

**BY ORDER OF THE COMMANDER
5TH BOMB WING**

5TH BOMB WING INSTRUCTION 20-1

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Logistics

**NUCLEAR WEAPONS-RELATED
MATERIAL MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction establishes specific procedures to ensure Nuclear Weapons Related Materiel (NWRM) assets are placed on the Accountable Property System of Record (APSR) and ensure serial number tracking and accountability is maintained throughout the entire maintenance process and supply cycle transactions for non-Combat Ammunition System (CAS) managed NWRM assets IAW AFI 20-110, *Nuclear Weapons Related Materiel Management*, 23 October 2014. This Instruction applies to all Minot Air Force Base units possessing NWRM and responsible for the order, issue, packaging, turn-in, storage, inventory, shipment, transshipment, receipt of, maintaining, handling, loading, and accounting for NWRM. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Contact supporting records manager as required. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. The use of the name mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This rewrite of 5BWI20-1 includes guidance of illegible, questionable, or hand-written characters, and any other

non-standard serial number markings on NWRM data-plates, and the 5th Logistics Readiness Squadron (LRS) NWRM handling procedures.

1. 705th Munitions Squadron (MUNS) NWRM Handling

1.1. **Illegible, Questionable, or Hand-Written Data-Plates.** Upon identification of any illegible, questionable, or hand-written (non-printed/stamped) characters, or any other non-standard serial number markings (any character other than alphanumeric to include dashes "-") on NWRM data-plates, 705 MUNS personnel will:

1.1.1. Ensure coordination with 5th Logistics Readiness Squadron (LRS) NWRM Property Custodian (NWRMPC) prior to return of any NWRM assets into the Accountable Property System of Record (APSR) Enterprise Solution-Supply (ES-S).

1.1.2. When necessary or upon 5 LRS request, utilize scope and camera to capture, produce, and distribute larger, more legible, images of questionable and illegible data-plates.

1.1.3. Provide sub-component serial numbers when requested to verify end-item data-plate information.

1.1.4. Upon verification, request a new data-plate if required.

NOTE: For labels with handwritten information (legible and not questionable), coordinate with 5 LRS and depot to verify correct serial number, part number and/or National Stock Numbers (NSN). If no question exists, the item will be accepted for use or shipment.

1.2. **705 MUNS NWRMPC.** In addition to the guidance found in AFI 20-110, *Nuclear Weapons Related Materiel Management*, the 705 MUNS NWRMPC, including appointed alternates, will:

1.2.1. Maintain a master NWRM listing of all NWRM items in the possession of the work center that are not accounted for on a certified build-up sheet. The master listing will identify the appropriate detail number with associated serial number if an item is also contained on an R-14, *Custodian Authorized/Custodian Receipt Listing*, or D-23, *Repair Cycle Asset Management List*.

1.2.2. Adjust master listings to account for removal of NWRM items from reentry systems, receipt/turn-in of items from supply, etc. 705 MUNS NWRMPC will personally inspect NWRM items before making adjustments of any kind to the master NWRM listing. This includes viewing data plates, final signed build sheets or, when certified by appropriate personnel, serviceability tags on containers.

1.2.3. Ensure only authorized personnel have access to combinations and keys for the NWRM storage location. Only the 705 MUNS NWRMPC and appointed alternates will close and inventory NWRM storage locations using the Discoverer script data pull provided by 705 MUNS Decentralized Materiel Support (DMS) or 5 LRS Flight Service Center (FSC).

1.2.4. Ensure unit personnel with unescorted access to NWRM processing areas (maintenance bays) have completed NWRM familiarization training.

1.2.5. Ensure NWRM items not intended to be reassembled or installed during the same maintenance action are picked up on the supply accountable record by serial number within 24-hours, regardless of Found on Base (FOB) action or Due-In From Maintenance (DIFM) exchange. Immediately contact 705 MUNS DMS to inform them of impending transactions.

1.2.5.1. Items awaiting further disposition, maintenance, or proper packaging materials will be picked up on the supply accountable record by serial number within 24-hours, regardless of FOB action or DIFM exchange. 5 LRS FSC personnel will then process a functional check transaction (C-Deck) as physical possession will remain with the 705 MUNS NWRMPC.

1.2.5.2. Ensure coordination with 5 LRS NWRMPC and 5 LRS FSC personnel prior to return of any NWRM assets into ES-S.

1.2.6. Complete all required memorandums for NWRM returns/turn-ins to ES-S as FOB assets.

1.2.7. Physical turn-in of NWRM assets to 5 LRS will be scheduled within 3 duty days.

1.2.8. Immediately notify 705 MUNS leadership, 5 LRS NWRMPC, and the 5 BW Nuclear Weapons Related Materiel Accountable Officer (NWRMAO, i.e. 5 LRS/CC) of any potential NWRM discrepancies.

1.3. **705 MUNS Technician.** All technicians working with or in areas containing NWRM are responsible for assisting the 705 MUNS NWRMPC in ensuring continuous accountability.

1.3.1. Immediately notify the 705 MUNS NWRMPC when an NWRM item is removed from a higher assembly but is not expected to be reassembled or installed during the same maintenance action. (This includes configuration changes, rejection of components, awaiting disposition actions, etc.)

1.3.2. No later than shift change (on the same day), notify the 705 MUNS NWRMPC of maintenance actions that result in the assembly or disassembly of individual NWRM items to or from higher assemblies in processing areas. *INTENT: When a system is assembled, the Build Sheet is used to maintain 100% accountability of multiple NWRM accountable assets. However, it will cease to be a viable mechanism for configuration control and/or accountability for components that are removed. The NWRMPC will update the NWRM Master Inventory Listing in order to account for these individual items until reassembly and completion of a new Build Sheet.*

1.3.3. Immediately notify the 705 MUNS NWRMPC when an NWRM item is received from base supply.

1.3.4. Immediately notify the 705 MUNS NWRMPC of any potential NWRM discrepancies.

1.4. **705 MUNS DMS.** Ensure adequate priority is provided for processing NWRM transactions to meet required timelines.

1.4.1. Ensure the 705 MUNS NWRMPC is notified before removing any NWRM item from a work center, and when NWRM items are received from base supply.

1.4.2. Assist the 705 MUNS NWRMPC in processing of FOB supply transactions and resulting turn-ins, or functional check (C-Deck) transactions as necessary.

1.4.2.1. Contact the 5 LRS NWRMPC and 5 LRS FSC personnel immediately when a determination is made that an NWRM being removed from a larger component with multiple NWRM serial numbered assets were not being reassembled or reinstalled during the same maintenance action to ensure the asset is picked up on the supply accountable record by serial number.

1.4.2.2. If an NWRM asset is not on a supply accountable record (i.e. D23, *Repair Cycle Asset Management List*, or an R14, *Custodian Authorized/Custodian Receipt Listing*, etc.) as a result of a Time Compliance Technical Order (TCTO) maintenance action, contact the 5 LRS NWRMPC and 5 LRS FSC to initiate FOB turn in action.

1.4.2.3. For NWRM support contact 5 LRS NWRMPC and/or 5 LRS FSC Monday through Friday, 0730-1630. After 1630 Monday through Friday, call 5 LRS Materiel Management Flight Central Storage section at 723-6103. On weekends, holidays, and command designated down days, utilize the 5 LRS Materiel Management Flight stand-by roster to contact supply personnel needed for support.

1.4.3. Validate the current D-23 against the Discoverer Data Pull script to ensure all NWRM that have been functional checked (C-Decked) to RS/RV Maintenance for storage, or received from supply but awaiting installation (tracked as ICBM Maintenance Awaiting Installation (MWI) under a DIFM detail), are accounted for by serial number and are assigned to the correct corresponding DIFM detail.

1.4.4. Immediately notify the 705 MUNS NWRMPC of any potential NWRM discrepancy.

1.4.5. Assist 5 LRS with monitoring any assets not inspected upon receipt due to special handling requirements, and subsequently issued to maintenance for bare-asset inspection, to ensure process completion within 30 days of receipt.

2. 5th Logistics Readiness Squadron (LRS) NWRM Handling

2.1. **Systems.** 5 LRS personnel will utilize the ES-S system as the APSR for NWRM assets. Individuals identified to handle NWRM will:

2.1.1. Complete initial and annual NWRM Fundamentals Course in the Advanced Distributed Learning Service (ADLS) website.

2.1.2. Flight Chiefs will accomplish the NWRM Appointment Letter authorizing individuals to handle NWRM. Ensure to route the letter through the Unit Training Manager (UTM) and Unit Security Manager (USM) for validation prior to the Commander's signature.

2.1.3. NWRM Appointment Letters will be provided to Materiel Management Customer Support for addition to local L05, *NWRM Classified Item Receipt Listing*, and Computer Operations for NWRM Transaction Processing in ES-S.

2.1.4. 5 LRS Computer Operations personnel will coordinate the Authorization to Process Transactions against NWRM in ES-S Letter. Ensure to route the letter through the UTM and USM for validation prior to the Commander signature. Upon completion,

forward to the 635 NWRM Transaction Control Cell (NTCC) and notify individuals to request an NWRM account in ES-S.

2.2. Security Requirements. 5 LRS personnel identified to inspect NWRM assets will have a Restricted Area Badge. This will include, at a minimum, those personnel identified as primary or alternate NWRMPC, and Materiel Management personnel. Coordination must be accomplished through the USM.

2.3. Illegible, Questionable, or Hand-Written Data-Plates. Upon identification of any illegible, questionable, or hand-written (non-printed/stamped) characters, or any other non-standard serial number markings (any character other than alphanumeric to include dashes "-") on NWRM data-plates, 5 LRS personnel will:

2.3.1. Ensure coordination with the 5 LRS NWRMPC when dealing with NWRM assets regardless of transaction.

2.3.2. Contact appropriate Item Manager to verify serial number of NWRM asset prior to transaction processing.

2.3.3. Contact AFGSC/A4RM and the 635 NTCC for guidance on how to account for assets with questionable data-plates to meet the 24-hour input policy IAW AFI 20-110.

2.4. 5 LRS NWRMPC. In addition to the guidance found in AFI 20-110, the 5 LRS NWRMPC, including appointed alternates, will:

2.4.1. Maintain a daily master NWRM listing by appropriate detail number with associated serial number as contained on an R-14, *Equipment Account*, or D-23, *DIFM Listing*.

2.4.2. Enforce the two-person validation throughout the unit for any and all NWRM transactions.

2.4.2.1. An NWRMPC and Materiel Management Flight member will inspect all NWRM assets prior to return (FOB and DIFM) into the APSR through ES-S.

2.4.3. Review, revise, and update local unit NWRM checklists.

2.4.4. Validate FOB requests by checking PIC Fusion.

2.5. 5 LRS Customer Support. Assist 705 MUNS with requisition ordering, order status, to include NWRM initial issue requests, and manage the L05.

2.5.1. Ensure and validate Initial Issue paperwork prior to processing transactions.

2.5.2. Complete local NWRM checklist prior to processing transactions.

2.5.3. Ensure an NWRMPC is present prior to processing any NWRM transactions in ES-S.

2.5.4. Process issue/XHB actions for assets on the supply accountable record IAW AFH 23-123, *ILS-S, Materiel Management Operations*, Volume 2, Part 1, Chapter 10.

2.6. 5 LRS Warehouse Management. Ensure personnel with unescorted access to warehouse 01C will be NWRM "Yes" on L05.

2.6.1. Monitor any assets not inspected upon receipt due to special handling requirements, and subsequently issued to maintenance for bare-asset inspection, to ensure process completion within 30 days of receipt.

2.6.2. 5 LRS FSC. If the item is a documented overage resulting from scheduled weapon system deactivation or modification (i.e. FOB/drawdown), immediately contact the Item Manager to determine disposition actions. Once disposition actions are received, contact 635 NTCC for proper accountability. If documentation is not provided, see AFI 20-110, for discrepancy reporting requirements.

2.6.2.1. Ensure and validate all paperwork prior to processing returns into ES-S. When processing an NWRM as FOB, ensure to research, utilize, and include a copy of the Discoverer transaction history dated as far back as December 2008 to validate requests.

2.6.2.2. Complete local NWRM checklist prior to processing transactions.

2.6.2.3. Ensure an NWRMPC is present prior to processing any NWRM transactions in ES-S.

2.6.2.4. Process turn-in/XHB actions to account for assets on the supply accountable record IAW AFH 23-123.

2.6.2.5. Process functional check (C-Deck)/XHB transactions to 705 MUNS for assets that cannot be physically turned-in to 5 LRS and "Functional Check Required" assets.

2.6.2.5.1. Upon notification NWRM assets are ready for pick up from 705 MUNS, coordinate and provide Documented Cargo a list of NWRM assets to pick up.

2.6.3. 5 LRS Inspection personnel will coordinate with the 705 MUNS NWRMPC and 635 NTCC to load functional check flag to identified NWRM assets.

2.7. **5 LRS Receiving.** Process receipts IAW AFI 20-110.

2.7.1. Complete local NWRM checklist prior to processing transactions.

2.7.2. Ensure an NWRMPC is present prior to processing any NWRM transactions in ES-S.

2.7.3. Coordinate NWRM Due-Out-Release (DOR) deliveries upon receipt processing, with Documented Cargo.

2.8. **5 LRS Documented Cargo.** Ensure individuals authorized to sign for NWRM assets are on the L05 prior to delivery. Pick up from and deliveries to 705 MUNS Weapons Storage Area (WSA) are Tuesdays at 1300 and Fridays at 0900. Call 723-2183 to schedule pick-up and deliveries.

JASON R. ARMAGOST, Colonel, USAF
Commander, 5th Bomb Wing

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

AFI 20-110, *Nuclear Weapons-Related Material Management*, 23 October 2014

AFH 23-123 Volume 2 Part 1, *ILS-S, Materiel Management Operations*, 8 August 2013

AFI 23-101, *Air Force Material Management*, 8 August 2013

No Forms Prescribed***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

APSR—Accountable Property System of Records

CAS—Combat Ammunition System

CA/CRL—Customer Authorization/Custody Receipt Listings

DIFM—Due-In From Maintenance

DMS—Decentralized Materiel Support

ES—S - Enterprise Solution-Supply

FSC—Flight Service Center

FOB—Found on Base

ICBM—Intercontinental Ballistic Missile

MWI—Maintenance Awaiting Installation

NTCC—NWRM Transaction Control Cell

NWRM—Nuclear Weapons-Related Materiel

NWRMAO—Nuclear Weapons-Related Materiel Accountable Officer

NWRMPC—Nuclear Weapons-Related Materiel Property Custodian

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RS/RV—Re-entry System/Re-entry Vehicle

TCTO—Time Compliance Technical Order

Terms

CAS— The Air Force wholesale and retail combat ammunitions system. CAS tracks munitions assets by DoD Activity Address Code, National Stock Number, lot/serial number, condition code, location, and status.

C—Deck - A transaction utilized to transfer accountability to a maintenance activity for functional, serviceability inspection.

Discoverer— A data access tool utilized to view the data from the Standard Base Supply System.

Found on Base— Assets that are in the possession of base customers that are not correctly accounted for on an Accountable Property System of Records.

PIC Fusion— The Supply Chain Management nuclear enterprise data system used to facilitate NWRM identification, coordinate changes to ensure positive inventory control, and account for serial numbers.

XHB— Communication Security (COMSEC) Serialized Control Input transaction used by the base level user to modify records of serialized COMSEC assets at or received by his/her base.