

**BY ORDER OF THE COMMANDER  
38 COMBAT SUPPORT WING**



**AIR FORCE INSTRUCTION 91-101**

**38 COMBAT SUPPORT WING**

**Supplement**

**21 NOVEMBER 2006**

**SAFTEY**

**AIR FORCE NUCLEAR WEAPONS  
SURETY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 38 CSW/SEW

Certified by: Mr. Philip Driskill (38 CSW/SE)  
Pages: 5

---

AFI 91-101\_USAFESUP1, 28 August 2006, is supplemented as follows: This supplement applies to all 38 Combat Support Wing units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-322, Volume 4 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 CHANGES**

1.3.4.2. MUNSS(Munitions Support Squadron) units will establish written joint US / Host Nation guidance to ensure aircraft with forward firing ordnance are not parked pointed toward and are limited to the maximum extent possible from sweeping across Prime Nuclear Aircraft Flightline operations.

1.3.4.4. MUNSS units will establish written joint US / Host Nation guidance creating direct over flight prevention for Prime Nuclear Aircraft Flightline operations.

2.4.7. MUNSS Unit Safety Representatives (USR) will attend the MAJCOM unique weapons safety training within 90 days of appointment or as soon as possible if course is not offered within that time-frame.

2.6.4.3. 38 MMG(Munitions Maintenance Group) will establish and identify to HQ USAFE/A4W an office to administer squadron level required nuclear surety exercises. A courtesy copy will be forwarded to 38 CSW/SEW.

2.6.12. (Added) The MUNSS will develop plans and procedures supporting aircraft carrying nuclear cargo requirements.

2.6.12.1. (Added) Designate in writing the On-Scene Coordinators and ensure they receive the appropriate training.

2.8.4. (Added) MUNSS commander will develop procedures to ensure they are notified of any nuclear surety/safety related deficiencies in their squadron.

2.8.5. (Added) Appoint a minimum of two unit safety representatives; one 21M officer meeting the MASO appointment requirements of AFI 21-204 and one 2WX NCO with at least one year MUNSS experience. Individuals must have a minimum of 1 year (projected) remaining on station at the time of initial appointment and must be trained within 30 days of appointment.

**NOTE:** In exceptional circumstances, the 38 MMG/CC may waive these background and minimum time-on-station requirements on a case-by-case basis.

2.11.2. 2.11.3. Responsibility delegated to MUNSS USR.

2.11.6. 2.11.10. Responsibility delegated to MUNSS USR.

2.11.14. Responsibility delegated to MUNSS USR. Annual nuclear surety inspection of MUNSS units by wing weapon safety personnel will include validation of the USR's review of all locally developed checklists, instructions, operating procedures, and plans that impact nuclear surety.

2.12.8. (Added) The MUNSS Weapons Safety Office will be the office of primary responsibility for surety matters in the squadron. This office will advise the MUNSS Commander of risks in all matters pertaining to explosive safety and nuclear surety. This includes the administering of the USAFE/A4W provided test material and providing oversight to the unit training manager to ensure all personnel receive training.

2.12.8.1. (Added) Local publications will receive an initial review by the MUNSS USR as part of routine publication process. Those local publications determined to be affecting nuclear surety will then be tracked in a database to ensure annual review is accomplished by a MUNSS USR. Publications determined not to be of surety impact need only be reviewed by USR upon re-write.

2.12.9. (Added) Review and disseminate all information from nuclear mishap and deficiency reports.

2.12.10. (Added) Keep the unit commander and staff informed of issues and changes in the surety program.

2.12.11. (Added) Attend unit-level PRP meetings.

2.12.12. (Added) Check aircraft and munitions maintenance activities to ensure only authorized or certified equipment and Air Force-approved TOs, checklists, or procedures are being used with nuclear weapons.

2.12.13. (Added) Participate in the preparation of Safe Haven and PNAF mission support plans.

2.12.14. (Added) Wing Weapons Safety Manager will assist Unit Safety Representatives in the development of a spot inspection program to include areas affecting both surety and explosive safety. The initial spot inspection program will be forwarded to the wing weapons safety office for review. 38 CSW/SEW will evaluate the completeness of MUNSS spot inspections during the annual inspection. Squadron Commanders will establish spot inspection policy to include minimum frequency of inspections. Spot inspection program will include the following categories as a minimum:

- a. Nuclear Weapons Loading

- b. Logistics Movement
- c. Weapons MX, Storage, and Operating Locations
- d. Nuclear Certified Equipment (NCE)
- e. Weapons System Maintenance
- f. Lightning Protection System
- g. Troubleshooting and MX on Strike Loaded Aircraft
- h. Munitions Control Procedures
- i. Commander's High Interest Items

2.12.15. (Added) Advise the commander and staff on nuclear surety matters.

2.12.16. (Added) Review and coordinate with the MOB for site plans issues for new or modified nuclear facilities in accordance with AFMAN 91-201, *Explosives Safety Standards*.

2.12.17. (Added) Review all locally developed checklists, instructions, operating procedures, and plans that impact nuclear surety. For locally developed workcards, checklists, job guides and page supplements for nuclear munitions follow guidance in T.O. 00-5-1.

2.12.18. (Added) MUNSS safety office will ensure that nuclear surety/ On-Scene Coordinator training is provided for senior officers performing On-Scene Coordinator duties for nuclear airlift movements. This is scheduled thru unit training monitor.

2.12.19. (Added) MUNSS weapons safety representatives are responsible for mishap investigations and reporting of nuclear surety/safety related deficiencies per AFI 91-204, Safety Investigations and Reports and AFMAN 91-221, Weapons Safety Investigations and Reports. 38 CSW/SEW assigns reporting numbers. A copy of all nuclear surety/safety related deficiency (Dull Sword) reports will be forwarded to 38 CSW/SE prior to their release; upon wing review, the unit will then release the reports through appropriate AF messaging systems. In the interest of surety, all other flagword reports will be immediately released by the USR to meet the AFMAN 91-221 time requirements. The USR's are still responsible to notify the 38 CSW/CC/CV/SE of the situation within 45 minutes of the event and to ensure that the 38CSW/SE is included in the address portion of the report.

2.12.19.1. (Added) When events occur that may warrant a Dull Sword notify 38 CSW/SE telephonically followed by an email no later than 72 hours from when the event occurred.

2.12.19.2. (Added) Contact 38 CSW/SEW for the next available sequential report number when needed.

2.12.19.3. (Added) Follow-up action is required by the unit to ensure wing receives the Dull Sword report.

2.12.19.4. (Added) Ensure appropriate security level computer system is used with appropriate classification markings (i.e. Send unclassified reports password-protected over NiPRnet and classified reports over SiPRnet).

2.12.19.5. (Added) Dull Sword reports are not warranted whenever other reporting mechanisms are in place such as submitting an AF Form AFTO 22 for changes to technical orders when seeking additional guidance or clarification. Ensure the use of Material Deficiency Report (MDR) and the Product Quality Deficiency Report (PQDR) outlined in T.O. 00-35D-54 for deficiency reporting. These reports will be sent through maintenance channels.

2.12.19.6. (Added) Ensure MUNSS commander approves the report before releasing to the wing.

2.17.1.2. Nuclear Surety Council (NSC) Chairman requires the following agencies to attend the NSC meeting quarterly: all Personnel Reliability Program (PRP) certifying officials, 38 MMG, MUNSS/SEW, MUNSS Custody Flight representative, MUNSS Maintenance Flight representative, MUNSS Command Post representative. 52FW/SEW, 31 FW/SEW, 52 FW and 31FW PRP monitors will be extended an invitation to attend the meeting. All required attendees that are unable to attend the NSC may send a designated representative.

2.17.3. 38 CSW Weapons Safety office will administer the Nuclear Surety Council for the wing commander. This will be done in a combination of in-residence attendance (38 CSW conference room) and voice tele-conferencing. The administration sections at each location will be responsible for ensuring connections and equipment availability. 38 MMG will assist 38 CSW/SEW in gathering information from the MUNSS units.

2.17.4. The NSC will follow suggested topics as outlined in AFI 91-101\_USAFESUP1, paragraph 2.17.4. Meeting minutes will be completed in the form of an official memorandum and released from 38 CSW/SEW to the MUNSS units. MUNSS weapons safety offices will retain the meeting minutes for a minimum of four quarters in their continuity books.

2.17.4.4. The USR will provide the WSM a summary of quarterly local surety publication reviews to include quantity, type and impact for inclusion in NSC presentation. The summary will not be included in the NSC slides, but attached to the minutes due to the high volume of the publications review.

2.19. (Added) All MUNSS units will maintain a program management book. Tabs containing extensive information may be sub-located to another binder or maintained on electronic media. As a minimum, the program management book will contain the following tabs:

2.19.1. (Added) Table of Contents.

2.19.2. (Added) Tab 1: Commander's Appointment Letter.

2.19.3. (Added) Tab 2: USAFE/CC, 38 CSW/CC, 38 CSW/SE, and unit Commander's Safety Policy Letters, if published and available.

2.19.4. (Added) Tab 3: AFI 91-101\_USAFESUP1\_38 COMBAT SUPPORT WING SUP1.

2.19.5. (Added) Tab 4: Listing of locally developed publications and operating instructions that address weapons safety, nuclear surety, and/or nuclear certified equipment topics. MUNSS safety offices will maintain this listing for their respective squadrons.

2.19.6. (Added) Tab 5: Weapon Safety Officer (WSO) and Weapon Safety NCO Training Certificates (AF Form 1098, Special Task Certification and Recurring Training.

2.19.7. (Added) Tab 6: 38 CSW/SE or MUNSS/CC spot inspection policy letter and spot inspection log. Log should contain all the information in AFI 91-202\_USAFESUP1, paragraph 3.7.1. Retain a record of all completed inspections for a minimum of 1 year.

2.19.8. (Added) Tab 7: Most recent 38 CSW Annual Explosive Safety and Nuclear Surety Inspection (NSI) Report.

2.19.9. (Added) Tab 8: Weapons safety and nuclear surety crossfeed information (if applicable).

2.19.10. (Added) Tab 9: Explosive Safety Lesson Plan/Nuclear Surety Local Conditions Brief.

2.19.11. (Added) Tab 10: Electromagnetic Radiation (EMR) Survey.

2.19.11.1. (Added) As a minimum, the EMR program binder will contain:

2.19.11.2. (Added) The Air Force Safety Center EMR calculation spreadsheet showing safe separation distances for each emitter antenna affecting MUNSS munitions operations and established convoy routes.

2.19.11.3. (Added) Photographs of each emitter antenna type along designated convoy routes and in the vault storage areas.

2.19.11.4. (Added) Map(s) showing portions of the installation where emitter antennas are located.

2.19.11.5. (Added) Documentation of the most recent annual EMR survey conducted on the installation. This documentation should be coordinated through the squadron commander.

**NOTE:** Documentation should be coordinated through the squadron commander.

2.19.11.6. (Added) Appropriate document(s) identifying responsible host nation agency for EMR issues.

2.19.11.7. (Added) Data on emitter distances for MUNSS and host nation-owned handheld and vehicle-mounted mobile radios.

2.19.11.8. (Added) All EMR and electro-explosive devices (EED) messages, related Special Interest Items (SII), High Interest Items (HII), Commander Interest Items (CII), and policy letters deemed necessary by the Weapons Safety Office to effectively manage the MUNSS explosive environment.

2.19.12. (Added) Tab 11: AF Form 2047, Explosive Facility License.

2.19.13. (Added) Tab 12: NSC Meeting Minutes for past 4 quarters.

2.19.14. (Added) Tab 13: Most recent USAFE Inspector General NSI Report (if applicable).

**NOTE:** DD Form 2861, replaced Opt Form 21, may be used to identify location if not maintained here.

2.19.15. (Added) Tab 14: Most recent USAFE Staff Assistant Visit report (if applicable).

**NOTE:** DD Form 2861, replaced Opt Form 21, may be used to identify location if not maintained here.

2.19.16. (Added) Tab 15: Most recent MUNSS Assistance Visit Report (if applicable).

**NOTE:** DD Form 2861, replaced Opt Form 21, may be used to identify location if not maintained here.

2.19.17. (Added) Tab 16: Joint Operating Instruction for MUNSS (if applicable).

**NOTE:** DD Form 2861, replaced Opt Form 21, may be used to identify location if not maintained here.

2.19.18. (Added) Tab 17: INRAD program documentation to include the following:

2.19.18.1. (Added) Appointment letter

2.19.18.2. (Added) Annual Review

EARL D. MATTHEWS, Colonel, USAF  
Commander