

Attachment 2

WAIVER PROCESSING PROCEDURES

A2.1. Army:

A2.1.1. Waiver Procedures:

A2.1.1.1. Installation. The installation's design agent, aviation representative (Safety Officer, Operations Officer, and/or Air Traffic and Airspace AT&A Officer) and DEH Master Planner will:

A2.1.1.1.1. Jointly prepare/initiate waiver requests.

A2.1.1.1.2. Submit requests through the installation to the Major Command (MACOM).

A2.1.1.1.3. Maintain a complete record of all waivers requested and their disposition (approved or disapproved). A list of waivers to be requested and those approved for a project should also be included in the project design analysis prepared by the design agent, aviation representative, or DEH Master Planner.

A2.1.1.2. The MACOM will:

A2.1.1.2.1. Ensure that all required coordination has been accomplished.

A2.1.1.2.2. Ensure that the type of waiver requested is clearly identified as either "Temporary" or "Permanent." "Permanent Waivers" are required where no further mitigative actions are intended or necessary.

A2.1.1.2.2.1. "Temporary Waivers" are for a specified period during which additional actions to mitigate the situation must be initiated to fully comply with criteria or to obtain a permanent waiver. Followup inspections will be necessary to ensure that mitigative actions proposed for each Temporary Waiver granted have been accomplished.

A2.1.1.2.3. Review waiver requests and forward all viable requests to U. S. Army Aeronautical Service Agency (USAASA) for action. To expedite the waiver process, MACOMs are urged to simultaneously forward copies of the request to:

A2.1.1.2.3.1. Director, U. S. Army Aeronautical Services Agency (USAASA), ATTN: MOAS-AI, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

A2.1.1.2.3.2. Commander, U.S. Army Safety Center (USASC), ATTN: CSSC-SPC, Bldg. 4905, 5th Ave., Fort Rucker, AL 36362-5363.

A2.1.1.2.3.3. Director, U. S. Army Aviation Center (USAAVNC), ATTN: ATZQ-ATC-AT, Fort Rucker, AL 36362-5265.

A2.1.1.2.3.4. Director, USACE Transportation Systems Center (TSMCX), ATTN: CEMRO-ED-TX, 215 N 17th St., Omaha, NE 68102.

A2.1.1.3. USAASA. USAASA is responsible for coordinating the following reviews for the waiver request:

A2.1.1.3.1. Air traffic control assessment by USAAC.

A2.1.1.3.2. Safety and risk assessment by USASC.

A2.1.1.3.3. Technical engineering review by TSMCX.

A2.1.1.3.4. From these reviews, USAASA formulates a consolidated position and makes the final determination on all waiver requests and is responsible for all waiver actions for Army operational airfield/airspace criteria.

A2.1.2. Contents of Waiver Requests. Each request must contain the following information:

A2.1.2.1. Reference to the specific standard and/or criterion to be waived by publication, paragraph, and page.

A2.1.2.2. Complete justification for noncompliance with the airfield/airspace criteria and/or design standards. Demonstrate that noncompliance will provide an acceptable level of safety, economics, durability and quality for meeting the Army mission. This would include reference to special studies made to support the decision. Specific justification for waivers to criteria and allowances must be included as follows:

A2.1.2.2.1. When specific site conditions (physical and functional constraints) make compliance with existing criteria impractical and/or unsafe; for example: the need to provide hangar space for all aircraft because of recurring adverse weather conditions; the need to expand hangar space closer to and within the runway clearances due to lack of land; maintaining fixed-wing Class A clearances when support of Class B fixed-wing aircraft operations are over 10% of the airfield operations.

A2.1.2.2.2. When deviation(s) from criteria fall within a reasonable margin of safety and do not impair construction of long range facility requirements; for example, locating security fencing around and within established clearance areas.

A2.1.2.2.3. When construction that does not conform to criteria is the only alternative to meet mission requirements. Evidence of analysis and efforts taken to follow criteria and standards must be documented and referenced.

A2.1.2.3. The rationale for the waiver request, including specific impacts upon assigned mission, safety, and/or environment.

A2.1.3. Additional Requirements:

A2.1.3.1. Operational Factors. Include information on the following existing and/or proposed operational factors used in the assessment:

A2.1.3.1.1. Mission urgency.

A2.1.3.1.2. All aircraft by type and operational characteristics.

A2.1.3.1.3. Density of aircraft operations at each air operational facility.

A2.1.3.1.4. Facility capability (VFR or IFR).

A2.1.3.1.5. Use of self-powered parking versus manual parking.

A2.1.3.1.6. Safety of operations (risk management).

A2.1.3.1.7. Existing NAVAIDS.

A2.1.3.2. Documentation. Record all alternatives considered, their consequences, necessary mitigative efforts, and evidence of coordination.

A2.2. Air Force:

A2.2.1. Waivers to Criteria and Standards. When obstructions violate airfield imaginary surfaces or safe clearance criteria established in this manual, they must be analyzed to determine impact to aircraft

operations. Facilities listed as permissible deviations (see attachment 14) do not require waiver if sited properly. Facilities constructed under previous standards should be documented as exemptions and programmed for replacement away from the airfield environment at the end of their normal life cycle, or when mission needs dictate earlier replacement. When documenting waivable items, consider grouping adjacent supporting items with a controlling obstruction, or grouping related items such as a series of drainage structures, as one waiver. **Example:** The base operations building violates the 7H:1V Transitional Surface and apron clearance criteria. There are also four utility poles, a 36-inch tall fire hydrant, and numerous trees and shrubs located on the side of the building that is farthest away from the apron. These items are essential to provide architectural enhancement and utilities for this structure, but they also violate apron clearance criteria. Because these items are isolated from aircraft operations by the base operations building, they would not become a hazard to aircraft operations until the base operations building is relocated. Therefore, the base operations building is the controlling obstruction. Document the base operations building as an exemption (constructed under previous standards) and develop one waiver request for all supporting structures to analyze impact to aircraft operations.

A2.2.1.1. Temporary Waivers (One Year or Less). Establish temporary waivers for obstructions caused by construction activities by documenting the deviations and establishing a plan (including the issuance of NOTAMs or airfield advisories) that will allow safe operations during the temporary period. Coordinate the plan with airfield management, flying safety, and flight operations before asking the Wing Commander for approval.

A2.2.1.2. Permanent Waivers. Use a permanent waiver when:

A2.2.1.2.1. Natural geographical features violate criteria, and it is not economical or practical to remove them.

A2.2.1.2.2. Existing facilities deviate from criteria but removal is not feasible.

A2.2.1.2.3. Installation, construction, or erection of a required facility or equipment item according to criteria in this manual is not practical.

A2.2.1.2.4. Removal of the cause of the violation of criteria is not economical or practical.

A2.2.2. Waiver Authority. Major Commands (MAJCOM) may waive deviation from airfield and airspace criteria in this manual. The responsible MAJCOM Civil Engineer approves the waiver after coordination with all appropriate staff offices and concurrence by the MAJCOM Directors of Operations and Safety. The appropriate staff office for the Air National Guard (ANG) is ANGRC/CEPD. This authority is not delegated below MAJCOM level unless published as a MAJCOM policy. The following are exceptions:

A2.2.2.1. Permissible deviations to airfield and airspace criteria, which do not require waivers, are listed in Attachment 14 to this manual.

A2.2.2.2. Permanent waivers may require approval or coordination from various field operating agencies when AFI 32-1042, *Standards for Marking Airfields* or AFI 32-1076, *Visual Air Navigation Facilities*, standards apply.

A2.2.2.3. Waiver approval is required according to AFMAN 11-230, *Instrument Procedures*, when deviations from criteria in AFMAN 32-1076 would constitute deviations from the instrument procedure criteria or obstructions to air navigational criteria in AFMAN 11-230 or AFJMAN 11-226, *United States Standard for Terminal Instrument Procedures (TERPS)*.

A2.2.2.4. Authority is delegated to the Wing Commander when temporary waivers for construction activities are involved.

A2.2.3. Deviations From Criteria for Land Not Under Air Force Jurisdiction. Refer waivers to airfield and airspace criteria on land not under Air Force jurisdiction to the next level of command for ultimate resolution.

A2.2.4. Effective Length of Waiver. Waivers will be reviewed annually.

A2.2.5. Responsibilities:

A2.2.5.1. HQ AFCESA/CESC:

A2.2.5.1.1. Recommends policy on waivers and provides technical assistance on the waiver program.

A2.2.5.2. HQ AFFSA/XA:

A2.2.5.2.1. Reviews all requests for waivers (operational requirements) to siting criteria and airspace requirements.

A2.2.5.2.2. Approves all requests for waivers to instrument procedure criteria in AFMAN 11-230 or AFJMAN 11-226.

A2.2.5.2.3. Processes requests for waivers according to AFMAN 11-230.

A2.2.5.3. MAJCOM/CE:

A2.2.5.3.1. Coordinates with flight operations and flight safety offices to grant waivers.

A2.2.5.3.2. Sets and enforces reasonable safety precautions.

A2.2.5.3.3. Monitors actions to correct temporarily waived items within specified periods.

A2.2.5.3.4. Establishes procedures to ensure an annual review of all waived items.

A2.2.5.3.5. Establishes the administrative procedures for processing waivers.

A2.2.5.3.6. Maintains (for record) one copy of all pertinent documents relative to each waiver, including a record of staff coordination on actions at base and command levels.

A2.2.5.4. Base Civil Engineer:

A2.2.5.4.1. Coordinates with base flight safety, airfield management, and flight operations offices to request waivers.

A2.2.5.4.2. Following Airfield Management, Flight Safety, and Civil Engineer analysis and recommendation about a waivable condition, annotates proposed waiver location on appropriate E series map for MAJCOM evaluation.

A2.2.5.4.3. Establishes maps of approved waived items in accordance with AFI 32-7062, Base Comprehensive Planning, and maintains this information on the appropriate E-series map (see AFI 32-7062, Attachment 7). Also see AFJMAN 11-226 US Standard for Terminal Instrument Procedures (TERPS), and AFMAN 11-230, Instrument Procedures.

A2.2.5.4.4. Develops a Military Construction Program or other project to systematically correct non-permanent waivers.

A2.2.5.4.5. Presents a summary of waived items to the Facility Board each year for information and action.

A2.2.5.4.6. Establishes a procedure for recording, reviewing, and acting on waivers. Maintains records similar to those required at the MAJCOM.

A2.2.5.4.7. Requests a temporary waiver from the facility commander for any construction projects which violate any airfield clearance criteria during or after the completion of the construction project. The base must request a temporary waiver at least 45 days before the scheduled construction start date, or an emergency temporary waiver when 45 days are not possible. **NOTE:** Quick reaction or emergency maintenance and repair requirements are exempt from this requirement; however, the Base Civil Engineer will coordinate with base flight safety and flight operations offices to ensure implementation of safety measures.

A2.2.5.4.8. Advises the MAJCOM of any canceled waivers.

A2.2.5.5. ANGR/CEP (for ANG facilities):

A2.2.5.5.1. Develops policy on waivers and manages the ANG waiver program.

A2.2.5.5.2. Processes and coordinates inquiries and actions for deviations to criteria and standards.

A2.3. Navy and Marine Corps:

A2.3.1. Applicability:

A2.3.1.1. Use of Criteria. The criteria in this manual apply to Navy and Marine Corps aviation facilities located in the United States, its territories, trusts, and possessions. Where a Navy or Marine Corps aviation facility is a tenant on a civil airport, use these criteria to the extent practicable; otherwise, FAA criteria apply. Where a Navy or Marine Corps aviation facility is host to a civilian airport, these criteria will apply. Apply these standards to the extent practical at overseas locations where the Navy and Marine Corps have vested base rights. While the criteria in this manual are not intended for use in a theater-of-operations situation, they may be used as a guideline where prolonged use is anticipated and no other standard has been designated.

A2.3.1.2. Criteria at Existing Facilities. The criteria will be used for planning new aviation facilities and new airfield pavements at existing aviation facilities (exception: primary surface width for Class B runway). Existing aviation facilities have been developed using previous standards which may not conform to the criteria herein. Safety clearances at existing aviation facilities need not be upgraded solely for the purpose of conforming to this criteria. However, at existing aviation facilities where few structures have been constructed in accordance with previous safety clearances, it may be feasible to apply the revised standards herein.

A2.3.2. Approval. Approval from Headquarters NAVFACENCOM must be obtained prior to revising safety clearances at existing airfield pavements to conform with new standards herein. NAVFACENCOM will coordinate the approval with the Naval Air Systems Command and CNO/CMC as required.

A2.3.3. Obtaining Waiver. Once safety clearances have been established for an aviation facility, there may be occasions where it is not feasible to meet the designated standards. In these cases a waiver must be obtained from the Naval Air Systems Command. The waiver and its relation to the site approval process is defined in NAVFACINST 11010.44, *Shore Facilities Planning Manual*.

A2.3.4. Exemptions From Waiver. Certain navigational and operational aids normally are sited in violation of airspace safety clearances in order to operate effectively. The following aids are within this group and require no waiver from NAVAIR, provided they are sited in accordance with NAVFAC Definitive Designs (P-272) and/or the NAVFAC Design Manuals (DM Series):

A2.3.4.1. Approach lighting systems.

A2.3.4.2. Visual Approach Slope Indicator (VASI) systems and Precision Approach Path Indicator (PAPI).

A2.3.4.3. Permanent Optical Lighting System (OLS), portable OLS and Fresnel lens equipment.

A2.3.4.4. Runway distance markers.

A2.3.4.5. Arresting Gear systems including signs.

A2.3.4.6. Taxiway guidance, holding, and orientation signs.

A2.3.4.7. All beacons and obstruction lights.

A2.3.4.8. Arming and de-arming pad.