

**BY ORDER OF THE COMMANDER
341 MISSILE WING**

**341 MISSILE WING INSTRUCTION
21-203**



30 NOVEMBER 2022

Maintenance

***NUCLEAR ACCOUNTABILITY
AND LOGISTICS PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction complements AFMAN 21-203, Nuclear Accountability Procedures, 29 September 2021 and provides guidance, delineates responsibilities and establishes procedures to initiate, notify, execute and report Stockpile Emergency Verifications. Additionally, it states additional responsibilities when supporting Type I and Type II missions. This instruction applies to 341st Missile Wing (MW) and all associated units. Air National Guard and Air Force Reserve personnel are exempt from the provisions of this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Form 847 through the wing publishing office and then to the appropriate OPR. 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. This publication may not be supplemented or further implemented/extended. The authority to waive all requirements in this publication are at the wing level.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. 341st Munitions Squadron (341 MUNS):

1.1.1. Will ensure the Munitions Accountability Systems Officer (MASO) (or designated representative) is the primary contact for all mission (i.e. Type I, Type II, and SEV notifications) coordination and planning. Additionally, the MASO (or designated representative) will assume convoy commander responsibilities.

1.1.2. Perform responsibilities outlined in APPENDIX 5 to Annex C to 341 MW IDP 31-1.

1.1.3. Conduct a mission coordination briefing no later than the duty day prior to the scheduled mission date. Required attendees will be notified of scheduled briefing time and location. Mission notifications will be sent to applicable base agencies and parties herein.

1.2. Command Post Chief (341 MW/CP).

1.2.1. Will provide a 24-hour POC for Stockpile Emergency Verification (SEV) initiation messages and DOE missions carrying hazardous cargo on coordination with other wing agencies.

1.2.2. Will ensure all messages, voice or electronic, received by 341 MW/CP related to logistics movements, Safe Haven, emergency divert or SEV and SEV Tests are disseminated to the MASO, Nuclear Accountability and Reporting Section (NARS) and Munitions Control immediately upon receipt. ([Attachment 4](#))

1.3. 341st Communications Squadron (341 CS):

1.3.1. Will provide 24-hour secure voice and data messaging capability to 341 MW/CP, 341 MUNS Munitions Control (bldg. 1836) and 341 MUNS NARS (bldg. 1840).

1.4. 341st Security Forces Squadron (341 SFS).

1.4.1. Will provide priority support and security personnel to get applicable structures opened to facilitate necessary inventory actions IAW DoD S 5210.41-M, AFMAN 31-108 AFGSCSUP and 341 MW IDP 31-1.

1.4.2. Will open the AA&E gate for Type I/II shipments IAW APPENDIX 5 to Annex C to 341 MW IDP 31-1.

1.5. 341st Logistics Readiness Squadron (341 LRS).

1.5.1. Will provide Mobile maintenance support to follow convoy vehicles during Type II missions (mission permitting). If active mobile maintenance support is unavailable due to a higher priority mission, provide standby maintenance support from Malmstrom AFB, as needed.

1.5.2. Will provide K-loader support. If K-loader support is not available, provide personnel necessary to supervise safe flight line operations and guide vehicles in close proximity to the aircraft.

1.5.3. Will provide a 10K forklift during Type I missions.

Chapter 2

SEV AND SEV TEST PROCEDURES

2.1. SEV Description:

2.1.1. The SEV procedure is the major information source for the President of the United States, the Secretary of Defense, and the Chairman of the Joint Chiefs of Staff (CJCS) to verify all or selected portions of the DoD stockpile of nuclear weapons are in the possession of authorized DoD agents. A SEV Test is an exercise performed at least semi-annually in order to validate the SEV reporting structure worldwide. Procedures and priority for a SEV and SEV Tests are identical. A SEV takes precedence over all other wing activities and must receive support from all levels of wing leadership.

2.2. SEV Notification Procedures.

2.2.1. The 341st MW/CP will:

2.2.1.1. DUTY HOUR NOTIFICATIONS. The 341 MW/CP will call and notify 341 MUNS NARS and 341 MUNS Munitions Control that a SEV or SEV Test has been initiated immediately upon receipt of initiation. Any delay of notification could affect the wing's ability to meet Joint Chiefs of Staff (JCS) mandated reporting timelines.

2.2.1.2. NON-DUTY HOUR NOTIFICATIONS. If notification is received while Munitions Control is not manned, then Command Post will notify the MASO or MASO representatives, utilizing the SEV Recall During Non-Duty Hours letter ([Attachment 5](#)) and provide the SEV initiation Date Time Group (DTG). If none of the above can be notified, immediately call the 341 MUNS Commander, and then work up the chain of command until the first person answers. The MASO or NARS personnel will contact standby Munitions Control personnel who will initiate a squadron recall. ([Attachment 3](#)). Any delay of notification could affect the wing's ability to meet Joint Chiefs of Staff (JCS) mandated reporting timelines.

2.2.1.3. Subsequent SEV messages will be forwarded directly to the 341 MUNS NARS and 341 MUNS CONTROL SIPRNET organizational email accounts. After SEV initiation, Munitions Control and NARS personnel will continuously monitor organizational email account boxes for follow-on messages.

2.2.2. 341 MUNS will:

2.2.2.1. Determine whether the SEV requirements dictate a physical count, inventory of weapons or if only records check verification is required per the SEV message.

2.2.2.2. Execute SEV inventory actions and submit reports IAW 11N-100-3150 and AFMAN 21-203 (Attachment 2).

BARRY E. LITTLE, Colonel, USAF
Commander

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

AFI33-322, *Records Management and Information Governance Program*, 28 Jul 2021

AFMAN 21-203, *Nuclear Accountability Procedures*, 29 Sep 2021

AFMAN 31-108, *Nuclear Weapons Security Manual*, 2 May 2019

AFMAN 33-363, *Management of Records*

DODMAN 5210.41-M, *Nuclear Weapons Security Manual (Secret-RD)*, 11 Aug 15

TO 11N-100-3150, *Joint Reporting Structure (Secret-FRD)*

Adopted Forms

AF Form 847, *Recommendation for Changes of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

CJCS—Chairman Joint Chiefs of Staff

DTG—Date Time Group

DIAMONDS—Defense Integration and Management of Nuclear Data Services

DoD—Department of Defense

DOE—Department of Energy

EAC—Emergency Action Checklist

LIL—Location Inventory Listing

MASO—Munitions Accountable Supply Officer

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

NARS—Nuclear Accountability and Reporting Section

POC—Point of Contact

SEV—Stockpile Emergency Verification

SIPR—Secure Internet Protocol Router

TO—Technical Order

Terms

SEV—The SEV is a rapid inventory to verify all or selected portions of the stockpile of nuclear weapons in the possession of authorized agents.

Attachment 2

341 MUNS/MXWSK SEV/SEV TEST CHECKLIST

Table A2.1. 341 MUNS/MXWSK SEV/SEV Test Checklist (Example).

CLASSIFICATION UNCLASSIFIED		UNIT 341ST MUNS Nuclear Accountability	SEV NUMBER 21-03
TITLE STOCKPILE EMERGENCY VERIFICATION (SEV)			MASO Signature Once Complete
STEPS	ACTIONS		
	Time initiated _____ / _____ L Notified by : _____ / _____ L *IF SEV is NOT applicable to MAFB stockpile, call in a negative phase to SLA.		
___ 1.	Confirm correct checklist from 341 MWI 21-202 off e-publications from AF Portal. NOTE 1: COMPLETE THIS CHECKLIST WHEN IN RECEIPT OF ACTUAL SEV OR SEV TEST.		
___ 2.	Confirm Notifications for: (Utilize Control to help with notifications.) 341 MW Command Post _____ / _____ L AFNWC POC (A4WZ) _____ / _____ L 341 MXG Commander _____ / _____ L 341 SFS Commander _____ / _____ L IPC _____ / _____ L NOTE: Only call IPC if any missions are scheduled for the day.		
___ 3.	MASO will print PHASE 1 NOTE 2: ONCE PHASE 1 SCREEN IS UP, YOU MUST PRINT OR SAVE AS TO DIAMONDS TERMINAL BECAUSE THE SCREEN WILL DISSAPEAR.		
___ 4.	MASO will print PHASE 2 Structure: _____ SNs: _____ Structure: _____ SNs: _____		

<p>_____5.</p>	<p>Perform Record Check in DIAMONDS SEV Module. Report any discrepancies in accordance with paragraph 6-7.6.)</p> <p>NOTE 3: MAKE PERIODIC UPDATES TO THE SLA AS NECESSARY, WHEN DIRECTED OR WHEN ENCOUNTERING ANY DELAYS VIA ANY SECURE MEANS AVAILABLE.</p> <p>NOTE 4: IF A RECORDS CHECK IS REQUIRED FOLLOW STEPS IN T.O. 11N-100-3150 PARAGRAPH 6-6.5.B.2.C</p> <p>Conduct a physical count of assets listed in the Phase 1 scope of the WCL (Weapons Custody Listing)</p>
<p>_____6.</p>	<p>Notify SLA of PHASE I Completion</p>
<p>_____7.</p>	<p>AFNWC POC (A4WZ) _____ / _____ L</p> <p>Begin Phase II</p>
<p>_____8.</p>	<p>Structure _____ / _____ L</p> <p>Structure _____ / _____ L</p> <p>NOTE 5: PHYSICALLY VERIFY ENGRAVED SERIAL NUMBERS OF ASSETS IDENTIFIED IN THE PHASE II SCOPE OF THE WCL AGAINST THE LIL AND SLPR.</p> <p>Notify SLA of PHASE II completion</p>
<p>_____9.</p>	<p>AFNWC POC (A4WZ) _____ / _____ L</p> <p>NOTE 6: IF NO DISCREPENCIES EXIST BEGIN AFTER ACTION REPORT IN ACCORDANCE WITH PARAGRAPH 6-7.7. IF DISCREPENCIES EXIST CONSULT SQUADRON LEADERSHIP AND REPORT IN ACCORDANCE PARAGRAPH 6-7.6.</p> <p>NOTE 7: IF WEAPON CAN NOT BE LOCATED, ENSURE 341 MW/CP HAS ADEQUATE INFORMATION TO SUBMIT AN OPREP-3 PINNACLE/EMPTY QUIVER IN ACCORDANCE WITH CJCSM3150.03B. THEN PROVIDE EXPLANATION NEXT TO DISCREPENY IN PDF WCL AND SUBMIT TO SLA AND AWAY FURTHER GUIDANCE. NOTIFY SLA AND COMMAND POST ON SECURE MEANS.</p> <p>341 MW Command Post _____ / _____ L</p> <p>AFNWC POC (A4WZ) _____ / _____ L</p>

____10.	Receive SEV/SEV Test termination message
____11.	Make notifications for termination: 341 MW Command Post _____/_____ L 341 Munitions Control _____/_____ L IPC _____/_____ L NOTE: Only call IPC if any missions are scheduled for the day.
____12.	Submit a SEV After Action Report within two calendar days of SEV/SEV Test termination.

Attachment 3

341 MUNS MUNITIONS CONTROL SEV CHECKLIST

Figure A3.1. 341 MUNS Munitions Control SEV Checklist (Example).

341 MUNS MUNITIONS CONTROL EMERGENCY ACTION CHECKLIST
January 2021

**STOCKPILE EMERGENCY VERIFICATION (SEV) SEV TEST
CHECKLIST 18**

ACTUAL _____ **TEST** _____

Controllers: If more than one controller is on-duty, perform notifications concurrently.

1. NOTIFICATION:

NOTE

Ensure accurate times (both local and Zulu) are recorded for all tasks completed

NOTE

NARS 24 hour coverage until termination.

Notified by: _____ Date & Time: _____ / _____

Initiation Time: _____ / _____ Scope (circle one): Phase I Phase II

NOTE

Records check verification SEV consists only of a comparison of weapon serial numbers from accountable records against WCL provided by DTRA.

Phase II consists of a comparison of weapon serial numbers with accountability records and with weapon custody listing (WCL) provided by DTRA. Do not delay starting Phase II actions until WCL receipt. (Physical check of serial numbers in cans)

a. Notify the following of a SEV and Scope status:

1. NARS / MASO (6540/6267) (Call cell)	6. Special Weapons Flight (6109/6264)
INT: _____ Time: _____	INT: _____ Time: _____
2. Command Post (3801/7021)	7. QA (3928/4059)
INT: _____ Time: _____	INT: _____ Time: _____
3. 341 MUNS CC (4442)	8. MMOC (3991/3992)
INT: _____ Time: _____	INT: _____ Time: _____
4. MXW (6101/6102)	9. 341 MXG CC/CD (3009)
INT: _____ Time: _____	INT: _____ Time: _____
5. P&S (6020/6004)	
INT: _____ Time: _____	

b. Coordinate manning requirements with MXWS (i.e. RECALL, etc.)

2. ACTION:

NOTE

This portion of the checklist will only be accomplished when notified by the MASO that a physical verification is required.

a. Notify 341st SFS/CSC for structure being opened.

b. Ensure AF Form 2407 has been created, routed, and signed.

c. Coordinate with MXWS/NARS for storage structure opening.

REMAIN CALM AT ALL TIMES!! OBTAIN AND RELEASE AS MUCH INFORMATION AS NEEDED TO EXPEDITIOUSLY CONTROL THE SITUATION. DELEGATE TO OTHERS WHAT YOU CANNOT ACCOMPLISH IN A REASONABLE TIME—UTILIZE ALL AVAILABLE RESOURCES.

341 MUNS MUNITIONS CONTROL EMERGENCY ACTION CHECKLIST
January 2021

d. Upon notification by the MASO (or designated representative) of SEV termination, re-accomplish notification block for return to normal operations.

e. Record initiation and completion times (local and ZULU):

	Physical Verification	Records Check
Start	/	/
Stop	/	/

Note
If completed as an exercise perform ENDEX notifications

Reference: AFMAN 21-203

****Enter event in NMC2****

REVIEWED BY:~

REMAIN CALM AT ALL TIMES!! OBTAIN AND RELEASE AS MUCH INFORMATION AS NEEDED TO EXPEDITIOUSLY CONTROL THE SITUATION. DELEGATE TO OTHERS WHAT YOU CANNOT ACCOMPLISH IN A REASONABLE TIME—UTILIZE ALL AVAILABLE RESOURCES.

Attachment 4

341 MW/CP SEV CHECKLIST (EXAMPLE)

Figure A4.1. 341 MW/CP SEV Checklist.

CLASSIFICATION UNCLASSIFIED		UNIT 341ST MISSILE WING COMMAND POST	CHECKLIST NUMBER QRC-615
TITLE STOCKPILE EMERGENCY VERIFICATION (SEV)			PAGE 01 OF 01
STEPS	ACTIONS		
	<p>Note: This checklist will be run upon receipt of any Stockpile Emergency Verification (SEV) or Weapons Custody List (WCL).</p> <p>Note: Any questions regarding a SEV or SEV TEST please contact the following: AFSLA DET 5; Kevin Bushaw, DSN: 246-0323 & Kenneth Shires, DSN: 246-4901</p>		
___ 1.	Confirm correct checklist Time initiated ___ / ___ Z		
___ 2.	Notify the below agencies and state the following: "A SEV (TEST) HAS BEEN INITIATED" ___ MUNS/MASO (6540/1404) ___ MUNS Control (6115) ___ MUNS/CC (4442)		
	Note: CP MUST make direct contact with at least one individual on the SEV standby letter.		
___ 3.	Review OPREP-3 Guidebook for reporting criteria.		
___ 4.	If SEV is for Malmstrom AFB notify the following:		
	CONTROLLER 1	CONTROLLER 2	
	___ MMOC (3991)	___ MW/CC (3411)	
	___ MXG/CC (3009)	___ MW/CV (3411)	
	___ OG/CC (7535)	___ MW/CCC (2255)	
___ 5.	Upon termination message from HHQ notify the following:		
	CONTROLLER 1	CONTROLLER 2	
	___ MUNS Control (6115)	___ MW/CC (3411)	
	___ MW/CV (3411)	___ MW/CCC (2255)	
___ 6.	Confirm checklist is complete, log all actions, and clean checklist.		
	Time Completed: ___ Z		
REFERENCE	DATE (YYYYMMDD)	DOWNGRADING INSTRUCTIONS	CLASSIFICATION
AFMAN 10-207 MUNS OI 21-1	2018-04-15	N/A	UNCLASSIFIED
AFGSC FORM 1, 19940401 (EF - VI)		PREVIOUS EDITION IS OBSOLETE	

Attachment 5

AFTER DUTY HOURS SEV NOTIFICATION MEMORANDUM

Figure A5.1. After Duty Hours SEV Notification Memorandum (Example).

MEMORANDUM FOR 341 MW/CP				
FROM: 341 MUNS/MXWSK				
SUBJECT: Notification of 341 MUNS AMHS Primary and Delivery Points of Contact				
<p>1. The following individuals are appointed as ePOCs for all classified messages delivered to the 341 MUNS NARS SIPR organizational account. The following personnel are responsible for checking the organizational account on a daily basis and routing/distributing urgent messages according to unit policy. These personnel may release messages on behalf of the organizational account.</p>				
<p>2. The alternate delivery POC for the organizational account is located in building 500.</p>				
<p>3. For Stockpile Emergency Verification (SEV) or Weapons Custody Listing (WCL) messages, notify one of the individuals below regardless of precedence or time of day, per AFMAN 21-203 and 341 MWI 21-202:</p>				
<u>Rank/Name</u>	<u>Clearance</u>	<u>DSN</u>	<u>After Hours Phone</u>	<u>SIPR EMAIL</u>
1st Lt Jennifer P. Zhanay	TS/RD/CNWDI	x1335	(XXX) XXX-XXXX	jennifer.p.zhanay.mil@mail.smil.mil
SSgt Michael C. Ritchey	TS/RD/CNWDI	x6540	(XXX) XXX-XXXX	michael.c.ritchey.mil@mail.smil.mil
SrA Michael A. Torres	TS/RD/CNWDI	x1404	(XXX) XXX-XXXX	michael.a.torres.275.mil@mail.smil.mil
<p><u>Note:</u> Continue to call individuals until one is contacted regarding SEV or WCL messages. If members can't be reached please contact 341 MUNS Squadron Commander.</p>				
<p>4. This memorandum supersedes previous memorandums, same subject.</p>				
<p>5. Personnel security clearances have been verified by the 341 MUNS Unit Security Manager.</p> <p>_____</p>				
<p>6. Please direct questions regarding this matter to the MASO at DSN: 632-6540.</p>				
<p>JENNIFER P. ZHANAY, 1st Lt, USAF Munitions Accountable Systems Officer</p>				