[Enter office symbol]

MEMORANDUM FOR: [NAME, CREDENTIALS, TITLE]

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

SUBJECT: [enter a brief and descriptive subject line]

1. [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.]
2. [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 appendices with submission. Include the reason why compliance with UFC is infeasible or results in an unsafe condition.]
3. [Include safeguards or mitigations to protect the facility, mission, and/or personnel.]
4. [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.]
5. [Enter the point of contact name, phone number, and email address. 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, typically the Component Technical Representative for Fire Protection Engineering at HQ USACE Enginering and Construction Division for life safety or fire protection equivalencies or the HQ USACE Chief of Engineering Construction Division for waivers or exemptions. Include any other Functional or Regulatory Authorities that must also approve, if applicable.

[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

Encls

[1. List enclosures]