

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 32-1007**

5 JUNE 2012



Civil Engineering

**PREPARATION AND USE OF USAFA
FORM 135, REQUEST FOR AIRFIELD AND
AIRSPACE CRITERIA WAIVER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. This instruction identifies procedures for completing United States Air Force Academy (USAFA) Form 135, *Request for Airfield and Airspace Criteria Waiver*. This instruction applies to the 10th Civil Engineer Squadron (10 CES), USAFA Airfield Management (306 OSS) and all coordinating offices. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

1. Procedures. The Base Civil Engineer's (BCE) designated representative initiates a USAFA Form 135 when a construction activity violates airfield imaginary surfaces, safe clearance, or other design criteria specified in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*. USAFA Flying and Ground Safety and Airfield Management will ensure an Operational Risk Management (ORM) Risk Assessment (RA) is performed and documented on all proposed waiver requests before coordination. All USAFA Forms 135 require an attachment that includes a site map and applicable photographs describing the obstruction.

1.1. Temporary Waivers. Establish temporary waivers for correctable airfield obstructions. Temporary waiver requests must include the action planned to correct the violation, the project number or work order number, estimated completion date, risk assessment code, and cost estimate.

1.2. Permanent Waivers. Establish permanent waivers for obstructions that cannot reasonably be corrected and pose little or no threat to flying operations. Violations caused by natural geographic features, a result from constraints due to construction of the airfield under a previous less-stringent standard are examples of where permanent waivers are appropriate.

1.3. Temporary Construction Waivers. Establish temporary construction waivers for any construction activity that violates airfield imaginary surfaces, safe clearance, or other design criteria specified in UFC 3-260-01 during or after the completion of the construction activity. This includes all construction equipment, vehicles, and people. Requests for waivers must be submitted at least 60 days before the start of construction. All Temporary Construction Waivers must be analyzed to determine potential impacts to aircraft operations before construction activities begin.

2. Coordination Requirements. All Temporary and Permanent Waivers must be coordinated with all the mandatory coordinators (see back of USAFA Form 135) before submission to the Vice Superintendent (HQ USAFA/CV) for approval. All Temporary Construction Waivers must be coordinated with all the mandatory coordinators before submission to the 10th Air Base Wing Commander (10 ABW/CC) for approval. The waiver coordination package shall include a Staff Summary Sheet (SSS), USAFA Form 135 with applicable attachments, and a RA. All waivers must be maintained for record with all pertinent documents relative to each waiver, including a record of staff coordination on actions.

3. Annual Waiver Review. All Temporary and Permanent Waivers must be reviewed annually.

MARK A. RUSSO, Lt Col, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 32-10, *Installations and Facilities*, 4 March 2010

UFC 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

Prescribed Forms

USAFA Form 135, *Request for Airfield and Airspace Criteria Waiver*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

10 ABW—10th Air Base Wing

10 CES—10th Civil Engineer Squadron

306 OSS—306th Operations Support Squadron

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

BCE—Base Civil Engineer

IAW—In Accordance With

OPR—Office of Primary Responsibility

ORM—Operational Risk Management

RA—Risk Assessment

RDS—Records Disposition Schedule

SSS—Staff Summary Sheet

UFC—Unified Facilities Criteria

USAFA—United States Air Force Academy

Terms

Imaginary Surface—Surfaces in space established around airfields in relation to runway(s), helipad(s), or helicopter runway(s) that are designed to define the obstacle free airspace around

the airfield. The imaginary surfaces for DOD airfields are the primary surface, the approach-departure clearance surface, the transitional surface, the inner horizontal surface, the conical surface (fixed-wing only), and the outer horizontal surface (fixed-wing only).

Obstruction—Natural or man-made objects that violate airfield or heliport clearances or projects into an imaginary airspace surface.

Operational Risk Management—A continuous process designed to detect, assess, and control risk while enhancing performance and maximizing combat capabilities.

Permanent Waiver—Airfield waiver established for violations that cannot be reasonably corrected and pose little or no threat to flying operations. Violations caused by natural geographic features or facilities located off installation and not under USAFA control are examples of cases where permanent waivers are appropriate. Permanent waiver requests are approved by the USAFA Vice Superintendent and require an annual submittal.

Risk Assessment—The process of detecting hazards and their causes, and systematically assessing the associated risks.

Staff Summary Sheet—Introduces, summarizes, coordinates, or obtains approval or signature on a staff package.

Temporary Construction Waiver—A temporary airfield waiver used to identify, coordinate, and approve construction activity on or near the airfield. The 10th Air Base Wing Commander is the construction waiver approval authority. Construction waivers apply to airfield systems, facilities, and on base facilities where construction activity will require equipment or stockpile areas that may adversely affect flying operations.

Temporary Waiver—Airfield waiver established for correctable obstructions. Temporary waiver requests are approved by the USAFA Vice Superintendent and require an annual submittal.