

The Directive

UFC 3-260-1, Airfield and Heliport Planning and Design, is the joint service document that provides guidance on planning and developing runways, taxiways, aprons, pads and support facilities for fixed and rotary winged aircraft.



The following are key sections/paragraphs:
Chapter 3, Runways (Fixed-Wing) and Imaginary Surfaces

- Chapter 5, Taxiways
- Chapter 6, Aprons and Other Airfield Pavements
- Atch 2, Waiver Processing Procedures
 - Atch 2, Para. A2.2.1, Conditions When A Waiver May Be Granted
 - Atch 2, Para. A2.2.3, Waiver Approval Authority
 - Atch 2, Para. A2.2.6, Responsibilities
- Atch 14, Source for siting navigational aids, weather, and other support equipment and facilities which are allowed with a specific waiver, or as permissible deviations to the criteria

UFC 3-260-1 is available on the UFC web site, http://65.204.17.188/report/doc_ufc.html, and on Construction Criteria Base (CCB).

The Process

If a facility or structure needs to be constructed in the airfield environs but will not meet the stipulated lateral clearance or restricted height criteria, a waiver is likely required.

The airfield and airspace waiver process will generate one or all of these products;

- Airfield/Airspace Waiver Request
- Notice to Airman (NOTAM)
- Local Operating Procedures (LOP)

When a proposed action creates a violation to the geometric airfield criteria of UFC 3-260-1, Civil Engineering (CE) prepares a request for waiver to airfield and airspace criteria that includes information and graphics needed to explain and depict the proposed action. The waiver package provides all the necessary information to fully evaluate and render a decision on the action being proposed.

NOTAMs are a notices providing information concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations. NOTAMs are issued to expedite awareness of new conditions that affect flight safety prior to formally being published in other documents. The Airfield Manager is responsible for issuing NOTAMs.

LOP is defined in AFI 13-203, *Air Traffic Control*, as supplemental procedures issued as letters of agreement, operations letters, operating instructions, memorandum of understanding, squadron regulations, operations plans, or base manual or instructions. The Airfield Manager initiates LOPs.

With NOTAMs and LOPs, the CE may be asked to assist Airfield Managers in the preparation of supporting documentation (maps, facility identification, measurements, elevations, etc.) needed to acquire approval of the proposed action.

The Players

There are four principal players involved in the preparation of base-generated airfield/airspace waiver requests:



- Civil Engineering
- Operations
- Safety
- The User

Other functions, such as Security, may be involved as well.

CIVIL ENGINEERING (CE): At most installations, the Civil Engineer has the lead in preparing and developing temporary and permanent waivers. Typically, the base community planner is the person responsible for preparing waiver requests and other supporting documentation. The following are roles and responsibilities of Civil Engineering with respect to the airfield/airspace waiver program:

- λ Ensures facilities are sited in compliance with airfield/airspace criteria and standards
- λ When necessary to site a proposed facility in violation of airspace criteria and standards, prepares an airfield/airspace waiver request
- λ Coordinates the waiver request with airfield management, flying and ground safety, flight operations, logistics, TERPS, security forces, and communications
- λ Identifies the waived facility on the appropriate E series map(s)
- λ Establishes a procedure for recording, reviewing and acting on waivers
- λ Updates all applicable base maps accordingly.
- λ Where feasible and reasonable, initiates a programming action to replace the waived facility
- λ Annually presents a summary of waived items to the installation Facilities Board
- λ Advises the MAJCOM of any changes or canceled waivers

SAFETY (SE): At most installations, the Flight Safety Office is responsible for reviewing and coordinating on

airfield/airspace waiver requests to ensure the proposed action does not pose a serious hazard to safe aircraft operations, and adequate safety precautions will be taken to minimize the risk to flight safety if the waiver is approved. Precautions may include obstruction markings, publishing NOTAMs, LOPs, briefing flying personnel, etc.

OPERATIONS (DO): The Airfield Manager is principally involved with overseeing aircraft operational activities, and is responsible for ensuring effective support for the installation's flying mission and transient aircrews. The manager's roles and responsibilities are:

- 2. Coordinates on all waivers that may impact the ground movement of aircraft or flight operations
- 2. Conducts an annual review, with the Base Civil Engineer, Flight Safety and Air Traffic Control representatives, of all waivers to airfield and airspace standards
- 2. Ensure signs and markings meet location and design requirements
- 2. Conducts periodic field inspections to ensure only facilities/structures necessary to conduct safe flight operations are permitted in the airfield environs

THE USER: The user is the proponent of the facility or structure to be sited in violation of criteria. The user provides the rationale explaining why the proposed facility can't be sited in an area that complies with airfield/airspace criteria and/or design standards.

APPROVAL AUTHORITY

MAJCOM Vice Commander approves or disapproves the waiver after coordination with all appropriate staff offices and endorsements by the command's Directors of Operations, Civil Engineering, Logistics, Communications, and Safety. This authority is not delegated below MAJCOM level unless approved so by MAJCOM policy.

Installation Commanders may approve temporary waivers only for construction activities within the airfield environs or for temporary facilities/structures in support of air shows.

HELP

Here is who to call if you need additional information or have questions regarding Airfield/Airspace waiver issues:



HQ AFCESA/CESC.....DSN (312) 523-6351

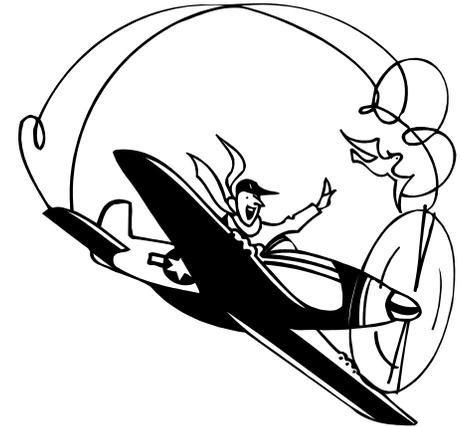
HQ AFCEE/ECS.....DSN (312) 240-3183

Visit the AFCESA Airfield Support Program Web page <http://www.afcesa.af.mil/Directorate/CES/Civil/Airfield/AirfieldSpt.htm>. It is designed to assist bases in the management of their airfield engineering support requirements and to help resolve technical problems.

Visit the HQ AFCEE Web page. It's loaded with helpful and useful information related to airfield and airspace planning. It contains formulas, a checklist, Statements of work (SOW), etc. (Under Construction)

THE USAF AIRFIELD WAIVER PROGRAM

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PURPOSE:

The purpose of this pamphlet is to increase awareness on the airfield/airspace waiver process, particularly for those individuals in the Base Civil Engineer organization whose job is to work with other base agencies in the development of airfield/airspace waiver. The pamphlet provides a brief summary of the following:

- v The Directive
- v The Process
- v The Players
- v The Approval Authority
- v Help