



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE, NC 28542-0005

MCIEAST-MCB CAMLEJO 3710.30A  
G-3/5  
SEP 30 2020

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 3710.30A

From: Commanding General  
To: Distribution List

Subj: OPERATION OF COMMERCIAL/HOBBYIST/MODEL SMALL UNMANNED AIRCRAFT  
SYSTEMS/DRONES ABOARD MARINE CORPS INSTALLATIONS EAST INSTALLATIONS  
AND WITHIN ASSOCIATED AIRSPACE

Ref: (a) USNORTHCOM FP Directive 08-059  
(b) DoD Instruction 5200.08  
(c) CJCSI 3255.01 Ch 1  
(d) FAA Order JO 7200.23  
(e) Public Law 112-95  
(f) MCO 3570.1C  
(g) NAVMC 3500.107B  
(h) FAA AC 91-57A  
(i) 14 CFR Parts 45, 91, 99.7, 101, and 107  
(j) 18 U.S.C. §795 §796  
(k) 49 U.S.C. §40102 §40125  
(l) 50 U.S.C. §797  
(m) DoD Directive 5030.61  
(n) OPNAVINST 3710.7U  
(o) SECNAV WASHINGTON DC 231649Z OCT 18 (ALNAV)  
(p) FAA 8900.1 Vol 16  
(q) FAA/DoD J-SOP for UAS-Specific SSI of 6 Apr 17  
(r) Addendum to the FAA/DoD J-SOP for UAS Specific SSI of 2018  
(s) COMMARFORNORTH 041847Z Dec 17  
(t) OPNAVINST 3750.6S  
(u) MoU Between the DoD and FAA for UAS Operations in the NAS  
(v) CMC PPO POC WASHINGTON DC 092235Z NOV 17  
(w) COMMCICOM ltr 5100 of 28 Jul 20  
(x) MCBul 3710  
(y) COMNAVAIRFORINST 3710.9  
(z) Requirements and Guidance for Access to and Operations  
within United States Civil Airspace by Department of the  
Navy Unmanned Aircraft Systems  
(aa) DEPSECDEF Memo of 16 Nov 2018 ("Delegation of Authority to  
Approve Exemptions for Using COTS UAS in Support of Urgent  
Needs")  
(ab) CNAF-M 3710.7  
(ac) NAVMED P-117  
(ad) DCMA INST 8210.1C Ch 1  
(ae) OPNAVINST 3500.39D  
(af) Approved Non-PoR Group 1 and 2 sUAS, DAAs, Ships Classes  
Rev 5A of 16 Jul 19  
(ag) Small Unmanned Aircraft System (sUAS) Individual Training  
Record (ITR)  
(ah) NAVAIR M-13034.1F  
(ai) COMNAVSEASYS COM WASHINGTON DC ltr 8020 Ser N8/1618 of 18  
Oct 10  
(aj) MCO 3800.2B

DISTRIBUTION STATEMENT A: Approved for public release; distribution is  
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Encl: (1) Operation of Commercial/Hobbyist/Model Small Unmanned Aircraft Systems/Drones Aboard Marine Corps Installations East Installations and Within Associated Airspace Procedural Guidance

1. Situation. The proliferation of Small Unmanned Aircraft Systems (sUAS) in the public and private sectors, presents new safety and security challenges for Installation Commanders. Serious injury and loss of material assets due to mishaps or information gained by potential adversaries directly and negatively impact the warfighting capability of the Marine Corps and the security of Installations throughout the Region. Recent and sustained increases in the development and proliferation of sUAS/drones and hobbyist/model aircraft create an entirely new risk dynamic, relative to how and where the operations associated with these systems can and should occur. The first step toward effectively operationalizing sUAS capabilities is the establishment of procedures that govern their employment.

2. Cancellation. MCIEAST-MCB CAMLEJO 3710.30.

3. Mission

a. Marine Corps Installations East (MCIEAST) Commanders shall develop and publish guidance to ensure that any use of sUAS/drones aboard installations, or within delegated airspace, is done safely, securely, and is executed in accordance with the references and this Order.

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution. Based on current regulations and instructions listed in enclosure (1), this Order provides guidance and requirements for Commanders. Although this Order establishes minimum requirements, it does not restrict commands from establishing more stringent requirements based on unique command challenges and mission requirements. Federal and Department of Defense (DoD) sUAS policy, regulations, and guidance will continue to evolve. All commands are responsible for monitoring public law, as well as Federal regulations and DoD guidance on sUAS/drone operations.

a. Commander's Intent. To promulgate standardized guidance for the conduct of sUAS/drone operations, Group 1 and 2 sUAS program management, and administration of Special Security Instruction (SSI) airspace.

b. Concept of Operations. This Order is to be used in conjunction with the references and other current regulations and directives to ensure compliance with established policies, procedures, and higher headquarters guidance. Deviations from procedures and instructions must be approved by, or referred to, the Commanding General (CG), MCIEAST-MCB CAMLEJ (Attn: Assistant Chief of Staff (AC/S), G-3/5).

c. Tasks

(1) Installation Commanders shall retain approval authority for sUAS operations conducted within the airspace above their installation, and shall ensure the safe operation of sUAS therein.

(2) Installation Commanders shall implement a sUAS/drone safety and security policy that meets the requirements of this Order and other applicable orders.

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(3) Installation Commanders shall integrate risk management strategies into appropriate planning, orders, training and indoctrination programs, technical and tactical publications, checklists, and standing operating procedures.

(4) Installation Commanders shall serve as Aircraft Reporting Custodian (ARC) for Group 1 & 2 non-Program of Record (PoR) sUAS activities within their command, where applicable.

5. Administration and Logistics. Records created as a result of this Order shall comply with records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention, per the approved records schedule.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST organizations, to include any command (active or reserve component), staff organization, or supporting agency that is affiliated with the U.S. Marine Corps, Department of the Navy (DON), DoD, Department of Justice, or Department of Homeland Security. This Order also applies to persons and organizations organic to, or tenanted aboard the installation, contractors, and those in transit or who are otherwise a temporary resident because of training or mobilization commitments.

b. Signal. This Order is effective the date signed.



N. E. DAVIS  
Chief of Staff

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## Chapter 1

### General

1. Scope. This Order outlines procedures for sUAS operations aboard MCIEAST installations and within delegated airspace. Compliance with stipulated procedures is mandatory, except as authorized herein. This Order does not waive or supersede requirements mandated by the references, or any other orders or instruction. Installation Commanders, and all personnel involved in the planning or conduct of sUAS operations, are required to be familiar, and comply with the provisions of this Order, as it pertains to their operational duties and responsibilities.

2. Distribution. This Order is distributed to all installations under the cognizance of the CG MCIEAST-MCB CAMLEJ.

3. Changes and Updates. Changes to this Order shall be made by the CG MCIEAST-MCB CAMLEJ, as necessary.

#### 4. Word Usage and Definitions

a. "Shall" is used when application of a procedure is mandatory.

b. "Should" is used when application of a procedure is recommended.

c. "May" and "need not" are used only when application of a procedure is optional.

d. "Will" indicates futurity and never indicates any degree of requirement for application of a procedure.

e. sUAS/drones are aircraft weighing less than 55 pounds, operated without the possibility of direct human intervention from within or on the aircraft. (While this Order focuses on sUAS weighing less than 55 pounds, larger unmanned aircraft operations must also be conducted in accordance with references (a) and (b), and must comply with all DoD and Federal Aviation Administration (FAA) criteria.)

f. Program-of-Record System. Reference (x) defines a PoR system as one that is funded across the Future Years Defense Program (FYDP) through the Program Objectives Memorandum (POM). Generally, PoR systems are provided by an acquisition organization, such as a Program Executive Officer program office or systems command, and come complete with training modules, maintenance procedures, and instructional manuals.

g. Non-Program-of-Record System. Reference (x) defines non-PoR systems as those that are not acquired or funded through the POM

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process. These are normally COTS systems that can be procured with unit funds. This category also includes emerging or interim solutions rapidly fielded via Urgent Universal Needs Statements (U-UNS) that have not yet become fully-vetted or formally-acquired PoR systems.

h. Reference (k) defines aircraft operations in the National Airspace System (NAS) as either Public Operations or Civil Operations.

(1) Per references (c), (d), (e), and (x), any sUAS/drone operated, owned, leased, used, tested, or demonstrated by/for the government (Federal, state, or local) is considered to be publicly operated. Common public uses (government operations) include law enforcement, firefighting, environmental monitoring, border patrol, disaster relief, search and rescue, and military training.

(2) Per reference (e), any sUAS/drone operation that does not meet the statutory criteria for a public aircraft operation is considered a Civil Operation. Therefore, the status of an operation is a function of its operator and the purpose of its use, not of the system, itself. Civil Operations must be conducted in accordance with all FAA regulations applicable to the operation.

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## Chapter 2

### sUAS Operator and System Requirements

1. Operator & System Requirements. sUAS operator and system requirements vary, based on the sUAS operator, and whether the operation is determined to be Public or Civil.

2. Authorization of sUAS Operations, by Type. In accordance with DoD/FAA regulations, and in compliance with applicable DoD orders and Base/Station regulations, Installation Commanders may approve the conduct of sUAS operations above their installation's property, provided that the proponent substantiates that its operators and systems are in compliance with the provisions outlined below. Commanders shall conduct Operational Risk Management (ORM) assessments prior to providing authorization, with specific attention given to the safety of personnel, facilities, and operational security. The Installation Commander is authorized to revoke flight authorization for any operation deemed to be a risk to the security of the installation or to the safety of personnel assigned.

#### a. Public Operations

(1) The proponent possesses a valid airworthiness certification for each sUAS to be operated.

(2) All sUAS operators and crewmembers are qualified and medically certified by the appropriate Military Department.

(3) All sUAS/drones are identified by serial number and have identification (N-Number) markings in accordance with Part 45, Subpart C of reference (f). Markings shall be as large as practicable.

(4) The proponent possesses frequency approval from the MCIEAST Spectrum Management Office.

(5) All imagery collected during the conduct of public operations above MCIEAST installations shall be done so in accordance with reference (aj).

#### b. Civil Operations

(1) The sUAS operator possesses a current, valid FAA Remote Pilot Certificate.

(2) The proponent possesses frequency approval from the MCIEAST Spectrum Management Office.

*Note: Per reference (x), sUAS/drones purchased by and operated by individual Marines for off-duty hobby or recreational use are not public aircraft and shall not be operated for official purposes.*

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(3) Video and Photography

(a) Unless specifically authorized by the Installation Commander, capturing video or still images during civil sUAS/drone operations is prohibited.

(b) Installation Commanders shall establish specific guidance and policies regarding requests for capturing data (i.e., video, still images, and special imaging technology) from sUAS/drones to support mission requirements in line with current photography policy and guidelines, and subject to anti-terrorism/force protection (AT/FP) and mission assurance (MA) interests.

(c) Except as otherwise permitted by the Installation Commander, and unless a law enforcement agency first obtains a search warrant authorizing the use of sUAS/drones, no person, entity, or agency may use a sUAS/drone to photograph private real property, use special imaging technology, or conduct surveillance of a person, or a dwelling occupied by a person, and that dwelling's curtilage, without the person's consent.

(d) sUAS/drone operators shall disable all video and still image collection capabilities that the aircraft may possess prior to operation aboard MCIEAST Installations, unless image and/or data collection is specifically authorized by the Installation Commander.

Chapter 3

sUAS Requirements, by Area of Operation

1. Area Requirements. Requirements for sUAS operations vary, depending on where the operation is to be conducted. Operations conducted above DoD property, in restricted airspace, and within the NAS all differ in terms of the approval process.

2. Authorization of sUAS Operations, by Area

a. Operations Conducted in Restricted Airspace. Operations conducted within restricted airspace shall be executed in accordance with Installation range regulations and references (f) and (g).

b. Operations Conducted in U.S. Civil Airspace

(1) Authorization to access and to operate within U.S. Civil Airspace (outside of Restricted Airspace) by DoN Public sUAS is governed by reference (z). Proponents must obtain DoN Airspace Access Authorization (AAA) or FAA Form 7711, Certificate of Waiver or Authorization (COA).

(a) UAS Proponent. The UAS Proponent is the O-5 level (or above) commander (or civilian equivalent) overseeing the organization that is conducting or sponsoring the UAS operation. The Proponent maintains overall responsibility for ensuring that all UAS operations conducted in U.S. Civil Airspace are executed safely and in compliance with reference (z), the DoN AAA or FAA COA, and all applicable DoD, FAA, and local government requirements.

(b) Airspace Access Request. DoN UAS Airspace Access Applicants must establish an account within the FAA/DoD Processing System in order to submit airspace access requests. Additional information on establishing an account can be found in reference (z).

(2) Flight Regulations for operations within U.S. Civil Airspace

(a) Flight altitudes are restricted to a maximum of 400' above ground level (AGL), unless specifically authorized in a COA.

(b) Flights are restricted to daylight hours and are conducted under Visual Flight Rules (VFR), unless specifically authorized in a COA.

(c) sUAS/drones shall not be operated within five nautical miles of an airport, unless specifically authorized in a COA/AAA. An ATC Letter of Agreement (LoA) may be required to establish coordination requirements and airspace de-confliction procedures

between UAS Proponents and ATC facilities. If a LoA is required by the ATC facility, the UAS Proponent requesting the DoN AAA or FAA COA shall ensure that appropriate agreements are coordinated and signed. The LoA must remain current during flight operations conducted under the associated AAA/COA.

(3) In accordance with reference (u), a Notice to Airmen (NOTAM) shall be published prior to initiation of any DoN UAS flight operation within U.S. Civil Airspace. The UAS Proponent is responsible for ensuring that the NOTAM is published and remains in effect throughout the duration of the UAS operation. The NOTAM shall be published no more than 72 hours in advance, but no less than 24 hours prior to initiation of the operation. NOTAMs can be requested through the local Base Operations office, or by contacting the NOTAM Flight Service Station (FSS) at 1-877-487-6867.

(4) Approval Authority

(a) DoN is the approval authority for DoD UAS operations in MCIEAST delegated airspace.

(b) DoN may approve operations in Class G (Uncontrolled) Airspace in accordance with reference (u).

(c) Reference (z) prescribes policies and procedures that govern the role of MCIEAST ATC facilities in support of UAS operations in U.S. Civil Airspace.

c. Operations Conducted above MCIEAST Property. Installation Commanders may authorize sUAS operations above their installation's property, provided that the following conditions are met.

(1) Proponents requesting to operate a non-PoR COTS UAS over MCIEAST property or activities, must possess an approved DoN COTS UAS Exemption for the model and configuration of the system to be operated. Step-by-step instructions for submitting exemption requests for the procurement or use of non-PoR COTS UAS are available on the DoN COTS UAS portal, at <https://intelshare.intelink.gov/sites/doncotsuas>.

(2) Additional procedures for the management of Civil UAS operations in airspace above Installation property that has been designated by the FAA as UAS-specific SSI airspace can be found in Chapter 5 of this Order.

3. Hobbyist or Model Aircraft/Drone Operations. Commanders shall not authorize hobbyist or model aircraft/drone operations aboard their installations. Hobbyist and model aircraft/drones are defined in references (d), (e), (h), and (i).

a. This prohibition does not apply on private property within five nautical miles of a military airport. References (d) and (i) require hobbyist and model aircraft sUAS/drone operators to contact the airport and the Air Traffic Control Tower (ATCT) (if an ATCT is present), before flight, if intending to operate within five nautical miles of the airport. Commanders with airfield(s) and/or an ATCT will adapt Appendix H, the ATCT Notification Checklist, for use. Upon receipt of notification, the airfield/ATCT is merely required to acknowledge the notification, unless the operation is considered to be unsafe. If the operation is considered to be unsafe, the airfield/ATCT shall deny the request and state the reason(s) for denial. Conversely, do not use the word "approved" in communication with the operator. Issuing an approval would imply consent and waive compliance of all Code of Federal Regulations criteria for the sUAS operator. If the operation does not present a hazard, then inform the operator that the notification has been received and that their obligation to notify has been met.

b. Hobbyist and model aircraft/drone operators flying from a permanent location on private property within five nautical miles of an airport must establish a mutually agreed upon operating procedure with the airport operator and the ATCT, when one is located at the airport.

4. sUAS/Drone Incursions. In accordance with existing laws and regulations, an Installation Commander has the responsibility and authority, under reference (1), to enforce appropriate security measures to ensure the protection of DoD property and personnel assigned, attached, or subject to their Command; per reference (b), it is DoD policy that DoD Installations, property, and personnel shall be protected and that applicable laws and regulations shall be enforced. As such, an Installation Commander has great latitude in controlling and limiting sUAS/drone operations originating on the Installation; however, there are limited direct actions that can be taken in response to sUAS/drone activity originating off of the Installation. Installation Commanders must work closely with the local community in deterring these actions.

a. To the maximum extent possible, attempt to establish Memoranda of Understanding/Agreements with local community Law Enforcement Authorities (LEA) to coordinate off-installation response options.

b. Ensure that local LEA are aware of Sections 795 and 796 of reference (j), so that they can inform potential violators of their infractions and penalties. State and local LEA are often in the best position to deter, detect, immediately investigate, and pursue enforcement actions to stop unauthorized or unsafe sUAS/drone operations originating off of the Installation.

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5. Reporting of Unauthorized sUAS/Drone Activity. Confirmed sightings of unauthorized sUAS/drones over any Marine Corps mission activity shall be reported to the Marine Corps Operations Center (MCOC), in accordance with reference (v). Any sighting - suspected or confirmed - of unauthorized sUAS/drone activity shall also be reported to Installation law enforcement, MA, and the appropriate chain of command.

a. Immediate notification of a sUAS incident, accident, or other suspected violation should be reported to a FAA Regional Operation Center (ROC).

(1) The FAA's Southern/New England ROC covers the following states and territories: AL, CT, FL, GA, KY, MA, ME, MS, NC, NH, PR, RI, SC, TN, VI, and VT. Call (404) 305-5150 or e-mail at 9-ASO-ROC@faa.gov.

(2) The FAA's Eastern ROC covers the following states and districts: DC, DE, MD, NJ, NY, PA, VA, and WV. Call (718) 553-3100 or e-mail at 7-AEA-ROC@faa.gov.

b. Installations with a Command Airspace Liaison Officer (CALO) shall provide a copy of each report to the Regional Airspace Coordinator. CALOs shall retain these reports for three years.

c. Air Traffic Control Facilities (ATCFs) shall notify the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC) of any situation that involves reported or observed unauthorized or suspicious aircraft/sUAS activity.

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## Chapter 4

MCIEAST-Operated sUAS Program Policy

1. Purpose. To provide policy guidance to MCIEAST installations for the operation and management of PoR and non-PoR Group 1 and 2 (see table below) sUAS programs.

Category	Weight (lbs)	Maximum Altitude (AGL)	Maximum Speed (KTS)
Group 1	0-20	<1,200'	<100
Group 2	21-55	<3,500'	<250

a. This policy applies to all Group 1 and 2 sUAS operations conducted by MCIEAST, and those operating the sUAS, to include military, civilian, and contractor personnel.

b. There are two essential command authorities for MCIEAST sUAS operations: the Designated Approval Authority (DAA) and the ARC.

(1) The DAA is the general officer, flag officer, or Senior Executive Service (SES) equivalent who is responsible for exercising administrative control of assignment, employment, and logistical support of sUAS under their cognizance.

(2) The ARC is the lowest echelon of command accepting responsibility for sUAS operations, as designated by the DAA. An ARC is typically an O-5 commander, but may be a military officer or government civilian deemed appropriate by the DAA. The ARC is responsible for the safe operation of assigned sUAS.

## 2. Roles and Responsibilities

a. Per reference (w), the DAA for MCIEAST sUAS operations is the Commander of Marine Corps Installations Command (MCICOM). In accordance with reference (y), the DAA shall:

(1) Exercise administrative control of assignment, employment, and logistical support of sUAS under their cognizance.

(2) Designate ARCs in writing.

(3) Provide written notification to Commander, Naval Air Forces (COMNAVAIRFOR) N-45 and NAVAIR AIRWorks documenting the establishment of the DAA and all ARC designations.

(4) Maintain an inventory of all Group 1 and 2 sUAS in subordinate commands and units. Inventories must, at a minimum, include sUAS configuration and status and the ARC responsible for sUAS operations.

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(5) Ensure that designated ARCs maintain the requisite personnel, training, equipment, and infrastructure to support safe flight operations in compliance with DON policies and instructions.

(6) Delegate sUAS crewmember designation authority to the ARC or higher echelon commander.

(7) Conduct periodic evaluations of approved sUAS programs under their cognizance to ensure compliance with sUAS policy and instructions.

b. Per reference (w), for MCIEAST installations that operate Group 1 or 2 sUAS, the Installation Commander is designated as the ARC. In accordance with reference (y), the ARC shall:

(1) Ensure that the operational activity of assigned sUAS is conducted safely, and done so in accordance with applicable DoD and DoN sUAS policy.

(2) Designate sUAS crewmembers, in writing, after ensuring that requisite training has been completed. sUAS crewmember classifications are provided in reference (y), chapter 14, subparagraph 14.12. Copies of each letter shall be retained in the individual crewmember's training jacket. A sUAS crewmember designation letter template can be found in Appendix D.

(3) Establish a safety program complying with applicable safety policies, provisions, and mishap reporting requirements contained in reference (t).

(4) The ARC should designate, in writing, sUAS Program Managers within each activity of their command that conduct Group 1 and 2 sUAS operations. The sUAS Program Manager is accountable to the ARC for overall administration of his/her activity's sUAS program and operations. If an ARC does not designate a sUAS Program Manager, then the ARC retains the sUAS Program Manager responsibilities listed below. If designated, the sUAS Program Manager shall:

(a) Assume responsibility for overall administration of the activity's sUAS program.

(b) Ensure that Individual Training Records (ITRs) are maintained for all sUAS crewmembers within the activity. ITRs shall be maintained in accordance with reference (g); audits shall be conducted on an annual basis (at a minimum). Each ITR document shall be maintained for at least two years from the effective date of the document.

(c) Ensure that all sUAS crewmembers meet currency requirements outlined in reference (g). Recommend to the ARC

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suspension of designations for crewmembers who fail to meet currency requirements.

(d) Maintain an inventory of all sUAS owned by the activity. Report inventory to the ARC during the last week of each quarter, utilizing the format contained in Appendix G.

(e) Develop and route cyber exemption requests for each type/model/series (T/M/S) of sUAS owned by the activity for which an exemption is required. Develop and route exemption requests in accordance with reference (aa), and using the templates found at the DON COTS UAS Exemption SharePoint site (<https://intelshare.intelink.gov/sites/doncotsuas>). Ensure compliance with approved cyber exemptions and retain copies for each T/M/S, as applicable.

(f) Obtain airworthiness certification (Interim Flight Clearance (IFC)) for each T/M/S of sUAS owned by the activity. Maintain documentation of airworthiness certification for each sUAS, as applicable.

(g) Implement a safety program that meets the requirements of reference (t).

(h) Create and maintain Standing Operating Procedures (SOP) for sUAS operations within the activity. At a minimum, the SOP should address the following areas: maintenance, flight planning, launch, in-flight, recovery, fail-safe containment methods, emergency procedures, and safety hazard keep-out zones.

(i) Submit a Monthly Training and Operations Report to the ARC, using the template provided in Appendix F. This report shall be submitted to the ARC no later than the 5th working day of each month, accounting for the previous month's operations.

c. sUAS crewmembers shall:

(1) Be familiar with reference (ab), and adhere to the portions applicable to Group 1 and 2 sUAS operations.

(2) Meet the Basic Unmanned Aircraft System Qualification (BUQ) level I and II training requirements, per reference (y).

(3) Satisfy the medical qualification requirements of references (ab) and (ac).

(4) Meet the minimum Group 1 and 2 sUAS crew training and qualification requirements prior to conducting operations within class D, E, or G airspace; U.S. special use airspace (SUA); joint operating areas; combat or contingency airspace; or international airspace.

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(5) Maintain currency in accordance with reference (g).

(6) Comply with Federal Aviation Regulations (FAR) in references (ad) and (i).

(7) Continually assess and mitigate potential risk during sUAS operations in accordance with reference (ae).

(8) Maintain an individual flight log for all flights conducted (live or simulated), utilizing the template provided in Appendix E. Individual flight logs shall be retained in the ITR.

3. Non-PoR sUAS. Other than PoR sUAS, sUAS operators within MCIEAST are authorized to use only the non-PoR COTS UASs listed in reference (af). All other non-PoR COTS sUASs shall be procured in accordance with reference (o) and must satisfy either the requirements set forth in references (ah) and (ai), or be approved for exemption, per reference (aa).

4. General sUAS Operator Rules. These rules serve as an additional safety measure and should be adhered to during standard sUAS operations and non-emergency situations.

a. Flight altitude not to exceed 400' above ground level (AGL).

b. Flight speed not to exceed 100 mph (87 kts).

c. Weather minima of three statute miles visibility; sUAS must remain at least 500' below clouds and 2,000' horizontally from clouds.

d. Flight operations are conducted entirely within visual line-of-sight of the primary operator.

e. Flight operations are conducted during daylight hours, only; night operations are prohibited. Operations that occur during civil twilight require the sUAS to be equipped with anti-collision lights that are visible at a distance of at least three statute miles.

f. sUAS shall not operate over any persons not directly participating in the operation, not under a covered structure, and not inside a covered stationary vehicle.

5. Minimum Training Requirements for AVO Designation. In order to be designated as an AVO, all personnel shall:

a. Complete Basic UAS Qualification (BUQ) Level I training.

b. Complete BUQ Level II training.

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c. Complete no less than 10 live training flights that are conducted under the supervision of a senior AVO and on the T/M/S of sUAS in which AVO designation is to be attained. In order for a sUAS flight to be counted towards currency or training requirements, it shall be of at least 15 minutes in duration.

d. Attain favorable recommendation for designation from the Program Manager to the ARC.

e. Receive an AVO designation letter, signed by the ARC, indicating the T/M/S of sUAS for which the designation applies.

*Note: Requirements are waiverable by the ARC, on a case-by-case basis, provided that sufficient justification exists for doing so.*

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Chapter 5

Special Security Instruction Airspace

1. Purpose. To provide policy guidance for installations with designated SSI airspace. This policy provides guidance for establishing, managing, and approving access into SSI airspace.
2. Scope. This policy applies to all MCIEAST installations for which SSI airspace is assigned.
3. Background. UAS-specific SSI airspace, created in 2017, is a protective measure codified in reference (i) and coordinated between the FAA and DoD, as described in references (q) and (r). These documents provide the DoD with the legal authority to regulate UAS operations in the airspace above DoD property, consistent with national security interests. Airspace within the lateral boundaries of DoD property, up to 400' AGL, is considered to be SSI airspace. UAS operations are prohibited aboard MCIEAST installations and associated SSI airspace, unless approved by the Installation Commander.

4. Roles and Responsibilities

a. The CG MCIEAST-MCB CAMLEJ will submit biannual reports, per references (q) and (r) for MCIEAST installations.

b. Installation Commanders shall:

(1) Designate an installation SSI Airspace Manager to ensure that the installation complies with the policies outlined in this Order, and in references (q) and (r).

(2) Establish local procedures for processing requests to operate a UAS within the installation's SSI airspace, per references (q) and (r).

(3) Approve or deny requests, as appropriate, to operate a UAS within the installation's SSI airspace.

(4) Submit requests for establishing or modifying UAS-specific SSI airspace to the FAA, via the chain of command.

(5) Submit data required for biannual reports to the CG MCIEAST-MCB CAMLEJ.

c. Installation SSI Airspace Managers shall:

(1) Serve as the installation's primary point of contact (POC) for SSI airspace matters, to include requests for access to the same.

Ensure that a POC is identified to facilitate after hours, emergent requests for access into SSI airspace.

(2) Document and maintain the information required, per references (q) and (r), to support bi-annual reporting requirements. Submit this information to the CG, MCIEAST-MCB CAMLEJ (via the Installation Commander), and be prepared to provide this information in response to FAA inquiries, including ad hoc, unscheduled requests for information, which may be driven by external factors such as congressional or industry requests.

(3) Document any unauthorized UAS operations that occur within SSI airspace and report such activity in accordance with Chapter 3, Paragraph 3 of this Order.

(4) Prior to allowing UAS entry into SSI airspace, notify the Installation Commander, the Command Duty Officer (CDO), the Provost Marshall's Office (PMO), and airfield operations (if applicable) of approved UAS operations within the installation's SSI airspace to ensure proper coordination and safety. Although emergent situations do not require prior approval, notification to the CO, CDO, PMO, and airfield operations (if applicable) shall be made as soon as possible.

5. Incident Reporting. The installation SSI airspace manager shall report unauthorized UAS operations to the FAA ROC, per reference (q), within 24 hours. The report shall include the following information:

- a. Date.
- b. Time.
- c. Location.
- d. Altitude.
- e. Name of person or facility submitting the report.
- f. Event type (near mid-air, incident, etc.)
- g. Type of UAS.
- h. Registration number.
- i. Damage.
- j. Injuries.
- k. General description of event.

l. Name of operator.

m. If law enforcement agency was notified, and action taken.

6. Biannual Reports. Any requests for UAS entry into SSI airspace shall be documented and submitted to the FAA. Per reference (q), the following information shall be collected for each request and maintained by the SSI airspace manager:

a. Subject UAS-specific SSI airspace.

b. Subject branch, base and facility, and corresponding county and state.

c. Date of requested UAS operation.

d. Area of requested UAS operation.

e. Reason for approval or denial.

f. Identification of requesting UAS operator, and contact information for the same.

g. Statistical roll-up of the information above, specifying total number of approvals and denials, by date and location.

7. Additional Reporting. In addition to SSI reporting requirements, reference (s) requires all Marine Corps installations within the Marine Forces Northern Command (MARFORNORTH) area of operations to report UAS incidents to the MCOC and to MARFORNORTH. Reporting requirements are outlined in the reference.

8. UAS Operations within SSI Airspace. The approval process for the conduct of UAS operations within SSI airspace is managed by the installation SSI Airspace Manager and shall be processed in accordance with references (q) and (r). Appropriate documentation, to include IFC, non-PoR COTS UAS exemption, service component waivers, and FAA COA/AAA, shall be completed and approved, as necessary, prior to Installation Commander approval.

a. Operations anticipated to qualify for approval include:

(1) Operations that include a compelling security reason.

(2) Operations that include a compelling safety reason.

(3) Operations on the basis of legal right or necessity (e.g. easement or right-of-way).

(4) Operations that are part of some other activity normally permitted by the Installation Commander within the protected area, such as recreational, promotional, or commemorative events.

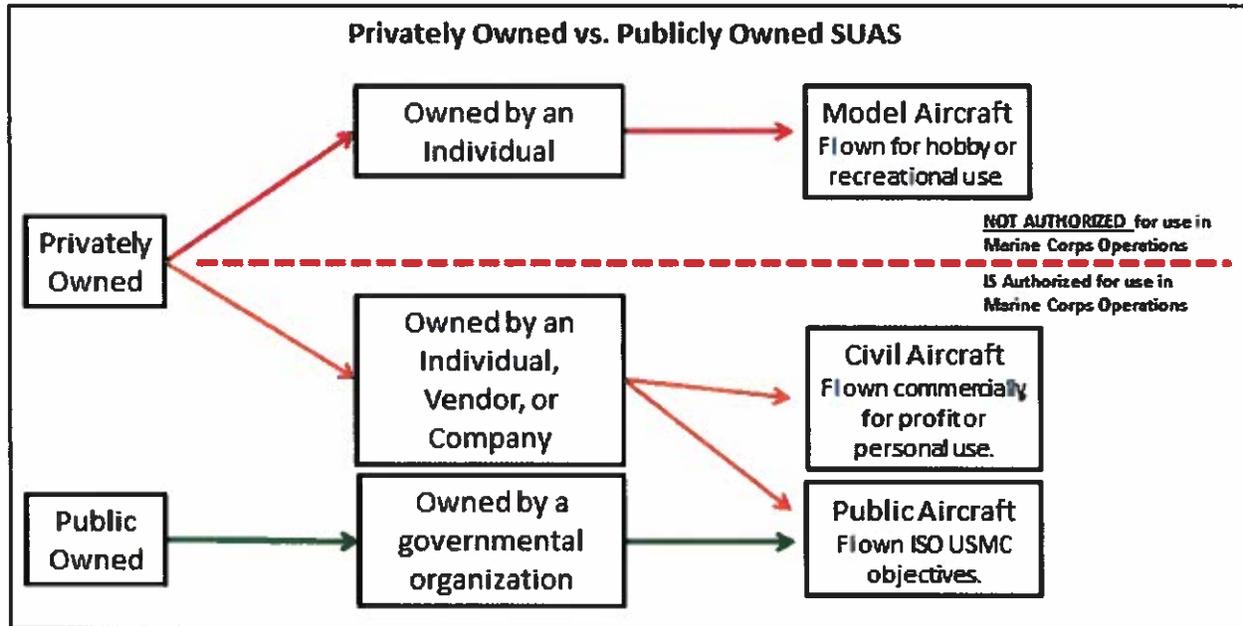
b. Operations that do not require prior approval of the Installation Commander include:

(1) UAS flight operations conducted in direct support of an active national defense, homeland security, law enforcement, firefighting, search and rescue, or disaster-response mission. (Note: In such cases, prior notification will be provided to the installation SSI Airspace Manager).

(2) UAS flight operations conducted in direct support of a significant and urgent governmental interest, and approved by the FAA System Operations Support Center (SOSC) in advance of entering the defined SSI airspace, are exempt from SSI airspace restrictions. (Note: In such cases, the agency operating the UAS will coordinate with the FAA and the installation SSI Airspace Manager prior to the UAS entering the installation's SSI airspace).

APPENDIX A

PRIVATELY-OWNED VS. PUBLICLY-OWNED SUAS



Source: Marine Corps Bulletin 3710

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**APPENDIX B**

COMMON TERMS AND DEFINITIONS

Airworthiness Approval. An aircraft and flight systems flight clearance issued or promulgated by Commander, Naval Air Systems Command in accordance with reference (o).

Ceiling. The height above the earth's surface of the lowest layer of clouds or obscuring phenomena that is reported as "broken," "overcast," or "obscuration," and not classified as "thin" or "partial."

Certificate of Authorization (COA). The primary means by which public sUAS operators petition and obtain FAA permission to access the NAS.

CFR. Code of Federal Regulations.

Containment. The action of keeping something under control or within limits.

Currency. Pilot skill check.

Current. Not expired; up-to-date.

Flight Inspection. An airborne inspection of navigational aids conducted by FAA aircraft in order to ensure the integrity of instrument approaches and airway procedures.

Geo-fenced/Geo-fencing. An onboard software capability that establishes a virtual perimeter, preventing the sUAS/drone from departing the assigned operating area.

Global Positioning System (GPS). GPS refers to the worldwide positioning, navigation, and timing determination capability available from the U.S. satellite constellation. GPS is composed of space, control, and user segments.

Ground Visibility. Prevailing horizontal visibility near the earth's surface, as reported by the U.S. National Weather Service or an accredited observer.

Instrument Meteorological Conditions. Meteorological conditions, expressed in terms of visibility, distance from cloud, and ceiling, that are less than the minima specified for visual meteorological conditions.

Lost Link. A lack of positive sUAS/drone control caused by a break in electronic signals between the ground control station and the sUAS/drone aircraft.

Mishap. An unplanned event, or series of events, directly involving a defined naval aircraft or UAS, that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel, caused by DoD activities.

Non-participating. Not taking part in; not joining, not supporting, not belonging, and/or not required for the sUAS training event.

Notice to Airmen (NOTAM). A notice containing information essential to personnel concerned with flight operations, but not known far enough in advance to be publicized by other means. NOTAMs state the abnormal status of a component of the National Airspace System (NAS), not the normal status.

Official Weather Report. The most recent prevailing ceiling, visibility, and other weather phenomena published by a certified Weather Office or source.

Pilot-in-Command (PIC). The person who is ultimately responsible for the operation and safety of a sUAS during flight.

See-and-Avoid. PIC requirement to observe and maneuver to avoid other aircraft. Right-of-way rules are contained in reference (f), Part 107. sUAS/drones must operate in a manner that does not interfere with, and gives way to, any manned aircraft. The PIC (and Visual Observer, if one is assigned) must be able to see the sUAS/drone throughout the entire flight in order to:

- 1) Ascertain the sUAS/drone's location;
- 2) Determine the sUAS/drone's attitude, altitude, and direction of flight;
- 3) Observe the airspace for other air traffic or hazards; and
- 4) Determine that the sUAS/drone does not endanger the life or property of another.

Special Visual Flight Rules. Meteorological conditions that are less than those required for basic VFR flight in Class B, C, D, or E surface areas and in which some aircraft are permitted to operate under visual flight rules.

Spill-Out. A collision alert created when an aircraft exits an assigned operating area without authorization and transmitted to air traffic control using the phrase "whiskey alert".

Visual Flight Rules (VFR). Rules that govern the procedures for conducting flight under visual meteorological conditions. The term "VFR" is also used in the U.S. to indicate weather conditions that are equal to, or greater than, minimum VFR requirements.

Visual Line of Sight. Maintaining direct visual observation, unaided by any form of technology other than corrective lenses.

Visual Meteorological Conditions. Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling equal to, or better than, specified minima.

Visual Observer (VO). When assigned, the person who must maintain visual line of sight contact with the sUAS/drone and surrounding airspace and assist the PIC with seeing and avoiding other air traffic, objects aloft, or on the ground. The VO is responsible for scanning the airspace for potential collision hazards (e.g., other aircraft, terrain, structures, and personnel). The VO provides the PIC with information to help avoid a mishap.

Whiskey Alert. A term used to alert ATC that a spill-out situation is imminent.

Whiskey Alert Format. Notification must include the following information:

- (1) Location
- (2) Altitude
- (3) Intentions/coordination to resolve conflicts
- (4) Heading (time permitting)
- (5) Call sign/type (time permitting)

**APPENDIX C**

INDIVIDUAL TRAINING RECORD ORGANIZATION

- I. General
  - A. Privacy Act Statement
  - B. Record of Audit
  - C. Medical Documentation
- II. Designation Letters
- III. Training and Course Completion Certificates
- IV. Flight Log
- V. sUAS Event Training Forms (ETFs)
- VI. sUAS Flight Evaluations

Note: *Templates for ITR documents can be found in reference (ag), which can be downloaded from the II MEF sUAS SharePoint site (<https://eis.usmc.mil/sites/IIMEF/G3/SitePages/SUAS.aspx>). If SharePoint access is not available, this reference can be provided upon request.*

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APPENDIX D

SUAS CREWMEMBER DESIGNATION LETTER TEMPLATE



UNITED STATES MARINE CORPS

ORGANIZATION/ACTIVITY

PSC BOX 00000

MARINE CORPS BASE/AIR STATION, EAST COAST 00000-0000

SSIC  
Office Code  
DD Mon YY

From: Commanding Officer, *Installation Name*  
To: Lance Corporal First Name MI. Last Name EDIPI/MOS USMC -or-  
Mr. Im A. Civilian, GS-0856-Grade  
  
Subj: DESIGNATION AS A *SMALL UNMANNED AIRCRAFT SYSTEM OPERATOR*  
  
Ref: (a) NAVMC 3500.107  
(b) MCIEAST-MCB CAMLEJO 3710.30A  
(c) Local sUAS SOP

1. With satisfactory completion of the Small Unmanned Aircraft System (sUAS) Operator training and qualification requirements outlined in the references, you have demonstrated the knowledge and skill expected of a sUAS Operator within *Organization/Activity*.
2. In accordance with the references, I hereby certify that you are qualified to operate a sUAS aboard this installation.
3. In the performance of your duties, and during the conduct of flight operations and associated activities, you will be guided by the references and specific directions provided by your organization's sUAS Program Manager.
4. Congratulations on this accomplishment. While this designation certainly represents a professional milestone, it does not constitute an end to your learning and training. I expect you to continually strive to maximize your proficiency in this arena.

I. M. ARC

**APPENDIX E**

**MONTHLY TRAINING AND OPERATIONS REPORT TEMPLATE**

PERSONNEL OPERATOR NAME	TRAINING			CURRENCY			DESIGNATIONS
	HOURS	SORTIES	SYSTEM	90 DAYS	180 DAYS	12 MONTH EVALUATION	SUAS CREWMEMBER DESIGNATIONS
Last, First MI	Number of Hours Flown	Number of Sorties Flown	T/M/S sUAS Flown (If multiple, create another line for each T/M/S)	Date of 90- Day Currency Expiration.	Date of 180- Day Currency Expiration.	Date of 12- Month Currency Expiration.	Indicate All Current Designations

Note: Microsoft Excel template is available upon request.

APPENDIX F

QUARTERLY INVENTORY REPORT TEMPLATE

ARC	OWNING ACTIVITY	SUAS TYPE	SUAS CONFIGURATION	SUAS LOCATION	STATUS	COMMENTS
Identify the responsible ARC	Identify the activity or organization that owns and operates the SUAS	Indicate the type of sUAS (i.e. T/M/S, model number, etc.)	Indicate the configuration of the sUAS (i.e. quad-copter or fixed-wing, type of data collection devices, transmit/receive capability, etc.)	Indicate where the sUAS is physically located	Full Mission Capable (PMC), Partial Mission Capable (PMC), or Non-Mission Capable (NMC).	Include any relevant comments regarding the status of the sUAS

Note: Microsoft Excel template is available upon request

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APPENDIX G

AIR TRAFFIC CONTROL TOWER (ATCT) NOTIFICATION CHECKLIST

**ATCT MODEL AIRCRAFT NOTIFICATION CHECKLIST**

If you receive a call notifying you that someone wants to operate a model aircraft within 5 miles of an airport, follow this checklist to gather information of the operation.

NOTE: Model aircraft cover a wide array of types, such as R/C (Remote Control) Airplanes & Helicopters and the newer UAS vehicles.

1. Ask the caller if they are operating as a Model Operator (Hobbyist) or as a Public (Fire/Police/Law) or other non-model aircraft (Business) operator. If it is for Public or non-model aircraft purposes, they should have a COA on file with the facility, if not, give them the website [WWW.FAA.GOV/UAS](http://WWW.FAA.GOV/UAS) and inform the caller to apply for the appropriate permissions and you can end the call.
2. Ask the caller if they are flying within 5 miles of your airport, if they are not, inform them they do not need to be notifying you.
3. If they are flying as a Model Operator:
  - a. Complete as much of checklist as you can, information is voluntary, on the part of the caller.
  - b. If they give you a location you are not familiar with, ask their direction and distance from the airport.
  - c. If they are in an area where there is a potential flight hazard, you can deny the operation and inform them of the reason, i.e. manned aircraft in that area, Special Use Airspace, a heliport is nearby, etc.
  - d. If the caller requests to operate in an area where there is no perceived hazard, acknowledge the operation, do not use the word approved or imply approval.

**ATCT MODEL AIRCRAFT CHECKLIST**

1. Name of Caller: \_\_\_\_\_
2. Callers phone number: \_\_\_\_\_
3. UAS Registration number, if available:  
\_\_\_\_\_
4. Location of operation: \_\_\_\_\_
5. Start Time/Date Operation:  
\_\_\_\_\_
6. Duration of operation: \_\_\_\_\_
7. Description of UAS, if needed:  
\_\_\_\_\_
8. Maximum Operating Altitude: \_\_\_\_\_

Before ending the call, provide the operator the following recommendations:

1. If operation is denied, provide reason.
2. Be sure to keep your Model Aircraft in sight with your own eyes.
3. Always see and avoid all other aircraft.
4. Recommend that they stay below 400' AGL
5. Thank the caller for the notification.

**FAA Personnel**

If you observe or receive reports on unsafe UAS operations, advise aircraft in the vicinity of the reported hazard, contact local law enforcement for assistance, contact the DEN and file a MOR

Retain this checklist with the daily records for 45 calendar days.

Time/Date of Call: \_\_\_\_\_

Operating Initials: \_\_\_\_\_ Op Denied Yes / No

If Denied, why: \_\_\_\_\_