

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

**AIR FORCE INSTRUCTION 21-210**

**14 MARCH 2012**

**Maintenance**



**NUCLEAR WEAPON RELATED VISITS TO  
AIR FORCE ORGANIZATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements the policy in AFPD 21-2 *Munitions*, and provides procedures to comply with the provisions of Articles VII and IX of the Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense dated 20 March 1967. It establishes procedures for scheduling nuclear weapons related visits by Department of Energy (DOE)/National Nuclear Security Administration (NNSA) personnel, their field engineering representatives from National Laboratories and non-USAF agencies. This publication applies to Air Force commanders responsible for storing, maintaining, handling, loading, and accounting for nuclear weapons and/or nuclear weapons support equipment to include training devices. This publication does not apply to Air National Guard or Air Force Reserve units. This publication may not be supplemented. Units will contact the applicable MAJCOM for interpretations of the guidance contained in this publication. Waiver authority is AF/A4LW. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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 chain of command.

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Changes include clarification of visit request process and the removal of USAF agencies outside of the Air Force Nuclear Weapons Center (AFNWC) from this process.

**1. Purpose.** This instruction identifies procedures for scheduling nuclear weapons related visits by Department of Energy (DOE)/National Nuclear Security Administration (NNSA) personnel, field engineering representatives from National Laboratories and other non-USAF nuclear weapons supporting agencies. The visiting agency maintains responsibility for funding these visits. Requests from non-USAF agencies will be reviewed on a case-by-case basis for the actual need to visit a USAF site. All other agency requests will be coordinated with the applicable MAJCOM.

**2. General.** DOE/NNSA through the National Laboratories integrate the design, development, and stockpile maintenance requirements with the Air Force. DOE/NNSA field representatives visit Air Force organizations to exchange technical information with weapons maintenance personnel and to perform/oversee nuclear weapons maintenance activities. This exchange assists DOE/NNSA and the Air Force in solving technical problems and developing weapon design considerations by applying field engineering feedback and technical assistance. These liaison visits do not substitute for official Air Force nuclear weapon inspections and processing of Unsatisfactory Reports. Discussing technical problems does not commit the Air Force to nuclear weapon modification, alteration, product change proposal, special repair procedure or any other changes to established procedures. Visits are purely technical liaison in nature and will be treated by both agencies as a means for discussing mutual problems between the user and the developer.

### **3. General Procedures.**

#### **3.1. Requestor (DOE/NNSA, field engineering representatives from National Laboratories and non-USAF agencies).**

3.1.1. Requests to visit Air Force organizations by DOE/NNSA, field engineering representatives from National Laboratories, and non-USAF agencies for nuclear weapons related visits will be supported by a request letter and a visit request. Both the letter and the visit request will be received at the AFNWC Nuclear Weapons Logistics Division and AFNWC Security office prior to a visit request being approved. Requestors will provide a visit request to the AFNWC security office and visit specifics in a request letter to AFNWC Nuclear Weapons Logistics Division as follows. The request letter detailing specifics of the visit will identify:

3.1.1.1. Units and facilities to be visited.

3.1.1.2. Purpose of visit. Provides sufficient details to understand the trip requirements.

3.1.1.3. Inclusive dates of the proposed visit. Inclusive dates are specific versus a window. Provides the dates the traveler(s) will be at each location if travel incorporates more than one location.

3.1.1.4. Each visitor's full name, (last, first, middle initial and either Jr or other if it applies) as it appears on visitor's photo identification (ID) (i.e. drivers license, other ID, passport).

3.1.1.5. Rank of visitor(s) (e.g. GS-12, Colonel, Contractor).

3.1.1.6. Driver's License Number and State of issue, passport number, or other government issued ID number.

3.1.1.7. Organization (e.g. SNL/5513) and agency security manager contact information.

3.1.1.8. Passport numbers (required for all overseas visits). Provides passport numbers and expiration dates for all overseas travel. This information is provided with the visit request, as it is not always required to be provided by the security office.

3.1.1.9. Part and/or serial number of any accompanying supplies/equipment (e.g., photo or test equipment) being carried into the nuclear facility. Accompanying supplies/equipment includes part numbered or serial numbered items required in the support of the purpose of visit.

3.1.1.10. Human Reliability Program (HRP) (as required).

3.1.2. DOE/NNSA and field engineering representatives from National Laboratories will submit a DOE Form 5631.20, *Request for Visit or Access Approval*, for all individuals to the AFNWC security office. Non-USAF agencies will submit visit request through the Joint Personnel Adjudication System (JPAS) using SMO code KV1MFNNW6.3.1.2.1. Requestors will submit visit requests for all individuals to the AFNWC security office not later than 30 days prior for CONUS visits and 45 days for OCONUS visits (except Turkey which requires 60 days) and the appropriate MAJCOM. Short notice requests will be reviewed on a case-by-case basis.

3.1.2.1. Visitors will possess two forms of ID when entering restricted areas, one form must be a picture ID. The driver's license and/or other forms of ID used must contain matching information. Any information not matching will result in denial of entry to restricted areas.

3.1.3. Once visit request is approved, the requestor will coordinate other details (meeting time, etc.) for the visit with unit point of contact. The AFNWC Nuclear Weapons Logistics Division will grant authority to visit Air Force installations before the trip can take place.

### **3.2. AFNWC Nuclear Weapons Logistics Division will:**

3.2.1. Provide a single point of contact to the DOE/NNSA, field engineering representatives from National Laboratories, and other non-USAF nuclear weapons supporting agencies for nuclear weapons, facilities, or security related visits to Air Force installations. The AFNWC Nuclear Weapons Logistics Division assures a valid purpose for each visit or access request and ensures appropriate involvement and standardization throughout the request process.

3.2.2. Address issues that involve nuclear weapons, access to nuclear weapons restricted areas, nuclear weapons-related test and handling equipment, or issues that fall under the responsibilities of the Joint Nuclear Weapons Publications System. This requirement includes representatives of DOE/NNSA and national laboratories traveling to Air Force locations as part of the Nuclear Weapons System Safety Group.

3.2.3. Upon notification of a requested visit, contact unit, group and MAJCOM (as applicable) through official channels to determine support/non-support capabilities. Send memorandum to unit, group and MAJCOM including requesting agency, reason for visit, proposed dates and number of personnel requesting entry. Contact requestor with support or non-support of visit. Assist with determination of alternate date(s) as needed. Approve visits only after coordination with unit/group/MAJCOM (as applicable) and careful consideration of the purpose, adequacy of clearances, timing of the visit and schedules of the units to be visited.

3.2.4. Forward validated visit requests to the AFNWC security office.

3.2.5. Coordinate with all agencies (DOE/NNSA, Sandia National Laboratories-Military Liaison Department, AF/A10-O, AF/A4LW, MAJCOMS and the organizations/units to be visited) to resolve any issues that may arise.

### 3.3. AFNWC Security Office.

3.3.1. Verify and maintain clearances pertaining to DOE/NNSA, field engineering representatives from National Laboratories, and non-USAF agencies requesting visits to Air Force installations and organizations. Verify personnel possess appropriate clearances, which are valid for the period of the visit.

3.3.2. Sign visit request (wet signature or e-signed) and submit document (.pdf or .doc(x)) to the AFNWC Nuclear Weapons Logistics Division and the unit security manager(s) of the unit to be visited using guidance in DoD S-5210.41-M\_AFMAN 31-108, Volume 2, *Nuclear Weapons Security Manual: General Nuclear Weapon Security Procedures*.

3.3.3. Coordinate with AFNWC Nuclear Weapons Logistics Division if issues arise.

### 3.4. MAJCOMs will:

3.4.1. Coordinate/approve/disapprove DOE/NNSA, field engineering representatives from National Laboratories, and non-USAF agency visits.

3.4.2. Establish guidance and procedures concerning security clearance verification and coordination of visits according to Air Force security directives and instructions.

3.4.3. Coordinate formal requests for DOE/NNSA, field engineering representatives from National Laboratories, and non-USAF agency technical assistance through the AFNWC Nuclear Weapons Logistics Division.

### 3.5. Owing Commander will:

3.5.1. Coordinate/approve/disapprove all visit requests to ensure units can adequately support the visit.

3.5.2. Coordinate with local security representatives to ensure DoD S-5210.41-M\_AFMAN 31-108, *Nuclear Weapons Security Manual* requirements are met.

**3.6. Additional Procedures.**

3.6.1. DOE/NNSA, field engineering representatives from National Laboratories, and non-USAF agencies will process their own country clearances through their appropriate Foreign Travel Offices using criteria outlined in the Department of Defense Foreign Clearance Manual, only after visit approval by the AFNWC Nuclear Weapons Logistics Division and the installation/activity commander.

3.6.2. Security information will only be accepted through the outside agency's security office; security information provided by the traveler will not be accepted.

3.6.3. Processing of Theater/Site Visits to HQ USAFE for approval will be accomplished by the requesting agency security office.

JUDITH A. FEDDER, Lt Gen, USAF  
DCS/Logistics, Installations and Mission Support

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

*Articles VII and IX, AT(29-2)-1222, Stockpile Agreement between the United States Atomic Energy Commission and the Department of Defense, 20 Mar 1967*

*DoD 4500.54E, Department of Defense Foreign Clearance Program, 28 December 2009*

*DoD S-5210.41-M\_AFMAN 31-108, Nuclear Weapons Security Manuals, 17 Jun 2011*

*AFPD 21-2, Munitions, 20 Sep 2005*

*AFI 31-401, Information Security Program Management, 1 Nov 2005*

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

***Adopted Forms***

*AF Form 847, Recommendation for Change of Publication*

*DOE Form 5631.20, Request for Visit or Access Approval*