
E-TACW Proposal

8-Feb-12

CES/CEP

Overview

- **Historical Perspective**
 - Problems Encountered
 - **Proposed Method**
 - Background
 - Anticipated Problems if Adopted
 - **Questions**

 - **How To Guide**
-

Historical Perspective

- **TACW Development**
 - 21 days on average (split between CES & OSS)

 - **TACW Coordination w/ Signature**
 - 38 days on average
 - 45+ days when complications present

 - **Preparation & Coordination**
 - 60 days on average total for entire process
 - Wet signatures required
 - Package hand carried between organizations
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Problems Encountered

- Packages kicked back missing signatures
 - Knowing present status of package
 - Package not routing through in timely manner
 - Construction efforts halted due to lack of approval
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Proposed Method

- **Take TACW's into the future w/ e-TACW**
 - **CE developed local AFSO-21 Initiative**
 - **Leverage SharePoint to act as middle man for routing/tracking**
 - **Require electronic signatures on all documents vs. wet signatures**
 - **Anticipating 30~45 day approval delay to modestly cut to 15~30 days max**
-

Proposed Method

STAFF SUMMARY SHEET					
TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1 PACAF/ TERPS	Coord		8 MSG/ CC	Coord	
2 8 OSS/ OSAM	Coord		8 OG/ OGV	Coord	
3 8 OSS/ OSA	Coord		8 OG/ CC	Coord	
4 8 OSS/ CC	Coord		8 MXG/ CC	Coord	
5 8 CS/ SCO	Coord		8 FW/ CCE	Coord	
6 8 LRS/ CC	Coord		8 FW/ CV	Coord	
7 8 FW/ SE	Coord		8 FW/ CC	Sign	

SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPYST'S INITIALS	SUSPENSE DATE
TSgt Doe, John A		8 CES/CEPMCI	782-6198		15-Oct-2011
SUBJECT			DATE		
Temporary Airfield Construction Waiver for Upgrade Airfield Drainage, S-Clear Zone					
SUMMARY					
<p>1. PURPOSE: Identify and coordinate construction activities on or near the airfield associated with the project MLWR 03-1030C2, Upgrade Airfield Drainage, S-Clear Zone; obtain 8 FW/CC approval of Temporary Airfield Construction Waiver (Tab 1) IAW UFC 3-260-01, Airfield and Heliport Planning and Design.</p> <p>2. BACKGROUND: In accordance with UFC 3-260-01, Airfield and Heliport Planning and Design, above ground drainage structures including head walls are not allowed in the clear zone and within 375 feet from the runway centerline in Class B runways. Presently, there are several above ground concrete headwalls and open ditches along the runway and clear zones at Kunsan AB. This project is required to remove concrete headwalls and correct open ditches in the airfield by installation of concrete culverts with steel grating. The location of this project is depicted on the maps at Tab 2. This waiver shall cover all related construction activities and equipment necessary for project completion. The waiver effective dates will be from the approval of this waiver to 15 February 2012 (or until project completion). Members of the 8 FW Airfield/Airspace Working Group have completed an operational risk analysis IAW PACAFI 32-1056, Airfield Planning and Design (Tab 1). Also Ref. B1-2.3.4 states authority is delegated to the Wing Commander when temporary waivers for construction activities are involved. The temporary airfield/airspace waiver plan involves monthly construction project updates from 8 CES/CEPM to 8 OSS and issuance of NOTAMs or airfield advisories for temporarily waived projects by 8 OSS/OSAM.</p> <p>3. RECOMMENDATION: 8 FW/CC sign Temporary Airfield Construction Waiver at Tab 1 approving construction activities on or near the airfield.</p>					
CHRISTOPHER J. LEONARD, Lt Col, USAF Commander, 8th Civil Engineer Squadron		3 Tabs 1. Temporary Airfield Construction Waiver 2. Location Maps 3. DD Form 1391			

8th FIGHTER WING TEMPORARY AIRFIELD CONSTRUCTION WAIVER													
AIRFIELD:	SHORT TITLE:												
Kunsan AB, Republic of Korea (RKJK)	MLWR 07-1031, Correct Runway Pavement Grooving												
WAIVER EFFECTIVE DATES:	Waiver Approval Authority / Date:												
1 Nov 2011 - 1 Mar 2011, or until completed (120 days estimated)													
SCOTT L. FLEIS, COLONEL, USAF COMMANDER													
DESCRIPTION OF WAIVER/CONSTRUCTION ACTIVITIES:													
<p>Application of Criteria: When proposed objects, facilities, or activities violate airfield clearance criteria or other design criteria established in UFC 3-260-01, <i>Airfield and Heliport Planning and Design</i> they must be analyzed to determine potential impact to aircraft operations before construction activities begin. For any construction activities in the airfield to include facilities, equipment, and personnel that violate airfield criteria, waivers must be obtained before construction starts. In addition, the commercial airport is entirely in charge of these projects, performing planning, design, funding, and execution. With the aid of 8 CES, the commercial airport will coordinate the construction schedule for these projects with 8 OSS to limit conflicts with the flying schedule. 8 OSS will issue NOTAMs or airfield advisories to maintain safe flying operations during the construction period. Authority for deviations to design criteria in UFC 3-260-01 is delegated to the installation commander when temporary waivers for construction activities are necessary. The waiver shall cover all related construction activities and equipment necessary for project completion. Installation commanders will ensure a copy of the waiver is provided to the appropriate offices at the MAJCOM.</p> <p>Description of Work: This project provides for the correction of runway pavement grooving on aircraft arresting barriers (BAK-12) areas. Work includes but is not limited to slab replacement, joint sealing, grooving, and pavement markings, and other necessary work to complete the project. This work will be finished by 24hr Ops. The maximum height of equipment used with these construction projects is an excavator, with a maximum height of 30 feet above ground level. All work will be located within the work area shown on Tab 2.</p> <p>Justification: In accordance with UFC 3-260-01, <i>Airfield and Heliport Planning and Design</i>, above ground drainage structures including head walls are not allowed within 200 feet from the taxiway centerline in a Class B runway. Presently, there are several aboveground concrete head walls and open ditches inside the taxiway clearance along the Taxiway F. These obstructions pose safety hazards for ground movement of aircraft on the taxiways and open ditches in the airfield; they also attract birds, creating BASH problems. If this project is not accomplished, the airfield area will be clouded during heavy rains or during the monsoon season. Also the safety hazards for ground movement of aircraft on the taxiways will be continued and the drainage structures will remain as airfield obstructions, so they are required to be waived each year.</p> <p>Violation(s): UFC 3-260-01, <i>Airfield and Heliport Planning and Design</i>, Chapter 3, <i>Runways (Fixed-Wing) and Imaginary Surfaces</i>, Table 3-2, Runways, Item #12, Runway Lateral Clearance Zone, Table 3-7, Airspace Imaginary Surface, Item #1, Primary Surface Width, Item #28 Start of Transitional Surface, Item #29, End of Transitional Surface, and Item #30, Slope of Transitional Surface; Chapter 5, <i>Taxiways</i>, Table 5-1, <i>Fixed-Wing Taxiways</i>, Item #10, Clearance from Taxiway Centerline to Fixed or Mobile Obstacles (Taxiway Clearance Line), Chapter 6, <i>Aprons and Other Pavements</i>, Table 6-1, Fixed Wing Aprons, Item #15, Clearance from Apron Boundary Marking and Fixed or Mobile Obstacles.</p>													
Waiver Review/ORM Code Assignment Team Members (SURNAME, GRADE, DATE, and SIGNATURE)													
<table border="1"> <tr> <td>Base Civil Engineer (8 CES)</td> <td>Base Civil Engineer (8 CES)</td> <td>Base Civil Engineer (8 CES)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Base Civil Engineer (8 CES)	Base Civil Engineer (8 CES)	Base Civil Engineer (8 CES)				<table border="1"> <tr> <td>Base Civil Engineer (8 CES)</td> <td>Base Civil Engineer (8 CES)</td> <td>Base Civil Engineer (8 CES)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Base Civil Engineer (8 CES)	Base Civil Engineer (8 CES)	Base Civil Engineer (8 CES)			
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Anticipated Problems

- **SharePoint access issues**
 - **User education**
 - **Developing guide to walk users through**
 - **Willingness to accept new methods**
 - **Small tweaks required to improve forms/process**
 - **1'st go round will not go smoothly**
-

Questions

Questions???

e-TACW How To Guide

Submitters

- **Obtain Templates** [Click Here](#)
 - **Under SharePoint go to**
 - **CES**
 - **8CES/CEP**
 - **TACW**
 - **Templates**
 - **Fill out forms as shown, placing your project's information within the forms as depicted**
-

e-TACW How To Guide

Submitters

- Create a project folder [Click Here](#)

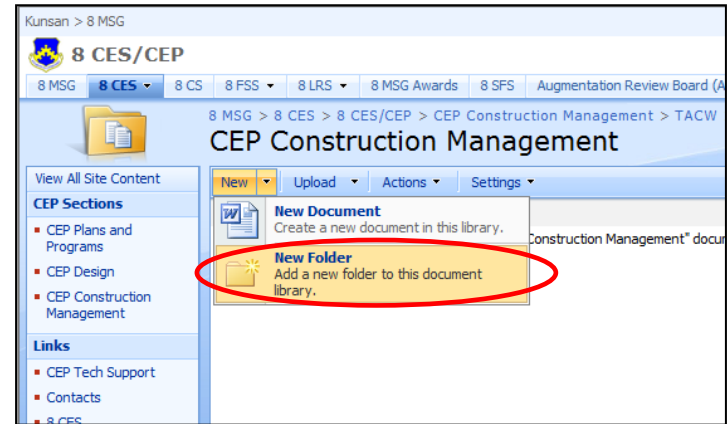
- Under SharePoint go to

- CES

- 8CES/CEP

- TACW

- Projects – Active Routing



e-TACW How To Guide

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- Name your project according to this method
 - “MLWR 00-0000 Full Project Name”

Kunsan > 8 MSG

Welcome Spence, John TSgt USAF PACAF 8 C... | My Site | My Links

8 CES/CEP

This List: CEP Construction Ma

8 MSG | 8 CES | 8 CS | 8 FSS | 8 LRS | 8 MSG Awards | 8 SFS | Augmentation Review Board (ARB) | Award Winners | Delegation Letters | EMWG | IG Deliverables | Site Actions

8 MSG > 8 CES > 8 CES/CEP > CEP Construction Management > TACW > Projects - Active Routing > New Folder

New Folder: CEP Construction Management

OK Cancel

Spelling...

Name * MLWR 00-0000 Full Project Title

OK Cancel

e-TACW How To Guide

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- Click on your newly created folder
 - “MLWR 00-0000 Full Project Name”

The screenshot displays the e-TACW web application interface. The breadcrumb trail at the top reads: 8 MSG > 8 CES > 8 CES/CEP > CEP Construction Management > TACW > Projects - Active Routing. The main heading is 'CEP Construction Management'. On the left sidebar, under 'CEP Sections', the following items are listed: CEP Plans and Programs, CEP Design, CEP Construction Management, and CEP Tech Support. The main content area shows a table with columns: Type, Name, Modified, and Modified By. A single folder entry is visible: 'MLWR 00-0000 Full Project Title', which is circled in red. The 'Modified' date is 10/6/2011 2:52 PM, and the 'Modified By' is Spence, John TSgt USAF PACAF 8 CES/CEPMC. The view is set to 'All Documents'.

Type	Name	Modified	Modified By
Folder	MLWR 00-0000 Full Project Title	10/6/2011 2:52 PM	Spence, John TSgt USAF PACAF 8 CES/CEPMC

e-TACW How To Guide

Submitters

- Find the upload button and click it
- Select browse and id the files for your TACW
- Click the OK button to upload
- From the Actions drop down, select “Alert Me”

The screenshot displays the e-TACW web application interface. The top navigation bar includes the user name 'Kunsan > 8 MSG' and a welcome message 'Welcome Spence, John TSgt USAF PACAF 8 C...'. The main content area is titled 'CEP Construction Management' and shows a list of documents. The 'Actions' menu is open, and the 'Alert Me' option is highlighted with a red circle. The 'Alert Me' option is described as 'Receive e-mail notifications when items change.'

Type	Name	Modified	Modified By
	TACW SSS TEMPL	10/6/2011 2:56 PM	Spence, John TSgt USAF PACAF 8 CES/CEPMC
	TACW TEMPLATE	10/6/2011 2:56 PM	Spence, John TSgt USAF PACAF 8 CES/CEPMC

e-TACW How To Guide

Submitters



- Alert Title = Full Project Title
- Send Alerts To =
 - Send to all concerned parties
- Leave all other settings as is
- Click “OK”

8 MSG > 8 CES > 8 CES/CEP > CEP Construction Management > New Alert

New Alert

Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.
[View my existing alerts on this site.](#)

OK Cancel

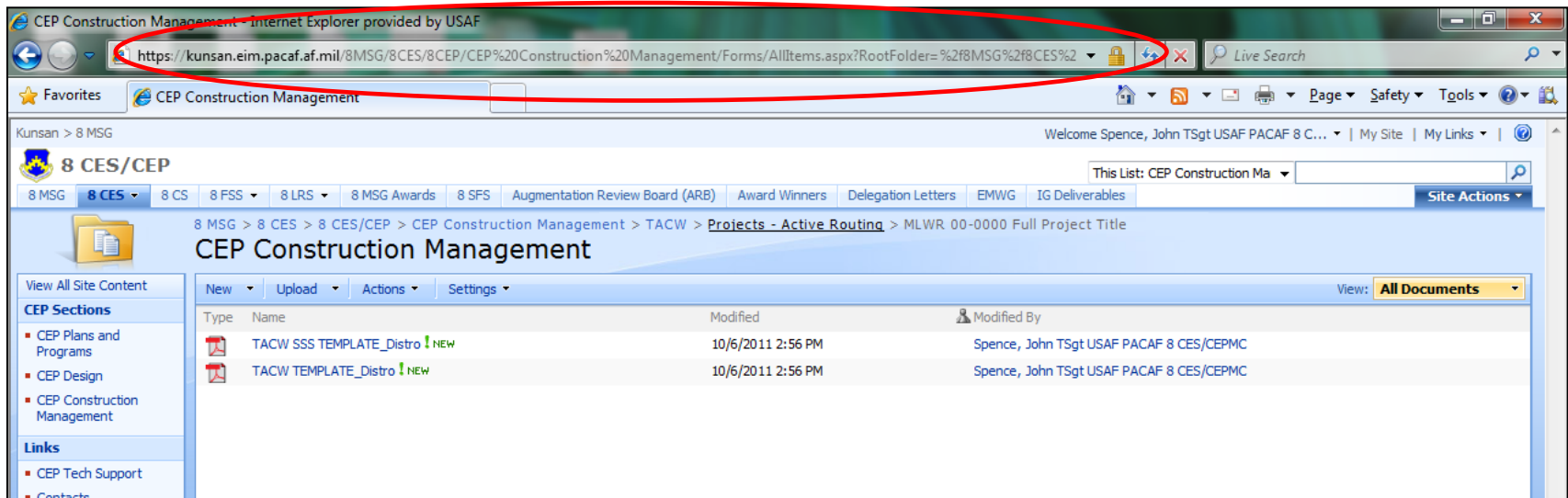
Alert Title Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.	<input type="text" value="MLWR 00-0000 Full Project Name"/>
Send Alerts To You can enter user names or e-mail addresses. Separate them with semicolons.	Users: <input type="text" value="Spence, John TSgt USAF PACAF 8 CES/CEPMC"/>  
Change Type Specify the type of changes that you want to be alerted to.	Only send me alerts when: <input checked="" type="radio"/> All changes <input type="radio"/> New items are added <input type="radio"/> Existing items are modified <input type="radio"/> Items are deleted <input type="radio"/> Web discussion updates
Send Alerts for These Changes Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.	Send me an alert when: <input checked="" type="radio"/> Anything changes <input type="radio"/> Someone else changes a document <input type="radio"/> Someone else changes a document created by me <input type="radio"/> Someone else changes a document last modified by me
When to Send Alerts Specify how frequently you want to be alerted.	<input checked="" type="radio"/> Send e-mail immediately <input type="radio"/> Send a daily summary <input type="radio"/> Send a weekly summary Time: <input type="text" value="Wednesday"/> <input type="text" value="8:00 PM"/>

OK Cancel

e-TACW How To Guide

Submitters

- Begin the e-mail routing chain ensuring that you use the link copied from the top, along w/ attaching a copy of the user instructions
- Ensure to place a watered down set of simple instruction within the e-mail text as well



The screenshot shows a web browser window with the address bar URL: <https://kunsan.eim.pacaf.af.mil/8MSG/8CES/8CEP/CEP%20Construction%20Management/Forms/AllItems.aspx?RootFolder=%2F8MSG%2F8CES%2>. The browser title is "CEP Construction Management - Internet Explorer provided by USAF". The page content includes a navigation menu with "8 MSG", "8 CES", "8 CS", "8 FSS", "8 LRS", "8 MSG Awards", "8 SFS", "Augmentation Review Board (ARB)", "Award Winners", "Delegation Letters", "EMWG", and "IG Deliverables". The main content area displays "CEP Construction Management" and a table of documents.

Type	Name	Modified	Modified By
	TACW SSS TEMPLATE_Distro !NEW	10/6/2011 2:56 PM	Spence, John TSgt USAF PACAF 8 CES/CEPMC
	TACW TEMPLATE_Distro !NEW	10/6/2011 2:56 PM	Spence, John TSgt USAF PACAF 8 CES/CEPMC

e-TACW How To Guide

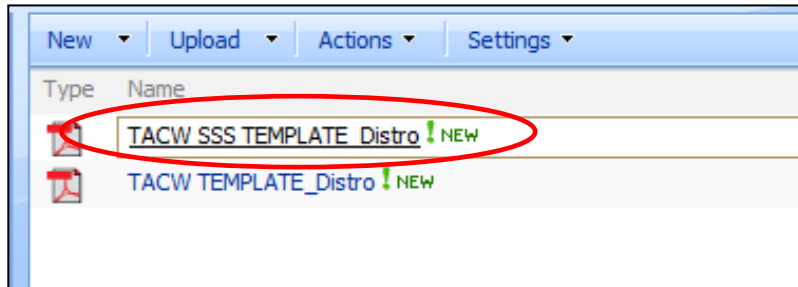
Coordinators/Approvers

- **Just like EMS, you will receive an e-mail w/ a link**
 - **Click on the link and it will take you into SharePoint**
 - **Should it give you an “Access Denied” message, please contact 8 CES/CEP @ 782-6237**
 - **Click on the TACW document you are needing to review**
 - **Some reviewers may need to open multiple documents**
 - **The subsequent slides will show you pictorially how to easily review, comment, and sign the documents as needed**
-

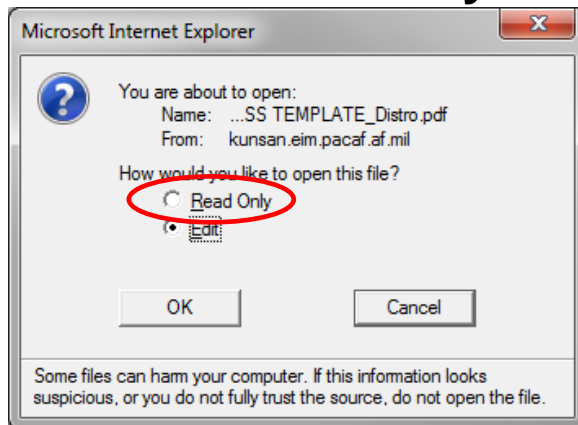
e-TACW How To Guide

Coordinators/Approvers

- Opening/Reviewing a document
- Click on the document link



- Select “Read Only” and click “OK” from the dialogue box

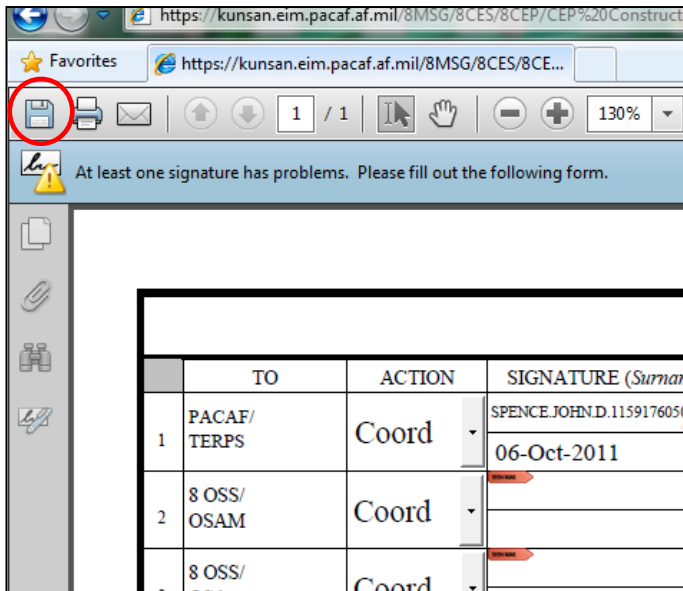


e-TACW How To Guide

Coordinators/Approvers

- Review the opened document using standard Acrobat tools
- Should you need to sign, click on the “Sign Here” graphic at the appropriate spot and follow the on screen prompts presented to you.
- Click the “Save” button and save the document to your computer

- Do not change the file name



e-TACW How To Guide

Coordinators/Approvers

- **Click the back button on your browser to go back to the original screen for this project**
 - **Click “Upload” button**
 - **Ensure that a checkmark exists in “Overwrite existing files”**
 - **Click “Browse” and find where you stored the file**
 - **Click “OK” and you are done and ready to move on to reviewing other files if needed**
-

e-TACW How To Guide

Coordinators/Approvers

- **Should you get stuck at any point, please feel free to call us at XXX-XXXX and we'll guide you through the process**