1. ***Waiver (or Exemption)* request number:** XXXXX-ZZZ-YY
2. **Statement of *waiver (or exemption)* requirement and references to chapter, section, and paragraph in the UFC or FC that cannot be met (Ensure that type of request is clearly identified as either a waiver “Temporary” or exemption “Permanent”):** Response…
3. **Justification/Specific description of condition(s) that caused the need for the request, and reason(s) why the applicable criteria of the UFC or FC cannot be met (Provide a rationale for the request, including specific impacts upon operations, mission requirements, safety, and/or environment):** Response…
4. **Description of the physical location of affected facilities or areas (identify structures individually by building number or name):** Response…
5. **Identify interim/permanent mitigating measures or alternatives in effect or planned.**
	1. **Operational or technical measures and alternatives considered (provide a record of all alternatives considered, their consequences, necessary mitigative efforts, and evidence of coordination):** Response…
	2. **Operational mitigations or alternatives concurrence and endorsements (operational element Chain of Command):** Response…
	3. **Planned mitigation prior to the expiration of the waiver in order to eliminate the waiver need (if exemption indicate N/A):** Response…
6. **Identify and describe the impact on mission criticality and any problems that interfere with safety or operating requirements if the request is not approved:** Response…
7. **Identify the costs associated with complying with the criteria requirements and eliminating the need for a waiver or exemption (identify resources, including estimated cost / life cycle / cost benefit, to eliminate or mitigate risk associated with the waiver or exemption request):** Response…
8. **Identify the actions associated with complying with the criteria requirements and eliminating the need for a waiver or exemption. Identify actions initiated or planned (local capability or other) to eliminate or mitigate risk associated with the request and estimated time to complete:** Response…
9. **Provide point(s) of contact to include name, rank/grade, DSN and commercial phone numbers, and e-mail address of key points of contact requesting the waiver or exemption:** Response…
10. **Enclosures (Provide drawings, photos, sketches, reports, etc. as necessary to support written documentation. Enclosures (PDF) should be attached (compiled) with written documentation as addressed above). List of enclosures includes:** Response…