



Department of the Interior Small Unmanned Aircraft Systems U.S. Wildland Fire Service Acquisition Request Form (AOM-13U)
USWFS Version 1.0

Fill out the following information and return to Aviation Operations and Management.

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) number of potential students to be trained on the system(s) and the amount.

Aircraft	Quantity	Other purchase requests	# of Students	Amount

a. Are any of the requested UAS over the current Capital Asset Threshold \$25K?Yes ☐ No ☐**If yes, Funding Plan for adding 50% value for a 5-year sUAS life cycle**

Select Option:	Description:	Amount:
☐	1: One time 50% Value Contribution	
☐	2: Equal Annual Contributions for 5 years	

Note: For each capitalized UAS a depreciation account will be created and remain for future replacement.

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 ☐

7. Fleet Account – (Aviation Operations and Management *Generated Account Number*)

Fund Code	Cost Center	Functional Area	WBS

8. Shipping

Contact	Office Name	Address	State	City	Zip Code	Phone Number

Executive Summary of UAS Requirements

General Conditions

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

Protection of Privacy, Civil Rights, and Civil Liberties

- Service 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 Service 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.
- Service 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 Service missions.
- Service 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.

- Service will ensure that UAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives.
- Service will ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.
- Service 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 _____

Geographic Area Assistant Chief Aviation

_____ Date _____

Geographic Area Fire Chief

_____ Date _____

Endorsement, Deputy Director, Fire Operations

_____ Date _____

Approval, Deputy Director, Aviation Operations and Management

_____ Date _____