

**BY ORDER OF THE COMMANDER  
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE  
INSTRUCTION 32-110**



**2 AUGUST 2024**

**Civil Engineering**

**AIRFIELD TEMPORARY  
CONSTRUCTION WAIVER PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-10, *Installations and Facilities*. This instruction establishes roles, procedures, and authorities by which Robins AFB personnel will manage the Airfield Temporary Construction Waiver (TCW) program. RAFB tenants must follow the guidance and rules of the host site. This instruction also establishes roles, procedures, and responsibilities for overseeing the RAFB Airfield TCW program. This instruction is designed to implement UFC 3-260-01 *Airfield and Heliport Planning and Design* (current version published 4 Feb 2019). It is important for RAFB personnel to be familiar with and adhere to the requirements established in UFC 3-260-01 *Airfield and Heliport Planning and Design*,

AFI 90-802, *Risk Management*, and the additional requirements contained in this instruction. Send comments and suggestions about this publication for improvements on DAF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-322, *Records Management and Information Governance Program* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). See **Attachment 1** for a glossary of references and supporting information. This publication does not apply to Air Force Reserve Command (AFRC) Units.

***SUMMARY OF CHANGES***

This document has been revised to include changes in the roles and responsibilities in processing Airfield Temporary Construction Waiver (TCW) requests. The approval authority for TCW's has included the option for designated officials as appointed by the installation commander as signatory authority. Airfield Manager abbreviation has been changed to inline with AFI 13-204 directive. **Attachment 2** TCW request letter has been added.

1.	Policy. ....	3
2.	Airfield TCW Procedures: .....	3
3.	Project Manager Responsibilities. ....	4
	<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>6</b>
	<b>Attachment 2—TEMPORARY CONSTRUCTION WAIVER REQUEST LETTER</b>	<b>9</b>
	<b>Attachment 3—AF 505, REQUEST FOR WAIVER TO AIRFIELD AND AIRSPACE CRITERIA</b>	<b>10</b>
	<b>Attachment 4—SITE LOCATION MAP</b>	<b>11</b>
	<b>Attachment 5—FAA DETERMINATION LETTER</b>	<b>12</b>
	<b>Attachment 6—FORM 4437, DELIBERATE RISK MANAGEMENT WORKSHEET</b>	<b>13</b>
	<b>Attachment 7—MITIGATION LETTER</b>	<b>14</b>
	<b>Attachment 8—AIRFIELD DELINEATION</b>	<b>17</b>

## 1. Policy.

1.1. Airfield Temporary Construction Waiver (TCW). An Airfield TCW is used to identify, coordinate and approve construction activity that violates airfield criteria on or near the airfield. The installation commander is the temporary construction waiver approval authority. An Airfield TCW applies to airfield systems, facilities, and on base facilities where construction will require equipment or stockpile areas that violate airfield criteria. **NOTE:** Emergency maintenance and repair requirements and routine maintenance activities, such as mowing and maintenance of airfield systems, are exempt from this requirement; however, the BCE will coordinate with the airfield management, flight safety, and flight operations offices to ensure implementation of appropriate safety measures, including Notices to Airmen (NOTAM).

1.2. Base Community Planner (BCP). The BCP will request an Airfield TCW from the installation commander when one or more elements of the construction project (equipment, facilities, construction vehicles, etc.) violate airfield criteria in accordance with UFC 3-260-01, *Airfield and Heliport Planning and Design*.

## 2. Airfield TCW Procedures:

2.1. All projects start with the project proponent submitting a service request into TRIRIGA. The project review process begins once a Project Manager (PM) is assigned to the project.

2.2. For construction projects within the airfield delineation ([Attachment 7](#)), Customer Service will request coordination by both the BCP and the Airfield Manager's Office (AFM).

2.3. The BCP and the AFM will review the service request and together will determine if the project has the potential to require an Airfield TCW. If so, the Airfield TCW requirement will be annotated on the service request in the Remarks block.

2.4. The PM will provide to the BCP the Airfield Temporary Construction Waiver Information Letter ([Attachment 2](#)), to determine if an Airfield TCW is required. If the project does not violate any airfield criteria, the construction proceeds without waiver. If the project violates one or more airfield criteria, then the Airfield TCW process begins.

2.5. The BCP, upon determining the need for a TCW, initiates the Airfield TCW package.

2.5.1. The BCP will record the Airfield TCW on the tracking sheet by project number/title and date.

2.5.2. The BCP will submit a Federal Aviation Administration (FAA) Form 7460-1, Notice of Proposed Construction or Alteration, on-line, if required, to obtain a Determination Letter from the FAA ([Attachment 5](#)).

2.5.3. The BCP will prepare Airfield TCW requests using AF Form 505, Request for Waiver to Airfield and Airspace Criteria ([Attachment 6](#)).

2.5.4. The BCP will prepare a site location map indicating where the construction project is located on the airfield. The map is to illustrate the violation as described by the BCP on the AF 505.

2.5.5. The BCP will schedule a risk assessment meeting in accordance with AFI 90-802, Risk Management attended by Airfield Management, Flight Safety, Community Planning, and any other organization that will be affected by the construction project. The PM will assist in preparing the DAF Form 4437, Deliberate Risk Assessment Worksheet (**Attachment 6**), and coordinates it with the risk assessment meeting attendees. The DAF Form 4437 will then be signed at the appropriate level as determined by the risk level and decision level matrix.

2.5.6. The AFM will develop the Mitigation Letter (**Attachment 7**) which identifies the mitigation actions (mitigation plan) to be taken for the construction project. The mitigation plan is developed by the 78 OSS/OSA and Airfield Management, and coordinated through 78 ABW/SE.

2.6. The BCP will review the AF Form 505, site location map, FAA Determination Letter, DAF Form 4437, and the Mitigation Letter for accuracy. The BCP will compile the documents, creating the Airfield TCW package.

2.7. The BCP will route the AF Form 505 and the site location map by workflow to the 78 ABW/SE, 78 OSS/OSA, and AFMC/TERPS for coordination/approval.

2.8. The BCP will forward the Airfield TCW package, including AF Form 505, site location map, FAA Determination Letter if required, DAF Form 4437, and the Mitigation Letter, by workflow to the 78 CEG/CL and the 78 OSS/CC for coordination/approval. When 78 OSS/CL and 78 OSS/CC coordination/approval is received, the BCP will forward the package to the installation commander or designated official for approval/signature of the AF Form 505 and the DAF Form 4437, as applicable.

2.9. The BCP will monitor and track the coordination process of the Airfield TCW to ensure the request is processed in a timely manner. The Airfield TCW coordination should take less than 60 days (depending on the FAA Determination Letter processing time) from the date the BCP determines a need for an Airfield TCW in accordance with **paragraph 2.5** of this instruction to the date the BCP forwards the package to the installation coordinating units. No installation coordinating unit should take more than five (5) working days to coordinate/approve/sign the package. The BCP will provide a copy of the approved Airfield TCW to the AFM and the PM prior to the start of the project.

### **3. Project Manager Responsibilities.**

3.1. The PM will provide to the BCP proposed construction projects that may require an Airfield TCW. Requests for construction projects must be submitted once the project is funded and must include the elements listed in **paragraph 2.4**.

3.2. The PM will prepare a construction phasing plan in accordance with UFC 3-260-01, Section B14-3, describing any identifiable construction phases or closure periods to any area of the airfield.

3.3. The PM will prepare a site location map of the proposed construction area on the airfield and present to the BCP of exact construction location.

3.4. The BCP will submit FAA Form 7460-1 to obtain an FAA Determination Letter (**Attachment 4**) if required.

3.5. The AFM working with the BCP and SEF will be involved in the identification, justification, and appropriate Risk Management (RM) measures for each violation of airfield criteria and complete DAF Form 4437 ([Attachment 6](#)).

3.6. The AFM is responsible for the identification, justification, and appropriate risk mitigation measures for each violation of airfield criteria and prepare Mitigation Letter ([Attachment 7](#)).

3.7. The PM will provide rationale for any deviation from the risk mitigation standards.

3.8. The BCP will maintain for record one (1) copy of all documents pertaining to each Airfield TCW.

DEEDRICK L. REESE, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD32-10, *Installations and Facilities*, 20 July 2020

AFI90-802, *Risk Management*, 1 April 2019

UFC3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019

AFMAN33-363, *Management of Records*, 1 March 2008

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

***Adopted Forms***

AF 505, *Request for Waiver to Airfield and Airspace Criteria*

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

TRIRIGA service request, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4437, *Deliberate Risk Assessment Worksheet*

***Abbreviations and Acronyms***

**ACES**—Automated Civil Engineering System

**AFB**—Air Force Base

**AM**—Airfield Manager

**AFMCI**—Air Force Materiel Command Instruction

**AFPD**—Air Force Policy Directive

**BCP**—Base Community Planner

**FAA**—Federal Aviation Administration

**NOTAM**—Notices to Airmen

**OPR**—Office of Primary Responsibility

**PM**—Project Manager

**RAFB**—Robins Air Force Base

**RDS**—Records Disposition Schedule

**RM**—Risk Management

**TCW**—Temporary Construction Waiver

### *Terms*

**Airfield TCW**—An Airfield TCW is obtained when one or more elements of a construction project (equipment, facilities, construction vehicles etc.) violate airfield and airspace criteria in accordance with UFC 3-260-01. Airfield TCW should only be planned for the duration of the planned construction project unless circumstances dictate otherwise. Additional time may be added to the waiver time period to allow for potential weather delays or other acceptable delays.

**Airfield TCW Approval Authority**—As required by UFC 3—260-01, Appendix B, Paragraph B1-2.3.4, all TCWs for airfield construction must be approved by the installation commander.

**Airfield TCW Requests**—The BCP will prepare waiver requests using AF 505 as the approval document and coordinate with all affected installation organizations, including those identified in UFC 3—260-01, Appendix B, Section 2. When coordination is received, the BCP will send the request to the installation commander for approval. When the waiver request is approved by the installation commander, the BCP will send notice to all stakeholders that the installation commander has approved the Airfield TCW.

**Violation Description**—To include, but not limited to, dimensions, construction materials, fragility, supporting equipment, utilities and appurtenances, height above ground level, facility use/contents and number of occupants. If there are multiple violations describe all violations.

**Violation(s) Location**—Thorough description of the noncompliance with airfield design criteria to include a clear statement of what the violation(s) are with applicable UFC references. Provide distance(s) of violation(s) from runways, taxiways, aprons, or other applicable airfield clearances, imaginary surfaces, or prohibited land use areas. Provide all data for each criterion violated (e.g. show violations in the longitudinal and transverse directions for facilities sited in clear zones).

**Airfield TCW justification**—Discuss all operational concerns that relate to the violation. Include an operational risk analysis completed in accordance with AFI 90-802, *Risk Management*. The results shall include all known hazards associated with the proposed action, a risk code using the risk assessment matrix for each hazard, and a description of all risk control measures needed to minimize the associated risk involved with the proposed action. Describe all safety precautions and mitigation measures that will be implemented to minimize the risks associated with the violation.

**Site Construction Plan/Phasing**—Provide a site location map in PDF, JPG, or PowerPoint Format showing the location of the proposed construction site and applicable violation(s). The site plan(s) should portray all proposed and existing facilities, utilities, infrastructure, and support equipment with respect to regulated airfield surfaces and imaginary surfaces. Site plans must include all distances in feet from affected runways, taxiways, and aprons. Depict violations protruding into transitional slopes in a graphic manner with dimensions in feet. Any construction phasing (sectional periods of construction) should be delineated and construction timetables for each phase noted. Closure of the runway or any taxiways will be predetermined and the dates for closure included in the site plan. Mitigation closure of any portion of the airfield will be mitigated by the AFM, who will work the closure period(s) with all RAFB flying units and NOTAMS. Airfield latitude and longitude of the highest contour elevation point within the Airfield TCW area will be annotated along with the contour elevation.

**Mitigation Plan**—A plan developed by 78 OSS/OSA, Airfield Management and coordinated through 78 ABW/SE IAW UFC 3-260-01, Appendix B, Paragraph B1-2.2.1.1 demonstrating a mitigation (action) plan for all Airfield TCW.



## Attachment 2

## TEMPORARY CONSTRUCTION WAIVER REQUEST LETTER

Figure A2.1. Temporary Construction Waiver Request Letter.

**PROJECT MANAGER (Name, Office Symbol, Phone Number):**

**PROJECT NUMBER/TITLE:**

**LAT and LONG (highest ground contour elevation within construction site):**

Highest Point - Lat: Long: Elev: approx.

**TYPE VEHICLES TO BE USED AND HEIGHT OF TALLEST VEHICLE (If a crane will to be used need maximum height when elevated or the height of the largest heavy equipment to be used):**

**START DATE:**

Est. Construction Start Date:

**COMPLETION DATE:**

Est. Completion Date:

**DESCRIPTION OF WORK (Need any special information like – who you are coordinating the project with and their phone number, phasing with drawing, work a round, airfield closures/schedules):**

**CONSTRUCTION PHASING PLAN:** A construction phasing plan, as discussed in UFC 3-260-01, Appendix B, Section 14, must be included in the contract documents. **This is a mandatory requirement for USAF installations** whether work will be accomplished by contract or in-house. Waiver will not be processed until construction phasing plan has been reviewed and coordinated with airfield management, airfield operations, communications, ground and flight safety, environmental, security forces, contracting and logistics.

Attachment 3

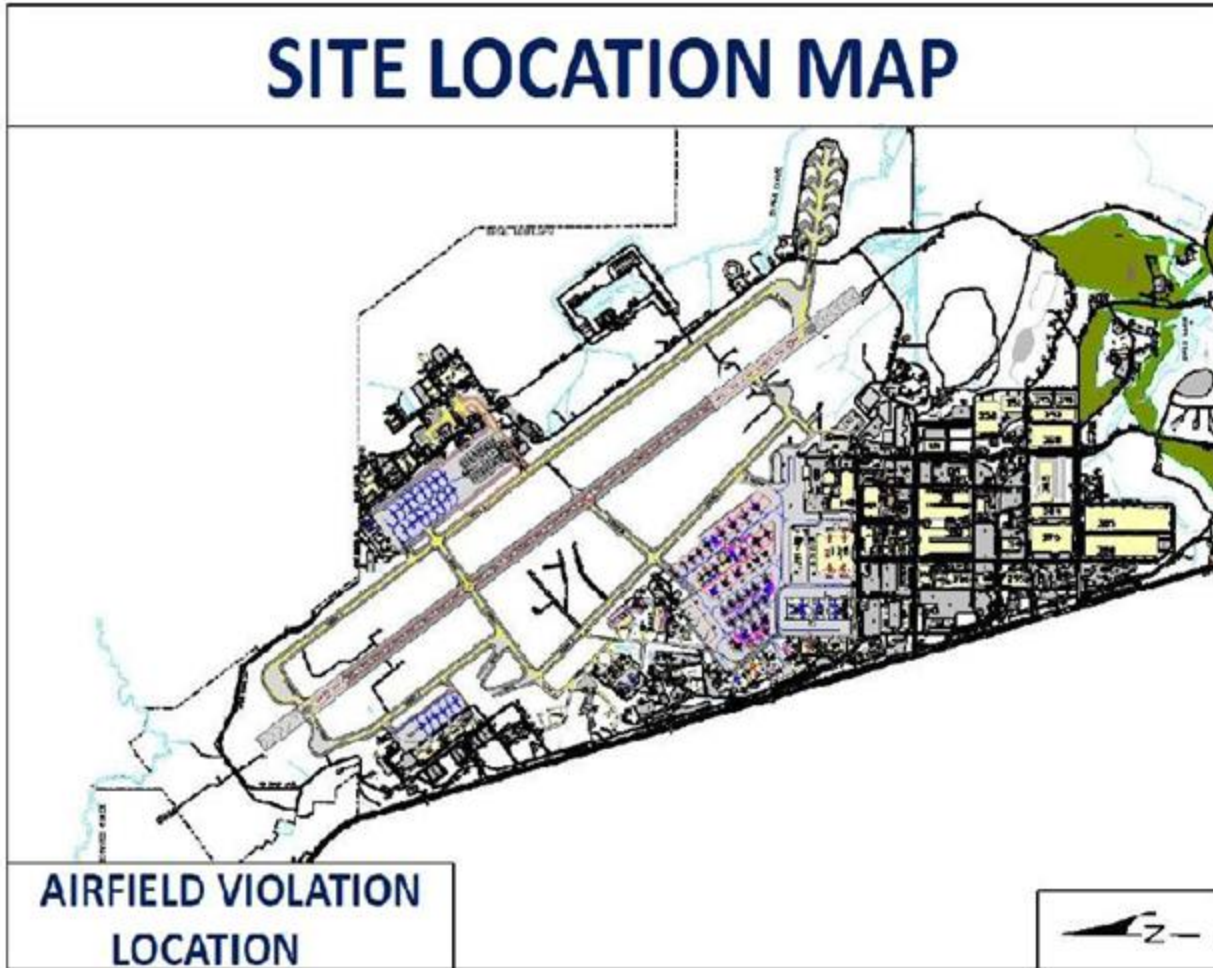
AF 505, REQUEST FOR WAIVER TO AIRFIELD AND AIRSPACE CRITERIA

Figure A3.1. Request for Waiver to Airfield and Airspace Criteria.

REQUEST FOR WAIVER TO AIRFIELD AND AIRSPACE CRITERIA			
<b>SECTION I. (To be completed by installation)</b>			
WAIVER NUMBER		PROPONENT	
INSTALLATION		MAJCOM	
1. ACTION REQUESTED (If submitting a request for a construction or Air Show waiver, complete items 1-6 only. Do not proceed to page 2.)			
<input type="checkbox"/> EXTENSION <input type="checkbox"/> AMENDMENT		<input type="checkbox"/> AIR SHOW <input type="checkbox"/> OTHER	
2. CRITERIA TO BE WAIVED <input type="checkbox"/> UFC 3-260-01 <input type="checkbox"/> UFC 3-260-04 <input type="checkbox"/> UFC 3-535-01 <input type="checkbox"/> OTHER			
TABLE NUMBER, PARAGRAPH, CATEGORY, ITEM, ETC. (e.g., Table 3-7, Item 7; Table 3-8, Item 3)			
Other Criteria			
3. DESCRIPTION OF VIOLATION (Describe the obstruction and list any airfield imaginary surfaces to be violated. Support details with maps delineating imaginary surfaces. Provide pertinent elevations, heights, and distances impacting surfaces. For waivers to airfield marking or lighting, illustrate the change being requested.)			
4. JUSTIFICATION OF WAIVER (Explain why the criteria needs to be waived. Operational and mission concerns should be addressed. For temporary waiver requests, include action programmed to correct the violation, programmed FY, programmed cost estimate, and project number.)			
PROJECT NUMBER (Temporary & Construction Waivers Only)			
5. RISK ASSESSMENT SUMMARY (Provide Risk Level and a brief summary of findings in the Risk Assessment Report. Attach AF Form 4437 to waiver package.)			
FAA OE/AAA PART 77 CASE/ASN NUMBER			
6. INSTALLATION COORDINATION AND APPROVAL (Digital Signature)			
CIVIL ENGINEER (CE)	AIRFIELD MANAGER (AM)	AIRFIELD OPS (OSA) /TERPS	BASE SAFETY (SE)
Other	Other	Other	PERIOD VALID
INSTALLATION COMMANDER		SIGNATURE	

Attachment 4  
SITE LOCATION MAP

Figure A4.1. Site Location Map.




## Attachment 5

## FAA DETERMINATION LETTER

Figure A5.1. Determination Letter.

Mail Processing Center Federal Aviation Administration Southwest Regional Office Obstruction Evaluation Group	Aeronautical Study No. 2011-ASO-5699-OE
--	--

2601 Meacham Boulevard Fort Worth, TX 76137  
Issued Date: 09/14/2011

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77,

Structure:	Robins AFB Airfield
Location:	Warner Robins, GA
Latitude:	32-37-26.48N NAD 83
Longitude:	83-34-40.92W
Heights:	0 feet above ground level (AGL) 295 feet above mean sea level (AMSL)

concerning: This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met: As a condition to this Determination, the structure is marked/lighted in accordance with FAA Advisory circular 70/7460-1 K Change 2, Obstruction Marking and Lighting, flags/red lights - Chapters 3(Marked),4,5(Red),&12.

This determination expires on 04/14/2012 unless:

(a) ~~extended~~, revised or terminated by the issuing office.  
(b) ~~the~~ construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD. This determination is based, in part, on the foregoing description which includes specific coordinates, heights, ~~frequency(ies)~~ and power. Any changes in ~~coordinates~~, heights, and frequencies or use of greater power will void this determination. Any future construction or ~~alteration~~, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

Attachment 6

FORM 4437, DELIBERATE RISK MANAGEMENT WORKSHEET


Figure A6.1. Deliberate Risk Management Worksheet.

DELIBERATE RISK ASSESSMENT WORKSHEET								
AGENCY DISCLOSURE NOTICE: Voluntary, however, failure to use may have a negative effect on mission effectiveness at all levels and lead to failure of preserving assets and safeguarding health and welfare.								
Show/Hide Help	AUTHORITY: DoDI 6055.01, AFPD 90-8 and AFI 90-802. PRINCIPAL PURPOSE: Conduct a formal risk assessment and ensure the assessment is properly documented for future evaluation and reference. ROUTINE USES: Used to develop and enhance awareness and understanding of at-risk activities and behavior of personnel both on- and off-duty. SYSTEM OF RECORDS NOTICE: Not applicable.							
	1. EVENT/MISSION/TASK OF RISK ASSESSMENT:							
A. EVENT DESCRIPTION					B. EVENT DATE			
2. PREPARED BY:								
A. LAST NAME, FIRST, MI			B. RANK/GRADE		C. DUTY TITLE/POSITION			
D. WORK EMAIL			E. PHONE DSN/COMM		F. UNIT			
G. UIC/CIN (as required)			H. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)					
RISK ASSESSMENT MATRIX		PROBABILITY					RISK MANAGEMENT	
		A Frequent (Commonly expected)	B Frequently (Occasional expected)	C Occasional (Not every second time)	D Seldom (Seldomly can be expected to occur)	E Rarely (Dependable, but unlikely to occur)		
SEVERITY	Catastrophic (Death, Loss of Asset, Mission Capability or Total Readiness)	I	EH	EH	H	H	M	
	Critical (Severe Injury or Damage, Significantly Degraded Mission Capability or Total Readiness)	II	EH	H	H	M	L	
	Major (Injury or Damage, Degraded Mission Capability or Total Readiness)	III	H	M	M	L	L	
	Minor (Minimal Injury or Damage, Little or No Mission Capability or Total Readiness)	IV	M	L	L	L	L	
		Risk Assessment Levels EH-Extremely High, H-High, M-Medium, L-Low						
3. SUB-TASK/SUB-STEP AND RISK ASSESSMENT (Fields expand as needed, Add, Remove and Move Sub-Task/Steps with left side controls)								
		#	A. SUB-TASK/SUB-STEP	B. HAZARD	C. INITIAL RISK LEVEL	D. CONTROL	E. HOW TO IMPLEMENT WHO WILL IMPLEMENT	F. RESIDUAL RISK LEVEL
+ ▲		1						
- ▼		2						
+ ▲								
- ▼								
G. COURSE OF ACTION								
H. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED					I. PREPARER SIGNATURE			
4. ATTACHMENTS (Once the preparer has signed, files can be viewed only)								
ADD ATTACHMENTS (Include supporting files and/or photos to create a complete electronic file)								
Add File/Photo Remove File/Photo								
Open File/Photo								
5. RISK ACCEPTANCE AUTHORITY (Once the approver has signed, the form will lock except "Risk Assessment Review" and "Feedback and Lessons Learned")								
A. APPROVAL/DISAPPROVAL OF EVENT/MISSION			B. APPROVER LAST NAME, FIRST, MI		C. RANK/GRADE			
D. ADDITIONAL INFORMATION/APPROVER COMMENTS								
E. DUTY TITLE/POSITION				F. APPROVER SIGNATURE				

## Attachment 7

## MITIGATION LETTER

Figure A7.1. Mitigation Letter.



**DEPARTMENT OF THE AIR FORCE**  
**78TH OPERATIONS SUPPORT SQUADRON (AFMC)**  
 250 EAGLE ST., STE. 202  
 ROBINS AIR FORCE BASE GEORGIA 31098-2602

28 Mar 2018

**78 OSS Airfield Construction Waiver Requirements**  
**PROJECT UHHZ110183**

1. **Introduction:** The 78 OSS Airfield Construction Waiver Requirements must be approved and signed by the Airfield Manager (AM) before any work begins. The contractor is highly encouraged to attend the 78 OSS scheduled airfield construction meetings (contact the AM for times and location).
2. **Storage Site Request:** The contractor will request in advance and obtain approval from Airfield Management Operations (AM Ops) for any storage sites for all equipment and materials used during the contract. The contractor will ensure all materials, equipment, and dumpsters are secured and/or covered to prevent migration of items/debris.
3. **Haul Route Request:** The contractor will request in advance and obtain approval from the AM for all haul routes or other travel requirements on the Flightline/Industrial Area. The contractor will ensure all haul routes are clean to maintain aircraft safety and site order.
4. **Daily Requirements:** Prior to starting work each day, the contractor will advise AM Ops of the current work schedule, location and duration of work, and the type of equipment at the site for that day. The contractor may be required to sign-out a hand-held radio before starting work each day from AM Ops, and to monitor radio transmissions for emergency instructions. The contractor will return all hand-held radios to AM Ops daily.
5. **Vehicle Identification:** Contractor vehicles on the Flightline/Industrial Area shall display their company's name on both the right and left sides of the vehicle. Lettering shall be at least one and one half inches high and may be either permanently or magnetically affixed to the vehicle. In addition, each vehicle must possess an "Airfield Construction Crew Pass," obtained from Airfield Management. The Government will deny entry to contractor vehicles not displaying the company name.
6. **Flightline/Industrial Area Training:** Prior to driving on the Flightline/Industrial Area, the contractor shall ensure that all their vehicle operators are trained and certified in accordance with RAFBI 13-213, Control and Operation of Vehicle on Robins AFB Flightline and Industrial Area. Certification will include Foreign Object Damage (FOD) training. The contractor is responsible for scheduling the Flightline/Industrial Area training through 78 OSS/OSAB, with adequate lead-time so as not to interfere with the contract schedule. AF Form 483 (Certificate of Competency) will be issued by Airfield Management upon completion of the training.
7. **Restrictions:** The contractor shall not enter any Flightline/Industrial Area building or area not covered by the contract. Two-way radio communications with the air traffic control tower must be established and approved prior to operating in a radio-controlled movement area. All work sites will be marked and a boundary established to prevent unauthorized entry. All open pits will be covered or a boundary fence installed when left unattended.
8. **Crane Operations:** If a crane is required, advanced notice must be given to AM Ops before starting work. The contractor will inform AM Ops of the maximum crane's height and duration of use. A Federal Aviation Administration (FAA) waiver may be required depending upon location and height of

crane, check with AM prior to beginning work. The crane will be stored in a manner as to not pose a hazard to flight operations. The site inspector or contractor will contact AM Ops at 926-2114 to receive instructions on how to store the crane each night.

9. **FOD Prevention:** The contractor will ensure all areas are kept tidy to prevent migration of FOD/materials onto the runway. Materials will not be allowed to accumulate in such a manner as to create a hazard.

10. **Violations:** Airfield Management may remove any contractor, subcontractor, or supplier employee from, and prohibit access to, the Flightline/Industrial Area for the duration of this contract for violations of air traffic control and Flightline/Industrial Area procedures.

11. **Project Specifics:**

a. UHHZ110183 is to replace the roof and renovate Hangar 125. This is planned to last through FY21 which will require that the Airfield TCW be renewed every 12 months. Heavy equipment and a crane will be used during this project.

b. Work will be performed during normal work hours, 0730 - 1700.

c. Work will require establishment of a contractor area, delineating the area in which the contractor will perform the requirements of the project. The contractor will not be allowed into other areas of the airfield outside of the project except for transportation to and from the site area.

d. Airfield Management will issue all appropriate NOTAMs advising the work area and restriction to Robin's airdrome and tower for the scheduled timeframe.

e. Security measures:

(1) 78 OSS provides periodic inspections of the work area during airfield checks and inspections. There will be personnel in the Air Traffic Control Tower to observe the airfield.

(2) Contractor will be under the supervision of 778 CES and will notify AM Ops at the start and completion of daily operations for positive control of the airfield. Delineation of contractor area will be with lighted low profile barriers.

(3) 778 CES will have Quality Assurance supervision personnel on the ground during the project. 78 OSS Airfield Management will also be on the ground during the project. Both offices will assist in the oversight of contractor personnel while on the airfield.

(4) All personnel must act as a sensor and meet the intent of the Integrated Base Defense concept that all Airmen, Civilian and Military act as a sensor to help secure the base IAW Integrated Base Defense (IBD) AFTTP 3-10.1 Para 1.1.10.

12. **Risk Management:** This project has been evaluated using the Operational Risk Management (ORM) principles and the following is the determination and the risk management actions to be taken.

a. Risk level 19 has been assigned to the project.

b. The following mitigation actions must be followed before execution of the program of work.

(1) Lighted low profile barriers must be established IAW USAF guidance ETL 04-02 to delineate the boundary of the project.

- (2) Appropriate NOTAM actions must be in-effect.
- (3) Contractors must receive airfield drivers training and certification.

BYRD.CLYDE.L.10681245 Digitally signed by  
61  
CLYDE L. BYRD, GS-12, DAF  
Airfield Manager



Attachment 8  
AIRFIELD DELINEATION

Figure A8.1. Airfield Delineation.

