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Maintenance

WEAPONS MOVEMENTS

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*, and provides guidance on weapons handling and movements for receipt, shipment and Weapon Storage and Security System (WS3) to WS3 transfers of hazardous cargo at Incirlik Air Base, Turkey. Maintain and dispose of records created as a result of prescribed processes In Accordance With (IAW) Air Force Manual 33-322, *Records Disposition Schedule*.

SUMMARY OF CHANGES

This document updates local firefighting procedures. Personnel are urged to carefully review the entire text to ensure all actions are implemented. Also, the 728 Air Mobility Squadron (AMS) is no longer tasked to support logistics moves. Procedures for Stockpile Emergency Verifications and Semiannual Inventory Reports (SIR) have been added as well as samples of local SIR procedures, a sample Verifying Officer's briefing and sample audit officer's briefing.

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- 5.1. Given the destructive and dangerous nature of fires within a munitions area, it is imperative that all personnel act as expeditiously as possible. 19
- 5.2. Notify the 39 CES Fire Department of the PAS number, fire symbol, and specific type/line number and quantity of munitions involved 19
- 5.3. If the fire does not involve the WS3, make every attempt to lower the vault to prevent the fire from reaching the weapon. 19
- 5.4. If the fire involves an electrical source, turn off master switches supplying power. ... 19
- 5.5. Open PAS door to provide access for 39 CES Fire Department personnel. 19
- 5.6. Notify posted 39 SFS personnel either directly or by contacting the 39 SFS CSC. . 19
- 5.7. Dispatch a qualified individual to brief the arriving fire response force on details of the emergency. 19
- 5.8. Ensure all personnel assigned to perform operations or weapons/vault maintenance. 19

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Chapter 1

LOGISTICS MOVEMENT

1.1. 39 ABW Responsibilities.

1.1.1. 39 ABW/CC will:

1.1.1.1. Ensure United States Air Forces in Europe (USAFE) and Air Mobility Command (AMC) are notified when any aircraft carrying weapons or weapon components lands without prior notification.

1.1.1.2. Chair the Close Watch brief. This is a Special Assignment Airlift Mission (SAAM) logistics briefing which, under normal conditions, should occur 5 days prior to the movement.

1.1.1.3. Provide priority support to aircraft involved in the logistical movement of weapons or weapon components, as outlined in the Close Watch briefing, to include:

1.1.1.3.1. Priority air traffic and ground handling.

1.1.1.3.2. Ground servicing and maintenance.

1.1.1.3.3. Security support.

1.1.1.3.4. Aircrew transportation.

1.1.1.3.5. Lodging.

1.1.1.3.6. Messing.

1.1.1.3.7. Fire Department.

1.1.1.3.8. Fuels.

1.1.1.3.9. Mobile maintenance, if necessary.

1.1.1.4. Appoint an On-Scene Coordinator (OSC).

1.1.1.5. Grant permission for convoy movement.

1.1.1.6. Ensure checklists are established IAW Air Force Joint Instruction (AFJI) 11-204, *Operational Procedures For Aircraft Carrying Materials*.

1.1.1.7. Provide suitable areas, adequate ground support equipment, and qualified/certified ground personnel for security, parking, loading and offloading of an aircraft carrying hazardous cargo.

1.1.2. **39 ABW OSC** IAW AFJI 11-204, will be a colonel or the most senior ranking officer available and will:

1.1.2.1. Have 39 ABW/CC authority to resolve problems, set priorities and direct employment of resources.

1.1.2.2. Have a direct means of communicating with 39 ABW CP.

1.1.2.3. Understand the mission sequence of events.

1.1.2.4. Anticipate and correct problems before they adversely impact the mission.

1.1.2.5. Identify himself/herself to the aircraft commander, courier and local support element personnel. Introduce the major local support element personnel (39 SFS, Logistics Movement Manager, 39 MXS Munitions Operations Element representative).

1.1.2.6. Solely perform OSC functions during the operation.

1.1.2.7. Elevate appropriate problems to the 39 ABW/CC.

1.1.2.8. Collect data and provide feedback to appropriate agencies.

1.1.2.9. Attend the Close Watch briefing.

1.1.2.10. Ensure all personnel in direct support of the mission remain in-place for 60 minutes for Inter-Theater missions and 30 minutes for Intra-Theater missions after aircraft departure in case of an air abort.

1.1.3. **39 ABW CP will:**

1.1.3.1. Notify 39 MXS Munitions Control and 39 SFS Central Security Control (CSC) of any significant developments, deviations or abnormal conditions affecting the convoy.

1.1.3.2. Receive request for permission to roll from 39 SFS CSC.

1.1.3.3. After receiving requests from 39 SFS CSC, request approval to roll from 39 ABW/CC.

1.1.3.4. Pass approval of convoy movement to 39 SFS CSC, 39 MXS Muns Control and OSC.

1.1.3.5. Pass convoy start and complete time to 39 ABW Commander.

1.1.4. **39 ABW Safety**

1.1.4.1. Ensure no Electro-Magnetic Radiation (EMR) hazards are present to affect the operation.

1.1.4.2. Provide OSC training within 30 days of appointment IAW AFI 91-101, USAFE Sup 1.

1.1.4.3. 39 ABW/SEW will provide on-scene support for SAAM ops when manning is available.

1.1.5. **39 OS.**

1.1.5.1. 39 OS/CC will:

1.1.5.1.1. Ensure all flying units are aware of the designated Safe Haven area (identified in the Close Watch brief) and that these areas are cleared of all aircraft for the duration of the movement.

1.1.5.2. Deconflict flying operations to avoid logistics movement impact to include publishing advisory on Automatic Terminal Information System (ATIS) affecting daily operations.

1.1.5.3. 39 OS Airfield Management Operations (AM Ops):

1.1.5.3.1. Ensure airfield portions of convoy route and designated hot-cargo pad are swept by the flight line sweeper no later than (NLT) 5 hours before aircraft arrival and departure.

1.1.6. **39 MXS.**

1.1.6.1. 39 MXS Commander will:

1.1.6.1.1. Appoint a Logistics Movement Manager, normally an officer/Senior Noncommissioned Officer (SNCO), who will ensure required actions for the logistics movement, as stated in regulations and directives and outlined by local check sheets, are in compliance.

1.1.6.2. 39 MXS Aerospace Ground Equipment (AGE) Flight will provide/deliver personnel, serviceable fire bottles, and other AGE as outlined in the Close Watch briefing.

1.1.6.3. 39 MXS Munitions Flight is the 39 ABW single Point Of Contact (POC) for information and coordination of support efforts concerning weapons movements and will:

1.1.6.3.1. Create an Entry Authorization List (EAL) to include all essential maintenance personnel and OSC.

1.1.6.3.2. Pre-coordinate security requirements with the 39 SFS CSC.

1.1.6.3.2.1. Provide 39 SFS with five copies of the EAL. This EAL will specify those individuals authorized unescorted entry into the exclusion area.

1.1.6.3.3. Keep the OSC informed of weapons movement actions, as required.

1.1.6.3.4. Provide 39 MXS Munitions Control additional personnel for vehicle operations during contingencies and exercises as requested.

1.1.6.3.5. 39 MXS Munitions NOCM Element will:

1.1.6.3.5.1. Immediately notify 39 MXS Munitions Control of receipt and date of set-up message(s), projected mission(s) and logistics movement briefing meeting date(s).

1.1.6.3.5.2. Coordinate with Turkish Air Force and Customs officials prior to mission day to ensure quantities and serial numbers match.

1.1.6.3.5.3. Pass all contingency codes to 39 MXS Munitions Battle Staff representative(s) at 39 ABW Command Post.

1.1.6.3.5.4. Receive Safe Haven location from 39 SFS BEFORE the Close Watch briefing and pass on to munitions control.

1.1.6.3.5.5. Conduct the Close Watch briefing.

1.1.6.3.5.5.1. Notify agencies listed below of the Close Watch briefings. The agencies requiring representation are:

39 ABW/CC	39 LRS/LGRF	39 MXS/MXMW
39 ABW/XP	39 LRS/LGRV	39 MXS/MXMWN
39 ABW/CP	39 LRS/LGRVM	39 OS/CC
39 ABW/SE	39 SFS/CC	39 OS/OSA
39 MSG/CC	39 SFS/S3	39 OS/OSW
39 CES/CC	39 SFS/S5S	39 OS/IN
39 CES/CECF	39 MXG/CC	728 AMS/CC
39 CES/CED	39 MXG/QA	385 AEG/CC
39 CES/CEX	39 MXS/CC	AFOSI
39 LRS/CC	39 MXS/MXM	

- 1.1.6.3.5.5.2. Ensure attendees are listed on a Close Watch Access letter. This letter, signed by the organizational commanders, appoint designated representatives and authenticates valid security clearances.
- 1.1.6.3.5.6. Notify 39 SVS and 39 MSG/CC of aircrew billeting requirements.
- 1.1.6.3.5.7. Be capable of directly communicating with the OSC and support agencies.
- 1.1.6.3.5.8. After receiving a hazardous cargo advisory message for aircraft transporting weapons cargo:
 - 1.1.6.3.5.8.1. Notify OSC and all affected agencies and determine feasibility.
 - 1.1.6.3.5.8.2. Inform message sender of any activities or restrictions impacting the mission.
- 1.1.6.3.5.9. Provide two door guards for Close Watch briefings. Ensure access to Close Watch briefings is limited to those individuals who have a current security clearance and have been appointed by their organizational commanders as representatives.
- 1.1.6.3.5.10. Brief the couriers IAW Technical Order (TO) 11N-45-51.
- 1.1.6.3.6. 39 MXS Munitions Control will:
 - 1.1.6.3.6.1. Be staffed 24 hours a day or maintain standby capability at all times.
 - 1.1.6.3.6.2. Reschedule local activities, if necessary, to avoid conflict with weapons airlift operations and ground convoys.
 - 1.1.6.3.6.3. Coordinate with 39 MXS/MXM to deconflict logistics movement route with applicable deployed maintenance units, if applicable.
 - 1.1.6.3.6.4. Reconfirm Safe Haven with 39 SFS NLT two days prior to movement.
 - 1.1.6.3.6.5. Provide applicable TO 11N-20-11 line number to 39 CES Fire Department and start/stop time of the convoy.
 - 1.1.6.3.6.6. Coordinate with all applicable agencies, 39 CES and 39 OS AM Ops to ensure the hot-cargo ramp, Safe Haven and convoy routes are free of activity unrelated to the logistics movement during the actual convoy.
 - 1.1.6.3.6.7. Notify the following agencies, as required, of any problems impacting logistics movement(s) or convoy(s): 39 ABW CP, 39 SFS CSC, and 728 AMS Air Mobility Control Center (AMCC).
 - 1.1.6.3.6.8. Ensure primary and alternate vehicles are prepositioned/staged for all exercises, operations and contingencies.
 - 1.1.6.3.6.8.1. Coordinate with all 39 MXS Munitions Flight work centers for necessary personnel for all contingency or exercise vehicle operations.
- 1.1.6.4. The Convoy Technical Advisor (CTA) will:
 - 1.1.6.4.1. Ensure compliance with the local 39 MXS Munitions Flight CTAs check sheet.
 - 1.1.6.4.2. Conduct the convoy briefing with the 39 SFS Convoy Commander on the day of the logistics movement.

1.1.6.4.3. Ensure receiving area is ready before 39 SFS Convoy Commander requests permission to roll.

1.1.6.4.4. Immediately inform 39 MXS Munitions Control of any significant developments, deviations or abnormal conditions affecting the convoy.

1.1.6.4.5. Report initiation and termination of convoy movement to 39 MXS Munitions Control using appropriate code sheets.

1.1.6.5. Transient Alert (TA) will:

1.1.6.5.1. Provide a qualified person to marshal the aircraft into the designated spot.

1.1.6.5.2. Stand fireguard at the nose of the aircraft for the operating power unit.

1.1.6.5.3. Marshal aircraft out of parking spot upon completion of the weapons movement.

1.1.7. **39 SVS**

1.1.7.1. Ensure billeting arrangements are available.

1.1.8. **39 SFS.**

1.1.8.1. 39 SFS Convoy Commander will:

1.1.8.1.1. Verify the identity and Sole Vouching Authority (SVA) qualification of the CTA.

1.1.8.1.2. Provide security for the logistics movement.

1.1.8.1.3. Brief current threat, as received from AFOSI, during the convoy briefing.

1.1.8.1.4. Brief the mission specific duress words during the convoy briefing.

1.1.8.1.5. Ensure the receiving area is ready to receive before requesting permission to roll.

1.1.8.1.6. Request permission to roll (through 39 SFS CSC) from 39 ABW CP.

1.1.8.1.7. Notify (through 39 SFS CSC) 39 ABW CP when the movement is initiated and terminated.

1.1.8.1.8. Break radio silence during the movement only when an emergency exists.

1.1.8.1.9. Take tactical command and control of the convoy elements.

1.1.8.2. 39 SFS CSC will:

1.1.8.2.1. Monitor and relay information regarding logistics operations between the 39 SFS Convoy Commander and the 39 ABW CP.

1.1.8.2.2. Up-channel to 39 MXS Munitions Control any Avoid Amber/Avoid Red reports as applicable.

1.1.8.2.3. Notify the 39 ABW CP and 39 MXS Munitions Control of any significant developments, deviations or abnormal conditions affecting logistics movement(s).

1.1.8.3. 39 SFS Senior Security Forces Representative (SSFR) at Logistics Aircraft will:

1.1.8.3.1. Inform OSC of security force actions as required.

1.1.8.3.2. Coordinate all security matters affecting aircraft or convoy.

1.1.8.3.3. Brief the courier on current Force Protection conditions and provide applicable threat information.

1.1.8.3.4. Notify the courier of the duress code.

1.1.8.3.5. Ensure SAAM pad security team stays in place for 30 minutes after asset departure for an outbound mission.

1.1.8.4. 39 SFS Noncommissioned Officer In Charge (NCOIC), Installation Security (S5S) will:

1.1.8.4.1. Coordinate with 39 MXS NOCM Element to prepare the Close Watch brief. In conjunction with the MASO, determine the Safe Haven location

1.1.8.4.2. Ensure security requirements for the logistics aircraft parking area comply with applicable regulations, directives and operations plans (OPLAN).

1.1.8.4.3. Ensure Safe Haven has been purged and posted NLT one hour before roll time or aircraft arrival.

1.1.9. **39 LRS.**

1.1.9.1. 39 LRS Commander will:

1.1.9.1.1. Ensure aircrew has access to U-drive vehicles for duration of stay on base.

1.1.9.1.2. Provide aircrew bus and driver with line badge to transport the aircrew to 39 OS AM Ops, if required.

1.1.9.1.3. Ensure additional vehicle support to 39 MXS Munitions Flight is provided, if required. Date and time of pre-use inspection will be determined before or at the Close Watch briefing IAW current 39 ABW procedures for vehicle inspections.

1.1.9.2. 39 LRS Fuels Management Flight will provide fuel support if required by mission directives and as briefed in the Close Watch briefing.

NOTE: During exercises, fuel support is simulated to minimize daily operations impact.

1.1.10. **39 CES.**

1.1.10.1. 39 CES Commander will:

1.1.10.1.1. Ensure, for inbound operations, the 39 CES Fire Department Chief or his designated representative is in place on the applicable hot-cargo pad NLT OSC show time or as directed in the Close Watch briefing.

1.1.10.1.2. Ensure, for outbound operations, the fire chief or his designated representative and fire truck are in place on the applicable hot-cargo pad NLT OSC show time or as directed in the Close Watch briefing.

1.1.10.1.3. Ensure the 39 CES Fire Department Chief or his designated representative briefs the evacuation routes and procedures to follow in case of emergencies during the ramp briefing.

1.1.10.1.4. Personnel and equipment will remain in place for 60 minutes for Inter-Theater shipments and 30 minutes for Intra-Theater missions.

1.1.10.2. 39 CES Operations Flight will:

1.1.10.2.1. Sweep the primary and alternate convoy routes NLT 5 hours before convoy movement.

1.1.10.2.2. Sweep the flight line sections of the convoy route (to include the north parallel access road) and the designated hot-cargo pad; coordinated with 39 OS AM Ops. Any section of the convoy route deemed unacceptable by the Logistics Movement Manager will be swept again, upon request.

Chapter 2

WS3 TO WS3 MOVEMENTS

2.1. 39 ABW Responsibilities.

2.1.1. 39 ABW Commander will:

2.1.1.1. Act as the sole authority to approve/disapprove movements from WS3 to WS3.

2.1.2. 39 ABW CP will:

2.1.2.1. Contact 39 MXS Munitions Control on receipt of any FLASH precedence message addressed to 39 MXS. Messages include Stockpile Emergency Verification (SEV)/SEV Test messages.

2.1.2.2. Contact 39 MXS NOCM Element on receipt of any Weapons Custody List (WCL) received.

2.1.2.3. Notify 39 MXS Munitions Control and 39 SFS CSC of any significant developments, deviations or abnormal conditions affecting the convoy.

2.1.2.4. Receive request for permission to roll from 39 SFS CSC.

2.1.2.5. Request approval to roll from 39 ABW Commander.

2.1.2.6. Pass approval of convoy movement to 39 SFS CSC, 39 MXS Munitions Control and OSC.

2.1.2.7. Track all open WS3s to expedite reporting requirements in case of accident or incident.

2.1.2.8. Follow status of operation using inputs from 39 MXS/MXM, 39 MXS Munitions Control, and deployed maintenance units, if applicable.

2.1.2.9. Notify control tower of the movement.

2.1.3. 39 MXS.

2.1.3.1. The 39 MXS Munitions Flight will:

2.1.3.1.1. Ensure adequate numbers of personnel are trained, certified and available for the tasking. As a minimum, this will consist of a CTA, a two-person tow team, two WS3 unlock crews, and a transfer crew (normally 4-personnel). One WS3 unlock crew will be posted at each Protective Aircraft Shelter (PAS). If possible, these operations should be supported by a Mobile Trailer Maintenance team and an equipped spare Tow Team.

2.1.3.1.2. Ensure equipment is available and serviceable for the operation.

2.1.3.2. 39 MXS Munitions Control will:

2.1.3.2.1. Coordinate requirements with the 39 ABW/CP, 39 SFS/CSC, 39 MXS/MXM and 39 MXS/MOC; deconflict logistics movement route with applicable deployed maintenance units, if any.

2.1.3.2.2. Coordinate with all applicable maintenance agencies, 39 CES and 39 OS AM Ops to ensure the hot-cargo ramp (not required for PAS to PAS movements), Safe Haven and convoy routes are free of activity unrelated to the logistics movement during the actual convoy.

- 2.1.3.2.3. Ensure the Safe Haven is open and empty in preparation for the security purge. Purge must be completed NLT one hour before convoy roll time.
- 2.1.3.2.4. Coordinate with using organizations to remove non-mission essential equipment from source and destination PAS and Safe Haven.
- 2.1.3.2.5. Direct clearance of source and destination PAS and Safe Haven. (See [Attachment 2.](#))
- 2.1.3.2.6. Notify 39 MXS Weapons/Vault Maintenance Elements, CTAs and the sections tasked with providing Tow Teams of the purge requirement.
- 2.1.3.2.7. Notify 39 CES Fire Department of scheduled opening time and location as well as the requirement to have a fire response vehicle standing by within three minutes of the designated PAS and any changes to the fire symbol/line numbers
- 2.1.3.2.8. Track progress of the operation.
- 2.1.3.3. 39 MXS Weapons/Vault Maintenance Elements will:
 - 2.1.3.3.1. Provide WS3 unlock crews at both the source and destination of the convoy.
 - 2.1.3.3.2. Ensure an SVA is available in both exclusion areas.
 - 2.1.3.3.3. Ensure CTA and WS3 SVAs, have Command Disable System (CDS) cards.
 - 2.1.3.3.4. Ensure TO 11N-20-11 line number changes are called into 39 MXS Munitions Control.
- 2.1.3.4. The CTA will:
 - 2.1.3.4.1. Ensure only properly trained and certified personnel perform the operation. The CTA is responsible for assembling all munitions convoy personnel and required equipment at the assembly point for the convoy briefing.
 - 2.1.3.4.2. Give a pre-task briefing detailing specific hazards and safeguards required for the tasking. Designate the individual in the Tow Team tasked with SVA responsibilities when separated from the rest of the convoy.
 - 2.1.3.4.3. Coordinate all convoy efforts, routes, briefing times, personnel requirements, and roll times with the 39 SFS Convoy Commander.
 - 2.1.3.4.4. Ensure compliance with the local 39 MXS Munitions Flight CTA check sheet.
 - 2.1.3.4.5. Immediately inform 39 MXS Munitions Control of any significant developments, deviations or abnormal conditions affecting the convoy.
 - 2.1.3.4.6. Report initiation and termination of convoy movement to 39 MXS Munitions Control using appropriate code sheets.
 - 2.1.3.4.7. Obtain CDS card from 39 MXS Weapons/Vault Maintenance Elements.
- 2.1.3.5. The Tow Team will:
 - 2.1.3.5.1. Verify information on the work order (weapon serial number and destination) with the WS3 unlock crew.
 - 2.1.3.5.2. Perform radio check with 39 MXS Munitions Control.

2.1.3.5.3. Standby for authorization to initiate convoy.

2.1.3.6. The Transfer Crew will:

2.1.3.6.1. Remove the weapon from the WS3, or trailer, when released by the WS3 unlock team or Tow Team.

2.1.3.6.2. Transfer weapon to/from trailer, from/to WS3 and provide 39 MXS Munitions Control with weapon serial number and PAS number.

2.1.3.6.3. Verify the information on the work order agrees with the information on the weapon. Provide the information to 39 MXS Munitions Control.

2.1.3.7. The WS3 unlock teams will:

2.1.3.7.1. Obtain CDS card from 39 MXS Weapons/Vault Maintenance Elements.

2.1.3.7.2. Code WS3 modules and unlock required WS3.

2.1.4. 39 SFS will:

2.1.4.1. Ensure security is provided for all convoys as required in chapter one, paragraph **1.1.8.** of this instruction and European Command (EUCOM) Directives.

2.1.4.2. Ensure routes are kept clear of all traffic (aircraft, maintenance personnel, vehicles, etc.) during convoy movements.

2.1.5. 39 CES Fire Department will:

2.1.5.1. Maintain response force within 3 minutes of an open WS3. If fire-fighting personnel must leave the WS3 operation to respond to an emergency, they will notify 39 MXS Munitions Control or the 39 MXS Munitions Flight Chief/OIC. The WS3 operation will cease if possible and the vault will be closed unless stopping the operation degrades security or violates technical data. In the event of a fire response, the 39 CES Fire Department will notify 39 SFS CSC of their response and be knowledgeable of the Emergency Response Code (ERC).

2.1.6. 39 OS/CC will:

2.1.6.1. Ensure 39 OS AM Ops make the hot-cargo ramp (not required for PAS to PAS movements), Safe Haven and convoy routes free of activity unrelated to the logistics movement during the actual convoy.

Chapter 3

SEV PROCEDURES IN A WS3 ENVIRONMENT

NOTE: SEV TESTS WILL BE CONDUCTED AND THE SENTENCE, “THIS IS A TEST OF THE STOCKPILE EMERGENCY VERIFICATION SYSTEM” WILL BE INSERTED AT THE BEGINNING AND END OF BOTH VOICE AND TELETYPE MESSAGES.

3.1. 39 ABW Responsibilities.

3.1.1. 39 ABW Command Post will:

- 3.1.1.1. Implement Quick Reaction Checklist (QRC) for SEV/SEV Test.
- 3.1.1.2. Note the time SEV Phase I notification is received (if applicable).
- 3.1.1.3. Call 39 MXS Munitions Control and tell them to initiate SEV/SEV Test procedures. Note the name of the 39 MXS Munitions Controller and time notification passed.
- 3.1.1.4. Notify 39 MXS Commander and 39 OS Commander that SEV/SEV Test procedures are in effect.
- 3.1.1.5. Maintain a log of any significant events, developments, deviations or abnormal conditions that apply to the SEV/SEV Test.
- 3.1.1.6. Call 39 MXS Munitions Control when SEV/SEV Test termination message is received.

3.1.2. 39 MXS Munitions Control will:

- 3.1.2.1. Implement the applicable 39 MXS Munitions Control QRC for SEV/SEV Test.
- 3.1.2.2. Coordinate with deployed units through, 39 MXS/MXM and 39 MXS Maintenance Operations Center (MOC), to provide a maintenance representative to accompany the WSV maintenance team, if aircraft are present in PAS.
- 3.1.2.3. Notify 39 SFS CSC of security requirement for SEV/SEV Test.

3.1.3. 39 MXS NOCM Element will:

- 3.1.3.1. Ensure the letter authorizing receipt of SEV/SEV Test and Weapons Custody Listing (WCL) message traffic is current and updated quarterly. The 39 ABW Command Post will use this letter to verify the individual picking up the message is authorized.
- 3.1.3.2. Implement the checklist in [Attachment 4](#).
- 3.1.3.3. Use Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.04D for guidance and procedures.

3.1.4. 39 MXS Weapons/Vault Maintenance Elements will:

- 3.1.4.1. Perform all actions required to open WSVs for Phase I and Phase II actions (only if physical verification is required).
- 3.1.4.2. Standby until termination of SEV/SEV Test is received (not required for a Phase II only action).

3.1.5. 39 SFS will:

3.1.5.1. Provide security for WSV entry during SEV/SEV Test.

Chapter 4

SEMIANNUAL INVENTORY REPORT PROCEDURES IN A WSV ENVIRONMENT

4.1. 39 ABW Responsibilities.

4.1.1. Purpose and Scope.

4.1.1.1. Reference AFI 21-204 para. 9.19.2 along with CJCSM 3150.04D para.

4.1.1.2. The SIR creates an independent blind inventory that reflects the status, location and configuration of the stockpile and unassociated components by serial number and quantity for each location.

4.1.1.3. The semiannual inventory will consist of a visual inventory of each unit and unassociated component by serial number and location. The units and unassociated components reported will include all items from CJCSM 3150.04D. The same disinterested officer whom the 39 ABW Commander appoints as verifying officer will perform an audit in conjunction with the semiannual inventory.

4.1.2. Verification and Submissions Procedures.

4.1.2.1. The SIR will be conducted by two commissioned or warrant officers, or permanent civil service personnel in the grade of GS-11 or higher, one appointed as Inventory Officer and the other as Verifying Officer.

4.1.2.2. The semiannual inventory will be reported as of 2359Z on 30 April and 31 October. SIR reports will be submitted NLT 5 workdays following the "as of" date of the report, in accordance with CJCSM 3150.04D. SIR reports will be prepared and submitted in accordance with CJCSM 3150.04D using the Defense Integration And Management of Nuclear Data Services (DIAMONDS). The SIR report will be quality controlled by the MASO, SIR Verifying Officer and 39 MXS NOCM Element, NCOIC, if available, before transmission.

4.1.3. MASO will:

4.1.3.1. Approximately 45 days before the inventory deadline date (date the inventory will begin), request a disinterested officer for verifying/audit purposes in accordance with CJCSM 3150.04D and AFI 21-204. Ensure disinterested officer is on a separate authenticated EAL.

4.1.3.2. Coordinate with ODC for host nation observation. In accordance with the Stockpile Management agreement dated 7 June 1999, 39 MXS/MXMWN must coordinate with the TAF to conduct a joint inventory annually. Ensure Turkish official is on the separate authenticated EAL along with the disinterested officer.

4.1.3.3. Ensure the disinterested officer and the Turkish ODC representative (during the annual joint inventory) are on an authenticated EAL for the inclusive dates of the inventory.

4.1.3.4. Coordinate with applicable wing agencies and HQ USAFE/A4 to schedule the SIR to ensure adequate resources are available.

4.1.3.5. Conduct, with the Verifying Officer, a blind inventory of all assigned units and unassociated components.

4.1.3.6. Upon completion, perform verification with the Verifying Officer by comparing the recorded blind inventory with accountable records maintained in the 39 MXS NOCM Element.

4.1.4. 39 MXS NOCM Element will:

4.1.4.1. Begin the process to coordinate and schedule the inventory with 39 MXS Weapons/Vault Maintenance Elements and request special orders for appointment of a Verifying/Audit Officer by letter through 39 ABW Commander approximately 45 days in advance of the inventory deadline date.

4.1.4.2. Prepare all documentation, accountable records and reports, correct any noted discrepancies, as well as perform follow-up reporting and post the inventory to accountable records. Use CJCSM 3150.04D and AFI 21-204 for guidance.

4.1.4.3. Begin the process to coordinate and schedule the inventory with 39 MXS Weapons/Vault Maintenance Elements approximately 45 days before the scheduled inventory deadline date.

4.1.4.4. The MASO and the 39 MXS NOCM Element will request, in writing, that the 39 ABW Commander appoint the MASO as the Inventory Officer and appoint a Verifying/Audit Officer approximately 45 days in advance of the inventory deadline date.

4.1.4.4.1. The appointed Verifying/Audit Officer must meet the following qualifications: Must be a disinterested individual, not assigned to the same organization as the accountable element, cannot be the previous SIR Verifying/Audit Officer and must possess, as a minimum, a valid Secret security clearance.

4.1.4.4.2. The Verifying/Audit Officer will be designated in the appointment letter as a "Duly Authorized Representative" of Commander USAFE and must also be appointed on special orders by the 39 ABW Commander to perform an audit of account FK5685.

4.1.4.4.3. The MASO will brief the Verifying Officer concerning their responsibilities on all aspects of the inventory. The briefing ([Attachment 5](#)) will be signed by the Inventory Officer and the Verifying officer, and will be maintained on file by the 39 MXS NOCM Element.

4.1.4.5. The dates and times of the inventory will be coordinated and scheduled with all agencies concerned, including the 39 MXS Weapons/Vault Maintenance Elements.

NOTE: The set of AF Forms 85A, Inventory Count Cards, and the SIR report sent "As of 2359Z 30 Apr and 31 Oct" must reflect the same stockpile status. It is good practice to inventory weapons and components as close to the end of the inventory month as possible. Any changes to the stockpile status after the blind inventory is completed and the AF Forms 85A have been initialed and dated by the MASO and Verifying Officer, but BEFORE the report is sent will invalidate the AF Form 85A. A new AF Form 85A must be created, initialed and dated.

4.1.4.6. A set of DIAMONDS generated AF Forms 85A will be prepared with the standard entries and proper ownership/purpose code, serial number, location, and physical security classification, in accordance with AFI 21-204.

4.1.4.7. The Inventory and Verifying/Audit Officers are responsible for ensuring that the visual inventory by serial number of all units and unassociated limited life components is accomplished. To provide increased probability that stockpile and reporting unit accountability agree, inventories will be conducted blind--without the use of prepared lists of stockpile totals or serial numbers. Serial numbers and locations of reportable items will be recorded on blank paper during visual

verification of reportable items presence. The blind inventory sheets will be retained with all other documents in accordance with AFI 21-204.

4.1.4.8. The requirements for visual inventory of items in sealed containers may be satisfied by ensuring the appropriate sealing device of the containers and the serial number plate/label is intact.

4.1.4.9. After completion, the recorded verification will be compared with the Location Inventory Listing and DIAMONDS generated Stock Record Cards.

4.1.4.10. The designated Verifying Officer will execute a statement upon completion of the semi-annual inventory in accordance with CJCSM 3150.04D. It will be signed by both the Verifying and Inventory Officer, and retained according to AFI 21-204.

4.1.4.11. During the semiannual inventory, 39 MXS Weapons/Vault Maintenance Elements personnel will perform a separate inventory to ensure availability of pullout cables and accessory items required for operational flexibility. Cables and accessories may be stored or attached in a package (H1127) commonly referred to as "Saddle-bags." A letter certifying this separate inventory is sent to the 39 MXS/NOCM Element within 5 workdays of the inventory.

4.1.4.12. The MASO will brief the Audit Officer on the purpose, scope and procedures of the audit. The briefing (**Attachment 7**) will be signed by the Inventory Officer and the Audit Officer and will be maintained on file. The appointed officer will use the audit checklist while conducting the audit. As a minimum, the Audit Officer will audit AF Form 36, Supply Document Register; AF Form 160, Stock Change Voucher; AF Form 1764, Status Change Report, and DD Form 1348-1A, DOD Single Line Item Release/Receipt Document, and DD Form 1911, Materiel Courier Receipt.

4.1.4.13. All SIR file packages will contain the following documents (most current SIR plus past three inventories according to AFI 21-204):

4.1.4.13.1. Blind Inventory sheets.

4.1.4.13.2. Audit attachment.

4.1.4.13.3. AF Form 1768, Staff Summary Sheet.

4.1.4.13.4. Inventory and Verifying/Audit Officer appointment letter.

4.1.4.13.5. Request for special orders.

4.1.4.13.6. Special orders.

4.1.4.13.7. Inventory & Verifying/Audit Officers briefings (**Attachment 5** and **Attachment 7**).

4.1.4.13.8. Audit checklist.

4.1.4.13.9. Certification verification of semiannual inventory.

4.1.4.13.10. Audit Certificate (copy--original to 39 MXS Commander).

4.1.4.13.11. Saddlebag inventory letter.

4.1.4.13.12. Copy of the transmitted SIR Report.

4.1.4.13.13. SIR Reconciliation message.

4.1.4.13.14. AF Forms 85A.

4.1.4.13.15. Copy of the end-of-day backup diskette for the date of the inventory in accordance with AFI 21-204.

4.1.4.13.16. SIR date waiver messages (if applicable).

4.1.4.13.17. Memorandums for Record (as applicable).

4.1.5. 39 MXS Munitions Control will:

4.1.5.1. Coordinate with deployed units/users, through 39 MXS/MXM and 39 MXS MOC, to ensure access to WSV within applicable PASs for the scheduled dates of the blind inventory.

4.1.5.2. Request a single point of contact, through 39 MXS MXM or 39 MXS MOC, from deployed unit(s)/user(s) to accompany the maintenance purge of the applicable PAS(s).

4.1.5.3. Notify 39 MXS MXM and 39 MXS MOC of the times, dates and locations of the purge.

4.1.6. 39 MXS Weapons/Vault Maintenance Elements will:

4.1.6.1. Coordinate with the 39 MXS NOCM Element for scheduled dates of SIR blind inventory purposes approximately 45 days in advance of the inventory deadline date.

4.1.6.2. Provide 39 MXS/MXM and 39 SFS CSC at least a 28-day written notification of PAS/WSVs that need to be accessed for the SIR inventory.

4.1.6.3. Perform all actions required to open WSVs for blind inventory actions.

4.1.6.4. During the blind inventory, perform H1127 Saddlebag inventories and document completion by letter.

4.1.6.5. Deliver letter to 39 MXS NOCM Element within five workdays of completion of inventory.

4.1.7. 39 SFS Commander will:

4.1.7.1. Provide security forces teams for WSV entries during the scheduled dates of the blind inventory.

Chapter 5

GENERAL FIRE SAFETY

- 5.1.** Given the destructive and dangerous nature of fires within a munitions area, it is imperative that all personnel act as expeditiously as possible. Any individual discovering a fire or potential fire will notify the 39 CES Fire Department through the most rapid means possible. Do not jeopardize personal safety.
- 5.2.** Notify the 39 CES Fire Department of the PAS number, fire symbol, and specific type/line number and quantity of munitions involved as well as the time the munitions were engulfed in flames (if applicable).
- 5.3.** If the fire does not involve the WS3, make every attempt to lower the vault to prevent the fire from reaching the weapon. If weapon is capable of being moved and the fire presents a hazard, relocate the weapon to a safe area.
- 5.3.1. Notify the 39 CES Fire Department and attempt to remove all injured personnel.
 - 5.3.2. Personnel will make every attempt to extinguish the fire with available fire extinguishers to prevent loss of life or injury, prevent contamination, salvage components, or prevent property/material damage; do not jeopardize personal safety.
 - 5.3.3. Personnel not involved with fighting the fire or expediting the fire response forces will evacuate up-wind beyond the established cordon.
 - 5.3.4. Munitions Control will initiate evacuation procedures for all buildings in the vicinity starting with the facilities closest to the fire. Use audible fire alarms, if possible, to quickly notify affected personnel of the evacuation.
- 5.4.** If the fire involves an electrical source, turn off master switches supplying power. These requirements take precedence over security requirements. Move all munitions laden trailers away from a burning tow vehicle (if possible).
- 5.5.** Open PAS door to provide access for 39 CES Fire Department personnel. If the main PAS door cannot be opened, the side PAS door will be opened to provide access for 39 CES Fire Department personnel.
- 5.6.** Notify posted 39 SFS personnel either directly or by contacting the 39 SFS CSC.
- 5.7.** Dispatch a qualified individual to brief the arriving fire response force on details of the emergency.
- 5.8.** Ensure all personnel assigned to perform operations or weapons/vault maintenance are familiar with the location and types of fire extinguishers available for each class fire.

MURRELL STINETTE, Colonel, USAF
Commander

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

AFPD 21-1, Managing Aerospace Equipment Maintenance

AFI 91-104, Surety Tamper Control and Detection Programs

AFI 91-112, Safety Rules for US Strike Aircraft

AFI 21-204, Weapons Procedures (and USAFE Supplement)

AFI 91-101, Weapons Surety Program

AFI 91-115, Safety Rules for Nuclear Logistics Transport by the Prime Nuclear Airlift Force

DOD 5210.41M (AIR FORCE SUPPLEMENT), Security Policy for Protecting Weapons (Confidential)

AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Material

T.O. 11N-45-51, Transportation of Weapons Material (Supplement) Military Criteria For Shipment

T.O. 11N-20-11, General Guidance and Material Hazard Information for Nuclear Weapons, Components and non-Nuclear Weapon Designations

ACO Directive 80-6, (ED 60-12), Surety Management for the WS3

CJCSM 3150.04, Joint Reporting Structure, Weapon Reports

39 ABW Installation Security Plan***Abbreviations and Acronyms***

ABW—Air Base Wing

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFOSI—Air Force Office of Special Investigation

AFPD—Air Force Policy Directive

AGE—Aerospace Ground Equipment

AMC—Air Mobility Command

AMCC—Air Mobility Control Center

AMS—Air Mobility Squadron

ATIS—Automated Terminal Information System

CDS—Command Disable System

CES—Civil Engineering Squadron

CJCSM—Chairmen of the Joint Chiefs of Staff Manual

CP—Command Post
CSC—Central Security Control
CTA—Convoy Technical Advisor
DIAMONDS—Defense Integration and Management of Nuclear Data System
DMS—Defense Messaging System
DOE—Department of Energy
DTG—Date Time Group
DTRA—Defense Threat Reduction Agency
EAL—Entry Authorization List
EMR—Electro-magnetic Radiation
ERC—Emergency Response Code
EUCOM—European Command
IAW—In Accordance With
LIL—Location Inventory Listing
LLC—Limited Life Component
LRS—Logistics Readiness Squadron
MASO—Munitions Accountable Systems Officer
MC—Munitions Control
MOC—Maintenance Operations Center
MSG—Mission Support Group
MXS—Maintenance Squadron
NCOIC—Noncommissioned Officer in Charge
NLT—No Later Than
OPLAN—Operational Plan
OS—Operations Squadron
OSC—On-Scene Commander
PAS—Protective Aircraft Shelter
POC—Point Of Contact
QRC—Quick Reaction Checklist
SAAM—Special Assignment Airlift Mission
SE—Safety
SEV—Stockpile Emergency Verification

SIR—Semiannual Inventory Report
SFS—Security Forces Squadron
SFOS—Security Forces Operations Superintendent
SSFR—Senior Security Forces Representative
SSN—Social Security Number
SVA—Sole Vouching Authority
SVS—Services Squadron
TA—Transient Alert
TO—Technical Order
TOR—Time of Receipt
USAFE—United States Air Forces in Europe
WCL—Weapons Custody Listing
WPNS—Weapons/Vault Maintenance
WS3—Weapon Storage and Security System
WSV—Weapons Storage Vault

Attachment 2

WS3 SHELTER PURGE REQUIREMENTS

A2.1. Purge. The Sole Vouching Authority (SVA) will conduct this purge as part of an authorized two-person team.

NOTE: A WS3 may be opened with conventional munitions or an aircraft in the PAS while performing a CJCS directed SEV in accordance with AFI 91-112 para. 17.10.

Table A2.1. WS3 Shelter Purge Requirements.

The following are purge requirements for EE, CD, Vault maintenance and minor weapons maintenance in the vault.”	Step C/W Date/Time	Initials
1. Non-explosive laden aircraft only, NO LIVE MUNITIONS , except for captive air-to-air missiles, chaff, flares, and aircraft target practice ammunition) can remain in the PAS. See NOTE 1 and NOTE 2	/	
2. REMOVE conventional munitions. See NOTE 1 and NOTE 2	/	
3. GROUND all fuel tanks not attached to aircraft.	/	
4. REMOVE hazardous waste (dirty drip pans, spills, dirty rags, etc.)	/	
5. REMOVE all non-essential equipment. (AGE, trailers, etc.)	/	
6. ENSURE the area is clear of unauthorized personnel.	/	
7. ENSURE the area is clear of contraband (explosives, weapons, etc.)	/	
8. UNPLUG crew chief shack (as applicable)	/	
9. REMOVE all non-bonded/ungrounded metallic bodies within one foot of the interior steel PAS arch	/	

NOTES:

1. Remove all conventional munitions and aircraft from the PAS before performing any major weapons maintenance.
2. Items the SVA deems a possible safety or security risk to the exclusion area must be removed from the area.

Attachment 3

BASE COMMAND POST--SEV/SEV TEST CHECKLIST

Table A3.1. Base Command Post--SEV/SEV Test.

Action	Date/Time (Z)	Initials
1. Time classified (*FLASH*) SEV/SEV Test initiation message received via SIPRNET:		
2. Immediately contact the following: 39 ABW/CC 39 ABW/CV 39 MXG/CC 39 MXS/CC MOC 39 MXS Munitions Control at 6-6181/6182	/	
3. Name of individual/time contacted for 39 MXS Munitions Control: _____.	/	
4. Time initiation message picked up by authorized individual if necessary:	/	
5. Time classified (*FLASH*) WCL message received:	/	
6. Immediately contact the 39 MXS NOCM Element at 6-3003.	/	
7. Name of individual/time contacted: _____.	/	
8. Time WCL message picked up by authorized individual if necessary:	/	
9. Time of Phase I completion.		
10. Notify USAFE of completion time.		
11. Time of Phase II completion report sent.		
12. Time classified (*FLASH*) SEV/SEV Test termination message received:	/	
13. Upon termination, contact the following: 39 ABW/CC 39 ABW/CV 39 MXG/CC 39 MXS/CC 39 MXS Munitions Control at 6-6181/6182		
14. Immediately contact 39 MXS Munitions Control at 6-6181/6182 for message pick up if necessary.	/	
15. Name of individual/time contacted: _____	/	
16. Time termination message picked up by authorized individual if necessary:	/	

Attachment 4

SEV/SEV TEST PROCEDURES/NOCM CHECKLIST

A4.1. NOCM – SEV/SEV Test

Actions to Record (Reference CJCSM 3150.04D)	Date/Time (Z)	Initials
1. Time of initial SEV/SEV Test message notification	/	
2. Time Of Receipt (TOR) for initial SEV/SEV Test message		
2. Time of message delivery to 39 MXS NOCM Element (if necessary)	/	
3. Time of Phase I complete or not applicable	/	
4. Time of WCL receipt (TOR)	/	
5. Time of WCL delivery to 39 MXS NOCM Element (if necessary)	/	
6. Date Time Group (DTG) of Phase II completion report message	/	

A4.2. Time SEV/SEV Test notification received: _____

Z. Notified of SEV/SEV Test by: _____.

A4.2.1. Notify MASO, 39 MXS Munitions Control (MC) and 39 MXS Weapons/Vault Maintenance Elements (WPNS), 39 MXS/MXM and 39 MXS/CC of SEV/SEV Test initiation.

A4.2.1.1. Individual/time notified (MASO): _____ / _____ Z

A4.2.1.2. Individual/time notified (MC): _____ / _____ Z

A4.2.1.3. Individual/time notified (WPNS): _____ / _____ Z

A4.2.1.4. Individual/time notified (39MXS/MXM) _____ / _____ Z

A4.2.1.5. Individual/time notified (39MXS/CC): _____ / _____ Z

A4.3. Dispatch authorized individual to 39 ABW Command Post for SEV/SEV Test initiation message pick up if necessary.

A4.3.1. Time message received (TOR) at 39 MXS NOCM Element: _____ / _____ Z

A4.4. Review message and determine if Incirlik Air Base is a participant.

A4.4.1. If **NO**, notify HQ USAFE/A4WN, DSN 480-6262/7404/9638, 39 MXS Munitions Control (ext 6-6181/6182), 39 MXS Weapons/Vault Maintenance Elements (ext 6-3006), and 39 ABW Command Post (ext 6-9920/9921). All actions are complete.

A4.4.2. If **YES**, proceed with step **A4.5**.

A4.5. Determine if Physical Verification (Phase I and II) or Records Check Verification (Phase II only) is required.

A4.6. Provide voice response to HQ USAFE/A4WN, 39 MXS Munitions Control, 39 MXS Weapons/Vault Maintenance Elements and 39 ABW Command Post. **“SEV/SEV TEST MESSAGE RECEIVED AT _____ Z. STARTING PHASE I (or “NO PHASE I ACTIONS REQUIRED, RECORDS CHECK VERIFICATION ONLY”)”**

A4.6.1. Individual/time notified (HQ): _____ / _____ Z

A4.6.2. Individual/time notified (Munitions Control): _____ / _____ Z

A4.6.3. Individual/time notified (Weapons): _____ / _____ Z

A4.6.4. Individual/time notified (39MXS/MXM): _____ / _____ Z

A4.6.5. Individual/time notified (39MXS/CC): _____ / _____ Z

A4.6.6. Individual/time notified (ABW/CP): _____ / _____ Z

NOTE: If tasked for Physical Verification, (Phase I and Phase II), complete steps **A4.7.** through **A4.8.12.** If tasked for a Records Check Verification (Phase II) only, complete step **A4.9.**

A4.7. For Phase I, Physical Count:

A4.7.1. Notify 39 ABW Command Post (6-9920) that a classified WCL message will be arriving and to notify MASO, 39 MXS Munitions Control, 39 MXS Weapons/Vault Maintenance, 39 MXS/MXS and 39 MXS/CC immediately.

A4.7.2. At completion of inventory, receive physical count/serial number documentation from 39 MXS Weapons/Vault Maintenance Elements.

A4.7.3. Verify **physical count** against unit accountability records (Location Inventory Listing (LIL), DIAMONDS generated WCL, etc.)

NOTE: If problems are encountered, ensure proper communication is used. If Phase I actions are not complete within four hours of SEV/SEV Test initiation message DTG, you must submit an interim voice report and provide status every two hours until complete.

A4.7.4. Time Phase I complete: _____ / _____ Z

A4.7.5. Submit **Phase I, Voice Completion Report** to HQ USAFE/A4WN, 39 MXS Munitions Control, 39 MXS Weapons/Vault Maintenance Elements, and 39 ABW Command Post **“PHASE I COMPLETE, PHASE II STARTING”**.

A4.7.5.1. Individual/time notified (HQ): _____ / _____ Z

A4.7.5.2. Individual/time notified (Munitions Control): _____ / _____ Z

A4.7.5.3. Individual/time notified (Weapons): _____ / _____ Z

A4.7.5.4. Individual/time notified (39 MXS/MXM): _____ / _____ Z

A4.7.5.5. Individual/time notified (39 MXS/CC): _____ / _____ Z

A4.7.5.6. Individual/time notified (ABW/CP): _____ / _____ Z

NOTES:

1. Do not delay Phase II actions while waiting for WCL. Compare physical verification with records.
2. If problems are encountered, ensure proper communication is used. If Phase II actions are not complete within 8 hours of SEV/SEV Test initiation message DTG, you must submit an interim Phase II voice report to HQ USAFE/A4WN and provide status every 4 hours until complete.

A4.8. For Phase II, Physical Serial Number Verification:

A4.8.1. Compare physical serial number documentation with accountable records (LIL, DIAMONDS generated WCL, etc.).

A4.8.2. After call from CP, dispatch authorized individual for WCL message pickup if necessary.

Time WCL received (TOR) at and 39 MXS NOCM Element: _____ / _____ Z.

A4.8.3. Provide voice response to HQ USAFE/A4WN "WCL RECEIVED _____ / _____ Z.

PHASE II STILL IN PROGRESS". Individual/time notified (HQ) _____ / _____ Z.

A4.8.4. Verify WCL against accountable records (LIL, etc.). Time Phase II complete: _____ Z.

A4.8.5. Provide voice response to HQ USAFE/A4WN and 39 MXS Munitions Control: "PHASE II COMPLETE, WE ARE PREPARING A PHASE II COMPLETION REPORT."

A4.8.5.1. Individual/time notified (HQ) _____ / _____ Z.

A4.8.5.2. Individual/time notified (MC): _____ / _____ Z.

A4.8.5.3. Individual/time notified (39 MXS/MXM): _____ / _____ Z.

A4.8.5.4. Individual/time notified (39 MXS/CC): _____ / _____ Z.

A4.8.6. Prepare appropriately classified Phase II completion report (FLASH precedence) using CJCSM 3150.04D and the DIAMONDS computer system, then prepare to transmit it. For this report, the message DTG and the verification DTG in the report should be the same. Quality control and verify report for accuracy.

A4.8.7. Transmit Phase II report release with FLASH precedence through secure means such as DIAMONDS, Defense Messaging System (DMS) or equivalent.

A4.8.8. Provide voice response to HQ USAFE/A4WN and 39 ABW Command Post "**PHASE II COMPLETION REPORT MESSAGE DTG IS** _____ Z."

A4.8.8.1. Individual/time notified (HQ) _____ / _____ Z.

A4.8.8.2. Individual/time notified (ABW/CP): _____ / _____ Z.

A4.8.9. Await telephone notification of SEV/SEV Test termination from HQ USAFE/A4WN. **DO NOT** close 39 MXS NOCM Element until given permission by HQ USAFE/A4WN personnel.

A4.8.10. Notify 39 MXS Munitions Control, 39 MXS Weapons/Vault Maintenance Elements and 39 ABW Command Post of SEV/SEV Test termination.

A4.8.11. Prepare a SEV/SEV Test After-Action Report (PRIORITY precedence) within 48 hours of SEV/SEV Test termination using CJCSM 3150.04D, the DIAMONDS computer system and DMS transmission capabilities.

A4.8.12. File all messages received and sent, WCL, and a copy of this checklist (filled in) in the SEV/SEV Test file.

A4.9. For Records Check Verification only:

A4.9.1. Notify 39 ABW Command Post (6-9920) that a classified WCL message will be arriving and to notify us immediately (if necessary for NOCM element to pick up).

A4.9.2. After call, dispatch authorized individual to 39 ABW Command Post for WCL message if necessary.

Time WCL received (TOR) at and 39 MXS NOCM Element: _____ Z / _____ Z

A4.9.3. Provide voice response to HQ USAFE/A4WN, and 39 MXS Munitions Control “**WCL RECEIVED AT _____ Z. STARTING PHASE II.**”

A4.9.3.1. Individual/time notified (HQ): _____ / _____ Z

A4.9.3.2. Individual/time notified (MC): _____ / _____ Z

A4.9.4. Verify WCL against accountable records (LIL, etc.).

A4.9.5. Complete steps **A4.8.1.** through **A4.8.12.**

Attachment 5**SAMPLE VERIFYING OFFICER BRIEFING****Figure A5.1. Sample Verifying Officer Briefing.**

MEMORANDUM FOR 2d Lt Jon J. Smith

FROM: 39 MXS/MXMW

SUBJECT: Verifying Officer's Briefing

1. You have been appointed Verifying Officer for the semiannual inventory of FK5685 for items listed in CJCSM 3150.04D. In conjunction with the Inventory Officer, you are responsible for ensuring that visual inventory by serial and part numbers of all major assemblies and unassociated Limited Life Components (LLC) is accomplished. The property to be inventoried is sensitive in nature. Classified information should be discussed only in controlled areas and only when all personnel present have a need to know. You will enter areas where the Two-Person Concept is enforced. **DO NOT VIOLATE THIS CONCEPT.** You must report any violations or unauthorized acts **IMMEDIATELY.**

2. The following special instructions apply:

2.1. **VISUAL INVENTORY**--The semi annual inventory will be conducted in accordance with AFI 21-204 and CJCSM 3150.04D. It is required to visually inventory each item by serial number and part number. This inventory must be attested to by the Inventory and Verifying Officers.

2.2. **SEALED CONTAINERS**--The requirement for visual inventory of items in sealed containers may be satisfied by ensuring that the appropriate sealing device of the container and the serial number plate/label is intact. Inspection information, when required, may be obtained from certified records maintained by 39 MXS Weapons/Vault Maintenance Elements.

2.3. **BLIND INVENTORY**--To provide increased probability that stockpile and reporting unit accountability records match, inventories will be conducted without prepared lists of stockpile totals or serial numbers. Serial numbers with reportable items and their locations will be recorded on blank paper using a black ink pen during the visual verification of reportable items present. If handling gear (H1125A Bol-ster/H1242 Caster Set) is associated to reportable assets, also list the H-gear associated to each unit. Ensure there are no stray entries or marks on the "Blind" inventory sheets. All errors should be lined through neatly and initialed by both the MASO and the Verifying Officer. Enter the correct information in another location on the blind inventory sheet. Afterwards, the recorded visual verification/locations results will be compared with the reporting unit inventory records. Using the verified serial number inventory list as a basis, the reportable quantities will be verified. The inventory results will not be disclosed to unauthorized individuals.

3. I certify that I have briefed the Verifying/Management Audit Officer in accordance with AFI 21-204.

NAME, Rank, USAF
Inventory Officer (MASO)

I certify that I have received and understood the briefing.

JOHN J. SMITH, 2Lt, USAF
Verifying Officer

Attachment 6

SAMPLE AUDIT OFFICER BRIEFING

MEMORANDUM FOR 2d Lt John J. Smith

FROM: 39 MXS/MXMW

SUBJECT: Audit Officer Briefing

1. **PURPOSE:** You have been appointed as the Audit Officer for the semi annual inventory of FK5685 for items listed in CJCSM 3150.04D. You are responsible for conducting a thorough audit to ensure all WR assets and components are accounted for, properly controlled, and signed for during the WR assets and components custody transfer process.

2. **SCOPE:** As a minimum, the audit encompasses active AF Forms 36, 160, 105F-6, DD Forms 1348A, and 1911, letters designating personnel authorized to sign accountable documents and post accountable records on behalf of the Munitions Accountable Systems Officer and the 39 MXG/CC letter authorizing personnel to receipt for classified Department of Energy (DOE) property. NOTE: Reference Audit check-list for specific Audit responsibilities and procedures.

3. I certify that I have briefed the Audit Officer in accordance with AFI 21-204.

NAME, Rank, USAF
Inventory Officer (MASO)

I have been briefed on my responsibilities as the Audit Officer and have read and understood AFI 21-204 and applicable portions of local instructions.

JOHN J. SMITH, 2Lt, USAF
Verifying/Management Audit Officer