

1. After you log-in to COA online, go to the “COA Cases” tab (top left of the website).
2. From the drop down, select “New/Renew - UAS COA”.
3. You will be issued a DRAFT case to fill out. Don’t forget to “save as draft” as you go.
4. Once you are complete filling out the DRAFT, hit “Commit UAS COA” on the bottom right to officially put the COA in the system for review by HQ.
5. Once you’ve committed the case, the timeline for COA processing begins.

#### Proponent Information:

- Self-explanatory.

#### Point of Contact Information:

- This information can be the same as the proponent information. The POC *must* be the person who is filling out the COA application. The POC is the person the FAA will be communicating with for COA matters.

#### Operational Description:

- Requested Effective Period needs to be at least 60 business days from the day you “commit” the application to the FAA. The end date can be up to 2 years later, minus one day.
- The Approval Effective Period start and end date will be filled in once the COA is approved by HQ.
- Light out operations means you will be conducting night operations but will have navigation lights off (usually used when night vision goggles are being used).
- VFR (Visual Flight Rules) operation means operations will occur in good weather (when ceilings are at least 1000’ and visibility is at least 3 statute miles).
- IFR (Instrument Flight Rules) operation means operations will occur in bad weather (when ceilings are less than 1000’ and/or visibility is less than 3 miles).
- Day operation means you will conduct operations during the day.
- Night operation means you will conduct operations at night.
- The Program Executive Summary needs to tell us in a paragraph the operations you are planning on conducting. Make sure that it fits within the public aircraft statute (Title 49 USC 40125(a)(2)). If your proposed operation does not fall within the public aircraft statute, you **MUST** obtain a civil COA.
- The Operational Summary needs to tell us the type of aircraft you are operating, the altitudes being requested, along with the Class of Airspace needed. There is an example above the block in blue. Make the operational summary as brief and accurate as possible. It’s fine to only have one sentence.
- The Location fields (i.e. state, county, nearest airport, and AOR (Area of Responsibility)) will be auto-populated once you insert lat/longs or radial/DME information in the Flight Operation Area/Plan section further on down the COA application.
- The appropriate Class of Airspace block needs to be checked for the class of airspace you need. You may select more than one.

#### System Description:

- You will begin by referring to the manufacturer’s pamphlet (usually downloadable from the manufacturer of the UAS you are proposing to fly). You will need to find the appropriate sections of the pamphlet and upload only those portions to their respective fields in COA online. **DO NOT** upload the entire manufacturer’s pamphlet to each of the fields.

- You will need to attach the control station section of the pamphlet to the Control Station section.
- You will need to attach the details of the UAS's communication systems to the Communication Systems Description section. Be sure the information contained in the attachment you upload speaks to the actual frequencies being used in the data and control link. Make sure the frequencies being used are within these ISM bands for unlicensed communication equipment: 902 to 928 MHz, 2.400 to 2.4835 GHz, 5.725 to 5.875 GHz. If your frequencies fall outside of these parameters, you will need permission from the FCC to transmit on those frequencies.
- Please upload a document to the Certified TSO Components section which tells us if there are any certified TSO components associated with the UAS. If there are none, state so on the document.
- The Aircraft Registration block needs to have the N-number of the UAS inserted. If you have not registered your aircraft, Aircraft Registration Applications may be obtained from the Aircraft Registration Branch:  
[http://www.faa.gov/licenses\\_certificates/aircraft\\_certification/aircraft\\_registry/contact\\_aircraft\\_certification/](http://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/contact_aircraft_certification/)  
 or your local FAA Flight Standards District Office (FSDO):  
[http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/)
- Upload an image of the aircraft to the Upload Image section.

#### Performance Characteristics:

- You will need to read the manufacturer's pamphlet to get the information required in this section (with the exception of the launch and recovery section).
- The Launch/Recovery section – you will need to describe how you will be launching and recovering the UAS with respect to the mission you are conducting. Also, if you know where the launch/recovery waypoint is going to be beforehand, state the lat/long or waypoint location. If not, tell us that the "launch/recovery location will be determined prior to launch, and will remain within the COA boundaries". Also, please annotate if the launch and recovery points are separate locations.

#### Airworthiness:

- The Airworthiness section must have an Airworthiness Statement uploaded. The Airworthiness Statement must comply with 8900.1, Volume 16, Chapter 2-1-1.

#### Procedures:

- Lost Link/Mission Procedures: The Lost Link needs to be short and concise. Something to the effect of... "If the control link is lost for more than (insert amount of seconds), the UA will immediately climb/descend to a predetermined altitude (not to exceed the altitude limitations of the COA) and return to the recovery point. Once at the recovery point, the aircraft will begin a slow descent for landing."
- Lost Communications Procedures: The lost communications section needs to address what will happen in the event the pilot in command and observer(s) lose communications with one another. In all cases, the best course of action is to execute the lost link procedure. Be sure to put an attachment in the Lost Communications Procedures section to that effect.
- Emergency Procedures: The attachment should have a procedure outlined for emergencies. This should include what you will do in the event you have a "fly away" scenario, where the UA is uncontrollable and does not execute the lost link procedure as expected. You will also need to consider the operational area of the COA itself. If you are working near buildings, you will need to address what you will do in an emergency where the UA becomes a hazard to property. You don't have to include what I outlined above, but it is a good starting point.

#### Avionics/Equipment:

- Refer to the manufacturer's pamphlet for these answers.

#### Lights:

- Refer to the manufacturer's pamphlet for these answers.

#### Spectrum Analysis Approval:

- If you are transmitting in unlicensed frequencies (see System Description above), then the data and control link blocks will be "no". If you are not transmitting in the 27 and/or 72 Mhz range, then the Operations utilizing Radio Control (R/C) frequencies as described in Title 47 CFR 95 section will be "no". If these sections are "yes" you will need to upload the appropriate approval documents (with the exception of the Title 47 CFR 95).

#### ATC Communications:

- If you have a radio capable of transmitting/receiving ATC communications, then you will check "yes" to the appropriate fields. If not, you will check "no" for all VHF, UHF, and HF sections. You will need to fill out the Instantaneous Two-Way Method section appropriately.

#### Electronic Surveillance/Detection Capability:

- Refer to the manufacturer's pamphlet for these answers.

#### Visual Surveillance/Detection Capability:

- The Maximum Distance from UA: Vertical altitude must be NO lower than the altitude requested in the operation (unless you use chase aircraft). This field tells us how high the aircraft can go before the observers lose sight of the aircraft. This is also true for the Horizontal field.
- Airborne based (Chase Aircraft) – let us know if you are using chase aircraft. Keep in mind that you'll need VHF radios for this operation if you say "yes".
- Ground based – this will almost always be "yes". This means the pilot in command has observers on the ground performing observer duties.
- Visual observation from one or more ground sites means that there is more than one observer.
- Forward or side looking cameras – refer to the manufacturer's pamphlet to answer this.

#### Aircraft Performance Recording:

- Refer to the manufacturer's pamphlet for these answers.

#### Flight Operations Area/Plan:

- If you plan on submitting your own graphic to the application, ensure the proposed operating area is superimposed on a VFR sectional.
- In all cases, you must have an operating area defined. This operating area needs to be clearly annotated on the application and must use lat/longs or coordinates derived from radial/distances from a Navigational Aid. Lat/Longs are highly preferred.

#### Flight Aircrew Qualifications:

- Unless your agency has an established pilot/medical certification program, the flight crew should comply with 8900.1, Volume 16, Chapter 4.
  - Private (Certified) should be checked "yes" as a bare minimum.
  - Private (Written) should be checked "yes" if operating in other than Class G and in all areas above 400'.
  - Medical Certification Class should be at least a Class 2.
- Currency Status: The PIC must remain current on the UAS to be flown IAW 14 CFR 61.57. The observer needs to perform observer duties at least 3 times within the previous 90 days.
- Duty Time Restrictions: The PIC and Observer must both comply with those operating limitations specified in 14 CFR 91.1057/1059.
- Single UAS Control means the PIC will only be controlling one UAS at a time.

[Special Circumstances:](#)

- Anything else you feel the FAA needs to know about regarding the application goes here.

[Preview Case:](#)

- Allows you to see the application in its entirety (without displaying any attachments).