UAS Waiver and Reporting Form Instructions

Please refer to this form when filling out a Readiness Waiver Form or Emergency Operation Report 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 until all necessary information is available and provided. Reports 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. Readiness Waiver Forms must be submitted at least thirty (30) days prior to the proposed date of operation.

- An Emergency Operation is defined as: 1) a UAS mission to fight Wildland Fire, measures to help prevent Wildland Fire, and monitor for or respond to a potential/declared national or state Emergency involving human safety or to prevent imminent damage to human life and property; or 2) a human search and rescue effort that involves the preservation or safety of human life or physical property.

- Emergency Readiness is defined as training necessary to maintain FAA-approved certification to operate a UAS for Emergency Operations. Approvals will be limited to missions that will assist UAS operators maintain their minimum FAA-certification requirements and where the operator reasonably anticipates the need to operate a UAS for Emergency Operations within the next year.

- Be precise when describing the location of the mission, including GPS coordinates where possible.

- Operation dates should include hours of operation when the UAS-approved mission is expected or has occurred.

- 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 mission of the UAS. Describe the system used to store and keep secure acquired data.

- If operating in a controlled environment, please identify whether the mission or data acquired could or did involve sensitive information, the reason for the sensitivity, and relevant data security information.

- Is the data that was obtained or would potentially be obtained likely to involve sensitive information such as personally identifiable information or information relevant to law enforcement?

- What mitigation strategies 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.

- Completed forms should be emailed to uas@ios.doi.gov. Submitted waivers will be reviewed promptly and the requestor will be notified of the decision to approve or deny the waiver.