

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

AIR FORCE INSTRUCTION 21-210

10 JUNE 2014



Maintenance

**NUCLEAR WEAPON RELATED VISITS TO
AIR FORCE ORGANIZATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading from the e-Publishing website at www.e-publishing.af.mil/.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4LW

Certified by: AF/A4L (Maj Gen Cooper)

Pages: 7

Supersedes: AFI21-210, 14 March 2012

This publication implements the policy in AFPD 21-2 *Munitions*, and provides procedures to comply with the provisions of Articles VII and IX of the Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense dated 20 March 1967. It establishes procedures for scheduling nuclear weapons related visits by Department of Energy (DOE)/National Nuclear Security Administration (NNSA) Nuclear Security Enterprise (NSE) organizations and personnel. This publication applies to Air Force commanders (Active Duty, Guard or Reserve) responsible for storing, maintaining, handling, loading and accounting for nuclear weapons and/or nuclear weapons support equipment to include training devices. This publication applies to Air Force Reserve and Air National Guard. This publication may not be supplemented. Units will contact the applicable MAJCOM for interpretations of the guidance contained in this publication. **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 AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.** 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 the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). 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 Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document includes significant changes that require complete review and incorporates AFI 33-360 guidance to include tier waiver requirements.

1. Purpose. This instruction identifies procedures for scheduling nuclear weapons related visits by DOE/NNSA NSE agencies and other non-Air Force weapons supporting agencies. The visiting agency maintains responsibility for funding these visits. Requests will be reviewed on a case-by-case basis for the actual need to visit a USAF site and will be coordinated with the applicable MAJCOM.

2. General. DOE/NNSA through the NSE integrates the design, development, and stockpile maintenance requirements with the Air Force. DOE/NNSA NSE field representatives visit Air Force organizations to exchange technical information with weapons maintenance personnel and to perform/oversee nuclear weapons maintenance activities. This exchange assists DOE/NNSA/NSE and the Air Force in solving technical problems and developing weapon design considerations by applying field engineering feedback and technical assistance. These liaison visits do not substitute for official Air Force nuclear weapon inspections and processing of Unsatisfactory Reports. Discussing technical problems does not commit the Air Force to nuclear weapon modification, alteration, product change proposal, special repair procedure or any other changes to established procedures. Visits are purely technical liaison in nature and will be treated by both agencies as a means for discussing mutual problems between the user and the developer.

3. General Procedures

3.1. Requestor (DOE/NNSA NSE and non-Air Force agencies)

3.1.1. Requests to visit Air Force organizations by DOE/NNSA NSE agencies and non-Air Force agencies for nuclear weapons related visits will be supported by a request letter and Joint Personnel Adjudication System (JPAS) visit request or a DOE Form 5631.20, *Request for Visit or Access Approval*, as required. Both letter and visit request will be received at the Air Force Nuclear Weapons Center (AFNWC) Nuclear Weapons Logistics Division and AFNWC Security Office prior to a visit request being approved. JPAS visit requests will be authenticated by individual Unit Security Offices. Requestors will provide the visit request to the AFNWC Security Office and provide visit specifics in the request letter to AFNWC Nuclear Weapons Logistics Division. The request letter detailing specifics of the visit will identify the following information:

3.1.1.1. Units and facilities to be visited.

3.1.1.2. Purpose of visit.

3.1.1.3. Primary and backup inclusive dates of proposed visit. Inclusive dates are to include the specific dates the traveler(s) will be at each location.

3.1.1.4. Each visitor's full name, (last, first, middle initial and suffix, if it applies) as it appears on visitor's government issued photo identification (ID) (i.e. driver's license, passport, other ID).

3.1.1.5. Rank of visitor(s) or protocol equivalent (e.g. GS-12, Colonel, Contractor).

- 3.1.1.6. Driver's License Number and State of issue, passport number, or other government issued ID number.
 - 3.1.1.7. Organization (e.g. SNL/5513) and agency security manager contact information.
 - 3.1.1.8. Passport numbers and expiration dates (required for all overseas visits). This information is provided with the visit request, as it is not always required to be provided by the security office.
 - 3.1.1.9. Part and/or serial number of any accompanying supplies/equipment (e.g. photo or test equipment) being carried into the nuclear facility.
 - 3.1.1.10. Human Reliability Program (as required).
- 3.1.2. DOE/NNSA NSE agencies will submit a DOE Form 5631.20, for all individuals, to the AFNWC Security Office.
- 3.1.2.1. Agencies utilizing JPAS will submit the visit request using the appropriate Security Management Office code (SMO). Contact the Air Force Nuclear Weapons Center's Nuclear Capabilities Field Support Branch (AFNWC/NCLF) for appropriate SMO code.
- 3.1.3. Requestors will submit visit requests for all individuals to AFNWC/NCLF not later than 30 days prior for CONUS visits and 45 days for overseas visits (60 days for Turkey). Short notice requests will be reviewed on a case-by-case basis.
- 3.1.4. Visitors will possess two forms of ID when entering nuclear weapon restricted areas, one of which must be a government issued picture ID. Both forms of ID used must contain matching information. Any information not matching will result in denial of entry to restricted areas.
- 3.1.5. Once the visit request is approved by the owning MAJCOM, the requestor will coordinate other details (meeting time, etc.) for the visit with the unit point of contact. The AFNWC Nuclear Weapons Logistics Division will grant authority to visit Air Force installations before the trip can take place. Changes to approved visits will be coordinated through AFNWC Nuclear Logistics Division to owning MAJCOM.

3.2. AFNWC Nuclear Weapons Logistics Division will:

- 3.2.1. Provide a single point of contact to the DOE/NNSA NSE agencies and other non-Air Force nuclear weapons supporting agencies for nuclear weapons, facilities or security related visits to Air Force installations. The AFNWC Nuclear Weapons Logistics Division assures a valid purpose for each visit or access request and ensures appropriate involvement and standardization throughout the request process. (T-2)
- 3.2.2. Address issues that involve nuclear weapons, access to nuclear weapons restricted areas, nuclear weapons-related test and handling equipment or issues that fall under the responsibilities of the Joint Nuclear Weapons Publications System. This requirement includes representatives of DOE/NNSA NSE agencies traveling to Air Force locations as part of the Nuclear Weapons System Safety Group. (T-1)

3.2.3. Upon notification of a requested visit, contact applicable MAJCOM through official channels to determine approval/disapproval. (T-2) Note: AFNWC/NCL will function as MAJCOM for all 898 MUNS visit requests.

3.2.3.1. Send memorandum to applicable MAJCOM including requesting agency, reason for visit, proposed dates and number of personnel requesting entry. Assist with determination of alternate date(s) as needed. (T-1)

3.2.3.2. Ensure visits are approved or disapproved only after coordination with applicable MAJCOM. Ensure careful consideration of the purpose, adequacy of clearances, timing of the visit and schedules of the units to be visited. (T-2)

3.2.4. Notify requestor of visit approval/disapproval and agreed upon dates after MAJCOM coordination. (T-2)

3.2.5. Forward validated visit requests to the AFNWC Security Office. (T-2)

3.2.6. Coordinate with requestors and all agencies involved in the visit to resolve any issues. (T-2)

3.3. AFNWC Security Office will:

3.3.1. Verify and maintain clearances pertaining to individuals requesting visits to Air Force installations and organizations. Verify personnel possess appropriate clearances and are valid for the period of the visit. (T-0)

3.3.2. Sign validated visit request (wet signature or e-signed) and submit document (.pdf or .doc(x)) to the AFNWC Nuclear Weapons Logistics Division and the Unit security manager(s) of the unit to be visited using guidance in DoD S-5210.41-M_AFMAN 31-108, Volume 2, *Nuclear Weapon Security Manual: General Nuclear Weapon Security Procedures*. (T-0)

3.3.3. Coordinate with AFNWC Nuclear Weapons Logistics Division to resolve any issues. (T-2)

3.4. MAJCOMs will:

3.4.1. Coordinate/approve/disapprove all visit requests.

3.4.2. Establish guidance and procedures concerning security clearance verification and coordination of visits according to Air Force security directives and instructions.

3.4.3. Coordinate formal requests for all visits through the AFNWC Nuclear Weapons Logistics Division.

3.5. Owing Wing Commander will:

3.5.1. Coordinate/approve/disapprove all visit requests. (T-2)

3.6. Additional Procedures

3.6.1. DOE/NNSA NSE agencies and non-Department of Defense (DoD) agencies will process their own country clearances through their Foreign Travel Offices. Agencies will proceed only after receipt of official visit request approval by the MAJCOM and notification from the AFNWC Nuclear Weapons Logistics Division. DoD agencies will process their own country clearances through their appropriate Foreign Travel Offices

using criteria outlined in the DoD Foreign Clearance Manual. Agencies will proceed only after receipt of official visit request approval by the MAJCOM and notification from the AFNWC Nuclear Weapons Logistics Division.

3.6.2. Security information will only be accepted through the outside agency's security office; security information provided by the traveler will not be accepted.

3.6.3. Processing of Theater/Site Visits to HQ USAFE for approval will be accomplished by the requesting agency security office.

JUDITH A. FEDDER, Lt Gen, USAF
DCS/Logistics, Installations and Mission Support

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

Articles VII and IX, AT(29-2)-1222, Stockpile Agreement between the United States Atomic Energy Commission and Department of Defense, 20 Mar 1967

DoD S-5210.41-M_AFMAN 31-108, Volume 2, Nuclear Weapon Security Manual: General Nuclear Weapon Security Procedures, 7 Mar 2013

AFPD 21-2, Munitions, 17 Dec 2012

AFI 33-360, Publications and Forms Management, 25 September 2013

AFMAN 33-363, Management of Records, 1 Mar 2008, AFGM2013-01, 29 Aug 2013

Adopted Forms

AF Form 847, Recommendation for Change of Publication

DOE Form 5631.20, Request for Visit or Access Approval

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFNWC—Air Force Nuclear Weapons Center

AFPD—Air Force Policy Directive

CONUS—Continental United States

DoD—Department of Defense

DoDD—Department of Defense Directive

DOE—Department of Energy

GS—General Schedule (US civil service pay scale)

HQ—Headquarters

ID—Identification

JPAS—Joint Personnel Adjudication System

MAJCOM—Major Command

MUNS—Munitions Squadron

NNSA—National Nuclear Security Administration

NSE—Nuclear Security Enterprise

OPR—Office of Primary Responsibility

SMO—Security Management Office

SNL—Sandia National Laboratories

USAFE—United States Air Forces in Europe

Terms

T-0—Determined by respective non-AF authority (e.g. Congress, White House, OSD, JS). Requirement external to AF; Requests for waivers must be processed through command channels to publication OPR for consideration. (Source AFI 33-360).

T-1—Non-compliance puts Airmen, commanders, or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waiver authority is MAJCOM/CC (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official (Source AFI 33-360).

T-2—Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waiver authority is MAJCOM/CC (delegable no lower than MAJCOM Director).