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**Civil Engineering**

**AIRFIELD PLANNING AND DESIGN**

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(Colonel Timothy A. Byers)

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This instruction implements policy guidance in AFPD 32-10, *Installations and Facilities*. Use this instruction with Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*, AFI 32-7063, *Air Installation Compatible Use Zone Program* and AFJPAM 32-8013 Volumes I and II (FM 5-430-00-2), *Planning and Design of Roads, Airfields, and Heliports in the Theater of Operations*. This ACCI outlines procedures for temporary and permanent airfield waivers, land use in the clear zone/accident potential zone siting requests and waiver reviews. It applies to all Air Combat Command (ACC) airfields, Numbered Air Forces (NAF) and base agencies having responsibilities for coordinating, processing and managing these processes. Section 8 applies to ACC NAF only. References providing additional information are included in **Attachment 1**. This instruction does not apply to ACC-gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this document are maintained in accordance with AFMAN 37-123 (to be AFMAN 33-363), *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims>. Contact supporting records managers as required. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ ACC/A7ZP, 129 Andrews St, Langley AFB VA 23665-2769.

**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** This revision establishes a requirement for newly assigned wing/installation commanders to submit an airfield waiver review to the ACC Installations and Mission Support Directorate (HQ ACC/A7) within

90 days of accepting command and on a biennial cycle thereafter. It introduces the use of web-based technologies (ACC Integrated Planning Community of Practice (CoP) and GeoBase) to airfield planning and design processes. Additionally, it updates the A-series HQ ACC office symbols involved with processing airfield waivers and siting requests. It also establishes ACC policy for NAF to implement airfield and heliport planning and design criteria for contingency or allied nation airfields (in-theater/area of responsibility) where they serve as the air component and designated senior airfield authority for the Unified Combatant Command.

**1. General Information.** Facilities or structures in violation of airfield planning and design or airspace imaginary surface criteria, jeopardize safe aircraft operations; airfield waivers are therefore reserved for significant mission requirements, conditions and/or situations for which no viable, practicable alternative that meets criteria exists. Land uses within the clear zones and accident potential zones (on- and off-base) must be managed IAW the Air Installation Compatible Use Zone (AICUZ) program guidelines to protect the installation's flying mission and to encourage local municipalities to manage off-base development within these zones to protect the public from the noise and safety impacts created by aircraft operations.

**2. ACC Integrated Planning Community of Practice (CoP):** The ACC Integrated Planning CoP workspace provides a web-based collaborative environment for the ACC planning community to share and disseminate information pertaining to airfield planning and design processes. The Airfield Planning and Design folder within the ACC Integrated Planning CoP contains sub-folders for wing-approved airfield construction and air show waivers, airfield waiver requests requiring ACC Vice Commander (HQ ACC/CV) approval, and clear zone/accident potential zone siting requests requiring HQ ACC/A7 approval for each ACC base. The ACC Integrated Planning Branch (HQ ACC/A7ZP) manages content, view, upload and membership privileges.

2.1. A Civil Engineering (CE) representative from each ACC base (normally the community planner) will be assigned as a member and granted upload privileges for their respective base's folders.

2.2. To facilitate its use, ACC Airfield Operations Branch (HQ ACC/A3AO), ACC Aerial Events Scheduling Branch (HQ ACC/A3OA), ACC Standardization Branch (HQ ACC/A3TV), ACC Maintenance Policy Branch (HQ ACC/A4QM), ACC Air Traffic Control and Landing Systems (ATCALS) Branch (HQ ACC/A6OA), ACC Infrastructure Support Branch (HQ ACC/A7CI), ACC Physical Security Branch (HQ ACC/A7FS), ACC Flight Safety Branch (HQ ACC/SEF), and the ACC Ground Safety Branch (HQ ACC/SEG) will assign and maintain at least two (action officers) members.

### **3. Airfield Waiver Requests.**

3.1. Approval Authority: HQ ACC/CV is the approval authority for waivers of airfield and heliport planning and design criteria other than construction and air show waivers. This authority is conveyed in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*, Paragraph A2.2.3. Each base will establish local procedures for processing waiver requests.

3.2. Waiver Request Requirements. Waiver requests for permanent and temporary waivers, as defined in UFC 3-260-01, Paragraph A2.2.2, must present compelling justification to violate criteria, and contain information that clearly demonstrates no viable, practicable

alternative that meets criteria exists. Waiver requests must meet all requirements of UFC 3-260-01, Paragraphs A2.2.1 - A2.2.5, and A2.2.6.4. These requests must include:

3.2.1. A complete description of the facility or condition requiring a waiver including, but not limited to, facility dimensions, construction materials, supporting equipment, utilities and appurtenances, height above ground level, facility use/contents, and number of occupants.

3.2.2. Identification of all criteria that will be violated. Include the specific references from UFC 3-260-01 and location including distances from the runway, taxiway, apron or applicable regulated airfield clearance/imaginary surface.

3.2.3. Waiver type - either permanent or temporary, as defined in UFC 3-260-01, Paragraph A2.2.2.

3.2.4. For waivers classified as temporary as defined in UFC 3-260-01, Paragraph A2.2.2, indicate the estimated start date of the violation and programming actions to be taken to eliminate the waived condition (include Airfield Obstruction Reduction Initiative (AORI) data to include project number, description, programmed fiscal year, estimated cost, and estimated completion date to eliminate the violation).

3.2.5. A site plan that portrays all proposed facilities, utilities, infrastructure, and support equipment (including but not limited to concrete slabs, bollards, generators, air conditioning (AC) units, external fuel tanks) with respect to regulated airfield surfaces and imaginary surfaces. The site plan must be dimensioned or drawn to scale. It must also depict the ground elevation at the site and the runway or overrun surface elevation perpendicular to the site.

3.2.6. A complete justification for the waiver including an explanation why all applicable criteria cannot be met.

3.2.7. The results of an alternatives analysis. Submit a summary of the analysis including, but not limited to, the following:

3.2.7.1. Description of each alternative/site considered.

3.2.7.2. Risks and benefits associated with each alternative.

3.2.7.3. Reasons for selecting alternative that violates criteria over one that does not.

3.2.8. The results of an operational risk analysis completed in accordance with AFI 90-901, *Operational Risk Management* and UFC 3-260-01, Paragraph A2.2.2.2.2. Normally the base Civil Engineer (CE) representative leads this effort with assistance and active participation of all installation agencies identified in UFC 3-260-01, Paragraphs A2.2.2.2.1 and A2.2.6.4. The results shall include a description of all safety precautions and mitigative measures to be implemented to minimize the risks associated with the violation and may be recorded on ACC Form 167, *ACC Operational Risk Management (ORM) Worksheet*. Examples include, but are not limited to, obstruction lighting/markings, NOTAMs, identification on the Airport Diagram published in the DoD Terminal Flight Information Publication (FLIP), and/or airfield restrictions published in the Base Airfield Operations Instruction (BAOI) and the Air Mobility Command (AMC) Airfield Suitability and Restrictions Report (ASRR). Information and guidance on the Operational Risk Management process can be found on the ACC Chief of Safety (HQ

ACC/SE) website at <https://wwwmil.acc.af.mil/se/> and at the USAF Risk Management Information System (RMIS) website at <https://rmis.kirtland.af.mil/> where there is an automated tool for generating an ORM analysis.

3.2.9. Also include a copy of FAA Form 7460-1, *Notice of Proposed Construction or Alteration*, if the violation requires FAA notification in accordance with UFC 3-260-01, Paragraph 1.2.2. Although the form may be submitted to the single-point FAA Express Processing Center via U.S. Postal Mail, the preferred method is via e-file. The e-filing process, new user registration, and mailing address are provided at <https://oeaaa.faa.gov/oeaaaEXT/portal.jsp>.

3.2.10. Documentation showing the waiver request has been coordinated with all installation agencies identified in UFC 3-260-01, Paragraphs A2.2.2.2.1 and A2.2.6.4.1, appropriate NAF Chief of Safety (SE), and approved for submission by the Wing/Installation Commander. Maintain airfield waiver documentation IAW the Records Disposition Schedule (RDS).

3.2.10.1. Exemption: NAF coordination for Nellis AFB, a direct reporting unit.

3.3. Waiver Request Submission. Wing/Installation Commanders will ensure CES (normally the community planner) uploads a copy of each waiver request to their respective base's Airfield Waiver Requests folder located on the ACC Integrated Planning Community of Practice for dissemination to HQ ACC/A7 prior to the design start or funding of the facility or condition violating criteria.

#### **4. Airfield Construction Waivers.**

4.1. Approval Authority. The Wing/Installation Commander is the approval authority for approving temporary waivers for construction activities on the airfield. This authority is conveyed in UFC 3-260-01, Paragraphs A2.2.3.4 and A2.2.6.4.7. These waiver requests are prepared, coordinated and approved at the installation level. Each base will establish local procedures for processing and approving these types of waivers. Maintain construction waiver documentation IAW the RDS.

4.2. Waiver Request Requirements. These waiver requests will include, at a minimum:

4.2.1. All information required for a permanent/temporary waiver request, as specified in Paragraphs 3.2.1 - 3.2.8 (except 3.2.4) of this instruction.

4.2.2. A safety plan based on the safety considerations and special safety requirements during construction outlined in UFC 3-260-01, Paragraphs, A15.6.3 and A15.6.7.

4.2.3. Coordination with all installation agencies identified in UFC 3-260-01, Paragraphs A2.2.2.2.1 and A2.2.6.4.1.

4.2.4. A copy of the FAA Form 7460-1, submitted to the FAA in accordance with UFC 3-260-01, Paragraph A2.2.6.4.7 and Paragraph 3.2.9 of this instruction.

4.3. Approved Waiver Submission. Wing/Installation Commanders will ensure CES (normally the community planner) uploads a copy of each approved waiver package to their respective base's Airfield Construction Waivers folder, located on the ACC Integrated Planning CoP, for dissemination to HQ ACC/A3AO, HQ ACC/A4QM, HQ ACC/A6OA, HQ

ACC/A7ZP and HQ ACC/SEF IAW UFC 3-260-01, Paragraph 2.2.3.4. Include brief description of project in file name (i.e. Relocate BAK-12).

## **5. Air Show Waivers.**

5.1. Approval Authority. The Wing/Installation Commander is the approval authority for approving temporary waivers for air shows. This authority is conveyed in UFC 3-260-01, Paragraph A2.2.3.4. These waiver requests are prepared, coordinated, and approved at the installation level. Each base will establish local procedures for processing and approving these types of waivers. Maintain air show waiver documentation IAW the RDS.

5.2. Waiver Request Requirements. These waiver requests will include, at a minimum:

5.2.1. All information required for a permanent/temporary waiver request, as specified in Paragraphs 3.2.1 - 3.2.8 (except 3.2.4) of this instruction.

5.2.2. Coordination with all installation agencies identified in UFC 3-260-01, Paragraphs A2.2.2.2.1 and A2.2.6.4.1.

5.3. Approved Waiver Submission. Wing/Installation Commanders will ensure CES (normally the community planner) uploads a copy of each approved waiver package to their respective base's Air Show Waivers folder, located on the ACC Integrated Planning CoP, for dissemination to HQ ACC/A3OA, HQ ACC/A3AO, HQ ACC/A4QM, HQ ACC/A6OA and HQ ACC/SEF IAW UFC 3-260-01, Paragraph 2.2.3.4. Include the year of the air show in the file name (i.e. 2006 Air Power Over Hampton Roads).

## **6. Aircraft Parking Plans.**

6.1. Revisions to aircraft parking plans, (Base Comprehensive Plan (BCP) Map E9.1, Proposed Aircraft Parking Plan), do not require HQ ACC approval as long as no violations of airfield planning and design criteria result from their implementation. Maintain aircraft parking plan maps IAW the RDS.

6.2. Violations of airfield planning and design criteria associated with implementation of aircraft parking plans require HQ waiver approval. Waiver requests must be submitted IAW requirements presented in Section 3, above.

## **7. Clear Zone/Accident Potential Zone Siting Requests.**

7.1. Approval Authority. HQ ACC/A7 siting approval is required to site a new use or facility within the Land Use Control Area of the 3000' x 3000' end of runway clear zone that violates AICUZ land use compatibility recommendations or guidance in AFI 32-7063, *Air Installation Compatible Use Zone Program*, Paragraph 5.2.2. Additionally, HQ ACC/A7 siting approval is required to site a new use or facility within Accident Potential Zones I or II located on installation property, that violate (AICUZ) land use compatibility recommendations. These siting requests must include:

7.1.1. A complete description of the facility or equipment being sited, including but not limited to, facility dimensions, height above ground level, facility use/contents, and number of occupants.

7.1.2. Identification of all criteria that will be violated. Include the specific references from UFC 3-260-01.

7.1.3. A site plan that portrays all proposed facilities, utilities, infrastructure, and support equipment (including but not limited to, concrete slabs, bollards, generators, AC units, external fuel tanks) in the clear zone with respect to the runway threshold, extended runway centerline, mandatory frangibility zone and applicable imaginary surfaces. The site plan must be dimensioned or drawn to scale.

7.1.4. The results of an alternative analysis. Submit a summary of the analysis including, but not limited to, the following:

7.1.4.1. Description of each alternative/site considered.

7.1.4.2. Risks and benefits associated with each alternative.

7.1.4.3. Reasons for selecting alternative that violates criteria over one that does not.

7.1.5. The results of an operational risk analysis completed IAW AFI 90-901 and UFC 3-260-01, Paragraph A2.2.2.2. Normally the base CE representative leads this effort with assistance and active participation of all installation agencies identified in UFC 3-260-01, Paragraphs A2.2.2.1 and A2.2.6.4. The results shall include a description of all safety precautions and mitigative measures to be implemented to minimize the risks associated with the violation and may be recorded on ACC Form 167. Examples include, but are not limited to, obstruction lighting/markings, NOTAMs, identification on the Airport Diagram published in the DoD Terminal FLIP, and/or airfield restrictions published in the BAOI and AMC ASRR. ORM process information and guidance can be found on the HQ ACC/SE website at <https://wwwmil.acc.af.mil/se> and at the USAF RMIS website at <https://rmis.kirtland.af.mil> where there is an automated tool for generating an ORM analysis.

7.1.6. Documentation showing the siting request has been coordinated with all installation agencies identified in AFI 32-7063, Paragraphs 1.3.4.2 and approved for submission by the Wing/Installation Commander. Maintain site plan documentation IAW the RDS.

7.2. Siting Request Submission. Wing/Installation Commanders will ensure CES (normally the community planner) uploads a copy of each siting request to their respective base's Clear Zone and Accident Potential Zone Siting Requests folder located on the ACC Integrated Planning Community of Practice for dissemination to HQ ACC/A7 for processing.

**8. Airfield and Heliport Planning and Design In-Theater/Area of Responsibility.** NAF will lead the development of an instruction for implementing airfield and heliport planning and design criteria IAW UFC 3-260-01, Paragraph 1.2 and AFJPAM 32-8013 Volumes I and II (FM 5-430-00-2) for contingency or allied nation airfields where they serve as the air component and designated as the senior airfield authority by their Unified Combatant Command.

**9. Airfield Obstruction Reduction Initiative (AORI).** All correctable violations of airfield planning and design criteria, regardless of classification (waiver, exemption, permissible deviation, or non-classified), must be programmed for elimination IAW HQ USAF AORI guidance and identified in the wing's AORI database. If the violation can not be corrected with in-house resources, base CE must complete the design and the wing must prioritize the project and aggressively pursue a funding authorization request to execute the required corrective action. Pending corrective action of non-classified violations, the wing must conduct an operational risk

analysis to access the hazards and implement the necessary operational restrictions to mitigate the risks and process a temporary airfield waiver request IAW UFC 3-260-01, Attachment 2 and Paragraph 3 of this instruction. Maintain AORI database records IAW the RDS.

**10. Training.** The Civil Engineering Squadron (CES) staff personnel assigned airfield planning and design responsibilities must complete the Air Force Civil Engineer Support Agency (AFCEA) Airfield Criteria Course, version 2.0 computer-based training (CBT) course. They should also make this CBT available to other installation agencies involved with the processing and coordination of waiver requests, to include project managers for airfield construction projects. The Airfield Criteria Course and other airfield planning and design resources are available for download at the ACC/A7ZP Integrated Planning Dashboard on the AF Portal.

### **11. Airfield Waiver Reviews.**

11.1. Although ACC bases must conduct an annual operational risk management review of all HQ-approved permanent and temporary (non-permanent) airfield waivers, the wing is only required to submit a waiver review to HQ ACC/A7 within 90 days of a new Wing/Installation Commander accepting command and biennially thereafter. The review must validate a requirement for a waiver still exists and all appropriate safety precautions, mitigative measures and conditions of approval required by the waiver approval authority are being implemented. Waivers which are no longer required shall be cancelled. During the review, the GeoBase data stewards must verify that all required mission data layer (MDL) attributes for airfield waivers, exemptions, and permissible deviations are populated. Also, ensure the facilities classified as permissible deviations comply with deviation siting criteria contained in UFC 3-260-01, Attachment 14. Maintain airfield waiver review documentation IAW the RDS.

11.1.1. The installation agencies identified in UFC 3-260-01, Paragraphs A2.2.2.2.1 and A2.2.6.4.1 must participate in the airfield waiver review.

11.1.2. The CES representative will brief the Facility Board and the Airfield Operations Board, and ensure the results are included in the respective meeting minutes.

11.2. Airfield Waiver Review Submission. Wing/Installation Commanders will ensure CES (normally the community planner) uploads a copy of the airfield waiver review to their respective base's Airfield Waiver Review folder located on the ACC Integrated Planning Community of Practice for dissemination to HQ ACC/A7 for processing.

**12. Leveraging GeoBase Technology:** The GeoBase "One Installation...One Map" architecture is the Air Force foundation and ACC standard for geospatial mapping used for managing airfield obstructions and airfield imaginary surfaces data. The data is stored and maintained within the USAF spatial data standard (SDS) compliant MDLs developed specifically for creating a virtual world to visualize airfield waivers, exemptions and permissible deviations by assigned obstruction identifier numbers. This solution aligns ACC geospatial technology investments with the enterprise-wide mission of the USAF, creates a robust geospatial airfield planning and design tool accessible via the AF Portal, and shows obstructions normally depicted on BCP Map E-1. In addition to being able to visualize data, the populated attributes to include photographs of airfield obstructions within the MDL can be used for obstruction and waiver analysis, and conducting annual airfield waiver reviews.

12.1. Although traditionally CES has been responsible for maintaining all base comprehensive maps, within GeoBase each MDL is managed by functional area. In ACC, the assigned data steward for the airfield obstructions MDL is airfield management and the airfield imaginary surfaces MDL is community planning. They manage the quality, content, and access of their respective MDL and are responsible for populating and editing the MDL attributes to ensure their accuracy.

12.2. Each ACC base Geospatial Integration Offices (GIO) will provide technical guidance for the assigned airfield obstructions and airfield imaginary surfaces data stewards to populate and manage the MDL attributes. The GIO uploads the MDL to their respective base's GeoBase folder located on the ACC GeoBase Data Library for dissemination to ACC Geospatial Information Branch (HQ ACC/A7IG) for publishing alongside the common installation picture (CIP) on the HQ ACC GeoBase Portal Viewer located at <https://rso.my.af.mil/accgeoprod/>.

### **13. Adopted Forms.**

AF Form 847, *Recommendation for Change of Publication*

ACC Form 167, *ACC Operational Risk Management (ORM) Worksheet*

FAA Form 7460-1, *Notice of Proposed Construction or Alteration*

RONALD E. KEYS, General, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 32-7063 (<http://www.e-publishing.af.mil/pubfiles/af/32/afi32-7063/afi32-7063.pdf>), *Air Installation Compatibility Use Zone*

AFI 90-901 (<http://www.e-publishing.af.mil/pubfiles/af/90/afi90-901/afi90-901.pdf>), *Operational Risk Management*

AFMAN 37-123 (to be AFMAN 33-363) (<http://www.e-publishing.af.mil/pubfiles/af/37/afman37-123/afman37-123.pdf>), *Management of Records*

AFJPAM 32-8013, Volumes I and II (FM 5-430-00-2) (<https://134.11.61.26/CD6/Publications/DA/FM/ByPub.htm>), *Planning and Design of Roads, Airfields, and Heliports in the Theater of Operations*

UFC 3-260-01 (<http://www.hnd.usace.army.mil/techinfo/UFC/UFC%203-260-01.pdf>), *Unified Facilities Criteria Airfield and Heliport Planning and Design*

Air Force Records Disposition Schedule (RDS) (<https://afrims.amc.af.mil>)

*Abbreviations and Acronyms*

**ACC**—Air Combat Command

**AC**—Air Conditioner

**ACCI**—Air Combat Command Instruction

**AF**—Air Force

**AFCESA**—Air Force Civil Engineer Support Agency

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AICUZ**—Air Installation Compatible Use Zone

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AORI**—Airfield Obstruction Reduction Initiative

**ASRR**—Airfield Suitability and Restrictions Report

**ATCALs**—Air Traffic Control and Landing Systems

**BAOI**—Base Airfield Operations Instruction

**BCP**—Base Comprehensive Plan

**CBT**—Computer Based Training

**CE**—Civil Engineer

**CES**—Civil Engineering Squadron  
**CoP**—Community of Practice  
**CV**—Vice Commander  
**DOD**—Department of Defense  
**FAA**—Federal Aviation Administration  
**FLIP**—Flight Information Publication  
**FY**—Fiscal Year  
**HQ**—Headquarters  
**HQ ACC/A3AO**—Airfield Operations Branch  
**HQ ACC/A3OA**—Aerial Events Scheduling Branch  
**HQ ACC/A3TV**—Standardization Branch  
**HQ ACC/A4QM**—Maintenance Policy Branch  
**HQ ACC/A6OA**—ATCALS Branch  
**HQ ACC/A7**—Director of Installations and Mission Support  
**HQ ACC/A7CI**—Infrastructure Support Branch  
**HQ ACC/A7FS**—Physical Security Branch  
**HQ ACC/A7Z**—Programs Division  
**HQ ACC/A7ZP**—Planning Branch  
**HQ ACC/A7IG**—Geospatial Information Branch  
**HQ ACC/SEF**—Flight Safety Branch  
**HQ ACC/SEG**—Ground Safety Branch  
**IAW**—In Accordance With  
**MDL**—Mission Data Layer  
**NOTAM**—Notice to Airmen  
**NAF**—Numbered Air Force  
**OPR**—Office of Primary Responsibility  
**ORM**—Operational Risk Management  
**RDS**—Records Disposition Schedule  
**RMIS**—Risk Management Information System  
**SE**—Safety  
**TERPS**—Terminal Instrument Procedures  
**UFC**—Unified Facilities Criteria

USAF—United States Air Force

### *Terms*

**ACC A7ZP Integrated Planning Dashboard**—This functional area serves as the forum for integrating all planning resources, tools, and authoritative information, to include being a one-stop shop for ACC planning needs. The dashboard resides on the AF Portal and accessible via the Air Force Indexes Functional Areas A-Z Listing at <http://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do?command=function&pageId=681742&channelPageId=-946890&parentCategoryId=-946890>.

**Airfield Obstruction Reduction Initiative**—This is an USAF initiative launched to eliminate correctable violations from AF airfields. Additional information and guidance is available at [http://www.afcesa.af.mil/ces/cesc/airfield/cesc\\_aori.asp](http://www.afcesa.af.mil/ces/cesc/airfield/cesc_aori.asp).

**Airfield Suitability and Restrictions Report**—Provides basic airfield and suitability information, airfield restrictions, and other information for select airfields. The latest edition of ASRR information is available at the on-line AMC Airfield Database at <https://www.afd.scott.af.mil>.

**Airport Diagram**—The airport diagram is published in the Terminal High and Low Altitude FLIP booklets and most are accessible at <http://164.214.2.62/products/digitalaero/index.html>.

**Base Airfield Operations Instruction**—Defines local procedures for Airfield Management and Air Traffic Control at the base, to include among other things general information regarding airfield facilities and aircraft restrictions.

**Base Comprehensive Plan Map E-1, On-Installation Obstructions to Airfield Criteria**—This plan graphically shows obstructions to air navigational and ground movement of aircraft within installation boundaries. Specific requirements are contained in the Master Statement of Work, Air Force Comprehensive Planning at <http://www.afcee.brooks.af.mil/ec/mmjpg/pages/reference/sow/mastersow.pdf>. The specific requirements for this map should be leveraged into GeoBase mapping layers.

**Base Comprehensive Plan Map E9.1, Proposed Aircraft Parking Plan**—This plan indicates proposed parking positions in the operational and aircraft maintenance areas of all aircraft required to support the installation's mission. Specific requirements are contained in the Master Statement of Work, Air Force Comprehensive Planning at <http://www.afcee.brooks.af.mil/ec/mmjpg/pages/reference/sow/mastersow.pdf>. The specific requirements for this map should be leveraged into GeoBase mapping layers.

**Community of Practice**—A Community of Practice (CoP) workspace provides a web-based collaborative environment where members of a group use shared information and administrative and communications tools to conduct business, manage a project, keep abreast of important group issues and solve group problems.

**GeoBase**—The GeoBase vision is "One Installation...One Map" with a mission to "attain, maintain and sustain one geospatial infrastructure supporting all installation requirements". GeoBase service is made available via the existing base communications network using geographic information systems (GIS) and similar technologies. Existing mission systems and processes are enhanced by visualizing their assets and information via an installation map.

**Notice to Airmen (NOTAM)**—An unclassified notice, containing information concerning the establishment of, condition of, change in any aeronautical facility, service, procedures or hazards, the timely knowledge of which is essential to personnel concerned with flight operations. Flight Safety and Local NOTAMs can be viewed at the Defense Internet NOTAM Service website at <https://www.notams.jcs.mil/>.

**Mission Data Layer**—An individual data source that can be geospatially represented, either directly or through data joins or links, and stewarded by a single data owner.

**Obstruction Identifier**—The identifier includes the base four-letter installation code, followed by a unique three-digit number. Following the three-digit number include a letter “W”, indicating an airfield waiver, a letter “E”, indicating an exemption, or a letter “D”, indicating a permissible deviation (i.e. MUHJ001W, MUHJ002E, and MUHJ003D).