



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 11013.1

JB4
18 Sep 13

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 11013.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: DIG PERMIT REQUESTS

Ref: (a) OPNAVINST 11010.20G, Facilities Project Instruction
(b) CNRHINST 11010.3B, Project Approvals for Repair,
Construction and/or Maintenance of Facilities
(c) JBPHHINST 11010.1, Building Manager Program

Encl: (1) Dig Permit Request Form

1. Purpose. To provide detailed guidance for all activities requiring excavation work that may disrupt utility services, vehicular or aircraft traffic flow, protection provided by fire and intrusion alarm systems, or routine activities of Joint Base Pearl Harbor-Hickam (JBPHH).

2. Scope. The dig permit process tries to identify, as much as practical, any known, potentially hazardous work condition related to excavation activities and is intended to prevent accidents. It also informs key JBPHH activities of the digging work and coordinates the required work with these activities to minimize inconveniences and degradation of mission. In accordance with references (a) through (c), all work requests, dig permits, site approvals, and categorical exclusions (CATEX) must be approved prior to the start of work.

3. Cancellation. This instruction cancels 647th CES Form 103, Work Clearance Request.

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4. Applicability. This instruction applies to all departments, components, tenant activities, contractors, and any private entity performing excavation work on JBPHH.

5. Responsibilities

a. The JBPHH Public Works Department (JB4) is responsible for implementing and managing the Dig Permit process and to provide training when required.

b. The Facilities Maintenance Division (FMD) of JB4 is responsible for maintaining the current list of reviewers and subject matter experts (SME) on page 3 of enclosure (1). When required, FMD will update the contact information on enclosure (1) and disseminate the updated form to all stakeholders. FMD will track all issued dig permits and will provide general oversight of the dig permit process aboard JBPHH.

c. The requestor of dig permits may include, but is not limited to all contractors, military, and civilian personnel involved in excavation activities on JBPHH. The requestor will comply with this instruction and the procedures outlined in enclosure (1). It is the sole responsibility of the requestor to acquire all required signatures on the permit prior to commencing with excavation work. If the requestor finds differing site conditions than what was indicated on the permit, they shall notify the Contracting Officer's Representative for contractors or the Assistant Public Works Officer (APWO) for all others.

d. The JBPHH Departments and SMEs listed on page 3 of enclosure (1) are required to review all relevant information regarding the area to be excavated and annotate on enclosure (1); any potential underground conflicts related to the Department or SME's area of expertise. Any changes in point of contact information on enclosure (1) will be submitted to the Facilities Maintenance Division for incorporation in future updates of the Dig Permit Form.

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Facilities Maintenance Division for incorporation in future updates of the Dig Permit Form.

e. The APWO will ensure that all required signatures are complete and will review all comments provided by the reviewers prior to approving the Dig Permit. The signature of the APWO on the last page of enclosure (1) is required for final approval of the Dig Permit.



J. W. JAMES

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