[Enter office symbol]

**MEMORANDUM FOR:** [NAME, CREDENTIALS, TITLE]

Engineering and Construction Directorate, Headquarters U.S. Army Corps of Engineers

**SUBJECT:** [Waiver or Exemption] for [Project Name], [Project Location]

1. **Purpose.** [Paragraph 1 is the BLUF. Briefly identify the UFC being waived or exempted, the provisions within the UFC specifically that are requested to be waived or exempted, and the reasons. Include project name and location. Include date of 35% design for DBB or date of RFP for DB.]
2. **Rationale and Justification.** [Include additional paragraphs as necessary to describe the situation and the rationale for the waiver or exemption. Be direct and to the point. Include drawings, reference material, or other information as necessary as enclosures with submission. Include the reason why compliance with UFC is infeasible or results in an unsafe condition. Waivers and exemption are normally not accepted based on cost or schedule reasons. Waiver and exemption requests are more successful when there is a consensus of opinion. This normally includes the Designer of Record and other stakeholders. This may include the District Fire Protection Engineer, the Center of Expertise, or the Fire Department as appropriate.]
3. **Safeguards and Mitigations.** [Include safeguards or mitigations to protect the facility, mission, and/or personnel.]
4. **Point of Contact.** The point of contact for this matter is [Your Name], [Your Title], at [Phone Number], [Email Address].

[**Approval section below:** add the name and signature block of the BO/AHJ submitting the request. Then add the name and signature block of the person approving the request, the HQ USACE Director of Engineering Construction for waivers or exemptions. Include any other Functional or Regulatory Authorities that must also approve, if applicable. Convert this file into PDF and create a signature block for signees and put a box to check concur or non-concur.]

[signed by the Building Official / Authority Having Jurisdiction, with signature block]

Concur \_\_\_\_\_ Non-concur \_\_\_\_\_ [NAME, CREDENTIALS]

 [TITLE]

 Engineering and Construction Division

 US Army Corps of Engineers

Concur \_\_\_\_\_ Non-concur \_\_\_\_\_ [NAME, CREDENTIALS]

 Director of Engineering and Construction

 US Army Corps of Engineers

Encls

[1. List enclosures: include drawings, reference material, approval memos from other stakeholders, and other information as necessary]