

UAS Waiver and Reporting Form Instructions

Please refer to this form when filling out a waiver request or reporting form to operate a Commercial Off-the-Shelf Unmanned Aircraft System (UAS). Do not submit requests for UAS operations that do not qualify for eligible purposes as defined below or when all necessary information is not available and provided.

Reporting forms need to be submitted within twenty-four (24) hours after Emergency Operations have concluded and no later than forty-eight (48) hours after Emergency Operations have commenced. **Waiver forms** must be submitted at least thirty (30) days prior to the proposed date of operation.

- UAS Waiver and Reporting Forms can only be completed by employees of the Department of the Interior. Non-DOI entities or contractors should operate pursuant to the terms of their existing agreement with the Department.
- An Emergency Operation is defined as a UAS operation initiated for the following purposes: 1) Fighting an existing or imminent Wildland Fire; 2) Taking measures that are reasonably tailored to prevent an anticipated Wildland Fire; 3) Monitoring for or responding to a potential/declared national or state Emergency involving human safety or to prevent imminent damage to human life and property; and 4) Conducting a human search and rescue effort that involves the preservation or safety of human life or physical property as a core component of the mission. **Each Operation should have a clear connection to one of the health and safety purposes identified above.** Block 2 of the form should indicate which type of emergency your pilots have responded to/are conducting training to respond to.
- Emergency Readiness is defined as DOI Remote Pilot training required under OPM-11 and described in the Interagency Aviation Training Guide (Approved Jan. 28, 2020) that is undertaken in furtherance of one of the health and safety purposes identified above. This Remote Pilot training includes:
 - A-100 (3) Basic Aviation Safety
 - A-110 Aviation Transportation of Hazardous Materials (if applicable)
 - A-200 (3) Mishap Review
 - A-202 Interagency Aviation Organizations
 - A-203* Basic Airspace
 - A-450* Small Unmanned Aircraft System (sUAS) Basic Remote Pilot Course
 - A-452R* (2) Small Unmanned Aircraft System (sUAS) Remote Pilot Refresher TrainingApprovals for Emergency Readiness training will be limited to meeting these minimum requirements under OPM-11 and only where a health and safety purpose can be identified.
- Be precise when describing the location, including GPS coordinates where possible.
- Operation dates should include hours of operation when the UAS-approved activity is expected or has occurred. Forms must provide specific dates to the extent possible. The duration requested for a waiver should not exceed one month per waiver submission. If necessary, extensions should be sought in anticipation of an expired duration.
- When describing UAS hardware/software, please provide all available brand and manufacturer information for all UAS available and expected to be operated.
- Payload details should describe all UAS components that have the capacity to upload, store, transmit, or otherwise capture information of any nature.

- Identify all DOI-related offices, bureaus, or other entities that will have or had access to any data collected or captured at any point in the operation of the UAS. Describe the system used to store and keep secure acquired data.

- Is the data that was or would potentially be obtained likely to involve sensitive information such as personally identifiable information or information relevant for law enforcement purposes?
- Data collected by a UAS may be considered a Federal Record and thereby subject to retention in accordance with the relevant Records Schedule. Classification and treatment of such records should be coordinated with the Departmental Records Officer or relevant Bureau Records Officer, as appropriate, and the Division of General Law.
- What tactics were or will be employed prior to operation of a UAS during an approved mission (e.g., detach/block camera, cover sensors, compliance validation plan, etc.)?
- Describe cybersecurity measures taken to protect, restrict, or limit potential threats to UAS operations or data loss (e.g., Airgap, Rizer, etc.).
- If a request for Emergency Readiness, the request should include the trainee's name(s) and certification requirements to be obtained through approval of this waiver.
- Block 11 (additional comments) should contain the names of all pilots who will be doing training or have conducted the operation.