



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

AFMAN21-203\_AFGM2025-01  
27 FEBRUARY 2025

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: USAF A4/A4L  
1030 Air Force Pentagon  
Washington, DC 20330-1030

SUBJECT: Air Force Guidance Memorandum (AFGM) to Air Force Manual (AFMAN) 21-203,  
*Nuclear Accountability Procedures*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to AFMAN 21-203. Changes incorporate updated reportable OMA procedures, unit commander appointment requirements for operational transport, and corrections to Figure 8.2., *Sample – Designation of Individuals Authorized to Accept Custody of Nuclear Weapons*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System.

This memorandum includes changes and must be reviewed in its entirety. This guidance is applicable to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard. This guidance does not apply to the United States Space Force.

The authorities to waive wing/unit level requirements in this GM are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier designators. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the GM's OPR for non-tiered compliance items, as applicable.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change (IC) or rewrite of AFMAN 21-203, whichever is earlier.

TOM D. MILLER  
Lieutenant General, USAF  
DCS/Logistics, Engineering & Force Protection

Attachment: Change to AFMAN 21-203, 3 September 2024

## **AFMAN21-203\_AFGM2025-01**

8.1.2. **(Changed)** Unit Commander Appointment Letter. Commanders of units designated in paragraph 8.1.1. (group or squadron) will appoint individuals authorized to receive custody of nuclear weapons during operational transports (Figure 8.2.) and distribute appointments to the MASO. **(T-1)** Appointed individuals must be U.S. Military (regular or reserve component) or DoD civilians certified on PRP, with an appropriate security clearance. **(T-1)** Air National Guard and Air Force Reserve members may be appointed but will only be permitted to accept custody when in Title 10 status. **(T-1)** At a minimum, appointment letters must include name, grade (officer or enlisted), and PRP status as identified in DoDM 5210.42\_DAFMAN 13-501, Appendix 3 to Enclosure 3 (e.g., Critical, Control). **(T-1)**

## AFMAN21-203\_AFGM2025-01

Figure 8.2. **(Changed)** Sample – Designation of Individuals Authorized to Accept Custody of Nuclear Weapons.



DEPARTMENT OF THE AIR FORCE  
451ST STRATEGIC MISSILE WING (AFGSC)  
LOWRY AFB COLORADO

9 November 2023

MEMORANDUM FOR 724 MUNS/MASO

FROM: 724 AMXS/CC  
200 N. Rampart Way, Bldg 349  
Lowry AFB, CO 80230

SUBJECT: Designation of Individuals Authorized to Accept Custody of Nuclear Weapons for Account ~~EKxxx~~

References: (a) AFMAN 21-203, 29 September 2021, *Nuclear Accountability Procedures*

1. The following individuals are authorized to sign and receipt of nuclear weapons in accordance with AFMAN 21-203:

<u>NAME</u>	<u>Grade</u>	<u>PRP</u>
<del>Sterba</del> , Nathan L.	Off	Critical
McClary, Nicholas K.	Enl	Critical
Rodriguez, William	Enl	Controlled

2. Line through deletions are authorized.

3. This letter supersedes all previous letters, same subject.

PATRICK F. FLANIGEN, Major, USAF  
Commander, 724th Aircraft Maintenance  
Squadron

WE SERVE AS AN EXAMPLE

## **AFMAN21-203\_AFGM2025-01**

11.1.4. **(Changed)** Deploying units must send a current wing commander unit designation letter and a current unit commander appointment letter to wing commander, squadron commander, and MASO at deployed location prior to arrival. **(T-2)** These letters ensure deployed personnel are authorized to receive custody of reportable OMAs during testing/transfer/transport. Test Execution Instruction (TEI) directed task forces, tenant units, and ANG augmentation units are considered deploying units for custody procedures.

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

**AIR FORCE MANUAL 21-203**

**3 SEPTEMBER 2024**



**Maintenance**

**NUCLEAR ACCOUNTABILITY  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 21-2, *Munitions*, and is consistent with AFPD 13-5, *Air Force Nuclear Mission*. This publication applies to all civilian employees and uniformed members of the Regular Air Force (AF), the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, or unit level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

**SUMMARY OF CHANGES**

This document has been revised and must be completely reviewed. The change revises Air Force Manual (AFMAN) 21-203 by: (1) removing reportable other major assemblies procedures from **Chapter 8** and created **Chapter 11** procedures for reportable OMAs, (2) clarifying multiple Stock

Record Account Number (SRAN) requirements, (3) clarifying Personnel Reliability Program (PRP) requirements for accounts not receiving war reserve (WR) nuclear weapons, (4) clarifying Semi-annual Inventory Report (SIR) transmission Quality Control (QC) process, (5) clarifying change of Munitions Accountable Systems Officer (MASO) inventory requirements, (6) Clarifying audit requirements, (7) clarifying AF Form 504, *Weapons Custody Transfer Document*, procedures, (8) correcting grammatical errors, and (9) removing Roles and Responsibility Tiering.

<b>Chapter 1—GENERAL</b>	<b>5</b>
1.1. Purpose. ....	5
1.2. General.....	5
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>6</b>
2.1. Major Commands. ....	6
2.2. Unit Responsibilities.....	8
Figure 2.1. Sample Letter - Certification of Personnel to Receipt for Classified Property.....	13
Figure 2.2. Sample Letter - Designation of Individuals Authorized to Perform NARS Duties.	14
Figure 2.3. Sample Letter – Non-Support Message. ....	15
<b>Chapter 3—GENERAL ACCOUNTING PRINCIPLES</b>	<b>16</b>
3.1. Principles of Accounting. ....	16
3.2. Establishing, Changing, Deleting, or Validating a DoDAAC/SRAN.....	16
3.3. General.....	16
3.4. Security Requirements. ....	16
3.5. Accountable Systems. ....	16
3.6. Accounts and Accountable Officers. ....	17
3.7. Management of DIAMONDS and Account Records. ....	17
3.8. Consumption and Turn-In Processes for MS/BS and Retrofit Kits. ....	18
3.9. Document Control.....	18
3.10. Stock Control. ....	18
3.11. Excess Item Reporting and Disposition of Assets. ....	19
3.12. Requisitions. ....	19
3.13. Receipts.....	20
3.14. Shipment of Materiel. ....	21
<b>Chapter 4—INVENTORY AND AUDIT OF ACCOUNT</b>	<b>23</b>
4.1. General.....	23
4.2. Inventory Requirements.....	23

4.3.	Inventory Procedures. ....	23
4.4.	Inventory Documentation. ....	27
4.5.	Accounting for Lost, Damaged or Destroyed Property. ....	28
4.6.	Audit of Account. ....	29
Table 4.1.	Inventory Documentation Requirements. ....	32
Figure 4.1.	Sample - Audit Certificate. ....	33
<b>Chapter 5—SUB-ACCOUNTS</b>		<b>34</b>
5.1.	Sub-Account Custodian. ....	34
5.2.	Sub-Account Custodians will: ....	34
5.3.	Change of Sub-Account Custodian.....	35
Figure 5.1.	Sample Letter – Designation of Sub-Account Custodians.....	36
<b>Chapter 6—ACCOUNTABILITY REPORTS</b>		<b>37</b>
6.1.	Accountability Reports. ....	37
6.2.	Weapon Status Report (WSR). ....	37
6.3.	Quality Assurance Service Test Status Report (QSR). ....	37
<b>Chapter 7—LOGISTICS TRANSPORTATION</b>		<b>38</b>
7.1.	General.....	38
7.2.	Responsibilities for Establishing Requirements, Transporting, Shipping and Receiving Reportable Items. ....	38
7.3.	Reportable Items to/from OCONUS Shipping/Reporting Requirements. ....	39
7.4.	Shipping/Reporting Requirements for Diverts. ....	40
<b>Chapter 8—OPERATIONAL TRANSPORTS</b>		<b>41</b>
8.1.	General Requirements.....	41
8.2.	Custody Transfer Procedures.....	41
8.3.	Custody Transfer Documentation. ....	42
8.4.	Operational Transports. ....	42
8.5.	Expenditures. ....	49
Figure 8.1.	Sample - Designation of Positions Authorized to Accept Custody of Nuclear Weapons.....	51
Figure 8.2.	Sample - Designation of Individuals Authorized to Accept Custody of Nuclear Weapons.....	52
Figure 8.3.	Sample Transfer of Nuclear ICBM RS to LF. ....	53
Figure 8.4.	Sample Transfer of Nuclear ICBM RS between LFs. ....	54

Figure 8.5.	Sample Transfer of Nuclear ICBM RS from LF.....	55
Figure 8.6.	Sample AF Form 504, Weapons Custody Transfer Document, Pylon/Launcher to Combat Aircraft. ....	57
Figure 8.7.	Sample AF Form 504, USAFE Combat Aircraft. ....	59
<b>Chapter 9—STORAGE</b>		<b>60</b>
9.1.	MS/BS Storage (MASO duties).....	60
9.2.	Component Storage.....	60
<b>Chapter 10—SEAL PROGRAM</b>		<b>62</b>
10.1.	Seal Program.....	62
10.2.	Seal requirements.....	62
10.3.	Seal issuing. ....	62
10.4.	Local worksheet. ....	62
10.5.	Worksheet information. ....	62
Figure 10.1.	Sample of locally devised Seal Program Worksheet. ....	62
10.6.	Seal Installation Procedures.....	62
10.7.	Seal Removal Procedures. ....	63
<b>Chapter 11—REPORTABLE OMA PROCEDURES</b>		<b>64</b>
11.1.	General.....	64
11.2.	Custody Transfer Procedures.....	64
Figure 11.1.	Sample Letter - Designation of Positions Authorized to Accept Custody of Reportable OMAs. ....	65
Figure 11.2.	Sample Letter - Designation of Individuals Authorized to Accept Custody of Reportable OMAs. ....	66
11.3.	Custody Transfer Documentation.....	67
11.4.	Reportable OMA Transfers/Transports. ....	67
11.5.	Reportable OMAs expended or released to test.....	68
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>69</b>
<b>Attachment 2—CHECKLIST FOR AUDIT OF ACCOUNTS BY AN AUDIT OFFICER.</b>		<b>79</b>



## Chapter 1

### GENERAL

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

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

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

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

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Major Commands.

##### 2.1.1. General.

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

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

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

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

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

2.1.2. Air Force Global Strike Command (AFGSC). AFGSC Directorate of Logistics and Engineering (AFGS/A4) is the OPR for AFGSC nuclear support guidance. AFGSC Commander (AFGSC/CC) is the single accountable officer for all operational aspects of the AF nuclear mission per AFPD 13-5.

2.1.3. AFGSC, Nuclear Stockpile Division (A4Z). AFGSC/A4Z serves as primary POC on custody and accountability of reportable items and MS/BS. AFGSC/A4Z oversees nuclear weapons stockpile planning and management. AFGSC/A4Z is the SLA for all reportable items assigned to the AF, in accordance with CJCSI 3150.04D, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*, and coordinates movement requirements with National Nuclear Security Administration (NNSA), Defense Threat Reduction Agency (DTRA), MAJCOMs and units. AFGSC/A4Z will:

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

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

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

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

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

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

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

- 2.1.3.8. Receive wing Prime Nuclear Airlift Force (PNAF), NNSA/Office of Secure Transportation (OST) non-support inputs and, when necessary, de-conflict movement with 618th Air Operations Center, Current Operations Directorate (618 AOC/ALDPA), 4th Airlift Squadron/Director of Operations, Office of Mission Support (4AS/DOOMS), OST, and applicable organizations monthly.
- 2.1.3.9. Consolidate, coordinate and de-conflict AF NOSS and Department of Energy (DOE) airlift requirements and safeguards transporter with DTRA, OST and DOE.
- 2.1.3.10. Consolidate nuclear-related items on Special Assignment Airlift Mission (SAAM) and Safeguards Transporter shipments when possible.
- 2.1.3.11. Develop Second Destination Transportation requirements and submit to Air Force Materiel Command, 635<sup>th</sup> Supply Chain Operations Wing, Second Destination Transportation office.
- 2.1.3.12. Serve as AF POC for logistics materiel support per Technical Order (TO) 11N-100-1, *Supply Management of Nuclear Weapons Materiel*, for Joint Service or Unified Command organizations (e.g., United States Strategic Command (USSTRATCOM)), United States European Command, and Explosive Ordnance Disposal School for authorization, requisition and distribution of DOE-designed MS, support and handling equipment supporting AF nuclear mission. Monitor all unit back orders from the Kansas City National Security Campus (KC/NSC), and be the focal point between units and KC/NSC regarding MS/BS items.
- 2.1.3.13. Budget for movement of trainers and MS to/from KC/NSC for repair/refurbishment.
- 2.1.3.14. Execute actions required to participate in and support SEV plans and establish 24-hr POC for SIPR communications.
- 2.1.3.15. Develop/maintain DIAMONDS procedures for the following: problem reporting, change requests, troubleshooting, communication errors reporting, security reporting, and new requirement development. Ensure security incidents are reported to DIAMONDS Support Center and properly investigated per AF guidance; notify DIAMONDS Support Center when incident report is closed.
- 2.1.3.16. Evaluate and assign priority level to AF DIAMONDS problem reporting/change requests submitted by AF users. AFGSC/A4Z will suggest, track, and evaluate all software/hardware requests for DIAMONDS.
- 2.1.3.17. Coordinate on DIAMONDS training provided by DTRA for AF users.
- 2.1.3.18. Provide Air Mobility Command, Nuclear Operations Directorate (AMC/A10N) with a cargo requirements memorandum annually. AFGSC/A4Z will ensure the memorandum details specific cargo requiring airlift to assist the flying unit with scheduling their training and resources.
- 2.1.3.19. Report in DIAMONDS on behalf of forced development evaluation locations without an assigned Munitions Accountable Systems Officer (MASO) in accordance with TO 11N-100-4, *Custody and Accountability of Nuclear Weapons and Nuclear Materiel*.

2.1.4. Air Mobility Command (AMC). AMC will plan and execute SAAM requirements generated by AFGSC/A4Z. AMC will provide annual overflight dates to AFGSC/A4Z in support of AF NOSS development. If mission considerations such as overflight restrictions or airfield operating hours conflict with delivery parameters of SAAM request, coordinate a revised request with AFGSC/A4Z.

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

2.1.6. Air Education and Training Command (AETC). AETC, Nuclear Integration (AETC/A3LN) is the OPR for AETC nuclear support guidance.

## 2.2. Unit Responsibilities.

2.2.1. Wing Commanders. In addition to responsibilities in Department of the Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, TO 11N-100-4 and applicable 21-2XX series publications, wing commanders will:

2.2.1.1. Provide custodial and accountable controls, to include support of Safe Haven and emergency divert for reportable items.

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

2.2.1.3. Designate units whose commanders will appoint individuals authorized to receive custody of nuclear weapons per **Chapter 8 (Figure 8.1)**, and reportable OMAs per **Chapter 11 (Figure 11.1)**. **Note:** In locations with multiple SRANs under a single wing commander, this authorization must be SRAN specific.

2.2.1.4. Ensure base has a 24-hr point of contact (such as command post or Maintenance Operations Center) with SIPR capability to send/receive Secret, Formerly Restricted Data (RD) messages. This capability ensures SEV, logistics transportation, and divert notifications are reported to the MASO in a timely manner. The 377 TEG/CC may accomplish this through a memorandum of agreement, joint operating instruction, or other appropriate agreement with the host wing. **Note:** In locations with multiple SRANs under a single wing commander, this authorization must be SRAN specific.

2.2.1.5. Designate one individual as both the Accountable Officer and Weapons Custodian in writing; hereafter referred to as MASO. The wing commander will brief the newly appointed MASO on his/her responsibilities. **Note:** In locations with multiple SRANs under a single wing commander, this authorization must be SRAN specific.

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

2.2.1.5.2. The Certificate of Transfer of Accountability signed by the appointing authority constitutes complete MASO and Weapons Custodian appointment; no additional memorandum is required. Producing a new Certificate of Transfer of Accountability is not required when the MASO appointing authority changes.

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

2.2.1.7. Appoint a minimum number of personnel (Noncommissioned Officer (NCO) or above) to sign account documents on behalf of the MASO, in his/her absence (e.g., off-shift, leave or temporary duty (TDY)) in accordance with TO 11N-100-4. The DD Form 1911, *Materiel Courier Receipt*, and DD Form 1348-1A, *Issue Release/Receipt Document*, for weapon and component shipments will only be signed by the MASO or designated representative. **Note:** In locations with multiple SRANs under a single wing commander, this authorization must be SRAN specific.

2.2.1.8. Appoint a minimum number of authorized personnel (Senior Noncommissioned Officer, General Schedule (GS)-11, or above) to initiate/complete AF Form 504, Weapons Custody Transfer Document, transactions on behalf of the MASO. **Note:** In locations with multiple SRANs under a single wing commander, this authorization must be SRAN specific.

2.2.1.9. Appoint personnel certified in accordance with Department of Defense Manual (DoDM) 5210.42, Department of the Air Force Manual (DAFMAN) 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, to receipt for classified DOE end items, components and documents involving restricted data shipped via OST or AMC SAAM missions ([Figure 2.1](#)). **Exception:** For units receiving reportable items other than WR nuclear weapons, non-PRP individuals may be appointed. Update and distribute the letter annually, no less than 30 days before expiration of current letter or as changes occur, whichever is sooner. Distribute the letter per TO 11N-45-51, *Transportation of Nuclear Materiel*. **Note:** In locations with multiple SRANs under a single wing commander, this authorization must be SRAN specific.

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

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

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

2.2.1.12.1. Send non-support messages to 618 AOC/Tanker Airlift Control Center (TACC), 4AS/DOOMS, applicable MAJCOM, and AFGSC/A4Z by the fifth of each

month covering the next 180 days identifying dates the wing cannot support Type I/II shipments. Wings are required to submit negative replies.

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

2.2.1.12.3. The wing commander will continually monitor status of the wing's capability to support scheduled and projected movements, and submit non-support messages and updates as changes occur.

2.2.2. Munitions Squadron (MUNS), Munitions Support Squadron (MUNSS), Maintenance Squadron (MXS), and 377<sup>th</sup> Test and Evaluation Group Commander (377 TEG/CC):

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

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

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

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

2.2.3.1. Develop and publish custody and accountability procedures, at an appropriate level within the wing, covering local conditions and requirements to ensure affected personnel are aware of required responsibilities and procedures. This includes establishing local procedures for QC and SEV notification, execution and reporting. Develop a separate SEV checklist for Munitions Control and coordinate on all other affected agencies' SEV procedures (Command Post Emergency Action Checklists, etc.). MASO will also ensure these procedures cover responsibilities and procedures to be followed during both a SEV or SEV exercise and include the requirement to recall the MASO and other key personnel.

2.2.3.2. Ensure NARS provides 24-hr coverage in the office upon initiation of SEV or SEV exercise. Maintain coverage until released by SLA.

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

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

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

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

- 2.2.3.7. Inventory all property on Account records.
- 2.2.3.8. Ensure adequate safeguards and protection are provided for property on MASO's account.
- 2.2.3.9. Properly identify, request disposition (if required), and dispose of unserviceable, reparable, or excess property on account.
- 2.2.3.10. Personally conduct checks to determine accuracy of Account records and validity of warehouse locations and balances.
- 2.2.3.11. Provide management guidance and training to DIAMONDS users and Sub-Account Custodians.
- 2.2.3.12. Accurately record transactions, maintain current records pertaining to the account, and reconcile inventories with Account records.
- 2.2.3.13. Designate, in writing, the below responsibilities. This designation may be accomplished on a single letter and include any additional local appointments as desired (**Figure 2.2.**). MASO must accomplish a new letter for any additions.
  - 2.2.3.13.1. Individuals in Air Force Specialty Code 2W2X1 to perform NARS duties. NARS personnel will be Job Qualification Standard qualified to open/close, inspect, store, transfer, and ship component shipping/storage containers. For units not utilizing component containers, NARS personnel are not required to maintain Job Qualification Standard qualification.
  - 2.2.3.13.2. Individuals authorized access to the NARS warehouse.
  - 2.2.3.13.3. Individuals authorized access to document control files.
  - 2.2.3.13.4. Individuals authorized to perform quality control checks and review account documents. These individuals may do so only when MASO is not available (i.e., leave, TDY).
- 2.2.3.14. Authorize personnel access to nuclear weapons by signing the Access, Approval, and Authority List and change letters in accordance with AFMAN 21-200, *Munitions and Missile Maintenance Management*.
- 2.2.3.15. Ensure authorization letter for receipt of DOE materiel is current (**Figure 2.1.**). Distribute the letter per TO 11N-45-51.
- 2.2.3.16. Ensure letters are distributed identifying individuals authorized to receive classified items from Logistics Readiness Squadron (LRS).
- 2.2.3.17. Conduct and document training for appointed verifying and audit officers.
- 2.2.3.18. At the end of every duty day where changes occur, provide an updated copy of Stockpile Location Planning Report (SLPR) or Apex query equivalent, to Munitions Control unless DIAMONDS is located in the control center.
- 2.2.3.19. Annually (every June) validate unit DoDAAC/SRAN, in accordance with **paragraph 3.2**, in web management system <https://dodaac.wpafb.af.mil/>.
- 2.2.3.20. Coordinate with weapons maintenance section or flight to develop proposed fiscal year LLC support schedule per AFMAN 21-204, *Nuclear Weapons Maintenance*.


2.2.3.21. Ensure all personnel authorized the MASO role in DIAMONDS are on the current MASO delegate appointment letter as prescribed in [paragraph 2.2.1.7](#).

2.2.3.22. Ensure all DIAMONDS users are familiar with and adhere to the overall policies in TO 11N-3150-8-1, *USAF DIAMONDS Policy*. Applicable DIAMONDS User Guides, Joint Nuclear Weapons Publications System (JNWPS) TOs, and Service Directives will be used to accomplish all tasks in DIAMONDS.

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



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

	<p align="center"><b>DEPARTMENT OF THE AIR FORCE</b>  <b>451ST STRATEGIC MISSILE WING (AFGSC)</b>  <b>LOWRY AFB COLORADO</b></p>	<p align="right">23 February 2023</p>
<p align="center">MEMORANDUM FOR DEPARTMENT OF ENERGY 618 AOC</p>		
<p>FROM: 451 SMW/CC 200 N. Rampart Way, Bldg. 349 Lowry AFB, CO 80230</p>		
<p>SUBJECT: Certification of Personnel to Receipt for Classified Property</p>		
<p>References: (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i>          (b) DoDM 5200.01 V1_AFMAN 16-1404 V1, <i>Information Security Program: Overview, Classification and Declassification</i>, 11 January 2021          (c) TO 11N-45-51, <i>Transportation of Nuclear Materiel</i></p>		
<p>1. The following personnel are authorized to receive and sign for classified property and Restricted Data for account/s (insert FK/FV SRAN) in accordance with DoDM5200.01V1_AFMAN 16-1404V1, from Department of Energy and Air Mobility Command. Access of listed personnel is required for performance of duties and granting access will not endanger the common defense and security. This certification is made in the name of the commander (parent MAJCOM), as authorized by AFMAN 21-203. Certification is effective this date and expires one year from date of letter.</p>		
<p>NAME and RANK: Nathan L. Sterba (OFF) CITIZENSHIP: US Citizen DUTY PHONE: DSN 555-1212</p>	<p>POSITION TITLE: Accountable Officer SECURITY CLEARANCE: Top Secret/RD</p>	
<p>NAME and RANK: Nicholas K. McClary (ENL) CITIZENSHIP: US Citizen DUTY PHONE: DSN 555-1212</p>	<p>POSITION TITLE: NCOIC, NARS SECURITY CLEARANCE: Top Secret/RD</p>	
<p>Address Information:          Mail – 724 MUNS/MXW          200 N. Rampart Way, Bldg. 349          Lowry AFB, CO 80230</p> <p>Shipment – FV0000 724 MUNS          200 N. Rampart Way, Bldg. 349            Lowry AFB, CO 80230</p>		
<p>2. For positive receipt of (insert SRAN), send to organizational e-mail address: (insert address)</p>		
<p>3. This letter supersedes previous letter dated (insert date).</p>		
<p align="right">SARAH E. SULLIVAN, Colonel, USAF Commander, 451st Strategic Missile Wing</p>		
<p>cc: AFSLA (Parent MAJCOM)/(Office Symbol) (Recipient list in TO 11N-45-51)</p>		
<p align="center"><i>WE SERVE AS AN EXAMPLE</i></p>		

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



	<p><b>DEPARTMENT OF THE AIR FORCE</b> 451ST STRATEGIC MISSILE WING (AFGSC) LOWRY AFB COLORADO</p>	
<p>29 February 2024</p>		
<p><b>MEMORANDUM FOR RECORD</b></p>		
<p><b>SUBJECT:</b> Designation of Individuals Authorized to Perform NARS Duties</p>		
<p><b>References:</b> (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i></p>		
<p>1. In accordance with AFMAN 21-203, personnel listed below are authorized to perform the following NARS duties for SRAN: FK1234:</p> <ul style="list-style-type: none"><li>a. Primary (P) and Alternate (A) NARS duties.</li><li>b. Individuals authorized access to the NARS warehouse.</li><li>c. Authorized to access account document control files.</li><li>d. Personnel authorized to perform quality control checks and review accountable documents on behalf of the MASO.</li></ul>		
<p>2. List of individuals and authorizations by above paragraph:</p>		
<p><b>RANK</b></p>	<p><b>NAME</b></p>	<p><b>AUTHORIZATIONS</b></p>
<p>Capt</p>	<p>Jaclin D. Sidden</p>	<p>b, c</p>
<p>SMSGT</p>	<p>Rigoberto V. Reyes</p>	<p>b, c</p>
<p>MSgt</p>	<p>Alexzander J. Rumble</p>	<p>b, c</p>
<p>TSgt</p>	<p>Nicholas K. McClary</p>	<p>a(P), b, c, d</p>
<p>SSgt</p>	<p>Zachary A. Campbell</p>	<p>a(A), b, c, d</p>
<p>3. This letter supersedes previous letter dated (insert date).</p>		
<p>NATHAN L. STERBA, Capt, USAF 724 MUNS/MXWS</p>		
<p><i>WE SERVE AS AN EXAMPLE</i></p>		

Figure 2.3. Sample Letter – Non-Support Message.

	<p>DEPARTMENT OF THE AIR FORCE 451ST STRATEGIC MISSILE WING (AFGSC) LOWRY AFB COLORADO</p>
<p>23 February 2024</p>	
<p>MEMORANDUM FOR 618 AOC/TACC 4AS/DOOMS (Applicable MAJCOM/Work Center) HQ AFGSC/A4Z</p>	
<p>FROM: 451 SMW/CC 200 N. Rampart Way, Bldg. 349 Lowry AFB, CO 80230</p>	
<p>SUBJECT: Prime Nuclear Airlift Force (PNAF), NNSA/Office of Secure Transportation (OST) non-support message.</p>	
<p>References: (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i></p>	
<p>1. PNAF, NNSA/OST, and DOE Air missions require the direct support of (Insert Wing) agencies. Paragraph 2 lists events/dates and their justifications affecting projected movements for which support cannot be provided. All justifications meet the requirements in accordance with AFMAN 21-203.</p>	
<p>2. List of events preventing the support of projected movements:</p>	
<p>a. PNAF Non-Support Non-Support Date/s: 1 July – 31 August 2024 Justification – (Ensure justification is valid in accordance with paragraph 2.2.1.12)</p>	
<p>b. OST Ground Non-Support Non-Support Date/s: 1 July – 31 August 2024 Justification – (Ensure justification is valid in accordance with paragraph 2.2.1.12)</p>	
<p>b. DOE Air Non-Support Non-Support Date/s: 1 July – 31 August 2024 Justification – (Ensure justification is valid in accordance with paragraph 2.2.1.12)</p>	
<p>3. The point of contact is Mr. Kevin Bushaw, 451 SMW/XP Plans and Programs Office, DSN 555-1212.</p>	
<p>SARAH E. SULLIVAN, Colonel, USAF Commander, 451st Strategic Missile Wing</p>	
<p>WE SERVE AS AN EXAMPLE</p>	

## Chapter 3

### GENERAL ACCOUNTING PRINCIPLES

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

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

**3.3. General.** These procedures provide supplementary AF guidance to TOs 11N-100-1, 11N-100-2, 11N-100-4, 11N-100-3150, and CJCSI 3150.04D.

**3.4. Security Requirements.** Applicable security directives from DoDM S-5210.41\_AFMAN 31-108, *Nuclear Weapon Security Manual*, take precedence if there is a conflict with this AFMAN.

#### **3.5. Accountable Systems.**

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

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

3.5.1.2. Units will account for BS, DOE-owned retrofit kits, and other DOE-owned items (e.g., non-Source and Special nuclear material test units) in DIAMONDS Other Parts and Ledgers Summary. **(T-0)** Non-DIAMONDS units will track DOE-owned items in Nuclear Munitions Command and Control (NMC2) (e.g., containers, T605). **(T-1)** The NMC2 website can be found at the following link:

[https://usaf.dps.mil/teams/11262/SitePages/AF-Nuclear-Munitions-Command-and-Control-\(NMC2\).aspx](https://usaf.dps.mil/teams/11262/SitePages/AF-Nuclear-Munitions-Command-and-Control-(NMC2).aspx)

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

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

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

### 3.6. Accounts and Accountable Officers.

#### 3.6.1. MASO Requirements for Nuclear Accounts.

3.6.1.1. The MASO will be a 21M Munitions and Missile Maintenance Officer or a permanent civil servant (GS-11 equivalent or above), physically assigned to the munitions organization who meets minimum requirements for the weapons custodian and accountable officer as identified in TO 11N-100-4 and maintains critical PRP certification. **(T-0)**  
**Exception:** For units receiving reportable items other than WR nuclear weapons, non-PRP individuals may be appointed as the weapons custodian and accountable officers, and do not need to meet the requirements listed in the subparagraphs below. In order to have a working knowledge of reportable item accountability and custodial procedures, the MASO will, as of the account transfer date:

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

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

#### 3.6.2. Reporting Procedures at Bases without Access to DIAMONDS.

3.6.2.1. The SLA will perform reporting on behalf of units without a DIAMONDS site database (e.g., non-nuclear test bases). **(T-1)**

3.6.2.2. The SLA will liaise with unit personnel to coordinate document control and transfer. **(T-1)**

### 3.7. Management of DIAMONDS and Account Records.

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

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

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

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

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

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

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

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

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

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

### **3.9. Document Control.**

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

3.9.1.1. Document numbers are assigned using the SRAN, one-digit calendar year, followed by Julian date and four-digit sequential document number for that calendar year (e.g., FK236519101254 for the 254th document assigned in 2019 and issued on 11 April). **Note:** Include leading zeroes for DIAMONDS to sort correctly.

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

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

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

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

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

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

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

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



3.10.4. Base Spares. A majority of BS stock levels are authorized by approval of the USAL. The USAL shows DOE part number, noun, reorder point and maximum quantity authorized. Units will report quantities that exceed the maximum authorized as excess in accordance with procedures in [paragraph 3.11](#). (T-1) For determining quantities authorized on hand, a higher number suffix of a part number may be counted against the level of a lower suffix part number, provided the basic part number is the same.

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

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

### **3.11. Excess Item Reporting and Disposition of Assets.**

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

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

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

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

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

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

### **3.12. Requisitions.**

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

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

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

3.12.1.3. Items in excess of authorized levels.

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

3.12.1.5. Replacement component containers.

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

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

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

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

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

### 3.13. Receipts.

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

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

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

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

3.13.2. Posting and Filing Receipt Documents. MASO will:

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

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

3.13.2.3. Ensure proper H-Gear associations are made in DIAMONDS.



3.13.2.4. File copies of shipping documents (e.g., DD Form 1911, Honeywell Packaging Shipper Report, etc.) for all receipts using the designated document number within the document register.

### 3.14. Shipment of Materiel.

#### 3.14.1. Prepare and Process Shipments.

##### 3.14.1.1. Reportable Items.

3.14.1.1.1. Prepare DD Form 1911 according to TO 11N-100-4 for reportable item shipments.

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

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

3.14.1.1.4. Additionally, for shipments to DOE, units will:

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

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

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

3.14.1.1.6. Ensure the IHC accompanies the shipment if explosive item subject to an IHC is shipped to another AF agency. Do not ship an item with an expired IHC. Contact AFGSC/A4Z for assistance in obtaining a replacement IHC or further instructions.

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

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

3.14.1.2.2. Obtain a copy of the completed TICMS-generated DD Form 1348-1A for account records.

##### 3.14.1.3. Other MS/BS Items.

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

3.14.1.3.2. Generate DD Form 1149 in <https://lts.cce.af.mil/>. Refer to DAFI 24-602V2, *Cargo Movement*, for guidance in preparing DD Form 1149 and for actions to follow if website is not accessible.

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

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

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

3.14.2. Post and File Shipping Documents.

3.14.2.1. For items shipped through LRS, file copies of signed shipping documents (DD Form 1149 or DD Form 1348-1A) using the designated document number within the document register.

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

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

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

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

## Chapter 4

### INVENTORY AND AUDIT OF ACCOUNT

#### 4.1. General.

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

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

#### 4.2. Inventory Requirements.

4.2.1. Semi-Annual Inventory. MASO and a verifying officer will inventory reportable items semi-annually in accordance with TO 11N-100-3150 and this AFMAN. **(T-0)** The SIR is an independent inventory that reports the national nuclear weapon stockpile by serial number and quantity for each location. The SIR will be prepared and submitted according to TO 11N-100-3150. **(T-0)** Non-DIAMONDS units will send their signed blind inventory to SLA for submission of SIR in DIAMONDS. **(T-1)** Units will forward waiver request to change SIR date through applicable MAJCOM to SLA in accordance with TO 11N-100-3150. **(T-0)**

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

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

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

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

#### 4.3. Inventory Procedures.

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

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

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

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

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

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

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

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

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

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

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

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

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

4.3.1.4.2. Warhead containers will be opened to verify contents per TO 11N-100-3150 unless using sealed container procedures in [Chapter 10](#). **(T-0)** If markings are not visible, the warhead will be removed from the container to verify serial number. **(T-0)**

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

- 4.3.1.4.4. Weapons that are in a combat configuration (e.g., assembled pylons, rotary launchers, reentry systems (RS), reentry vehicles, air launched cruise missile with a sealed conventional/air launched test instrumentation kit installed, etc.) will be physically verified, unless weapon system disassembly is required. **(T-0)** If physical verification is not possible without disassembly, the serial number will be obtained from certified configuration records. **(T-1)**
- 4.3.1.5. Preparation of Blind Inventory Worksheets (manual or electronic).
- 4.3.1.5.1. At the beginning of inventory, the worksheet is blank except for the column headings, reportable item category, serial number, and location. Reportable item categories include weapon type (e.g., B61, W80), LLC kit part number, Joint Test Assemblies (JTA) weapon type (e.g., B61 JTA), and reportable OMAs.
- 4.3.1.5.2. As the inventory is conducted, information pertaining to specific items found during inventory will be added to worksheet as each item is visually verified. **(T-0)** During conduct of the inventory, both the MASO and verifying officer may complete administrative corrections and initial as necessary. Adjustments to blind inventory worksheets are not authorized after visual verification has been accomplished. **(T-1)**
- 4.3.1.5.3. Assign blind count-sheet page numbers (1 of 8, etc.).
- 4.3.1.5.4. Blind inventory sheets used during SIR must contain the printed name and signature of both the verifying officer and inventory officer. **(T-1)**
- 4.3.1.6. Inventory Reportable Items. Units will conduct blind inventory of storage locations. **(T-1)** Serial numbers of all reportable items and combat configured assets that may contain reportable items whose serial numbers cannot be validated without disassembling the combat configured asset will be recorded. **(T-1)**
- 4.3.1.7. Inventory Execution. Once blind inventory is complete, commence with inventory validation:
- 4.3.1.7.1. Compare blind inventory results to DIAMONDS inventory listing. Non-DIAMONDS units will send their signed blind inventory sheets to AFGSC/A4Z. **(T-1)** AFGSC/A4Z will compare blind inventories to DIAMONDS inventory listing. **(T-1)**
- 4.3.1.7.2. Analyze for deltas (differences in quantities) between blind inventory count and stock record quantities.
- 4.3.1.7.3. The unit will confirm accountability of any delta as follows:
- 4.3.1.7.3.1. Certify reportable item serial number association to combat configured asset as identified in storage locations, but where the serial number was not visible/recorded. **(T-1)** Association will be confirmed using the current certified configuration record. **(T-1)**
- 4.3.1.7.3.2. Identify remaining delta between blind inventory count, assets confirmed in [paragraph 4.3.1.7.3.1](#) and remaining assets identified DIAMONDS inventory listing but not yet validated. **(T-1)** These assets should be confirmed to be in an In-Hand status outside of the storage area using active AF Forms 504 and certified configuration records.
- 4.3.1.7.3.3. Confirm no discrepancies remain in inventory results between

reportable items accounted for and DIAMONDS inventory listing quantities following performance of blind inventory of storage locations, associations in [paragraphs 4.3.1.7.3.1](#), and In-Hand assets from [4.3.1.7.3.2](#). (T-1)

4.3.1.7.3.4. If inventory discrepancies remain, confirm results and complete a second inventory from start to finish. (T-1) If discrepancies remain following second inventory, the unit will immediately notify the SLA for assistance and determine potential Empty Quiver reporting requirements in accordance with AFMAN 10-206, *Operational Reporting (OPREP)*. (T-1)

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

4.3.1.8. Complete SIR by transmitting SIR report in DIAMONDS. The report is only a placeholder product inside of DIAMONDS; therefore, is not subject to QC before transmission.

4.3.1.9. SIR Package. Units will maintain the following per [Table 4.1](#) and the AF Records disposition schedule in Air Force Records Information Management System: (T-1)

4.3.1.9.1. Verification of Semiannual Inventory Certificate.

4.3.1.9.2. Appointment document for verifying officer and auditor.

4.3.1.9.3. SIR message and corrections.

4.3.1.9.4. DTRA reconciliation message.

4.3.1.9.5. Saddlebag inventory letter.

4.3.1.9.6. Certificate of audit (when applicable).

4.3.1.9.7. Blind inventory worksheets (reportable items).

4.3.1.9.8. Inventory Listing.

4.3.1.9.9. Verifying officer training certificate.

4.3.1.10. SIR Out-Brief. MASO will brief wing, group and squadron commander, within 30 days of receiving the DTRA SIR reconciliation. (T-1) The verifying officer must be present for the briefing. (T-3) Brief results and discrepancies discovered during the inventory. Highlight discrepancies identified during verifying officer's independent assessment of the account. Provide SIR package for review. For non-DIAMONDS units, wing and squadron commanders will be briefed on the audit results of the audit completed by AFGSC/A4Z.

#### 4.3.2. Change of MASO.

4.3.2.1. The gaining and losing MASOs will conduct a joint 100% inventory, including an AOI, and a change of MASO audit in accordance with [paragraph 4.6.2.3](#) with a completion date as of the effective date of transfer of accountability. (T-0) The MASOs will complete a Certificate of Transfer of Accountability per TO 11N-100-4. (T-0)

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

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

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

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

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

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

4.3.3.2. Resolve discrepancies and report irresolvable discrepancies to chain of command to initiate a Financial Liability for Property Loss (FLIPL) or other appropriate action. **(T-3)**

4.3.3.3. Add inventory lines to all part numbers with existing quantities in DIAMONDS Other Parts and Ledgers Summary NLT the last duty day of the month inventory is performed. **(T-2)**

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

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

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

4.3.3.7. Not include the AOI on the SIR message. **(T-2)**

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

#### **4.4. Inventory Documentation.**

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

4.4.1.1. MASO will initiate and date "Count By" block. **(T-2)** For a change of MASO performed in conjunction with the SIR, both MASOs will sign this block. **(T-2)** For a change of MASO not performed in conjunction with the SIR, the gaining MASO will sign this block. **(T-2)**

4.4.1.2. The verifying officer will initial and date "Verified By" block. **(T-2)** For a change of MASO not performed in conjunction with a SIR, the losing MASO will sign this block. **(T-2)**

4.4.1.3. Current MASO or NARS authorized personnel will add inventory lines to all assigned weapons, OMAs, and kits in respective DIAMONDS Summaries NLT same day the inventory list is signed. **(T-2)**

4.4.1.4. Refer to AFI 20-110, *Nuclear Weapons-Related Materiel Management* for any additional Nuclear Weapons-Related Materiel reporting instructions, e.g., Worldwide Inventory reporting.

#### **4.5. Accounting for Lost, Damaged or Destroyed Property.**

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

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

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

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

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

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

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

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

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

4.5.3. The MASO will certify inventory adjustments and the MASO appointing authority will approve all adjustments requiring a FLIPL for relief of accountability.

4.5.4. Officials certifying inventory adjustments will:

4.5.4.1. Certify no evidence of neglect, theft, or fraud exists.

4.5.4.2. Certify differences can be attributed to normal activity.

4.5.4.3. Certify no one violated property responsibility and general principles.

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

4.5.5.1. Indicate the official act to correct existing discrepancy and hold adjustment processing to a minimum.

4.5.5.2. Return document to initiator indicating unacceptable adjustments, as applicable, with instructions to perform additional research.

4.5.5.3. Initiate DD Form 200 if additional research does not satisfactorily explain discrepancy.



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

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

4.5.8. MXG/CC, or equivalent, will ensure procedures outlined in DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, AFI 20-110 and TO 11N-100-4 are followed as applicable. This includes preparation of DD Form 200 in accordance with the Air Force FLIPL Guidance <https://usaf.dps.mil/sites/FMFC/SitePages/Report%20of%20Surveys.aspx>, or other authorized form for items lost, damaged, or destroyed. (T-1)

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

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

4.5.8.2. In a FLIPL covering destruction or loss of a reportable item, include the applicable major assembly designator and serial number of each weapon involved. If SS material is involved, MXG/CC, or equivalent, will ensure the report includes nomenclature, part and serial numbers of the SS material or the next higher identifiable assembly. MXG/CC, or equivalent, will include neutron generators, whether associated or unassociated.

4.5.9. Posting Inventory Adjustments. Contact SLA for guidance.

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

**4.6.1. Audit Trail and Audit.**

4.6.1.1. Audit trail. While a specific audit trail for each transaction varies by transaction type, there are general requirements that constitute an adequate audit trail. The audit trail begins with letters of authorization. These letters, signed by appropriate approving officials, according to governing directives, provide authorization for individuals to request and/or receipt for property, report account transactions to the MASO, and maintain Account records on behalf of the MASO. The audit trail continues with documents reporting account transactions to the MASO and source documents (e.g., receipt, shipping, spares custody report and inventory adjustment vouchers) supporting the transactions themselves. These documents are verified using document registers or control logs and numbered sequentially so that missing documents are easily recognized. The audit trail

includes proper preparation of these documents using approved procedures and signatures (when required) of approved individuals. Account stock records then tie the supporting documents to changes in account balances reflected on individual lines of the stock records. The audit trail continues with periodic inventories that demonstrate the accuracy of account balances compared to physical identification and counts of property. The audit trail also includes Certificates of Transfer of Accountability that contain beginning and ending transaction document numbers showing an unbroken chain of accountability between MASOs.

4.6.1.2. Audits provide an independent assessment of Account records to ensure proper accountability is maintained, an accurate audit trail exists, and proper accounting procedures are being followed. Audits are performed either by an outside agency or by an audit officer appointed to perform the audit.

4.6.1.3. The audit consists of a representative review (as defined in [Attachment 2](#) or otherwise directed) of Account records to determine if approved accounting procedures are being followed and to assess the accuracy of Account records and completeness of the audit trail. If inaccuracies or irregularities are discovered, or where an adequate audit trail does not exist, the sample is increased to determine extent of the inaccuracy or irregularity. The audit officer will make recommendations for corrective actions in the audit report if discrepancies are identified. **(T-1)** A 100% audit may be performed if auditor deems it necessary, or when directed by local authorities or higher headquarters to reestablish accountability. In general, an audit provides assurance that:

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

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

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

4.6.1.3.4. Only authorized personnel receive reportable property.

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

#### 4.6.2. Types of Audits.

4.6.2.1. Semi-annual Audit of Account (accomplished in conjunction with SIR). The audit will ensure reportable items are accounted for, properly controlled, and signed for, when required, during weapon custody transfer process, and will provide a reasonable assurance the accountable officer is following proper accounting procedures. **Exceptions:** Units not required to perform a SIR (In Accordance With) IAW 11N-100-3150 must complete a semi-annual audit during the SIR month if accountable transactions have occurred on their account since the last audit. **(T-1)** If accountable transactions have not occurred on account since the last audit, unit will complete a special audit consisting of a review of the previous audit report and a review of appointment letters. This audit will be conducted by AFGSC/A4Z. For non-DIAMONDS units, AFGSC/A4Z will conduct the audit. **(T-0)**

4.6.2.2. Special Audit. In addition to the audit of account, the AF Audit Agency, higher headquarters, or a government or independent agency, such as the Government Accounting

Office, may direct a special audit. For special audits, the agency directing the audit determines its scope.

4.6.2.3. Change of MASO Audit. This type of audit is only performed when the change of MASO inventory is conducted outside the normal SIR cycle. **(T-0)** In this case, the gaining MASO will be appointed as the audit officer. **(T-1)** A change of MASO audit does not reset the timeline for a semi-annual audit.

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

4.6.4. Briefing the Audit Officer. MASO will brief the audit officer, who conducts the audit in accordance with this AFMAN, using the checklist in [Attachment 2](#). **(T-1)** Prior to start of audit, NARS will review checklist with the audit officer, provide examples of documents to illustrate items shown in the checklist and answer any questions the audit officer may have concerning requirements of the audit. **(T-1)**

4.6.5. Audit Documentation. The MASO will: **(T-1)**

4.6.5.1. Prepare an “Audit Certificate” using format in [Figure 4.1](#) and obtain Audit Officer’s printed name and signature upon completion of the audit. For non-DIAMONDS units, AFGSC/A4Z will accomplish this task.

4.6.5.2. Attach a copy of completed checklist in [Attachment 2](#) to the certificate.

4.6.5.3. Distribute a copy of the certificate of audit to the appointing authority and Audit Officer.

4.6.5.4. Maintain/dispose of audit documentation along with SIR or change of MASO documentation IAW 11N-100-4.

**Table 4.1. Inventory Documentation Requirements.**

<b>ACTION REQUIRED</b>	<b>SIR</b>	<b>AUDIT</b>	<b>MASO CHANGE</b>	<b>AOI</b>
Blind inventory worksheets	X		X	
Verified and Initialed DG inventory listing	X		X	
Appointment documentation for inventory verifying officer	X			
Certificate of Inventory	X			
Saddle bag inventory letter, if applicable	X			
SIR Reconciliation Message	X			
Appointment documentation for audit officer		X		
Audit Certificate		X		
Spare SE Custody Listing			X	X
Post ledgers with final inventory in DIAMONDS	X		X	X
Certificate of Transfer of Accountability			X	

**Figure 4.1. Sample - Audit Certificate.**

<p style="text-align: center;"><b>AUDIT CERTIFICATE</b></p> <p style="text-align: center;"><b>(DATE)</b></p> <p>This is the report of the semi-annual audit of FK or FV (SRAN) as prescribed in AFMAN 21-203.</p> <p>(Name of Appointed Audit Officer) was appointed in writing to perform this audit. The audit was performed (inclusive dates of audit).</p> <p>The auditor reviewed the transactions from the last audit dated (end date of last audit) to current audit dated (end date of current audit).</p> <p>Document Number (document number) was the last document number audited.</p> <p>Specific Discrepancies: (List specific discrepancies by organization, if applicable).</p> <p>Recommendations: (Make specific recommendations for each discrepancy).</p> <p>Include a general paragraph statement as to the reliability of the audit trail.</p>  <hr/> <p>Printed Name and Signature of the Appointed Officer</p>
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## Chapter 5

### SUB-ACCOUNTS

#### 5.1. Sub-Account Custodian.

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

5.1.2. The requesting commander will designate, in writing (**Figure 5.1**), a primary and alternate sub-account custodian responsible for DOE-owned equipment issued to that unit until turned-in or expended. **(T-1)**

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

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

#### 5.2. Sub-Account Custodians will:

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

5.2.2. Sign appropriate spares custody report for all account items.

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

5.2.4. Sub-account inventory accuracy and custodial records will be verified with the MASO during the. **(T-1)**

5.2.5. Custody records will be maintained for property issued to the sub-account. **(T-1)** Records include (but are not limited to):

5.2.5.1. Signed copy of the designation letter.

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

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

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

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

### **5.3. Change of Sub-Account Custodian.**

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

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

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



DEPARTMENT OF THE AIR FORCE  
377TH AIR BASE WING (AFGSC)  
KIRTLAND AFB, NEW MEXICO

11 Jun 24

MEMORANDUM FOR 898 MUNS/MXWSK (MASO)

FROM: 377 MSG/CE

SUBJECT: Designation of Sub-Account Custodians

1. Personnel listed below are authorized as Sub-Account Custodians to request, receive, and turn-in Military/Base Spares for the 377 MSG/CED Branch. I certify these personnel require access to Base Spares to perform authorized maintenance activities. Individuals, as designated below, are appointed as the primary (P) and alternate (A) Sub-Account Custodians for this section. These designations are made per AFMAN 21-203, *Nuclear Accountability Procedures*.

2. List of personnel designated as Sub-Account Custodians, primary and alternate:

RANK	NAME	PHONE	POSITION
SMSgt	Henke, David A.	DSN 246-2229	P
TSgt	Stark, Jacob D.	DSN 246-2229	A

3. This letter supersedes all previous letters, same subject. Any questions or concerns can be forwarded to my POC, SMSgt David Hanke, [david.hanke@us.af.mil](mailto:david.hanke@us.af.mil), DSN 246-2229.

HERBERT C. BOHANNON III, GS-14, DAF  
Deputy Base Civil Engineer

Concur/Non-concur

GREGORY O. HOLDEN, 1st Lt, USAF  
898 MUNS/MASO



## Chapter 6

### ACCOUNTABILITY REPORTS

#### 6.1. Accountability Reports.

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

6.1.2. Units will ensure all changes in reportable data that have occurred are reported to NARS in accordance with TO 11N-100-3150. **(T-0)**

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

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

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

6.1.4.2. Hold DD Form 1911 in suspense until verification inspection is completed.

6.1.4.3. Once verification inspection is complete, verify all associated documentation for accuracy and process all forms held in suspense.

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

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

6.3.1. QSRs will be prepared and submitted per TO 11N-100-3150.

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

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

## Chapter 7

### LOGISTICS TRANSPORTATION

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

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

##### 7.2.1. AFGSC/A4Z Responsibilities.

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

7.2.1.1.1. Consolidate nuclear-related items on SAAMs when possible. Coordinate opportune cargo request with 618 AOC/ALDPA as required. **(T-1)**

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

7.2.1.1.3. AFGSC/A4Z will identify airlift requirements, including tentative on- and off-load locations, availability dates, and required delivery dates. **(T-1)** Keep changes to SAAMs to a minimum; however, submit significant changes as they occur. Changes should be mission-essential with appropriate justification from the using command agency.

7.2.1.1.4. Request a Materiel Transfer Order from DTRA, when required. **(T-1)**

7.2.1.1.5. Include hazardous cargo information in SAAM request for nuclear-related cargo not listed in TO 11N-45-51A, *Transportation of Nuclear Weapons Materiel (Supplement) Shipping and Identification Data for Stockpile Major Assemblies*, and TO 11N-20-11, *General Guidance and Materiel Hazard Information for Nuclear Weapons, Components and Nonnuclear Weapon Designations*. **(T-1)** In addition, AFGSC/A4Z will include appropriate security provisions of DoDM S-5210.41\_AFMAN 31-108, and theater directives. **(T-1)**

7.2.1.1.6. Ensure the following logistics transportation information is provided by AMC (and DOE for OST movements) to enroute units and final destinations: estimated time of arrival, departure, nature of cargo, firefighting, and handling requirements. **(T-1)**

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

7.2.1.2.1. Provide Time Change Item Schedule (TCIS) (include location, weapon type, serial number and expiration date) at least quarterly to all units receiving LLCs for replacement of expiring components in weapons. **(T-1)**

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

- expiration date). **(T-1)** Additionally, provide separate TCIRS to NNSA/OST (include kit part number, location, quantity, and “color” [e.g., 2 silvers and 3 greens]). **(T-1)**
- 7.2.1.2.3. Provide TCIS/TCIRS to military first destination for support of future OCONUS shipments. **(T-1)**
- 7.2.1.2.4. Ensure the following logistics transportation information is provided by DOE for OST movements to enroute units and final destinations: estimated time of arrival, departure, nature of cargo, firefighting, and handling requirements. **(T-1)**
- 7.2.1.3. AFGSC/A4Z, for OST Ground Mission Support, will: **(T-1)**
- 7.2.1.3.1. Consolidate nuclear-related items, when possible.
- 7.2.1.3.2. Request NNSA transportation to support AF NOSS requirements.
- 7.2.1.3.3. Ensure DOE provides logistics transportation information for OST movements to enroute units and final destinations per TO 11N-45-51.
- 7.2.2. MAJCOM Responsibilities. MAJCOMs will: **(T-1)**
- 7.2.2.1. Review and ensure units can support actions identified in the AF NOSS, NNSA trip messages, and SAAM set-up messages.
- 7.2.2.2. Ensure shortfalls or conflicts are reported to AFGSC/A4Z as early as possible so corrective actions can be initiated.
- 7.2.3. Supporting Units. Supporting units will:
- 7.2.3.1. Coordinate logistics transportation with wing and/or host nation as applicable (e.g., Airfield Management, Safety, Fire Department, Office of Special Investigations, LRS, Security Forces). **(T-3)** OCONUS units based in non-U.S. territory will notify host nation agencies within one duty day of notification of forecasted movements and keep agencies informed as movement dates change or become more specific (i.e., notification required for both AF NOSS and AMC Setup message receipt). **(T-3)**
- 7.2.3.2. Organizations requiring logistics transportation of TYPE 3A/B/C, other classified trainers or JTAs must forward requests through MAJCOM to SLA. **(T-1)**
- 7.2.3.3. When administrative errors are discovered on shipping documents, do not refuse custody of the shipment or delay securing assets in an approved storage location. **(T-1)** The gaining custodian will line through erroneous information, initial, and annotate the correct data where space permits on the DD Form 1911 prior to accepting custody. **(T-1)** Provide a description of the error and actions taken to AFGSC/A4Z within 24-hrs of receipt.
- 7.3. Reportable Items to/from OCONUS Shipping/Reporting Requirements.**
- 7.3.1. The intent of these procedures is to reduce NUREP errors and limit amount of shipping paperwork for OCONUS missions. Mission planning may require stopovers at intermediate storage locations; however, this does not require the intermediate storage location to receipt cargo onto Account records. If properly prepared by shipper, shipping documentation from originating location to final destination will remove the need for intermediate storage location to generate new paperwork.
- 7.3.2. Shipments to OCONUS.

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

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

#### 7.3.3. Shipments from OCONUS.

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

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

### 7.4. Shipping/Reporting Requirements for Diverts.

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

#### 7.4.2. Shipments.

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

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

## Chapter 8

### OPERATIONAL TRANSPORTS

#### 8.1. General Requirements.

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

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

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

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

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

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

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

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

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

#### 8.2. Custody Transfer Procedures.

8.2.1. If a custody transfer is necessary during an operational transport, the individual relinquishing custody of nuclear weapons will ensure the individual receiving custody is an authorized recipient prior to custody transfer. (T-0) Individual gaining custody will verify

serial number(s) match the source document (i.e., AF Form 504), except when not required in situation specific procedures outlined in this chapter. **(T-1)**

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

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

### **8.3. Custody Transfer Documentation.**

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

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

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

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

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

8.3.6. MASO may authorize deviations from prescribed AF Form 504 chain of custody sequences listed herein as necessary to meet mission requirements, as long as continuous U.S. custody of the nuclear weapon is maintained. Only individuals authorized to sign, designated in [paragraph 8.1.2](#) will sign for nuclear weapons. **(T-1)**

### **8.4. Operational Transports.**

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

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

Form 504. **(T-1)** If copy 1 of the form becomes lost or illegible, information will be verified and copy 2 will be used as current AF Form 504. **(T-1)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**8.4.4. Continental United States (CONUS)** Custody transfer of nuclear weapons for upload to combat aircraft. For nuclear weapons going to and from combat aircraft, MASO will prepare AF Form 504 in accordance with sample in [Figure 8.6](#). **(T-1)**

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

8.4.4.2. MASO and gaining MUNS custodian will conduct a visual verification of the weapons serials numbers to ensure information matches AF Form 504. **(T-2)** MASO will complete “Transferred From”, block 6, columns A through E. Gaining MUNS custodian will complete next “Transferred To” block 6, columns A through E. **(T-2)** Gaining MUNS custodian will forward copy 3 to MASO who, in-turn, will file in suspense file. **(T-2)** Subsequent custody transfers between MUNS custodians are accomplished by visually verifying AF Form 504 matches serial number of pylon(s) and launcher(s). Gaining MUNS custodian will complete next “Transferred To” block 6, columns A through E. **(T-2)**

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

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

8.4.4.5. In the event there is a requirement to transfer a pylon and/or launcher from combat aircraft to combat aircraft, the applicable AMXS custodian will line out old aircraft tail number and annotate new aircraft tail number in block 5 of AF Form 504. **(T-2)** If custody is transferred to a MUNS custodian, the MUNS custodian will obtain AF Form 504 from AMXS custodian and conduct a visual verification to ensure AF Form 504 matches serial number of the pylon and/or launcher being transferred and complete next “Transferred To”

block 6, columns A through E. **(T-2)** Once the pylon/launcher is in the new location, refer to [paragraph 8.4.4.4](#) to continue loading operations.

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

8.4.4.6.1. Use procedures in paragraph [8.4.4.2](#) through [8.4.4.4](#) for transporting to and uploading weapons on combat aircraft. Once loading operations are complete, the AMXS custodian will line out removed warhead or bomb serial number and initial original AF Form 504 (copy 1). **(T-2)** AMXS custodian will attach new warhead(s) or bomb(s) AF Form 504 to AF Form 504. **(T-2)** AMXS custodian will use the custody transfer procedures ([paragraph 8.4.7](#)) for downloading and transporting weapons from combat aircraft. **(T-2)**

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

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

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

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

8.4.5. **(CONUS)** Relocating, deploying, or dispersing combat aircraft loaded with nuclear weapons.

8.4.5.1. If loaded aircraft (with nuclear weapons) is deployed or dispersed, the munitions function will prepare a transaction showing an in-hand shipment to deployed or dispersed

location and forward to MASO. **(T-2)** See appropriate security classification guides and Operational Plans for classification guidance when preparing these forms.

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

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

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

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

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

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

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

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

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

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

8.4.7.3. Upon delivery to structure/maintenance facility in storage area, MASO will obtain AF Form 504 and conduct a visual verification to ensure AF Form 504 matches serial

number(s) of warhead(s), bomb(s), pylon(s) and launcher(s). **(T-2)** MASO will complete “Transferred To” block 6, columns A through E, on AF Form 504. **(T-2)**

**8.4.8. (OCONUS) Transferring and uploading weapons to U.S. aircraft.**

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

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

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

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

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

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

**8.4.9. (OCONUS) Downloading and transferring weapons from U.S. aircraft.**

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

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

**8.4.10. (OCONUS) Transferring and uploading weapons to non-U.S. aircraft.**

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

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

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

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

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

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


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

## **8.5. Expenditures.**

8.5.1. For weapons expenditures, the AF Form 504 will be given to the MASO. **(T-2)** The MASO will annotate “Weapon Expended” in next “Transferred To” block 6, columns A through E. **(T-2)**

8.5.2. File completed AF Form 504 in the document register and dispose of the hard copy IAW 11N-100-4.

**Figure 8.1. Sample - Designation of Positions Authorized to Accept Custody of Nuclear Weapons.**

	<p><b>DEPARTMENT OF THE AIR FORCE</b> 451ST STRATEGIC MISSILE WING (AFGSC) LOWRY AFB COLORADO</p>
<p>9 November 2023</p>	
<p>MEMORANDUM FOR 724 MUNS/MASO</p>	
<p>FROM: 451 SMW/CC 200 N. Rampart Way, Bldg 349 Lowry AFB, CO 80230</p>	
<p>SUBJECT: Unit Commanders Authorized to Appoint Individuals Authorized to Receive Custody of Nuclear Weapons for Account FKxxx</p>	
<p>References: (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i></p>	
<p>1. Commanders of the following units are authorized to appoint individuals authorized to accept custody of reportable items in accordance with AFMAN 21-203:</p>	
<p>725 BS 724 AMXS 724 MUNS 724 MXS</p>	
<p>2. This letter supersedes all previous letters, same subject.</p>	
<p>SARAH E. SULLIVAN, Colonel, USAF Commander, 451st Strategic Missile Wing</p>	
<p><i>WE SERVE AS AN EXAMPLE</i></p>	

**Figure 8.2. Sample - Designation of Individuals Authorized to Accept Custody of Nuclear Weapons.**


	<p>DEPARTMENT OF THE AIR FORCE 451ST STRATEGIC MISSILE WING (AFGSC) LOWRY AFB COLORADO</p>													
<p>9 November 2023</p>														
<p>MEMORANDUM FOR 724 MUNS/MASO</p>														
<p>FROM: 724 AMXS/CC 200 N. Rampart Way, Bldg 349 Lowry AFB, CO 80230</p>														
<p>SUBJECT: Designation of Individuals Authorized to Accept Custody of Nuclear Weapons for Account FKxxx</p>														
<p>References: (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i></p>														
<p>1. The following individuals are authorized to sign and receipt of nuclear weapons in accordance with AFMAN 21-203:</p>														
<table border="1"><thead><tr><th><u>NAME</u></th></tr></thead><tbody><tr><td>Sterba, Nathan L.</td></tr><tr><td>McClary, Nicholas K.</td></tr><tr><td>Rodriguez, William</td></tr></tbody></table>	<u>NAME</u>	Sterba, Nathan L.	McClary, Nicholas K.	Rodriguez, William	<table border="1"><thead><tr><th><u>Grade</u></th></tr></thead><tbody><tr><td>Off</td></tr><tr><td>Enl</td></tr><tr><td>Enl</td></tr></tbody></table>	<u>Grade</u>	Off	Enl	Enl	<table border="1"><thead><tr><th><u>PRP</u></th></tr></thead><tbody><tr><td>Formal</td></tr><tr><td>Formal</td></tr><tr><td>Formal</td></tr></tbody></table>	<u>PRP</u>	Formal	Formal	Formal
<u>NAME</u>														
Sterba, Nathan L.														
McClary, Nicholas K.														
Rodriguez, William														
<u>Grade</u>														
Off														
Enl														
Enl														
<u>PRP</u>														
Formal														
Formal														
Formal														
<p>2. Line through deletions are authorized.</p>														
<p>3. This letter supersedes all previous letters, same subject.</p>														
<p>PATRICK F. FLANIGEN, Major, USAF Commander, 724th Aircraft Maintenance Squadron</p>														
<p>WE SERVE AS AN EXAMPLE</p>														



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

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	N/A	N/A	9952	N/A
<p>6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.</p>				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) Nick McClary (SIGNATURE)	MASO	351 MUNS	0715 / 20240223	WSA
TRANSFERRED TO (Print and Sign) Joy S. Hice (SIGNATURE)	Munitions Team Chief	351 MUNS	0745 / 20240223	WSA
TRANSFERRED TO (Print and Sign) James T. Yolks (SIGNATURE)	Transfer Transport Custodian	351 MMXS	0900 / 20240223	WSA
TRANSFERRED TO (Print and Sign) Vick S. Williams (SIGNATURE)	Mate Team Chief	351 MMXS	1200 / 20240223	F-24
TRANSFERRED TO (Print and Sign) Andrew C. Marks (SIGNATURE)	MCCC	504 MX	1400 / 20240223	F-24
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

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

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	N/A	N/A	9052	N/A
<p>6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.</p>				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) Charles Farley (SIGNATURE)	MCCC	742 MS	0715 / 20240223	F-24
TRANSFERRED TO (Print and Sign) William Rodriguez (SIGNATURE)	Demate Team Chief	91 MMXX	0745 / 20240223	F-24
TRANSFERRED TO (Print and Sign) Justin A. Sledge (SIGNATURE)	Transfer/Transport Custodian	91 MMXX	0900 / 20240223	F-24
TRANSFERRED TO (Print and Sign) William J. Healy (SIGNATURE)	Mate Team Chief	741 MS	1200 / 20240223	F-26
TRANSFERRED TO (Print and Sign) Yessenia S. Paredes (SIGNATURE)	MCCC	741 MS	1400 / 20240223	F-26
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

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

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	N/A	N/A	9052	N/A
<p>6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.</p>				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) Andrew C. Marks (SIGNATURE)	MCCC	742 MS	0715 / 20240223	F-24
TRANSFERRED TO (Print and Sign) Vick S. Williams (SIGNATURE)	Demate Team Chief	91 MMXX	0745 / 20240223	F-24
TRANSFERRED TO (Print and Sign) James T. Yolks (SIGNATURE)	Transfer/Transport Custodian	91 MMXX	0900 / 20240223	F-24
TRANSFERRED TO (Print and Sign) Joy S. Hice (SIGNATURE)	MUNS Custodian	705 MUNS	1200 / 20240223	WSA
TRANSFERRED TO (Print and Sign) Nick McClary (SIGNATURE)	MASO	705 MUNS	1400 / 20240223	WSA
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

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

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	14316 10135 10256 61614	N/A	P-010	850113
6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed heron. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) David A. Flosi (SIGNATURE)	MASO	705 MUNS	1000 / 20241013	WSA
TRANSFERRED TO (Print and Sign) Shane R. Fontaine (SIGNATURE)	MUNS Custodian	705 MUNS	1005 / 20241013	WSA
TRANSFERRED TO (Print and Sign) Jeremy S. Olsen (SIGNATURE)	AMXS Custodian	5 AMXS	1020 / 20241013	F/L
TRANSFERRED TO (Print and Sign) Andrew J. Rapsavage (SIGNATURE)	Aircrew Member	5 AMXS	1100 / 20241013	F/L
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

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

WEAPONS CUSTODY TRANSFER DOCUMENT				
1. Control Number	2. Warhead/Bomb/Reentry Vehicle Serial Number(s)	3. Missile Serial Number(s) (if applicable)	4. Reentry System/Pylon/Launcher Serial Number (If Applicable)	5. A/C Tail Number (If Applicable)
14-02	14316	N/A	N/A	85-113
6. CUSTODY STATEMENT: "I accept custodial responsibility for the items listed herein. I acknowledge that custodial responsibility referred to in this statement entails the custody, care, and safekeeping of these items and their components. Responsibility will be transferred when the signature of an authorized individual and appropriate date are entered on the next line following my signature below.				
CUSTODIAN A	POSITION B	ORGANIZATION C	TIME/DATE D	LOCATION E
TRANSFERRED FROM (Print and Sign) Matthew J. Doyle (SIGNATURE)	MASO	31 MUNS	1000 / 20241013	T25
TRANSFERRED TO (Print and Sign) William Rodriguez (SIGNATURE)	MUNS Custodian	31 MUNS	1005 / 20241013	T25
TRANSFERRED TO (Print and Sign) Justin A. Sledge (SIGNATURE)	Load Crew Chief	510 FS	1020 / 20241013	T25
TRANSFERRED TO (Print and Sign) William J. Healy (SIGNATURE)	Aircrew Member	510 FS	1100 / 20241013	T25
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				
TRANSFERRED TO (Print and Sign)				

## Chapter 9

### STORAGE

#### 9.1. MS/BS Storage (MASO duties).

9.1.1. NARS Warehouse. MASO will establish a secure area (warehouse) for storage of MS/BS that are on account and not in custody of maintenance personnel. **(T-1)** When storing classified components, MASO will ensure warehouse meets minimum requirements for bulk storage per DoDM5200.01 Volume 3\_AFMAN 16-1404 Volume\_3, *Information Security Program*. **(T-1)**

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

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

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

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

9.1.3.3. MASO will perform walkthrough checks of bins and storage locations to determine if items need to be replenished. **(T-3)** MASO will ensure required items are requisitioned through BMSS. **(T-3)**

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

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

#### 9.2. Component Storage.

9.2.1. Component shipping/storage containers (H1616/H1700, 9-gallon) may be stored in the same assembly, surveillance, and inspection/maintenance and inspection, vault or storage facility containing WR weapons and are not considered simultaneous presence in accordance with DAFI 91-101, *Air Force Nuclear Weapons Surety Program*.



9.2.2. MASO will monitor expiration dates to ensure assets in overdue containers are not shipped beyond military first destination. **(T-3)**

## Chapter 10

### SEAL PROGRAM

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

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

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

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

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

10.5.1. Nomenclature/Serial Number

10.5.2. Seal Serial Number

10.5.3. Date (of installation and/or removal)

10.5.4. Name of Technician (for installation and removal)

10.5.5. Name of Verifier (for installation and removal)

**Figure 10.1. Sample of locally devised Seal Program Worksheet.**

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

### 10.6. Seal Installation Procedures.

10.6.1. Prior to closing warhead container, two weapon system Job Qualification Standard qualified individuals (one member must be TC certified) will verify the permanently etched, engraved or stamped warhead serial number with the non-permanent serial number on the warhead and the warhead serial number painted on the exterior of the container. **(T-1)** The TC will complete the Seal Program Worksheet. **(T-1)**

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

#### **10.7. Seal Removal Procedures.**

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

10.7.2. After opening container, TC will verify warhead serial number and the warhead serial number painted on the exterior of the container. **(T-2)** If discrepancy exist, MASO will notify MAJCOM. **(T-3)**

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

## Chapter 11

### REPORTABLE OMA PROCEDURES

**11.1. General.** This section outlines procedures and responsibilities for reportable OMA. OMAs are items similar to nuclear weapons in physical characteristics, but are used for training, testing, and evaluation purposes. OMAs are categorized as Joint Test Assemblies, Test Units, and Trainers per TO 11N-100-3150.

11.1.1. Wing Commander Unit Designation Letter. Wing commanders will designate units whose commanders may appoint individuals authorized to receive custody of reportable OMAs (sample letter in [Figure 11.1](#)) (T-2)

11.1.2. Unit Commander Appointment Letter. Commanders (group or squadron) will appoint individuals authorized to receive custody of reportable OMAs during transfer/transport and distribute appointments to the MASO (sample letter in [Figure 11.2](#)). (T-2) PRP certification is not required for members to accept custody of reportable OMAs.

11.1.3. In lieu of appointment letters, the following methods may be used to appoint/verify individuals to receive custody of reportable OMAs during testing/transfer/transports:

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

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

11.1.3.3. An open area on a Restricted Area Badge may be used to identify personnel inside maintenance, storage, and flightline areas authorized to receive custody of reportable OMAs during testing/transfer/transport.

11.1.4. Deploying units must send a current wing commander unit designation letter and a current unit commander appointment letter to wing commander, squadron commander, and MASO at deployed location prior to arrival. (T-2) These letters ensure deployed personnel are authorized to receive custody of reportable OMAs during testing/transfer/transport. For Vandenberg SFB, Test Execution Instruction (TEI) directed task forces are considered deploying units.


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

### 11.2. Custody Transfer Procedures.


11.2.1. If a custody transfer is necessary during testing/transfer/transport, the individual gaining custody will verify serial number(s) match the source document (e.g., AF Form 504). (T-2)

11.2.2. The custodian may temporarily depart the limited area; however, if the custodian departs the area permanently, a custody transfer will be required IAW [paragraph 11.3](#). (T-2)

**Figure 11.1. Sample Letter - Designation of Positions Authorized to Accept Custody of Reportable OMAs.**

	<p><b>DEPARTMENT OF THE AIR FORCE</b> 451ST STRATEGIC MISSILE WING (AFGSC) LOWRY AFB COLORADO</p>
<p>9 November 2023</p>	
<p>MEMORANDUM FOR 724 MUNS/MASO</p>	
<p>FROM: 451 SMW/CC 200 N. Rampart Way, Bldg 349 Lowry AFB, CO 80230</p>	
<p>SUBJECT: Unit Commanders Authorized to Appoint Individuals Authorized to Receive Custody of Reportable Other Major Assemblies (OMA) for Account FKxxx</p>	
<p>References: (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i></p>	
<p>1. Commanders of the following units are authorized to appoint individuals authorized to accept custody of reportable OMAs in accordance with AFMAN 21-203:</p>	
<p>725 BS 724 AMXS 724 MUNS 724 MXS</p>	
<p>2. This letter supersedes all previous letters, same subject.</p>	
<p>SARAH E. SULLIVAN, Colonel, USAF Commander, 451st Strategic Missile Wing</p>	
<p><i>WE SERVE AS AN EXAMPLE</i></p>	

**Figure 11.2. Sample Letter - Designation of Individuals Authorized to Accept Custody of Reportable OMAs.**

	<p>DEPARTMENT OF THE AIR FORCE 451ST STRATEGIC MISSILE WING (AFGSC) LOWRY AFB COLORADO</p>								
<p>9 November 2023</p>									
<p>MEMORANDUM FOR 724 MUNS/MASO</p>									
<p>FROM: 724 AMXS/CC 200 N. Rampart Way, Bldg 349 Lowry AFB, CO 80230</p>									
<p>SUBJECT: Designation of Individuals Authorized to Accept Custody of Reportable Other Major Assemblies (OMA)</p>									
<p>References: (a) AFMAN 21-203, 29 September 2021, <i>Nuclear Accountability Procedures</i>.</p>									
<p>1. The following individuals are authorized to sign and receipt of reportable OMAs in accordance with AFMAN 21-203:</p>									
<table border="0"><thead><tr><th><u>NAME</u></th></tr></thead><tbody><tr><td>Sterba, Nathan L.</td></tr><tr><td>McClary, Nicholas K.</td></tr><tr><td>Rodriguez, William</td></tr></tbody></table>	<u>NAME</u>	Sterba, Nathan L.	McClary, Nicholas K.	Rodriguez, William	<table border="0"><thead><tr><th><u>Grade</u></th></tr></thead><tbody><tr><td>Off</td></tr><tr><td>Enl</td></tr><tr><td>Enl</td></tr></tbody></table>	<u>Grade</u>	Off	Enl	Enl
<u>NAME</u>									
Sterba, Nathan L.									
McClary, Nicholas K.									
Rodriguez, William									
<u>Grade</u>									
Off									
Enl									
Enl									
<p>2. Line through deletions are authorized.</p>									
<p>3. This letter supersedes all previous letters, same subject.</p>									
<p>PATRICK F. FLANIGEN, Major, USAF Commander, 724th Aircraft Maintenance Squadron</p>									
<p>WE SERVE AS AN EXAMPLE</p>									

### 11.3. Custody Transfer Documentation.

11.3.1. The MASO will distribute applicable documentation required to facilitate transfer and movement of reportable OMAs. **(T-2)** A separate AF Form 504 will be used for each reportable OMA, regardless of package configuration. **Exception:** An ICBM RS with multiple reportable OMAs. **(T-2)**

11.3.2. The custodian must create an AF Form 504 for transfers/transports as identified in [paragraph 11.4](#). **(T-2)** Upon completion of transfer/transport of reportable OMA test activity, the custodian must return signed copies of the AF Form 504 to the MASO. **(T-2)** MASO will maintain copy 1 for audit purposes; all other copies will be destroyed. **(T-2)** MASO or designated representative may authorize corrections to AF Form 504; line through, initial the error and make a clear entry of the correct information. **(T-2)** Pen and ink changes to block 2 of AF Form 504 are not authorized unless otherwise indicated in this AFMAN. **(T-2)**

11.3.3. The custodian will use the test/mission number as the control number on the AF Form 504 (e.g., FDE-32, RST# 23-02, etc.). **(T-2)**

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

11.3.5. MASO may deviate from prescribed AF Form 504 chain of custody sequences listed herein as necessary to meet mission requirements, as long as continuous U.S. custody of nuclear weapon is maintained. **(T-2)** Only individuals designated in [paragraph 11.1.2](#) will sign for reportable OMAs. **(T-2)**

### 11.4. Reportable OMA Transfers/Transports.

11.4.1. Transfer of reportable ICBM OMA RS to LF. MASO will prepare AF Form 504 in accordance with the sample in [Figure 8.3](#). **(T-2)**

11.4.1.1. MASO will follow the same procedures in [paragraph 8.4.1.1 - 8.4.1.7](#) to perform the transfer, however the reportable OMA RS configuration will be validated using the test plan or data provided at the Flight Test Planning Meeting (FTPM) instead of the SLPR and the control number for block 1 will be the test/mission number. **(T-2)**

11.4.1.2. Maintenance technicians will prepare transactions to reflect appropriate status of reportable OMAs and forward to the MASO. **(T-2)**

11.4.2. Transfer of reportable ICBM OMA RS between LFs. Refer to transfer procedures in [paragraph 8.4.2](#) for transfers between LFs.

11.4.3. Transfer of reportable ICBM OMA RS from LF.

11.4.3.1. MASO will prepare AF Form 504 in accordance with sample in [Figure 8.5](#). **(T-2)**

11.4.3. 2. MASO will follow the same procedures in [paragraph 8.4.3](#) to perform the transfer but will continue to use test/mission number as the control number for block 1 of the AF Form 504. **(T-2)**

11.4.4. Custody transfer of air delivered reportable OMAs for upload to combat representative aircraft.

11.4.4.1. For reportable OMAs going to and from combat representative aircraft, the MASO will prepare an AF Form 504 in accordance with the sample in [Figure 8.6](#). (T-2)

11.4.4.2. MASO will follow the same procedures in [paragraph 8.4.4](#) to perform the transfer, however the pylon or launcher configuration will be validated using the test plan or data provided at the FTPM instead of the SLPR and the control number for block 1 will be the test/mission number. (T-2)

11.4.5. MASO will follow the same procedures in [paragraph 8.4.7](#) for downloading and transporting reportable OMAs from combat representative aircraft. (T-2)

**11.5. Reportable OMAs expended or released to test.** After the test/transfer activity is completed, the AF Form 504 will be given to the MASO. The MASO will annotate “OMA released to test/expended at test range” in next “Transferred To” block 6, columns A through E. The completed AF Form 504 will be submitted to Air Force Global Strike Command, Directorate of Logistics, Nuclear Stockpile Division, Transportation Branch (AFGSC/A4ZT) via email to [afgsc.a4z.jtlworkflow@us.af.mil](mailto:afgsc.a4z.jtlworkflow@us.af.mil). (T-2)

TOM D. MILLER, Lieutenant General, USAF  
DCS/Logistics, Engineering & Force Protection



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

CJCSI 3150.04D, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports under the Joint Reporting Structure*, 15 February 2024

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

DoDI 4540.05, *DoD Transportation of U.S. Nuclear Weapons*, 23 June 2011

DoDM S-5210.41\_AFMAN 31-108, *Nuclear Weapon Security Manual*, 11 July 2023

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

DoDM 5200.01 V3\_DAFMAN 16-1404 V3, *Information Security Program: Protection of Classified Information*, 12 April 2022

DoDM 5210.42\_DAFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, 3 April 2024

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

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

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

DAFI 24-602V2, *Cargo Movement*, 20 December 2023

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 91-101, *Air Force Nuclear Weapons Surety Program*, 26 March 2020

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

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

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018

AFMAN 13-526, *Nuclear Airlift Operations*, 5 December 2022

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

AFMAN 21-204, *Nuclear Weapons Maintenance*, 13 January 2023

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

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

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

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

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

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

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

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

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

### ***Prescribed Forms***

AF Form 504, *Weapons Custody Transfer Document*

### ***Adopted Forms***

AF Form 3126, *General Purpose Form*

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

DAF Form 847, *Recommendation for Change of Publication*

DD Form 114, *Military Pay Order*

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

DD Form 361, *Transportation Discrepancy Report*

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

DD Form 1131, *Cash Collection Voucher*

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

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

DD Form 1574, *Serviceable Tag-Materiel*

DD Form 1575, *Suspended Tag-Materiel*

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

DD Form 1911, *Materiel Courier Receipt*

DOE/NRC Form 740M, *Concise Note*

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

### ***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFGSC**—Air Force Global Strike Command Commander

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AF NOSS**—Air Force Nuclear Ordnance Shipping Schedule  
**AFPD**—Air Force Policy Directive  
**AFTO**—Air Force Technical Order  
**AMC**—Air Mobility Command  
**AMXS**—Aircraft Maintenance Squadron  
**AOI**—All Other Inventory  
**BMSS**—Base and Military Spares Server  
**BS**—Base Spare  
**BSART**—Bomber Strategic Aircraft Reconstitution Team  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CONUS**—Continental United States  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DG**—DIAMONDS Generated  
**DIAMONDS**—Defense Integration and Management of Nuclear Data Services  
**DMCCC**—Deputy Missile Combat Crew Commander  
**DoD**—Department of Defense  
**DoDAAC**—Department of Defense Activity Address Code  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**DOE**—Department of Energy  
**DSRL**—DOE Spares Repair List  
**DTRA**—Defense Threat Reduction Agency  
**FK/FV**—Munitions/Weapons Account  
**FLIPL**—Financial Liability for Property Loss  
**FLTS**—Flight Test Squadron  
**FTPM**—Flight Test Planning Meeting  
**GS**—General Schedule  
**IAW**—In Accordance With  
**IHC**—Interim Hazard Classification  
**ICBM**—Intercontinental Ballistic Missile  
**JNWPS**—Joint Nuclear Weapons Publications System

**JTA**—Joint Test Assemblies  
**KC/NSC**—Kansas City National Security Campus  
**LF**—Launch Facilities  
**LIL**—Location Inventory List  
**LLC**—Limited Life Component  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MASO**—Munitions Accountable Systems Officer  
**MCC**—Missile Combat Crew  
**MCCC**—Missile Combat Crew Commander  
**MMOC**—Missile Maintenance Operations Center  
**MS**—Military Spares  
**MUNS**—Munitions Squadron  
**MUNSS**—Munitions Support Squadron  
**MXG**—Maintenance Group  
**MXS**—Maintenance Squadron  
**NARS**—Nuclear Accountability and Reporting Section  
**NCO**—Noncommissioned Officer  
**NLT**—No Later Than  
**NMC2**—Nuclear Munitions Command and Control  
**NNSA**—National Nuclear Security Administration  
**NRC**—Nuclear Regulatory Commission  
**NUREP**—Nuclear Reporting  
**OCONUS**—Outside the Continental United States  
**OMA**—Other Major Assemblies  
**OPR**—Office of Primary Responsibility  
**OST**—Office of Secure Transportation  
**PNAF**—Prime Nuclear Airlift Force  
**POC**—Point of Contact  
**PRP**—Personnel Reliability Program  
**QC**—Quality Control  
**QSR**—QAST Status Report

**RD**—Restricted Data  
**RS**—Reentry System  
**SAAM**—Special Assignment Airlift Mission  
**SE**—Support Equipment  
**SEV**—Stockpile Emergency Verification  
**SIPR**—Secure Internet Protocol Router  
**SIR**—Semiannual Inventory Report  
**SLA**—Service Logistics Agent  
**SLPR**—Stockpile Location Planning Report  
**SLT/SFT**—Stockpile Laboratory Test/Stockpile Flight Test  
**SRAN**—Stock Record Account Number  
**SS**—Source and Special  
**TC**—Team Chief  
**TCIS**—Time Change Item Schedule  
**TCIRS**—Time Change Item Return Schedule  
**TDY**—Temporary Duty  
**TICMS**—Theater Integrated Combat Munitions System  
**TO**—Technical Order  
**UR**—Unsatisfactory Report  
**USAF**—United States Air Force  
**USAFE**—United States Air Forces in Europe  
**USAL**—Unit Spares Authorization Listing  
**USSTRATCOM**—United States Strategic Command  
**WR**—War Reserve  
**WSA**—Weapon Storage Area  
**WSR**—Weapon Status Report

***Office Symbols***

**AF/A4**—United States Air Force Deputy Chief of Staff, Logistics, Engineering & Force Protection  
**AF/A4L**—Air Force, Directorate of Logistics  
**AF/A4LW**—Air Force, Directorate of Logistics, Engineering, and Force Protection, Nuclear Weapons, Missiles, and Munitions Division  
**AETC/A3LN**—Air Education and Training Command, Nuclear Integration

**AFGSC/CC**—Air Force Global Strike Command Commander

**AFGSC/A4**—Air Force Global Strike Command, Directorate of Logistics, Engineering and Force Protection

**AFGSC/A4W**—Air Force Global Strike Command, Directorate of Logistics, Munitions Division

**AFGSC/A4Z**—Air Force Global Strike Command, Directorate of Logistics, Nuclear Stockpile Division

**AFGSC/A4ZT**—Air Force Global Strike Command, Directorate of Logistics, Nuclear Stockpile Division, Transportation Branch

**AFGSC/FM**—Air Force Global Strike Command, Directorate of Logistics, Directorate of Financial Management

**AMC/A10N**—Air Mobility Command, Nuclear Operations Directorate

**DTRA/NE-NL-MC**—Defense Threat Reduction Agency, Nuclear Logistics, Maintenance Cataloging

**MXG/CC**—Maintenance Group Commander

**NNSA/NA-122.1**—National Nuclear Security Administration, Nuclear Weapon Surety and Quality Division

**NNSA/OST**—National Nuclear Security Administration, Office of Secure Transportation

**SQ/CC**—Squadron Commander

**USAFE-AFAFRICA A3/10**—United States Air Forces Europe & Air Forces Africa, Nuclear Operations Division

**WG/CC**—Wing Commander

**377 TEG/CC**—Test and Evaluation Group Commander

**4 AS/DOOMS**—Director of Operations, Office of Mission Support

**618 AOC/ALDPA**—618th Air Operations Center, Current Operations Directorate

**618 AOC/TACC**—618th Air Operations Center, Tanker Airlift Control Center

### ***Terms***

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

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

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

**Associate**—1. An accounting term for nuclear weapons/warheads configured onto an intermediate delivery device. Examples include Reentry Vehicles mated to RS and air launched missiles/

gravity weapons mated to pylons/launchers. This accounting term does not apply to gravity weapons at tactical units. 2. A term applicable to nuclear weapons and components reflecting direct relationship with shipping and storage containers and/or handling units.

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

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

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

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

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

**Critical Component**—A component of a nuclear weapon system that if bypassed, activated, or tampered with could result in or contribute to deliberate or inadvertent authorizing, pre-arming, arming, or launching of a combat delivery vehicle carrying a nuclear weapon, or the targeting of a nuclear weapon to other than its planned target. Air Force Safety Center designates critical components.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**Reportable Other Major Assemblies**—Reportable OMAs are considered Reportable Items (via NUREP). Reportable OMAs are: All Joint Test Assemblies (JTAs), Test units (TEST) that contain SS nuclear material, and/or reportable LLCs, Trainers (TRN) that contain SS nuclear material, and/or reportable LLCs.

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

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

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

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

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

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

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

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

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

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

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

**Attachment 2**

**CHECKLIST FOR AUDIT OF ACCOUNTS BY AN AUDIT OFFICER.**

**Table A2.1. Checklist for Audit of Accounts by an Audit Officer.**

ITEM	DESCRIPTION					YES	NO	N/A
<b>1. PRE-AUDIT REQUIREMENTS</b>								
1.1	Have you been appointed in writing by the wing commander?							
1.2	Have you read this chapter related to auditor's responsibilities?							
1.3	Do you understand responsibilities and the audit requirements?							
1.4*	Have you been briefed by the MASO which DIAMONDS document register numbers are to be included in this audit?							
	Document Number	Start:		Stop:				
	WSR Number	Start:		Stop:				
	QSR Number	Start:		Stop:				
<b>2. REVIEW OF PREVIOUS AUDIT REPORT</b>								
2.1	Have you reviewed the previous audit report?							
2.2	Have all previously noted discrepancies been corrected?							
<b>3. REVIEW OF APPOINTMENT LETTERS</b>								
3.1	MASO appointment letter (Certificate of Transfer of Accountability) (by Wing Commander (Wg/CC))							
3.2	Appointment of individuals authorized to sign documents on behalf of the MASO (by Wg/CC)							
3.3	Appointment of individuals authorized to sign AF Forms 504 on behalf of the MASO (by Wg/CC)							
3.4	Appointment of certified personnel authorized to receipt for classified property (by Wg/CC)							
3.5	Appointment of unit commanders authorized to appoint personnel to receive custody of reportable items (by Wg/CC)							
3.6	Appointment of individuals authorized to receive custody of reportable items from unit commanders listed in item 3.5 (by Squadron Commander (Sq/CC))							
3.7	Appointment of individuals authorized to order MS/BS (by Sq/CC)							
3.8	Appointment of individuals authorized to perform NARS duties (by MASO)							
<b>4. REVIEW OF DOCUMENT REGISTER AND NUREPs</b>								
4.1	Does a 100% review of DIAMONDS document register show an unbroken sequence of document numbers?							

4.2	Do 100% of the shipping and receipt documents for reportable items match NUREPs by serial number?			
4.3*	Do 100% of correctional NUREPs match with SLA/DTRA guidance provided?			
4.4	Investigate 100% expenditures.			
<b>5. REVIEW OF CUSTODY RECORDS*</b>				
5.1	Does a review of 100% of the active AF Forms 504 document packages for items currently In-Hand reflect:			
5.1.1	Are control numbers assigned sequentially and logged in local weapons custody document control registers?			
5.1.2*	Does the local RS/RV serial number on AF Forms 504 match AMPN line of respective NUREP?			
5.1.3	Verify approximately 10% of AF Forms 504 for custodians being authorized to receive reportable items.			
5.2	Verify RS/RV serial numbers against configuration records and the SLPR for built up weapons that are awaiting deployment or awaiting recycling			
<b>6. REVIEW OF STOCKPILE LOCATIONS</b>				
6.1	Verify 100% of reportable items' physical locations as recorded on the blind inventory sheets matched the DIAMONDS produced inventory report.			
<b>Notes:</b>				
1.4 The starting document number will be the next sequential number after the last document checked on the previous audit.				
4.3 A correctional NUREP is not an error that will be captured in an audit. However, failing to complete the correctional NUREP in accordance with SLA/DTRA guidance would be an audit error to record.				
5. Only AF Forms 504 that were initiated during the document numbers spanned in item 1.4 are subject to audit				
5.1.2 If the Reentry System local serial number is missing from the NUREP, verify this data from the applicable configuration record.				