

**29 MARCH 2005**



Obtained from  
Federation of American Scientists

*Safety*

**NUCLEAR SURETY STAFF ASSISTANCE  
VISIT (NS SAV) AND FUNCTIONAL EXPERT  
VISIT (FEV) PROGRAM MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>.

---

OPR: HQ USAFE/A4WN  
(MSgt William M. Mace)  
Supersedes USAFEI 91-101, 18 March 2003.

Certified by: HQ USAFE/A4W (Col Jan Rauker)

Pages: 21  
Distribution: F

---

This instruction implements Air Force Policy Directive 91-1, *Nuclear Weapons and Systems Surety*. It establishes key components of the nuclear surety program according to guidance in AFI 91-101, *Air Force Nuclear Weapons Surety Program*, and the USAFE Supplement thereto. It assigns responsibilities and establishes procedures for conducting Nuclear Surety Staff Assistance Visit (NS SAV) and Functional Expert Visit (FEV). It provides guidance to all levels of command participating in the NS SAV and FEV process. It contains templates for use by HQ USAFE NS SAV teams and subordinate units to successfully prepare for and conduct an NS SAV. It applies to designated USAFE directorates, Numbered Air Force (NAF) staff agencies, parent wing main operating bases (MOB), when augmenting the NS SAV team, and all USAFE units participating in the NS SAV and FEV programs. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Refer recommended changes and conflicts between this and other publications using the IMT AF Form 847, **Recommendation for Change of Publication**, and send to the Nuclear and Conventional Weapons Division at the following address: HQ USAFE/A4W, Unit 3050 Box 105, APO AE, 09094-0105. Any USAFE organization may supplement this instruction. Send one copy of their printed supplement to HQ USAFE/A4W. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>. Ensure that any local instructions or supplements are created in accordance with AFI 33-360 Volume 1, *Air Force Content Management Program-Publications*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** Supporting publications, policy and standards have changed and required a complete rewrite of this instruction.

<b>Chapter 1— NUCLEAR SURETY STAFF ASSISTANCE VISIT PROGRAM</b>	<b>3</b>
1.1. Scope of the NS SAV Program. ....	3
1.2. General Information. ....	3
Table 1.1. Nuclear Surety Staff Assistance Visit Team Composition. ....	4
1.3. NS SAV Detailed Report: ....	5
1.4. Functional Area Revisit. ....	5
1.5. Roles and Responsibilities: ....	5
1.6. Exercise Planning: ....	8
Table 1.2. Exercise Planning Functional Responsibilities as applicable to mission (not applicable to Lakenheath, Spangdahlem and Ramstein). ....	8
<b>Chapter 2— FEV PROGRAM</b>	<b>9</b>
2.1. Scope of the FEV Program. ....	9
2.2. General Information. ....	9
2.3. FEV Concept and Composition. ....	9
2.4. Roles and Responsibilities: ....	9
Table 2.1. Functional Expert Visit Team Composition. ....	11
<b>Chapter 3— NO-NOTICE SURETY STAFF ASSISTANCE VISIT (NNS SAV) PROGRAM</b>	<b>12</b>
3.1. Scope of the NNS SAV Program. ....	12
3.2. NNS SAV Concept and Composition. ....	12
3.3. NNS SAV Scheduling. ....	12
3.4. NNS SAV Report. ....	12
3.5. NNS SAV Notification. ....	12
3.6. IMT Adopted. ....	12
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>13</b>
<b>Attachment 2— SAMPLE UNIT SIMULATIONS AND DEVIATIONS FORMAT</b>	<b>15</b>
<b>Attachment 3— SAMPLE UNIT ITINERARY</b>	<b>18</b>
<b>Attachment 4— NS SAV PROGRAM MANAGER CHECKLIST</b>	<b>21</b>

## Chapter 1

### NUCLEAR SURETY STAFF ASSISTANCE VISIT PROGRAM

**1.1. Scope of the NS SAV Program.** The NS SAV program provides commanders with an evaluation of their unit's nuclear surety readiness. The NS SAV team observes and evaluates how the unit conducts day-to-day operations and administers nuclear surety program management. The NS SAV may serve as a tool to prepare for an upcoming nuclear surety inspection (NSI); however, an NS SAV only provides a snapshot in time and therefore should not be used as a replacement for NSI preparation. The depth of the NS SAV is not sufficient to provide a complete assessment of all areas subject to an NSI. The NS SAV also provides an opportunity for resolution and clarification of issues between the unit and headquarters functional managers. The objective is twofold to determine if:

1.1.1. Higher headquarters guidance is clear.

1.1.2. The unit is properly applying sound procedures to implement this guidance.

**1.2. General Information.** The NS SAV team assesses all areas included in TO 11N-25-1, *Department of Defense Nuclear Weapons Technical Inspection*, and AFI 90-201, *Inspector General Activities* as supplemented.

1.2.1. **NS SAV Scheduling.** Each unit receives a NS SAV approximately 4 months prior to its NSI. If this timeframe is unavailable, the NS SAV will occur no earlier than 6 months and no later than 60 days prior to the unit's scheduled NSI. HQ USAFE/A4W will coordinate with the Inspector General (HQ USAFE/IG) if NS SAVs must be conducted outside of this timeframe. **NOTE:** Spangdahlem Air Base normally receives an NS SAV on or around the same timeframe as the NS SAV for Buechel.

1.2.2. **Exceptions Granted.** Exceptions may be granted for NS SAVs to occur outside of the above listed intervals due to mission requirements or other circumstances. Unit commanders must request an exception to policy, by message, through the normal chain of command, to the HQ USAFE/A4W (HQ USAFE RAMSTEIN AB GE//A4W//) no later than 90 days prior to the team's originally scheduled arrival date. Explain why adjustment is necessary and provide alternate dates. Coordinate request with the appropriate NAF and host-nation commander (for Munitions Support Squadrons [MUNSS]).

1.2.3. **NS SAV Team.** An NS SAV team consists of a team chief and 25 to 35 team members. The specific size and composition of the team depends on the needs of each unit. Standard NS SAV team composition is provided in [Table 1.1](#).

1.2.4. **Team Requirements.** HQ USAFE/A4W fulfills most of the team chief requirements for NS SAVs. Officers in the grades of major and above may serve as team chiefs for a MUNSS NS SAV; colonels may be team chiefs for either a MUNSS or MOB NS SAV.

**Table 1.1. Nuclear Surety Staff Assistance Visit Team Composition.**

Bases	Aviano	Buechel	Ghedi	Incirlik	Kleine-Brogel	Lakenheath	Volkel	Ramstein	Spangdahlem
A3YP	4	4	4	4	4		4		
A7CXEF	1	1	1	1	1		1	1	
A7CXED	1			1					1
A7CCE	1	1	1	1	1		1		
A1A	2	2	2	2	2	2	2	2	2
A3TW	1					1		1	1
OL-EL / ELO		1	1		1		1		
A4M	1	1	1	1	1	1	1	1	
A4RN	1			1		1		1	
A4WN	4	4	4	4	4		4		
A4WS	2	2	2		2	3	2		
A6NI	2	2	2	2	2		2	2	
CSS/SCMM	2	2	2	2	2	1	2	2	
SEW	2	1	1	2	1	1	1	1	
A7FO	4	3	3	4	3		3		
SGS	2	2	2	2	2	2	2	2	2
A5P	1	1	1	1	1	1	1	1	1
A5Z		1	1		1		1		
Projo	1	1	1	1	1	1	1	1	1
Admin	1	1	1	1	1	1	1	1	1

#### 1.2.5. NS SAV Duration and Meetings:

1.2.5.1. The NS SAV is normally 1 week in duration. Monday through Friday is set aside for a comprehensive review of all nuclear programs and exercises. Validations normally occur on Friday; however, some areas may require a Saturday validation. Direct interaction between team chief, all evaluators, the wing or unit commander, and respective staff is highly encouraged to ensure the NS SAV efficiently accomplishes its objectives.

1.2.5.2. The wing and unit will organize a reception meeting for the day the team arrives. If possible, hold the meeting at the team's hotel and billeting location. This meeting covers:

1.2.5.2.1. Entry Authorization Listing (EAL) Verification. Each NS SAV team member verifies identification data on the EAL and resolves any discrepancies prior to the start of the NS SAV.

1.2.5.2.2. Discussion and approval of the simulations and deviations package.

1.2.5.2.3. No-notice exercise review between the evaluators and unit trusted agents.

1.2.5.2.4. Any local condition and safety briefings required by the unit.

1.2.5.3. The team chief conducts an inbrief with the wing or unit commander and key staff, normally Monday at 0800.

1.2.5.4. The team chief conducts an outbrief with the wing or unit commander and designated unit staff, normally on the following Monday at 1000. The outbrief can be tailored for wing or unit senior leadership or the entire unit. The outbrief location is determined by the wing or unit commander.

### **1.3. NS SAV Detailed Report:**

1.3.1. The project officer uses the inputs provided by each functional team member to build the report. Each wing or unit commander receives a copy of the detailed report upon the team's departure.

1.3.2. Team members include all nuclear surety-related problems, observations, and action items in the detailed report. All problems noted must be referenced by instruction and paragraph number along with a recommendation on how to correct the problem. Ratings are not assigned and findings are classified in the following categories:

1.3.2.1. Critical Problem--Any deficiency resulting in an unsatisfactory rating in a critical area as defined in TO 11N-25-1 and AFI 90-201 USAFE Supplement 1.

1.3.2.2. Major Problem--Any deficiency that causes an area or operation to be rated unsatisfactory without being listed in a critical area in TO 11N-25-1 and AFI 90-201.

1.3.2.3. Minor Problem--A deviation from published procedure, local or otherwise, that does not result in an unreliable weapon or an unsafe or unsecure environment.

1.3.2.4. Observation--A suggestion to improve a process. No reference required.

1.3.2.5. Action Item--An issue that HQ USAFE is tasked to assist the unit in resolving.

1.3.2.6. Strength--Comments on performance or a process that is noteworthy.

1.3.2.7. Best Practice--A process or product that is exceptionally noteworthy and should be shared with other organizations.

1.3.2.8. Outstanding performers--In the grades of Amn-TSgt and Lts.

**1.4. Functional Area Revisit.** The team chief of the NS SAV or the appropriate functional area (HQ USAFE) division chief may require a revisit by representatives from specific functional areas that were found less than satisfactory during the NS SAV. There are occasions when the unit requires additional training that time does not allow during a normal NS SAV process. In other instances, a complete assessment may not be possible due to a state of flux in the program or because the number or severity of deficiencies found in the program requires the evaluator to stop evaluating and start training. In these extreme circumstances, the unit commander may request an additional visit by the appropriate USAFE functional office at unit expense.

### **1.5. Roles and Responsibilities:**

**1.5.1. The Directorate of Logistics (HQ USAFE/A4):**

- 1.5.1.1. Is the focal point for all nuclear surety oversight activity on the USAFE staff.
- 1.5.1.2. Provides guidance to HQ USAFE/A4W as overall administrator of the NS SAV process.
- 1.5.1.3. Ensures the Nuclear and Conventional Weapons Division (HQ USAFE/A4W) centrally manages, budgets, and administers funds associated with the NS SAV program.

**1.5.2. The Nuclear and Conventional Weapons Division (HQ USAFE/A4W):**

- 1.5.2.1. Is the administrator of the NS SAV program.
- 1.5.2.2. Ensures all procedures necessary to effectively govern the NS SAV program remain current and are included in this instruction.
- 1.5.2.3. Ensures team chiefs are appointed and trained for each NS SAV.
- 1.5.2.4. Appoints an NS SAV Program Manager from the Weapons Maintenance Branch (HQ USAFE/A4WN).

**1.5.3. Weapons Maintenance NS SAV Program Manager (Nuclear Weapons HQ USAFE/A4WN):**

- 1.5.3.1. Provides management and oversight of the NS SAV program.
- 1.5.3.2. Plans, organizes, coordinates, and directs activities affecting the NS SAV program.
- 1.5.3.3. Develops, coordinates, and distributes the annual NS SAV schedule and makes changes as they occur. HQ USAFE/A4WN publishes the schedule by 1 September of each year and sends a copy to each USAFE directorate participating in the NS SAVs, NAF, wing, unit commander, USAFE Gatekeeper, and United States European Command (USEUCOM) staff directorate after receiving approval from all parties.
- 1.5.3.4. Provides NS SAV fund cite authorization to NS SAV team members.
- 1.5.3.5. Formally requests volunteers to serve as NS SAV team chiefs through HQ USAFE/A4W, as required.
- 1.5.3.6. HQ USAFE/A4WN maintains the following information:
  - 1.5.3.6.1. Lists of previous NS SAV team members by functional area.
  - 1.5.3.6.2. Lists of all NS SAV locations.
  - 1.5.3.6.3. Lists of key personnel assigned to each location.
  - 1.5.3.6.4. The most recent NS SAV report for each location.

**1.5.4. NS SAV Team Chiefs:**

- 1.5.4.1. Provide overall direction to the NS SAV.
- 1.5.4.2. Attend an orientation and specific training from HQ NS SAV Program manager on the NS SAV process.
- 1.5.4.3. In conjunction with the NS SAV Program Manager, ensure the size and composition of the NS SAV team and verify that the scope of the NS SAV meets the needs of the unit.
- 1.5.4.4. Conduct an NS SAV pre-departure meeting prior to the team's departure.

1.5.4.5. Ensure the NS SAV team completes the detailed report as outlined in this instruction.

1.5.4.6. Assess senior leadership and key personnel involvement in each unit process during the NS SAV.

1.5.4.7. Provide a “hot wash” to the Director of Logistics (HQ USAFE/A4) not later than 10 duty days after completing the NS SAV.

**1.5.5. NS SAV Team Members.** Team members are responsible for travel and temporary duty (TDY)-related preparations. Each member must ensure they have travel orders, military identification and their AF Form 1199A, **USAF Restricted Area Badge** (if applicable), before they depart for the NS SAV location. NS SAV team members will:

1.5.5.1. Examine applicable portions of the proposed schedule of events to ensure all desired scenarios are presented in logical sequence and that the timing is correct.

1.5.5.2. Conduct each NS SAV consistently against a formal checklist or list of objectives. While NS SAVs are less formal, general objectives should focus on unit training, self inspection, compliance with United States Air Force (USAF) and major command (MAJCOM) directives, public law (safety and security) and the ability of the unit to accomplish its assigned mission.

1.5.5.3. Attend the exercise planning meeting (as required).

1.5.5.4. Provide a copy of DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, to the Resource Advisor (HQ USAFE/A4W) before departure and a copy of the DD Form 1351-2, **Travel Voucher or Subvoucher**, within 5 duty days of return.

1.5.5.5. Attend the NS SAV team pre-departure meeting.

1.5.5.6. Document and submit all findings found during the visit to the project officer for report consolidation at designated date and time.

1.5.5.7. During the course of the visit, photograph functional areas and operations. Submit photographs to the project officer by the designated date and time.

1.5.5.8. Prepare and submit out brief slides to the project officer by designated date and time.

1.5.5.9. Will not depart prior to completion of the NS SAV unit out brief without the permission of the Team Chief.

**1.5.6. NAF A-4 Responsibilities.** NAFs develop an NS SAV program to provide management oversight and guidance to all units under their functional control. NAFs are encouraged to ensure site visits are conducted to review both nuclear surety-related areas and functional areas not normally assessed during an NS SAV. NAFs will:

1.5.6.1. Ensure units subject to an NS SAV are properly equipped to correct and prevent recurrence of critical and major discrepancies discovered during an NS SAV.

1.5.6.2. Assist the units in developing a plan to systematically correct all problems identified during an NSI or NS SAV.

**1.5.7. 38 Munitions Maintenance Group (MMG) Responsibilities.** 38 MMG develops an NS SAV program to provide management oversight and guidance to all units under their functional control. Parent wings are encouraged to conduct visits to review both nuclear surety-related areas (except for programs prohibited by higher headquarters directive; (i.e., Communication Security (COMSEC) /

Two-person Control (TPC)) and functional areas not normally assessed during an NS SAV. Conduct the parent wing visit prior to the HQ USAFE NS SAV.

**1.5.8. Unit Responsibilities.** Units will:

1.5.8.1. Provide a unit point of contact (POC) to HQ USAFE/A4WN at least 60 days prior to the NS SAV. This position serves as the wing or unit liaison with the HQ USAFE NS SAV Program Manager and provides the following support:

1.5.8.1.1. Provide HQ USAFE/A4WN the NS SAV Simulation/Deviations and NS SAV schedule at least 30 days prior according to the guidance in [Attachment 2](#) and [Attachment 3](#).

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

1.5.8.1.3. Provide a work center for the NS SAV team.

1.5.8.1.4. Provide administrative and communications support, as required.

1.5.8.1.5. Ensure 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 NS SAV.

1.5.8.1.6. Identify trusted agents for coordination of contingency exercises and operations. In order to prevent exercise scheduling conflicts, an airfield operations representative must be identified as a trusted agent.

1.5.8.2. Unit or wing commander forwards a progress message on critical and major findings through his or her chain of command to HQ USAFE RAMSTEIN AB GE//A4W// following the inspection, then every 30 days until issues are resolved. The first progress message (if required) is due 30 days from the NS SAV out brief date.

**1.6. Exercise Planning:**

1.6.1. NS SAV team members attend the exercise planning meeting to coordinate NS SAV exercise scenarios and injects. The NS SAV program manager schedules the meeting, which should take place prior to the pre-departure meeting.

1.6.2. The following directorates attend the meeting and develop respective exercise scenarios and inject cards:

**Table 1.2. Exercise Planning Functional Responsibilities as applicable to mission (not applicable to Lakenheath, Spangdahlem and Ramstein).**

HQ USAFE/A7FOS	Recapture and Denial Exercises
HQ USAFE/A7CX	Emergency Response Exercise
HQ USAFE/A3YP	Emergency Evacuation
HQ USAFE/A6NI	
HQ USAFE/A3YP	Emergency Disablement
HQ USAFE A6NI	
HQ USAFE/A4WS	Aircraft Generation (not applicable to Incirlik)
HQ USAFE/A3YP	

## Chapter 2

### FEV PROGRAM

**2.1. Scope of the FEV Program.** The purpose of the FEV Program is to observe and assess how the unit conducts day-to-day operations and administers nuclear surety program management. The visit is less formal than the NS SAV, with an increased focus on training coupled with assessment for unit commanders. The visit also provides an opportunity for resolution and clarification of issues between the unit and headquarters functional managers.

**2.2. General Information.** While FEV members may assess any areas included in TO 11N-25-1, *Department of Defense Nuclear Weapons Technical Inspection*, and AFI 90-201, *Inspector General Activities*, and AFI 90-201 USAFE Supplement, the primary FEV focus is to strengthen program management by evaluating unit processes to assess and improve their performance, for example: quality assurance, standardization and evaluation, exercise evaluation team, training programs, certification programs and surety program management. Feedbacks are provided to squadron commanders at the conclusion of a FEV visit, but the primary focus is at the flight and shop chief level and is intended to educate, train and mentor company grade officers and noncommissioned officers charged with administering nuclear surety programs.

**2.3. FEV Concept and Composition.** The FEV consists of major command functional experts. Unlike the formal NS SAV team concept, individual FEV functional areas coordinate and conduct visits at various times during the advertised FEV window. The visit duration for each functional area is typically 2-3 days. The specific composition of members and duration of the visit depends on the needs of each unit. Standard FEV composition is provided in [Table 2.1](#).

2.3.1. **FEV Scheduling.** Each unit will normally receive a FEV during a 2-month window, approximately 4 to 5 months following its NSI. The 2-month window is a goal. While functional areas should attempt to complete their visits during the FEV window, special circumstances may require certain areas to be visited outside the window. **NOTE:** Spangdahlem and Buechel receive a FEV during the same window.

2.3.2. **Exceptions Granted.** Exceptions may be granted for FEVs, or portions of the FEV, to occur outside of the above listed intervals due to mission requirements or other circumstances. Unit commanders may request an exception to policy, by e-mail, through the FEV program manager, no later than 30 days prior to the projected FEV window. In the request for exceptions, explain why adjustment is necessary and provide alternate dates.

#### 2.4. Roles and Responsibilities:

##### 2.4.1. The Directorate of Logistics (HQ USAFE/A4):

2.4.1.1. Is the focal point for all nuclear surety oversight activity on the USAFE staff.

2.4.1.2. Provides guidance to HQ USAFE/A4W as overall administrator of the FEV process.

2.4.1.3. Ensures HQ USAFE/A4W centrally manages, budgets and administers funds associated with the FEV program.

##### 2.4.2. Nuclear and Conventional Weapons Division (HQ USAFE/A4W):

2.4.2.1. Is the administrator of the FEV program.

2.4.2.2. Appoints a FEV Program Manager from the Weapons Systems Branch (HQ USAFE/A4WS).

**2.4.3. FEV Program Manager (HQ USAFE/A4WS):**

2.4.3.1. Provides management and oversight of FEV program.

2.4.3.2. Plans, organizes, coordinates and directs activities affecting FEV program.

2.4.3.3. Provides a formal message announcing the FEV window to affected unit not later than 30 days prior to the start of the FEV window.

2.4.3.4. Requests names of FEV members and plan no later than 30 days prior to the start of the FEV window.

2.4.3.5. Manages and controls FEV program funds as directed by HQ USAFE/A4 and the Office of Financial Management and Comptroller (HQ USAFE/FM). HQ USAFE/A4WS:

2.4.3.5.1. Budgets, schedules and centrally administers all FEV expenditures.

2.4.3.5.2. Forecasts annually for FEV funding requirements and documents in the HQ USAFE/A4 Financial Plan.

2.4.3.6. Provides a FEV summary to the Chief, Nuclear and Conventional Weapons Division (HQ USAFE/A4W) and unit commander not later than 30 days following the last day of FEV window. Information from visits which occur after the FEV window close out date will be added as a supplement to the FEV summary.

**2.4.4. FEV Members.** Members are responsible for travel and temporary duty related preparations. Each member must ensure they have travel orders, military identification and AF Form 1199A, **USAF Restricted Area Badge**, (if applicable), before they depart for the FEV location. Each member:

2.4.4.1. Coordinates scope and visit details with unit point of contact at the flight level.

2.4.4.2. Submits FEV plan to program manager (HQ USAFE/A4WS) no later than 10 days prior to FEV window start date. Plan must include name of flight level representative contacted, travel dates and details, and scope of visit. This will include areas to be looked at during the visit. Areas may include both those requested to be looked at by the unit and those felt necessary by the FEV functional managers.

2.4.4.3. Provides a copy of DD Form 1610 to the HQ USAFE/A4W Resource Advisor before departure and a copy of the DD Form 1351-2 within 5 duty days of return.

2.4.4.4. Conducts FEV with focus on training and assessment, not strictly a compliance evaluation.

2.4.4.5. Reviews and validates status of deficiencies identified in the unit's most recent NSI and NS SAV reports.

2.4.4.6. Submits trip report summarizing visit to the FEV program manager no later than 7 duty days following close out of FEV window.

**2.4.5. Unit Responsibilities.** Units:



### Chapter 3

#### NO-NOTICE SURETY STAFF ASSISTANCE VISIT (NNS SAV) PROGRAM

**3.1. Scope of the NNS SAV Program.** The purpose of the NNS SAV Program is to assist units to test their day-to-day readiness to accomplish the surety mission. NNS SAV will target each unit's weak areas by reviewing previous NSI/ Joint Operating Instruction (JSSI), NS SAV, trend deficiencies and/or emergency response procedures.

**3.2. NNS SAV Concept and Composition.** The NNS SAV will normally be limited to 1-2 days in duration. The specific composition of members and duration of the visit depends on the needs of each unit. Upon arrival the NNS SAV team will present unit leadership with a notification letter, discuss rules of engagement and announce areas to be observed. NNS SAV team assesses all areas included in TO 11N-25-1, *Department of Defense Nuclear Weapons Technical Inspection*, and AFI 90-201, *Inspector General Activities*.

**3.3. NNS SAV Scheduling.** Units are not vulnerable to an NNS SAV from 90 days prior to their NSI until 90 days after their NSI.

**3.4. NNS SAV Report.** The report will provide the unit chain of command and HQ USAFE staff functions a snapshot of areas observed. The report will not assign ratings, answerable deficiencies will be highlighted and units will respond to HQ USAFE/A4W within 2 weeks with corrective actions. Exception, the HQ USAFE IG will be excluded from the report routing.

**3.5. NNS SAV Notification.** NNS SAV team chief will notify the unit exercise evaluation trusted agents 1 day prior to the visit.

**3.6. IMT Adopted.** AF Form 847, **Recommendation for Change of Publication**; AF Form 1199A, **USAF Restricted Area Badge**; DD Form 1351-2, **Travel Voucher or Subvoucher**; DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**.

JAY H. LINDELL, Brigadier General, USAF  
Director of Logisites

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

DoD 4500.54.G, *The Department of Defense Foreign Clearance Guide*

AFPD 90-2, *The Inspector General--The Inspection System*

AFI 90-201, *Inspector General Activities*

AFPD91-1, *Nuclear Weapons and Systems Surety*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*

TO 11N-25-1, *Department of Defense Nuclear Weapons Technical Inspection System*

ACO DIR 80-6 Volume II/ED 60-12, *Nuclear Surety Management (NC)*

***Abbreviations and Acronyms***

**COMSEC**—Communications Security

**CTK**—Consolidated Tool Kits

**EAL**—Entry Authorization List

**EMR**—Electromagnetic Radiation

**FEV**—Functional Expert Visit

**JOI**—Joint Operating Instruction

**LPS**—Lightning Protection System

**MMG**—Munitions Maintenance Group

**MOB**—Main Operating Base

**MUNSS**—Munitions Support Squadron

**NAF**—Numbered Air Force

**NOCM**—Nuclear Ordnance Commodity Management

**NS**—Nuclear Surety

**NS SAV**—Nuclear Surety Staff Assistance Visit

**NSI**—Nuclear Surety Inspection

**POC**—Point of Contact

**PRP**—Personnel Reliability Program

**SAV**—Staff Assistance Visit

**SATO**—Scheduling Airline Ticketing Office

**SOI**—Squadron Operating Instruction

**TBD**—To Be Determined

**TDY**—Temporary Duty

**TPC**—Two-Person Control

**TTH**—Tools, Test and Handling

**USAFE**—United States Air Forces in Europe

**WS3**—Weapons Storage and Security System

## Attachment 2

### SAMPLE UNIT SIMULATIONS AND DEVIATIONS FORMAT

**A2.1. General.** Use the sample format in paragraph [A2.3](#) when submitting a simulations and deviations letter. Units submit a simulations and deviations letter to the NS SAV program manager at least 30 days prior to the first day of the NS SAV. This allows the NS SAV team time to review the simulations and deviations during a team meeting for validity and applicability, and return the list to the unit. The unit presents any changes (additions or deletions) for consideration to the team during the NS SAV reception meeting. When the NS SAV team chief and wing or MUNSS commander (as applicable) sign the unit simulations and deviations list, it becomes an official document for use during the NS SAV.

**A2.2. Scope.** The NS SAV team chief only approves simulations or deviations when it is impossible or impractical to perform actual procedures or to use specified equipment. All requests for simulations must answer the following questions:

A2.2.1. WHAT? (Describe the simulated task or equipment).

A2.2.2. HOW? (Describe how you will simulate the task).

A2.2.3. WHY? (Provide a brief explanation of why the simulation is required and the impact if the simulation is disapproved).

**A2.3. Unit Simulations and Deviations Format.** Use [Figure A2.1](#) as sample format when submitting simulations and deviations for review and approval.

**Figure A2.1. Sample Unit Simulations and Deviations Format.**

MEMORANDUM FOR HQ USAFE/A4WN

FROM: Wing or Unit Commander

SUBJECT: Proposed Simulations and Deviations

- 1. Wing or unit submits the following categorized simulations and deviations for review and approval.
  - a. (Category) Emergency Exercises (**NOTE:** May include one or more simulation or deviation)
  - b. (WHAT) Personnel will demonstrate the ability to shut off power to facilities, but will not actually do so.
  - c. (HOW) The On-Scene Commander and Mission Director will make any required notifications using appropriate means.
  - e. (WHY) JUSTIFICATION: Turning electricity off and on increases the risk of damaging utility lines/ switch gear/service, and sets off alarms unnecessarily.
  - f. (OPR): XX CES/CEO (this should be the unit OPR).
  - g. (APPROVED/DISAPPROVED) Used by NS SAV team. Team member makes recommendation and then puts their name to the right of the recommendation.

(COMMENTS: \_\_\_\_\_) NS SAV team member can use this to explain the disapproval or any limitation to an approval of the simulation/deviation

**2. Figure A2.1. Sample Format simulations and deviations.**

-----  
SD08-10      WHAT: Use of electrical tape to simulate utility anti-static tape.

HOW: Electrical tape will be used instead of utility anti-static tape.

WHY: Electrical tape is less expensive and prevents real-world supplies from becoming depleted.

MSgt Haneline CES/EOD

Approved:   X   Disapproved:    Inspector(s): MSgt West

Comments: simulated tape can be used to demonstrate capability; however, unit must show inspector they have a sufficient on-hand quantity of tape to meet mission needs.

-----  
3. Wing or unit POC is:

Wing or Unit Commander and the NS SAV Team Chief sign the memorandum.

**Attachment 3**

**SAMPLE UNIT ITINERARY**

**A3.1. General.** The sample itinerary (**Figure A3.1.**) is a template for NS SAV planning purposes. Use it as a guide to schedule critical events, in any order to meet organizational needs. Unit POCs should submit a comparable list to the USAFE NS SAV program manager at least 30 days before their NS SAV for review and approval. Refer to TO 11N-25-1 and AFI 90-201 for an explanation of critical inspection areas.

**A3.2. Scope.** Conduct contingency exercises as no notice to the fullest extent possible. The key for each unit is to build a plan to eliminate friction and uncertainty. In addition to events listed in paragraph **A3.1.**, the team will conduct a comprehensive review of the following programs during the week: Continuity/Self-Inspection Program; contingency plans/JOI/ Squadron Operating Instruction (SOI) review; training/ Weapons Storage and Security System (WS3) equipment records review; Consolidated Tool Kits (CTK)/ Tools, Test and Handling (TTH) equipment; weapons safety, Electromagnetic Radiation (EMR), and Lightning Protection System (LPS); aircraft familiarization, surety training and weapons academic lesson plans; Personnel Reliability Program (PRP)/medical records screening; Nuclear Ordnance Commodity Management (NOCM); COMSEC/TPC materials; munitions control; weapons maintenance; and security procedures, equipment certification/ condition/documentation.

**A3.3. Sample Unit Itinerary.** When preparing an itinerary use the example in **Figure A3.1.** as a guide.

**Figure A3.1. Sample Unit Itinerary.**

**XXX AB NS SAV 04  
TEAM CHIEF:**

<b>Day 0</b>	<b>SUNDAY</b>	<b>06-Jul-04</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>BASE OPR</b>	<b>NS SAV TEAM OPR</b>
1800	Welcome NS SAV Team/Hotel Inbrief	Hotel		
<b>Day 1</b>	<b>MONDAY</b>	<b>07-Jul-04</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>BASE OPR</b>	<b>NS SAV TEAM OPR</b>
0800	NS SAV In-brief			
0830	Inspection Begins			
All Week	TODO			

All Week	Munitions Supply			
All Week	Munitions Control			
All Week	Tools, Test, and Handling Equipment			
All Week	Quality Assurance			
All Week	Weapons Safety			
All Week	Command Post Testing			
All Week	Command Post Console Eval #1			
0900	Sensor Checks			
0900	Alternate Controller/Zone Generator			
0900	PRP Records Review			
0900	1st Weapon Load			
1300	Log Air Briefing			
1300	Emergency Generator Records Review			
1300	2nd Weapons Load			
1500	3rd Weapon Load			
1600	Aircraft Certification (W-7)			
<b>Day 2</b>	<b>TUESDAY</b>	<b>08-Jul-04</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>BASE OPR</b>	<b>NS SAV TEAM OPR</b>
0800	Security In Place			
0800	Transfer/Prep For Ship			
0930	Convoy Brief			
1100	Aircraft Land			
1145	Convoy Roll			
1430	Aircraft Depart			

<b>Day 3</b>	<b>WEDNESDAY</b>	<b>09-Jul-04</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>BASE OPR</b>	<b>NS SAV TEAM OPR</b>
0900	A/C Certification Historical Records			
0900	Host Nation NCE			
TBD	Host Nation Loading Program			
1500	CDS Demonstration			
TBD	Command Post Console Eval #2			
<b>Day 4</b>	<b>THURSDAY</b>	<b>10-Jul-04</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>BASE OPR</b>	<b>NS SAV TEAM OPR</b>
0700	Module Loading			
0830	Technical Operations			
0800	U.S. Load Monitor Section/WS3			
<b>Day 4</b>	<b>FRIDAY</b>	<b>12-Jul-04</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>BASE OPR</b>	<b>NS SAV TEAM OPR</b>
TBD	1 Line Breakout (Sweeps)			
0800	LPS Review/Testing			
TBD	Aircraft Upload			
TBD	Pilot Acceptance			
TBD	Aircraft Release			
TBD	Aircraft Download			
TBD	Aircraft Certification (W-7)			
1300	Validation			All
<b>DAY 6</b>	<b>MONDAY</b>	<b>14-Jul-04</b>		
1000	NS SAV Outbrief		NS SAV Team Chief	

**Attachment 4****NS SAV PROGRAM MANAGER CHECKLIST****A4.1. Actions Accomplished Prior to the NS SAV:**

A4.1.1. Obtain unit POC 60 days prior.

A4.1.2. Compile a team roster at least 45 days prior.

A4.1.3. Obtain a current schedule and list of simulations and deviations from the unit POC at least 30 days prior. Distribute this information to all NS SAV team members for review and comment prior to the pre-departure meeting. Consolidate all responses from team members and send the documents back to unit for action.

A4.1.4. Prepare and release all country clearance and site access messages according to the provisions in DoD 4500.54-G, *The Department of Defense Foreign Clearance Guide*, and ACO 80-6 Volume II/ED 60-12 (NC) *Nuclear Surety Management*.

A4.1.5. Brief the NS SAV team chief on his or her role and responsibilities.

A4.1.6. Schedule and convene the exercise planning meeting. Ensure required functionals attend.

A4.1.7. Schedule and convene the pre-departure meeting within 7 days prior to departure. As a minimum, the meeting will include the team composition, NS SAV schedule, unit simulation and deviation review, report requirements, exercises, travel and billeting arrangements, and local conditions at the TDY location.

A4.1.8. Prior to departing, schedule the team chief's "hot wash" for HQ USAFE/A4 within 10 workdays after return. Brief "hot wash" date at the pre-departure meeting.

A4.1.9. Secure billeting and travel arrangements prior to the NS SAV team's departure.

**A4.2. Actions Accomplished During the NS SAV. HQ USAFE/A4WN:**

A4.2.1. Provides team members a floppy disk to record their findings and observations. The disk is formatted to include the following: NS SAV finding template, unit's last NS SAV detailed report, and out brief presentation.

A4.2.2. Serves as NS SAV team liaison with wing or MUNSS leadership and key personnel.

A4.2.3. Conducts NS SAV team meetings, as required, and advises the wing or MUNSS commander of significant issues discovered during the NS SAV.

A4.2.4. Provides administrative support to the team during the NS SAV.

**A4.3. Actions Accomplished Upon Completion of the NS SAV.**

A4.3.1. Prepares the unit out brief and provides the unit commander a copy of the detailed report before departure.

A4.3.2. Conduct a "hot wash" with HQ USAFE/A4 no later than 10 workdays after completing the NS SAV.