

Instructions for UAS FRZ Waiver Applicants

Background

Unmanned Aircraft System (UAS) operations inside the Washington, D.C. Metropolitan Flight Restricted Zone (DC FRZ), as defined in 14 C.F.R. 93.335, are prohibited unless the operator obtains a waiver through the FAA/TSA waiver process. *See*; FAA Notice to Airmen (NOTAM) FDC 6/1117; see also FDC 8/3032. FAA and TSA have developed a process to review requests for waivers on a case-by-case basis. Approval of a waiver is subject to completion of a security threat assessment and a review of information regarding the proposed UAS operations. TSA, in coordination with federal law enforcement partners, reviews waiver applications to ensure that the proposed UAS operations are consistent with the below requirements and do not pose a security threat. Below are instructions for submitting the required material to TSA to support a request to conduct UAS operations in the DC FRZ.

To request a waiver to operate a UAS in the DC FRZ, submit an application via the TSA/FAA Waiver and Airspace Access Program at <https://waivers.faa.gov>. To be complete, the application must contain all the information described below. If you submit an application that does not address all points contained in these guidelines, your application will be rejected.

Due to a number of safety and security concerns associated with UAS flights in this sensitive airspace, your application will be reviewed by several government and law enforcement agencies. Please allow a minimum of 10 working days for review, beginning after you have submitted your application with the information requested below. During the review process, TSA may need to request additional information, which may result in additional days of review.

1. Waiver Request Information:

- a. **Application Letter.** The entity operating the UAS must provide a letter to TSA that documents the purpose for the requested UAS operation. For security reasons, at this time, recreational requests will not be approved.
 - i. All requests for UAS operation in the FRZ must address alternatives to using UAS, including why it is not feasible to conduct the operation using a manned aircraft. UAS waivers for operation in the FRZ are only considered when a compelling need is documented.
 - ii. The letter(s) must be signed by an office-holder authorized to sign on behalf of the agency or company requesting the waiver. The signature must include the signatory's title, office phone number and e-mail address indicated. Address letter(s) to:

Mr. Reginald Rhodes, Airspace Authorizations Supervisor
TSA Federal Air Marshal Service
601 S. 12th Street, TSA-18
Arlington, VA 20598-6018

Please upload the signed letter as a PDF; it does not need to be mailed.

- iii. Waivered UAS Operations within a seven nautical mile radius (7-NMR) of Ronald Reagan Washington National Airport (DCA) are strictly controlled and subject to additional security requirements:

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1. Operations within the 7-NMR of DCA, require a federal, state or local government client or sponsor or government endorsement. If the entity for whom the UAS is being operated is not a governmental entity, then the applicant must provide a written endorsement from a government agency documenting that the operation is of operational value, not for recreational use, cannot feasibly be performed by a conventional manned aircraft, and is required for an operational benefit or serves the greater public interest.
 2. To enhance security and visibility of these sensitive operations, the UAS operator must ensure the presence of a Law Enforcement Officer (LEO) with jurisdiction at all times the UAS is in flight within 7 nautical miles of DCA. The LEO must be present at the launch site and monitor the UAS operation. The LEO must comply with the attached guidelines developed jointly by the U.S. Secret Service, U.S. Capitol Police and U.S. Park Police. TSA can provide contact information for the appropriate police jurisdiction upon request. See enclosure for additional information.
- b. **Remote Pilot Certification.** The manifest submitted with your waiver application must include the Part 107 Pilot Certification number of at least one remote pilot who will control your UAS during waived operations.
- c. **Application Maps.** You must submit maps showing the location(s) of the work, with launch/recovery site(s) and operating area(s) clearly marked.
- i. **Large Scale Map.** The large-scale detailed project map should clearly indicate the exact location(s) of the planned UAS flights. Pursuant to 14 CFR 107.31, the operator must maintain continuous line-of-sight with the UAV throughout the flight. The map should include each UAS launch/recovery site you plan to use, the flight radii for operations at each site, and the maximum flight altitude (AGL) at each site. Label each site so you can easily refer to them on the phone when executing your waiver, including notifications to the NCRCC.
 - ii. **Small Scale Map.** The small-scale map should depict DCA and your operating site(s) on the same image, with a “ruler” line annotated with the distance in NM from the DCA VHF Omnidirectional Range/Tactical Aircraft Control (VORTAC) radio navigation aid to your closest site. The DCA VORTAC is just east of runway 19 near the north end of the field. On Google Earth this appears as a distinctive circular antenna array.
 - iii. Please note: Maps should be clearly legible, but they do not need to be in high resolution. Upload the documents in PDF format, and keep file size below 2 MB if possible.
- d. **Responsible Party (second person) Information.** Please provide the name of a second person who is manifested on your waiver application and on-site during all operations in the FRZ so that TSA is able to immediately contact a responsible party via mobile phone at all times during the flight operations, including while the pilot is actively flying the UAS. If not also a qualified Part 107 UAS Pilot, then list the second person as “Crew.” You may list more than one extra pilot or crewmember as desired; only one of them (in addition to the active UAS remote pilot)

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must be present during the flight operations.

- e. **UAS Operations Information.** You must provide the following information:
 - i. UAS vehicles' registration information and make/model specifications.
 - ii. A color photograph of each vehicle intending to be used. The photograph(s) do not need to be in high resolution. Upload the photos in PDF format, and keep file size below 2 MB if possible (smaller is better).
 - iii. Operational details for the requested flights inside the DC FRZ, to include:
 - 1. Note how many UAS will fly for each operation and whether more than one will fly concurrently at the same operating site;
 - 2. State the maximum flight endurance (in time and range) for each UAS under normal operating conditions; and
 - 3. Describe the "lost link" behavior for each UAS.
- f. The Federal Aviation Administration (FAA) requires permission from Air Traffic Control to operate in Class B, C, D, or E airspace.
 - i. Operators can request airspace authorization from the FAA System Operations Security Center (SOSC) at 202-267-8276. Please note that this FAA requirement is a separate process from the Washington DC FRZ Waiver that is the principal subject of these Guidelines.

2. Action Required Upon Waiver Approval:

- a. Provided your waiver request is approved, you will receive a letter from the FAA with the waiver execution process, including telephonic notification to the National Capital Region Coordination Center (NCRCC). Strict adherence to the waiver execution process is required.
 - i. In addition to your pre-and post-flight telephone calls, the NCRCC also requires a 24-hour "heads-up" e-mail at FRZ-UAS-24HR@tsa.dhs.gov the day before you expect to fly. This e-mail must include the approximate time of the next day's operation(s), at which of the site(s) listed on your approved waiver application you plan to operate, and the geographic location of the planned operation expressed as a Latitude and Longitude to the nearest whole degrees, minutes and seconds.
 - ii. If unforeseen factors cause the planned operations to be canceled, then please send a follow-on e-mail at that time.

Enclosure:

LEO Procedures for UAS Ops within 7-NMR of Ronald Reagan Washington National Airport

Instructions for UAS FRZ Waiver Applicants (Enclosure)

LEO Procedures for UAS Ops within 7-NMR of Ronald Reagan Washington National Airport

To enhance security and visibility of these sensitive operations, to obtain a waiver TSA requires that the UAS operator ensure the presence of an LEO at all times the UAS is in flight within 7 nautical miles of DCA. The LEO must be able to comply with the following procedures developed jointly by the U.S. Secret Service, U.S. Capitol Police and U.S. Park Police:

Pre-flight:

1. The observing LEO must contact the TSA Watch at the National Capital Region Coordination Center (NCRCC) at **866-598-9520** upon arrival at site location.
2. The observing LEO must verify the identity of all UAS pilot(s) who plan to operate (the LEO will ensure an FAA-issued UAS Remote Pilot license and a valid Driver's License or other Government-issued photo ID are in the UAS pilot's possession).
3. The observing LEO must verify that all UAS are marked with an FAA Registration Number (Note: the FAA requires that the registration number be legibly displayed on an external surface of the UAS. 14 CFR 48.205. If the UAS experiences a "Fly Away" or becomes lost, this will ensure that the device can be traced back to its owner.)¹
4. The observing LEO must verify the UAS Flight Operations team has a minimum of two persons who are manifested as pilots or crew on the waiver at all times. (This does not include the observing LEO).
5. The observing LEO, prior to any UAS device being turned on, must contact the U.S. Secret Service Air Security Branch at 202-406-9552 to provide device details.
6. If the waiver requests concurrent operation of two or more UAS, each UAS requires its own dedicated LEO.

During Flight: *The LEO must ensure the following:*

1. Operations are conducted in accordance with FAA regulations, including
 - i. within visual sight, and
 - ii. not conducted over or in close proximity to people unless the waiver specifically grants permission.
2. Only one UAS is being operated under the LEO's supervision at a time and the Pilot is not interfered with at any point during flight operations. (Note: The second crewmember on scene is responsible for communications with the TSA or FAA during UAS flight. If the TSA, FAA or any other external agency needs to speak with the pilot, the second crewmember will have the pilot safely land the UAS first.)
3. The observing LEO contacts the TSA Watch at the NCRCC (866-598-9520) for any questions or issues regarding the flight activity or approval.
4. The observing LEO contacts the U.S. Capitol Police Watch Desk at the NCRCC (866-598-9528) with any Law Enforcement questions.

¹ Under Title 49 USC 44103 (d): An operator of an aircraft shall make available for inspection a certificate of registration for the aircraft when requested by a United States Government, State, or local law enforcement officer.