

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

AIR FORCE INSTRUCTION 20-110



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Logistics

**NUCLEAR WEAPONS-RELATED
MATERIEL MANAGEMENT**

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This Instruction implements Department of Defense-Manual (DoDM) 4140.01, Volume 11, DoD Supply Chain Materiel Management Procedures: Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons-Related Materiel (NWRM) and Air Force Policy Directive 20-1, Integrated Life Cycle Management and should be used in conjunction with Air Force Instruction (AFI) 63-101/20-101, Integrated Life Cycle Management. It is consistent with Air Force Policy Directive 13-5, Air Force Nuclear Enterprise. This Instruction applies to all Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) units possessing NWRM, and total force personnel responsible for storing, maintaining, handling, shipping, loading and accounting for NWRM. This AFI also applies to personnel in other services assigned or attached to units with NWRM responsibilities, in accordance with installation support agreements. Requirements of this publication must be implemented immediately unless otherwise noted within specific paragraphs. Units below the Major Command (MAJCOM) will contact the applicable MAJCOM for interpretations of the guidance contained in this AFI. 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. 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 requesters commander for non-tiered compliance items. Recommend improvements to NWRM management policies and procedures through Headquarters

Air Force, Directorate of Logistics, Nuclear Weapons, Missiles and Munitions Division (AF/A4LW) in accordance with AFI 33-360 from the field through the appropriate functional chain of command. 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.

SUMMARY OF CHANGES

This interim change revises AFI 20-110 by (1) aligning correct months that semi-annual inventories are completed, (2) extends the NWRM discrepancy notification from 12 hours to 24 hours, (3) aligns the NWRM Accountable Property System of Record (APSR) inventory qualifications with Theater Integrated Combat Management System (TICMS), (4) correcting the tier waiver authorities.

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Chapter 1

GENERAL

1.1. Background. NWRM policy was developed because highly publicized nuclear-related incidents and high-level investigations of management and accountability of nuclear-related materiel identified substantial gaps and significant shortfalls in policy, procedures and training. Both the Office of the Secretary of Defense (OSD) and the United States Air Force issued policies for all personnel responsible for handling NWRM assets.

1.2. Scope of Guidance and Procedures. NWRM is defined by OSD “for the purpose of accountable inventory controls” as “classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable material) identified by the Military Departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.” Furthermore, OSD defines delivery vehicle “as the portion of a weapon system that delivers a nuclear weapon to its target. This includes cruise and ballistic missile airframes as well as delivery aircraft.” The guidance and procedures prescribed in this document apply to all nuclear sustainment activities directly or indirectly involved in NWRM management. This includes Air Force supply (base, depot), transportation, maintenance (base, depot contract/organic), munitions, depot storage, disposal, demilitarization, and packaging, handling, storage and transportation.

1.3. Systems. AF NWRM is classified and managed using multiple Accountable Property Systems of Records (APSR). In addition to AFI 20-110 requirements, follow policies and procedures in AFI 23-101, *Air Force Materiel Management*, AFMAN 23-122, *Materiel Management Procedures*, AFMAN 21-201, *Munitions Management* and AFI 24-602V2, *Cargo Movement* to manage and account for NWRM.

1.4. Security Requirements. Personnel who require access to NWRM designated as Restricted Data or Formerly Restricted Data must meet the following requirements:

1.4.1. Access requirements to Restricted Data and Formerly Restricted Data for DoD personnel are governed by DoDM 5200.02, *Procedures for DOD Personnel Security Program*, DoDI 5210.02, *Access to and Dissemination of Restricted Data and Formerly Restricted Data*, as implemented by the AF in Air Force Policy Directive 16-14, *Security Enterprise Governance* and DoDM 5200.01V1-AFMAN 16-1404V1, *Information Security Program: Overview, Classification, and Declassification*.

1.4.2. Access requirements to Restricted Data and Formerly Restricted Data for contractors are outlined in DoD 5220.22-M, *National Industrial Security Program Operating Manual*. The Air Force responsibilities for communicating these requirements to industry and taking appropriate actions in regards to the facility clearance are outlined in DoDM5220.22V2-AFMAN16-1406V2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff, Logistics, Engineering and Force Protection, (AF/A4) will:

- 2.1.1. Develop and publish NWRM logistics management guidance.
- 2.1.2. Develop and sustain the AF NWRM SharePoint® site.
- 2.1.3. Publish the Air Force NWRM List on the NWRM SharePoint® site.
- 2.1.4. Develop and sustain the NWRM Fundamentals Course and NWRMAO courses and publish via the Griffin.
- 2.1.5. Comply with discrepancy reporting procedures identified in [Chapter 11](#).
- 2.1.6. Coordinate with OSD and approve exceptions to the policies outlined in this manual for unique situations that may arise in acquisition, sustainment, testing or when supporting sensitive programs.

2.2. Air Force Materiel Command (AFMC) CC. In addition to MAJCOM responsibilities and requirements AFMC will:

- 2.2.1. Support acquisition execution of NWRM during life cycle management activities.
- 2.2.2. Provide information and Automatic Identification Technology solutions to ensure NWRM visibility throughout the supply chain.
- 2.2.3. Maintain a distribution list including names, ranks, phone numbers and email addresses with assigned Department of Defense Activity Address Code (DoDAAC) for NWRMAOs, Munitions Accountable Systems Officers (MASO), Item Managers, Equipment Specialists (ES), Production/Program Management Specialists (PMS), Engineers and MAJCOM points of contact (POC) managing NWRM. Ensure this list is published, up-to-date and available on the NWRM SharePoint® site.
- 2.2.4. Develop and implement functional training for NWRM processes for Item Managers, ESs, Program Managers (PM), PMSs and Engineers to fulfill responsibilities outlined in this Instruction.
- 2.2.5. Maintain an AFMC OPR and an up-to-date organizational email account for NWRM correspondence, as well as up-to-date organizational email accounts for the Air Force Sustainment Center's (AFSC) NWRM Transaction Control Cell (NTCC), and disseminate to all NWRMAOs, MASOs, PMs, PMSs, Item Managers and ESs managing NWRM.
- 2.2.6. Maintain NTCC 24 hours per day capability for receipt and management of NWRM discrepancies reported IAW [Chapter 11](#) of this Instruction.
- 2.2.7. Consolidate MAJCOM discrepancies requiring inventory adjustments from the semi-annual Worldwide Inventory and provide to Headquarters Air Force, Director of Logistics (HQ AF/A4L) 2.7.7, with an info copy to Headquarters Air Force, Strategic Deterrence and Nuclear Integration (HQ AF/A10), no later than the first duty day of each January IAW 8.1.3 of this instruction.

- 2.2.8. Ensure Air Force Nuclear Weapons Center (AFNWC) conducts a review of the Air Force NWRM List in accordance with **Chapter 3** of this Instruction and review recommended changes prior to forwarding to AF/A4LW for approval.
- 2.2.9. Ensure all AFMC organizational email accounts, phone numbers, squadron designations, and other programmatic information established for NWRM management and required by this instruction are up-to-date and current.
- 2.2.10. Ensure the following are included in contracts managed under their purview:
- 2.2.10.1. Serial Number (S/N) verification procedures for assets shipped and received to and from contractor activities.
 - 2.2.10.2. Asset visibility procedures for NWRM located at contractor facilities.
 - 2.2.10.2.1. Use Commercial Asset Visibility AF to record all items under Government Furnished Property.
 - 2.2.10.2.2. Update Commercial Asset Visibility AF and notify the Item Manager within 24 hours of any movement into or out of contractor facilities. Ensure Item Manager approval is received prior to moving NWRM.
 - 2.2.10.3. Commercial Asset Visibility AF access and training procedures.
 - 2.2.10.4. Assets shipped to and received from contractor activities are verified.
 - 2.2.10.5. Maintain a list of NWRM located at contractor facilities.
 - 2.2.10.6. Ensure an individual is identified to fulfill the role of NWRMAO for their respective contract activities.
- 2.2.11. Provide their contractors (through the Contracting Officer) all updates to the Air Force NWRM List per **Chapter 3** of this instruction.
- 2.2.12. Ensure Item Manager is notified and updated as any NWRM asset is moved.
- 2.2.13. Ensure serialized item listing of all NWRM located at contractor facilities are maintained. The list will contain, at a minimum, the NSN, S/N, cage, location, date of receipt and date of shipment, as well as the name of the person signing for the material at the contractor facility. Update the Item Manager when any NWRM asset is moved.
- 2.2.14. Create, correct, validate and publish authorized DoDAACs in accordance with AFI 24-230, *Maintaining Air Force DOD Activity Address Codes*.
- 2.2.15. Ensure that, at contractor locations, Property Custodian appointments are made IAW contract requirements.
- 2.2.16. Ensure that, at contractor locations, trained and qualified personnel are designated in writing to order, issue, package, turn-in, store, inventory, ship, transship and receipt for NWRM. See AFI 23-101, Chapter 10 for minimum data elements. Ensure the appointment letter is updated at least annually and when changes occur. Provide change letter to the NWRMAO. Appointment of MASO personnel will be accomplished IAW AFMAN 21-201 using TICMS (or equivalent) generated Certificate of Transfer.

2.2.17. Ensure appropriate Demilitarization Codes are determined and assigned and that demilitarization actions are coordinated IAW **Chapter 10**.

2.2.18. Comply with discrepancy reporting identified in **Chapter 11** of this instruction.

2.3. Applicable Program Manager will:

2.3.1. Ensure demilitarization, disposal and reclamation support requirements are identified and planned for throughout the lifecycle IAW AFI 63-101/20-101. (T-0)

2.3.2. Establish required planning and direction to implement NWRM Unique Item Identifier (UII) identification and tracking. Work with the Department of Energy (DOE) to implement NWRM UII identification and tracking for DOE designed items. (T-0).

2.3.3. Maintain individual item identity by ensuring NWRM is not included in any Time Compliance Technical Order kit. (T-1). **Note:** A kit is defined for this restriction as any instance where the NWRM NSN loses its identity to the NSN of the kit being created, rather than retaining a unique NWRM NSN on a detail record. Prepositioned mission-readiness inventory can be placed in High Priority Mission Support Kits or Mission Support Kits per **para 2.7.3**, as long as individual NWRM NSN identity is maintained.

2.3.4. Identify an individual to fulfill the role of Property Custodian for their respective contract services. (T-1).

2.3.5. Be properly trained in accordance with **Chapter 9** of this instruction. (T-0).

2.4. NWRM Item Managers will:

2.4.1. Use procedures listed in this instruction to manage and account for NWRM. (T-1).

2.4.2. Manage assigned inventory items throughout the supply chain by S/N and/or UII. (T-0). Work with NWRMAO/MASO to ensure all data plate discrepancies (i.e. missing S/Ns) are reported. (T-1). Work with the PM for DOE-designed items.

2.4.3. The Item Manager areas of involvement include order management (requisition approval and release), inventory, requirements determination, item acquisition, materiel returns, demilitarization and disposal, asset redistribution, repair, asset reconciliation and final asset disposition. (T-2).

2.4.4. Track movement of NWRM items by S/N and/or UII as they move throughout the supply chain to include contractor facilities. Review transactions from APSR to ensure action or movement are accurate and authorized. (T-0). **Note:** Positive Inventory Control Fusion is used as a tool to help track NWRM asset movement, but this system is not an APSR IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*, Attachment 3, *Accountable Property System of Record Table*.

2.4.4.1. Verify information in APSRs to ensure valid locations are reflected, and for APSRs with the capability to show S/N and/or UII, verify to ensure the S/N and/or UIIs are loaded and reflect valid locations. Coordinate with the appropriate NWRMAO/MASO to resolve discrepancies. (T-0).

2.4.4.2. Update the serialized item listing of all NWRM under their control, to include those at contractor facilities, any time information changes. (T-0).

2.4.5. Verify organizations requesting NWRM have a valid requirement for the asset by verifying that the DoDAAC in the requisition is authorized to receive the NWRM. To satisfy valid requisitions, manually release items after verification. For TICMS-managed NWRM, authorization to receive NWRM is controlled by the forecasting and allocation, Out-of-Cycle Request and Allocation Transfer Request processes IAW AFMAN 21-201.

2.4.6. Coordinate authorization to process inventory adjustments for any APSR used to manage NWRM in accordance with **Chapter 8** of this instruction. (T-1).

2.4.7. Provide appropriate 'ship-to' DoDAAC for all NWRM for inclusion into all contracts involving NWRM. (T-0).

2.4.8. Ensure Time Compliance Technical Orders kits do not contain NWRM through periodic review, in order to maintain individual NWRM item identity. (T-1). **Note:** A kit is defined for this restriction as any instance where the NWRM NSN loses its identity to the NSN of the kit being created, rather than retaining a unique NWRM NSN on a detail record. Prepositioned mission-readiness inventory can be placed in High Priority Mission Support Kits or Mission Support Kits per **para 2.7.3**, as long as individual NWRM NSN identity is maintained.

2.4.9. Initiate NWRM out-of-cycle inventories IAW **Chapter 8** of this instruction. (T-1).

2.4.10. Verify by S/N and/or UII, assets shipped and received to and from contractor activities and validate that the receipt has been posted in Commercial Asset Visibility AF and Positive Inventory Control Fusion. (T-0).

2.4.11. Provide disposition instruction to units and contractors possessing NWRM by the end of the next duty day of disposition requests. **Note:** Disposition of explosive TICMS-managed NWRM assets must be approved by the Air Force Designated Disposition Authority IAW AFMAN 21-201. (T-1).

2.4.12. Coordinate with the NTCC and the losing Accountable Property Officer (APO) to redistribute excess assets to the NWRM Storage Facility (NSF). (T-1).

2.4.13. Validate, and notify AFSC of updates to the AFMC master approved DoDAAC list of units authorized to have NWRM. (T-0).

2.4.14. Be properly trained in accordance with **Chapter 9** of this instruction. (T-0).

2.5. NWRM ESs will:

2.5.1. Support NWRM acquisition, reliability/maintainability and follow-on operational support. (T-1).

2.5.2. Ensure adequacy of NWRM initial spares provisioning, source coding support, technical data, firmware and software. (T-1).

2.5.3. Support system engineering during item demilitarization procedures and development of Item Unique Identification prototyping and activities. (T-0).

2.5.4. Incorporate demilitarization processes into the technical documents (Time Compliance Technical Orders, Technical Orders, depot work packages, etc.). (T-1).

2.5.5. Incorporate Item Unique Identification engineering change orders into the technical documents. (T-0).

2.5.6. Act as primary point of contact for misidentified or mislabeled NWRM assets. (T-1).

2.5.7. Be properly trained in accordance with **Chapter 9** of this instruction. (T-0).

2.6. NWRM Engineers will:

2.6.1. Ensure NWRM Engineering Support Data, to include drawing and specifications, are reviewed for accuracy, traceability and security of NWRM in the supply chain and are documented and available for operational, test and training needs. (T-1).

2.6.2. Follow AFI 63-101/20-101 procedures to include:

2.6.2.1. Ensure well-integrated and documented configuration control, engineering change proposals and systems modifications that include screening for NWRM impacts. (T-1).

2.6.2.2. Perform an assessment of design problems, proposed engineering fixes and follow-on equipment/spares recommendations for procurement-type actions involving NWRM. (T-1).

2.6.3. Work directly with the ES, IAW DoD 4140.01, Volume 9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*, Technical Order 00-5-3, *Air Force Technical Order Life Cycle Management* and AFI 24-602V2, *Cargo Movement*, to develop new or revised existing technical orders, procedures and Special Packaging Instructions requirements with the AFSC packaging office to ensure NWRM life cycle management from acquisition to demilitarization and disposal. (T-1).

2.6.4. Provide top priority for NWRM UII engineering analysis to:

2.6.4.1. Determine the location and procedures to affix the asset's UII and the approved marking method for NWRM. Work with Air Force Global Strike Command (AFGSC) and AFNWC for DOE designed items. (T-1).

2.6.4.2. Create and approve NWRM UII marking engineering change orders. (T-1).

2.6.5. Ensure historical documentation requirements and guidelines are included in the appropriate technical orders to include the -6, *Work Unit Code Manual*. (T-1).

2.6.6. Conduct weapons system technical reviews of NWRM IAW **Chapter 3**. (T-1).

2.6.7. Any change to identifying data, i.e., S/N, P/N, NSN, must be coordinated with, and approved by the 414 SCMS NWRM IPT team (IM/ES/PM). (T-0)

2.6.8. Coordinate with ES to assign an S/N and/or UII for any asset found to be without a manufacturer assigned S/N and/or UII by the next duty day, and provide to the appropriate NWRMAO/MASO. (T-0).

2.6.9. Be properly trained in accordance with **Chapter 9** of this instruction. (T-0).

2.7. MAJCOMs possessing NWRM will:

2.7.1. Ensure the Inspector General conduct assessments/inspections to ensure personnel are complying with NWRM management and discrepancy reporting procedures established in this Instruction.

2.7.2. Review the results of wing semi-annual NWRM inventories. Forward results to the AFMC NWRM inventory OPR (635 Supply Chain Operations Wing/NTCC) with all documents listed in [paragraph 8.1.8.1](#) of this instruction within 30 calendar days of inventory closeout.

2.7.3. Approve requirements for NWRM in mission-readiness, High Priority Mission Support Kits, Mission Support Kits, or Readiness Spares Packages IAW AFI 23-101 and AFMAN 23-122.

2.7.3.1. Coordinate with affected NWRMAO prior to fielding High Priority Mission Support Kits, Mission Support Kits, or Readiness Spares Package authorization files containing NWRM stock numbers.

2.7.4. Identify a MAJCOM NWRM POC to the AFMC NWRM POC and provide up-to-date copies of NWRMAO appointment letters/MASO Certificate of Transfer documentation (ref AFMAN 21-201 procedures) for units possessing NWRM.

2.7.5. Ensure all NWRMAO/MASO establish NIPRNET organizational email accounts for NWRM correspondence and provide them to their MAJCOM NWRM OPR.

2.7.6. Ensure an individual is appointed to fulfill the role of NWRMAO for their respective contract services.

2.7.7. Forward copies of NWRMAO appointment letters/MASO Certificate of Transfer to Headquarters Air Force Materiel Command, Directorate of Logistics, Civil Engineering, Force Protection and Nuclear Integration, Nuclear Integration Division, Nuclear Policy Branch, (HQ AFMC/A10NP) via their Workflow box: HQAFCMA4.10N.AFCMA10NPWorkflow@us.af.mil.

2.7.8. Comply with discrepancy reporting identified in [Chapter 11](#).

2.8. Wing Commanders (or equivalents) of Units Possessing NWRM will:

2.8.1. Appoint the servicing (host) Logistics Readiness Squadron (LRS) commander as the NWRMAO in writing and approve transfer of accountable property officer duties for NWRM (not managed in TICMS) to the new LRS/CC upon change of command. At locations where an LRS is not assigned, appoint as NWRMAO an appropriately qualified ([paragraph 2.12.3](#)) US military officer, US senior non-commissioned officer or Department of the AF civilian in the grade of GS-11 or higher with US citizenship. **Note:** Comply with [Attachment 4](#) of this instruction and attach NWRMAO Appointment Letter or MASO Certificate of Transfer within 30 days of being appointed. (T-2).

2.8.2. Appoint the MASO for TICMS-managed NWRM. The MASO is appointed IAW AFMAN 21-201 and is the APO for TICMS-managed NWRM IAW [paragraph 2.13.1](#) of this Instruction. (T-1).

2.8.3. Provide NWRMAO and MASO appointment letters to MAJCOM NWRM POC. (T-1).

2.8.4. Review and approve wing semi-annual inventory results. (T-1).

2.8.5. Appoint a verifying individual for every wing semi-annual inventory and audit. The verifying individual may not inventory/audit accounts for two consecutive semi-annual inventories/audits, must meet grade and citizenship requirements of **paragraph 2.8.1** and must be from a different organization than the NWRMAO/MASO. (T-1). **Exception:** When only one organization is located at an installation, the verifying individual will be from a different flight/branch. (T-1).

2.8.6. Comply with discrepancy reporting identified in **Chapter 11** of this instruction.

2.9. AFMC Center Commanders will:

2.9.1. AFMC Center Commanders will ensure subordinate units that either possess NWRM or execute NWRM supply chain management functions/supply activities accomplish the following:

2.9.1.1. Complex Commanders and Supply Chain Wing Commanders will appoint an NWRMAO in writing IAW AFI 23-111, which meets grade and citizenship requirements IAW **paragraph 2.8.1** of this instruction, to manage the accountability of NWRM on the supply account (not managed in TICMS). For TICMS-managed NWRM, the MASO is appointed IAW AFMAN 21-201 and is the APO for TICMS-managed NWRM IAW **paragraph 2.13.1.** **Note:** Comply with **Attachment 4** of this instruction and attach NWRMAO Appointment Letter or MASO Certificate of Transfer within 30 days of being appointed. (T-2). Assign the NWRMAO for contractors possessing NWRM and Depot maintenance functions IAW **paragraph 2.12.**

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

2.9.1.1.2. Provide NWRMAO appointment letter and MASO Certificate of Transfer to the MAJCOM NWRM POC within 10 days of the appointment.

2.9.1.1.3. Approve the transfer of APO duties and NWRM to the new NWRMAO upon assumption of position. Out of cycle NWRM inventory will be done IAW 8.1.4 when NWRMAO/MASOs change. (T-1).

2.9.1.2. Review and approve semi-annual inventory results. (T-1).

2.9.1.3. Appoint a verifying individual for every semi-annual inventory and audit. The verifying individual may not inventory/audit accounts for two consecutive semi-annual inventories/audits, must meet the grade and citizenship requirements of **paragraph 2.8.1** and must be from a different organization than the NWRMAO/MASO. **Exception:** When only one organization is located at an installation, the verifying individual will be from a different flight/branch. (T-1).

2.9.1.4. Comply with discrepancy reporting identified in **Chapter 11.**

2.10. Group Commander (or equivalent Directors/Division Chiefs) will:

2.10.1. Ensure all personnel whose duties involve NWRM materiel management and related tasks (packaging, handling, storage and transportation, maintenance, distribution and/or disposal/demilitarization, etc.) receive required NWRM training IAW **Chapter 9.** (T-0).

2.10.2. Ensure a Quality Assurance program is developed and utilized to ensure standardized evaluation of NWRM procedures.

2.10.3. Comply with discrepancy reporting identified in [Chapter 11](#).

2.11. Unit Commander (or equivalent Directors/Branch Chiefs) will:

2.11.1. Ensure unit personnel are task-level trained and qualified to handle NWRM. (T-0).

2.11.2. Designate in writing a Property Custodian for NWRM to provide oversight of unit-level NWRM procedures and processes IAW AFI 23-111. For units possessing TICMS-managed NWRM, designate responsible persons (account custodians) IAW AFMAN 21-201 if assets are maintained outside of the munitions/weapons storage area. At contractor locations, this appointment is made IAW contract requirements. (T-1).

2.11.2.1. Except for TICMS-managed NWRM assets, provide the supporting NWRMAO with the Property Custodian's complete contact information and a copy of Property Custodian's appointment letter. The MASO will maintain a copy of the custodian's information on the AF Form 68, *Munitions Authorization Record*. (T-1).

2.11.2.2. DELETED

2.11.3. Designate trained and qualified personnel in writing (as functionally required) to order, issue, package, turn-in, store, inventory, ship, transship and receipt for NWRM. See AFI 23-101, **Chapter 10** for minimum appointment letter data elements. Update the appointment letter annually, or as changes occur, and provide to the NWRMAO and/or the MASO. At contractor locations, this appointment is made IAW contract requirements. (T-1).

2.11.4. Appoint trained and qualified personnel in writing to verify that the correct NWRM is packed, and quantities, markings, labeling and associated paperwork are correct. **(T-0)**. Place these individuals on the Special Certification Roster (SCR) in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management* or an equivalent certification listing. Certified munitions inspectors (2W0 only) meeting the minimum requirements below do not require placement on the SCR and will follow procedures in AFMAN 21-201 for TICMS-managed assets. Individuals will meet the following minimum requirements:

2.11.4.1. Have sufficient subject matter expertise to be able to identify/inspect item being packaged. (T-0).

2.11.4.2. Be a minimum 7-level, as a supply inspector (chief inspector or limited inspector) or a certified munitions inspector. **(T-3)**.

2.11.4.3. Be qualified to ensure the accompanying documentation accurately reflects the container contents. (T-0).

2.11.4.4. Have appropriate security clearance level, current background investigation and need to know as identified in [paragraph 1.4](#) when accessing Restricted Data and/or Formerly Restricted Data classified NWRM. (T-0).

2.11.5. Ensure all non-TICMS managed NWRM training assets are on the unit's Equipment or Special Purpose Recoverable Authorized Maintenance account(s) IAW AFI 23-101. (T-1).

2.11.5.1. NWRM training components used to configure trainers, simulators and mock-ups. (T-1).

- 2.11.5.1.1. Ensure Equipment Authorized In Use Detail accountability is established or correct for equipment, NF/ND coded trainer, simulator or mock-up. (T-1). **Note:** Refer to AFI 23-101 for additional information on Expendability, Recoverability, and Reparability Category codes.
- 2.11.5.1.2. Ensure NWRM trainers are accounted for using Equipment Authorized In Use Detail (EAID) or Special Purpose Recoverable Authorized Maintenance (SPRAM) procedures as appropriate for the item. All EAID authorizations must be cited in an approved allowance standards and all SPRAM authorizations must be cited in writing by the applicable program office, refer to your host LRS and AFI 23-101 for more details on these procedures.
- 2.11.5.2. NWRM training components not used to configure trainer, simulators and mock-ups. (T-1).
- 2.11.5.2.1. Any XF/XD coded NWRM component required for detecting or isolating a fault, calibrating or aligning equipment and duplicating an active system installed in on-line equipment and not used to configure an equipment NF/ND coded trainer, simulator or mock-up must be accounted for on a Special Purpose Recoverable Authorized Maintenance account. (T-1). **NOTE:** Do not establish Special Purpose Recoverable Authorized Maintenance accountability for embedded XF/XD coded items if the next higher assembly is tracked as NWRM.
- 2.11.6. Ensure bench mock-ups or sets which contain NWRM components are accounted for IAW AFI 23-101. (T-1).
- 2.11.7. Develop local procedures/operating instructions to ensure NWRM is placed on the APSR and S/N tracking and control is maintained throughout the entire maintenance process IAW [paragraph 7.1](#) (T-1). Exception: Local procedures are not required for TICMS-managed NWRM. TICMS-managed NWRM will be picked up on record and tracked through the maintenance cycle IAW [paragraph 7.1.1.3](#) and AFMAN 21-201. (T-1).
- 2.11.8. Ensure the NWRMAO/MASO is notified of any missing, questionable or illegible characters/markings (e.g. faded or worn) on NWRM item data plates to ensure identifying information (e.g. NSN, S/N, Part Number) correctly matches the applicable APSR. (T-1).
- 2.11.9. Ensure assets being prepared for turn-in are positively identified and required documentation is accurately completed IAW [Chapter 4](#). (T-1).
- 2.11.10. Comply with discrepancy reporting identified in [Chapter 11](#) of this instruction.

2.12. NWRMAO will:

- 2.12.1. Be appointed as the APO and be responsible for supply-managed NWRM. (T-1). **Note:** The 635th Supply Chain Operations Wing Commander will appoint the NWRMAO for assets stored and maintained in the NWRM Storage Facility and Ogden Air Logistics Center (OO-ALC) maintenance activities.
- 2.12.2. Maintain a list of all Property Custodian and individuals appointed to manage/handle NWRM for all units with NWRM tracked and issued through the NWRMAO supply account. (T-1).

2.12.3. Complete NWRM Fundamentals Course and the NWRMAO Course, prior to assuming duties and annually, not later than the last day of the anniversary month. (T-0).

2.12.4. Perform semi-annual inventories and audits of all assigned NWRM on their APSR. Correct any discrepancies discovered during the inventory within 15 calendar days after inventory close out. Perform NWRM inventories when a change to NWRMAO appointment is made IAW 8.1.4. (T-1).

2.12.5. Brief chain of command, e.g. squadron, group and wing/complex commanders, in person on the NWRM inventory results within 10 calendar days after the inventory or audit closeout. Ensure the verifying individual is present and participates in the briefing. For geographically separated units, this briefing may be conducted via telephone or other means. Forward inventory results to the MAJCOM NWRM POC within 15 calendar days after inventory close-out.

2.12.6. Use Continuous Process Improvement tools in AFI 38-401, *Continuous Process Improvement (CPI)* to identify and address root causes for all discrepancies discovered during inventories and forward findings to MAJCOM POC. (T-1).

2.12.7. Appoint an inventory officer by letter. **(T-1)**. The Inventory officer cannot be the NWRMAO and must be a US citizen, be a US military commissioned officer or Materiel Management non-commissioned officer (7-Level or above), or a Department of the AF civilian in the grade of GS-9 or above and have materiel management experience. **(T-1)**.

2.12.7.1. If NWRM is geographically separated from the stock record account base on a continuous basis, the Property Custodian for the assets may be the inventory officer. **Note:** All requirements in **Chapter 8** still apply when the Property Custodian acts as the inventory officer. (T-1).

2.12.8. Ensure all inventory team members (to include auditors) are granted escorted access or unescorted access to NWRM storage locations for the entire inventory period. Escorted or unescorted access will be granted based on access requirements governed by AFD 16-14 and AFI 16-1406. (T-1).

2.12.9. Provide guidance to individuals responsible for handling and managing NWRM. (T-1).

2.12.10. Ensure accuracy of record transactions, account records currency and the APSR's reconciliation. (T-1).

2.12.11. Provide research documentation to Item Managers, based on causative research in accordance with **Chapter 8**, after properly coordinating, to request final authorization for an inventory adjustment to any NWRM balance. **(T-0)**.

2.12.12. Report missing, questionable or illegible characters/markings related to identifying information (e.g. NSN, S/N, UIC, Part Number) on NWRM item data plates to the NWRM Property Custodian, who will contact the applicable Item Manager to ensure NWRM is properly identified and correctly accounted for on the applicable APSR. (T-0). Contact the Item Manager directly in the event the Property Custodian is unavailable (i.e., Leave, TDY) and coordinate with Property Custodian immediately upon return.

2.12.13. Ensure all APSR fileable documents in AFI 23-101 and receiving, shipping, issue, turn-ins not considered fileable, including audits are signed and maintained IAW AFMAN 33-322, *Records Management and Information Governance Program*, and disposed of IAW AF Records Disposition Schedule in Air Force Records Information Management System. Approve all non-TICMS duplicate documents for destroyed or lost NWRM documents.

2.12.14. Establish an NWRMAO organizational email account on the NIPRNET for NWRM correspondence and provide to the AFMC NWRM OPR. (T-1).

2.12.15. Contact the MAJCOM NWRM POC for guidance if any situation arises that requires NWRM to be deployed. (T-1).

2.12.16. Assist Safety Investigation Boards and/or Accident Investigation Boards conducting investigations IAW AFI 91-204, *Safety Investigation and Hazard Reporting* or AFI 51-307, *Aerospace and Ground Accident Investigation* when potential exists to recover NWRM and assist in storage and disposition of wreckage and other evidence involving non-TICMS-managed NWRM assets. (T-1).

2.12.17. Coordinate with the 635th Supply Chain Operations Wing NTCC prior to processing any NWRM transaction. While MAJCOMs have requirements approval authority for NWRM assets into/out of High Priority Mission Support Kits, Mission Support Kits or Readiness Spares Packages, the AFSC NTCC is required to track all NWRM asset movement until completion.

2.12.18. Comply with discrepancy reporting identified in [Chapter 11](#).

2.13. The Munitions Accountable Systems Officer will:

2.13.1. Be the APO for all TICMS-managed NWRM, be appointed IAW AFMAN 21-201 and comply with MASO duties/responsibilities concerning NWRM management as outlined in AFMAN 21-201 and in this Instruction. (T-1).

2.13.2. Establish a MASO NIPRNET organizational email account for NWRM correspondence and provide to the AFMC NWRM OPR. (T-1).

2.13.3. Assist Safety Investigation Boards and/or Accident Investigation Board conducting investigations IAW AFI 91-204 or AFI 51-307 when potential exists to recover NWRM and assist in storage and disposition of wreckage and other evidence involving TICMS-managed NWRM assets. During the investigation, if any NWRM or suspected NWRM assets are found coordinate with the applicable System Program Office for assistance with identifying/validating if the assets are NWRM and ensure they are accounted for in the proper ASPR. (T-1).

2.13.4. Appoint an inventory officer by letter for TICMS-managed NWRM inventories. (T-1). **Note:** The inventory officer cannot be the appointed MASO and must be a US citizen, be a US military commissioned officer or non-commissioned officer (7-Level or above), or a Department of the AF civilian in the grade of GS-9 or higher and have TICMS management experience. (T-1).

2.13.5. Report missing, questionable or illegible characters/markings related to identifying information (e.g. NSN, S/N, UII, Part Number) on NWRM item data plates to the AFMC NWRM OPR and applicable Item Manager to ensure NWRM is properly identified and correctly accounted for on the applicable APSR. (T-0).

2.13.6. Comply with discrepancy reporting identified in [Chapter 11](#) of this instruction.

2.14. Property Custodians for Depot Maintenance Complexes, Groups (OO-ALC/G) and field maintenance activities will:

2.14.1. Manage, control and provide direction for all NWRM undergoing repair/overhaul within the unit(s). (T-1).

2.14.2. Assist NWRMAO and MASO in conducting and reconciling inventories of all NWRM in their possession. (T-1).

2.14.3. Ensure NWRM data is entered into Reliability and Maintainability Information System. (T-1).

2.14.4. Assist Safety Investigation Boards and/or Accident Investigation Board conducting investigations IAW AFI 91-204 or AFI 51-307 with NWRM when potential exists to recover NWRM and assist in storage and disposition of wreckage and other evidence involving NWRM assets. During the investigation, if any NWRM or suspected NWRM assets are found coordinate with the applicable System Program Office for assistance with identifying/validating if the assets are NWRM and ensure they are accounted for in the proper ASPR. (T-1).

2.14.5. Ensure Item Managers and applicable accountable officer are notified when NWRM cannibalization actions occur and that the appropriate management system(s) and APSRs are updated. (T-1).

2.14.6. Ensure that TICMS-managed NWRM transactions are processed in TICMS IAW AFMAN 21-201. (T-1).

2.14.7. Notify the Item Manager of a field uninstall turn-in action that increases the stock record. (T-1).

2.14.8. Comply with discrepancy reporting identified in [Chapter 11](#).

Chapter 3

DESIGNATING NWRM ITEMS

3.1. Designating items as NWRM:

3.1.1. By DoD definition, classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable material) identified by the Military Departments that comprise or could comprise a standardized war reserve nuclear weapon, including equivalent training devices, as it would exist once separated/removed from its intended delivery vehicle are NWRM.

3.2. The AF identifies NWRM as follows:

3.2.1. AF owned and controlled, classified, components of a nuclear gravity weapon, reentry vehicle or warhead are NWRM as indicated by the decision matrix process displayed in **Figure 3.1**. This may include: noses, tails, fuzes and other body sections that are assembled into a complete nuclear weapon or reentry vehicle as it exists once removed from a delivery vehicle or their subcomponents.

3.2.2. AF owned and controlled, classified, Type 3 series or cutaway/explosive ordnance disposal nuclear weapon trainers are NWRM. **Note:** Type 3 series trainers are defined in technical order 11N-4-1.

3.2.2.1. AF owned and controlled subcomponents of classified trainers may also be classified as NWRM as identified by the decision matrix process.

3.3. The following information is utilized in completing the: NWRM decision matrix (**Figure 3.1**): and scorecard to determine if an item meets NWRM criteria:

3.3.1. Potential candidates shall comprise, or could comprise, (be a physical component of) a nuclear gravity weapon, reentry vehicle, warhead or equivalent training nuclear gravity weapon, reentry vehicle or warhead. (T-0).

3.3.2. Potential candidates shall be Air Force owned and controlled, including items at contractor facilities. (T-1).

3.3.3. Potential candidates shall be a portion of an operational weapon system. For the purpose of this instruction, operational means that the weapon remains in, or is in acquisition for entry into, the active, inactive or retired stockpile categories.

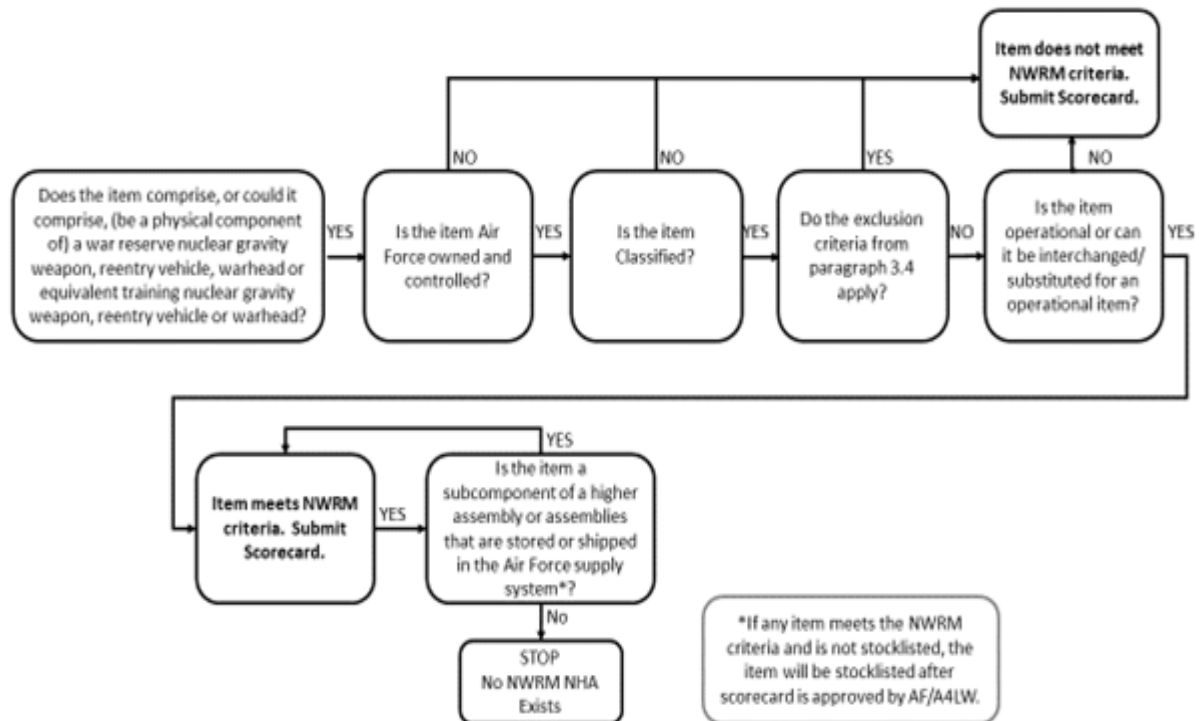
3.3.4. Potential candidates shall have a part number. Additionally, program offices must obtain and include the NSN once the item is approved by AF/A4L and stock listed. (T-1).

3.3.5. If the next higher assembly is stocked, stored, or shipped with NWRM embedded, then a separate scorecard must be submitted for each next higher assembly configuration that remains an AF owned and controlled asset.

3.3.6. Consider and include interchangeable items and substitutions for the operational item regardless of serviceability, or ability to meet the environmental specification, or nuclear certification. These interchangeable items and substitutions must be capable of performing war reserve functions to be considered NWRM.

3.3.6.1. This criteria is primarily designed to capture those items that are interchangeable with, and could be substituted for use in a war reserve weapon, but are currently assembled to test and verification units, bench testers, etc.

Figure 3.1. NWRM Decision Matrix.



3.4. Exclusion criteria:

3.4.1. Potential candidates shall not be a delivery vehicle, or component of a delivery vehicle. This includes aircraft, air-launched cruise missiles and intercontinental ballistic missiles. Components of these items include interconnecting cables, suspension racks, mounting hardware and other parts not inherent to the nuclear gravity weapon, warhead or reentry vehicle as it exists once removed from the delivery vehicle. (T-0).

3.4.2. Miscellaneous small parts including, but not limited to bolts, nuts, screws, washers and clamps are not NWRM. (T-0).

3.4.3. Software alone is not NWRM. **Note:** Hardware containing classified software in non-volatile memory may be NWRM.

3.5. Use scorecard (available on NWRM SharePoint®) to: Evaluate how an item meets or does not meet criteria of the NWRM program.

3.5.1. Include all part numbers for each NSN identified.

3.5.2. Explain unique circumstances that may result from items meeting criteria, but being recommended for exclusion from the program.

3.5.2.1. For example, certain small sub-components may be both classified and possess a part number, but still may not be classified as NWRM. These items are generally not identifiable as nuclear weapon components and are not intended to be individually stocked, stored or shipped as a routine part of nuclear weapon item management. An example of this may be an electrical connector disassociated from any other assembly.

3.6. Management of equivalent training items:

3.6.1. Scorecards are not required for all-up-round, classified trainers. When new classified trainers are procured, Headquarters Air Force Global Strike Command, Directorate of Logistics, Engineering and Force Protection, Nuclear Stockpile Division (AFGSC/A4Z) or System Program Office will inform AFNWC, Logistics (AFNWC/LG), who will notify AF/A4LW and the trainer will be added to the Air Force NWRM List. (T-1). When classified, DOE designed nuclear weapon trainers are no longer used by the AF, AFGSC/A4Z or System Program Office will inform AFNWC/LG who will notify AF/A4LW and the trainer will be removed from the NWRM listing. (T-1).

3.6.2. For AF owned and controlled subcomponents of training assets, scorecards are required. AFGSC/A4Z or System Program Office will follow procedures in [paragraph 3.7](#) to submit scorecards as required for these items. (T-1).

3.7. Initiate scorecards as required below:

3.7.1. Scorecards will be initiated for any acquisition of a new AF owned and controlled asset that comprises, or may comprise (be a physical component of) a nuclear weapon. (T-1).

3.7.2. Scorecards will be initiated any time an existing NWRM item is embedded into a new higher assembly. (T-1).

3.7.3. Scorecards will be initiated any time an existing NWRM item receives a new part number through routine item management. (T-1). These updates may not require a physical inventory and bare-item inspection as determined by AF/A4LW at the time the revised Air Force NWRM List is published.

3.7.4. Scorecards requesting removal from the program will normally only be considered after the last related weapon leaves AF possession, i.e. last retired asset transferred to DOE possession. For individual subcomponents, this may also occur after items are no longer used in operational weapon systems and all physical assets have been removed from AF inventories through demilitarization or similar programs.

3.7.5. Scorecards may also be initiated at any other time, by any individual who believes an item may meet, or no longer meet NWRM criteria.

3.7.6. All scorecards are sent to the weapon System Program Office/Systems Directorate with owning Operational Safety, Suitability, and Effectiveness authority. If assistance is needed determining an appropriate office of primary responsibility, contact the MAJCOM Munitions Division or equivalent. The System Program Office evaluates all items recommended for addition to, or deletion from the Air Force NWRM List using the identification criteria, decision matrix and scorecard in this chapter. Completed scorecards will be forwarded to the AFNWC/LG with accompanying rationale, engineering recommendation of how the item meets, or does not meet NWRM criteria. (T-1).

3.7.6.1. Scorecards will be evaluated and submitted as soon as possible. Do not withhold acting on recommendations for the annual review. (T-1).

3.7.7. AFNWC/LG will review, add any special considerations or remarks such as a recommended effective date for the action to take place and forward the scorecard recommendation to HQ AF/A4LW within 15 days. An informational copy will also be provided to HQ AFMC/A10NP for situational awareness.

3.7.8. Upon receipt of a scorecard, HQ AF/A4LW will review, evaluate and provide a recommendation to AF/A4L for final approval or disapproval of the requested action.

3.7.9. Once approved, HQ AF/A4LW will post scorecards identifying new NWRM items to the SharePoint® site and update the Air Force NWRM List. Disapproved recommendations will be further coordinated with AFNWC/LG. In either case, A4LW will catalog both approved and disapproved scorecards on the site to allow for future reference by all mission partners.

3.8. Following any changes to the Air Force NWRM List: HQ AF/A4LW will post the approved list to the NWRM SharePoint® on the effective date and notify AF/A10, applicable MAJCOM A3/A4/A10, AFNWC/CC and AFSC/CC. HQ AF/A4LW will also send a transmittal letter and revised Air Force NWRM List to the Defense Logistics Agencies Joint Logistics Operations Center (J-3/4) and DOE National Nuclear Security Administration (NA122.1).

3.9. Additionally, when NWRM identification criteria changes, or annually: AFNWC/LG will task Weapon System Program Office/System Directorates to review and provide recommended changes to the existing Air Force NWRM List based on the current identification criteria, decision matrix and scorecards. (T-1).

3.9.1. AFNWC/LG will consolidate and submit the annual review as a spreadsheet, with a separate line entry for each stock number to HQ AF/A4LW no later than 15 January of each year. (T-1). Any recommendations to add an item to, or delete an item from the listing will follow the existing process identified in [paragraph 3.7](#) (T-1).

3.10. Take the following actions: After it is determined that an item will be added to the Air Force NWRM List:

3.10.1. AFMC/AFSC will update logistics system data fields required for NSNs added or removed from the NWRM listing on the effective date of the changes to the Air Force NWRM List. Once all logistics system data fields have been updated, AFMC/A10N will forward confirmation to AF/A4LW, applicable MAJCOM A3/A4/A10, AFNWC CC/LG and all NWRMAOs. (T-1).

3.10.2. All items identified as NWRM will have “NWRM” preceding all nomenclatures in the applicable accounting system. (T-1). This requirement excludes IT systems not under AF configuration/requirements management control, e.g. Distribution Standard System.

3.10.3. All NWRM will have the NWRM Indicator set to “Q,” a freeze code set to “N” and a Serialized Report Code set to “W”. (T-1).

3.10.4. Conduct a physical inventory and bare-item inspection for items added to the Air Force NWRM List. Subject matter experts utilizing the applicable Technical Order and/or Engineering Drawings will assist the NWRMAO or MASO to positively identify the asset, verify completeness and ensure all identification markings and documentation is correct. (T-1).

3.11. Take the following actions: After it is determined that an item will be removed from the Air Force NWRM List:

3.11.1. AFMC/AFSC will ensure items no longer on the NWRM program are properly worked through the codification process (i.e. D143C) for proper cataloging through DoD Logistics Systems. (T-1).

Chapter 4

NWRM MARKING AND PACKAGING

4.1. NWRM Marking: Based on approved technical data and engineering analysis, NWRM will be marked with UII IAW DoDI 8320.03, *Unique Identification (UID) Standards for a Net-Centric Department of Defense*, DoDI 8320.04, *Item Unique Identification Standards for Tangible Personal Property*, and AFI 63-101/20-101, *Intergrated Lifecycle Management*, TO 00-25-260, *Methods and Procedures Manual Asset Marking and Tracking Item Unique Identification Marking Procedures*, and MIL-STD-130N (1), *Identification Marking of US Military Property*.

4.2. Packing, Marking, Labeling and Documentation Procedures: Specific packing and marking procedures for NWRM are included in item specific TOs, Air Force published Special Packaging Instructions, web-enabled Performance Oriented Packaging site, TO 11N-35-51, *General Instructions Applicable to Nuclear Weapons*, AFI 24-602V2, MIL-STD-2073-1E, *Standard Practice for Military Packaging*, MIL-STD-129R, *Military Marking for Shipment and Storage*; MIL-STD-130N (1), *Identification Marking of US Military Property*, Technical Order 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*, AFMAN 21-201 and AFI 23-101. **Note:** Pack, mark, label and document NWRM containing hazardous materials per DTR 4500.9-R, *Defense Transportation Regulation*, Part II and AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*.

4.2.1. Ensure NWRM requiring packing waivers are submitted IAW AFI 24-602V2, **Chapter 8** to the prime AFSC packaging center for approval. If approved, packaging center will issue the deviation number to the customer and provide a courtesy copy of the deviation information to the responsible NWRM Item Manager and the weapons system directorate engineering section. (T-1).

4.2.2. Ensure NWRM is packaged IAW this Instruction and, for non-DOE items, appropriate documentation is prepared IAW AFI 24-602V2. (T-1).

4.2.3. MIL-STD, Special Packaging Instructions drawings and packaging requirements may be accessed via the following URLs: ASSIST: <http://quicksearch.dla.mil/qsSearch.aspx>; SPIRES: <https://spires.wpafb.af.mil>

4.2.4. All passive radio-frequency identification labels placed on NWRM shipping/packaging containers must be rendered inoperative by slicing through the embedded antennae and tag, and spray painting over or completely removing it once the asset in the container is removed. (T-1).

4.3. Packing NWRM:

4.3.1. Ensure two individuals participate in packing NWRM and filling out related documents. One individual performs the packing while the second individual performs the verification of the packing outlined in **paragraph 4.2** (T-1). Individuals initiating packing of NWRM will:

4.3.1.1. Initiate the AF Form 4387 and complete Section I prior to presenting NWRM for shipment to the base distribution activity. (T-1).

4.3.1.2. Complete DD Form 1500 series condition tags for each individual NWRM item regardless of condition code. Only appropriately appointed personnel will sign the completed condition tag. **(T-0)**. **Note:** Condition tags are not required for Nuclear Weapons TYPE trainers that are in-use in maintenance bays or storage structures supporting the unit's nuclear weapons training program in accordance with AFMAN 21-204, *Nuclear Weapons Maintenance*.

4.3.1.3. Identify any discrepancies between technical order and asset markings to the NWRMAO or MASO for resolution. (T-1).

Chapter 5

NWRM STORAGE AND WAREHOUSE MANAGEMENT

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

5.1.1. NWRM will be afforded priority for indoor storage. (T-1).

5.1.2. Clearly mark NWRM storage areas. (T-0).

5.1.3. Segregate NWRM in storage as follows:

5.1.3.1. Serviceable from unserviceable by condition code.

5.1.3.2. NWRM from non-NWRM. If non-NWRM assets are stored in the same facility as NWRM, they must be segregated using ropes, tape, placards and/or painted lines.

5.1.3.3. Assets awaiting demilitarization from other serviceable and unserviceable.

5.1.3.4. NWRM issued to a custodian account for its intended purpose, in maintenance processing, managed as part of Special Purpose Recoverable Authorized Maintenance Account or Custody Authorization Custodian Receipt Listing is considered "in-use" and does not require segregation.

5.2. All non-TICMS-managed NWRM will also comply with additional storage and security procedures found in AFJMAN 23-210, AFI 23-101 and AFI 16-1404. (T-1).

5.3. TICMS-managed NWRM will also comply with additional storage and security procedures found in AFMAN 21-201 and AFMAN 91-201, Explosive Safety Standards. (T-1).

Chapter 6

SHIPMENT AND RECEIPT PROCESSING

6.1. Nuclear weapons TYPE trainers : Are managed in TICMS and are shipped and documented IAW AFMAN 21-203, *Nuclear Accountability Procedures* and AFMAN 21-201.

6.2. DD Form 1348-1A Requirements. Document shipment information for NWRM on a DD Form 1348-1A, *Issue Release/Receipt Document*. NWRM will be handled and shipped according to their respective Controlled Item Identification Code which outlines specific handling requirements. (T-0).

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

6.2.1.1. The shipment originator will provide a printed S/N list along with the shipping document. Separate S/N listing is not required when all S/Ns are printed on the DD Form 1348-1A. (T-0).

6.2.1.2. The shipment originator will stamp or print the statement “Classified NWRM Item” in red. (T-1).

6.2.1.3. Include documentation of any AFMC/AFSC packaging center provided deviation number with shipment or item. Place the deviation approval with shipment paperwork. (T-1).

6.2.2. Manually created DD Form(s) 1348-1A are authorized in the event the appropriate APSR is not available. The APO will follow their appropriate degraded operation procedures. (T-1). If TICMS is not available, units will follow AFMAN 21-201 and local degraded operations. (T-1). Once the applicable system is available, load the shipment transaction data immediately.

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

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

6.3.1. When a DD Form 1149 and Truck Manifest is directed for a DOE secure ground transportation, the shipment originator is responsible for accomplishing the DD Form 1149 and providing the appropriate data in Block 4 and the quantity 4(d) of the total of items under one Transportation Control Number /requisition number. The shipment originator will stamp or print the DD Form 1149 with the statement “Classified NWRM Item” in red. (T-0).

6.3.1.1. The shipment originator will present the DD Form 1149 to the base distribution activity. The base distribution activity will enter the data into the Cargo Movement Operation System to produce a truck manifest. Upon completion of the truck manifest, the base distribution activity will verify the total quantities on the DD Form 1149 and the truck manifest match. This is accomplished for each Transportation Control Number and requisition number. The base distribution activities will not accomplish any other shipping and/or transportation-related documentation. (T-0).

6.3.1.2. The base distribution activity will provide a copy of the completed DD Form 1149 and truck manifest to the shipment originator. (T-0). The shipment originator will forward all necessary documentation to AFGSC/Detachment 5-Nuclear Control Point (Det 5-NCP) not later than the next duty day at A4Det5.NCPTS.Workflow@us.af.mil. All DOE shipping and movement documents will be filed and maintained in accordance with AFI 33-322 and disposed in accordance with the AF Records Disposition Schedule in Air Force Records Information Management System. AFGSC/Det 5-NCP will provide documentation to DOE carrier. (T-1).

6.3.2. Shipments other than DOE Safe Guards Transport that produce a Commercial Bill of Lading and are funded by the AFGSC/Det 5-NCP, will submit a copy of the completed Commercial Bill of Lading to AFGSC/Det 5-NCP Workflow no later than the next duty day. **Note:** Funding should be provided on the DD Form 1149. (T-1).

6.4. Shipment Preparation. Shipment originator will ensure NWRM is properly packaged, labeled and marked IAW [paragraph 4.2](#) On-base movements of NWRM for organic consolidation which do not transfer accountability to a new NWRMAO/MASO, follow instructions issued by the Item Manager, NWRMAO or MASO as direction for movement of item. (T-1).

6.5. Shipment Planning. Shipment originators will complete shipment planning in accordance with the DTR 4500.9-R, Part II (T-0) and AFI 24-602V2. (T-1). Additionally, conventional and nuclear units will use AFMAN 21-201 and AFMAN 21-203 for TICMS-managed NWRM. (T-1).

6.6. Shipment Execution. Prepare and maintain movement documentation IAW the DTR 4500.9-R, Part II and AFI 24-602V2.

6.6.1. When NWRM TYPE trainers are shipped using the Nuclear Ordnance Shipping Schedule process in AFMAN 21-203, Report of Shipments (REPSHIP) procedures provided in AFI 24-602V2 do not apply. Instead, within 2 hours (CONUS) and 8 hours (OCONUS) of shipment execution, the origin MASO will notify the gaining MASO using appropriate organizational email accounts. Similarly, the gaining MASO will notify the origin MASO when items are received within the same 2- and 8-hour time frames. (T-0).

6.7. Shipment Tracking. Shipments will be tracked using the Integrated Data Environment/Global Transportation Network Convergence, the Defense Transportation Tracking System or other automated tracking systems that provide location data. (T-1). This does not apply to Nuclear Ordnance Shipping Schedule shipments.

6.7.1. If the shipping agency does not receive confirmation of receipt by the Required Delivery Date, the shipping agency will perform the following tasks within 24 hours:

6.7.1.1. Initiate immediate tracer actions. (T-1).

6.7.1.2. Notify AFMC/AFSC NTCC. (T-1). **Note:** AFMC/AFSC NTCC can be contacted at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week.

6.7.1.3. Coordinate with base distribution activity to complete a Transportation Discrepancy Report or Supply Discrepancy Report IAW AFI 24-602V2 and DTR 4500.9-R, Part II, Chapter 210. (T-0). Distribution Management personnel will, in-turn, contact AFIMSC/IZLT for visibility purposes and procedural assistance at: afimsc.izsl.trafficmanagement@us.af.mil or DSN: 312-969-8329, Comm: 210-395-8329.

6.8. Shipment Receiving.

6.8.1. NWRM transportation in-check will be accomplished IAW AFI 24-602V2. (T-1). TICMS-managed NWRM will be in-checked IAW AFMAN 21-201. (T-1). This inspection will be performed jointly by both the in-checker and certifier and confirmed by signature on the AF Form 4388, Receiving Arms, Ammunitions, and Explosives (AA&E), Classified (Secret or Confidential), NWRM, Sensitive and Controlled Items Checklist. (T-1).

6.8.2. NWRM receiving will be accomplished IAW AFI 24-602V2 and AFMAN 21-201 for TICMS-managed NWRM. (T-1).

6.8.2.1. Appointed personnel identified in [paragraph 2.11.3](#) will verify the nomenclature, NSN, quantity and S/N on the DD Form 1500 series condition tag and outer container markings with data shown on the shipping document. (T-0).

6.8.2.1.1. External container will be opened to retrieve the shipping document and the DD Form 1500 series condition tag. (T-0). However, NWRM item's internal packaging will not be opened for the sole purpose of S/N verification. (T-1). If there is evidence of tampering notify the NWRMAO or MASO and use personnel identified in [paragraph 2.11.4](#) to inspect/verify package contents.

6.8.2.1.2. Shipments received at the NWRM Storage Facility from organizations outside the AF or DOE will be opened, except for items requiring specialized handling, to inspect the internal contents, packaging and data plate to validate S/Ns and verify Special Packaging Instructions compliance. (T-0).

6.8.2.1.2.1. NWRM received that requires specialized handling will be documented as not having been inspected and will be scheduled for inspection within 30 days of receipt. (T-0).

6.8.2.2. In the event a discrepancy is discovered, refer to [Chapter 11](#).

6.9. Receiver Acknowledgements. NWRM receiver acknowledgements will be accomplished IAW AFI 24-602V2, AFMAN 21-201 and para [6.6](#). (T-1).

Chapter 7

DEPOT/FIELD/CONTRACTOR LEVEL MAINTENANCE PROCESSING

7.1. Maintenance Processing

7.1.1. Ensure S/N tracking and control are maintained for all NWRM through the entire maintenance process from the time it is accepted from supply/stock until it is either expended in-use or placed back on the APSR. (T-0).

7.1.1.1. Any NWRM not subsequently reinstalled or reassembled in the same maintenance action (e.g. 24-month inspection, reentry system recycle, depot overhaul, etc.) will be placed on the APSR to update the stock record account (a change of physical possession is not required to place items on APSR) within 24 hours of disassembly or removal. (T-0). Local procedures/operating instructions will be developed to ensure NWRM is placed on the APSR. (T-0).

7.1.1.1.1. All disassembled or removed NWRM no longer required will be properly tagged to ensure, at a minimum, item identification, S/N tracking and condition code status. (T-0).

7.1.1.1.2. Personnel will utilize the applicable TO to positively identify NWRM and complete required documentation (DD Form 1500 series tag, AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, AF Form 2005, *Issue/Turn-in Request*, AFTO Form 350, etc.). (T-1). Discrepancies between technical order and asset markings will be identified to the APO and resolved using the applicable technical assistance process IAW TO 00-25-107 or AFMCMAN 21-1, **Chapter 5**. (T-1).

7.1.1.2. NWRM items disassembled or removed during the maintenance action are not required to be placed on the APSR when the item is intended to be reassembled or installed during the same maintenance action (e.g. 24-month inspection, reentry system recycle, depot overhaul, etc.). (T-0). Develop local procedures/operating instructions to ensure S/N tracking and accountability is maintained throughout the entire maintenance process. (T-0).

7.1.1.2.1. For NWRM in a maintenance/install status, ensure internal tracking, work control documents, build up sheets or configuration records reflect the fact that NWRM is involved. Completed documents/records shall reflect the involved S/N of the NWRM and be reported IAW 00-20-2 and AFMAN 21-203. (T-1).

7.1.1.2.2. When NWRM next higher assemblies are disassembled, ensure that the S/Ns of embedded NWRM undergoing a maintenance action are recorded on/in the applicable Work Control Document/Work Order for the action, the appropriate AF Maintenance Information Systems and/or the approved AFMC depot maintenance system for depot maintenance actions. (T-0).

7.1.1.3. Maintenance processing for TICMS-managed NWRM will be IAW AFMAN 21-201. (T-1). S/N tracking and accountability for TICMS-managed NWRM in maintenance will be done on the TICMS stock record account throughout the entire maintenance process. (T-1). Use "Due-in From Maintenance" issue procedures in AFMAN 21-201 for munitions NWRM items that are issued to replace embedded components. (T-1).

7.1.2. Continue tracking NWRM assets despite partial demilitarization, removal of lower level assemblies and/or parts for repair or safing, even if the asset is no longer able to perform the function that led to the item being identified as NWRM.

7.1.2.1. If the partially demilitarized, safed or incompletely configured asset is re-assigned a different NSN per technical data, the data plate of the item will be removed and replaced with a data plate reflecting the new NSN. The tracking system and/or APSR will be updated to reflect the new NSN. The item assigned the new NSN does not need to be tracked as NWRM, unless the new NSN is identified on the Air Force NWRM List.

7.1.2.2. Create and process a demilitarization certificate IAW **Chapter 10** for the original item if the partially demilitarized, safed or incompletely configured item is re-assigned a different NSN.

7.1.3. Promptly mark unserviceable NWRM with the correct condition code and do not co-mingle with serviceable items or other unserviceable items marked with different condition codes. Segregate using ropes, tape, placards and/or painted lines.

Chapter 8

INVENTORIES AND AUDITS

8.1. Inventories: Inventories must be performed, by S/N and/or UII, on all NWRM to ensure asset balances are accurately reflected on accounts. (T-0).

8.1.1. Inventory Intent and Timeframe. All NWRM must be identified in the APSR and must be inventoried at least semi-annually at unit-level activities and installation-level (e.g., post, base, camp, station) activities and at least annually at depot-level activities. (T-0). RegAF, AFR and ANG units possessing NWRM will conduct a complete physical inventory count of NWRM by NSN, S/N and/or UII semi-annually in March and September. (T-1).

8.1.2. Determine specific dates through a coordinated effort between HQ AFMC and the affected MAJCOMs.

8.1.3. Inventory Procedures and Reporting. In addition to procedures in this AFI, conduct floor to book supply-managed NWRM inventories (executed by the NWRMAO) IAW the procedures in AFI 23-101 and AFMAN 23-122, and conduct TICMS-managed NWRM inventories (ensured by the MASO) IAW AFMAN 21-201. Accomplish the reporting of these inventories, to include discrepancies, IAW this Instruction and AFMAN 23-122. AFMC will produce an annual report in January for the previous year's semi-annual inventories. The report will include any NWRM inventory adjustments made during the previous year.

8.1.3.1. End-Items and, or assemblies that contain embedded NWRM assets tracked on the APSR will not be disassembled for the purpose of conducting an inventory. In this case, the inventory and validation of NSN, S/N and/or UII of the embedded components will be performed using the records and documentation of the end-item or assembly. (T-0).

8.1.3.2. End-Items and, or assemblies that contain embedded NWRM assets not tracked on the APSR are not subject to these NWRM inventory requirements.

8.1.3.3. NWRM items undergoing maintenance, but not accounted for on the APSR, are not subject to inventory, but will be validated to be properly accounted for IAW [Chapter 7](#).

8.1.3.4. Physically inventory and match NWRM temporarily issued on an AF IMT 1297, Temporary Issue Receipt, to the item record. Do not use the AF IMT 1297 in place of physical asset verification during the inventory.

8.1.3.5. The semi-annual inventory requires a visual verification of NWRM by both the inventory officer and verifying individual. Banded, crated and/or sealed assets showing no signs of tampering will not be opened for inventory purposes unless accompanying documentation is not discernable by member conducting inventory, in consultation with NWRMAO. (T-0). Obtain component S/N and/or UII from the exterior packaging/tag (ex: DD Form 1500 series), to include any leading alpha character, special characters and zeros.

When a container must be opened, a qualified person identified in [paragraph 2.11.4](#) will be requested to open the container. The inventory officer and the verifying officer will perform the visual verification of NWRM, obtain component S/N and/or UII from the items' identity plates and sign the inventory count cards or TICMS inventory count sheets (paper or electronic). (T-0).

8.1.3.6. These individuals will inspect the outer, intermediate container, and contents of packages when discrepancies are found or there is evidence of tampering. (T-0).

8.1.3.7. Add NWRM assets that have been processed for shipment and awaiting transportation will be inventoried and identified on the blind count card. (T-1).

8.1.4. Change of NWRMAO or MASO.

8.1.4.1. Each time a new NWRMAO is assigned, the gaining and losing NWRMAO must conduct a complete inventory of NWRM within the stock record account IAW AFI 23-101 and report all discrepancies found IAW this Instruction. (T-0).

8.1.4.2. Each time a new MASO is assigned, the gaining and losing MASO must conduct a complete inventory of NWRM managed in TICMS IAW procedures in AFMAN 21-201 and report all discrepancies found IAW this Instruction. (T-0).

8.1.5. Change of Custody. Each time a new Equipment/ Special Purpose Recoverable Authorized Maintenance custodian is assigned, the gaining custodian must conduct a complete inventory of items issued to his/her custody account, IAW AFI 23-101. Report any unresolved discrepancies to the NWRMAO and the appropriate commander to initiate a Report of Survey (or other appropriate actions) prior to signing the Custody Receipt listing and assuming responsibility for the account. (T-0).

8.1.6. Complete a World Wide Inventory in concert with the Semi-annual Inventory Report (SIR), if any supported units conduct NWRM World Wide Inventory IAW TO 11N-100-3150, Joint Reporting Structure; Nuclear Weapons Reports, to include the supported geographically separated units. Requests to change a unit's SIR month must be processed IAW AFMAN 21-203. (T-0).

8.1.6.1. Units that do not conduct a SIR IAW TO 11N-100-3150 will conduct the NWRM inventory in the months of March and September. (T-0).

8.1.6.2. The inventory month may be adjusted for valid nuclear surety criteria. To request a waiver to change the inventory month, submit a request through your appropriate chain of command to the MAJCOM CC. Waiver requests must state the impact on the unit or supporting rationale and will be submitted not later than 45 calendar days prior to the scheduled inventory start date. (T-0).

8.1.7. Reportable discrepancies found during the NWRM semi-annual inventories will be reported IAW criteria in [Chapter 11](#). (T-0).

8.1.8. Inventory Documentation.

8.1.8.1. The NWRMAO or MASO will ensure the following documents relevant to inventories are maintained IAW AFMAN 33-322 and disposed of IAW the AF Records Disposition Schedule in Air Force Records Information Management System (T-1):

8.1.8.1.1. Certificate of Inventory.

8.1.8.1.2. Inventory Officer and Verifying Individual appointment letter.

8.1.8.1.3. Inventory count cards and worksheets.

8.1.8.1.4. Certificate of audit and audit checklist.

8.1.9. HQ AFMC will manage the reporting process to ensure MAJCOM NWRM inventory results are consolidated and reported to AF/A4L (and info copied to AF/A10) IAW AFMAN 23-122 and AFI 23-101.

8.2. Account Auditability. The term "audited" as it applies to these procedures denotes a formal quantitative audit of a specific account (i.e. DoDAAC) for the purpose of verifying its records. Account audits include semi-annual audits and special audits:

8.2.1. Semi-annual audit. This audit of account is accomplished in conjunction with the NWRM inventory. A verifying individual, appointed by the APO's appointing official, will also be designated as the audit officer and will perform this audit in conjunction with each NWRM inventory. (T-1).

8.2.2. Special audits. The Air Force Audit Agency, higher headquarters, or other government agency, such as the Government Accountability Office may direct a special audit. For special audits, the agency directing the audit determines its scope.

8.2.3. Audit Trails.

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

8.2.3.2. Semi-annual or other directed audits provide an independent assessment of account records to ensure proper accountability is maintained, an accurate audit trail exists and proper accounting procedures are being followed. Audits are performed either by an outside agency or by a disinterested individual. The audit consists of reviewing a representative sample of accounting and transaction records to determine if approved accounting procedures are adequate and are being followed, and to assess the accuracy of the APSR and completeness of the audit trail. If inaccuracies or irregularities are discovered, the sample is increased to determine the extent of the inaccuracy or irregularity. In general, an audit provides assurance that:

8.2.3.2.1. The APO has been duly appointed and meets qualifications required by pertinent directives.

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

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

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

8.2.3.2.5. Required reports are submitted IAW directive timelines.

8.2.3.2.6. Transactions posted to the APSR are adequately supported by source documents that are properly prepared and only properly supported transactions are posted to account records.

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

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

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

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

8.2.4. Appointing the audit officer. The APO's appointing authority will designate a verifying individual as the audit officer in writing IAW paragraphs [2.8.4](#) or [2.9.3](#) (T-1).

8.2.5. Briefing the audit officer. The NWRMAO or MASO brief the audit officer, who conducts the audit IAW procedures in this document, using the checklist in [Attachment 2](#) as a guide. Prior to the start of the audit, the NWRMAO or MASO reviews the checklist with the audit officer, provides examples of documents to illustrate items shown in the checklist and answers any questions the audit officer may have concerning the requirements of the audit. (T-1).

8.2.6. Performing the audit. The audit officer must:

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

8.2.6.2. Review document registers/transaction histories and inventory all documents created since the last audit to ensure all documents are on file. For forced receipts, ensure the shipper's document number is cross-referenced in the Remarks column of the register. Ensure all documents on file are either original documents (paper or electronic) or certified true copies of original documents. (T-1).

8.2.6.3. Review a 10-percent representative sample of all shipping, receipt, issue and turn-in documents since the last audit for all NWRM. Ensure documents were properly prepared and only authorized personnel signed for the items on the documents. Ensure NWRM S/Ns are posted on all required documents. (T-1). If the reviewer deems it necessary, or when directed by local authorities or higher headquarters, a 100-percent audit may be performed in cases where serious inaccuracies or irregularities exist, or where an adequate audit trail does not exist. The audit may result in a requirement for a 100-percent inventory to reestablish accountability.

8.2.7. Audit Documentation:

8.2.7.1. Upon audit completion, the audit officer will:

8.2.7.1.1. Prepare a "Certificate of Audit" using the formats in [Attachment 3](#). (T-1).

8.2.7.1.2. Attach a copy of the completed checklist, from [Attachment 2](#), to the certificate. (T-1).

8.2.7.1.3. Distribute the original Certificate of Audit to the appointing authority and the APO (NWRMAO or MASO). (T-1).

8.2.7.2. The APO (NWRMAO or MASO) will forward the Certificate of Audit and the attached checklist to the accountable officer appointing authority and the MAJCOM NWRM POC, with a courtesy copy to the audit officer. The MAJCOM NWRM POC will utilize documents for audit and inventory validation. (T-1).

8.2.8. Documents. Maintain the following IAW AFMAN 33-322:

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

8.2.8.2. Certificates of transfer of accountability.

8.2.8.3. Records of inventory.

8.3. Inventory Adjustment Procedures: All Air Force members and employees can be held liable for the loss, damage or destruction of government property proximately caused by their negligence, willful misconduct or deliberate unauthorized use IAW DoD 7000.14-R, Vol 12, Chap 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*. After conducting an inventory, reconcile quantities of assets counted against stock records. Discrepancies will require research and supporting documentation IAW AFI 23-101 or AFMAN 21-201 for TICMS-managed NWRM. (T-1).

8.3.1. If an inventory discrepancy (gain or loss) is discovered, the NWRMAO or MASO will notify the NTCC and initiate a Financial Liability Investigation of Property Loss within 24 hours IAW the procedures in DoD 7000.14-R and AFMAN 21-201 for TICMS-managed NWRM. (T-1).

8.3.1.1. The NWRMAO or MASO must ensure that required causative research is conducted. Research must be completed within 30 calendar days of the inventory close-out date. (T-1).

8.3.1.2. In accordance with DoD 4140.01, the NWRMAO or MASO must forward the inventory adjustment package, causative research and any other required supporting documentation to the first Flag Officer/Senior Executive Service in the owning organization chain of command for approval.

8.3.1.3. The NWRMAO or MASO will forward the approved inventory adjustment package, including causative research, to the Item Manager for final approval prior to the adjustment of any APSR.

8.3.1.4. Prior to performing or authorizing an inventory adjustment transaction, Item Managers will:

8.3.1.4.1. Validate required causative research has been performed and the NWRMAO or MASO has received approval from a Flag Officer/Senior Executive Service in the NWRMAO's or MASO's chain of command. This is required regardless of NWRM dollar value or classification. (T-1).

8.3.1.4.2. Provide written notification to units, approving or disapproving inventory adjustments (T-1). Detailed explanations should be provided for disapproved requests.

8.3.2. Approved documents used to inventory adjust assets onto or off of record are:

8.3.2.1. AFMC Depot machine products generated by the Financial Inventory Accounting system.

8.3.2.2. DELETE

8.3.3. Support adjustment documents with one of the following:

8.3.3.1. DD Form 200, Financial Liability Investigation of Property Loss.

8.3.3.2. DD Form 114, Military Pay Order.

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

8.3.3.4. DD Form 1131, Cash Collection Voucher.

8.3.3.5. DD Form 361, Transportation Discrepancy Report.

8.3.3.6. SF Form 364, Report of Discrepancy or Web Supply Discrepancy Report equivalent.

8.3.3.7. Memorandum from the commander (or equivalent) approving or denying relief of accountability for adjustments that result in losses.

8.3.3.8. DD Form 1348-1A.

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

8.3.3.10. Aircraft mishap report or a memorandum signed by the MXG or OG commander as authority for relief.

8.3.4. Approval Authority for Inventory Adjustments (APO Appointing Authority) will:

8.3.4.1. Certify that no evidence of neglect, theft or fraud exists. (T-1).

8.3.4.2. Certify that the differences can be attributed to normal activity. (T-1).

8.3.4.3. Certify that no one violated property responsibility and general principles. (T-1).

8.3.4.4. Return the document to the initiator when the research performed or actions taken are deemed unsatisfactory. (T-1). The initiator should be instructed to perform additional research (if additional research does not satisfactorily explain the discrepancy).

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

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

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

Chapter 9

NWRM TRAINING

9.1. General Training Requirements. Commanders and supervisors at all levels must ensure personnel (military, civilian and contractor) who are assigned NWRM-related duties complete the NWRM Fundamentals Course prior to engaging in any tasks associated with NWRM assets. (T-0). These materials are located in the Griffin SharePoint® under General Courses at <https://367trss.hill.af.mil/Home/Index> and they must be used for all training events where each member does not individually complete training via The Griffin. (T-1). This includes processing transactions for, storing, repairing, receiving, shipping to include transshipping, inspecting or physically handling and/or managing NWRM. Applicable personnel work in, but are not limited to, the following functions: munitions, inspection/assessment teams, inventory teams, supply warehouses, asset management organizations, repair facilities, distribution, and shipping centers or perform NWRMAO or Property Custodian duties. This training will be available to organic and contractor personnel to include distribution personnel, enabling them to properly handle and account for NWRM. (T-0). When personnel requiring training cannot be authorized access to the Griffin, commanders or supervisors will contact AF/A4LW for assistance. (T-1).

9.1.1. At a minimum, these individuals must complete the NWRM Fundamentals Course prior to performing NWRM duties and every 12 months thereafter until no longer performing NWRM duties. (T-0). NWRMAOs will also complete NWRMAO Course.

9.1.2. Units will track NWRM training by individual. (T-0).

9.1.3. AMC aircrew personnel are not required to maintain continuous NWRM training currency due to infrequent mission need. Individuals will complete just-in-time NWRM Fundamentals Course prior to participating in missions involving NWRM if it has been greater than 12 months since they last completed the training. (T-1).

9.1.4. Item Managers, ESs, PMs, PMSs and engineers must complete the appropriate qualification training related to their duties and be fully qualified prior to performing NWRM duties. Training must be in addition to, and not duplicate the NWRM Fundamentals Course. Track completion of training requirements.

9.2. NWRM Fundamentals Course. This course, hosted on the Griffin website, provides basic knowledge of NWRM management procedures to all personnel who handle or use NWRM.

9.3. NWRMAO Course. The NWRMAO course, hosted on the Griffin website, is designed to provide training to personnel selected to fill NWRMAO positions.

9.4. Task-specific training on unique NWRM handling procedures: Will be accomplished and documented in individual training records. At a minimum, it includes NWRM packing, Special Packaging Instructions, preservation, marking, labeling, security tampering seals, and/or shipping container closing requirements. (T-0).

Chapter 10

DEMILITARIZATION, EXPENDITURE, AND DISPOSAL OF NWRM

10.1. General.

10.1.1. All NWRM declared excess to Air Force requirements will be demilitarized, destroyed or disposed of IAW DoDM 4160.21, *Defense Materiel Disposition Manual*, DoDM 4160.28 Volume 1 - 3, *Defense Demilitarization*, and applicable guidance in AFI 23-101 and AFMAN 21-201. (T-0). DOE-designed items will be demilitarized and disposed of IAW TO 11N-100-1. (T-0). Ensure NWRM is demilitarized and disposed of within two years of excess/condemned determination. Process NWRM for demilitarization in accordance with approved AF Demilitarization Plans or as directed by the Item Manager.

10.1.2. Disposal of NWRM also applies to NWRM expended or destroyed in test and evaluation programs. Documentation is the same as below to show destruction/expenditure and is provided to the IM for processing off the AF record. The Item Manager will provide NWRMAOs direction to remove NWRM from the base-level APSR. (T-1).

10.2. Demilitarization Codes. Assign all NWRM demilitarization codes G or P. Demilitarization Code G (applies to ammunition and explosives) and Demilitarization Code P (applies to classified articles) must be demilitarized in accordance with 10.4.1. prior to a pre-coordinated transfer of the resulting scrap to Defense Logistics Agency Disposition Services.

10.3. NWRM Demilitarization Instructions. NWRM may be demilitarized, destroyed or expended by various agencies: other services, Air Force organic maintenance or contractor. Completion of a Demilitarization, Declassification and/or Inert Certificates IAW with DoDM 4160.28, Vol 3 is required, by S/N, for all destroyed or expended NWRM (See 10.4.1.). This requires two signatures (certifier and verifier). When a built up asset (one that has numerous NSNs) is destroyed/expended, the Demilitarization Certificate must include all NWRM NSNs and the S/Ns that were destroyed/expended as part of the action taken on the built up asset.

10.3.1. For NWRM demilitarized and/or destroyed/expended by AF maintenance personnel, different individuals within the maintenance organization must certify and verify the action. The completed Demilitarization Certificate will be provided to the Item Manager. (T-1).

10.3.2. For NWRM demilitarized/destroyed/expended by other services or by contractors, ensure the demilitarization is witnessed and verified by an Air Force, DCMA or National Nuclear Security Administration representative. The certifier is responsible for completing the Demilitarization Certificate and forwarding it to the Item Manager upon demilitarization, destruction or expenditure completion. The other services or contractor representative will sign as the verifier.

10.3.3. Turn in NWRM Residue (scrap) property to DLA Disposition Services Centralized Demilitarization Division (CDD) Tucson, AZ only. (T-1). The AF NWRM Demilitarization authority will contact DLA Disposition Services Program Manager at least 14 days prior to shipment to Disposition Services CDD Tucson, AZ. (T-1).

10.3.4. Pre-coordinated NWRM Residue (scrap) property destined for the DLA Disposition Services Tucson CDD; will include the Disposal-Turn-In Document (DTID); to include National Stock Number (NSN), part number, quantity, nomenclature, and serial number IAW DoDM 4160.21, V1, *Defense Materiel Disposition: Disposal Guidance and Procedures*, DoDM 4160.28-V1, *Defense Demilitarization: Program Administration*; DoDM 4160.28-V2: *Defense Demilitarization: Demilitarization Coding*, and DoDM 4160.28-V3: *Defense Demilitarization: Procedural Guidance*. (T-0).

10.3.5. Pre-coordinated NWRM Residue (scrap) property must have with a valid NWRM NSN to ensure DLA maintains Asset Visibility of NWRM Residue thru entire Demilitarization process. (NWRM Residue Local Stock Numbers (LSNs) will not be accepted by DLA Disposition Services).

10.4. Demilitarization of Demilitarization Coded P and G NWRM.

10.4.1. All assets must be rendered safe, declassified and demilitarized IAW AFI 23-101 or AFMAN 21-201 for TICMS-managed NWRM. (T-0).

10.4.2. Transfer scrap material from the completely demilitarized assets to Defense Logistics Agency Disposition Services.

10.4.3. Transfer scrap material generated as the result of NWRM demilitarization only to Defense Logistics Agency Disposition Services, not to a Base Resource Recycling and Recovery Program. When NWRM scrap is turned into Defense Logistics Agency Disposition Services, give a DD Form 1348-1A with the original Demilitarization Code annotated on it and the completed Demilitarization, Declassification and/or Inert Certificates to the Defense Logistics Agency Disposition Services. Provide the Demilitarization, Declassification and/or Inert Certifications to Defense Logistics Agency Disposition Services for posting on eDocs. TICMS-managed NWRM scrap will also follow Material Potentially Presenting an Explosive Hazard procedures in AFMAN 21-201. (T-1).

Chapter 11

DISCREPANCY REPORTING

11.1. General NWRM Discrepancy Reporting. Any individual who suspects they have discovered an NWRM discrepancy shall immediately notify the applicable APO/commander and report IAW applicable Supply Discrepancy Report, Transportation Discrepancy Reporting and security incident reporting procedures. (T-1). Commanders at all levels will ensure required actions are taken IAW security incident, Supply Discrepancy Report and Transportation Discrepancy Reporting procedures. (T-1).

11.1.1. For Supply Discrepancy Report procedures see DLM 4000.25, *Defense Logistics Management System* (DLMS) Vol. 2, Chap. 17, AFI 23-101, AFMAN 23-122, and AFI 24-602V2. (T-0).

11.1.2. For Transportation Discrepancy Reporting procedures see AFI 24-602V2 and DTR 4500.9-R, Part II, Chapter 210. **Note:** Transportation Discrepancy Reporting will be used to document loss, shortage, damage discrepancies attributable to the Transportation Service Provider (TSP) and “REPSHIP NOT RECEIVED” prior to receipt of shipment.

11.1.3. For security incident reporting procedures involving classified information, see AFI 16-1404.

11.1.4. For Operational Reporting procedures see AFI 10-206, *Operational Reporting*.

11.1.5. All potential NWRM discrepancies outlined in paragraphs [11.3.2.1](#), [11.3.2.2](#) and [11.3.2.3](#) require notification per [paragraph 11.8](#), to facilitate AF lessons learned and the AF continuous process improvement initiative.

11.1.5.1. Do not report as discrepant items added to the respective APSR within 30 calendar days of when NWRM is newly identified (NWRM list change date) IAW [chapter 3](#). (T-1).

11.1.5.2. Do not perform discrepancy notifications for MK12A Forward Sections or MK12A Arming and Fuzing Assemblies that are identified on the NWRM SharePoint® site. If a MK12A Forward Section or MK12A Arming and Fuzing Assembly is not on the NWRM SharePoint® site and an internal component is missing, then proceed with HIGH incident reporting IAW [11.3.2.1](#) (T-1). Notify AF/A4LW and HQ AFMC/A10N when an item identified in the SharePoint® site has been inspected by maintenance and proper documentation has been completed so that it may be removed from the list. (T-1).

11.2. AF/A4 will:

11.2.1. Approve/disapprove all High discrepancy closures, severity category changes from or to a High discrepancy, and High discrepancy cancellation requests. Send approval/disapproval notifications to HQ AFMC.

11.2.2. Update the NWRM SharePoint® site to reflect current discrepancy status.

11.2.3. Ensure latest quad charts detailing each NWRM discrepancy are posted to the NWRM SharePoint® site.

11.2.4. Tailor discrepancy reporting to account for unique situations or circumstances. (For example, a serial number error made prior to the inception of the NWRM program that cannot be identified, validated or corrected until future component disassembly occurs.)

11.3. AFMC CC will:

11.3.1. Determine whether the circumstances/data provided by 635th Supply Chain Operations Wing/NTCC meet the criteria of an actual discrepancy (consider MAJCOM comments if provided) and determine discrepancy severity (High, Medium or Low). Determine if a Root Cause Analysis (RCA) is required for each Low discrepancy and gain AF/A4LW approval for those determined not to require an RCA. Report all discrepancies as outlined in this chapter.

11.3.1.1. Ensure Headquarters Air Force Materiel Command, Directorate of Logistics, Civil Engineering, Force Protection and Nuclear Integration (HQ AFMC/A4/10) is the RCA OPR for all discrepancies requiring an RCA.

11.3.1.2. Ensure discrepancy closure estimated completion dates are 200 days from approved RCA posting to the NWRM SharePoint® site. AF/A4L is approval authority for estimated completion dates greater than 200 days.

11.3.2. Ensure all High and Medium discrepancies 8-step RCA are completed and submitted to HQ AFMC/A10N. (T-1). HQ AFMC/A10N will ensure RCAs are evaluated from an enterprise perspective and has final approval or disapproval authority for each RCA that is required. HQ AFMC/A10N will post RCAs to NWRM SharePoint® and notify 635th Supply Chain Operations Wing/NTCC and applicable MAJCOM(s).

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

11.3.2.1.1. For High severity discrepancies AFMC/CC will notify the following: Secretary of the Air Force (SECAF), Chief of Staff of the Air Force (CSAF), Vice Chief of Staff of the Air Force (VCSAF), Headquarters Secretary of the Air Force, Installations, Environment & Energy (SAF/IE), AF/A4, AF/A10, MAJCOM commanders (as applicable), AFMC Center Commanders (as applicable), Defense Logistics Agency (as applicable), MAJCOM A4s/7s/10s (as applicable), affected NWRMAO/MASO and their respective Group/CC and Wg/CC.

11.3.2.1.2. HQ AFMC/A4/10 will provide updates to AF/A4 through AF/A4L every 24 hours or as directed until the NWRM is found, adjusted off the AF APSR or secured in AF custody. In addition, provide updates based on established reporting until discrepancy is recommended for closure.

11.3.2.2. Medium severity discrepancies consist of: NWRM found in DoD control but not accounted for in the correct APSR or IAW this Instruction, to include accounting for training-use-only assets improperly. **Note:** If real world assets are utilized for training-use-only (e.g. red 'T' painted on asset) then those assets cannot be managed or identified with the real world NSN.

- 11.3.2.2.1. For Medium severity discrepancies, Headquarters Air Force Materiel Command, Directorate of Logistics, Civil Engineering, Force Protection and Nuclear Integration (HQ AFMC/A4/10) will notify: MAJCOM A4/A10 staffs (as applicable), AFMC Center Commanders (as applicable), Defense Logistics Agency (as applicable), affected NWRMAO/MASO, their respective Group/CC and Wg/CC.
- 11.3.2.2.2. Discrepancy-reporting MAJCOM A4/A10 staffs (as applicable) will provide updates to HQ AFMC/A4/10 as directed until the APSR is adjusted and/or the NWRM is secured in AF custody. In addition, updates will be provided based on established quad chart battle rhythm until discrepancy is closed.
- 11.3.2.3. Low severity discrepancies consist of: loss of In-Transit Visibility (ITV) on shipments for a period exceeding 72 hours; no movement coordination (no REPSHIP); the use of unauthorized carrier or improper shipping method IAW DTR and AFI 24-602V2; carrier/shipment deliveries to an incorrect address; incorrect quantity identified during shipment; incorrect item identification (ex, NSN) or S/N identification which was not corrected prior to placement in storage, shipment, movement or work center transfer. **Note:** Item Managers-initiated S/N format updates to NWRM parts will not be considered NWRM discrepancies when there is no loss of Positive Inventory Control (e.g. existing S/N on part matches APSR); and the specific action is taken to match an applicable engineering data plate/marking control drawing S/N format to an NWRM part and APSR.
- 11.3.2.3.1. For Low severity discrepancies, HQ AFMC/A4/10 will notify: AFMC Center LGs (as applicable), MAJCOM A4/A10 staffs (as applicable), affected NWRMAO/MASO and their respective Group/CC and Wg/CC.
- 11.3.2.3.2. Discrepancy-reporting MAJCOM A4/A10 staffs (as applicable) will provide updates to HQ AFMC/A4/10 as directed until the APSR is adjusted and/or the NWRM is secured in AF custody. In addition, updates will be provided based on established quad chart battle rhythm until the discrepancy is closed.
- 11.3.3. Complete all applicable fields on the NWRM Discrepancy Notification SharePoint® site after an initial discrepancy report is completed.
- 11.3.4. Provide a semi-annual summary on all NWRM discrepancies and any related enterprise level gap/trend analysis to AF/A4, AF/A4L, AF/A10, MAJCOM A4s/ A10s and the Defense Logistics Agency Director by the last Thursday of April and October of each year. (T-1). Make recommendations for enterprise level corrective actions and share analysis results with MAJCOMs. (T-1).
- 11.3.5. Validate discrepancy-specific tasks are completed (asset(s) secured, disposition instructions have been received/completed, RCA completed) and enterprise-wide fixes (if required) are completed prior to submitting closure requests.
- 11.3.6. Ensure latest quad charts detailing each NWRM discrepancy are posted to the NWRM SharePoint® site.
- 11.3.7. HQ AFMC/A10N will evaluate all approved MAJCOM RCAs posted on the website within 10 workdays and provide appropriate feedback to MAJCOMs. HQ AFMC/A10N will inform MAJCOMs and AF/A4LW upon final RCA acceptance.

11.3.8. HQ AFMC/A4/10 will approve/disapprove all Medium and Low discrepancy closures, severity category changes from or to a Medium or Low discrepancy, and Medium or Low discrepancy cancellation requests. Send approval/disapproval notifications to AF/A4L.

11.3.9. Provide updates on Medium and Low NWRM discrepancies based on established reporting rhythm, to AF/A4L through AF/A4LW, until discrepancy is recommended for closure.

11.4. AFMC/AFSC will:

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

11.4.1.1. AFMC/A10N has final determination authority for reportable events. (T-2). Coordinate with HQ AFMC/A10N to determine whether the reported event is an actual NWRM discrepancy and begin collecting relevant information to report up the chain of command.

11.4.1.2. Assign NTCC tracking number. Discrepancies found during NWRM inventories will have "WWI" as suffix to the NTCC tracking number. (T-2).

11.4.1.3. Develop an event description and background based on the initial notification input located on the NWRM SharePoint® site. Consult with the applicable MAJCOM A4, Headquarters United States Air Force Europe, Nuclear Operations (USAFE/A10N), MAJCOM NWRM POCs, and/or the AFNWC/LG and forward to the AFMC/AFSC Commander. (T-2).

11.4.2. AFMC/AFSC Commander will forward the following to HQ AFMC/A4/10. (T-2).

11.4.2.1. Event description.

11.4.2.2. Event background.

11.4.2.3. The 635th Supply Chain Operations Wing/NTCC tracking number.

11.4.2.4. Recommended "severity": High, Medium or Low.

11.4.2.5. Recommended the RCA OCRs (HQ AFMC/A4/10 is RCA OPR).

11.4.3. After AFMC/AFSC sends the recommendation to HQ AFMC/A4/10, AFMC/AFSC will continue to ensure the applicable NTCC sections on each NWRM Discrepancy Notification form, located on the NWRM SharePoint® site, are up to date and current. (T-2).

11.4.4. Provide information to HQ AFMC/A10N for use in the quad charts detailing each NWRM discrepancy. (T-2).

11.5. MAJCOMs will:

11.5.1. Ensure discrepancy data and updates are posted to the NWRM SharePoint® site and that the 635th Supply Chain Operations Wing/NTCC is notified. Ensure approved RCAs are posted to the NWRM SharePoint® site, and/or are provided to the NWRMAO/MASO/Local LRS Commander/Director accountable for the NWRM in question, in order to meet the following timelines:

11.5.1.1. Within 30 calendar days of the RCA assignment date for all discrepancies that require an RCA.

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

11.5.1.3. The MAJCOM NWRM focal point will ensure NWRM Discrepancy RCAs are evaluated by applicable MAJCOM level maintenance and supply chain management functions for completeness, and reviewed/approved by HQ AFMC/A10N prior to posting completed RCAs to the NWRM SharePoint® site. The MAJCOM level review process must ensure enterprise level solutions are incorporated into each RCA as required to aid in preventing similar NWRM discrepancies. MAJCOM NWRM focal points must ensure RCA action items are accomplished and recommend closure action when all actions are complete.

11.5.2. Notify the Group Commander (or equivalent Director) of the APO.

11.5.3. Notify APO and their Chain of Command of NWRM discrepancy approved/disapproved category changes, approved/disapproved closure requests and cancellation requests.

11.5.4. Be OCRs for NWRM discrepancies that are identified within their command (discrepancy-owning), from discrepancy discovery to closure. HQ AFMC/A4/10 will be the OPR.

11.5.5. Provide updates to HQ AFMC/A4/10 (for Low and Medium discrepancies) as directed until the APSR is adjusted and/or the NWRM is secured in AF custody. In addition, updates will be provided based on established reporting until discrepancy is recommended for closure.

11.6. Wing Commander (or equivalent) will:

11.6.1. Ensure 635th Supply Chain Operations Wing/NTCC and MAJCOM NWRM POC are notified within 24 hours of a potential NWRM discrepancy. (T-2).

11.6.2. Review RCAs for all assigned NWRM discrepancies. (T-2).

11.6.3. Evaluate relevant information submitted to AFSC on potential NWRM discrepancies. Determine accuracy and completeness of information and provide updated responses to AFSC, as applicable, within 36 hours of reporting a potential NWRM discrepancy. Responses may include recommended discrepancy determination and severity for AFMC consideration. (T-2).

11.7. Group Commander (or equivalent Director) of the APO, will:

11.7.1. Review RCAs for all assigned NWRM discrepancies that require one (Med and High) and for Low discrepancies that are recommended to need one. For Low discrepancies that are not recommended to have an RCA conducted, review justification. (T-2).

11.7.2. Ensure RCAs are routed to the MAJCOM. (T-2).

11.7.3. Evaluate relevant information submitted to AFSC on potential NWRM discrepancies and ensure Wg/CC (or equivalent), 635th Supply Chain Operations Wing/NTCC, and MAJCOM NWRM POC are notified within 24 hours of a potential NWRM discrepancy. (T-2).

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

11.8.1. Assist in evaluating potential NWRM discrepancies as needed and ensure Grp/CC (or equivalent), Wg/CC (or equivalent), 635th Supply Chain Operations Wing/NTCC, and MAJCOM NWRM POC are notified within 24 hours of a potential NWRM discrepancy. (T-2). Notify the NWRMAO, MASO or local LRS/CC/Director if no NWRMAO is required/appointed per this Instruction, within 24 hours of a potential NWRM discrepancy. (T-2).

11.8.2. Ensure the Grp/CC and Wg/CC (or equivalents) are aware of reporting requirements.

11.8.3. Ensure a RCA is conducted using the NWRM SharePoint® site template and appropriately staffed prior to providing to the NWRMAO/MASO/Local LRS Commander/Director for posting to the NWRM SharePoint® site. (T-1). Ensure results are provided to the NWRMAO/MASO/Local LRS Commander/Director in order to meet established timelines in [paragraph 11.5.1.1](#) (T-2).

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

11.9.1. Notify SQ/CC (or equivalent), Grp/CC (or equivalent), Wg/CC (or equivalent), 635th Supply Chain Operations Wing/NTCC, and MAJCOM NWRM POC within 24 hours of a potential NWRM discrepancy and complete the NWRM Discrepancy Notification template located on the NWRM SharePoint® site. (T-2). Make a recommendation of RCA necessity for all Low NWRM discrepancies and provide justification for those not recommended for RCA, for eventual AFMC review. (T-2).

11.9.2. Notify the squadron, group and wing commanders of reporting requirements in this Instruction.

11.9.3. Conduct the RCA using the NWRM SharePoint® site template. (T-1). While HQ AFMC/A4/10 is overall RCA OPR, local unit(s) where potential NWRM discrepancies are identified are OCRs and will start the RCA process when tasked through the MAJCOM.

11.9.4. Forward RCA to MAJCOM functional chain of command, through SQ/CC, Grp/CC and Wg/CC, for approval as directed. **Note:** Ensure all completed RCAs have a recommended closure date. (T-2).

11.10. Tamper Reporting Procedures. When evidence of tampering is identified, the contents of the container will be inspected by individuals appointed IAW [paragraph 2.11.4](#) If mismatches exist between the markings on the packaged NWRM and the actual NWRM in the package the following notification will be made within 24 hours of the discrepancy detection. **Note:** These procedures are in addition to security reporting requirements and discrepancy reporting requirements in [paragraph 11.1](#) (T-0).

11.10.1. The receiving agency (supply or transportation) will notify the transportation office and shipping and receiving NWRMAOs or MASO, by sending official e-mail to the shipping NWRMAO or MASO organizational account. (T-0).

11.10.2. The receiving NWRMAO or MASO will report discrepancies to shipping NWRMAOs or MASO and 635th Supply Chain Operations Wing/NTCC within 24 hours of discrepancy detection. Notification will be sent to organizational email accounts. (T-0).

11.10.3. The shipping NWRMAOs or MASO must acknowledge receipt within 24 hours to the receiving NWRMAOs or MASO in reference to the discrepancy report. (T-0).

11.10.4. The shipping NWRMAOs or MASO will report corrective actions taken to prevent recurrence of discrepancy to the AFMC NWRM OPR within 30 days. (T-0).

JOHN B. COOPER, Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

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

- AFMAN 23-220, Reports of Survey for Air Force Property, 1 Jul 96 DELETE
- AFMAN 33-322, *Records Management and Information Governance Program* 23 Mar 20
- AFMAN 33-363, *Management of Records*, 1 Mar 08 DELETE
- DoD 5220.22-M, *National Industrial Security Program Operating Manual*, 28 Feb 06
- DoD 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*.
- DoDI 5210.02, *Access to and Dissemination of Restricted Data and Formerly Restricted Data*, 3 Jun 11
- DTR 4500.9-R, *Defense Transportation Regulation, Part II*, May 14
- DoDM 4140.01, Volume 11, *DoD Supply Chain Materiel Management Procedures: Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons-Related Materiel*, 8 Mar 17
- DoDM 4160.21, *Defense Materiel Disposition Manual*, 22 Oct 15
- DoDM 4160.28, *Volume 1, Defense Demilitarization: Program Administration*, 9 Aug 17
- DoDM 4160.28, *Volume 2, Defense Demilitarization: Demilitarization Coding*, 9 Mar 17
- DoDM 4160.28, *Volume 3, Defense Demilitarization: Procedural Guidance*, 7 Jun 11
- DoDM 5200.02, *Procedures for DOD Personnel Security Program*, 3 Apr 17
- DLM 4000.25, *Defense Logistics Management Standards (DLMS) Vol. 2, Chap. 17*
- DoDM 5200.01V-AFMAN 16-1404V1, *Information Security Program: Overview, Classification, and Declassification*, 11 Jan 21
- DoDM 5220.22V2-AFMAN 16-1406V2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*, 8 May 20
- AFI 24-203, *Preparation and Movement of Air Force Cargo* DELETE
- AFI 24-602V2, *Cargo Movement* 12 June 19
- AFI 51-307, *Aerospace and Ground Accident Investigations* 18 Mar 2019
- AFI 51-503, *Aerospace and Ground Accident Investigation* DELETE
- AFPD 13-5, *Air Force Nuclear Enterprise*, 29 Jun 17
- AFPD 16-14, *Security Enterprise Governance*, 24 Jul 14
- AFPD 20-1, *Integrated Life Cycle Management*, 3 Jun 16
- AFI 10-206, *Operational Reporting*, 11 Jun 14
- AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 15

AFI 21-200, *Munitions and Missile Maintenance Management*, 2 Jan 14
AFI 21-201, *Munitions Management*, 3 Jun 15
AFI 21-203, *Nuclear Accountability*, 12 May 16
AFI 23-101, *Air Force Materiel Management*, 12 Dec 16
AFI 23-111, *Management of Government Property in Possession of the Air Force*, 29 Oct 13
AFI 24-203, *Preparation and Movement of Air Force Cargo*, 13 Jul 17
AFI 24-230, *Maintaining Air Force DOD Activity Address Codes (DODAAC)*, 20 Feb 09
AFI 33-360, *Publications and Forms Management*, 1 Dec 15
AFI 38-401, *Continuous Process Improvement (CPI)*, 15 Apr 16
AFI 51-503, *Aerospace and Ground Accident Investigations*, 14 Apr 15
AFI 63-101/20-101, *Integrated Life Cycle Management*, 9 May 17
AFI 91-204, *Safety Investigations and Reports*, 12 Feb 14
AFJMAN 23-210, *Joint Service Manual for Storage and Material Handling*
AFMAN 23-122, *Materiel Management Procedures*, 14 Dec 16
AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 96
AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 13 Jul 17
AFMAN 91-201, *Explosive Safety Standards*, 21 Mar 17
MIL-STD-2073-1E, *Standard Practice for Military Packaging*, 7 Jan 11
MIL-STD-130N (1), *Identification Marking of US Military Property*, 16 Nov 12
TO 00-20-2, *Maintenance Data Documentation*
TO 11N-100-1, *Supply Management of Nuclear Weapons Material*
TO 11N-100-3150, *Joint Reporting Structure*
TO 11N-35-51, *General Instructions Applicable to Nuclear Weapons*
TO 00-25-107, *Maintenance Assistance*

Adopted Forms

AF Form 68, *Munitions Authorization Record*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1297, *Temporary Issue Receipt*
AF Form 2005, *Issue/Turn-in Request*
AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*
AF Form 4388, *Receiving Arms, Ammunitions, and Explosives (AA&E), Classified (Secret or Confidential), Nuclear Weapons-Related Materiel (NWRM), Sensitive and Controlled Items Checklist*

AFTO Form 350, *Repairable Item Processing Tag*
DD Form 114, *Military Pay Order*
DD Form 200, *Financial Liability Investigation of Property Loss*
DRMS Form 145, *Demilitarization Certificate*
DD Form 362, *Statement of Charges/Cash Collection Voucher*
DD Form 1131, *Cash Collection Voucher*
DD Form 1149, *Requisition and Invoice/Shipping Document*
DD Form 1348-1A, *Issue Release/Receipt Document*
DD Form 361, *Transportation Discrepancy Report*
SF Form 364, *Report of Discrepancy*

Abbreviations and Acronyms

AFGSC—Air Force Global Strike Command
AFI—Air Force Instruction
AFJMAN—Air Force Joint Manual
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFNWC—Air Force Nuclear Weapons Center
AFSC—Air Force Sustainment Center
APO—Accountable Property Officer
APSR—Accountable Property Systems of Record
CAS—Combat Ammunition System DELETE
DoD—Department of Defense
DoDAAC—Department of Defense Activity Address Code
DoDM—Department of Defense Manual
DOE—Department of Energy
ES—Equipment Specialists
LRS—Logistics Readiness Squadron
MASO—Munitions Accountable Systems Officers
NSN—National Stock Number
NTCC—NWRM Transaction Control Cell
NWRM—Nuclear Weapons-Related Materiel
NWRMAO—NWRM Accountable Officer

OO-ALC—Ogden Air Logistics Center

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PM—Program Manager

PMS—Production/Program Management Specialists

POC—Point of Contact

RCA—Root Cause Analysis

TICMS—Theater Integrated Combat Munitions System

UII—Unique Item Identifier

WWI—World Wide Inventory

Terms

Accountability—The degree of responsibility for property that exists when a record of property is maintained on a numbered stock record account that is subject to audit.

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

Accountable Property Officer—An individual who, based on his or her training, knowledge, and experience in property management, accountability and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with Government property, irrespective of whether the property is in the individual's possession.

Accountable Property System of Record—A system used to control and manage accountable property records; a subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system.

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

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

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

Formerly Restricted Data—Data removed from the RD category upon joint determination by the DOE and DoD that such data relates primarily to the military utilization of atomic weapons and can be adequately safeguarded as classified information. However, such information is treated the same as RD for purposes of foreign dissemination.

Integrated Life Cycle Management—The seamless governance, transparency, and integration of all aspects of infrastructure, resource management, and business systems necessary for successful development, test, production, fielding, sustainment, and disposal of systems, subsystems, end items, and services to satisfy validated warfighter capability needs.

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

Inventory Adjustment—The accounting transaction, which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/decapitalization actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and supply system managers will monitor the rate of occurrence.

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

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

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

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

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

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

Positive Inventory Control Fusion—NWRM Positive Inventory Control Fusion Center. This application provides enterprise users with a single source for enterprise tracking of NWRM. Positive Inventory Control Fusion provides Air Force item managers and logistics managers with interim near-real time visibility of NWRM assets by serial number, condition and location across the Supply Chain.

Property Custodian—An individual appointed by the APO, who accepts custodial responsibility for property, typically by signing a hand-receipt. The property custodian is directly responsible for the physical custody of accountable property under their control.

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

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

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

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

Stock Record Account—A HQ USAF prescribed numbered record of transactions of property subject to audit. All stock record accounts are assigned an official AF number by HQ AFMC and are maintained by an accountable supply officer.

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

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

Attachment 2

SEMI-ANNUAL AUDIT OF ACCOUNTS BY A VERIFYING INDIVIDUAL OFFICER
CHECKLISTTable A2.1. Semi-annual Audit of Accounts by a Verifying Individual/Disinterested
Officer Checklist

Item	Description	Yes	No	N/A
1	PRE-AUDIT REQUIREMENTS			
1a	Have you been appointed by the commander?			
1b	Have you read related auditor's responsibilities?			
1c	Have you been briefed by NWRMAO/MASO on all facets of the audit?			
1d	Do you understand responsibilities and the audit requirements?			
1e	Do you have any unanswered questions concerning the audit requirements?			
2	REVIEW OF PREVIOUS AUDIT REPORT			
2a	Have you reviewed the previous audit report?			
2b	Have all previously noted discrepancies been corrected?			
3	REVIEW OF DOCUMENT REGISTERS, TRANSACTION HISTORIES, DOCUMENTS, AND STOCK RECORDS			
3a	Are all documents created since the last audit on file (determined by a review of document registers/transaction histories against documents on file)?			
3b	Are only original documents (paper or electronic) or NWRMAO/MASO-certified true copies of original documents on file?			
3c	After reviewing a 10-percent representative sample of all shipping, receipt, issue, and turn-in documents since the last NWRM audit, are:			
3c(1)	All S/Ns correct?			
3c(2)	Documents properly prepared?			
3c(3)	Only authorized personnel signing for the items?			
3c(4)	Balance changes accurately reflected in stock records?			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-top: 1px solid black; border-bottom: 1px solid black;"></div> </div>				
Verifying Individual Signature		Date		

Attachment 3

SAMPLE AUDIT CERTIFICATE

Figure A3.1. Sample Audit Certificate (For Non-TICMS-Managed Units).

<p>This is the report of the semi-annual audit of FK Stock Record Account Number as prescribed in AFI 20-110. (Name of appointed officer) was appointed to perform this audit. The audit was performed (inclusive dates of audit).</p> <p>The audit reviewed transactions from the last audit dated (end date of last audit) to current audit dated (end date of current audit). On-Base Document Number (document number) and Off-Base Document Number (document number) were the first document numbers audited and On-Base Document Number (document number) and Off Base Document Number (document number) were the last document numbers audited.</p> <p>Specific discrepancies: (List specific discrepancies by organization, if applicable.) Recommendations: (Make specific recommendations for each discrepancy.) Include a general paragraph statement as to the reliability of the audit trail.</p>	
<p>_____</p> <p>Signature of the Audit Officer</p>	<p>_____</p> <p>Date</p>

Figure A3.2. Sample Audit Certificate (For TICMS-Managed Units)

<p>This is the report of the semi-annual audit of FV Stock Record Account Number as prescribed in AFI 20-110. (Name of appointed officer) was appointed to perform this audit. The audit was performed (inclusive dates of audit).</p> <p>The audit reviewed transactions from the last audit dated (end date of last audit) to current audit dated (end date of current audit). Document number (document number) was the first document number audited, and document number (document number) was the last document number audited.</p> <p>Specific discrepancies: (List specific discrepancies by organization, if applicable.) Recommendations: (Make specific recommendations for each discrepancy.) Include a general paragraph statement as to the reliability of the audit trail.</p>	
<p>_____</p> <p>Signature of the Audit Officer</p>	<p>_____</p> <p>Date</p>

Attachment 4

NWRMAO/MASO INFORMATION REQUEST

Figure A4.1. Change of NWRMAO/MASO Information Request.

(OFFICIAL LETTERHEAD)	
[DD Mmm YY]	
MEMORANDUM FOR HQ AFMC/A10N (hqafmca4.10n.afmca10npworkflow@us.af.mil)	
FROM: [ORG SYMBOL]	
SUBJECT: NWRMAO/MASO Information Request	
1. The required information for [Rank, First Name, Middle Initial, Last Name] is as follows:	
Rank	
Last Name	
First Name	
Middle Initial	
Base	
DODACC	
Stock Record Account Numbers	
Organization/Office Symbol	
Appointee E-Mail	
NWRM Organizational Email	
DSN phone	
Commercial phone	
Date of Appointment	
Date of Inventory	
FIRST NAME MI. LAST NAME, RANK, USAF NWRMAO/MASO	