



## Unmanned Aerial System (UAS) Mission Request Checklist Instructions ICS Form 267

1. Enter **Requesting Entity's** name, and check appropriate boxes. Private companies/Contractors or "others" must complete section 1. If this is a request from inside the incident (Branch Director, Division Supervisor, etc.) skip section 1 and go to section 2
2. Enter the **Requestor's Name** (Note: it can be different from the pilot-in-command). Enter contact phone. If the phone number can receive texts, check the box appropriately. Enter email address for the **Requestor**. For incident assigned personnel, include you ICS position.
3. Enter the **Pilot-in-Command (PIC)**. Enter contact phone. If the phone number can receive texts, check the box appropriately. Enter email address for the **Pilot-in-Command**. If this is a request from inside the incident; leave this section blank, a pilot will be assigned.
4. Check the appropriate **Mission Request**; or select "other" and write in appropriate mission.
5. Check all the appropriate pilot qualifications; ensure they are current and documented.
6. Check all air space relevant to this **Mission Request**.
7. Include anticipated date and time to start the mission. Include the duration of time to complete the mission. Include the latitude and longitudinal coordinates of the Launch and Recovery Zone (LRZ); This is the location you intend to take off and land the aircraft. Include the radius and ceiling height of the anticipated flight area. If the operating area is a polygon or corridor submit a map with relevant location information to assist with accurately defining you flight area.
8. Include **UAS Platform Make/Model**; Check the appropriate NWCG UAS typing. Add FAA registration number. Check the appropriate box for Mission Carding.
9. Provide detailed **Mission Objectives** in the box provided. (ex. Mapping from Div. Charlie to Delta, Mapping from Main Street to B Street, SAR around the area of Johnson Lake)
10. This is the requesting agency confirming that the PIC has planned for emergency procedures for this mission and the overall communication procedures for incident support. This can include ICS 220, ICS 205, incident Tac Channel, etc.
11. This section to be completed by the approving authority. If Approved with Modifications; modification will be provided in the box below or in an attachment.
12. This section to be completed by the approving authority. If there is not an AOBD or ASGS available to sign as the approving authority then a signature from the IC, Operations Section Chief, or other qualified authority is required.