




# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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## Memorandum

To: Assistant Secretaries  
Bureau Heads

From: Susan Combs   
Assistant Secretary, Policy, Management and Budget

Subject: Implementation Guidance on Secretary's Order 3379

Pursuant to Secretary's Order 3379 (SO 3379) issued on January 29, 2020, these are procedures to be followed in event that emergency operations require the use of a Department of the Interior (DOI) unmanned aircraft system (UAS).

If a Department-related Emergency Operation exists and requires the use of a DOI-owned UAS, the official directing the operation shall submit a completed Commercial Off-the-Shelf Unmanned Aircraft (UAS) Emergency Operation Reporting Form (Emergency Operation Reporting Form) within 24 hours after operations have concluded or within 48 hours after operations have commenced, whichever is earlier. The form should be emailed to [uas@ios.doi.gov](mailto:uas@ios.doi.gov) with the subject line: [Bureau or Office Name] Emergency Operation Report.

If the request to use a DOI-owned UAS involves Emergency Readiness (training for emergency operations), please complete the Commercial Off-the-Shelf Unmanned Aircraft (UAS) Emergency Readiness Waiver Form (Readiness Waiver Form). Once completed, please email the form to [uas@ios.doi.gov](mailto:uas@ios.doi.gov) with the subject line: [Bureau or Office Name] Readiness Waiver Form. These requests shall be submitted at least 30 days prior to the proposed training date.

The [uas@ios.doi.gov](mailto:uas@ios.doi.gov) email inbox will be monitored daily. All properly completed Readiness Waiver Forms will be reviewed and the requestor will be notified of the decision to approve or deny the request.

The Readiness Waiver Form, the Emergency Operation Reporting Form, and Instructions to assist with completing the appropriate form can be downloaded here: <https://doimspp.sharepoint.com/sites/uas-guidance/>

C: Dr. Timothy R. Petty  
Assistant Secretary, Water and Science