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Civil Engineering

**PROCESSING AF FORM 103, BASE CIVIL
ENGINEER WORK CLEARANCE REQUEST**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction established policies and procedures for effective and efficient control of clearance requests. It applies to all units and contractors involved in facility renovation or excavating for any purpose on Pope AFB.

SUMMARY OF REVISIONS

Update policies and procedures IAW AF and new MAJCOM standards.

1. Policy:

- 1.1. AF Form 103, Base Civil Engineer Work Clearance Request, which will be used for any type of renovation or excavation, will be cleared through Civil Engineer Utility Locator Office.
- 1.2. All AF Form 103(s) will be coordinated through the Environmental Flight prior to final clearance.
- 1.3. Only the Civil Engineer Operations Flight Commander, Engineering Flight Chief, or their designees can sign for final clearance.

2. Procedures:

- 2.1. Base Civil Engineer and all other base organizations will take special precautionary planning measures when removing any type of communication equipment or utility line from a facility or any type of excavation, either self-help, in-service, or contract.
- 2.2. When the AF Form 103 has been processed and the Communication or Civil Engineer Squadrons have put special instructions on the form, they are to be adhered to, i.e., area must be staked or representative must be present before excavation or renovation begins.

2.3. When communication assistance is needed after normal duty hours, the requester will notify the Base Telecommunication Center/394-2726, which will contact the proper communication person. If Civil Engineer assistance is needed, call the Fire Department/394-2821 who will contact the squadron standby craftsman.

2.4. During normal duty hours, excavation permits will be submitted to the Civil Engineer Stake Office, five working days prior to the beginning of work. Emergency requests will be hand-carried to the Civil Engineer Squadron before any work begins.

RICHARD J. CASEY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-1031, *Operations Management*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

IAW—In Accordance With

MAJCOM—Major Command