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SECRETARY OF THE AIR FORCE**

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Safety

**NUCLEAR SURETY STAFF ASSISTANCE
VISIT (NSSAV) PROGRAM**

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This Instruction implements Air Force Policy Directive (AFPD) 91-1, *Nuclear Weapons and Systems Surety*. This publication is consistent with AFPD 13-5, *Air Force Nuclear Enterprise*. It establishes key components of the nuclear surety program according to guidance in AFI 91-101, *Air Force Nuclear Weapons Surety Program*. This instruction assigns responsibilities and establishes procedures for conducting Nuclear Surety Staff Assistance Visits (NSSAV) and provides guidance to all levels of command participating in the NSSAV process. It applies to designated directorates, Numbered Air Force (NAF) and Center staff agencies, parent wing main operating bases when augmenting the NSSAV team, and all units participating in the NSSAV. It applies to Air Force Reserve (AFR) and Air National Guard (ANG) units participating in the nuclear mission combined with Air Force units or using Air Force aircraft. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure local instructions or supplements are created in accordance with AFI 33-360, *Publications and Forms Management*. Send major command (MAJCOM) supplements to this instruction to

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SUMMARY OF CHANGES

This revision clarified the time span within which the NSSAVs should be conducted along and clarified that NSSAV team chief will determine which MAJCOM identified write-ups require a formal root cause analysis. This revision also clarifies the requirement to assess all areas in CJCSI 3263.05, *Nuclear Weapons Technical Inspection*, and AFI 90-201, *Inspector General Activities* and incorporates new AFI 33-360, *Publications and Forms Management*, guidance to include Tier waiver requirements.

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Chapter 1

NUCLEAR SURETY STAFF ASSISTANCE VISIT PROGRAM

1.1. Scope of the Nuclear Surety Staff Assistance Visit (NSSAV) Program. The Secretary of the Air Force established the NSSAV program to assist nuclear tasked units, on a non-attribution basis, in maintaining effective nuclear surety programs. The NSSAV is an opportunity to receive assistance from experienced headquarters personnel who write nuclear surety policy and guidance. It is not an inspection nor is it intended to prepare units to pass Nuclear Surety Inspections (NSI). NSSAV will not give a rating, score, grade, or assessment statements about units, however if the NSSAV team identifies significant observations, they can recommend that the wing conduct root cause analysis of each significant observation and provide results to the NSSAV lead division or team chief. NSSAV team chief will determine which MAJCOM identified write-ups require a formal root cause analysis. Assessment statements will be limited to processes and procedures. Attachment 2 outlines typical areas observed during an NSSAV. Wing commanders may use the NSSAV results to strengthen the unit Nuclear Surety Program. MAJCOMs will designate a division (lead division) as Office of Primary Responsibility (OPR) for the NSSAV program to include root cause analysis follow up. This division will coordinate with other HQ divisions on nuclear surety staff assistance visit policy issues and guidance. Applicable HQ staff agencies act as offices of collateral responsibility (OCR). The NSSAV also provides an opportunity for resolution and clarification of issues between the unit and headquarters functional managers. The objective is threefold:

- 1.1.1. Determine if higher headquarters guidance is adequate and clear.
- 1.1.2. Provide feedback to the wing commander on whether the unit is properly applying sound procedures to implement Nuclear Surety guidance.
- 1.1.3. Provide situational awareness on command nuclear surety to senior leadership in the form of an NSSAV executive summary and annual crossfeed report.

1.2. Assistance Areas. NSSAV team assesses all areas included in CJCSI 3263.05, *Nuclear Weapons Technical Inspection*, and AFI 90-201, *Inspector General Activities* as supplemented. Additional areas may be assessed by MAJCOM staffs as time permits or when requested by MAJCOM/CC or wing leadership. At Joint Bases where USAF is a supported component, installation support is a sister service responsibility and USAF may not control elements of the Nuclear Surety program at that installation. NSSAV team will either include sister service members to evaluate supporting processes and procedures, or forward team observations to the Joint Base chain of command.

1.3. Method of Assessment.

- 1.3.1. For Technical Operations, NSSAV team members will select maintenance teams for each specific technical operation based on team/crew integrity.
- 1.3.2. Team integrity for the weapons load crews will be maintained IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, and AFI 21-202, *Missile Maintenance Management*, requirements. To demonstrate their knowledge and proficiency, they will normally be tasked to perform at least one evaluation of a maintenance operation within their

area of responsibility. Loading Standardization Crews and Squadron Lead Crews will be observed by the NSSAV team.

1.3.3. For Weapon Security, NSSAV functional area experts will use performance based methodology to determine whether a unit meets the Nuclear Weapons Security Standard (NWSS). They will observe the integrated execution of security actions and response (performance), and compliance with technical criteria, as applicable. They will observe execution of applicable plans and Tactics, Techniques and Procedures (TTPs). They will assess the effectiveness of active/passive defenses, deployed delay/denial systems, and other technology. They will assess the use of available options to deny unauthorized access to nuclear weapons. If denial is not achieved, the ability to prevent the loss, theft, damage or destruction of nuclear weapons will be assessed. NSSAV functional area members will develop or validate wing planned exercises are realistic scenarios to determine the wing's ability to meet the NWSS. NSSAV team will assess the adequacy of and compliance with approved compensatory measures for MAJCOM approved security deviations.

1.3.4. Random nuclear surety testing will be administered, as per AFI 91-101, to a minimum of 25 percent of available personnel certified under the Personnel Reliability Program in the wing/unit (i.e. not on TDY/leave).

1.3.5. A minimum of 5 percent of personnel and medical PRP records will be reviewed for compliance with governing DoD and AF guidance. NSSAV team will review the administrative qualifications, certification, continuing evaluation, removal from PRP duties, return to duty, and training and management processes, using record reviews to substantiate above processes employed by the unit. PRP processes, not records reviews will be the primary focus.

1.3.6. Command Post Controller and COMSEC TPC Team Member closed book testing will be administered at bases with a strategic (USAFE: Non-Strategic Nuclear Forces Command Post) tasking to 80 percent of available certified controllers and COMSEC TPC Team Member (i.e. not on TDY/leave or just ending a 12-hour CP shift).

1.3.7. MAJCOMs will determine additional items to be observed during the NSSAV based upon wing commander input, NAF input and on unique mission requirements.

1.3.8. For Active and Classical Associate/Total Force Integration (TFI) units, the active duty unit will have responsibility for the associate/TFI unit outlined in this instruction. For Reserve Association/TFI units, the active duty unit will have responsibility for the Reserve Associate/TFI unit outlined in this instruction.

1.4. NSSAV Trip and Event Scheduling.

1.4.1. The lead division schedules all unit NSSAVs and coordinates with appropriate MAJCOM agencies. These visits should occur 12 to 14 months after each unit's last NSI. This interval provides a mid-course assessment point between no-notice NSIs while minimizing the probability of an NSI occurring prior to a scheduled NSSAV. For example, if an NSI occurs in Jul 12, the next NSSAV should be scheduled between Jul-Nov 13. SAV scheduling should follow Gatekeeper rules IAW 90-201. The only exception to this scheduling guidance is when a wing commander requests an NSSAV. Exception: USAFE may deviate from this schedule as required to accommodate host nation requirements and the Functional Expert Visit Program.

1.4.2. MAJCOMs will provide a notification message to the NAF/Center and unit 60 days prior to the planned visit confirming NSSAV date, lead division point of contact (POC), billeting, transportation and team work center requirements (provide an info copy to the installation-owning MAJCOM if NSSAV is for a tenant unit). Units will appoint an NSSAV POC and forward the name to the MAJCOM within one week of receiving the notification message.

1.4.3. Units will locally coordinate and provide inputs on a proposed NSSAV Sequence of Events (SOE). Units will send a draft SOE to the MAJCOM NLT 40 days prior to the scheduled visit. MAJCOMs will ensure the proposed SOE fulfills NSSAV requirements and coordinate the proposed SOE within the staff. NSSAV team members will coordinate functional area specific scheduling requirements with their unit POCs. A confirmed SOE will be completed by the unit and submitted to the MAJCOM NLT 14 days prior to NSSAV team arrival. After the visit and events SOE is confirmed, any scheduling conflicts must be immediately brought to the attention of the MAJCOM NSSAV POC for resolution.

1.5. NSSAV Funding. MAJCOMs will advocate for an adequate annual budget and manpower to fund all TDY costs associated with providing NSSAV visits to all nuclear wings within 12-14 months after a full NSI. The NSSAV budget should be managed by the lead division. MAJCOMs will determine guidance for compensation of civilian NSSAV team members working overtime during the visit.

1.6. NSSAV Team Composition and Requirements.

1.6.1. MAJCOMs will determine the required size of NSSAV teams. NSSAV team members are drawn from applicable MAJCOM and ANG staff agencies. When necessary or desired, other units and/or organizations may augment the team. MAJCOMs will determine the priority for units from which to draw augmentees. Actual NSSAV team size, composition, and requirements will vary according to base and assigned nuclear mission. The team should consist of a cross-functional areas and commands that contribute to nuclear surety at the wing receiving the NSSAV. MAJCOMs will determine team composition for each base that receives an NSSAV. Team Composition will include members of the ANG when NSSAV involves ANG personnel and assets.

1.6.2. The division chief of the lead division will normally be the NSSAV team chief. MAJCOMs may designate other personnel as NSSAV team chiefs where appropriate (i.e. limited NSSAVs, division chief availability, etc).

1.6.3. If available, host wings will provide on base billeting for NSSAV team members. Off base billeting for military members must be approved by the team chief prior to team arrival.

1.6.4. Government owned vehicles will be provided for team member transportation. MAJCOMs will determine standard requirements. EXCEPTION: At USAFE MUNSS sites, HQ USAFE will establish vehicle requirements for NSSAV team members.

1.6.5. MAJCOMs will determine work center requirements. This work center will be accessible to NSSAV team members at all times.

1.7. NSSAV Duration and Meetings. MAJCOMs will determine the duration of NSSAVs based on mission requirements. Direct interaction between team chief, all team members, the

wing or unit commander and respective staff is highly encouraged to ensure the NSSAV efficiently accomplishes its objectives.

1.7.1. The NSSAV team should receive an in brief from the host wing or unit commander and key staff. This in brief will normally include:

1.7.1.1. Unit mission brief for NSSAV team members.

1.7.1.2. Any local condition and safety briefings required by the unit (if not accomplished upon NSSAV team arrival).

1.7.2. The NSSAV team chief may provide a formal in brief to the host wing or unit commander.

1.7.3. The team chief conducts an out brief with the wing or unit commander and designated unit staff. The out brief location is determined by the wing commander.

1.7.4. Time permitting, functional team leads should conduct an out brief with the appropriate unit commander.

1.8. Unit Preparation. Units should execute self-inspection checklists in reviewable areas prior to the arrival of the NSSAV Team. This will allow NSSAV members to assist in resolving any problems found and serves as a check on completeness of the wing's self-inspection checklists.

1.8.1. Units will provide a copy of their simulations/deviations to the NSSAV team NLT 30 days prior to the scheduled visit. The NSSAV team chief(s) will approve/disapprove simulations at least seven days before the visit commences. (T-1).

Chapter 2

NUCLEAR SURETY STAFF ASSISTANCE VISIT SUMMARY

2.1. NSSAV Report.

2.1.1. NSSAV reports assist the units in identifying strengths and areas for improvement in order to enhance overall nuclear surety effectiveness. Identified deficiencies will reference governing instructions and guidance (i.e. AFI, MAJCOM Instructions, T.O., USSTRATCOM Publications, etc.) NSSAV reports will be classified IAW CJCSI 3263.05 Enclosure F, para 2.

2.1.2. The NSSAV team project officer uses inputs provided by each functional team member to build the report in accordance with the contents listed at Attachment 2. The NSSAV team chief will provide a draft copy of the NSSAV report to the wing commander prior to the team's departure and provide a copy to the lead division upon return to the staff location. The authority for further distribution resides with the wing and/or MAJCOM/CC. The Air Force Safety Center, AF/A10, MAJCOM Directorates and Special Staff, Associate/TFI MAJCOM, NAF/Center CCs will receive a semi-annual crossfeed report NLT 1 April and 1 October each calendar year. The report will include a sanitized listing of significant observations, observations, recommended improvement areas, and strengths/techniques identified in the NSSAV reports. The lead division retains an office record copy on file, and has the option to distribute detailed reports outside of the division with the approval of the MAJCOM/CC. To preserve NSSAV program integrity, the report will not be distributed to the Inspector General (IG) but, report contents may be shared with the IG if approved by the unit commander. Additionally, to preserve program integrity, NSSAV team members will not be used as IG augmentees at a wing/unit where they have performed an NSSAV in the past 12 months. (T-1).

2.1.3. Team members include all safety, security and weapon system reliability related observations in the detailed report. Observations will be referenced by published guidance, with paragraph number to maximum extent possible. Overall and sub-area ratings are not assigned. Observations are classified in the following categories:

2.1.3.1. **STRENGTH** - An observation that highlights strong processes, knowledge, or performance.

2.1.3.2. **SIGNIFICANT OBSERVATION** - Any deficiency having or likely to have a major negative effect on the nuclear weapons mission of the activity.

2.1.3.3. **OBSERVATION** - Any deficiency not meeting, having or likely to have a major negative effect on the nuclear weapons mission of the activity, but requires corrective action.

2.1.3.4. **RECOMMENDED IMPROVEMENT AREA** - These leave behinds are suggestions to improve a process (Does not require referencing governing instruction or guidance).

2.1.4. MAJCOMs will determine the guidance for recognizing Superior Performers.

2.2. MAJCOMs will determine any tracking requirements and the need for follow-up reports on any observations identified during Nuclear Surety Staff Assistance Visits.

2.3. Crossfeed Reports. Lead division will publish semi-annual Nuclear Surety Crossfeed Trends and Analysis Report. These reports will identify deficiencies and their associated root cause(s) and corrective action(s), but will not attribute the deficiency to a particular wing. NSSAV crossfeed reports will be classified IAW CJCSI 3263.05, Enclosure F, para 2. (T-1).

2.3.1. Semi-Annual Crossfeed reports will be distributed to MAJCOM/CC, MAJCOM NSSAV Division Leads, NAF/Center CCs, AFSEC/SEW, and all subordinate units at which NSSAVs occur NLT 1 April and 1 October each calendar year. In addition, lead division will provide these semi-annual (CY) Crossfeed report NLT 1 April and 1 October each calendar year to other MAJCOMs having a nuclear surety mission, MAJCOM A10 and HAF A10 and MAJCOM A9 for posting in a nuclear surety lessons learned database. (T-1).

2.3.2. MAJCOMs will determine an appropriate forum for discussing NSSAV-highlighted trends on an annual basis.

Chapter 3

ROLES AND RESPONSIBILITIES

3.1. MAJCOM HQ will:

- 3.1.1. Designate a directorate/division/special staff as the lead division for NSSAV activity on the MAJCOM staff.
- 3.1.2. Provide guidance to lead division as overall administrator of the NSSAV process.
- 3.1.3. Ensures the lead division centrally manages budgets and administers funds associated with the NSSAV program.

3.2. Lead Division:

- 3.2.1. Administers and provides NSSAV program oversight.
- 3.2.2. Ensures all procedures necessary to effectively govern the NSSAV program remain current.
- 3.2.3. Ensures team chiefs are appointed and MAJCOM trained for each NSSAV.
- 3.2.4. Appoints an NSSAV Program Manager.
- 3.2.5. Publishes annual NSSAV Crossfeed Trends and Analysis Report. (T-1).

3.3. NSSAV Program Manager:

- 3.3.1. Provides management and oversight of the NSSAV program.
- 3.3.2. Plans, organizes, coordinates, and directs activities affecting the NSSAV program.
- 3.3.3. Develops, coordinates and distributes the annual NSSAV SOE and makes changes as they occur.
- 3.3.4. Provides NSSAV fund cite and Defense Travel System (DTS) Line of Accounting authorization to NSSAV team members.
- 3.3.5. Tracks SIGNIFICANT OBSERVATION for trend analysis as required.
- 3.3.6. Maintains the following information:
 - 3.3.6.1. Lists of all NSSAV locations.
 - 3.3.6.2. Lists of key personnel assigned to each location.
 - 3.3.6.3. NSSAV report archive for each location.
- 3.3.7. Authors, consolidates MAJCOM functional organizations' inputs and distributes NSSAV Annual Crossfeed Trends and Analysis Report using the previous year's NSSAV reports as source data.

3.4. NSSAV Team Chiefs:

- 3.4.1. Provide overall direction for the NSSAV.
- 3.4.2. In conjunction with the NSSAV program manager, ensure the size and composition of the NSSAV team and the scope of the NSSAV meets unit needs.

- 3.4.3. Conduct an NSSAV team pre-departure meeting.
- 3.4.4. Ensure the NSSAV team completes the detailed report as outlined in this instruction.
- 3.4.5. Assess senior leadership and key personnel involvement in each unit process during the NSSAV.
- 3.4.6. Ensure all team members have proper security clearances.
- 3.4.7. Ensure an advance copy of the entry authorization list is transmitted to the wing prior to the team's arrival.
- 3.4.8. Designate team project officer.
- 3.4.9. NSSAV team chief/members should attend the NSI Inspector training course.

3.5. MAJCOM Functional Organizations. Provide qualified personnel for the NSSAV team. The team may be augmented by qualified personnel from other MAJCOM units if MAJCOM personnel are not available. Ensure personnel are qualified on pertinent nuclear weapons systems.

3.6. NSSAV Team Project Officer. Performs duties as assigned by NSSAV team chief.

3.7. NSSAV Team Members will:

- 3.7.1. All members must ensure they have travel orders, military identification, and Air Force restricted area badges (if applicable), before they depart for the NSSAV location. NSSAV team members will:
- 3.7.2. Examine applicable portions of the proposed SOE to ensure all desired scenarios are presented in logical sequence and that the timing is correct.
- 3.7.3. Review pertinent section(s) of prior year's NSSAV/NSI report.
- 3.7.4. Attend NSSAV planning meeting(s) (as required) and NSSAV team pre-departure meeting.
- 3.7.5. Provide a copy of DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, to the NSSAV POC at least 5 duty days before departure and a copy of the DD Form 1351-2, Travel Voucher or Sub-voucher, within 5 duty days of return. Electronic copies of the forms from Defense Travel System (DTS) are preferred.
- 3.7.6. Compare each NSSAV consistently against a NWTI formal checklist or list of objectives. General objectives should focus on unit training, self-inspection, compliance with DoD, USAF and MAJCOM directives, public law (safety and security) and the ability of the unit to accomplish its assigned mission.
- 3.7.7. Document and submit NSSAV observations to the project officer for report consolidation at designated date and time.
- 3.7.8. Remain through NSSAV completion and out brief unless approved for early departure by the NSSAV team chief.
- 3.7.9. Members operating a GOV must possess a valid state driver's license and AF Form 2293, US Air Force Motor Vehicle Operator Identification Card.

3.8. Unit Responsibilities. Units will:

3.8.1. Provide a unit point of contact (POC) to NSSAV Program Manager within one week of initial notification. This position serves as the wing or unit liaison and provides the following support (T-1):

3.8.1.1. Provide Program Manager the draft NSSAV SOE at least 40 days prior to the visit, using the report topics as outlined in Attachment 2 as a starting point. (T-1).

3.8.1.2. Assist with billeting and transportation arrangements, as required.

3.8.1.3. Provide a work center, to include stand alone classified/SIPRNET computer processing and printing capability, for the NSSAV team, and any additional administrative and communications support, as required.

3.8.1.4. Ensure host wing and unit security forces personnel receive the site access message and an EAL is processed for the team prior to the start of an NSSAV.

3.8.1.5. Coordinate NSSAV out brief scheduling and location.

KURT F. NEUBAUER
Major General, USAF Chief of Safety

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

DoD 5210.42-R/AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*, 13 Nov 2006, incorporating through Change 2, 2 Nov 2010

AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 18 Feb 2011, including through Change 2, 12 Oct 2012

AFPD 13-5, *Air Force Nuclear Enterprise*, 6 Jul 2011

AFPD 90-2, *Inspector General--The Inspection System*, 26 Apr 2006

AFPD 91-1, *Nuclear Weapons and Systems Surety*, 13 Dec 2010, certified current 28 Jan 2013

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 2012, incorporating through Change 4, 19 Apr 2013

AFI 21-202V1, *Missile Maintenance Management*, 4 Nov 2009, incorporating Change 1, 20 Oct 2011

AFI 21-202V2, *Missile Maintenance Management*, 6 Nov 2009, incorporating Change 1, 20 Oct 2011

AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 30 Nov 2009, incorporating through Change 4, 23 Oct 2012

AFMAN 23-110, *USAF Supply Manual*, 1 April 2009, incorporating through Change 3, 15 Mar 2013

AFI 31-401, *Information Security Program Management*, 1 November 2005, incorporating through Change 2, 30 Jan 2013

AFI 33-360, *Publications and Forms Management*, 7 Feb 2013, including Change 1, 11 Apr 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 90-201, *The Air Force Inspection System*, 23 Mar 2012, incorporating through Change 3, 13 Feb 2013

AFI 91-101, *Air Force Nuclear Weapons Surety Program*, 13 Oct 2010, incorporating through Change 3, 28 Sep 2011

CJCSI 3263.05, *Nuclear Weapons Technical Inspection System*, 4 June 2010

CJCSI 3260.01C, *Joint Policy Governing Positive Control Material and Devices*, 30 June 2011

Adopted Forms

AF Form 847, Recommendation for Change of Publication

DD Form 1351-2, Travel Voucher or Sub-voucher

DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel.

Abbreviations and Acronyms

AFI—Air Force Instruction
AFR—Air Force Reserve
ANG—Air National Guard
AFMAN—Air Force Manual
CCC—Combat Crew Communications
CJCSI—Chairman, Joint Chiefs of Staff Instruction
CP—Command Post
CY—Calendar Year
DOD—Department of Defense
DTS—Defense Travel System
EAL—Entry Authorization List
GOV—Government Vehicle
HAF—Headquarters Air Force
HQ—Headquarters
ID—Identification
IDS—Intrusion Detection Systems
LAN—Local Area Network
MAJCOM—Major Command
NAF—Numbered Air Force
NCOP—Nuclear Control Order Procedures
NLT—No Later Than
NSSAV—Nuclear Surety Staff Assistance Visit
NSI—Nuclear Surety Inspection
NWSS—Nuclear Weapons Security Standard
OCR—Office of Collateral Responsibility
PNAF—Prime Nuclear Airlift Force
POC—Point of Contact
PRP—Personnel Reliability Program
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
SCAMP—Single Channel Anti-jam Man-Portable

SOE—Schedule of Events

SSN—Social Security Number

STRAT—EA-United States Strategic Command Emergency Action

TBD—To Be Determined

TDY—Temporary Duty

TMO—Traffic Management Office

TO—Technical Orders

TTP—Tactics, Techniques and Procedures

USAF—United States Air Force

WSA—Weapons Storage Area

Attachment 2

NUCLEAR SURETY STAFF ASSISTANCE VISIT REPORT FORMAT

MAJCOMs will determine which sections of the standardized format apply to their unique mission requirements. This list is not all-inclusive, and MAJCOMs are encouraged to focus on additional areas identified as trends within the MAJCOM or specifically requested by the wing commander. MAJCOMs will adhere to the following format to the maximum extent practical to improve standardization across the USAF.

A2.1. Executive Summary.

- A2.1.1. Management.
- A2.1.2. Operations.
- A2.1.3. Personnel Reliability Program (PRP). (Note 3)
- A2.1.4. Nuclear Surety Program.
- A2.1.5. *Civil Engineers. (Note 3)
- A2.1.6. Munitions/Maintenance.
- A2.1.7. Nuclear Security. (Note 3)
- A2.1.8. Intrusion Detection System (IDS) Maintenance. (Note 3)
- A2.1.9. Nuclear Weapons Loading and Mating Exercise.
- A2.1.10. Recapture/Recovery Exercise.
- A2.1.11. Special Assignment Airlift Mission (SAAM).
- A2.1.12. Vehicle Management. (Note 3)
- A2.1.13. Emergency Response
- A2.1.14. Outstanding Performers.

A2.2. Operations.

- A2.2.1. Nuclear Control Order Procedures (NCOP).
 - A2.2.1.1. Command Post NCOP.
 - A2.2.1.2. Aircrew/Missile Crew NCOP.
- A2.2.2. Aircrew/Missile Crew Nuclear Operations.
 - A2.2.2.1. Combat Mission Folders (CMFs).
 - A2.2.2.2. Positive Control Documents.
 - A2.2.2.3. Coded Switch Procedures.
 - A2.2.2.4. Missile Crew Weapon System Procedures
 - A2.2.2.5. Missile Control Procedures
- A2.2.3. Command Post Security. (Note 3)

A2.2.4. Top Secret Control Accounts (TSCA).

A2.2.5. Single Channel Anti-Jam Man-Portable (SCAMP) Operations.

A2.2.5.1. Fixed Site SCAMP (FSS) Operations.

A2.2.5.2. Mobile SCAMP Operations.

A2.2.6. Combat Crew Communications.

A2.2.6.1. Safe Passage Procedures.

A2.3. Personnel Reliability Program (PRP).

A2.3.1. Force Support Squadron (FSS), PRP Satellite Offices, and Unit Programs. (Note 3)

A2.3.2. Medical Treatment Facility Support. (Note 3)

A2.4. Nuclear Surety Program.

A2.4.1. Program Management.

A2.4.2. Inspection Program.

A2.4.3. Nuclear Surety Training.

A2.4.4. Nuclear Weapon Access/Two-Person Concept

A2.4.5. Miscellaneous Programs.

A2.5. Civil Engineers. (Note 3)

A2.5.1. Operations

A2.5.1.1. Lightning Protection, Static Bonding, and Grounding.

A2.5.1.2. Emergency Backup Power.

A2.5.1.3. Nuclear Hoists.

A2.5.1.4. Blast Door Inspection

A2.5.1.5. Earthened Igloo Program

A2.5.1.6. Nuclear Haul Routes

A2.5.1.7. Facility Maintenance and Upkeep

A2.5.2. Explosive Ordnance Disposal (EOD).

A2.5.2.1. Management.

A2.5.2.2. Render Safe/Continuation Procedures.

A2.5.2.3. Emergency Response.

A2.6. Munitions

A2.6.1. Management.

A2.6.2. Stockpile and Housekeeping.

A2.6.3. Key and Lock Management.

A2.6.4. Tools, Test, Tiedown and Handling Equipment.

A2.6.5. Technical Operations.

A2.6.6. Munitions Control.

A2.6.7. Nuclear Weapons Loading and Mating.

A2.6.8. Supply Support. (Note 3)

A2.7. Nuclear Security.

A2.7.1. Operations.

A2.7.2. Administration.

A2.7.3. Training and Resources.

A2.7.4. Standardization/Evaluation.

A2.7.5. Response Force Exercise.

A2.8. Intrusion Detection System (IDS) Maintenance. (Note 3)

A2.9. Nuclear Weapon Loading and Mating Exercise.

A2.10. Recapture/Recovery Exercise.

A2.11. Prime Nuclear Airlift Force (PNAF).

A2.12. Logistics Readiness. (Note 3)

A2.12.1. Material Management

A2.12.2. Deployment and Distribution

A2.12.3. Vehicle Management

A2.13. AF MGA Emergency Exercises. NOTE 4:

A2.14. Outstanding Performers.

NOTE 1: Order categories in each section as follows:

Strength

Repeat Significant Observation

Significant Observation

Repeat Observation

Observation

Recommended Improvement Areas

NOTE 2: Observation (with references) will include:

Impact.

Recommendation.

NOTE 3: At a Joint Base where AF is a supported service, these functions are performed either partially or wholly by the sister service for the AF mission. In reference to Joint Bases, the EOD

function is considered mission support. Where AF EOD is assigned at non-lead joint bases and the nuclear mission is primarily AF, the AF EOD flight will respond as the initial response force (IRF)

NOTE 4: Emergency Exercises along with sub areas IAW AFI 90-201, para 4.11.3. Emergency Exercises (e.g. Command Disablement, Emergency Response, DRF, SF, Munitions/Maintenance....)

Attachment 3

PREPARING FOR NSSAV

Figure A3.1. NSSAV Preparation Guide. This guide is to assist with NSSAV preparation. MAJCOMs may deviate from this guide as required to meet their requirements.

	START	FINISH
INITIAL NOTIFICATION/SOE PREP:	T-60	T-45

Send “formal” visit message to the unit and info copy the NAF/Center and host MAJCOM (as required).

Note: Verify NSSAV dates with a POC from the unit prior to formal visit message.

Determine unit contact (i.e. POC).

Ensure unit POC begins coordination on the draft Sequence of Events (SOE). (They will usually use prior year’s schedule as a starting point).

Determine team chief. Notify team chief of NSSAV dates.

Update/Verify appropriate MAJCOM Functional Organization list.

Notify MAJCOM Functional Organizations of the NSSAV date and request team member names, vehicle requirements, and any other special requests (e.g. SF support items).

Update appropriate MAJCOM long range schedules.

Schedule conference room for pre-departure briefing.

TEAM SUPPORT:	T-45	T-25
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Get team member names from the staff. Required information: Full Name as it appears on Restricted Area Badge (or military ID), Rank, Last six digits or DoD Identification Number consistent with government-issued identification (Common Access Card, etc), restricted area badge number, Unit Designation (as listed on line badge), Security Clearance and Access Codes. Ensure documents created with this information are marked FOUO and contain the Privacy Act Statement.

For personnel shortages, have appropriate functional area arrange for augmentees. Request NAF/Center augmentees if necessary. Request email address for augmentees in addition to standard team member personal information.

Send team roster, vehicle needs and special requests to the unit POC so that they can begin making billeting/vehicle/work center arrangements. Update any subsequent changes with POC as

they occur. Find out if team will be staying on or off base. Request wing key personnel roster and base map.

Make travel arrangements for MAJCOM team members (Travel /Aircraft Validation).

Email team roster/Organizational Defense Travel Administrator (ODTA) fund authorization letter to NSSAV team members for order preparation.

Email travel information, itinerary, per diem costs, pre-departure briefing time/location and any miscellaneous information to local team members. Have them arrange TDY orders.

Send team travel info, fund cite/ODTA fund authorization letter and approximate travel/per diem costs to augmentees. Have them make their arrival times as close to the team arrival times as possible, so the base can pick everyone up together. Have them create their own orders.

SOE COORDINATION:	T-40	T-30
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Receive draft SOE from wing POC.

E-mail draft SOE to team members for review/input.

Coordinate SOE with other MAJCOMs if conducting multi-MAJCOM NSSAV.

Compile SOE inputs/recommendations/changes.

TRIP PREPARATION ACTIONS:	T-20	T-10
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Re-confirm travel, billeting, and transportation arrangements.

Arrange bus transportation to/from airport as required.

Receive travel verification/itineraries from augmentees.

Finalize the SOE with the unit and send to all team members.

Generate EAL for review at pre-departure briefing. Ensure EAL is marked FOUO and contains the Privacy Act Statement. Have team chief sign first sheet.

Prepare laptop computer and/or disk for the visit.

Update the pre-departure briefing with pertinent info.

Verify conference room date/time NLT 7 days prior to briefing.

TEAM CHIEF BOOK:	T-14	T-3
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Build/present team chief book NLT the day before the brief. Include: team roster, EAL, SOE, wing key personnel list, base map, unit observation forms, travel itinerary, inbrief, draft out brief, draft report, AFI 90-201 and MAJCOM supplements, AFI 91-121, and a copy of the unit's previous NSSAV report.

TEAM DOCUMENTS:	T-14	T-3
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Assemble team member documents. Include: finalized SOE, unit/team member observation forms, outstanding performer forms, team roster, wing key personnel list, pre-departure briefing, draft out brief, draft report, AFI 90-201 and MAJCOM supplements, AFI 91-121, and anything else that might be useful.

PRE-DEPARTURE BRIEF:	T-3	T-3
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Email out team documents.

Present briefing and address any outstanding issues.

Have team members review EAL for correctness.

CONDUCT NSSAV	T-0	T+5
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POST TDY ACTIONS:	T+6	T+25
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Send out Augmentee "Thank You" letters from lead division.

Send SIGNIFICANT OBSERVATION message to wing, listing a MAJCOM POC for each SIGNIFICANT OBSERVATION (usually the NSSAV team member that authored the observation in the NSSAV Report).

SIGNIFICANT OBSERVATION RESOLUTION:	T+6	T+60
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Receive NSSAV SIGNIFICANT OBSERVATION resolution message from wing.

SIGNIFICANT OBSERVATION RESOLUTION MAJCOM COORDINATION:	T+60	T+90
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Forward resolution message to appropriate MAJCOM POCs.

When MAJCOMs determine tracking and follow up reports are required, the following actions will be taken: Forward resolution message to appropriate MAJCOM POCs. Once all MAJCOM POCs are satisfied that the wing's corrective action address the root cause of the discrepancy, the lead division will forward a message to the wing to confirm that all SIGNIFICANT OBSERVATIONS have been closed.