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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fort Lee Policy on Unmanned Aircraft Systems (UAS)**

**1. References:**

- a. SECARMY Memorandum "Policy on Unmanned Aircraft Systems (UAS) on Army Installations" 01 August 2017
- b. Headquarters, Department of the Army (HQDA) Execution Order (EXORD) 033-15, "Installation Access," 8 November 2014.
- c. Army Regulation (AR) 95-2 (Air Traffic Control, Airfield/Heliport, and Airspace Operations), 31 March 2016.
- d. AR 95-23 (Unmanned Aircraft System Flight Regulations), 2 July 2010.
- e. Federal Aviation Administration (FAA) Order JO 7200.23, 3 October 2016.
- f. Department of Defense Instruction (DoDI) 2000.26, "Suspicious Activity Reporting," 23 September 2014, Change 1, 12 May 2017.
- g. FAA/Department of Defense (DoD) Joint Standard Operating Procedures for Unmanned Aircraft Systems specific Special Security Instruction (SSI), 7 April 2017.
- h. AR 190-13 (The Army Physical Security Program), 25 February 2011.
- i. AR 600-20 (Army Command Policy), 6 November 2014.
- j. Title 14, Code of Regulations, Part 107.
- k. Fort Lee PAO Policy on Installation Photography and Videography, 28 February 2014.
- l. (U) HQDA EXORD 075-18, Stop Use of Commercial Off-the-Shelf (COTS) Small Unmanned Aircraft Systems (SUAS) (S), 13 March 2018
- m. (U//FOUO) Under SECDEF Unmanned Aerial Vehicle Systems Cybersecurity Vulnerabilities, 23 May 2018.

IMLE-ZA

SUBJECT: Fort Lee Policy on Unmanned Aircraft Systems (UAS)

**2. Purpose.** This memorandum establishes Fort Lee policy for management and use of nonofficial and commercial, unmanned aircraft systems (UAS) (remotely controlled model aircraft and drones) on Fort Lee. For Official Use of UAS, see paragraph 6.

**3. Definitions.** The FAA defines unmanned aircraft (UA) as an aircraft operated without the possibility of direct human intervention from within or on the aircraft. The Army includes UAS elements such as software, photo/video equipment, guidance systems, applications, and communications links.

**4. FAA requirements.** Fort Lee requires operators to follow FAA Guidelines governing the registration and operation of unofficial (hobbyist) and commercial UAS. FAA registration requirements for hobbyist use of UAS are: 1) weigh less than 55 pounds; 2) fly strictly for personal (non-business related) use; 3) operate within a nationwide community-based organization (CBO) set of safety guidelines; 4) not interfere with manned aircraft; and 5) coordinate with local airport management or air traffic control if within 5 miles of an airport. UAS must be registered with the FAA (see <https://registermyuas.faa.gov/>). Registration helps to ensure safety for the owner, personnel on the ground, and manned aircraft. It also enables the return of a UAS should it be lost.

**5. Recreational Use Policy.** Recreational use of UAS within an Army installation is prohibited without prior approval from the Senior Commander or his designee. Senior commanders may authorize use of UAS for recreational purposes on a case-by-case or recurring basis. Each authorization will specify the scope of the recreational use to include designated locations and times approved for flying. Operators will abide by FAA requirements ([www.faa.gov/uas](http://www.faa.gov/uas)) and this policy letter.

## **6. Commercial Use Policy.**

a. Commercial use of UAS within an Army installation is prohibited without prior approval from the Senior Commander or an O-6 or equivalent designee, who may authorize use of UAS for commercial purposes within the installation on a case-by-case basis only. Operators must comply with all requirements for commercial UAS use found in Title 14, Code of Federal Regulations, Part 107.

b. Residents and organizations within an Army installation are prohibited from receiving commercial services originating outside an installation by means of UAS.

## **7. Official use of UAS.**

a. Personally-procured UAS are not authorized for official use.

b. DCS G-3/5/7 memorandum, 2 Aug 2017, "Cease all use of DJI Drones" directs all units to cease all use, uninstall all DJI drones, applications, communications links

and remove all batteries/storage media from DJI devices and secure equipment for follow on directions." No mention of this requirement for hobbyists.

c. SECARMY directed STOP USE of ALL Commercial Off-The-Shelf (COTS) UAS, 1 August 2017. (See Annex 3) The EXORD includes air platforms, all software applications, communications links and storage devices. Units or commands that still have an operational need for SUAS will follow established processes for Operational Needs Statements (ONS) or Joint Capabilities Integration and Development System (JCIDS). This EXORD provided no restrictions on hobbyist use of UAS.

#### **8. Process for gaining approval to operate UAS on Fort Lee:**

a. Register your UAS with the FAA

b. Recreational UAS. Request permission from the Command-designated authority (DPTMS) to operate your recreational UAS on the installation. Recreational use can be approved on a case-by-case or a recurring basis.

c. If a UAS owner intends to take video or photos, he/she must request permission from PAO, who will provide them with the policy on restricted areas, facilities and events to avoid. If there are any questions about this issue, they will refer the requestor to the DPTMS Protection Office, where the ATO who will explain the specific facilities and events that must be avoided.

d. If a UAS owner intends to post photos or video from a UAS flight on social media, he/she must ask permission from PAO, and allow PAO to review his photos and video afterwards for prohibited facilities or activities. (Refer to Fort Lee PAO Policy on Installation Photography and Videography, 28 Feb 14.)

#### **9. Facilities and Activities that are PROHIBITED for photography and videography:**

a. NO photos or video may be taken of the following categories:

- (1) Soldiers in formation or activities with large numbers of Soldiers;
- (2) Officially-designated Mission Essential and Vulnerable Areas (MEVA)
- (3) Officially-designated High Risk Targets (HRT)
- (4) The Fort Lee Helipad.

b. DPTMS is the Office of Primary Responsibility (OPR) for this policy.

IMLE-ZA

SUBJECT: Fort Lee Policy on Unmanned Aircraft Systems (UAS)

**10. Enforcement.** Due to Fort Lee's concerns for force protection and Constitutionally-guaranteed privacy, UAS operators will not post or publish UAS aerial photography or video taken on Fort Lee on social media or open source venues without prior authorization.

a. Unauthorized use of UAS from within the installation may result in the loss of installation access privileges; potential forfeiture of any unauthorized recordings, photographs, or videos; adverse personnel action; and possible criminal prosecution under Federal or State law, as appropriate.

b. All requests for taking aerial photography / video must be approved in advance by the Public Affairs Office, (804) 734-7451.

c. Fort Lee will display NO-UAS signs at installation entry points and any additional locations per the Senior Commander's discretion. Installation law enforcement officials will refer incidents involving unauthorized UAS flights controlled outside of the installation to local law enforcement.

d. Commercial and recreational UAS operations will be suspended if the force protection condition (FPCON) level rises to FPCON CHARLIE or DELTA.

**11. Reporting.** Report suspicious UAS activity to the PMO Dispatch desk at 734-7400. In accordance with DoDI 2000.26, the event will be entered into eGuardian as a Suspicious Activity Report, if warranted. It then becomes a record activity on the Federal Bureau of Investigation's eGuardian system.

**12. POCs.** The USAG points of contact are: PAO 804-734-6965, DPTMS (Protection) POCs 804-734-1575 or 804-734-6410.

**12.** The proponent for this policy is the Directorate of Plans, training, Mobilization and Security.

Encls

1. FAA and Fort Lee Dos and Don'ts - Hobby/Recreational Flying
2. Registration Samples
3. Directed Stop Use of Commercial Off-the-Shelf (COTS) Small Unmanned Aircraft Systems (SUAS),

  
HOLLIE J. MARTIN  
COL, LG  
Commanding



**Enclosure 1: FAA and Fort Lee Dos and Don'ts - Hobby/Recreational Flying**

1. What can I do with my model aircraft? Having fun means flying safely! Hobby or recreational flying doesn't require FAA approval but you must follow safely guidelines. Any other use requires FAA authorization. For more information visit [www.faa.gov/uas](http://www.faa.gov/uas).

2. Avoid doing anything hazardous to other airplanes or people and property on the ground.

- a. Register each individual aircraft and drone w/ the FAA ([www.faa.gov/uas](http://www.faa.gov/uas)).
- b. Register each operator and/or responsible adult with the FAA ([www.faa.gov/uas](http://www.faa.gov/uas)).
- c. Label your model aircraft/UAS with your FAA-provided registration number ([www.fas.gov/uas](http://www.fas.gov/uas)).
- d. Fly a model aircraft/UAS at the local model aircraft club
- e. Take lessons and learn to fly safely
- f. Fly a model aircraft for personal enjoyment
- g. Contact the airport or control tower when flying within 5 miles of an airport/heliport
- h. Fly below 400 feet and remain clear of surrounding obstacles.
- i. Keep aircraft/drone within visual line of sight of the operator at all times.
- j. Do not interfere with manned aircraft or parachute operations.
- k. Never fly near emergency response efforts.
- l. Do not fly model aircraft for payment or commercial purposes.
- m. Do not fly over the Federal Bureau of Prisons Petersburg Federal Prison facility or its property.
- n. Do not fly near people or stadiums, games or sporting events.
- o. Do not operate an aircraft that weighs more than 55 Pounds.
- p. Do not fly carelessly or recklessly with your unmanned aircraft- you could be fined for endangering people, other aircraft, or property.

IMLE-ZA

SUBJECT: Fort Lee Policy on Unmanned Aircraft Systems (UAS)

q. Do not harass or interfere with wildlife populations.

r. Do not fly over wooded areas.


s. Do not fly over or near the Fort Lee VA39 heliport/pad (behind the PX/Commissary) facilities.

3. For more information about safety training and guidelines, visit [www.knowbeforeyoufly.org](http://www.knowbeforeyoufly.org).

**Enclosure 2: Registration Samples**

Note - The following list of unmanned aircraft weights is provided as guidance. The weights for each unmanned aircraft listed have been provided by manufacturers and vendors, and have not been independently verified by the FAA. The listed weights do not include the weight of a camera, sensor, battery or other device that may be added to the aircraft as an option, thereby increasing the aircraft's weight. The listed weights do not include the weight of controllers and other equipment that remain on the ground during operation and therefore are not a part of the aircraft. Each owner of an unmanned aircraft is responsible for complying with the registration requirements that apply to that aircraft.

Name	Weight	Camera?	Example Images	Would Require Registration?
TSQ Hell Max	1.1 oz.	N		WOULD <b>NOT</b> REQUIRE REGISTRATION UNDER RULE

Name	Weight	Camera?	Example Images	Would Require Registration?
UDI Discovery	4.6 oz.	Y		WOULD <b>NOT</b> REQUIRE REGISTRATION UNDER RULE

IMLE-ZA

SUBJECT: Fort Lee Policy on Unmanned Aircraft Systems (UAS)

Name	Weight	Camera?	Example Images	Would Require Registration?
Hubsan X4	1.7 oz.	Y		WOULD <b>NOT</b> REQUIRE REGISTRATION UNDER RULE

Name	Weight	Camera ?	Example Images	Would Require Registration?
3D Robotics (3DR) Solo	3 lbs. 7.1 oz (without camera)	Optional Go Pro	 	WOULD REQUIRE REGISTRATION UNDER RULE

Name	Weight	Camera ?	Example Images	Would Require Registration?
DJI Phantom 3 Standard	2 lbs. 11.4oz	Y	 	WOULD REQUIRE REGISTRATION UNDER RULE



IMLE-ZA

SUBJECT: Fort Lee Policy on Unmanned Aircraft Systems (UAS)

**Enclosure 3:** Directed Stop Use of Commercial Off-the-Shelf (COTS) Small Unmanned Aircraft Systems (SUAS), to include both air platforms and software applications.

1. References:

- a. Federal Aviation Administration (FAA) Unmanned Aircraft Systems website, <http://www.faa.gov/uas>
- b. The Federal Aviation Administration (FAA) Modernization and Reform Act of 2012, Public Law 112-95, Section 336 (2012).
- c. Notice N JO 7210.891, U.S. Department of Transportation, Federal Aviation Administration, subject: Unmanned Aircraft Operations in the National Airspace System (NAS), 25 November 2015.
- d. Advisory Circular (AC) 91-57A, Federal Aviation Administration (FAA), subject: Model Aircraft Operating Standards, 2 September 2015.
- e. Fort Lee Policy 18-01-9, (Installation Photography and Videography), 28 February 2014.
- f. (U) HQDA EXORD 075-18, Stop Use of Commercial Off-the-Shelf (COTS) Small Unmanned Aircraft Systems (SUAS) (S), 13 March 2018.

2. HQDA EXORD 075-18 directs "STOP USE" of all commercial off the shelf (COTS) drones NLT 1 April 2018, including both air platforms and all software applications. Units or commands that still have an operational need for a Small Unmanned Aircraft System (SUAS) will follow the established Operational Needs Statements (ONS) or Joint Capabilities Integration and Development System (JCIDS) process. This does not preclude procurement of COTS SUAS if still required and if in compliance with EXORD 75-18 and vetted through a formal Army acquisition process under Army ASA (ALT).

3. Commanders will ensure compliance with this COTS SUAS Stop Use Directive and ensure requests for purchase of SUAS meet the requirements in this EXORD and References A and B.

4. The HQDA EXORD has no impact on private purchase and use of drones.