

**BY ORDER OF THE COMMANDER  
90TH MISSILE WING**

**90TH MISSILE WING INSTRUCTION  
32-301**



**28 SEPTEMBER 2022**

**Civil Engineering**

**EXCAVATION AUTHORIZATION  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 90 CES/CC  
(Lt Col Peter A Sabatowski)

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This instruction establishes guidelines for protecting underground utilities, sensitive environments, historic and outlying facilities at Francis E. Warren Air Force Base, as well as those at geographically separated facilities. It applies to 90th Missile Wing, 20th Air Force, associated and tenant units assigned, attached, or supported by the 90th Missile Wing, Francis E. Warren Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>. Comply with AFI 33-332, *Privacy Act Program*, for documents containing privacy act information. Comply with AFI 31-401, *Information Security Management* for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route the DAF Form 847 from the field through major command (MAJCOM) publications/forms managers. See [Attachment 1](#) for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This publication includes numerous changes and must be completely reviewed to note revisions.

## Chapter 1

### PROCEDURES

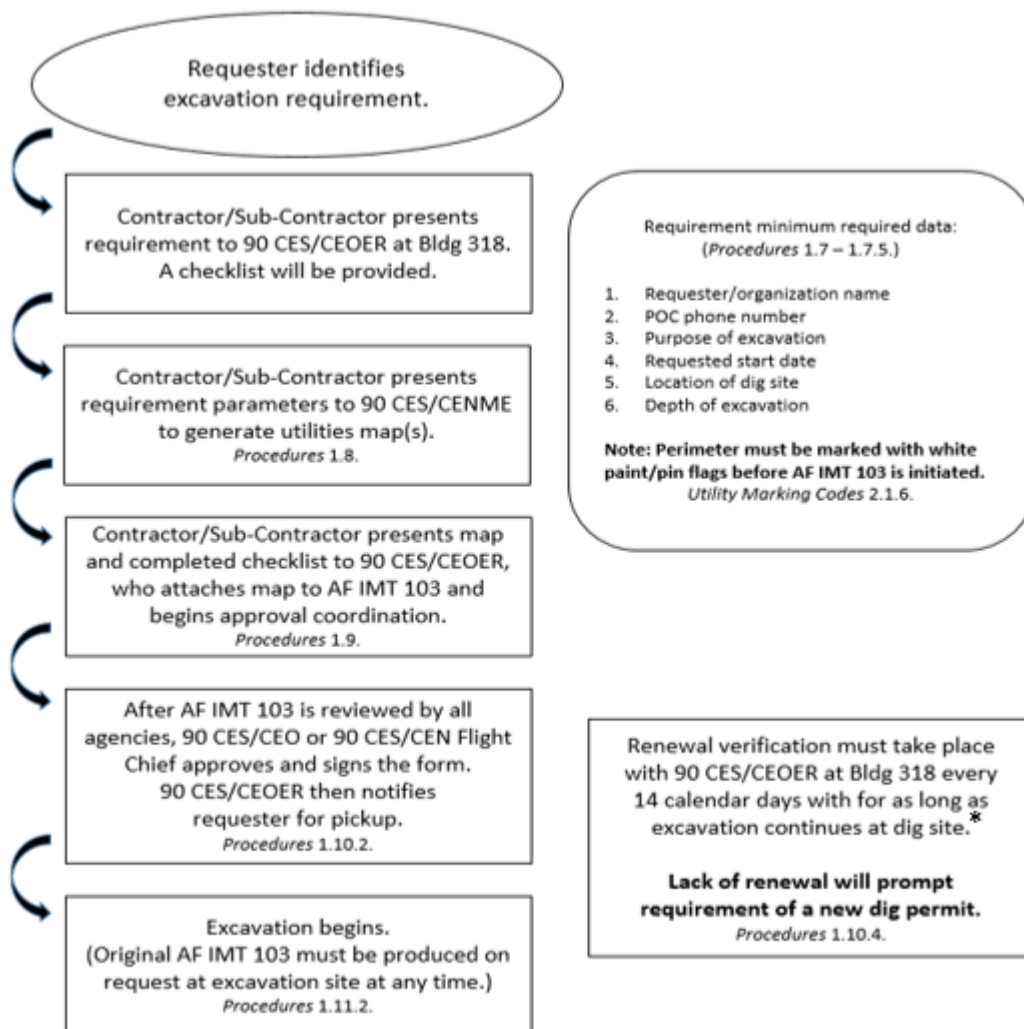
**1.1. The combined underground location service (Wyoming One-Call)** is the coordination focal point for commercial utility companies. All Wyoming One- Call requests will be made by the Base Civil Engineer's Requirements and Optimization section. Individuals/contractors must not call Wyoming One-Call to locate utilities (with the exception of associated missile sites). For associated missile sites, One-Call requests for the appropriate state will be made by the 90th Missile Maintenance Squadron's Cable Affairs section.

**1.2. Requestors must identify dig area** with white paint or white pin flags prior to submitting dig requests in accordance with [Chapter 2](#).

**1.3. All requests for digging on F.E. Warren AFB** and the associated missile sites will be submitted to the Base Civil Engineer's Requirements and Optimization section, and will follow a standardized process. This process is outlined in the 90th Civil Engineer Squadron Facility Manager Handbook. The Handbook is the authoritative source on the dig permit process.

1.3.1. Current procedures are outlined in [Figure 1.1](#).

Figure 1.1. Coordination Process of AF IMT 103.



**Note:** \* - Renewal verification mirrors Wyoming Statute 37-12-302 (c) timeline

**1.4. When doing earthwork at missile sites**, it is the sole responsibility of the inspector/requester to contact local utility companies and arrange a meeting at the excavation site with the locator to verify the exact location of utilities.

**1.5. Coordinating AF IMT 103:** (See [Figure 1.2](#)) The Base Civil Engineer's Requirements and Optimization section will contact all required base agencies for coordination and call Wyoming One-Call for the requester. Wyoming One-Call in-turn notifies the proper off-base agencies.

Figure 1.2. AF IMT 103.

CE Permit # \_\_\_\_\_ **Needs Initials/Date**

BASE CIVIL ENGINEER WORK CLEARANCE REQUEST (See Attached Instructions)				Date Prepared
1. Clearance is requested to proceed with work at _____				
On Work Order No. _____ Contract No. _____ Involving excavation or utility disturbance per _____				
ONE CALL#			DATE: _____	
			TIME: _____	
2. TYPE OF FACILITY/WORK INVOLVED				
A. PAVEMENTS	D. FIRE DETECTION & PROTECTION SYSTEMS		G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW	
B. DRAINAGE SYSTEMS	E. UTILITY	OVERHEAD	UNDERGROUND	H. SECURITY
C. RAILROAD TRACKS	F. COMM	OVERHEAD	UNDERGROUND	I. OTHER
3. DATE CLEARANCE REQUIRED			4. DATE OF CLEARANCE TERMINATION	
5. SIGNATURE OF REQUESTING OFFICIAL			6. TELEPHONE NO.	7. ORGANIZATION
ORGANIZATION		REMARKS (Use Reverse for additional comments)		REVIEWER'S NAME/INITIALS/DATE
B A S E  C I V I L  E N G I N E E R	A. ELECTRICAL DISTRIBUTION 773-3743			
	B. STEAM DISTRIBUTION 773-4069			
	C. WATER DISTRIBUTION 773-4069			
	D. POL DISTRIBUTION 773-4069			
	E. SEWER DISTRIBUTION 773-4069			
	F. ENVIRONMENTAL 773-3468			
	G. PAVEMENTS/GROUNDS 773-2049			
	H. FIRE PROTECTION	CALL 307-773-2931 FOR BURN PERMITS IF REQUIRED		90 CES/CEF
	I. CATHODIC PROTECTION	IF CATHODIC IS IN AREA CALL 3576 TO SCHEDULE LOCATE		
	J. EMCS 773-2485			
9. High West Energy 605-360-2585				
10. SAFETY		CALL IF REQUIRED (307) 773-1842		90 MW/SEG
11. COMMUNICATIONS 773-4545				
12. ENGINEERING		Please Contact Engineering Drafting Prior to Digging @ 307-773-2504		
13. CABLE TV				
14. COMMERCIAL UTILITY COMPANY				
TELEPHONE CenturyLink				
GAS CLFP				
ELECTRIC CLFP				
B.O.P.U.				
15. OTHER (Specify)		GROUNDS MAINT: IRRIGATION IN AREA, CALL 650-0167 TO SCHEDULE LOCATE----		
15A.		90th SECURITY FORCES SQUADRON: CALL (307) 777-4550 FOR CLEARANCE----		
16. REQUESTED CLEARANCE		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
17. TYPED NAME AND SIGNATURE OF APPROVING OFFICER (Chief of Operations Flight or Chief of Engineering Flight)				17. DATE SIGNED

AF IMT 103, 19940801, V3 PREVIOUS EDITIONS ARE OBSOLETE. OVERPRINT 90 CES/CEOC-103

### 1.6. Agencies required for coordination /completion of AF IMT 103 are:

- 1.6.1. 90 CES utilities, pavements and equipment shops.
- 1.6.2. 90 CES Environmental.
- 1.6.3. Base Cable/Communications [includes Visual Imagery and Intrusion Detection Systems (VIDS) when locating for the WSA].
- 1.6.4. Wyoming One-Call.

1.6.5. US Grounds Maintenance Contractor (SKILS’KIN).

**1.7. Requesters must provide** the following information, when submitting a digging permit request:

1.7.1. Name, phone number and organization/business of the requester.

1.7.2. Purpose of the excavation.

1.7.3. Date excavation is expected to commence.

1.7.4. The location of the excavation area.

1.7.5. Depth of excavation.

**1.8. Requester will visit 90 CES/CEN** Drafting section to acquire utility map.

**1.9. 90 CES/CEOER** will attach associated documents and map(s) supplied by 90 CES/CEN Drafting section to AF IMT 103 and begin coordination process.

**1.10. Each agency with utilities** in the area of excavation, will mark the area and annotate “marked” on the AF IMT 103 and sign in the appropriate block for that agency.

1.10.1. Areas of excavation that are clear of utilities, will be annotated “clear” and signed in the appropriate block for that agency.

1.10.2. Once all agencies have reviewed the AF IMT 103 and made the appropriate annotations, the 90 CES/CEO or 90 CES/CEN Flight Chief or delegated authority, will approve and sign the AF IMT 103. The Base Civil Engineer’s Requirements and Optimization section will then notify the requester when the form is ready for pick up at Building 318.

1.10.2.1. This signature authority will be delegated no lower than the Requirements and Optimization section.

**1.11. When signed by 90 CES/CEO** or 90 CES/CEN Flight Chief or delegated authority, the form is valid for 14 calendar days and excavation may begin. The published timelines mirror Wyoming Statute 37-12-302 (c) for excavations.

1.11.1. Original signed AF IMT 103 or a copy of the signed original must remain on site at all times during excavation.

**1.12. Requester must maintain all markings** throughout excavation project.

1.12.1. If work is to exceed the initial 14 calendar days, the requester must renew digging permit for an additional 14 calendar days. The requester is required to bring their dig permit and all related documents to the 90 CES/CEOER office for the extension to take effect.

1.12.2. If markings are maintained through the Base Civil Engineer’s Requirements section, the project manager must also sign the permit, acknowledging all markings have been maintained.

**1.13. Normal processing time** for routine requests is 10 to 14 duty days.

**1.14. Emergency requests** required to correct conditions that are detrimental to the mission or reduce operational effectiveness are usually processed within a few hours. An emergency includes, but is not limited to, the total failure of the electrical, fire protection, telecommunications, heating

and air conditioning or security alarm systems and situations which would result in imminent or catastrophic damage to facilities and/or persons.

## Chapter 2

### UTILITY MARKING CODES

**2.1. All utilities in the vicinity of the excavation** will be physically located and marked with fluorescent paint using the following underground utility color codes:

- 2.1.1. WHITE - Proposed excavation perimeter.
- 2.1.2. RED - Electric power lines, cables, conduits and lighting cables.
- 2.1.3. ORANGE - Communications, alarm/signal lines, cables/conduit and CATV.
- 2.1.4. YELLOW - Gas, oil, petroleum or gaseous materials.
- 2.1.5. BLUE - Water, irrigation or slurry lines.
- 2.1.6. GREEN - Sewer and drain lines.
- 2.1.7. PINK - Reserved for surveying purposes only.
- 2.1.8. PURPLE - Reclaimed water, irrigation.

## Chapter 3

### RESPONSIBILITIES

**3.1. Requester must be the agency of primary responsibility** for any excavation. Any individual, agency, or contractor must comply with all directives from the Base Civil Engineer.

**3.2. Excavators are required to maintain a minimum clearance** of 5 feet between the underground utility and the cutting edge or point of any power operated excavating or earth-moving equipment.

3.2.1. If utility is found within 5 feet of located marks, immediately stop all work and notify 90 CES for shop/contractor assistance on locating/identifying lines.

**3.3. If excavation is required within 5 feet horizontally of any marking, the excavation will be performed using hand tools or vacuum excavation with extreme care to prevent damage to any marked utility.**

**3.4. If, during the course of excavation,** a utility has been exposed, it is the excavator's responsibility to support these utilities. The excavator also must be certain the utilities have not been struck or damaged in any capacity, including being pulled or "kinked". If damage of any kind is discovered, if a utility is contacted, or if a previously unmarked utility is discovered, it is the excavator's responsibility to directly and immediately notify the Base Civil Engineer's Requirements and Optimization section at (307) 773-3175.

**3.5. Any excavation attempted** without a proper approved digging permit may subject the excavating member to liability for reimbursement.

**3.6. Focal Points. Focal Points** 90 CES/CEOER (Building 318, (307) 773-3175) is the focal point for processing all base and associated missile site dig permits in accordance with AF IMT 103, 19940801, V3, *Base Civil Engineer Work Clearance Request* (90 CES/CEOER).

CATHERINE V. BARRINGTON, Colonel, USAF  
Commander, 90th Missile Wing



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Wyoming State § 37-12-301

90 MW Facility Manager Handbook

*Adopted Forms*

DAF Form 847, *Recommendation for Change of Publication*, 22 September 2009 AF IMT 103, *Base Civil Engineering Work Clearance Request*, 11 March 2003

*Terms*

**"EMERGENCY" defined by Wyoming State § 37-12-301**—Means a sudden, unforeseen occurrence, including a loss of communications, which demands immediate action to protect the health, safety, and welfare of the public and to prevent loss of life, health, property or essential public services and advance notice to the Notification Center prior to excavation is impracticable under the circumstances. "Emergency" shall include ruptures and leakage of pipelines, explosions, fires, and similar instances where immediate action is necessary to prevent loss of life or significant damage to underground facilities or the environment.



**"EXCAVATION" per § 37—12-301** - Means any operation in which earth, rock or other materials on or below the ground is moved or otherwise displaced by means of hand or power tools, power equipment or explosives or other means, and includes grading, trenching, digging, ditching, drilling, auguring, tunneling, boring, plowing-in, pulling-in, ripping, scraping and cable or pipe installing, except tilling of soil and gardening or agricultural purposes.

**"Pre-Marking" is required by § 37-12-301**—In order to ensure facility operators can identify *exactly* where the proposed excavation will take place, the excavator will mark the proposed excavation with white marks or white flags to show the location, route and boundary of the work area.

## Attachment 2

## TEMPLATE DELEGATION OF AUTHORITY LETTER

Figure A2.1. Template Delegation of Authority Letter.

	DEPARTMENT OF THE AIR FORCE 90TH MISSILE WING (AFGSC)	
DD Month YYYY		
MEMORANDUM FOR RECORD		
FROM: 90 CES/CEO (Flight Commander)		
SUBJECT: Delegation Letter for AF IMT 103, <i>Base Civil Engineer Work Clearance Request</i>		
1. The following section and all its members are authorized to approve/sign AF IMT 103, <i>Base Civil Engineer Work Clearance Request</i> , in my stead.		
Office Symbol	DSN	Purpose
90 CES/CEOER	481-3175	Approval/Denial
2. This delegation may be superseded/withdrawn at any time.		
3. This memorandum supersedes all previous memorandums, same subject.		
4. Any questions regarding this delegation may be directed to the R&O Section at DSN XXX-XXXX, Comm: (XXX) XXX-XXXX or e-mail (R&O email).		
<div style="text-align: right; padding-right: 100px;">           FIRST M. LAST, Rank, USAF            Operations Flight Commander, 90            CES/CEO         </div> <div style="padding-top: 20px;">           CC:            Individuals            90 CES/CEO            90 CES/CEOER         </div>		