

** Supply map of digging location, fill out top portion of form before going to get signatures **		
BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST (SEE INSTRUCTIONS ON REVERSE)		LOG NUMBER Filled out by CSU or CEO ADMIN
1. Clearance is requested to proceed with work, list what and where		
This area ☐ HAS ☐ HAS NOT ☐ been clearly marked by contractor		
2. TYPE OF FACILITY/WORK INVOLVED (check all that apply)		
☐ A. PAVEMENTS ☐ B. DRAINAGE SYSTEMS ☐ C. RAILROAD TRACKS	☐ D. FIRE DETECTION & PROTECTION SYSTEMS ☐ E. UTILITY OVERHEAD ☐ F. UNDERGROUND ☐ G. AIRCRAFT OR VEHICLE TRAFFIC FLOW ☐ H. SECURITY ☐ I. OTHER	
3. DATE PREPARED _____ DATE CLEARANCE REQUIRED _____		
5. REQUESTING OFFICIALS NAME AND EMAIL _____		6. TELEPHONE NUMBER _____ 7. ORGANIZATION / COMPANY NAME _____
8. ORGANIZATION A. ELECTRICAL DISTRIBUTION 402-294-4829 or 402-659-7420 - Building 301 B. CATHODIC PROTECTION 402-294-4830 - Building 301 C. ALARM SYSTEMS 402-294-9722 - Building 301 D. STEAM DISTRIBUTION / CHILL WATER / WELLS 402-294-5388 - Building 301 E. WATER DISTRIBUTION 402-294-5232 - Building 301 F. POL DISTRIBUTION 402-294-4995 or 294-5232 - Building 301 G. SEWER DISTRIBUTION 402-294-5232 - Building 301 H. GAS DISTRIBUTION 402-294-5232 - Building 301 I. PAVEMENTS/GROUNDS 402-294-3834 - Building 301 J. ENVIRONMENTAL 402-294-4087 - Building 301 K. FIRE PROTECTION 402-294-5522 - Building 288 L. AFCEC RESTORATION 402-294-1387 - Building: 88 Rm 215	REMARKS Located in Building 301D. Enter the building at Entrance 2 (Envision Store Entrance). When the hallway "T's" in front of the Envision store turn left, at 1st opportunity turn right, it should come up on your left. The sign will read, "CEOFE Electric Shop" These Shops meet every Thursday in the CEO conference room from 1000-1100 for Contractors to coordinate dig tickets. Building 301D Entrance 2, 2nd floor. (Bring a copy of your AF103 form and maps to leave with the shops) Located in Building 301D. Enter the building at Entrance 2 (Envision Store Entrance). When the hallway "T's" in front of the Envision store turn right it will be on the other side of the stairway to the right. Located in Building 301D. Enter at Entrance 2 (Envision Store entrance). When the hallway "T's" turn left. The shop will be on your left. The sign will read, "CEOIH HVAC SHOP" Located in B301D. Enter at Entrance 2 (Envision Store entrance), when the hallway "T's" turn left. Walk straight past your first right. At your 2nd right turn right. The shop should be right there at the corner. The sign will read, "CEOIU UTILITY SHOP". Located in B301D - Enter building at Entrance 6 (by Vehicle Dispatch) drive straight - It will be on your right before you get to the first stop sign. Shop sign will read " CEOHP Pavement and Equipment" Located in Building 301D. 2nd floor. Walk down the hall to the first hallway on your right. Turn right and go to the end of the hallway until you get to a big office room with several desks. You are now in CE Environmental. Located in Building 288. Garland Ave, across from the Commissary. Park in the west side parking lot. Go to main entryway, pick up phone and it'll ring automatically to our Emergency Communication Center. Let the operator know you are in the station with a dig permit for Fire Prevention. Located in Building 88 Rm 214	REVIEWER SIGNATURE AND DATE
9. SFS - INSTALLATION SECURITY 402-294-6240 or 294-2396 - Building 1300		Located in Building 1300 - RM 104 check in and let them know you have a dig ticket to be signed off
10. SFS - ELECTRONIC SECURITY SECTION (ESS) 402-294-2433 or 294-6921 - Building 1300		Located in Building 1300 - RM 104 check in and let them know you have a dig ticket to be signed off
11. SAFETY 402-294-6357 - Building 29, Rm 201		Located in Building 29 at 513 SAC Blvd. Go upstairs to Rm 201.
12. 55 CS COMMUNICATIONS 402-294-5989 - Building 456		Call to coordinate, located in Building 456
13. BLANK BLANK		BLANK
14. BASE OPERATIONS - Airfield 402-294-2793 - Building 29, Airfield Management Rm 111		Located in Building 29 at 513 SAC Blvd. Airfield Management desk Rm 111
15. RISING VIEW - Base housing area 402-991-9840 - 3116 Lockbourne Dr, Bellevue		Only needed if digging in Rising View, Coffman Heights, or Generals Row - Located at 3116 Lockbourne Dr, Bellevue, NE 68123 in Capehart Housing Area.
16. Weather Wing Utilities 402-294-7369 or 402-232-2776 Building 185, Rm 1110		Only needed if digging near building 185 - Located in Building 185 room 1110
17. B1000 BMC - 402-912-4170 or 4171 - call to coordinate ☐		Only needed if digging near building 1000 - Call 402-912-4170 or 4171 to coordinate
18. B500 BMC - 402-232-7628 or 9395 - B500, Rm 1B5 ☐		Only needed if digging near building 500 - located in Building 500 room 1B5
19. NEBRASKA 811 CALL: 811 OR 1-800-331-5666 LOCAL UTILITIES TELEPHONE, GAS, ELECTRIC, CABLE		NEBRASKA 811 CONFIRMATION NUMBER: CALL FIRST AND HAVE CONFIRMATION NUMBER(S)
COMPLETE THE BACK PAGE FOR WORK TAKING PLACE IN THE FLOOD RECOVERY AREA MILCON SITES		
20. REQUESTED CLEARANCE ☐ APPROVED ☐ DISAPPROVED		
21. TYPED NAME AND SIGNATURE OF APPROVING OFFICER (CHIEF OF OPERATIONS FLIGHT OR CHIEF OF ENGINEERING FLIGHT) Located in Building 301, Entrance 2, 3rd floor - Operations Flight hall way		21a. DATE SIGNED (Expires 30 days from this date) Expires 30 days from this date

ORGANIZATION	REMARKS	REVIEWER SIGNATURE AND DATE
SECURITY CAMPUS – Contractor - Mortenson Kyle Broadbent- 406-850-8895 OSS/SERE FACILITY – Contractor - MedVolt Greg Vossler - 816-556-6893 NKO/DSC CAMPUS – Contractor - Turner Dave Audino - 402-980-6153 Connor Hinrichs - 402-239-7091 NC3 ALERT CAMPUS – Contractor - Walsh Colton Chadwick 402-615-1741/ Alton Bailey 402-982-1263 FLOOD RECOVERY AREA - Contractor - MedVolt Greg Vossler - 816-556-6893	Only needed if digging in these areas. CALL TO COORDINATE LOCATES	

INSTRUCTIONS

The Base CE work clearance request is used for any work (contract or in-house) that may disrupt aircraft or vehicular traffic flow, base utility services, protection provided by fire and intrusion alarm system, or routine activities of the installation. This form is used to coordinate the required work with key base activities and keep customer inconvenience at a minimum. It is used to identify potentially hazardous work conditions in an attempt to prevent accidents. The work clearance request is processed just prior to the start of work. If delays are encountered and the conditions at the job site change (or may have changed) this work clearance request must be reprocessed.

20. **REMARKS:** (This section must describe specific precautionary measures to be taken before and during work accomplishment. Specific comments concerning the approved method of excavation, hand or powered equipment, should be included.)

55 CES/CEO Dig Permit Routing Process

1. AF103 – Paper forms are picked up from the 55th Civil Engineer Customer Service Unit (CSU) office - Building 301D, 2nd floor entrance 2 - 402-294-6101
 - a. NE811 needs to be called prior to picking up AF103 form
 - (1) Initial and refreshes require the NE 811 One-Call number
 - b. Must have all maps and pictures associated to the dig attached to the form
 - c. Initiate form no more than 7 business days to the planned start of the dig
 - d. CSU logs requestors information (date, name, email, phone, description, 811 ticket number)
 - (1) CSU will annotate CEO Log Number on top right corner of the form
 - (2) Refreshed tickets will have an R after the Log Number (ex: 23-123R)
 - f. Blank forms will not be dispersed
2. Requestor routes to all agencies listed on AF103. Follow location instructions on the sample sheet
 - a. Must have top section filled out before routing to shops for signatures
 - (1) One stop shop access - CEO locate shops will meet Thursdays in the CEO conference room from 1000-1100 for all requestors to coordinate with the shops
 - (a) Emergency digs, go directly to each shop locations
 - (2) All other agencies listed follow instructions on the sample sheet
 - (3) Rising View (Coffman heights, Rising View, Generals Row)/Weather Wing/B1000 BMC/B500 BMC - Signature only required if dig is in those areas
 - b. Return completed form to be signed by the Approving Officer. Building 301D, 3rd floor, 402-294-5550
 - (1) Copy will be made for requestor and original copy will be filed with CEO Admin
 - (2) Date signed will be entered into the Dig log by Approving Officers
 - (3) CEO Admin will verify Dig Log 'Date Signed' and 'One-call numbers' are entered
 - c. Approving Officers (CEN will make a copy and give to CEO Admin to file)

Sean Poulicek
Freddie Clopton
Daniel Gillis
Larry Rock
3. If a Dig meeting is required, requester will need to get in touch with their Project Manager (PM) to schedule with the Approving Officers or CEO Admin
 - a. PM's need to call 294-5550 to schedule the meeting
4. Requestor will meet all digging permit, utility staking requirements, and digging operations contractual requirements
 - a. Any utility markers or markings established by the utility representative must be maintained by the contractor through the completion of the digging operations
5. Requestors must verify NE811 locates have been accomplished by all local utilities and Offutt3-Telephone for the initial and all refresh tickets
 - a. Offutt-E.G.S.W - Will only be the signed off on the AF103
6. Refresh requirements
 - a. Must refresh the **NE811** per the state requirements
 - b. Must refresh **AF103** every 30 days, from the Approval Officers signed date. Refer to line 1 to start the refresh process. Refresh is for the document not the locate markings, refer to line 4a. If markings need to be reestablished or there are any issues call shops directly to coordinate
7. Digging will not commence until all NE811 locates have been accomplished/completed and there is an approved AF103.
 - a. Must have approved AF103 form onsite
8. If you have any questions, contact Customer Service Unit at 402-294-6101 or email 55CES.CEOSC@us.af.mil