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

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This instruction implements Air Force Policy Directive (AFPD) 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 (NSSAV) and Functional Expert Visit (FEV). It provides guidance to all levels of command participating in the NSSAV and FEV process. It contains templates for use by HQ USAFE NSSAV teams and subordinate units to successfully prepare for and conduct an NSSAV. It applies to designated USAFE directorates, Numbered Air Force (NAF) staff agencies, main operating bases (MOB), when augmenting the NSSAV team, and all USAFE units participating in the NSSAV 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 Directorate of Logistics at the following address: Munitions Division (HQ USAFE/A4W), Unit 3050 Box 105, APO AE, 09094-0105. Any United States Air Forces in Europe (USAFE) organization may supplement this instruction. Ensure that any local instructions or supplements are created in accordance with AFI 33-360 *Publications and Forms Management*. Send one copy of their printed supplement to HQ USAFE/A4W. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), *Management of Records*, 31 Aug 1994 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AFRIMS (AF Portal).

**SUMMARY OF CHANGES**

**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.

## Chapter 1

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

**1.1. Scope of the NSSAV Program.** The NSSAV program provides commanders with an evaluation of their unit's nuclear surety readiness. The NSSAV team observes and evaluates how the unit conducts day-to-day operations and administers nuclear surety program management. The NSSAV may serve as a tool to prepare for an upcoming nuclear surety inspection (NSI); however, an NSSAV only provides a snapshot in time and therefore should not be used as a replacement for NSI preparation. The depth of the NSSAV is not sufficient to provide a complete assessment of all areas subject to an NSI. The NSSAV 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 NSSAV 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. **NSSAV Scheduling.** Each unit receives a NSSAV approximately 6 months prior to its NSI. If this timeframe is unavailable, the NSSAV will occur no earlier than 7 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 NSSAVs must be conducted outside of this timeframe. **Note:** Spangdahlem Air Base normally receives an NSSAV on or around the same timeframe as the NSSAV for Buechel.

1.2.2. **Exceptions Granted.** Exceptions may be granted for NSSAVs 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 HQ USAFE/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 wing and host-nation commander (for Munitions Support Squadrons [MUNSS]), and Nuclear Weapons Maintenance Branch (HQ USAFE/A4WN).

1.2.3. **NSSAV Team.** An NSSAV 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. Each HQ functional area provides the requirements for the team composition (either themselves or augmentees). Standard NSSAV team composition is provided in **Table 1.1**.

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

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

Bases	Aviano	Buechel	Ghedi	Incirlik	Klein Brogel	Lakenheath	Volkel
HQ USAFE/A1A	2	1 <sup>1</sup>	1	2	1	2	1
HQ USAFE/A3YP	3	3	3	3	3		3
HQ USAFE/A3TW	1					1	
HQ USAFE/A4MS	1	1	1	1	1	1	1
HQ USAFE/A4RV	1			1		1	
HQ USAFE/A4WN	3	3	3	3	3		3
HQ USAFE/A4WS	3	2	2		2	3	2
HQ USAFE/A4W A/C Cert Officer <sup>2</sup>		1	1		1		1
HQ USAFE/A7CCE	1	1	1	1	1		1
HQ USAFE/A7XED	1	1 <sup>1</sup>		1			
HQ USAFE/A7XEF	1	1	1	1	1		1
HQ USAFE/A7XEM	1	1 <sup>1</sup>		1			
HQ USAFE/A7SOS	4	3	3	4	3		3
USAFE CSS/SCMM (Maintenance)	2	2	2	2	2		2
USAFE CSS/SCMS (COMSEC)	1	1	1	1	1		1
OL-EL /ELO <sup>2</sup>		1	1		1	1	1
HQ USAFE/SEW	2	1	1	1	1	1	1
HQ USAFE/SGS	2	1 <sup>1</sup>	1	2	1	2	1
Projo	1	1	1	1	1	1	1
Admin <sup>3</sup>	1	1	1	1	1	1	1

**NOTES:**

1. Explosive Ordnance Disposal (EOD) and Personnel Reliability Program (PRP) will also evaluate Spangdahlem Air Base (AB), Germany (GE) during the NSSAV at Buechel AB, GE.
2. Aircraft (A/C) cert officer and Engineering Liaison Officer (ELO) will only stay on NSSAV as long as required.
3. Units will provide admin personnel as requested by HQ USAFE/A4W.

### 1.2.5. NSSAV Duration and Meetings:

1.2.5.1. The NSSAV 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 NSSAV objectives are accomplished.

1.2.5.2. The wing and unit will organize a reception meeting for the day the team arrives. This meeting will cover:

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

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 will conduct an in-brief with the wing or unit commander and key staff, normally Monday at 0800.

1.2.5.4. The team chief will conduct an out-brief with the wing or unit commander and designated unit staff, normally on the following Monday at 0800. The out-brief should be tailored for wing or unit senior leadership, not the entire unit. The out-brief location will be determined by the wing or unit commander.

### 1.3. NSSAV 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 draft copy of the detailed report upon the team's departure. A final version will be released by Directorate of Logistics (HQ USAFE/A4) approximately 10 days after NSSAV completion.

1.3.2. Team members will 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. Overall ratings are not assigned, however findings are arranged 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 as 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 Airman-Technical Sergeants and Lieutenants.

**1.4. Functional Area Revisit.** The team chief of the NSSAV 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 NSSAV. There are occasions when the unit requires additional training that time does not allow during a normal NSSAV 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. Serves as 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 NSSAV process.

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

#### **1.5.2. Munitions Division, HQ USAFE/A4W:**

1.5.2.1. Administers the NSSAV program.

1.5.2.2. Ensures all procedures necessary to effectively govern the NSSAV program remain current and are included in this instruction.

1.5.2.3. Ensures team chiefs are appointed and trained for each NSSAV.

1.5.2.4. Appoints an NSSAV Program Manager from the Weapons Maintenance Branch, HQ USAFE/A4WN.

#### **1.5.3. NSSAV Program Manager, HQ USAFE/A4WN:**

1.5.3.1. Provides management and oversight of the NSSAV program.

1.5.3.2. Plans, organizes, coordinates and directs activities affecting the NSSAV program.

1.5.3.3. Develops, coordinates, and distributes the annual NSSAV schedule and makes changes as they occur. HQ USAFE/A4WN publishes the NSSAV schedule by 1 September of each year and sends a copy to each USAFE directorate (functional area) participating in the NSSAVs, wing, unit commander, USAFE Gatekeeper, and United States European Command (USEUCOM) staff directorate after receiving approval from all participating parties.

1.5.3.4. Provides NSSAV fund cite authorization to NSSAV team members.

1.5.3.5. Formally requests functional expert volunteers to serve as NSSAV team members.

1.5.3.6. Maintains the following information:

1.5.3.6.1. Lists of previous NSSAV team members by functional area.

1.5.3.6.2. Lists of all NSSAV locations.

1.5.3.6.3. Lists of key personnel assigned to each location.

1.5.3.6.4. The most recent NSSAV report for each location.

#### 1.5.4. **NSSAV Team Chiefs:**

1.5.4.1. Provide overall direction to the NSSAV.

1.5.4.2. In conjunction with the NSSAV Program Manager, ensure the size and composition of the NSSAV team and verify that the scope of the NSSAV meets the needs of the unit.

1.5.4.3. Conduct an NSSAV pre-departure meeting prior to the NSSAV team's departure.

1.5.4.4. Ensure the NSSAV team completes the detailed report as outlined in this instruction.

1.5.4.5. Assess senior leadership and key personnel involvement in each unit process during the NSSAV.

1.5.4.6. Provide a "hot wash" to the Director of Logistics (HQ USAFE/A4) not later than 10 duty days after completing the NSSAV.

1.5.5. **NSSAV Team Members.** Team members are responsible for travel and temporary duty (TDY)-related preparations. Each member must ensure they have travel orders, military identification, official passport and their AF Form 1199 series, *USAF Restricted Area Badge* (if applicable), before they depart for the NSSAV location. NSSAV 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 NSSAV consistently against a formal checklist or list of objectives. 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 all required planning meetings.

1.5.5.4. Provide a copy of the DD Form 1351-2, *Travel Voucher or Subvoucher*, and receipts within 5 duty days of return to the Resource Advisor, HQ USAFE/A4W.

1.5.5.5. Attend the NSSAV 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 NSSAV unit out brief without the permission of the Team Chief.

1.5.6. **Group Responsibilities.** Develops an NSSAV program to provide management oversight and guidance to all units under their functional control. Groups 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 NSSAV. Conduct the Group visit prior to the HQ USAFE NSSAV.

**1.5.7. Unit Responsibilities.** Units will:

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

1.5.7.1.1. Provides HQ USAFE/A4WN the NSSAV Simulation/Deviations and NSSAV schedule at least 30 days prior according to the guidance in [Attachment 2](#) and [Attachment 3](#).

1.5.7.1.2. Assists with billeting and transportation arrangements, as required.

1.5.7.1.3. Provides a work center for the NSSAV team.

1.5.7.1.4. Provides administrative and communications support.

1.5.7.1.5. Ensures wing and unit security forces personnel receive the site access message and an EAL is processed/validated for the team prior to the start of an NSSAV.

1.5.7.1.6. Identifies trusted agents for coordination of contingency exercises and operations.

1.5.7.2. Unit or wing commander forwards a “corrective action” 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 all corrective actions are approved and issues resolved. The first progress message (if required) is due 30 days from the NSSAV out brief date.

**1.6. Exercise Planning:**

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

1.6.2. All of the following directorates attend the meeting and develop respective exercise scenarios and exercise inject cards, coordinating with each other:

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

HQ USAFE/A7SOS	Recapture and Denial Exercises
HQ USAFE/A7SOS	Emergency Response Exercise
HQ USAFE/A7XEF	
HQ USAFE/A3YP	Emergency Evacuation
HQ USAFE/A7SOS	
USAFE CSS/SCMS	
HQ USAFE/A3YP	Emergency Disablement
HQ USAFE/A4WN	
HQ USAFE/A7SOS	
HQ USAFE/A4WS	Aircraft Generation (not applicable to Incirlik)
HQ USAFE/A7SOS	
HQ USAFE/A3YP	

## Chapter 2

### FUNCTIONAL EXPERT VISIT (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 NSSAV, 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 1, the primary FEV focus is to review past NSI and NSSAV write-ups and 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 is provided to unit 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 Officers in Charge (OIC) and Non Commissioned Officers in Charge (NCOIC) with administration of nuclear surety programs. Sections are encouraged to request the FEV teams look at programs of concern in a non-attribution environment.

**2.3. FEV Concept and Composition.** The FEV consists of MAJCOM functional experts. Unlike the formal NSSAV 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 1-3 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 Armament system Branch (HQ USAFE/A4WS), no later than 30 days prior to the projected FEV window. Requests for exceptions will 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. Serves a 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. Munitions Division, HQ USAFE/A4W:**

2.4.2.1. Administers 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 the affected units not later than 30 days prior to the start of the FEV window. This message will also be addressed to the HQ USAFE Staff functional areas and they will submit their member names and visit plans to HQ USAFE/A4WS not later than 10 days before the start of the FEV window.

2.4.3.4. Provides a FEV summary to the Chief, Munitions 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, official passport and AF Form 1199 series, (if applicable), before they depart for the FEV location. Each member:

2.4.4.1. Coordinates scope and visit details with unit POC 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 the DD Form 1351-2, and receipts within 5 duty days of return to the Resource Advisor, HQ USAFE/A4W.

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 NSSAV reports.

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

**2.4.5. Unit Responsibilities.** Units will:

2.4.5.1. Provide a unit POC to the FEV program manager (HQ USAFE/A4WS) upon receipt of a FEV window announcement message. This position will serve as the wing or unit liaison with the HQ USAFE FEV program manager and provide the following support.

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

2.4.5.3. Upon request, provide wing or unit exercise schedules to the FEV program manager. Although exercises are not conducted for the sole purpose of the FEV, team members are encouraged to assess wing or unit events that may already be scheduled.

**Table 2.1. Functional Expert Visit Team Composition.**

Bases	Aviano	Buechel	Ghedi	Incirlik	Kleine Brogel	Laken-Heath	Volkel
HQ USAFE/A1A	1	1 <sup>1</sup>	1	1	1	1	1
HQ USAFE/A3YP	1	1	1	1	1		1
HQ USAFE/A7CCE	1	1	1	1	1		1
HQ USAFE/A4MS	1	1	1	1	1	1	1
HQ USAFE/A4RV	1			1		1	
HQ USAFE/A4WN	2	2	2	2	2	1	2
HQ USAFE/A4WS	2	2	2		2	2	2
HQ USAFE/A7XEF	1	1	1	1	1		1
HQ USAFE/A7XED <sup>1</sup>	1			1			
HQ USAFE/A7SOS	1	1	1	1	1		1
USAFE CSS/SCMM	1	1	1	1	1		1
USAFE CSS/SCMS	1	1	1	1	1		1
OL-EL /ELO		1	1		1		1
HQ USAFE/SEW	1	1	1	1	1	1	1
HQ USAFE/SGS	1	1 <sup>1</sup>	1	1	1	1	1

**NOTE:**

1. PRP will also evaluate Spangdahlem AB, GE during the FEV at Buechel AB, GE.

**2.5. Forms Adopted:** Refer to the listed prescribing directive (PD) for guidance on the completion of the form. DD Form 1351-2, *Travel Voucher or Subvoucher*, PD: DoD 7000.14-R Vol 9; AF Form 847, *Recommendation for Change of Publication*, PD: AFI 11-215; AF Form 1999 series, Restricted Area Badge, PD: Not listed.

DUANE A. JONES, Brigadier General, USAF  
Director of Logistics

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

AFPD 91-1, Nuclear Weapons and Systems Surety, 1 November 1999

AFI 11-215, *USAF Flight Manuals Program*, 6 April 2006

AFI 33-360, Publications and Forms Management, 18 May 2006

AFMAN 37-123, Management of Records, 31 August 1994

DoD 4500.54.G, *The Department of Defense Foreign Clearance Guide*, 1 May 1991

DoD 7000.14R V9 Ch 8 JTR/JFT, *Processing Travel Claims - Other Than Defense Travel System*, September 2000

AFI 90-201, *Inspector General Activities*, 22 November 2004 and the USAFE Supplement 1, 5 January 2006

AFPD 91-1, *Nuclear Weapons and Systems Surety*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*, 19 December 2005 and the USAFE Supplement 1, 28 August 2006

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

Allied Command Operations (ACO) DIR 80-6 Volume II/EUCOM Directive (ED) 60-12, *Nuclear Surety Management (NC)*, current edition

***Abbreviations and Acronyms***

**AB**—Air Base

**COMSEC**—Communications Security

**EAL**—Entry Authorization List

**EOD**—Explosive Ordnance Disposal

**FEV**—Functional Expert Visit

**GE**—Germany

**HQ**—Headquarter

**HQ USAFE/A1A**—Personnel Directorate - Force Deployment

**HQ USAFE/A3TW**—Weapons and Tactics

**HQ USAFE/A3YP**—Commander and Control Policy and Procedures

**HQ USAFE/A4MS**—Aircraft Maintenance Systems Branch

**HQ USAFE/A4RV**—Readiness Division - Command Vehicles

**HQ USAFE/A4W**—Munitions Division

**HQ USAFE/A4WN**—Nuclear Weapons Maintenance Branch  
**HQ USAFE/A4WS**—Armament Systems Branch  
**HQ USAFE/A7CCE**—Mission Support Directorate - Civil Engineer  
**HQ USAFE/A7SOS**—Security Forces - Operations Section  
**HQ USAFE/A7XED**—Mission Support Directorate - Readiness Division  
**HQ USAFE/A7XEF**—Mission Support Directorate - Readiness Division  
**HQ USAFE/A7XEM**—Mission Support Directorate - Readiness Division  
**HQ USAFE/SEW**—Safety Directorate - Weapons Safety  
**HQ USAFE/SGS**—Command Surgeon - Health Care Support  
**MAJCOM**—Major Command  
**MOB**—Main Operating Base  
**MUNSS**—Munitions Support Squadron  
**NSSAV**—Nuclear Surety Staff Assistance Visit  
**NSI**—Nuclear Surety Inspection  
**OL-EL**—Engineering Liaison Office  
**OPR**—Office of Primary Responsibility  
**POC**—Point of Contact  
**PRP**—Personnel Reliability Program  
**SAV**—Staff Assistance Visit  
**TDY**—Temporary Duty  
**TPC**—Two-Person Control  
**USAFE**—United States Air Forces in Europe  
**USAFE CSS/SCMM**—Mission Systems Flight - Mission Support  
**USAFE CSS/SCMS**—Mission Systems Flight - Information Assurance

## 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 NSSAV program manager at least 30 days prior to the first day of the NSSAV. This allows the NSSAV 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 NSSAV reception meeting. When the NSSAV 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 NSSAV.

**A2.2. Scope.** The NSSAV team chief is the final approval authority and 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/deviated 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/deviation is disapproved).

**A2.3. Unit Simulations and Deviations Format.** Use **Figure A2.1.** 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 NSSAV team. Team member makes recommendation and then puts their name to the right of the recommendation.

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

**2. Sample Format simulations and deviations.**

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B-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 Nygren 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.

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3. Wing or unit POC is:

Wing or Unit Commander and the NSSAV Team Chief sign the memorandum.

## Attachment 3

## SAMPLE UNIT ITINERARY

**A3.1. General.** The sample itinerary ([Table A3.1.](#)) is a template for NSSAV 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 NSSAV program manager at least 30 days before their NSSAV 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; Air Force /USAFE Special Interest Items, contingency plans/Joint Operation Instruction (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); COM-SEC/TPC materials; munitions control; weapons maintenance; and security procedures; equipment certification condition and documentation; and Emergency Actions.

**A3.3. Sample Unit Itinerary.** When preparing an itinerary, use the example in [Table A3.1.](#) as a guide.

**Table A3.1. Sample Unit Itinerary.**

**XXX AB NSSAV 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>NSSAV TEAM OPR</b>
1800	Welcome NSSAV Team/Hotel In-brief	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>NSSAV TEAM OPR</b>
0800	NSSAV 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>NSSAV 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>NSSAV 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>NSSAV 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>NSSAV 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	NSSAV Outbrief		NSSAV Team Chief	

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

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 NSSAV 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. If needed, brief the NSSAV team chief on his or her roles and responsibilities.

A4.1.6. Schedule and convene the exercise planning meeting. Ensure required functional areas 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, NSSAV 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 the "hot wash" date at the pre-departure meeting.

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

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

A4.2.1. Provides team members a memory stick/driver to record their findings and observations. The memory stick/driver is formatted to include the following: NSSAV finding template, unit's last NSSAV detailed report, and out brief presentation.

A4.2.2. Serves as NSSAV team liaison with MOB or MUNSS leadership and key personnel.

A4.2.3. Conducts NSSAV team meetings with Team Chief, as required, and advises the MOB or MUNSS commander of significant issues discovered during the NSSAV.

A4.2.4. Provides administrative support to the team during the NSSAV.

**A4.3. Actions Accomplished Upon Completion of the NSSAV.**

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

A4.3.2. Conducts a "hot wash" with HQ USAFE/A4 no later than 10 workdays after completing the NSSAV.