

INSTRUCTIONS FOR COMPLETING THE LAUNCH SAFETY REQUIREMENTS RELIEF FORM

THIS FORM WILL BE USED FOR ALL REQUESTS FOR RELIEF (WAIVER OR EQUIVALENT LEVEL OF SAFETY) FROM LAUNCH SAFETY REQUIREMENTS FROM AFSPC RANGES.

THE AF (MAJCOM AND WINGS) AND FAA WILL FOLLOW THE PROCESSES AND PROCEDURES OUTLINED IN THE FOLLOWING REFERENCES:

- a. *MOU BETWEEN AFSPC AND FAA/AST FOR RESOLVING REQUESTS FOR RELIEF FROM COMMON LAUNCH SAFETY REQUIREMENTS*
- b. *AFSPC/SE AND FAA/AST CHARTER FOR THE COMMON STANDARDS WORKING GROUP (CSWG) RELIEF REVIEW PANEL.*

The Relief Requestor will complete sections 1-11 as described below. If additional space is needed, continuation sheets may be attached. Supporting data may also be attached to the form.

1. ORIGINATOR.

- a. Program: Identify the program by system name (Delta IV/Atlas V/MM II, etc.)
- b. Relief Requestor: official company/organization/office name
- c. POC Name: Full name of individual requesting/submitted the relief request
- c. Date: Use the following format (dd/mm/yyyy)

2. ADDRESS.

- a. Address: complete mailing address (street, city, state, and zip code)
- b. Phone No: include area code and telephone number
- c. Fax No: include area code and telephone number
- d. E-mail: complete business contact email address

3. TYPE. Mark either the "equivalent level of safety" or "waiver" box, as appropriate, as defined in AFSPCMAN 91-710, EWR 127-1, or 14 CFR. Programs using RCC 319 at AFSPC ranges should mark the "equivalent level of safety" box for RCC 319 "conditional compliance requests".

4. EFFECTIVITY REQUESTED. Mark either "life of program" or "limited to" box. If the "limited to" box is marked, specify the length of the relief (either using a time frame or specify the last mission requiring relief). The Relief Requestor shall justify the length of the effectivity in the RATIONALE FOR RELIEF REQUEST AND IMPACT block (BLOCK 8) on this form.

5. CLASS. Mark one of the following boxes, "public safety", "launch area safety", or launch complex safety" (pad safety), as appropriate, as defined in AFSPCMAN 91-710, EWR 127-1, or 14 CFR. Programs using RCC 319 should mark the launch complex safety" box for "personnel safety" related requests and mark the most appropriate box based on where the potentially affected resources are located for "resource protection" requests.

6. SHORT TITLE OF RELIEF REQUEST. Provide a brief title that describes the relief request. The short title will be used in conjunction with the "tracking no." in BLOCK 15 to help track, monitor, and reference the relief request.

7. REQUIREMENT SOURCE (DOCUMENT, VOLUME, PARAGRAPH NUMBER, AND TEXT).

Identify only one requirement per form. Identify the source of the requirement (AFSPCMAN 91-7XX, 14 CFR, specific version of EWR 127-1, etc.). Identify the exact text from the source document. For example, "AFSPCMAN 91-710, Volume 3, Chapter 5, Paragraph 5.5.1. The OSC shall be capable of recording and playback of hazardous operations."

8. RATIONALE FOR RELIEF REQUEST AND IMPACT. The Relief Requestor's first course of action when seeking relief from a launch safety requirement should be to develop an alternative that provides an equivalent level of safety (ELS). If an ELS cannot be identified, the Relief Requestor shall provide a complete and detailed description of the rationale (reason) for requesting relief from a specific launch safety requirement. State why compliance with the requirement is impractical and how the Range User proposes to meet the intent of the original requirement. Address the underlying reason for requesting relief. Also, include the rationale for the effectivity requested in BLOCK 4. Identify the worst case scenario if the exact letter of the requirement is not met. Also, identify the "impact" if the waiver/ELS is not approved, this should include the worst case scenario if the waiver/ELS is not approved? State the consequences if the requirement is not met. For example, "Impact: Recording and playback of hazardous operations is readily available, but not from the OSC. The cost to modify the OSC to record and playback hazardous operations is excessive, \$1.5M, and provides no additional benefit to the government."

9. HAZARD MITIGATION. If this relief request affects a hazard mitigation requirement, identify the alternative mitigations the Relief Requestor will implement to eliminate, contain, or reduce the hazard. If this relief request does not affect a hazard mitigation requirement, so state along with an explanation.

If an additional hazard or an existing hazard is increased from the proposed relief, identify the mitigations the Relief Requestor will implement to eliminate, contain, or reduce the hazard. If no hazard is generated as a result of the requested relief, so state.

10. GET WELL PLAN. Identify the steps, procedures, processes, actions, and schedule for meeting the launch safety requirement.

11. REQUESTOR SIGNATURE AND TITLE. The appropriate level official from the relief requesting organization shall sign their complete name and title (Range User, Launch Operator, Government Organization, etc.).

The Government will complete sections 11-15 as described below:

12. AF AND/OR FAA COMMENTS. Range Safety, AF, and/or FAA assessment of the Relief Requestor's request for relief from a launch safety requirement. State the government's position on the resolution of the request for relief and any related issues including all technical justification. This block must be completed if the relief request is disapproved as indicated in BLOCKs 13/14/15. The government will explain their rationale for disapproval and any actions required to obtain approval (if appropriate).

13. 30 SW SIGNATURE. The appropriate 30 SW level official will sign their complete name and title signifying the disposition marked in the box (APPROVED, DISAPPROVED, or COORDINATION). If the waiver affects public safety, the form will be signed by the SW/CC (IAW AFSPCMAN 91-710 and EWR 127-1). If the waiver does not affect public safety, the form will be signed by the Chief of Safety

(IAW AFSPCMAN 91-710 and EWR 127-1). Mark the appropriate box (APPROVED, DISAPPROVED, or COORDINATION). The AFSPC range which received the request will mark either the APPROVED or DISAPPROVED box; the other AFSPC range will mark the COORDINATION or INFORMATION box. The COORDINATION box is marked to indicate they concur with the disposition. The INFORMATION box is marked when the waiver is unique to the issuing range. The INFORMATION box will only be used when there is no possibility that the waiver could be used on the other range (if the vehicle is unique to the range, but the component being addressed by the waiver may be used at the other range, the INFORMATION box will not be used. The AF does not have the authority to grant relief from any FAA launch safety requirement.

14. 45 SW SIGNATURE. The appropriate 45 SW level official will sign their complete name and title signifying the disposition indicated in the box (APPROVED, DISAPPROVED, or COORDINATION). If the waiver affects public safety, the form shall be signed by the SW/CC (IAW AFSPCMAN 91-710 and EWR 127-1). If the waiver does not affect public safety, the form will be signed by the Chief of Safety (IAW AFSPCMAN 91-710 and EWR 127-1). Mark the appropriate box (APPROVED, DISAPPROVED, or COORDINATION). The AFSPC range which received the request will mark either the APPROVED or DISAPPROVED box; the other AFSPC range will mark the COORDINATION or INFORMATION box. The COORDINATION box is marked to indicate they concur with the disposition. The INFORMATION box is marked when the waiver is unique to the issuing range. The INFORMATION box will only be used when there is no possibility that the waiver could be used on the other range (if the vehicle is unique to the range, but the component being addressed by the waiver may be used at the other range, the INFORMATION box will not be used. The AF does not have the authority to grant relief from any FAA launch safety requirement.

15. FAA/AST SIGNATURE.

FAA signature is required for all FAA-licensed launches (APPROVED/DISAPPROVED) as well as launches involving "dual use" launch vehicles (COORDINATION). A "dual use" launch vehicle is one that is used to launch both government and commercial payloads (examples include Delta II/IV, Atlas V, etc.) IAW the AFSPC/FAA Relief MOU. The INFORMATION box will be marked for all other launches (not FAA-licensed nor "dual use").

16. TRACKING INFORMATION. Identify the date the request for relief was dispositioned (BLOCK 16 marked and signature made). Use the following format (dd/mm/yyyy) to express the date the relief request was dispositioned by the appropriate level authority. The tracking number will be in the following format (wing number (30 or 45)-type of launch (AF, FAA, NASA, or other)-relief requestor's organization (ULA, SpaceX, etc.)-year-month-day (date of request disposition)). The "type of launch" indicates whether it is a government (AF), FAA-licensed, or other type of launch. The "relief requestor's organization" will be the standard acronym for the launch operator/range user (OSC, ULA, Navy, etc.). The year will include all four numbers. The month and day will be two numbers. An example of the "TRACKING NO" would be, 45-FAA-NASA-2008-03-08 (a request for relief for a NASA FAA-licensed launch from the 45 SW that was dispositioned on March 8, 2008.