This supplement implements and extends the guidance of AFI 20-110, *Nuclear Weapons-Related Materiel (NWRM) Management*. This instruction applies to all AFMC units possessing or handling NWRM and all AFMC personnel responsible for storing, maintaining, handling, shipping, receiving, loading, packaging or accounting for NWRM. This publication also applies to personnel in all units assigned or attached to AFMC units that possess NWRM, as well as, to Air National Guard and Air Force Reserve units in possession of NWRM. All supplements to this policy must be approved by the OPR before implementation and publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using an AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional’s chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers using AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Request for waivers must be approved by the publication OPR prior to implementation. Ensure all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management.
SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Changes to this policy updates areas based on changes published in the 4 Jun 18 AFI 20-110. This supplement must be read in its entirety by all affected units possessing, handling or managing NWRM.

1.5. (Added) Positive Inventory Control: Ensure assets are reported correctly and the transactions processed in the legacy supply chain systems are visible to the whole supply chain by serial number. An organization must be able to produce a report by National Stock Numbers (NSNs) (except for items in the Combat Ammunition System), Serial Numbers (S/N), and locations and provide the condition status of all NWRM items. (T-2)

1.5.1. (Added) Assets coming from DOE will need condition code tags produced for them.

2.2. Air Force Materiel Command: AFMC’s Nuclear Issues Council chaired by AFNWC/CC, will review and guide AFMC efforts in achieving goals and meeting objectives stemming from AF-level strategies. (T-2)

2.2.2. Headquarters Air Force Materiel Command, Systems Integration Division (HQ AFMC/A4N), will ensure certifications, accreditations and Information Technology (IT) mandates are accomplished in accordance with AF portfolio management directives, and execute expectation management agreements with the IT providers who will provide information solutions for AFMC logistics data systems in response to approved requirements in order to ensure Total Asset Visibility (TAV) throughout the supply chain. (T-2)

2.2.2.1. (Added) Air Force Sustainment Center (AFSC) will implement AIT solutions as directed by HQ AFMC. (T-2)

2.2.2.2. (Added) AFSC and Air Force Life Cycle Management Center (AFLCMC) will examine supply chain and maintenance processes to determine the most appropriate insertion of AIT systems/devices. (T-2)

2.2.4.1. (Added) Each respective Center Functional is responsible for identifying personnel within their Center requiring functional IM, ES, PMS, PM or Engineer training, and to conduct and track training, (includes controls for managing incoming and outgoing personnel). The training is an annual requirement for all Center personnel identified and assigned as an IM, ES, PMS, PM or Engineer performing NWRM related duties. Training will occur prior to individuals assuming or performing any NWRM related duties, or within 30 days of release of newly published training. Training will be conducted utilizing the functional training and other criteria, developed by local units for the respective IM, ES, PMS, PM, and Engineering duties. Note: Centers will identify any issues related to training that require HQ AFMC’s assistance. All Centers will codify procedures to implement functional training program for IM, ES, PMS, Logistics Management Specialists and Engineers. All Centers will provide a copy of the NWRM Fundamentals Training to all contract employees as required and ensure that the appropriate certification of training rosters are provided to functional managers and PMs. (T-2)

2.2.5. HQ AFMC/A4R is the AFMC OPR and NWRM correspondence should be sent to the HQ AFMC/A4R Workflow box (afmc.a4r.workflow@us.af.mil) and AFMC/A4RM SCM NWRM
Workflow box (afmc.a4rm.scm.nwrm@us.af.mil). AFSC NWRM NTCC organizational email (635scow.ntcc@us.af.mil). (T-2)

2.2.6. AFSC will maintain the NTCC activity. (T-2)

2.2.6.1. *(Added)* AFSC NTCC will consolidate discrepancies from semiannual World Wide Inventories and provide to AFSC the final NWRM Annual WWI Adjustment Report. If there are no discrepancies during the semiannual enterprise inventory AFSC NTCC will report a negative reply to consolidation requirement. AFSC will mitigate any disconnects and forward the final report to HQ AFMC/A4R Workflow by 15 Dec. (T-2)

2.2.10. Program Managers will ensure the NWRM Agreement Memorandum *(Attachment 5)* has identified the following items as for all programs that utilize NWRM. (T-2)

2.2.10.6. The NWRMAO will not be a contractor and will comply with requirements in AFI 23-111 and section 2.12 of this Supplement. (T-2)

2.2.10.7. *(Added)* Coordinate contract solicitation packaging requirements IAW AFMCI 24-201, HQ AFMC Packaging and Materials Handling Policies and Procedures. (T-2)

2.2.12.1. *(Added)* Movement also includes items requested for Special Purpose Recoverable Authorized Maintenance (SPRAM). PMs should also be notified along with IMs of all approved SPRAM requests. (T-2)

2.2.13. NWRMAOs working through System Directorate/Contracting Office will provide contractors updates to the NWRM master list. (T-2)

2.2.13.1. *(Added)* AFSC will establish and maintain NWRM serialized listing of NWRM at contractor facilities. (T-2)

2.2.14. AFSC will establish and maintain authorized DoDAACs. Validate and correct DoDAACs authorized to have NWRM on the AFMC master approved DoDAAC list. (T-2)

2.2.16. Program Managers will ensure contractors under their purview maintain a list of designated, trained, and qualified personnel in writing. List will be provided to HQ AFMC/A4R upon request. (T-2)

2.2.17. AFSC will ensure a centralized POC is identified to comply with this requirement and paragraph 2.5.6 of this AFI. (T-2)

2.2.19. *(Added)* AFSC will:

2.2.19.1. *(Added)* Appoint NWRM Storage Facility (NSF) personnel to perform transportation preparation of NWRM for shipment and storage for all assets that do not require maintenance technician packing mandated by the Technical Order (T.O.) or Air Force Technical Order (AFTO) Form 252, Technical Order Publication Change Request (SH252). Utilize AFTO Form 252 if the AO deems necessary. If space is not available within the NSF, transportation preparation will be performed by AFSC personnel within designated courtesy areas provided within Depot Maintenance facilities. When transportation preparation must be performed within Depot Maintenance by a maintenance technician/mechanic per T.O./SH252, NSF personnel will be present to visually verify items during packaging. Personnel packing NWRM should meet minimum requirements IAW AFI 20-110, Para 4.2. (T-2)
2.2.19.2. (Added) Perform semi-annual validation of D043 indicative data (DEMIL code, Critical Item Inventory Code (CIIC), nomenclature, and ERRC code) and coordinates with appropriate ES as required. (T-2)

2.2.19.2.1. (Added) Gather all information to include: date, time, POC, phone number, E-mail, and all indicative data associated with the actual transaction requested (e.g. NSN, Quantity, Document (DOC) numbers, etc.). NTCC will add comments to the transaction in PIC Fusion. Note: Transactions that require removal of freeze code/exception data will not be processed on NWRM NSN’s without written approval from the NTCC. Erroneous transactions or transactions found to be in error will be corrected in ILS-S and will be systemically fed to PIC Fusion. NTCC will add comments to these transactions in PIC Fusion explaining the errors. (T-2)

2.2.19.2.2. (Added) Include losing activity, IM, and gaining facility personnel on all movement requests. (T-2)

2.2.19.2.3. (Added) Gain ILS-S access to all supply accounts worldwide. (T-2)

2.2.19.2.3.1. (Added) The NTCC will administrate enterprise wide access to the NWRM functionality within ILSS (ES-S). (T-2)

2.2.19.2.4. (Added) Load all NWRM NSNs worldwide at all Enterprise Solution-Supply (ES-S) active SRANs in ILS-S. (T-2)

2.2.19.2.5. (Added) Load freeze codes, Excess Exception Codes (EEX), Issue Exception Codes (IEX), Requisition Exception Codes (REX), Shipment Exception Codes (SEX), and add NWRM at the beginning of the nomenclature, as applicable. (T-2)

2.2.19.2.6. (Added) Coordinate changes of all XB3 Expendability Recoverability Reparability Codes (ERRCs) to XF3 for 100% control of assets with applicable ES/ Source, Maintenance, Recoverability (SMR) activity. (T-2)

2.2.19.2.7. (Added) Maintain the current list of authorized NTCC personnel IAW 2.11.3 of this document. (T-2)

2.2.19.2.8. (Added) Perform periodic Material Obligation Validation (MOV) reconciliations between D035 and ILS-S to ensure 100% accuracy. (T-2)

2.2.19.2.9. (Added) Use PIC Fusion and other IT Tools daily, extracting previous day transactions to monitor and detect unauthorized ILS-S transactions. (T-2)

2.2.19.2.9.1. (Added) Research movement and monitor non-movement transactions; ensure only tracking/control personnel process or authorize all transactions. (T-2)

2.2.19.2.9.2. (Added) Review IT Tools ensuring all NSNs contain appropriate coding (i.e., freeze code, EEX/IEX/REX/SEX codes, and nomenclatures). (T-2)

2.2.19.2.10. (Added) Immediately replace missing data elements in ILS-S. (T-2)

2.2.19.2.11. (Added) Add comments in PIC Fusion for end-to-end TAV for each movement. (T-2)

2.2.19.2.12. (Added) Review E-mail and PIC Fusion alerts to determine if loss of PIC has occurred. (T-2)
2.2.19.2.13. (Added) Immediately contact NTCC and NSF or Traffic Management (TM), NWRMAO, and IM personnel when a loss of PIC is discovered. Ensure the asset does not move until research and corrections are completed unless the NWRMAO directs movement for security or safety reasons. (T-2)

2.2.19.2.14. (Added) Mission Capable (MICAP) tracking will be managed by the NTCC. The Logistics Readiness Squadron (LRS) will process MEMO (TEX 7) due-out and inform the NTCC via e-mail of the MICAP condition. NTCC will firm (special requisition (SPR)) the request, and e-mail the IM and LRS with MICAP requisition number. NTCC will update MICAP boards with current updates and track until delivered to LRS unit. **Note:** NTCC will be the responsible activity to work IM requested clarifications or justifications from the LRS activity submitting the MICAP due-out as required ensuring proper supply discipline is being followed. (T-2)

2.2.19.3. (Added) Appoint NWRMAO for contracts with AFMC managed NWRM assets at contractor facilities. For contracts awarded by AFSC ensure Property Custodian responsibilities are outlined in the contract Performance Work Statement (PWS), and contractor has access to the necessary AF NWRM training materials in the form of Advanced Distributed Learning Service (ADLS) sectioned NWRM Fundamentals Course, or the software that exactly mirrors the course, in order to comply with the requirements of AFI 20-110 and this supplement. (T-2)

2.2.19.4. (Added) Generate NWRM list change alerts immediately following changes to PIC Fusion NWRM reference table. (T-2)

2.2.19.5. (Added) Perform a quarterly review to validate requirements for user access to PIC Fusion. If the user no longer requires access to PIC Fusion, the user account will be deleted. (T-2)

2.2.19.6. (Added) Direct AFNWC to collect, validate and submit AF inventory data for National Nuclear Security Administration (NNSA) sites for semi-annual World Wide Inventories. (T-2)

2.2.19.6.1. (Added) NTCC will retain inventory results as part of the total enterprise inventory results. AFSC will ensure inventory results are uploaded into Positive Inventory Control Fusion (PIC Fusion) application and inform AFMC/A4R that all actions are complete. (T-2)

2.2.19.6.2. (Added) Perform Nuclear Materiel Assurance Plan (NMAP) at the discretion of the AFMC/CC. NMAP is a broad term that includes AFSC NSF receipt inspections, NWRM World Wide Inventories, and any sort of targeted NWRM inventories such as the DLA warehouse searches. The results will be reported to AFSC/CC and higher HQ. (T-2)

2.2.19.6.2.1. (Added) Responsible for unconventional searches, and directs recovery of any AF NWRM found to be in possession of non-governmental agencies. Semiannually, NTCC will scan commonly used commercial military surplus sources such as Parts Base, Parts Logistics, etc... for NWRM items. Any commercial websites blocked by Air Force Network officials will not be scanned. (T-2)

2.2.20. (Added) Air Force Nuclear Weapons Center (AFNWC) will:

2.2.20.1. (Added) Serve as the NWRM liaison between the Department of Energy (DOE)/NNSA and the United States Air Force (USAF). (T-2)
2.2.20.2. **(Added)** Be responsible for the Memorandum of Agreement (MOA) between DOE/NNSA and United States Department of Defense (DOD) United States Air Force (USAF) for Control of USAF Nuclear Weapons-Related Materiel (NWRM). (T-2)

2.2.20.3. **(Added)** Collect, validate and submit AF inventory data for NNSA sites for semi-annual World Wide Inventories as directed by AFSC. (T-2)

2.3.1. Ensure deactivation and disposition activities are included in NWRM life cycle planning. (T-2)

2.3.4. For AFMC contracts with AFMC managed NWRM assets at contractor facilities, ensure Property Custodian responsibilities are outlined in the contract PWS and contractor has access to the necessary AF NWRM training materials in order to comply with the requirements in AFI 20-110 and this supplement. (T-2)

2.4.4. In conjunction with source systems, track movement of NWRM by S/N utilizing PIC Fusion as assets move throughout the supply chain to include contractor facilities. (T-2)

2.4.4.1. IMs must coordinate with the PIC Fusion Support Team (PFST) through the Information System Management Tool (ISMT) or other electronic interface to correct data on NWRM items reported in PIC Fusion. The PFST should further investigate, down to the correct data input, to determine if procedure updates or additional training is required. (T-2)

2.4.4.2. PIC Fusion team will coordinate corrective actions with IMs through the use of the ISMT or other electronic interface. (T-2)

2.4.11. IAW Defense Transportation Regulation 4500.9-R, **Part II**, Chapter 205, the disposition instructions will include Report of Shipment (REPSHIP) notification instructions to contractor facilities for shipment of NWRM assets. (T-2)

2.4.13. IMs will perform daily PIC Fusion validation reviews of accountable and reportable quantities as well as discrepancies of NWRM assets in PIC Fusion and coordinate with Program Manager, Integrated Process Team (IPT) lead, NWRMAO, NWRM PC, PMS/Contract Management Specialist, and contractor facilities to locate, verify, and resolve S/Ns related mismatches. IMs will work with AFNWC for DOE designed NWRM assets. (T-2)

2.4.15. **(Added)** IMs will coordinate through the use of the ISMT or other electronic interface with the PFST or designated representative of the PFST, to initiate a loss of asset in PIC Fusion for the following circumstances only:

2.4.15.1. **(Added)** When the DEMIL or burial of an asset is complete. (T-2)

2.4.15.2. **(Added)** After a Report of Survey is complete and it is determined that the item cannot be recovered. (T-2)

2.4.15.3. **(Added)** When an item is destroyed in a test without the possibility to recover the asset. (T-2)

2.4.15.4. **(Added)** When an item is modified and the NSN, P/N and/or S/N changes (this will require the IM to do a loss for the old part and do a gain for the new modified part). (T-2)

2.4.15.5. **(Added)** Ownership of the asset is transferred to another service and will not go back into the AF inventory. (T-2)
2.4.15.6. **(Added)** As a result of a mishap investigation where NWRM assets are known to be installed and unable to be recovered. (T-2)

2.4.15.7. **(Added)** A DOE designed AF owned NWRM asset is permanently transferred to DOE/NNSA. (T-2)

2.4.15.8. **(Added)** Correction to baseline entry due to duplications in the baseline, no existing supply record of an installed baseline asset, or a baseline entry is different from the item's data plate (e.g., different spaces, hyphens, additional/missing characters). All changes to the baseline data will be implemented by IMs and approved by the IMs supervisor. The IM will upload written documentation explaining deletion or correction and its approval into PIC Fusion with each change to the baseline. (T-2)

2.4.15.9. **(Added)** IMs will upload supporting documentation for Gains /Losses to the PIC Fusion Tool. Supporting documentation includes such items as Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) documentation, Certificate of Demilitarization (DRMS Form 145 found in DoDM 4160.28-M-V3, pg. 11), Procurement Contract numbers, DD Form 200, Financial Liability Investigation of Property Loss, permanent transfer documentation of DOE NWRM assets, etc. (T-2)

2.4.15.10. **(Added)** AFMC) Ensure information annotated on existing AFMC Form 318, Item Contracting History Record (J018/Contracting Information Database System when implemented), is current and reflects all pertinent procurement history which occurred after Sep 10 WW1 baseline. (T-2)

2.4.16. **(Added)** Research D035A/K data to confirm validity of depot retail requisitions prior to release of NWRM assets. Contact the retail IM to resolve all discrepancies. (T-2)

2.4.17. **(Added)** Use AFMC Form 998, Condition Code Changes to NWRM Items Location in Depot Storage Facility, to request wholesale asset condition code changes and submit completed form to NSF. The trained/certified personnel (maintenance or ES) will provide signed condition code tags and will be responsible to work with the NSF to physically apply to the inner and outer containers. Condition code changes will be entered into Air Force Distribution Standard System (AF DSS) by NSF personnel within two (2) duty days of tags being placed on item. Updates to AF DSS for rewarehousing and retagging actions will be completed within 15 duty days of using AFMC Form 998 to change items condition. (T-2)

2.4.18. **(Added)** Coordinate with ESs and Engineers to resolve discrepancies involving item identification, configuration verification, technical order actions, AFMC Form 202, Nonconforming Technical Assistance Request and Reply, initiations, IUID oversight, engineering data, or any commodity level OSS&E issues. (T-2)

2.4.19. **(Added)** Immediately notify NWRMAO on any loss identified within the PIC Fusion Tool. IMs will coordinate the uploading of supporting documentation through the use of the ISMT or other electronic interface. (T-2)

2.5.6. Upon NWRM list changes, updated engineering support and specialized Care of Supplies in Storage (COSIS) information for NWRM will be provided to the NSF. These include Electrostatic Discharge or Electromagnetic Impulse requirements, drop criteria, storage temperature limits, humidity limits and storage monitoring and inspection requirements. It also includes special item handling requirements, such as the number of personnel and special
equipment required to perform bare item inspections. It also includes special packaging instructions (SPI), special item handling requirements, such as the number of personnel and special equipment required to perform bare item inspections. (T-2)

2.12.13. AFMC activities will also report missing/illegible S/N and/or identification markings to the assigned ES. (T-2)

2.14.9. (Added) Depot Maintenance Wing NWRM PCs will provide a copy of the appointment letter to the AFSC appointed NWRMAO, as well as lists of personnel authorized to handle NWRM for units that repair NWRM. (T-2)

2.14.10. (Added) Immediately notify the AFSC appointed NWRMAO of NWRM policy deviations. If any deviations occurred on maintenance inducted parts, the PC shall act as the OPR until resolved. Any/all corrective actions/related documentations (Commander Directed Investigations, Root Cause Analysis, Report Survey, etc.) shall be approved by the maintenance wing commander and then submitted to the NWRMAO. (T-2)

2.14.11. (Added) Depot Maintenance Wing NWRM PCs will perform a monthly validation between serial numbers allocated to their Depot Wing within PIC Fusion and their applicable maintenance data systems. Notify the NWRMAO of any discrepancies discovered for correction. (T-2)

2.14.12. (Added) Retail/Base level NWRM PCs will ensure unit level Data Integrity Teams validate NWRM serial number correctness against PIC Fusion as part of their duties to ensure the unit has complete and accurate data in the Maintenance Information System per AFI 21-101, Aircraft and Equipment Maintenance Management. All errors will be corrected as appropriate. (T-2)

2.15. (Added) Logistics Readiness Squadron (LRS) Procedures:

2.15.1. (Added) Will not create “Certified True Original” NWRM documents unless destroyed or lost, and then only with LRS NWRMAO or designated representative’s approval. LRS will provide the 635 SCO/NTCC with a copy of the scanned document for verification purposes prior to physical movement of assets to TM IAW AFMAN 23-122. (T-2)

2.15.2. (Added) Hill AFB 75 LRS: Obtain disposition instructions when serviceable assets are turned in with no backorder in base supply. Once the turn-in is processed, an A2X/A4X, Redistribution Order will be processed by NTCC and the serviceable asset will be shipped to the NSF. LRS will document the name of the individual and organizations requesting the TIN, then provide NTCC with the requestor’s information along with the same information for all individuals involved. Also provide NSN, due-out document number, quantity, unit of issue, mark for, applicable S/N(s), and condition code. (T-2)

3.2. Designating items as NWRM: All Scientific and Technical Information (STINFO) associated with NWRM shall be marked with distribution statement no less than “D” IAW DoDI 5230.24, Distribution Statements on Technical Documents. (T-2)

3.5.1. Before testing or production of 1st articles, Engineers will evaluate and provide NWRM scorecards for prior P/N, and test assets based upon form, fit, and function for items that closely resemble items on the NWRM master list. Even if such items are not stock listed, they will be submitted through the scorecard process. (T-2)
3.10.1. AFSC will utilize locally developed checklist (as required) for list change execution tracking. AFMC/A4R will post NWRM List changes to CAV AF SharePoint site (https://cs2.eis.af.mil/sites/20951/CAV%20AF/Forms/Latest%20on%20top.aspx?RootFolder=%2Fsites%2F20951%2FCAV%20AF%2FCAV%20AF%20Reports%2FNWRM%20Data%2FNII%20Listings&FolderCTID=0x012000CCF1444CBFF9CB949B5C57E36E2874310&View=%7B0E016C32%2DA60B%2D4021%2D3D65B%2D416E5B2CA9F%7D) for use during semi-annual inventory data pulls. (T-2)

3.10.1.1. (Added) AFSC/LG will ensure NWRM items are catalogued correctly in D143C/D043A within three duty days and cataloging is pushed to D035A/K and ILS-S by the end of the second duty day after coding is complete identifying an item as NWRM. Packaging and Transportation data will be procured or developed and entered by the prime ALC packaging office in D035T Stock Control System IAW AFMCI 24-201. AFSC will ensure Reparable Item Movement Control System (RIMCS) data is loaded correctly. AF owned DOE designed NWRM assets will be cataloged IAW Joint Nuclear Weapons Publication System (JNWPS). (T-2)

3.10.1.2. (Added) Upon release of a new NWRM list, the PIC Fusion support team will immediately submit a ticket to implement changes to the PIC Fusion NWRM List reference table. (T-2)

3.10.4. For AFMC activities "subject matter expert" is defined as a minimum, 7- level, specialist or a supply/munitions inspector. Journeyman level for Engineers is a minimum of 1-year experience in-grade. Journeyman level is target grade (11/12 depending on geographic location) with 1-year experience in grade. This requirement for bare item inspections is in addition to the NSF. 100% bare item inspection/validation for NWRM items being received/inducted into the NSF except for “A” condition coded assets from Depot Maintenance, Contract Facilities, and Field Organizations. (T-2)

3.10.4.1. (Added) NWRM items must be inventoried and accounted for in an approved system of record within 30 calendar days of being added to the approved NWRM list from AF/A4L. (T-2)

3.11.1. Assets removed from the NWRM master list will continue to be controlled as NWRM until the cataloging indicators have been changed in all cataloging systems and Document Data Code (DDC) has concurred with storing Depot assets in DLA warehouses. (T-2)

4.2.5. (Added) Intra-base NWRM movements (i.e., Maintenance to NSF/LRS) will not be approved as a “final” packaged for shipment (with the exception of NWRM assets required to be packaged by a maintenance technician/mechanic per the TO/SN252/SPI or serviceable assets filling off station requisitions). When final packaging is performed by depot maintenance personnel, NSF personnel must be present to verify items during packaging to ensure two-person visual verification. (T-2)

4.2.5.1. (Added) The movement of NWRM assets between facilities located on the same base will follow movement packaging and protective requirements. If the SPI or TO are insufficient, submit a maintenance request IAW TO 00-25-107 or AFMC Form 202 if required. (T-2)

4.2.5.2. (Added) The DD Form 1907 or equivalent TSP furnished forms will be used for control and accountability between cargo activities and commercial TSP as described in the DTR Part II. (T-2)
4.3.1.2.1. **(Added)** Ensure DD Form 1500 series condition code tags are filled out IAW TO 00-20-3 to reflect the exact contents in each package, the item’s condition, individual who inspected/certified the item, and all identifying data is applied. This will be accomplished prior to turning items in from maintenance/inspection and picking them up on the APSR. **(T-2)**

5.4. **(Added) Asset induction into NSF:**

5.4.1. **(Added)** Transfers of NWRM from DLA shall be performed IAW the AF/DLA NWRM MOA. The induction process will be performed according to the MOA. **(T-2)**

5.4.1.1. **(Added)** NSF Retail Item Manager will coordinate with AFSC/LGM to update D035K Warehouse Indicator (specifying appropriate storage in NSF). After the Warehouse Indicator is updated, the NSF Retail Item Manager can begin to initiate asset transfer actions in D035K (IAW AFMCMAN 23-501 V1). **(T-2)**

5.4.2. **(Added)** Inbound assets shall be handled IAW AF Form 4388; Inbound Transportation Checklist Protective Service Material Checklist. Two people from the NSF will perform a visual verification of data plate/identification marking (if accessible) and labeling upon receipt of assets. **(T-2)**

5.4.3. **(Added)** NSF personnel will conduct a visual inspection of asset(s) and compare the paperwork with the data plate (and other information) to ensure item(s) identity. NWRM Discrepancy Reports, Supply Discrepancy Reports (SDR), and Engineering Investigations will be submitted as required. **(T-2)**

5.4.4. **(Added)** NSF personnel will locate legacy asset information (Code, P/N, S/N) and manually enter information not pre-populated within the PIC ADC (when available). Asset information will be verified within PIC ADC by a second Storage Facility person. **(T-2)**

5.5. **(Added) Removal from NSF and return to DLA assets no longer designated as NWRM:**

5.5.1. **(Added)** Approved NWRM List changes by HAF/A4L determines the list of NSNs to transfer to DLA storage, based on non-NWRM asset balances in the NSF reflected in AF DSS. **(T-2)**

5.5.2. **(Added)** Removal of programming designator is accomplished by AFSC/LGM e-mail coordination with Defense Logistics Information Service (DLIS) (for Federal Logistics Information System (FLIS) updates) and DLA/J4 (for DLA DSS updates), and by manual update of AF DSS. **(T-2)**

5.5.3. **(Added)** HQ AFMC/A4R will task AFSC IMs to change RIMCS data so assets will no longer be shipped to the NSF. **(T-2)**

5.5.4. **(Added)** NWRM IMs will coordinate with ESs to verify cataloging data is correct in D043. **(T-2)**

5.5.5. **(Added)** NSF personnel will develop schedule with receiving DLA activity. **(T-2)**

5.5.6. **(Added)** NSF personnel will work with DLA to physically transfer the assets. **(T-2)**

5.5.6.1. **(Added)** NSF Retail Item Manager will coordinate with AFSC/LGM to update D035K Warehouse Indicator (specifying appropriate storage in DLA facility). After the Warehouse Indicator is updated, the NSF Retail Item Manager can begin to initiate asset transfer actions in
D035K (IAW AFMCMAN 23-501 V1 D035A, D035B, RAMP and WHSL Module Data Subsystems). (T-2)

5.5.7. (Added) NSF personnel will provide a daily update of transfer progress to the NTCC. (T-2)

5.6. (Added) Receiving Property into the NSF:

5.6.1. (Added) Units will send intent to ship notification to NSF. The sending unit will confirm receipt with storage facility within two hours of transmittal. (T-2)

5.6.2. (Added) Once receipt of the intent to ship is acknowledged, the requesting unit will generate the REPSHIP and notify NSF when transportation departs the unit in route to the NSF. (T-2)

5.6.3. (Added) Upon receipt, REPSHIP documentation will be signed (an e-mail with digital signature is acceptable) by an authorized NSF supervisor or other designated individual. (T-2)

5.6.4. (Added) Items received from depot maintenance will be accepted with a bar-coded stuffer document in lieu of a DD Form 1348-1A, Issue Release/Receipt Document. (T-2)

5.7. (Added) NSF bare item visual inspection:

5.7.1. (Added) If NSN is tracked by IUID; verify IUID and RFID identifiers are present and correct. (T-2)

5.7.2. (Added) Verify DD Form 1348-1A, DD Form 1149, DD Form 1500 series conditions tags or Maintenance (MX) Stuffer documentation (NSN, P/N, quantity, Unit of Issue, S/N(s), AFTO Form 95 (if required) match assets(s) received and container markings. (T-2)

5.7.3. (Added) If discrepancies are found, process all receipt and identification discrepancies at the discretion of the NWRMAO, IAW AFI 20-110, Chap 11. (T-2)

5.8. (Added) Quality Deficiency Report (QDR):

5.8.1. (Added) Ensure frustrated QDR exhibits are secured during investigation to prevent exhibits from being lost, altered, cannibalized, or routed through a production, maintenance or operational function prior to analysis. All QDR procedures are provided in TO 00-35D-54. (T-2)

5.8.2. (Added) NSF personnel will not open a QDR exhibit to verify S/N, unless a designated/appointed Quality Assurance Specialist (QAS) is present. Upon REPSHIP notification of a QDR asset being delivered to the NSF, the Item Manager (IM) will notify the QDR Action Point (AP) and the QAS QDR lead for exhibit identification verification. Upon receipt of QDR asset NSF personnel will inform ES and IM. Note: NSF personnel will courtesy copy IM on all QDR correspondence. (T-2)

5.8.3. (Added) NSF personnel will not open an Engineering Investigation exhibit to verify S/N, unless an Engineer or ES is present. Upon REPSHIP notification of a MDR asset being delivered to the NSF, the IM will notify the Engineer or ES for exhibit identification verification. (T-2)

6.2.1.4. (Added) A separate DD Form 1348-1A will be issued for each document and serial number for non-CAS managed items. (T-2)
6.6.2. *(Added)* For shipments to non-AF activities, shipping activity will ensure in-transit records are cleared within 10 duty days of receiving receipt acknowledgement from shipping activity. *(T-2)*

6.6.2.1. *(Added)* The Global Ammunition Control Point (GACP) will ensure AFI 21-201, *Conventional Munitions Management*, procedures are developed and completed for CAS shipments to non-Air Force activities. *(T-2)*

6.7.1.2. For CAS shipment tracer actions the NTCC will work effort with shipping activity and GACP office. *(T-2)*

6.8.2. NSF receiving will also accomplish actions IAW MOA between 414 SCMS and 435 SCOS. *(T-2)*

7.1.1.1.1. If XF or XD assets (or classified XB) are removed and not replaced or reclaimed/CANNed from NWRM assets ensure guidance is followed IAW para 4.2.1.5.1. *(T-2)*

7.1.1.2.2.1. *(Added)* Depot Work orders for field level tasks and Depot Work Control Documents (WCDs) (and TO-00-25-107, Maintenance Assistance Request in Software Maintenance Group) involving NWRM will be clearly distinguished from other work orders/WCDs by electronic annotation, printing, or stamping in red, “NWRM”, at the top of the document (or in specially designated electronic field/block). *(T-2)*

7.1.1.2.2.1.1. *(Added)* S/Ns of embedded NWRM assets will be recorded on their own “child” WCD if work is going to be performed on the embedded NWRM asset. Work on embedded NWRM assets will not be performed under a “parent” WCD of the Next Higher Assembly (NHA). *(T-2)*

7.1.1.2.2.2. *(Added)* NWRM S/N tracking and reporting into REMIS is required for all maintenance workloads, to include all depot maintenance workloads, except where otherwise directed in applicable AFI 21-200 series guidance. The NHA into which an NWRM item is installed must also be reported/input to REMIS. The AFTO Form 95, Significant Historical Data will be used. *(T-2)*

7.1.1.2.3. *(Added)* Maintenance Holding Areas: If NWRM is not part of a maintenance action, but must be removed/uninstalled to perform the maintenance action, the item will be placed in a holding area (i.e., Tail Number Bins (TNB) and Facilitate Other Maintenance (FOM) areas, or NWRM holding area). All NWRM placed in TNB or FOM must be identified on the TNB or FOM inventory list. *(T-2)*

7.1.1.2.4. *(Added)* Depot Maintenance:

7.1.1.2.4.1. *(Added)* Since Depot Software Maintenance Group (SMXG) organizations do not use WCDs, TO 00-25-107, 107 does not apply to depot work, this should be an AFMC Form 202 engineering disposition instructions or a statement of work/task order will be used to record NWRM S/Ns. Since Depot Software Maintenance Group (SMXG) organizations do not use WCDs, a TO 00-25-107, engineering disposition instructions or a statement of work/task order will be used to record NWRM S/Ns. SMXG will notify the PC of all actions involving an NWRM item via e-mail if an Engineering Technical Assistance Requests is not applicable. *(T-2)*

7.1.1.2.4.2. *(Added)* When an unserviceable NWRM item is removed from a higher assembly, and there are no serviceable assets in supply, the unserviceable NWRM item may be processed
as a job route. Job routes must be approved by the IM, documented in a child WCD, with parent-child relationships maintained and supply records must be updated. Notify the MXG PC when the approval has been received and the item is ready to be routed to the repair shop. **Note:** Prior approval is required to ensure appropriate funding is allocated and systems transactions are completed before work begins. *(T-2)*

7.1.1.2.4.3. **(Added)** All removed or installed NWRM S/Ns and associated data will be input into appropriate databases/systems by the end of next duty day after completion of maintenance action. A completed AFTO Form 95, listing all missing NWRM, will be sent to the IM by the end of the following duty day. *(T-2)*

7.1.1.2.4.4. **(Added)** Receiving Assets from NSF: When receiving assets from the NSF verify DD Form 1348-1A, Issue Release/Receipt Document, and DD Form 1907 are properly annotated. Also, verify S/N(s) on documents match S/N(s) on the asset. If S/N(s) do not match or documentation is incomplete or inaccurate, contact the NSF to process a turn-in and file applicable paperwork and contact the NWRMAO or NWRM Property Custodian so the discrepancy report can be initiated. If S/N validation requires a technician to open the container, Depot maintenance will induct the asset, open the container and verify the S/N. If the S/N does not match the documentation, the asset will be turned-in by processing a DF1 and D6 transaction, annotate the S/N received and return the asset to the NSF. *(T-2)*

7.1.1.2.4.5. **(Added)** Depot maintenance will induct all received NWRM assets within 24 hours. *(T-2)*

7.1.1.2.4.6. **(Added)** NWRM in Awaiting Parts (AWP) status will be physically controlled by NSF personnel after turn-in of asset to the APSR. *(T-2)*

7.1.1.2.4.7. **(Added)** To request issue of a specific serial number, depot maintenance will input a particular value in the issue request project code field. *(T-2)*

7.1.1.2.4.8. **(Added)** Depot maintenance will place NWRM items not requiring TO directed special packing in Special Packaging Instruction (SPI) containers for final pack by NSF personnel. *(T-2)*

7.1.1.2.4.9. **(Added)** Depot maintenance will initiate a turn-in transaction by the end of the next duty day then coordinate pickup with the NSF. *(T-2)*

7.1.1.2.5. **(Added)** NWRM assets at Contract Depot Maintenance (CDM) contractor repair facilities to include repair end items and Government Furnished Property (GFP)/Loan will be managed in CAV AF IAW AFMCI 21-149, Contract Depot Maintenance (CDM) Program. *(T-2)*

7.1.1.2.6. **(Added)** Non-repair NWRM assets at contractor facilities will be managed in CAV AF IAW the CAV AF NWRM Non-repair/Refurbishment/Contractor Users Guide. Repair of NWRM assets at contractor facilities will be managed in CAV AF IAW the CAV AF NWRM Manager/Contractor Users Guide. *(T-2)*

7.1.1.2.6.1. **(Added)** The AFMC Program Office responsible for issuing/Managing a non-repair contract (non-CDM) with NWRM GFP/Loan will appoint a CAV AF Contract Monitor/Production Management Specialist as outlined in the CAV AF NWRM Non-repair/Refurbishment Contractor Users Guide. *(T-2)*
7.1.1.2.6.2. **(Added)** Depot field teams requiring or removing NWRM assets as part of their maintenance actions will follow the standard field supply ordering and turn-in procedures through the base LRS. NWRM assets will not be hand carried by depot field teams to or from any off-base location. *(T-2)*

8.1.2. The AFSC NTCC will be AFMC’s Point of Contact for World Wide Inventory data dissemination and inventory results collection. AFMC/A4R will verify the most current NWRM List is uploaded to CAV-AF SharePoint, per *para 3.10.1.* *(AFMC). *(T-2)*

8.1.3. AFSC NTCC will submit the Annual World Wide Inventory Report to HQ AFMC/A4R by 15 December. *(T-2)*

8.1.3.1. Physical inventories will be conducted as ‘blind inventories’ IAW AFI 21-201 and AFMAN 23-122. *(T-2)*

8.1.8. AFMC LRS and CAS units will upload the signed Inventory Sheet (or AM427G) and the signed certificate of inventory to the NTCC World Wide Inventory SharePoint® within 15 days of the last day of the inventory. *(T-2)*

8.1.9. AFSC will manage the reporting process to ensure MAJCOM NWRM inventory results are consolidated and reported to HQ AFMC/A4R workflow. HQ AFMC/A4R will report results to AF/A4L and info AF/A10. *(T-2)*

8.2.7.2. AFMC MAJCOM NWRM POC will review audit package for completeness/correctness and retain with inventory records. *(T-2)*

9.2. **Contractor personnel will:** Receive a copy of the official NWRM training via their NWRM PC or Program Manager. This training will come from the appropriate Center/AFMC PC. Training certification rosters will be documented by the contractor and sent to their NWRM PC, PM, and NWRMAO. Training will be accomplished on an annual basis or within 30 days of release of newly published training. *(T-2)*

10.3.1. All assets sent to organic maintenance for DEMIL will be accompanied with detailed DEMIL instructions in the special instruction field of an AFMC Form 206. If destruction procedures in the commodity T.O. are not sufficient, contact the program office via an AFMC Form 202, Nonconforming Technical Assistance Request and Reply. NWRM under a DEMIL action performed by depot maintenance will have S/Ns documented on WCDs. Work must be performed via a WCD and cannot be performed solely using the AFMC Form 206 request package. After DEMIL actions have been completed, they will be reported into REMIS by the end of the next duty day. If there is residual material after completion of NWRM DEMIL, the scrap should be turned-in under the DEMIL instructions of that NSN DEMIL code, with the weight annotated on a DD-Form 1348-1A. A copy of the DEMIL certificate (DRMS Form 145) will be provided to the IM NLT 24 hours after DEMIL and uploaded to PIC Fusion. *(T-2)*

10.3.2. AFMC activities providing DEMIL instructions to other services and contractors will ensure DEMIL instructions require DEMIL Certificates (DRMS Form 145) to be forwarded to the IM within two duty days and uploaded to PIC Fusion. *(T-2)*

11.3.1. HQ AFMC/A4/10 will determine discrepancy severity (High, Medium or Low) and report all discrepancies as outlined in this chapter. *(T-2)*

11.3.1.1. Any discrepancy that involves CAS will be co-managed by A4M and A4R. *(T-2)*
11.3.4. AFSC NTCC will submit the semi-annual summary report to HQ AFMC/A4R Workflow by the 15 of the month (April and October). (T-2)

ALLAN E. DAY, Maj Gen, USAF
Director of Logistics, Civil Engineering,
Force Protection and Nuclear Integration
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) AFMCMAN 23-501V1 D035A, D035B, RAMP and WHSL Module Data Subsystems, 11 April 2017

(Added) AFMCI 21-149, Contract Depot Maintenance (CDM) Program, 4 March 2009

(Added) DoDI 5230.24, Distribution Statements on Technical Documents, 15 October 2018

(Added) AFI 20-110, Nuclear Weapons-Related Materiel Management, 4 June 2018

(Added) TO 00-20-3, Maintenance of Processing of Reparable Property and the Repair Cycle Asset Control System, 15 August 2015

(Added) TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution, 1 September 2015

Prescribed Forms

AFMC Form 998, Condition Code Changes to NWRM Items Located in Depot Storage Facility

Adopted Forms

AFMC Form 202, Non-Conforming Technical Assistance Request and Reply
AFMC Form 206, Temporary Work Request
AFTO Form 252, Technical Order Publication Change Request
AFTO Form 95, Significant Historical Data
DD Form 1907, Signature and Tally Record

Abbreviations and Acronyms

(Added) AWP—Awaiting Parts
(Added) CIIC—Critical Item Inventory Code
(Added) COSIS—Care of Supplies in Storage
(Added) DDC—Document Data Code
(Added) DLIS—Defense Logistics Information Service
(Added) DREP—Depot Repair Enhancement Program
(Added) EEX—Excess Exception Code
(Added) EI—Engineering Investigation
(Added) ERRC—Expendability Recoverability Reparability Codes
(Added) FOM—Facilitate Other Maintenance
(Added) GFP—Government Furnished Property
(Added) IEX—Issue Exception Code
(Added) IPT—Integrated Process Team
(Added) ISMT—Information System Management Tool
(Added) JNWPS—Joint Nuclear Weapons Publication System
(Added) MICAP—Mission Capable
(Added) MOA—Memorandum of Agreement
(Added) MOV—Material Obligation Validation
(Added) NHA—Next Higher Assembly
(Added) PFST—PIC Fusion Support Team
(Added) PWS—Performance Work Statement
(Added) QAS—Quality Assurance Specialist
(Added) QDR—Quality Deficiency Report
(Added) RAMP—Requirement and Management Plan
(Added) REX—Requisition Exception Code
(Added) RFID—Radio Frequency Identification
(Added) RIMCS—Reparable Item Movement Control System
(Added) SEX—Shipment Exception Code
(Added) SMR—Source, Maintenance, Recoverability
(Added) SPR—Special Purchase Request
(Added) TM—Traffic Management
(Added) TMO—Traffic Management Office
(Added) TNB—Tail Number Bin
(Added) TRIC—Transaction Identification Code
(Added) WCD—Work Control Document
Attachment 5 (Added)

NWRM AGREEMENT MEMORANDUM

A5.1. NWRM Standard Contract Requirements.

A5.1.1. The following Requirements are to be included in all contracts involving NWRM assets and are to be placed in the contract as an attachment to the Performance Work Statement (PWS).

A5.1.2. The Contractor (to include the prime and all applicable subcontractors) shall be compliant with all aspects of AFI 20-110, NWRM Management, and the AFMC supplement applicable to contracted activities as specifically stated below. **Note:** This instruction and related AF policies are available at the following link: [http://www.e-publishing.af.mil](http://www.e-publishing.af.mil).

A5.1.2.1. Contractor Property Custodian. Contractor shall assign a NWRM Property Custodian to perform the following duties relative to NWRM assets under their control within their facilities, to include subcontract facilities.

A5.1.2.1.1. Exercise custody, care, safekeeping/security over property entrusted to his or her possession or under his or her supervision and place specific emphasis on proper recording of transactions that affect NWRM under their functional control and problems or discrepancies that may require corrective action or adjustment. Report these directly to the designated Government NWRM Accountable Officer (NWRMAO) and item manager (IM).

A5.1.2.1.2. Upon receiving a new NWRM Master Listing contractors will compare their GFE, GFM, and GFP list against the new NWRM Master List.

A5.1.2.1.3. Ensure auditable and/or accountable records are maintained, controlled, secured, and signed by appointed representatives.

A5.1.2.1.4. Manage interactions, transactions, and validate management processes to control materiel and auditable/accountable documents affecting supplies/materials within their functional processes or control.

A5.1.2.1.5. Assist the NWRMAO to conduct and reconcile inventories of all NWRM assets under the contractor’s control.

A5.1.2.1.6. Perform root cause analysis and research for any NWRM discrepancies at the request of their NWRMAO.

A5.1.2.1.7. Contractor shall provide to their NWRMAO a copy of the Property Custodian appointment letter upon completion and maintain a list of contractor personnel authorized to handle NWRM.

A5.1.2.2. Contractor Property Custodian and all contractor employees handling NWRM assets must complete NWRM Fundamentals course annually.

A5.1.2.3. Contractor shall report all NWRM shipments and receipts, repair actions and demilitarization actions within the Commercial Asset Visibility Air Force (CAV-AF) system by serial number (S/N). If the Contractor will be performing CAV-AF entries directly, the contractor shall identify two primary and two alternate personnel to be trained on CAV-AF and be responsible for all CAV-AF transactions and reporting accuracy.
A5.1.2.3.1. Contractor shall track and report all transactions and shipments of all NWRM assets by S/N at a minimum, and UII if available. If the NWRM asset moves between prime contractor and subcontractor facilities at different sites, those movements shall be tracked and reported to the IM and NWRMAO at the time the movement is initiated.

A5.1.2.4. NWRM Marking and Packaging. For all new NWRM items the contractor is marking, DFARS 252.211-7003(c)(4) shall apply. If the technical data package does not specify the marking locations/method for the UII, contractor shall notify the AF through established contractual notification procedures or the cognizant procuring contracting officer so AF personnel can provide proper instructions.

A5.1.2.4.1. Packaging and Documentation Procedures: The Contractor shall follow all procedures as defined in AFI 20-110, Chapter 4.

A5.1.2.4.2. **Note:** The Contractor shall contact the packaging specialist for the specific Stock Number with any packing questions or problems and follow specific instructions within the AFMC Form 158, *Packaging Requirements*, as included in the contract.

A5.1.2.5. NWRM Storage Management. Contractor shall maintain security and access control of facilities housing NWRM and where NWRM work is performed in accordance with Chapter 5 of AFI 20-110, in particular, provisions for indoor storage and asset segregation.

A5.1.2.6. Movement, shipment, and receipt processing: The contractor shall coordinate NWRMAO and IM, and follow movement instructions issued by the IM or Production Management Specialist (PMS) or equivalent for NWRM movements, including between prime contractor and subcontractor facilities. The DD form 1348-1A, *Issue Release/ Receipt Document*, is required for all shipments between contractor and government facilities, and between prime contractor and subcontractor facilities.

A5.1.2.6.1. The contractor shall request the Item Manager (IM) to provide specific instructions and authorize use of a manual DD form 1348-1A for shipments where the DD form 1348-1A cannot be AF system-generated. The Contractor shall use the requisition document number, provided by the IM as the Transportation control Number (TCN). The DD from 1149, Requisition and Invoice/Shipping Document, is not authorized for shipping NWRM.

A5.1.2.6.2. The contractor shall provide, in addition to standard entries on the DD for 1348-1A, a printed S/N list along with the shipping document (separate S/N listing is not required when all S/Ns are printed on the DD form 1348-1A ) and stamp the form with the statement “Classified NWRM Item” in red ink.

A5.1.2.6.3. The contractor shall ensure NWRM assets are properly packaged and marked IAW Chapter 4 of AFI 20-110 when preparing NWRM assets for shipment.

A5.1.2.6.4. The contractor shall perform shipment planning and prepare and maintain movement/shipment documents IAW the DTR, *part II* and AFI 24-203.

A5.1.2.6.5. The contractor shall accomplish NWRM transportation in-check at the time of conveyance off-load IAW AFI 24-203, Chapter 5. In the event of a discrepancy, the Contractor shall complete a Supply Discrepancy Report (SDR) IAW AFI 23-101 Chapter 5.

A5.1.2.6.6. If discrepancies are found, the contractor shall notify the shipping and receiving NWRMAO, transportation office, and DCMA via e-e-mail within 24 hours. The contractor shall follow NWRMAO or IM instructions for discrepancy reporting and documentation.
A5.1.2.6.7. If a discrepancy is found between the IM/PMS or equivalent and contractor’s inventory balance records, and the error is due to contractor’s omission or error in CAV-AF input, the contractor shall correct the CAV-AF transactions within 24 hours of notification by the owning organizations PMS or IM.

A5.1.2.6.8. Within 24 hours of receipt of NWRM, the contractor shall record receipt in CAV-AF, and notify the NWRMAO via e-mail, to include the Shipment TCN, total quantity received, and individual S/Ns as listed on the shipping document and DD Form 1500 series condition tags(s).