



## Department of the Interior Small Unmanned Aircraft Systems Acquisition Request Form (OAS-13U) Version 1.0

**Note:** This form is to be used for aircraft that are under the \$15K capital asset threshold.

Fill out the following information and return to the Bureau NAM or designee. If the NAM concurs, then the form shall be forwarded to the DOI UAS Division Chief.

**1. Contact information of individual requesting UAS asset.**

|                  |  |
|------------------|--|
| Name:            |  |
| Phone Number(s): |  |
| Email address    |  |

**2. Do you acknowledge that UAS are legally considered "Aircraft" when used by the Federal Government, and therefore subject to certain financial and operational policies and regulations?**

Yes \_\_\_ No \_\_\_

**3. Does your immediate Supervisor accept the responsibilities and educational requirements as defined 350 DM 1, OPM-4 and OPM-11?**

Yes \_\_\_ No \_\_\_

**4. Number of systems (with associated ground support equipment.) and number of potential students to be trained on the system(s).**

| Aircraft | Quantity of Systems | Other purchase requests | Potential # of Students per platform this year |
|----------|---------------------|-------------------------|--|
|          |                     |                         |  |
|          |                     |                         |  |
|          |                     |                         |  |
|          |                     |                         |  |

**5. Describe the Proposed/Planned/Anticipated mission to be conducted by the UAS asset your Unit is acquiring:**

**6. Does your future UAS budget planning recognize that there will be additional financial responsibilities for maintaining proficiency and travel for DOI Remote Pilot training?** This amount will vary depending on the number of Remote Pilots and complexity of program. Personnel should account for regular proficiency flights as well as attending refresher training every 24 months.

Yes\_\_\_\_, I have supervisor and fiscal commitment to maintain proficiency, travel and support future training.

No\_\_\_\_

## **Executive Summary of UAS Requirements**

### **General Conditions**

- Bureau or office will submit UAS use reports via the OAS-2U form for all UAS flights.
- Bureau or office will report to OAS UAS Fleet Manager any damaged or unserviceable system parts and/or components.
- Bureau or office will submit SAFECOMS IAW 352 DM 3.4.
- Bureau or office will submit all requests for UAS modifications as well as all other aviation related contracting requirements through OAS. Including any desired payload modifications.
- Bureau or office will not make any modification to aircraft of payloads without prior approval of OAS UAS Fleet Manager.
- Bureau or office will ensure that all assigned UAS are flown and operated by trained, OAS (carded), current UAS Remote Pilots IAW OPM 11.
- Bureau or office is responsible for funding all Bureau travel and related costs associated with OAS approved UAS training.
- For informational purposes, Bureau are asked and encouraged to provide OAS with After-Action Reports (AARs) and any lessons learned.
- Bureau or office will ensure UAS security is provided utilizing a secure and locked storage facility, building or location.

### **Protection of Privacy, Civil Rights, and Civil Liberties**

- Bureau or office will only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose and DOI privacy policy.
- Information collected by or on behalf of Bureau or office using UAS that contains personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation.
- Bureau or office shall take appropriate steps to ensure that UAS-collected information that is not maintained in a system of records covered by the Privacy Act is not disseminated outside of the agency unless dissemination is required by law, or fulfills an authorized purpose and complies with the bureau's and office's missions.
- Bureau or office will ensure that policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law.
- Bureau or office will ensure that UAS activities are performed in a manner consistent

with the Constitution and applicable laws, Executive Orders, and other Presidential directives.

- Bureau or office will ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.
- Bureau or office will ensure that any data-sharing agreements or policies, data use policies, and records management policies applicable to UAS conform to applicable laws, regulations, and policies.

Requesting official

\_\_\_\_\_ Date \_\_\_\_\_

Endorsement, Bureau National Aviation Manager

\_\_\_\_\_ Date \_\_\_\_\_

Approval, Bureau Line Officer

\_\_\_\_\_ Date \_\_\_\_\_

Approval, Director, DOI Office of Aviation Services

\_\_\_\_\_ Date \_\_\_\_\_