cargo, firefighting, and handling requirements.

7.2.1.2. AFGSC/A4Z, for OST Aviation Mission Support, will:

7.2.1.2.1. Provide Time Change Item Schedule (TCIS) (include location, weapon type, serial number and expiration date), at least quarterly, to all units receiving LLCs for replacement of expiring components in weapons.

7.2.1.2.2. Provide Time Change Item Return Schedule (TCIRS) to units monthly (include kit part number, location, quantity, weapon type and component current

expiration date). Additionally, provide separate TCIRS to NNSA/OST (include kit part number, location, quantity, and “color” [e.g., 2 silvers and 3 greens]).

7.2.1.2.3. Provide TCIS/TCIRS to military first destination for support of future OCONUS shipments.

7.2.1.2.4. Ensure the following logistics transportation information is provided by DOE for OST movements to enroute units and final destinations: estimated time of arrival, departure, nature of cargo, firefighting, and handling requirements.

7.2.1.3. AFGSC/A4Z, for OST Ground Mission Support, will:

7.2.1.3.1. Consolidate nuclear-related items, when possible.

7.2.1.3.2. Request NNSA transportation to support AF NOSS requirements.

7.2.1.3.3. Ensure DOE provides logistics transportation information for OST movements to enroute units and final destinations per TO 11N-45-51.

7.2.2. MAJCOM Responsibilities. MAJCOMs will:

7.2.2.1. Review and ensure units can support actions identified in the AF NOSS, NNSA trip messages, and SAAM set-up messages.

7.2.2.2. Ensure shortfalls or conflicts are reported to AFGSC/A4Z as early as possible so corrective actions can be initiated.

7.2.3. Supporting Units. Supporting units will:

7.2.3.1. Coordinate logistics transportation with wing and/or host nation as applicable (e.g., Airfield Management, Safety, Fire Department, Office of Special Investigations, LRS, Security Forces). **(T-3)**. OCONUS units based in non-US territory will notify host nation agencies within one duty day of notification of forecasted movements and keep agencies informed as movement dates change or become more specific (i.e., notification required for both AF NOSS and AMC Setup message receipt). **(T-3)**.

7.2.3.2. Organizations requiring logistics transportation of TYPE 3A/B/C, other classified trainers or JTAs must forward requests through MAJCOM to SLA. **(T-1)**.

7.2.3.3. When administrative errors are discovered on shipping documents, do not refuse custody of the shipment, or delay securing assets in an approved storage location. **(T-1)**. The gaining custodian will line through erroneous information, initial, and annotate the correct data where space permits on the DD Form 1911 prior to accepting custody. **(T-1)**. Provide a description of the error and actions taken to AFGSC/A4Z within 24 hours of receipt. **(T-2)**.

7.3. Reportable Items to/from OCONUS Shipping/Reporting Requirements.

7.3.1. The intent of these procedures is to reduce NUREP errors and limit amount of shipping paperwork for OCONUS missions. Mission planning may require stopovers at intermediate storage locations; however, this does not require the intermediate storage location to receipt cargo onto Account records. If properly prepared by shipper, shipping documentation from originating location to final destination will remove the need for intermediate storage location to generate new paperwork.

7.3.2. Shipments to OCONUS.

7.3.2.1. Military First Destination will prepare DD Form 1911, per TO 11N-100-4, and release cargo for shipment as directed by AFGSC/A4Z. Shipments are made directly to final destinations one DD Form 1911 per delivery location.

7.3.2.2. If intermediate storage (removal from aircraft) is planned, or required due to mission delay, intermediate MASO will accept custody of cargo on DD Form 1911 and store cargo as required, but will not receipt on Account records unless directed by MAJCOM/SLA. For unplanned mission delays that exceed trip message parameters by 48 hours, contact MAJCOM/SLA. **(T-1)**. When cargo is subsequently transported to its final destination, custody will be transferred using the same DD Form 1911. The intermediate MASO need not keep a copy of DD Form 1911 in document control, if accountability was not transferred.

7.3.3. Shipments from OCONUS.

7.3.3.1. OCONUS unit will prepare DD Form 1911 per TO 11N-100-4, and release cargo for shipment as directed by AFGSC/A4Z. **(T-1)**. Shipments are made directly to Military First Destination.

7.3.3.2. If intermediate storage (removal from aircraft) is planned or required due to mission delay, intermediate MASO will accept custody of cargo on DD Form 1911 and store cargo as required, but will not receipt on Account records unless directed by MAJCOM/SLA. For unplanned mission delays that exceed trip message parameters by 48 hours, contact MAJCOM/SLA. **(T-1)**. When cargo is subsequently transported to its final destination, custody will be transferred using the same DD Form 1911. The intermediate MASO need not keep a copy of DD Form 1911 in document control, if accountability was not transferred.

7.4. Shipping/Reporting Requirements for Diverts.

7.4.1. The intent of these procedures is to address unplanned air or ground diverts and resulting temporary storage of reportable items at divert locations. Diverts will not require the intermediate storage location to receipt cargo onto Account records unless directed by the SLA and AFGSC/A4W or USAFE A3/10N as applicable.

7.4.2. Shipments.

7.4.2.1. Shipper will prepare DD Form 1911 per TO 11N-100-4, and release cargo for shipment as directed by AFGSC/A4Z and USAFE/A10N. **(T-1)**.

7.4.2.2. If intermediate storage (removal from aircraft/Safeguards Transport) is planned or required due to mission delay or problems with the aircraft or Safeguards Transport, intermediate MASO will accept custody of cargo on DD Form 1911 and store cargo as required, but will not receipt on Account records unless directed by MAJCOM/SLA. **(T-1)**. When cargo is subsequently transported to its final destination, custody will be transferred using the same DD Form 1911. **(T-1)**. The intermediate MASO need not keep a copy of DD Form 1911 in document control, if accountability was not transferred.

Chapter 8

OPERATIONAL TRANSPORTS

8.1. General Requirements.

8.1.1. Wing Commander Unit Designation Letter. Wing commanders designate units whose commanders may appoint individuals authorized to receive custody of nuclear weapons during operational transports (**Figure 8.1**). (T-1).

8.1.2. Unit Commander Appointment Letter. Commanders of units designated in **paragraph 8.1.1** (group or squadron) will appoint individuals authorized to receive custody of nuclear weapons during operational transports (**Figure 8.2**) and distribute appointments to the MASO. (T-1). Appointed individuals must be US Military (regular or reserve component) or DoD civilians certified on PRP, with an appropriate security clearance. (T-1). Air National Guard and Air Force Reserve members may be appointed, but are only permitted to accept custody when in Title 10 status. (T-1). At a minimum, appointment letters must include name, grade (officer or enlisted), and PRP status. (T-1).

8.1.3. In lieu of appointment letters, the following methods may be used to appoint/verify individuals to receive custody of reportable items during operational transports, provided they are signed by commander designated in **paragraph 8.1.1**.

8.1.3.1. An Access, Approval, and Authority List may be used to identify personnel authorized to receive custody of reportable items inside maintenance and storage areas.

8.1.3.2. A Missile Alert Duty Order may be used to identify Missile Combat Crews (MCC) authorized to receive custody of RS at launch facilities (LF) regardless of which Launch Control Center an MCC is assigned.

8.1.3.3. An open area on a Restricted Area Badge may be used to identify personnel inside maintenance, storage, and flightline areas authorized to receive custody of reportable items during operational transports.

8.1.4. Deploying units must send a current wing commander unit designation letter and a current unit commander appointment letter to wing commander, squadron commander, and MASO at deployed location prior to arrival. (T-1). These letters ensure deployed personnel are authorized to receive custody of nuclear weapons during operational transports. (T-1).

8.1.5. Continuous US custody of nuclear weapons is mandatory until receipt of a valid nuclear control order that permits transferring US nuclear weapons to non-US delivery forces. (T-0).

8.1.6. These procedures do not apply to logistics transportation or authorized movements between maintenance or storage facilities within the same weapons storage area/vault storage area, or between separate vault storage areas.

8.2. Custody Transfer Procedures.

8.2.1. If a custody transfer is necessary during an operational transport, the individual relinquishing custody of reportable items will ensure the individual receiving custody is an authorized recipient prior to custody transfer. (T-0). Individual gaining custody will verify serial number(s) match the source document (i.e., AF Form 504), except when not required in situation specific procedures outlined in this chapter. (T-1).

8.2.2. The custodian may temporarily depart the exclusion area; however, if the custodian departs the area permanently, an authorized custodian will conduct a visual serial number verification against the source document and sign the custody document. **(T-1)**.

8.2.3. Guard and Reserve personnel must know and validate their status prior to accepting custody. **(T-2)**. No additional procedures are required to independently verify status, but local custody transfer training should address guard and reserve status (as applicable).

8.3. Custody Transfer Documentation.

8.3.1. The MASO will distribute applicable documentation required to facilitate transfer and movement of reportable items. **(T-1)**.

8.3.2. The custodian must create AF Form 504 for operational transports as identified in [paragraph 8.4](#). **(T-1)**. Upon completion of operational transport, the custodian must return signed copies of AF Form 504 to the MASO. **(T-1)**. MASO will maintain copy 1 for audit purposes; all other copies will be destroyed. **(T-1)**. MASO or designated representative may authorize corrections to AF Form 504; line through, initial the error and make a clear entry of the correct information. **(T-2)**. Pen and ink changes to block 2 of AF Form 504 are not authorized unless otherwise indicated in this AFMAN.

8.3.3. The custodian will maintain Custody Transfer control log (AF Form 3126, *General Purpose Form*). **(T-1)**.

8.3.4. For all active AF Forms 504 the MASO will retain and file all applicable appointment letters or approved documents listed in [paragraph 8.1.3](#) as an AF Form 504 document package. **(T-1)**.

8.3.5. Additional AF Form 504 “continuation sheets” will be utilized as necessary to ensure enough blocks are available to properly record custody transfer transactions. **(T-1)**. Continuation sheets will have all header information filled out in accordance with this chapter. **(T-1)**.

8.4. Operational Transports.

8.4.1. Transfer of Nuclear Intercontinental Ballistic Missile (ICBM) RS to LF. MASO will prepare AF Form 504 in accordance with sample in [Figure 8.3](#). **(T-1)**.

8.4.1.1. MASO will verify RS configuration using SLPR and prepare two copies of AF Form 504 (copy 1 is original, copy 2 is suspense) based on mission tasking, complete “Transferred From” block 6, columns A thru E, and give form(s) to gaining MUNS custodian responsible for subsequently transferring custody. **(T-1)**. Establish a control number for the document by annotating control log using AF Form 3126. **(T-1)**. Annotate control number in block 1 and RS serial number in block 4 of AF Form 504. **(T-1)**. If copy 1 of the form becomes lost or illegible, verify information and use copy 2 as current AF Form 504. **(T-1)**.

8.4.1.2. MUNS custodian will perform a visual verification to ensure AF Form 504 matches serial number of RS being transferred and complete first “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.1.3. Transfer/transport custodian and MUNS custodian will perform a visual verification to ensure AF Form 504 matches RS serial number. **(T-2)**. Transfer/transport

custodian complete next “Transferred To” block 6, columns A thru E, on both AF Forms 504 (copies 1 and 2) and validate RS serial number off the Integrated Maintenance Data System work order or other source document. **(T-2)**. Transfer/transport custodian will provide copy 2 (suspense) to the MUNS custodian. **(T-2)**. MUNS custodian will provide suspense copy to MASO. **(T-2)**. Transfer/ transport team will transport RS to applicable LF.

8.4.1.4. Prior to lowering RS onto missile, transfer/transport custodian and mate TC will perform a visual verification to ensure AF Form 504 information matches RS serial number. **(T-2)**. Mate TC will complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

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

8.4.1.6. The mate TC will return completed AF Form 504 (copy 1) to Missile Maintenance Operations Center (MMOC). **(T-2)**.

8.4.1.7. MMOC will notify munitions control AF Form 504 is available for pickup NLT next duty day. **(T-2)**. Upon receipt, MASO will place AF Form 504 in active file and destroy suspense copy. **(T-2)**.

8.4.1.8. Maintenance technicians will prepare transactions to reflect appropriate status of weapons and forward to the MASO (**paragraph 6.1.1**). **(T-0)**.

8.4.2. Transfer of Nuclear ICBM RS between LFs. MASO will prepare AF Form 504 in accordance with sample in **Figure 8.4**. **(T-1)**.

8.4.2.1. MASO will prepare two copies of AF Form 504 (copy 1 is original, copy 2 is suspense) based on mission tasking. **(T-2)**. Establish a control number for the document by annotating Custody Transfer control log. **(T-2)**. Annotate control number in block 1 and RS serial number in block 4 of AF Form 504. **(T-2)**. Provide original AF Form 504 (copy 1) to demate or transport TC. **(T-2)**. If form becomes lost or illegible, verify information and use copy 2 as the current AF Form 504. **(T-2)**.

8.4.2.2. Upon demate, the demate TC will contact MCC and enter the MCCC or DMCCC information in “Transferred From” block 6, columns A thru E on AF Form 504. **(T-2)**. Demate TC will perform a visual verification to ensure AF Form 504 matches RS serial number. **(T-2)**. Demate TC will complete “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.2.3. Prior to departure, transfer/transport custodian will perform visual verification to ensure AF Form 504 matches serial number of RS. **(T-2)**. Transfer/transport custodian will complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.2.4. Prior to lowering RS onto the missile, the transfer/transport custodian and mate TC will perform visual verification to ensure AF Form 504 matches RS serial number. **(T-2)**. The mate TC will complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

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

8.4.2.6. The mate TC will return completed AF Form 504 (copy 1) to MMOC. **(T-2)**.

8.4.2.7. MMOC will notify MUNS Control that the AF Form 504 is available for pick-up NLT the next duty day. **(T-2)**. Upon receipt, MASO will place AF Form 504 in active file and destroy suspense copy. **(T-2)**.

8.4.2.8. Maintenance technicians will prepare transactions to reflect appropriate status of weapons and forward to the MASO (**paragraph 6.1.1**). **(T-0)**.

8.4.3. Transfer of Nuclear ICBM RS from LF. MASO will prepare AF Form 504 in accordance with sample in **Figure 8.5**. **(T-1)**.

8.4.3.1. MASO will prepare two copies of AF Form 504 (copy 1 is original and copy 2 is suspense), and establish a control number for the document by annotating the Custody Transfer control log. **(T-2)**. Annotate the control number in block 1 and RS serial number in block 4 of AF Form 504. **(T-2)**. Give AF Form 504 to the demate team chief. **(T-2)**. If form becomes lost or illegible, verify information and use copy 2 as current AF Form 504. **(T-2)**.

8.4.3.2. Upon demate, the demate TC will contact MCC and enter MCCC or DMCCC information in “Transferred From” block 6, columns A thru E, on AF Form 504. **(T-2)**. Demate TC will perform a visual verification to ensure AF Form 504 matches RS serial number. **(T-2)**. Demate TC will complete “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.3.3. Prior to departure, transfer/transport custodian will perform a visual verification to ensure AF Form 504 matches RS serial number. **(T-2)**. Transfer/transport custodian will complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.3.4. Upon arrival at the maintenance facility, gaining MUNS custodian will perform a visual verification to ensure AF Form 504 matches RS serial number. **(T-2)**. Gaining MUNS custodian will complete next “Transferred To” block 6, columns A thru E. **(T-2)**. MASO will ensure AF Form 504 matches RS serial number and complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.3.5. MASO will place AF Form 504 in active file and destroy suspense copy. **(T-2)**.

8.4.3.6. Maintenance technicians will prepare transactions to reflect appropriate status of the weapons and forward to MASO (**paragraph 6.1.1**). **(T-0)**.

8.4.4. (CONUS) Custody transfer of reportable items for upload to combat aircraft. For reportable items going to and from combat aircraft, MASO will prepare AF Form 504 in accordance with sample in **Figure 8.6**. **(T-1)**.

8.4.4.1. MASO will verify pylon or launcher configuration using SLPR and will prepare and issue AF Form 504 in three copies for the weapon movement based on mission tasking. **(T-2)**. Establish control of the document by annotating Custody Transfer control log. **(T-2)**. Annotate control number in block 1, warhead or bomb serial numbers in block 2, and pylon or launcher serial number in block 4 of AF Form 504. **(T-2)**. If form becomes lost or illegible, verify information and use copy 3 as current AF Form 504. **(T-2)**.

8.4.4.2. MASO and gaining MUNS custodian will conduct a visual verification of the weapons serials numbers to ensure information matches AF Form 504. **(T-2)**. MASO will

complete “Transferred From”, block 6, columns A thru E. Gaining MUNS custodian will complete next “Transferred To” block 6, columns A thru E. (T-2). Gaining MUNS custodian will forward copy 3 to MASO who, in-turn, will file in suspense file. (T-2). Subsequent custody transfers between MUNS custodians are accomplished by visually verifying AF Form 504 matches serial number of pylon(s) and launcher(s). (T-2). Gaining MUNS custodian will complete next “Transferred To” block 6, columns A thru E. (T-2).

8.4.4.3. Upon delivery to flight line, MUNS custodian will mark aircraft tail number in block 5 of AF Form 504, and give copies 1 and 2 to gaining Aircraft Maintenance Squadron (AMXS) custodian. (T-2).

8.4.4.4. Gaining AMXS custodian must accept custody from MUNS custodian upon delivery to the flight line. (T-2). Gaining AMXS custodian will conduct visual verification to ensure AF Form 504 matches serial number of the pylon(s), launcher(s), aircraft tail number, and complete next “Transferred To” block 6, columns A thru E. (T-2). Gaining AMXS custodian will annotate AF Form 504 control number and a serial number verification statement in the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*. (T-2). Prior to loading, load crew chief will verify serial number of the pylon(s), launcher(s), and aircraft tail number against AF Form 504 to ensure the correct pylon(s) and/or launcher(s) is/are being loaded. (T-2). Annotation on AF Form 504 or AFTO Form 781A is not required. Subsequent custody transfers between AMXS custodians will be accomplished by visually verifying AF Form 504 matches the serial number(s) of pylon(s), launcher(s) and aircraft tail number. (T-2). AMXS custodian will also visually verify single missiles/bombs, if present. (T-2). Gaining AMXS custodian will complete next “Transferred To” block 6, columns A thru E. (T-2).

8.4.4.5. In the event there is a requirement to transfer a pylon and/or launcher from combat aircraft to combat aircraft, the applicable AMXS custodian will line out old aircraft tail number and annotate new aircraft tail number in block 5 of AF Form 504. (T-2). If custody is transferred to a MUNS custodian, the MUNS custodian will obtain AF Form 504 from AMXS custodian and conduct a visual verification to ensure AF Form 504 matches serial number of the pylon and/or launcher being transferred and complete next “Transferred To” block 6, columns A thru E. (T-2). Once the pylon/launcher is in the new location, refer to [paragraph 8.4.4.4](#) to continue loading operations.

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

8.4.4.6.1. Use procedures in paragraph [8.4.4.2](#) through [8.4.4.4](#) for transporting to and uploading weapons on combat aircraft. Once loading operations are complete, the AMXS custodian will line out removed warhead or bomb serial number and initial original AF Form 504 (copy 1). (T-2). AMXS custodian will attach new warhead(s) or bomb(s) AF Form 504 to AF Form 504. (T-2). AMXS custodian will use the custody

transfer procedures ([paragraph 8.4.7](#)) for downloading and transporting weapons from combat aircraft. (T-2).

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

8.4.4.7. Upon aircraft upload, the wing weapons officer or qualified aircrew member will obtain copies 1 and 2 of AF Form 504 from AMXS custodian and conduct a visual verification to ensure AF Form 504 matches serial number(s) of the pylon(s), launcher(s) and aircraft tail number. (T-2). Wing weapons officer annotation on AF Form 504 is not required. (T-2). Wing weapons officer or qualified aircrew member will annotate AF Form 504 control number and serial number verification statement in the AFTO Form 781A. (T-2).

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

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

8.4.5. (CONUS) Relocating, deploying, or dispersing combat aircraft loaded with reportable items.

8.4.5.1. If loaded aircraft (with nuclear weapons) is deployed or dispersed, the munitions function will prepare a transaction showing an in-hand shipment to deployed or dispersed location and forward to MASO. (T-2). See appropriate security classification guides and Operational Plans for classification guidance when preparing these forms.

8.4.5.2. Accounting for weapons during Bomber Strategic Aircraft Reconstitution Team (BSART) operations. Munitions function will ensure deployed BSART teams have the capability to submit reports per TO 11N-100-3150. (T-2). Reports may be submitted using any available means. Munitions function will conduct custody transfer to/from combat aircraft at a deployed BSART location using same procedures as at home station. (T-2).

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

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

8.4.5.5. If deployed/dispersed aircraft are returned to home station, ascertain from the aircraft commander whether any changes to the aircraft load configuration occurred while it was away from home station. If so, MASO must verify new configuration. **(T-2)**. The munitions function will prepare a transaction showing appropriate status of weapons and forward to the MASO (**paragraph 6.1.1**). **(T-2)**.

8.4.6. Accounting for weapons loaded in support of Forward Located Alert Generation operations.

8.4.6.1. The wing responsible for storing these weapons is the reporting unit.

8.4.6.2. When weapons are in storage, units will report them as “on-hand” using Unit Identification Code of the unit storing the weapons. **(T-1)**. Weapons remain in storing units’ Unit Identification Code when reporting “in-hand” regardless of aircraft ownership.

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

8.4.7.1. Gaining AMXS custodian will obtain AF Form 504 and conduct a visual verification to ensure AF Form 504 matches serial number of pylon(s), launcher(s), aircraft tail number, and complete next “Transferred To” block 6, columns A thru E. **(T-2)**. Subsequent custody transfers between AMXS custodians will be accomplished by visually verifying AF Form 504 matches serial number(s) of pylon(s), launcher(s) and aircraft tail number. **(T-2)**. Gaining AMXS custodian will complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.7.2. Upon arrival at flight line, MUNS custodian will obtain AF Form 504 from the AMXS custodian and conduct a visual verification to ensure AF Form 504 matches serial number(s) of pylon(s) and launcher(s), and complete next “Transferred To” block 6, columns A thru E. **(T-2)**. MUNS custodian will keep AF Form 504. **(T-2)**. Subsequent custody transfers between MUNS custodians will be accomplished by visually verifying AF Form 504 matches serial number(s) of pylon(s) and launcher(s). **(T-2)**. Gaining MUNS custodian will complete next “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.7.3. Upon delivery to structure/maintenance facility in storage area, MASO will obtain AF Form 504 and conduct a visual verification to ensure AF Form 504 matches serial number(s) of warhead(s), bomb(s), pylon(s) and launcher(s). **(T-2)**. MASO will complete “Transferred To” block 6, columns A thru E, on AF Form 504. **(T-2)**.

8.4.8. (OCNUS) Transferring and uploading weapons to US aircraft.

8.4.8.1. MASO will prepare and issue AF Form 504 in three copies for weapon transfer based on mission tasking in accordance with sample in **Figure 8.7**. **(T-2)**. Establish a control number for the document by annotating Custody Transfer control log for each AF Form 504. **(T-2)**. Annotate control number in block 1 and weapon serial number in block 2 of AF Form 504. Blocks 3 and 4 are marked N/A. **(T-2)**. Munitions Control will maintain copy 3 for tracking purposes. **(T-2)**. If form becomes lost or illegible, verify information and use copy 3 as current AF Form 504. **(T-2)**.

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

8.4.8.3. Prior to uploading weapon, custodian will verify information on copy 1 and 2 with the loading crew chief. **(T-2)**. Loading crew chief will sign first “Transferred To” block 6, columns A thru E, on copies 1 and 2. **(T-2)**.

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

8.4.8.5. Upon aircrew arrival, loading crew chief will give both copies to the aircrew, who will conduct a visual verification to ensure AF Form 504 matches weapon serial number and aircraft tail number, and accepts custody by completing next “Transferred To” block 6, columns A thru E, on both forms. **(T-2)**. Loading crew chief will provide copy 1 to the loaded aircraft until weapon is downloaded. **(T-2)**. Weapons expeditor will ensure copy 2 of AF Form 504 is returned to MASO. **(T-2)**. Upon notification aircraft has been placed on alert, AF Form 504 process is suspended.

8.4.8.6. For weapon swaps, MASO will post changes and cross-reference applicable AF Form 504 to the original. **(T-2)**.

8.4.9. (OCONUS) Downloading and transferring weapons from US aircraft.

8.4.9.1. Prior to beginning download, loading crew chief will obtain AF Form 504 and conduct a visual verification to ensure information matches weapon serial number and aircraft tail number, and accept custody by completing next “Transferred To” block 6, columns A thru E. **(T-2)**.

8.4.9.2. The load crew chief will transfer custody using procedures for the rest of the download that are the reverse of weapon upload. **(T-2)**. Load crew chief will transfer custody to authorized individuals as necessary until weapon is placed in weapon storage vault. **(T-2)**. MASO (or designated representative) must regain custody prior to closing and locking the vault. **(T-2)**.

8.4.10. (OCONUS) Transferring and uploading weapons to non-US aircraft.

8.4.10.1. MASO will prepare and issue AF Form 504 in three copies for weapon transfer based on mission tasking. **(T-2)**. Establish a control number for the document by annotating Custody Transfer control log for each AF Form 504. **(T-2)**. Annotate control number in block 1 and weapon serial number in block 2 of AF Form 504. **(T-2)**. MASO will mark blocks 3 and 4 “N/A”. **(T-2)**. Munitions Control will maintain copy 3 for tracking purposes. **(T-2)**. If form becomes lost or illegible, verify information and use copy 3 as current AF Form 504. **(T-2)**.

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

both copies. (T-2). Gaining custodian will complete next “Transferred To” block 6, columns A thru E, on both copies. (T-2).

8.4.10.3. Prior to uploading weapon, load monitor will accept custody by verifying AF Forms 504 (copies 1 and 2) match weapon serial number in storage and complete first “Transferred To” block 6, columns A thru E, on both copies. (T-2). After upload of weapon, load monitor will annotate aircraft tail number in block 5 on both copies of AF Form 504 and copy 1 will remain with loaded aircraft until weapon is downloaded. (T-2). Load monitor will notify munitions control to annotate aircraft tail number in block 5 of AF Form 504 (copy 3) held in suspense. (T-2). Load monitor will return copy 2 to MASO. (T-2).

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

8.4.10.5. For weapon swaps, MASO must post changes and cross-reference applicable AF Forms 504 to the originals. (T-2).

8.4.10.6. Upon successful release, MASO will annotate “Weapon properly released to host nation aircrew per EAM DTG # XX XXXX XXX XX” in next “Transferred To” block of copy 2 of AF Form 504. (T-2). MASO will keep this copy in active suspense until weapon is expended or returned to storage. Weapons Maintenance will prepare a transaction to reflect appropriate status of the weapons and forward to MASO (**paragraph 6.1.1**). (T-2).

8.4.11. (OCONUS) Downloading and transferring weapons from non-US aircraft. Downloading and returning weapons to the vault is the reverse of the upload procedure. Prior to downloading, load monitor will obtain AF Form 504 (copy 1) and verify information matches serial number of weapon and aircraft tail number, and complete first “Transferred To” block 6, columns A thru E. (T-2). Load monitor will transfer custody using procedures for the rest of the download that are the reverse of weapon upload. (T-2). Load monitor will transfer custody to authorized individuals as necessary until weapon is replaced in weapon storage vault. (T-2). MASO must regain custody prior to closing and locking vault. (T-2).

Figure 8.1. Sample - Designation of Positions Authorized to Accept Custody of Reportable Items.

<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE HEADQUARTERS 42D BOMB WING (AFGSC) LORING AIR FORCE BASE, MAINE</p>	
<p style="text-align: right;">8 Oct 19</p>	
<p>MEMORANDUM FOR 42 MUNS/MXWK (MASO)</p>	
<p>FROM: 42 BW/CC Texas Road Loring AFB ME 04751-5000</p>	
<p>SUBJECT: Unit Commanders Authorized to Appoint Individuals Authorized to Receive Custody of Reportable Items</p>	
<p>1. Commanders of the following units are authorized to appoint individuals authorized to accept custody of reportable items in accordance with AFMAN 21-203:</p>	
<p>69 BS 42 AMXS 42 MUNS 42 MXS</p>	
<p>2. This letter supersedes all previous letters, same subject.</p>	
<p style="text-align: right;">JOHN C. DOE, Colonel, USAF Commander, 42 BW/CC</p>	

Figure 8.2. Sample - Designation of Individuals Authorized to Accept Custody of Reportable Items.

DEPARTMENT OF THE AIR FORCE HEADQUARTERS 42D BOMB WING (AFGSC) LORING AIR FORCE BASE, MAINE		
8 Oct 19		
MEMORANDUM FOR 42 MUNS/MXWK (MASO)		
FROM: 42 AMXS/CC Texas Road Loring AFB ME 04751-5000		
SUBJECT: Designation of Individuals Authorized to Accept Custody of Reportable Items		
1. The following individuals are authorized to sign and receipt for reportable items in accordance with AFMAN 21-203:		
<u>NAME</u>	<u>Grade</u>	<u>PRP</u>
Bushaw, Kevin E.	Off	Formal
Murphy, Jordan E.	Enl	Formal
Anderson, Christopher P.	Enl	Formal
Thompson, James L.	Enl	Interim
2. Line-through deletions are authorized.		
3. This letter supersedes all previous letters, same subject.		
JANE C. DOE, Lt Col, USAF Commander, 42d Aircraft Maintenance Squadron		

Figure 8.3. Sample Transfer of Nuclear ICBM RS to LF.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number 14-02	2. Warhead/Bomb/Heavy Vehicle Serial Number(s) N/A	3. Missile Serial Number(s) (If applicable) N/A	4. Heavy System/Heavy Launcher Serial Number (If applicable) 9952	5. A/C Tail Number (If Applicable) N/A
6. CUSTODY STATEMENT: I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	TRANSFER D	LOCATION E
<i>Felix Moret</i> Jay J. Moret III I authorize, verify, and sign	MASO	351 MUNS	0715 20190514	WSA
<i>Joy Hice</i> Joy S. Hice I authorize, verify, and sign	Manitowish Team Chief	351 MUNS	0715 20190514	WSA
<i>Will Rogers</i> Will M. Rogers I authorize, verify, and sign	MMT Transfer Transport Custodian	351 MMXS	0800 20190514	WSA
<i>Michael Schmidt</i> Michael T. Schmidt I authorize, verify, and sign	MMT Team Chief	351 MMXS	1300 20190514	F-11
Andrew S. Kovich I authorize, verify, and sign	MCCC	508 MS	1500 20190514	F-11
I authorize, verify, and sign				
I authorize, verify, and sign				
I authorize, verify, and sign				
I authorize, verify, and sign				
I authorize, verify, and sign				
I authorize, verify, and sign				
I authorize, verify, and sign				
I authorize, verify, and sign				

AF IMT 504 20080117

Figure 8.4. Sample Transfer of Nuclear ICBM RS between LFs.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number 14-02	2. Warhead/Bomb/Mounting Vehicle Serial Number(s) N/A	3. Missile Serial Number(s) (If applicable) N/A	4. Heavy System/Type/ Launcher Serial Number (If applicable) 9952	5. A/C Tail Number (If Applicable) N/A
6. CUSTODY STATEMENT: I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	DATE D	LOCATION E
<i>Christopher R. Wood</i> Christopher R. Wood	MCCC	742 MS	0715 20190514	G-3
<i>Juston Workman</i> Juston L. Workman	MMT Team Chief	91 MMXS	0715 20190514	G-3
<i>Lundy Garlie</i> Lundy C. Garlie	MMT Transfer/Transport Custodian	91 MMXS	0715 20190514	G-3
<i>Scott Johnson</i> Scott P. Johnson	MMT Team Chief	741 MS	1300 20190514	G-07
Adam S. Pierce	MCCC	741 MS	1300 20190514	G-07

Figure 8.5. Sample Transfer of Nuclear ICBM RS from LF.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number 14-02	2. Warhead/Bomb/Missentry Vehicle Serial Number(s) N/A	3. Missile Serial Number(s) (If applicable) N/A	4. Steady System/Tyler/Launcher Serial Number (If applicable) 9952	5. A/C Tail Number (If Applicable) N/A
6. CUSTODY STATEMENT: I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
I authorize/initial/initial (Print and Sign) Jay C. Felds	DMCCC	742 MEX	0800 20190622	B-7
I authorize/initial/initial (Print and Sign) <i>Tyler Terrel</i> Tyler B. Terrel	MMT Team Chief	91 MEXS	0800 20190622	B-7
I authorize/initial/initial (Print and Sign) <i>Lance Anderson</i> Lance I. Anderson	MMT Transfer/Transport Custodian	91 MEXS	1045 20190622	B-7
I authorize/initial/initial (Print and Sign) <i>Gregory Lietzau</i> Gregory G. Lietzau	Munitions Team Chief	705 MEXS	1130 20190622	WSA
I authorize/initial/initial (Print and Sign) <i>John Hampel</i> John O. Hampel	MASO	705 MEXS	1600 20190622	WSA
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				
I authorize/initial/initial (Print and Sign)				

AF IMT 504 20080117

Figure 8.6. Sample AF Form 504, Weapons Custody Transfer Document, Pylon/Launcher to Combat Aircraft.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number 14-05	2. Weapon/Bomb/Store/Store Vehicle Serial Number(s) 123456 234567 345678 456789 567890 678901	3. Missile Serial Number(s) (If applicable) N/A	4. Store/Weapon System/Cylindrical Launcher Serial Number (If applicable) P-098	5. A/C Tail Number (If Applicable) 60-0009
6. CUSTODY STATEMENT: I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUS/FORMA N/A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
Signature/Printed Name (Print and Sign) <i>Marvin W. Weirenga</i> Marvin W. Weirenga	MASO	410 MUNS	0715 20290622	WSA
Signature/Printed Name (Print and Sign) <i>William W. Wright</i> William W. Wright	Missions Team Chief	410 MUNS	0720 20290622	WSA
Signature/Printed Name (Print and Sign) <i>Thomas Flees</i> Thomas L. Flees	Tow Drive	410 MUNS	0800 20290622	WSA
Signature/Printed Name (Print and Sign) <i>Darrell Kermann</i> Darrell M. Kermann	Aircraft Crew Chief	410 AMXS	0830 20290622	F/L
Signature/Printed Name (Print and Sign) <i>James A. Blackwood</i> James A. Blackwood	Aircraft Commander	644 BS	1600 20290622	F/L
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				
Signature/Printed Name (Print and Sign)				

AF IMT 504 20080117

Figure 8.7. Sample AF Form 504, USAF Combat Aircraft.

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number 14-06	2. Warhead/Bomb/Weaponry Vehicle Serial Number(s) 123456	3. Missile Serial Number(s) (If applicable) N/A	4. Inventory System/Type/ Launcher Serial Number (If applicable) N/A	5. A/C Tail Number (If Applicable) 88-0510
6. CUSTODY STATEMENT: I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN NAME	POSITION	ORGANIZATION	TIME/DATE	LOCATION
<small>I authorize/void/void (print and sign)</small> Marvin W. Weerenga Marvin W. Weerenga	MASO	31 MUNS	1330 20100004	T-22
<small>I authorize/void/void (print and sign)</small> Thomas L. Flees Thomas L. Flees	(MOB) Load Crew Team Chief	31 AMXS	1335 20100004	T-22
<small>I authorize/void/void (print and sign)</small> Thomas L. Flees Thomas L. Flees	(MUNSS) Load Monitor	701 MUNSS	1335 20100004	PAS 6
<small>I authorize/void/void (print and sign)</small> Darrell K. Kermann Darrell M. Kermann	(MOB) Aircraft Commander	510 FS	1500 20100004	T-22
<small>I authorize/void/void (print and sign)</small> Weapons Properly	(MUNSS) Released To	Host Nation Aircrew	IAW EAM	DTG XXX XXXX XX
<small>I authorize/void/void (print and sign)</small> Thomas L. Flees Thomas L. Flees	(MOB) Aircraft Crew Chief	510 FS	1630 20100004	T-22
<small>I authorize/void/void (print and sign)</small> Thomas L. Flees Thomas L. Flees	(MUNSS) Load Monitor	701 MUNSS	1630 20100004	PAS 6
<small>I authorize/void/void (print and sign)</small> Marvin W. Weerenga Marvin W. Weerenga	MASO	31 MUNS	1730 20100004	T-22
<small>I authorize/void/void (print and sign)</small>				
<small>I authorize/void/void (print and sign)</small>				
<small>I authorize/void/void (print and sign)</small>				

Chapter 9

STORAGE

9.1. MS/BS Storage (MASO duties).

9.1.1. NARS Warehouse. Establish a secure area (warehouse) for storage of MS/BS that are on account and not in custody of maintenance personnel. **(T-1)**. When storing classified components, ensure warehouse meets minimum requirements for bulk storage per DoDM5200.01 Volume 3_AFMAN 16-1404 Volume_3, *Information Security Program*. **(T-1)**.

9.1.2. Ensure local storage plan specifies building(s)/room(s) used for the warehouse and applicable security precautions used to ensure limited access to stored items within. **(T-3)**.

9.1.3. Ensure MS/BS in storage are not co-mingled. **(T-1)**. Ensure storage bins are conspicuously marked “Base Spare Assets Only” and “Military Spare Assets Only” to indicate type of spares authorized for storage within bin rows (not applicable for large items such as bolsters/containers, etc.). **(T-3)**. Ensure excess MS/BS are segregated from other stock and identified as “excess.” Segregate serviceable/unserviceable items within warehouse. **(T-3)**.

9.1.3.1. Ensure USAL items are physically segregated (i.e., separate and clearly marked location) from non-USAL and USAL excess items. **(T-2)**.

9.1.3.2. Prepare bin labels for each USAL item part number stored within the warehouse. **(T-3)**. As a minimum, include bin number or location, part number, nomenclature, minimum (suggested re-order) quantity, and maximum quantity on label or tag. **(T-3)**.

9.1.3.3. Perform walkthrough checks of bins and storage locations to determine if items need to be replenished. **(T-3)**. Requisition required items through BMSS. **(T-3)**.

9.1.4. Use DD Form 1574, *Serviceable Tag-Materiel*, DD Form 1575, *Suspended Tag-Materiel*, or DD Form 1577, *Unserviceable (Condemned) Tag-Materiel*, to identify stored property. **(T-1)**. Mark condition tags (per AFI 23-101) and designation (BS or MS). **(T-1)**. National stock numbers are not required. **(T-2)**. For classified components, in remarks section of tag, stamp or print “CLASSIFIED ITEM.” **(T-2)**.

9.1.5. For Group X kits and shelf life items, establish local controls to ensure oldest assets are issued first. **(T-1)**. Ensure compliance with shelf life restrictions identified in specific item TOs. **(T-1)**.

9.1.6. Component shipping/storage containers (H1616/H1700, 9-gallon) may be stored in Weapons Storage and Security Systems containing WR weapons in accordance with AFI 91-101, Air Force Nuclear Weapons Surety Program. **(T-1)**.

9.1.7. Use expiration dates to ensure assets in overdue containers are not shipped beyond military first destination. **(T-3)**.

CHAPTER 10

SEAL PROGRAM

10.1. Seal Program. AFGSC/A4Z designates service approved warhead container seals in accordance with TO 11N-100-3150.

10.2. Seal requirements. To preclude opening warhead containers without view ports, to verify contents during inventories, other than SEV, units may elect to seal containerized warheads in storage. If units choose to seal containerized warheads, the provisions in [paragraph 10.1](#), TO 11N-100-3150, and procedures listed below apply.

10.3. Seal issuing. Seals may be issued to applicable work center as long as the MASO will address control of seals in local procedures. **(T-3)**. The MASO will maintain an accountable process to identify warhead serial number and associated seal serial number(s) installed on the container. **(T-1)**. The MASO must ensure duplicate serial numbered seals are not issued and/or installed on containers. **(T-3)**.

10.4. Local worksheet. The MASO will utilize a locally generated worksheet and maintain it in NARS (see [Figure 10.1](#) for example). **(T-3)**. The Maintenance technician and verifier will fill out this form and return to the MASO. **(T-3)**.

10.5. Worksheet information. The MASO will ensure the worksheet contains, at a minimum, the following information: **(T-3)**.

10.5.1. Nomenclature/Serial Number

10.5.2. Seal Serial Number

10.5.3. Date (of installation and/or removal)

10.5.4. Name of Technician (for installation and removal)

10.5.5. Name of Verifier (for installation and removal)

Figure 10.1. Sample of locally devised Seal Program Worksheet.

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

10.6. Seal Installation Procedures.

10.6.1. Prior to closing warhead container, two weapon system JQS qualified individuals (one member must be TC certified) will verify the permanently etched, engraved or stamped warhead serial number with the non-permanent serial number on the warhead and the warhead

serial number painted on the exterior of the container. (T-1). Then the TC will complete the Seal Program Worksheet. (T-1).

10.6.2. After closing container, install seal as snugly as possible in such a manner that prevents opening container without removing or damaging installed seal. Then the TC will complete the Seal Program Worksheet. (T-1). Do not cut excess wire rope. (T-1).

10.7. Seal Removal Procedures.

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

10.7.2. After opening container, verify warhead serial number and the warhead serial number painted on the exterior of the container. (T-2). If discrepancy exist, notify MAJCOM.

10.7.3. MASO or designated representative will destroy seal(s) in accordance with local procedures. (T-3).

WARREN D. BERRY Lieutenant General,
USAF DCS/Logistics, Engineering &
Force Protection

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

CJCSI 3150.04B, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*, 13 January 2017

DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, January 2021

DoD S-5210.41M_AFMAN 31-108, *The Air Force Nuclear Weapon Security Manual*, 20 May 2019

DoDI 4540.05, *DoD Transportation of US Nuclear Weapons*, 23 June 2011

DoDM 5200.01 V1_AFMAN 16-1404 V1, *Information Security Program: Overview, Classification and Declassification*, 11 January 2021

DoDM 5200.01 V3_AFMAN 16-1404 V3, *Information Security Program*, 11 January 2021

DoDM 5210.42_AFI 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, 19 September 2018

AFI 10-201, *Force Readiness Reporting*, 22 December 2020

AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 4 June 2018

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 24-602v2, *Cargo Movement*, 12 June 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMAN 23-230, *Maintaining Air Force DoD Activity Address Codes (DoDAAC)*, 31 January 2019

AFMAN 21-200, *Munitions and Missile Maintenance Management*, 9 August 2018

AFMAN 21-204, *Nuclear Weapons Maintenance*, 13 August 2019

AFMAN 13-526, *Nuclear Airlift Operations*, 3 October 2018

AFPD 21-2, *Munitions*, 6 October 2020

AFPD 13-5, *Air Force Nuclear Mission*, 17 July 2018

DAFI 33-360, *Publications and Forms Management*, 21 July 2021

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

TO 11N-20-11, *General Guidance and Materiel Hazard Information for Nuclear Weapons, Components and Nonnuclear Weapon Designations*

TO 11N-45-51, *Transportation of Nuclear Materiel*

TO 11N-45-51A, *Transportation of Nuclear Weapons Materiel (Supplement) Shipping and Identification Data for Stockpile Major Assemblies*

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

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

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

TO 11N-100-3150, *Joint Reporting Structure; Nuclear Weapons Report*

Prescribed Forms

AF Form 504, *Weapons Custody Transfer Document*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 3126, *General Purpose Form*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

DD Form 114, *Military Pay Order*

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

DD Form 361, *Transportation Discrepancy Report*

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

DD Form 1131, *Cash Collection Voucher*

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

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

DD Form 1574, *Serviceable Tag-Materiel*

DD Form 1575, *Suspended Tag-Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag-Materiel*

DD Form 1911, *Materiel Courier Receipt*

DOE/NRC Form 740M, *Concise Note*

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

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AF NOSS—Air Force Nuclear Ordnance Shipping Schedule

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order
AMC—Air Mobility Command
AMXS—Aircraft Maintenance Squadron
AOI—All Other Inventory
BMSS—Base and Military Spares Server
BS—Base Spare
BSART—Bomber Strategic Aircraft Reconstitution Team
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
CONUS—Continental United States
DG—DIAMONDS Generated
DIAMONDS—Defense Integration and Management of Nuclear Data Services
DMCCC—Deputy Missile Combat Crew Commander
DoD—Department of Defense
DoDAAC—Department of Defense Activity Address Code
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DOE—Department of Energy
DSRL—DOE Spares Repair List
DTRA—Defense Threat Reduction Agency
FK/FV—Munitions/Weapons Account
FLTS—Flight Test Squadron
IHC—Interim Hazard Classification
ICBM—Intercontinental Ballistic Missile
KC/NSC—Kansas City National Security Campus
LF—Launch Facilities
LIL—Location Inventory List
LLC—Limited Life Component
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MASO—Munitions Accountable Systems Officer
MCC—Missile Combat Crew
MCCC—Missile Combat Crew Commander

MMOC—Missile Maintenance Operations Center
MS—Military Spares
MUNS—Munitions Squadron
MUNSS—Munitions Support Squadron
MXG—Maintenance Group
MXS—Maintenance Squadron
NARS—Nuclear Accountability and Reporting Section
NNSA—National Nuclear Security Administration
NUREP—Nuclear Reporting
OCONUS—Outside the Continental United States
OMA—Other Major Assemblies
OST—Office of Secure Transportation
PNAF—Prime Nuclear Airlift Force
PRP—Personnel Reliability Program
QSR—QAST Status Report
RoS—Report of Survey
RS—Reentry System
SAAM—Special Assignment Airlift Mission
SEV—Stockpile Emergency Verification
SIPR—Secure Internet Protocol Router
SIR—Semiannual Inventory Report
SLA—Service Logistics Agent
SLPR—Stockpile Location Planning Report
SRAN—Stock Record Account Number
SS—Source and Special
TC—Team Chief
TCIS—Time Change Item Schedule
TCIRS—Time Change Item Return Schedule
TICMS—Theatre Integrated Combat Munitions System
TO—Technical Order
UR—Unsatisfactory Report
USAF—United States Air Force

USAFE—United States Air Forces in Europe & Air Forces Africa

USAL—Unit Spares Authorization Listing

USSTRATCOM—United States Strategic Command

WR—War Reserve

WSR—Weapon Status Report

Terms

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

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

Air Force Nuclear Ordnance Shipping Schedule (AF NOSS)—A monthly forecast of logistics movements of nuclear and nuclear-related cargo.

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

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

Blind Inventory Worksheet—A locally developed worksheet used to record the location, category and serial number of reportable items being inventoried.

Combat Configuration—As used in this publication, combat configuration is an assembled state of nuclear weapons, warheads, reentry vehicles and reentry systems that may be encountered during a required inventory. This includes bombs and missiles mated to multiple carriage launch gear, assembled reentry vehicles, assembled reentry systems, reportable items sealed in Air Launched Cruise Missiles, and other potential configurations where physical access to the nuclear weapon may not be possible without disassembly of the higher assembly.

Commander—Unless otherwise specified, “Commander” in this AFMAN is defined as the squadron or detachment commander.

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

Critical Component—A component of a nuclear weapon system that if bypassed, activated, or tampered with could result in or contribute to deliberate or inadvertent authorizing, pre-arming, arming, or launching of a combat delivery vehicle carrying a nuclear weapon, or the targeting of a

nuclear weapon to other than its planned target. Air Force Safety Center designates critical components.

Custody—As defined in the DOE-DoD Stockpile Agreement, custody is the responsibility for the control of transfer and movement of, and access to, weapons and components. Custody also includes the maintenance of accountability for weapons and components. Custody is also the guardianship and safekeeping of nuclear weapons and their components and of source and special nuclear material. Custody may or may not include accountability.

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

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

Disinterested Individual—A commissioned officer, or GS-11 or higher who is properly appointed on orders to conduct an audit or inventory. This person must not have bias in the outcome of the inventory or audit and may not have had custody of any reportable item (signed an AF Form 504 or other custodial document) during the inclusive dates of the inventory or audit.

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

Document Control—A document management system used in support of accountability/custodial processes.

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

Empty Quiver—A nuclear weapon that is lost, stolen, seized, or destroyed. Loss includes, but is not limited to, intentional nuclear weapon jettisoning according to approved Air Force procedures, or inadvertent release of a nuclear component

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

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

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

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

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

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

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

Logistics Transportation—The transport of nuclear weapons by any appropriate noncombat delivery vehicle outside a permanent limited or exclusion area. See DoDI 4540.05 for detailed explanation of the term.

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

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

Military Spares—Parts and components authorized in spare part list published by Sandia National Laboratories, funded for, procured, and owned by DoD, and required for support of DOE and DoD produced training weapons and all cable test disablement equipment, test, and handling equipment except those DOE-owned items supplied to the DoD with WR weapons.

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

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

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

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

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

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

Operational Transport—Positioning of weapons to ensure the operational readiness of nuclear-capable strike-forces. Operational transports include those related to immediate operational readiness such as: assumption of an alert posture; various categories of exercises involving removal of a weapon from its normal storage location, preparation for use, exercise loading, and return to storage. See DoDI 4540.05 for detailed explanation of the term.

Other Major Assemblies (OMA)—OMAs are items similar to WR weapons in physical characteristics, but used for training, testing and evaluation purposes. These items may or may not contain SS material or reportable LLCs.

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

Personnel Reliability Program (PRP)—Nuclear weapons require special consideration because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. The safety, security, control, and effectiveness of nuclear weapons are of paramount importance to the security of the United States. Only those persons who demonstrate reliability will be certified to perform specified duties associated with U.S. nuclear weapons, nuclear command and control (NC2) systems, material, and equipment, and special nuclear material. Those persons will be continuously evaluated for adherence to PRP standards in order to maintain PRP status. DoD personnel who are assigned to positions or who are in training for assignments to sensitive positions within nuclear capable units will be enrolled in PRP.

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

Reportable Items—Items that are reported via NUREP in accordance with TO 11N-100-3150.

Safe Haven—Temporary storage provided to DOE classified equipment transporters at DoD facilities in order to assure safety and security of nuclear material and or non-nuclear classified materiel during civil disturbances, natural disasters, or other conditions, which could affect the safety, or security of the DOE shipment.

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

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

Source Documents—Documents used to schedule maintenance, validate requirements, verify accountability and/or custody procedure documents. Examples include, but are not limited to, LIL, Materiel Transfer Order, TCIS/TCIRS, messages, direction from SLA, special procedures and retrofit orders.

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

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

SS Material—Major assembly items or product entities containing materials over which DOE retains title to and temporarily loans to the DoD.

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

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

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

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