Interagency SGI instructions

This is to assist UASPs in filling out SGI forms and expedite processing.

- Find the TFR info on-line by searching the TFR number (example: TFR 1/0926). This contains critical information for your request to copy and paste into the SGI request. Fore flight, Skyvector, and https://tfr.faa.gov/tfr2/list.html are good places to find this.
- Use the SGI template for 2022, it is located at https://uas.nifc.gov/uasp-toolbox.
Template Instructions and Notes
Correctly completing the elements in this form is essential for ensuring your SGI is accepted and does not delay your operations. Contact the Regional UAS Coordinator for assistance if you have any questions when completing the SGI. An example is provided at the end of these instructions.

**Requested Flight Details:**

- **Operator Point of Contact** – This must be the dispatch office responsible for the incident. This is usually embedded in the TFR information. Prior to sending the SGI, PIC MUST contact the dispatch office and explain that they will be the contact point for this SGI. *(Critical element)*

- **Pilot Names, phone number and email address** *(Critical element)*

- **UAS Model(s) and registration numbers** *(Critical element)*

- **COAs** – always specify both in the SGI:
  - COA#: 2020-CSA-6198-COA (Revision 1) and COA#: 2020-CSA_6708-COA (Revision 1)
    - **USFS/FAA COA#: 2020-CSA-6198-COA (Revision 1)**
    - **Master DOI/FAA COA#: 2020-CSA_6708-COA (Revision 1)**

- **Dates** – Specify in 2 week blocks (14 days) only. Notify the National UAS Coordinator a few days prior to the expiration of the SGI if it will need to be extended.
  - Example: “7/1/2021 to 7/14/2021”

- **Times** – Specify the daily time-frames as outlined in the TFR information.
  - Example: “0800-1800 Local” or “24 Hours”

- **Location of Proposed Flight** – Reference the nearest city or town, and state.
  - Example: 5 NM E of Chalkyitsik, AK.
  - Example: 5 NM E of Chalkyitsik (CIK)

- **Distance and direction from nearest airport** – Include the FAA identifier (ICAO, 3 letters) of the airport
  - Example: 5 NM E of Chalkyitsik (CIK)

- **Airspace class** – Specify as necessary based on the incident/operation.
  - Example: “Class G/E”

- **Requested altitude of the flight** – This information is embedded in the TFR information.
  - Example: From the surface up to and including 12,000 feet MSL

- **GIS Details of the flight area** – Copy from the NOTAM
  - Example: “Latitude: 40°56’01"N, Longitude: 111°36’24"W  Radius: 10NM”
Nature and Description of Event:

- Type of UAS Operation: Firefighting (or as appropriate)
- Update the name of the incident and add any items of concern for the location
  - Example: “Wildfire (Devils Creek). Ranches, livestock, local communities, mining operations, sage grouse habitat, timber, infrastructure. The Incident Management Team has requested/authorized UAS support.”

- Additional Pilot Qualifications: Does not apply to what we do for incident management

Contact the regional UAS Coordinator to determine where to email completed form.

**Most critical information for the FAA is Make and Model of systems on scene, contact name and number for the operational point of contact (dispatch aircraft desk).**

A completed form follows:
# FAA REQUEST FORM FOR
## EXPEDITED SGI WAIVER OR AUTHORIZATION FOR UAS OPERATION

## Basic Qualifications
- The requesting operator must possess a Certificate of Waiver or Authorization (COA) or Part 107 Pilot License
- The UAS operation must support an emergency response or other effort being conducted to address exigent circumstances and that will benefit the public good
- The requested FAA approval cannot be secured via normal processes in time to meet urgent operational needs

## Operator Information
### Mandatory entry
- **Operator Organization (e.g., agency or company):**
  - Department of the Interior (DOI) / United States Forest Service (U.S.F.S.)  
    
  (This information will stay the same)
- **Operator Address:**
  - 3833 Development Ave
  - Boise, ID. 83705
    
  (This information will stay the same)
- **Operator Point-of-Contact (including name, office + mobile phone number, and email):**
  - Upper Yukon Dispatch Phone: XXX-XXX-XXXX  
    
  (This # will be listed in the TFR information and must match)
  - Dispatch email: XXXXXXX@XXXXXX.XXX
    
  (Prior to sending this form, inform dispatch that they will be the point of contact and why.)
- **Pilot and Observers (including names, mobile phone numbers, and emails):**
  - Joe Don Morton, jdmorton@wefly.com, (XXX) XXX-XXXX
  - Matt Dutton, mdutton@wefly.com, (XXX) XXX-XXXX

## Type of UAS and Registration Number
- DJI Matrice 600, FA3PW3CNXN
- DJI Matrice 600, FA3YEH9TTE
- DJI Mavic Pro, FA3MWPK9NN

## Documentation
If the requested UAS operation will be flown under a pre-existing COA, please attach it hereto and provide the COA number below.

**COA#:** 2020-CSA-6198-COA (Revision 1) and **COA#:** 2020-CSA_6708-COA (Revision 1)

If the requested UAS operation will be flown under Part 107, please provide the Part 107 Pilot License number below.

N/A

### Requested Flight Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter the date(s) of the proposed UAS operation</strong></td>
<td>(e.g., 03/18/2018 or 03/18/2018-03/21/2018) <strong>Mandatory entry</strong></td>
</tr>
<tr>
<td>14 day blocks. Notify UAS Coordinator a few days prior to SGI expiration if needing to extend.</td>
<td></td>
</tr>
<tr>
<td><strong>Enter the times of the proposed UAS operation</strong></td>
<td>(be sure to confirm time zone; e.g., 1200L-1400L daily) <strong>Mandatory entry</strong></td>
</tr>
<tr>
<td>This information will be listed within the TFR information and must match.</td>
<td></td>
</tr>
<tr>
<td><strong>Enter the location of the proposed flight</strong></td>
<td>(reference the nearest city or town, and state; e.g., Gulfport, MS)</td>
</tr>
<tr>
<td>5 NM E of Chalkyitsik, AK</td>
<td>Multiple flights within TFR#: FDC 1/0245</td>
</tr>
<tr>
<td><strong>Enter the distance and direction from the nearest airport, and FAA identification of the same</strong></td>
<td>(e.g., 6 NM W of GPT)</td>
</tr>
<tr>
<td>5 NM E of Chalkyitsik (CIK)</td>
<td></td>
</tr>
<tr>
<td><strong>Identify the class(es) of airspace in which the flight will be conducted</strong></td>
<td>(e.g., Class G/E/D/C/B/A)</td>
</tr>
<tr>
<td>Class G/E</td>
<td></td>
</tr>
<tr>
<td><strong>Requested altitude of UAS flight:</strong></td>
<td><strong>Mandatory entry</strong></td>
</tr>
<tr>
<td>From the surface up to and including 12,000 feet MSL</td>
<td></td>
</tr>
<tr>
<td>Enter GIS details defining location of proposed flight (only one area type description needed)** <strong>Mandatory entry</strong></td>
<td></td>
</tr>
<tr>
<td>For those flights remaining within a general contiguous area, which can be described as a circular polygon, provide the latitude and longitude, expressed as degrees/minutes/seconds, of the center of that area and the radius of that same area (e.g., XX:XX:XXN / XXX:XX:XXW - .25NM radius)</td>
<td>Latitude: 40°56'01&quot;N, Longitude: 111°36'24&quot;W</td>
</tr>
<tr>
<td>Radius: 10NM</td>
<td>(Utilize this box if the above box does not pertain)</td>
</tr>
<tr>
<td>For those flights remaining within a general contiguous area, which cannot be easily described as a circular polygon, provide the latitude and longitude, expressed as degrees/minutes/seconds, of the vertices of the general area starting with the most northerly point and then progressing clockwise (e.g., (XX:XX:XXN / XXX:XX:XXW; XX:XX:XXN / XXX:XX:XXW; XX:XX:XXN / XXX:XX:XXW)</td>
<td></td>
</tr>
<tr>
<td>For those flights following an extended route, provide the latitude and longitude, expressed as degrees/minutes/seconds, of the key waypoints of the route, and, as appropriate provide the width of the route (e.g., XX:XX:XXN / XXX:XX:XXW; XX:XX:XXN / XXX:XX:XXW; XX:XX:XXN / XXX:XX:XXW - .25NM wide)</td>
<td></td>
</tr>
</tbody>
</table>

### Nature and Description of Event

<table>
<thead>
<tr>
<th>Operation</th>
<th>Description of event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>X</strong> Firefighting</td>
<td>Wildfire (XXXXX). Ranches, livestock, local communities, mining operations, sage grouse habitat, timber, infrastructure. The Incident Management Team has requested/authorized UAS support. (Add any fire specific information that you feel is pertinent for description of event)</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td></td>
</tr>
<tr>
<td>Search and Rescue</td>
<td></td>
</tr>
</tbody>
</table>
Local / National / Natural Disaster

Other (specify below)

**Additional Pilot Qualifications**

Enter additional pilot qualifications

- [ ] Sport/Recreational/Private pilot certificate
- [ ] Commercial/Airline pilot certificate
- [ ] Flight instructor certificate

**Contacting the SOSC**

The SOSC office and email are staffed/monitored 0600-2400 Eastern Time. For all emergencies, please follow up any email with a phone call to 202-267-8276, which is answered 24/7.