



# NAS Defense Programs



## Airspace Access Program (AAP) 1.27 User Guide

February 8, 2021

History Log

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03/03/2016	All	Updated document	E. Pfanstiehl
06/16/2016	Cover page and headers	Updated version number in header/cover page for version 1.10. No content changes needed for the 1.10 release.	A. Rischak
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## Table of Contents

1 Introduction.....	1
1.1 Purpose.....	1
1.2 Authorized Use Permission .....	2



2	User Accounts .....	3
2.1	User Registration .....	3
2.2	Existing Users – Logging into the Application.....	6
2.3	Resetting User Passwords.....	7
2.4	Retrieve Username.....	10
2.5	Updating User Profile .....	10
2.6	Logging Out of AAP Account.....	11
3	Submitting a Waiver Request.....	12
3.1	General Form Controls .....	12
3.2	Submission Process.....	12
3.2.1	Proponent.....	15
3.2.2	Itinerary .....	16
3.2.2.1	DASSP Itinerary .....	17
3.2.2.2	Disney Itinerary .....	19
3.2.2.3	Domestic Itinerary .....	19
3.2.2.4	International Itinerary .....	20
3.2.2.5	Moored Balloon Itinerary .....	23
3.2.2.6	Special Event Itinerary.....	23
3.2.2.7	Sporting Event Itinerary.....	26
3.2.2.8	Unmanned Aircraft System (UAS) Itinerary .....	27
3.2.3	Aircraft .....	29
3.2.4	Manifest.....	31
3.2.5	Security Statement.....	34
3.2.6	Documents.....	36
3.2.7	Summary.....	37
3.3	Viewing Requests.....	38
3.4	Tutorial and other Documentation .....	38
3.5	Additional Information .....	38

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## List of Figures

---

Figure 2-1: Login and Create Account Links .....	3
Figure 2-2: New User Registration Screen .....	4
Figure 2-3: Registration Successful .....	5
Figure 2-4: Airspace Access Program Welcome Page .....	6
Figure 2-5: Login Prompt .....	7
Figure 2-6: Password Reset - Password Policy.....	8
Figure 2-8: <i>Forgot Password?</i> button on login page .....	9
Figure 2-9: Password Reset – Enter Username.....	9
Figure 2-10: Password Reset – Challenge Question/Hint.....	9
Figure 2-11: Recover Username .....	10
Figure 2-12: Update Profile Page .....	11
Figure 2-13: Save and Close .....	11
Figure 2-14: Location of Sign Out Button .....	11
Figure 3-2: Selecting a Waiver Request 1 .....	13
Figure 3-3: Selecting a Waiver Request 2 .....	14
Figure 3-4: Proponent tab .....	16
Figure 3-5: DASSP Itinerary .....	18
Figure 3-6: Disney Itinerary.....	19

---



Figure 3-7: Domestic Itinerary .....  
20

Figure 3-8: International Itinerary .....  
23

Figure 3-9: Moored Balloon Itinerary .....  
23

Figure 3-10: Special Event Itinerary .....  
25

Figure 3-11: Sporting Event Itinerary .....  
26

Figure 3-12: UAS Itinerary .....  
28

Figure 3-13: Aircraft Tab for non-UAS requests .....  
29

Figure 3-15: Manifest  
tab..... 31

Figure 3-16: Spreadsheet Importer Window .....  
32

Figure 3-18: Security Statement tab .....  
36

Figure 3-19: Documents Tab .....  
37

Figure 3-20: Summary Tab .....  
38

## List of Tables

---

Table A-1: Abbreviations, Acronyms, and Terms ..... 42

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# 1 Introduction

The Transportation Security Administration (TSA) was formed immediately following the terrorist attacks of September 11, 2001, as part of the Aviation and Transportation Security Act. TSA is a component of the Department of Homeland Security and is responsible for security of the nation's transportation systems. TSA's mission is to protect the nation's transportation systems by ensuring the freedom of movement for people and commerce.

The Federal Aviation Administration (FAA) is responsible for the safety of civil aviation. Safe and efficient use of navigable airspace is a primary objective of the FAA. The agency operates a network of airport towers, air route traffic control centers, and flight service stations. The FAA also develops air traffic rules, assigns the use of airspace, and controls air traffic.

The Airspace Access Program (AAP) is a joint-effort of FAA and TSA for safeguarding American Airspace and provides a method for individuals to submit requests for waivers to fly aircraft within restricted airspace.

All screen captures presented in this document were taken from a test environment. Any waiver or account data shown in the images was generated entirely for the purpose of demonstration and is not reflective of actual data in the live environment.

## 1.1 Purpose

AAP is designed to provide public users with an easily accessible, user-friendly online application for the submission and tracking of waiver requests. The system allows for submissions and tracking in the following categories:

- Domestic
- Sporting Event
- International
- Disney (Florida and California)
- DCA Access Standard Security Program (DASSP) Authorization
- Prohibited Area
- FAA
- Moored Balloon
- Unmanned Aircraft System (UAS)



## **1.2 Authorized Use Permission**

AAP is proprietary to FAA/TSA and is reserved for the expressed use of approved individuals. Unauthorized usage of the system and/or making unauthorized copies of data, software, reports, and documents is strictly prohibited unless approved by FAA/TSA.





## 2 User Accounts

This section will describe user account creation and management procedures.

### 2.1 User Registration

Users can register a new account in AAP by clicking the *Create Account* button on the home page at [waivers.faa.gov](http://waivers.faa.gov).

Federal Aviation Administration  
Bringing Safety to America's Skies

Department of Homeland Security  
Transportation Security Administration

TSA/FAA Waiver & Airspace Access Program

\* Username:

\* Password:

Login Create Account

Forgot Username? Forgot Password?

If you have forgotten your username, please click the "Forgot Username?" button above.  
If you have your username, and need to reset your password, you may click "Forgot Password?" instead.  
If you are still having issues, please email [AJW-AAP-Support@faa.gov](mailto:AJW-AAP-Support@faa.gov) for assistance.

**Figure 2-1: Login and Create Account Links** The

New User Registration screen appears.

The screenshot shows a web form titled "New User Registration". At the top, there are three buttons: "Submit", "Close", and "Reset". The form is divided into several sections, each with a dropdown arrow on the left. The "User Information" section includes fields for "First Name", "Middle Name", "Last Name", "Title", and "Username", all marked with an asterisk (\*). Below these is a section for a "Challenge Question" and "Challenge Answer", also marked with an asterisk. The "Work Location (optional)" section has fields for "Address 1", "Address 2", "City", "State", and "Zip". The "Additional Authorized Users (optional)" section is currently empty. The "Contact Information" section includes fields for "Desk Phone", "Mobile Phone", "Fax Number", "Primary Email", and "Secondary Email", with checkmarks next to the email fields.

**Figure 2-2: New User Registration Screen**

Only the fields marked with an asterisk (\*) are required for new account registration. Additional information will assist the help desk representatives with verifying your identity, should you require support after account creation.

Enter your first name, last name and desired username in the top section.

Create a challenge question and answer combination which are easy for you to remember, but hard for someone else to guess. You will be prompted with the Challenge Question should you need to perform a password reset and will need to provide the correct answer in order to proceed.

Finally, enter the primary email address where you would like to receive automated emails from AAP. The registered email address cannot be updated after account creation without contacting a System Administrator. The automated emails that AAP sends are typically, but not limited to, temporary passwords, waiver authorization notifications and account lock/deactivation notifications.



When you have filled in all the required fields, click Submit. Successful submission is confirmed in the Registration Successful pop-up box.



**Figure 2-3: Registration Successful**

Check the inbox of the email address you provided as either your primary or secondary email account during registration for a temporary password email. The email can take up to several moments to be received. If you experience issues, please check the spam/junk folder as some email services categorize automated emails of this nature as such.

The user may now log in and access the application home page (shown below).

New accounts will be prompted to create a new password upon logging in by providing the temporary password from the email as well as a new password. To prevent a password mistype, the new password is required to be entered twice.

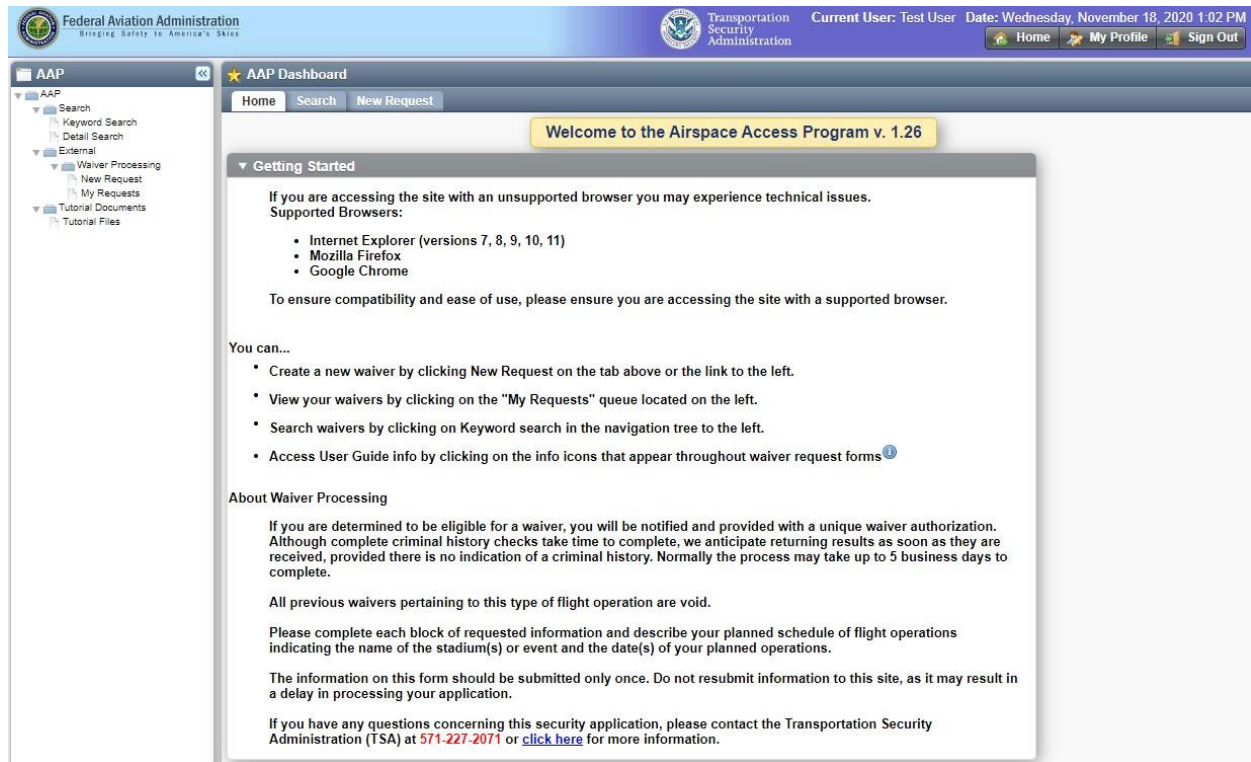


Figure 2-4: Airspace Access Program Welcome Page

## 2.2 Existing Users - Logging into the Application

From the Login Screen, existing users should enter their credentials and select *Login*.



**Figure 2-5: Login Prompt**

Users who have an existing account, but who have forgotten their username or password, can click *Forgot Username?* or *Forgot Password?* buttons respectively. They will then be taken to a screen with a link to instructions for resetting forgotten usernames or passwords, as outlined below in *Section 2.3*.

## 2.3 Resetting User Passwords

The first time you log in to AAP, you will be prompted to change your password. To reset your password, complete the following:

**Figure 2-6: Password Reset - Password Policy**



1. In the Password Reset window, Current Password field, enter the <temporary password> that was emailed to you.
2. In the New Password field, enter a <new password>.
  - o Ensure that the password conforms to the password policy indicated at the top of the Password Reset screen.
3. In the Confirm Password field, re-enter your <new password>.
4. Click Change Password.



Figure 2-7: Password Reset screen

If you have forgotten your password, it is possible to reset it by utilizing on the *Forgot Password?* button on the login page.

1. From the login page, click *Forgot Password?* button.



**Figure 2-8: *Forgot Password?* button on login page**

2. In the Password Reset pop-up window, username field, enter your <username>.
3. Click Submit.

**Figure 2-9: Password Reset – Enter Username**

4. In the Password Reset Pop-up window, Answer field, enter the <answer> to your challenge question (shown on the screen).
5. Click Submit.

**Figure 2-10: Password Reset – Challenge Question/Hint**



6. A temporary password will be sent to your email account. Retrieve the temporary password and follow the steps in the section [2.3 Resetting User Password](#).

## 2.4 Retrieve Username

If you forget your username, you can have it sent to your email account on file. To retrieve your username, complete the following:

1. From the login page, click the *Forgot Username?* button.
2. In the Recover Username pop-up window, Email text field, enter the **<email address>** associated with the account, then click Submit. Your username will be sent to your email account.

The screenshot shows a web browser window titled "Recover Username". Below the title bar is a dark blue header with the text "Welcome to Airspace Access Program!". The main content area has a light gray background and contains the instruction "Enter the primary email address registered your account". Below this instruction is a text input field labeled "Email:". At the bottom of the window, there are two buttons: "Return to login" and "Submit".

Figure 2-11: Recover Username

## 2.5 Updating User Profile

Users can update their profile information through the *My Profile* link, as shown in *Figure 2-12*. Users may edit all fields except the username and the primary email address. Usernames cannot be changed. Primary email addresses cannot be changed without admin assistance. If you require an update, please contact AAP Support at [AJW-AAP-Support@faa.gov](mailto:AJW-AAP-Support@faa.gov).





Figure 2-12: Update Profile Page

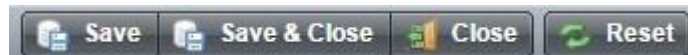


Figure 2-13: Save and Close

After all changes are made, click the *Save* or *Save & Close* button to save changes, or the *Close* button to discard changes. The *Reset* button will restore the fields to their previously-saved values.

## 2.6 Logging Out of AAP Account

Users can log out of their Airspace Access Program account by selecting the *Sign Out* button in the top-right corner of the application, as shown below.



Figure 2-14: Location of Sign Out Button



## 3 Submitting a Waiver Request

The steps for submitting a waiver request are detailed in the following subsections.

### 3.1 General Form Controls

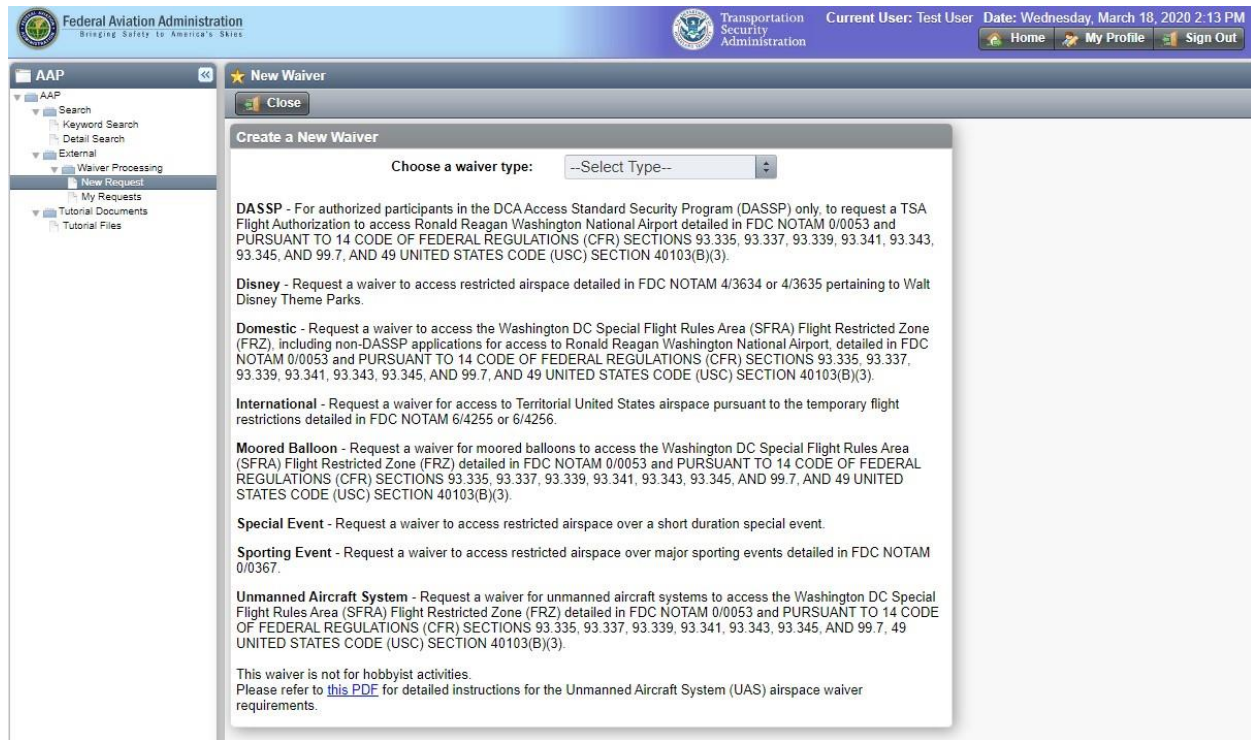


Figure 3-1: Toolbar Buttons

1. At any point during waiver request creation, you can click the *Save Draft* button in order to save your progress on your waiver application.
2. Once all required fields have been filled out, you can press the *Submit* button in order to initialize automated form-validation. If the validation passes, then the request is submitted to TSA to begin waiver processing. The request becomes un-editable at this time and will need to be withdrawn (see below) in order to make updates.
3. After a waiver has been submitted, but prior to when TSA begins processing the request, the *Withdraw Submission* button is enabled. If you click on this button, the waiver request will be returned to you so that you can make updates and corrections as necessary. You can submit the request again at any time after withdrawing it so long as it passes formvalidation again.
4. At any time when you are viewing a request, you can create a duplicate of the request by clicking the *Copy* button. This will open a popup window that allows you to choose what waiver type you want to copy the request into, with the current type being automatically selected. If you select to copy your waiver request into the same type of request, all data except for date, time, and security confirmation fields will be transferred. If you copy the request into a new request type, only the Proponent, Aircraft, Manifest and Documents data will be transferred over.
5. If you need to make changes to a waiver request that has been previously approved, then you will need to open that request and press the *Modify* button. This button functions similarly to the *Copy* button in that it duplicates most fields into a new request, however, the request will automatically be flagged as a modification. While the modification request is processing, the original waiver request remains active, however, once the request is fully approved, it will automatically supersede the original one.
6. After a request has been fully approved, the *Print* button is enabled. This allows you to send the details shown on the summary tab of your request to a connected or network printer.

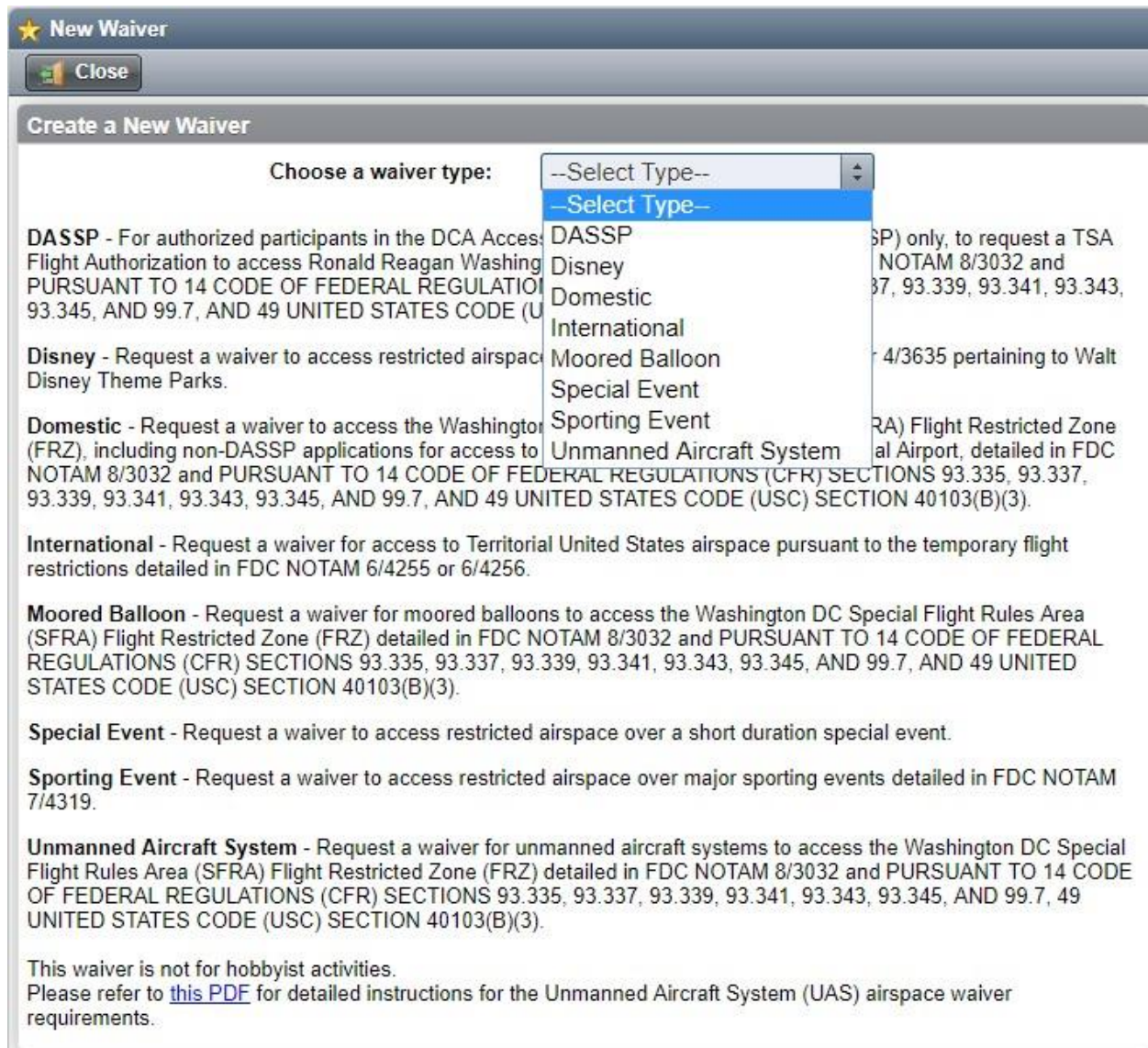
### 3.2 Submission Process

In order to submit a waiver, you must select the type of waiver you wish to request. The below screenshots show the different types of waivers available and give a brief description of each type.



**Figure 3-2: Selecting a Waiver Request 1**

1. From the Tree View, open the **External** folder to access the **Waiver Processing** folder.
2. Within the **Waiver Processing** folder, select **New Request**. Once selected, the work space will show the options for waiver requests.



**Figure 3-3: Selecting a Waiver Request 2**

3. From the drop-down list in the Work Space, select the type of waiver you wish to submit. You can choose from the following options:
  - DASSP—An approved DASSP waiver allows you to access Ronald Reagan Washington National Airport.
  - Disney—An approved Disney waiver allows you to access restricted airspace pertaining to Walt Disney Theme Parks.
  - Domestic—An approved domestic waiver allows you to access the Washington DC Special Flight Rules Area (SFRA) Flight Restricted Zone (FRZ).



- International—An approved international waiver allows you to access to territorial United States airspace pursuant to the temporary flight restrictions.
- Moored Balloon—An approved moored balloon waiver allows you to access the Washington, D.C. SFRA FRZ.
- Special Event—An approved special event waiver allows you to access restricted airspace over a short duration special event.
- Sporting Event—An approved sporting event waiver allows you to access restricted airspace over major sporting events.
- Unmanned Aircraft System (UAS) – An approved UAS waiver allows you to access the Washington, D.C. SFRA FRZ with unmanned (e.g. drone) aircraft. Selecting this option will open a popup requiring you to affirm that you have read the guidelines for UAS waiver requirements

The process for filling in the fields of a waiver request is detailed in the following subsections.

### 3.2.1 Proponent

1. In the Proponent tab, the **Requestor** and **Aircraft Operator** check boxes are automatically selected and cannot be deselected. If applicable, select the **Aircraft Owner** check box.

**NOTE:** If you are submitting an International request, then the Aircraft Owner check box is automatically selected and cannot be de-selected.

2. For each check box that is enabled, fill in the following fields:

**NOTE:** If the same contact information applies to multiple roles, you can save time by scrolling to the bottom of the page and clicking the *Same as Requestor* and/or *Same as Operator* buttons. This will populate the fields with the contact information you have entered in the previous column.

- Title ○ First
- Name ○ Middle
- Name (optional) ○
- Last Name ○
- Organization/Company ○ Street ○ City ○
- State/Province ○ Zip
- Code ○ Country



- Phone ○ 24 hr
- Phone ○ Email

The screenshot shows a web interface for a 'Waiver Form'. At the top, there are tabs for 'Summary', 'Proponent', 'Itinerary', 'Aircraft', 'Manifest', 'Security Stmt', and 'Documents'. Below the tabs are buttons for 'Save Draft', 'Submit', 'Withdraw Submission', 'Copy', 'Modify', and 'Print'. The 'Proponent Information' section is expanded, showing a reminder: 'Please do not submit request information in all Capital-case'. Below this is a section for providing information related to the request, with checkboxes for 'Requester', 'Aircraft Operator', and 'Aircraft Owner'. The 'Requester' and 'Aircraft Operator' checkboxes are checked. The form contains two columns of input fields for the Requester and Aircraft Operator, with a 'Same as Requester' button at the bottom. The fields are filled with test data: Title (Ms.), First Name (Jane), Middle Name (J.), Last Name (Jobs), Organization/Company (Testers United), Street (5432 Test Suite), City (Testopolis), State/Province (North Carolina), Zip Code (10010), Country (United States), Phone ((123) 456-7890), 24 hr Phone ((123) 456-7890), and Email (test@test.com).

Figure 3-4: Proponent tab

3. When finished, select the **Itinerary** tab.

### 3.2.2 Itinerary

The itinerary tab contains different fields depending on which request type you have selected.



For details on how to fill out the Itinerary field, refer to the request-specific subsection below.

### 3.2.2.1 DASSP Itinerary

To fill out the DASSP Itinerary tab, complete the following:

**NOTE:** The Waiver Subtype and Application Date fields are automatically populated with information.

1. In the **Itinerary** tab, enter information for the following fields:

- Start Date ○ End Date ○ DASSP  
Company Name ○ DASSP Operator  
Number ○ DASSP Security Coordinator
- Airport Code ○ Gateway Fixed Based  
Operator (FBO) ○ Departure Date ○  
Departure Time ○ Arrival Date to DCA ○  
Arrival Time to DCA ○ Departure Date  
from DCA ○ Departure Time from DCA
- Destination Airport ○  
Purpose/Comments



**Waiver Form**

Summary Proponent **Itinerary** Aircraft Manifest Security Stmt Documents

Save Draft Submit Withdraw Submission Copy Modify Print

**Itinerary Information**

Waiver Subtype: DASSP ⓘ

Application Date: 09/04/2019

Date Information: \* Waiver Start Date ⓘ \* Waiver End Date ⓘ

---

**DASSP Information**

\* DASSP Company Name:

\* DASSP Operator Number:

\* DASSP Security Coordinator:

---

**Departure Gateway Airport Information**

\* Airport Code: --Select-- ⓘ

\* Gateway Fixed Based Operator (FBO): --Select-- ⓘ

\* Departure Date:  ⓘ

\* Departure Time (EDT):  ⓘ

---

**Arrival Information to DCA**

\* Arrival Date to DCA:  ⓘ

\* Arrival Time to DCA (EDT):  ⓘ

\* You must file for a slot reservation number to KDCA at least 24 hours prior to flight arrivals

---

**Departure Information From DCA**

\* Departure Date from DCA:  ⓘ

\* Departure Time from DCA (EDT):  ⓘ

\* Destination Airport:

\* You must file for a slot reservation number to KDCA at least 24 hours prior to flight departures

---

\* Purpose/Comments:

Figure 3-5: DASSP Itinerary





2. Once completed, select the **Aircraft** tab and proceed to section 3.2.3 of this document.

### 3.2.2.2 Disney Itinerary

To fill out the Disney Itinerary tab, complete the following:

**NOTE:** The Waiver Subtype and Application Date fields are automatically populated with information.

1. In the Itinerary tab, enter information for the following fields:
  - o Start Date o End Date
  - o Theme Park o
  - o Departure Point o
  - o Final destination o
  - o Purpose/Comments

The screenshot shows a web interface for a 'Waiver Form'. The 'Itinerary' tab is selected. The form contains the following fields:

- Waiver Subtype: DIS
- Application Date: 09/09/2019
- Date Information: \* Waiver Start Date, \* Waiver End Date (with calendar icons)
- \* Theme Park: --Select-- (dropdown menu)
- Airport Information:
  - \* Departure Point: (text input)
  - \* Final Destination: (text input)
- \* Purpose/Comments: (text area)

Figure 3-6: Disney Itinerary

2. Once completed, select the **Aircraft** tab and proceed to section 3.2.3 of this document.

### 3.2.2.3 Domestic Itinerary

To fill out the Domestic Itinerary tab, complete the following:



**NOTE:** The Application Date field is automatically populated with information. The Waiver Subtype and Approved Distance fields are for TSA use only and information cannot be entered into these fields.

1. In the Itinerary tab, enter information for the following fields:
  - o Start Date o End Date o Radial Distance from the DCA VOR o FRZ Airport Destinations -OR- FRZ Overflights o Purpose/Comments

The screenshot shows a web application interface for a 'Waiver Form'. The 'Itinerary' tab is selected, and the 'Itinerary Information' section is expanded. The form contains the following fields and controls:

- Waiver Subtype:** A dropdown menu with the value '--DOM--' and an information icon.
- Approved Distance:** A dropdown menu with an information icon.
- Application Date:** A text field containing '09/09/2019'.
- Date Information:** Two date pickers for '\* Waiver Start Date' and '\* Waiver End Date', each with an information icon.
- \* Radial Distance from the DCA VOR:** A text field with the label 'DCA Information' and an information icon.
- \* FRZ Airport Destinations:** A text field with the label 'FRZ Information' and an information icon.
- or**
- \* FRZ Overflights:** A text field with an information icon.
- \* Purpose/Comments:** A large text area for entering details.

**Figure 3-7: Domestic Itinerary**

2. Once completed, then select the **Aircraft** tab and proceed to section 3.2.3 of this document.

### 3.2.2.4 International Itinerary

To fill out the International Itinerary tab, complete the following:

**NOTE:** The Application Date field is automatically populated with information.

1. In the Itinerary tab, enter information for the following fields:



- Waiver Subtype ○ Flight  
Type ○ Start Date ○ End  
Date ○ Departure Point(s) ○  
Intermediate Stop(s) ○  
Destination Point(s) ○ Final  
Destination(s)
- Name
- Street ○ City ○  
State/Province ○ Country ○  
Zip Code ○ Phone ○  
Purpose/Comments

If you select the International Air Ambulance from the Waiver Subtype dropdown, you will notice the addition of the following required fields:

- Route of Flight ○ Receiving  
Hospital(s) ○ Receiving  
Hospital Phone Number(s) ○  
Receiving Hospital  
Address(es) ○ Receiving  
Hospital Point(s) of Contact



★ Waiver Form

Summary Proponent **Itinerary** Aircraft Manifest Security Stmt

Save Draft Submit Withdraw Submission Copy Modify Print

▼ Itinerary Information

\* Waiver Subtype: Select...  
\* Flight Type: Select...  
Application Date: 09/09/2019  
Date Information: \* Waiver Start Date \* Waiver End Date ⓘ

Itinerary ⓘ

\* Departure Point(s):  
\* Intermediate Stop(s):  
\* Destination Point(s):  
\* Final Destination(s):

Destination Contact Information

\* Name:  
\* Street:  
\* City:  
State/Province:  
\* Country:  
Zip Code: ⓘ  
\* Phone:

\* Purpose/Comments:



### Figure 3-8: International Itinerary

2. Once completed, select the **Aircraft** tab and proceed to section 3.2.3 of this document.

#### 3.2.2.5 Moored Balloon Itinerary

To fill out the Moored Balloon Itinerary tab, complete the following:

**NOTE:** The Application Date and Waiver Subtype fields are automatically populated with information.

1. In the Itinerary tab, add information to the following fields:
  - o Start Date o End Date o Radial Distance from the DCA VOR o FRZ Airport Destinations -OR- FRZ Overflights o Purpose/Comments

The screenshot shows a web application interface for a 'Waiver Form'. The 'Itinerary' tab is selected. The form contains the following fields and sections:

- Waiver Subtype:** Text input field containing 'BAL'.
- Application Date:** Text input field containing '09/09/2019'.
- Date Information:** Section containing two date pickers: '\* Waiver Start Date' and '\* Waiver End Date'.
- \* Radial Distance from the DCA VOR:** Text input field with a sub-section 'DCA Information' and an information icon.
- \* FRZ Airport Destinations:** Text input field with a sub-section 'FRZ Information' and an information icon.
- or**
- \* FRZ Overflights:** Text input field with an information icon.
- \* Purpose/Comments:** Large text area for notes.

Figure 3-9: Moored Balloon Itinerary

2. Once completed, select the Aircraft tab and proceed to section 3.2.3 of this document.

#### 3.2.2.6 Special Event Itinerary

To fill out the Special Event Itinerary tab, complete the following:



**NOTE:** The Application Date and Waiver Subtype fields are automatically populated with information.

3. In the **Itinerary** tab, enter information for the following fields:
- Operation Type ○ Start Date ○ End Date ○ Departure Airport Code ○ Departure Date ○ Departure Time ○ Departure Gateway Airport (if applicable) ○ Purpose/Comments

**For airport destination within the TFR:**

- Arrival Airport Code ○ Arrival Date ○ Arrival Time
- Arrival Slot Reservation (if applicable, otherwise insert 0000) ○ Departure Airport Code ○ Departure Date ○ Departure Time
- Depart Slot Reservation (if applicable, otherwise insert 0000)

**For aerial over flight without landing at any airport within the TFR:**

- Aerial Over Flight Description



**★ Waiver Form**

Summary Proponent **Itinerary** Aircraft Manifest Security Stmt Documents

Save Draft Submit Withdraw Submission Copy Modify Print

**▼ Itinerary Information**

Waiver Subtype: SPE

\* Operation Type: Select...

Application Date: 09/09/2019

Date Information: \* Waiver Start Date \* Waiver End Date ⓘ

---

**Departure Information**

\* Departure Airport Code: ⓘ

\* Departure Date: ⓘ

\* Departure Time (EDT): ⓘ

Departure Gateway Airport: ⓘ

---

Complete this section for airport destination within the TFR

**Arrival Information to Destination Airport**

\* Arrival Airport Code: ⓘ

\* Arrival Date: ⓘ

\* Arrival Time (EDT): ⓘ

\* Arrival Slot Reservation #: ⓘ

**Departure Information From Destination Airport**

\* Departure Airport Code: ⓘ

\* Departure Date: ⓘ

\* Departure Time (EDT): ⓘ

\* Depart Slot Reservation #: ⓘ

- OR -

---

Complete this section for aerial over flight without landing at any airport within the TFR

Aerial Over Flight Description: ⓘ

\* Purpose/Comments: ⓘ



**Figure 3-10: Special Event Itinerary**

4. Once completed, select the **Aircraft** tab and proceed to section 3.2.3 of this document.

### 3.2.2.7 Sporting Event Itinerary

To fill out the Sporting Event Itinerary tab, complete the following:

**NOTE:** The Application Date and Waiver Subtype fields are automatically populated with information.

1. In the **Itinerary** tab, add information to the following fields:
  - o Start Date o End Date o Event Name o
  - Event Venue -OR- Enter your own Venue o
  - City o State/Province o Flight Altitude o
  - Purpose/Comments

The screenshot shows a web application window titled "Waiver Form". At the top, there are several tabs: "Summary", "Proponent", "Itinerary" (which is selected), "Aircraft", "Manifest", "Security Stmt", and "Documents". Below the tabs is a toolbar with buttons for "Save Draft", "Submit", "Withdraw Submission", "Copy", "Modify", and "Print". The main content area is titled "Itinerary Information" and contains the following fields:

- Waiver Subtype: SPT
- Application Date: 09/09/2019
- Date Information: \* Waiver Start Date and \* Waiver End Date (both with calendar icons)
- \* Event Name: --Select-- (dropdown menu)
- \* Event Venue: --Select-- (dropdown menu)
- Enter your own Venue: (text input field)
- \* City: (text input field)
- \* State/Province: --Select-- (dropdown menu)
- \* Flight Altitude: (text input field)
- \* Purpose/Comments: --Select-- (dropdown menu)

**Figure 3-11: Sporting Event Itinerary**

2. Once completed, select the **Aircraft** tab and proceed to section 3.2.3 of this document.





### 3.2.2.8 Unmanned Aircraft System (UAS) Itinerary

To fill out the UAS Itinerary tab, complete the following:

**NOTE:** The Application Date field is automatically populated with information. The Waiver Subtype and Approved Distance fields are for TSA-use only and information cannot be entered into these fields.

1. In the Itinerary tab, add information to the following fields:

○ Start Date ○ End

Date ○ Street ○ City ○

State ○ Zip Code

○ Radial distance

from the DCA ○

Purpose/Comments



★ Waiver Form

Summary Proponent **Itinerary** Aircraft Manifest Security Stmt Documents

Save Draft Submit Withdraw Submission Copy Modify Print

▼ Itinerary Information

Waiver Subtype: --UAS-- ⓘ

Approved Distance: ⓘ

Application Date: 09/09/2019

Date Information: \* Waiver Start Date ⓘ \* Waiver End Date ⓘ

\* Street:

\* City:

\* State:

\* Zip Code:

\* Radial Dist. from DCA VOR:  ⓘ

\* Flight Altitude:  ⓘ

\* Latitude & Longitude:  ⓘ

\* Purpose/Comments:

**Figure 3-12: UAS Itinerary**

2. Once completed, select the **Aircraft** tab and proceed to section 3.2.3 of this document.



### 3.2.3 Aircraft

★ Waiver Form

Summary Proponent Itinerary **Aircraft** Manifest Security Stmt Documents

Save Draft Submit Withdraw Submission Copy Modify Print

▼ Aircraft Information

\* Tail Number

\* Call Sign

\* Aircraft Type

\* Country of Registration --Select--

\* Gross Weight (lbs)

Add Aircraft

Aircraft Information

#		Tail Number	Call Sign	Aircraft Type	Registration	Gross Weight
1	✖	TTEST1	TTEST1	C182	United States	4400

Figure 3-13: Aircraft Tab for non-UAS requests

★ Waiver Form

Summary Proponent Itinerary **Aircraft** Manifest Security Stmt Documents

Save Draft Submit Withdraw Submission Copy Modify Print

▼ Aircraft Information

\* FAA Reg. #

\* Call Sign

\* UAS Type

\* Make/Model

Gross Weight (lbs)

Add Aircraft

Aircraft Information

#		FAA Registration Num	Call Sign	UAS Type	UAS Make and Model	Gross Weight
1	✖	123TEST	TEST123	Drone	DJI Mavic 2	2



**Figure 3-14: Aircraft tab for UAS requests**

To fill out the Aircraft tab, complete the following:

1. For non-UAS, non-Moored Balloon requests, add information to the following fields:

- Tail Number ○ Call

- Sign ○ Aircraft Type ○

- Country of Registration ○

- Gross Weight (lbs)

2. For UAS requests, add information to the following fields:

- FAA Registration

- Number ○ Call Sign ○ UAS

- Type ○ Make/Model ○




- Gross Weight (lbs)

3. For Moored Balloon requests, add information to the following fields:

**NOTE:** Tail Number, Call Sign and Aircraft Type are defaulted to “BALLOON” and cannot be edited ○ Country of Registration ○ Gross Weight

4. Once entered, click the ‘**Add Aircraft**’ button. Once added, the aircraft will display in the ‘**Aircraft Information**’ pane below.

**NOTE:** To edit an item in the Aircraft Information table, click the Edit

Aircraft Details (  ) icon. Edit the details as needed, then click the “Edit Aircraft” button to save the changes. To delete aircraft information, select the corresponding  Delete ( ) icon. To delete all records in an Aircraft table, click the  Delete All ( ) button at the bottom of the grid.

5. Repeat steps 8-9 until all relevant aircraft information has been added to the table.
6. Once completed, select the ‘**Manifest**’ tab.



### 3.2.4 Manifest

★ Waiver Form

Summary Proponent Itinerary Aircraft **Manifest** Security Stmt Documents

Save Draft Submit Withdraw Submission Copy Modify Print

▼ Flight Manifest

Reminder: Please do not submit request information in all Capital-case

All individuals traveling aboard the aircraft are required to be listed on the flight manifest.

Enter individual manifest information manually

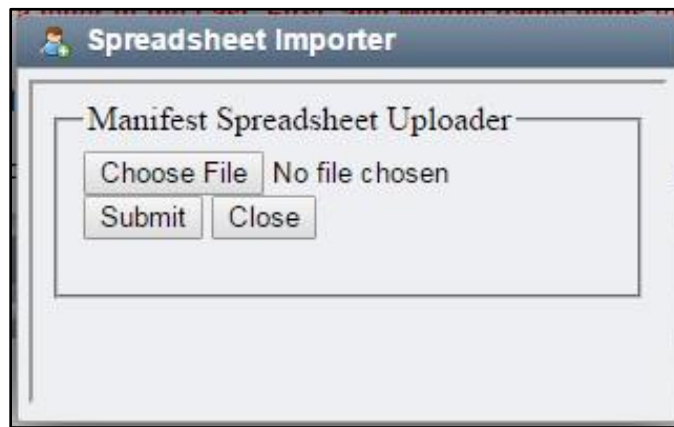
--Or-- Select a Manifest Spreadsheet to import  Click to download the [Manifest spreadsheet template](#).

Flight Manifest

#		Person Type	First Name	M.I.	Last Name	Gender	Birth Date	Birth City	Birth Sta
1	✕	Pilot	FirstName1	MI1	LastName1	Male	01/01/1939	BirthCity1	BirthStat

**Figure 3-15: Manifest tab**

1. In the ‘**Manifest**’ tab, you can add to the Flight Manifest by either adding people individually or importing a manifest from an Excel 2013-format spreadsheet.
2. To import a manifest from a spreadsheet, you first need to download the Manifest spreadsheet template by clicking on the “Manifest spreadsheet template” hyperlink. If you already have a filled-out copy of your Manifest spreadsheet, proceed to step 8.
3. Save the file to your computer.
4. Open the file in Excel.
5. Review the *Read Me* tab for detailed instruction on how to format the data.
6. Fill out the Manifest spreadsheet with information relevant to your request.
  - Note: The Manifest spreadsheet importer has a hard limit of 5000 people per waiver request and any more will be automatically rejected.
7. Save and close the spreadsheet.
8. Back in AAP, select the ‘**Import**’ button in the **Manifest** tab. This will bring up **Spreadsheet Importer** window.
9. Select the ‘**Choose File**’ button, and then find the manifest you wish to use on your computer. Then select ‘**Submit**’.



**Figure 3-16: Spreadsheet Importer Window**

10. To add passengers individually, select the '**Add Person**' button. The Manifest Editor screen appears.
  - This button is disabled if the request is currently at the maximum limit for manifest records.



**Manifest Editor**

**Add a person**

**Person Information**

\* Person Type: Pilot  
\* First name:  
Middle Name:  
\* Last name:  
\* Birth Date: MM/DD/YYYY  
\* Birth City:  
\* Birth Country: United States  
Birth State:  
Gender:

**Documentation**

\* Social Security Number:  
\* Passport Number:  
\* Issuing Country:

**Pilot Information**

\* Pilot's cert number:  
\* Pilot's cert country:

Add to Manifest Close




**Figure 3-17: Manifest Editor Popup**

11. Add information to the following fields:
- Person Type ○ First Name ○ Middle Name (optional) ○ Last Name ○ Birth Date ○ Birth City ○ Birth Country ○ Birth State (optional)
  - Gender (required only for DASSP requests) ○ Social Security Number (or passport information) ○ Passport Number (or SSN) ○ Passport Issuing Country (or SSN) ○ Pilot's Cert



- Number (if pilot) ○ Pilot's Cert Country (if pilot) ○ TSA
- Credential Number (if an Armed Security Office [ASO]) ○
- KDCA Arrival/Departure/Both (if ASO)
- LEO's Badge Number (if a Law Enforcement Officer [LEO]) ○ Leo's Jurisdiction (if LEO) ○ Passenger DCA (if request is DASSP or Special Event)

12. When you have added all the required information, click **Add to Manifest** at the bottom.

**NOTE:** To edit information in the Flight Manifest table, click the Edit Details (  ) icon. Edit the details as needed, then click Add to Manifest to save the changes. To delete a line in the Flight Manifest table, select the corresponding Delete (  ) icon. To delete all records in a Flight Manifest table, click the Delete All (  ) button at the bottom of the grid.

13. Repeat steps 10-12 for each person to be added to the manifest.

14. **Note:** UAS requests only require a single pilot to be added to the manifest and therefore do not allow the importing of a spreadsheet.

15. Once completed, select the '**Security Stmt**' tab.

### 3.2.5 Security Statement

1. In the '**Security Stmt**' tab, read the Security Requirement, then enter the appropriate information in the following fields:

- How is the aircraft secured when not operational at the place of origin? (Locked Hangar, fenced area with gate access, security guard, etc.)
- How are the persons on the manifest positively identified before boarding the aircraft? (Not required for UAS)
- Provide additional security measures taken, if any. (optional) ○  
Name
- Title ○ Date

15. Selected the **Accepted** check box to indicate that you have accepted the Security Requirement.





★ Waiver Form

Summary Proponent Itinerary Aircraft Manifest **Security Stmt** Documents

Save Draft Submit Withdraw Submission Copy Mount Print

▼ Security Statement

**Security Requirement**

By submitting this request, the Requestor and the UAS operator (if different from the Requestor) agree to the following requirements if TSA grants the requested waiver:

- The aircraft operator will verify the identity of each individual boarding the aircraft for each flight leg listed in section V.
- The aircraft operator will ensure that only individuals whose identifying information is included in section IV of this form are onboard the aircraft for any flight leg listed in section V.
- The aircraft operator will not deviate from the approved air traffic flight plan.
- The aircraft operator will control access to the aircraft and will search the aircraft (including cargo and cabin areas) prior to each flight leg listed in section V to ensure that no unusual objects, explosives, or weapons have been placed onboard.

Failure to comply with these requirements may result in the denial or revocation of the waiver and the imposition of civil money penalties.

**DO NOT PROVIDE ANY SENSITIVE SECURITY INFORMATION WHEN ANSWERING THE FOLLOWING QUESTIONS.**

These fields must contain verifiable data or the waiver request will be denied.  
In addition, the use of N/A will also result in a waiver request denial.

\* How is the aircraft secured when not operational at the place of origin? (Locked hangar, fenced area with gate access, security guard, etc.)

\* How are the persons on the manifest positively identified before boarding the aircraft?

Provide additional security measures taken, if any.

---

**Affirmation under penalty of perjury**

I, hereby affirm, under penalty of perjury, that:  
The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement, or an omission of a material fact, on this application may be punished by fine or imprisonment or both (see section 1001 of Title 18 United States Code), and may be grounds for denial of a waiver request or suspension or revocation of a waiver and other penalties.

\* Name:

\* Title:

\* Date:

\* Accepted

Figure 3-18: Security Statement tab

16. Once completed, select the ‘Documents’ tab, if documentation needs to be submitted alongside the request.



### 3.2.6 Documents

1. If you need to add any documents to the waiver request, click on the *Add File* button.
  - o Only Sporting Event requests require a \*.pdf-format file be attached to the documents section. Other request may require documentation requested by TSA and can be determined on a case-by-case basis.
2. Then select and attach the document you wish to add from your computer.



**Figure 3-19: Documents Tab**

3. Uploading a file will save the contents of the request up to this point, and refresh the page to save the document to the request.
4. Once completed, click the *Save Draft* button in the top menu bar.
5. This will automatically return you to the '**Summary**' tab.



★ Waiver Form

Summary
Proponent
Itinerary
Aircraft
Manifest
Security Stmt
Documents

Save Draft
Submit
Withdraw Submission
Copy
Modify
Print

▼ Summary

Waiver Type: Disney	Confirmation #: 110268	Current Login: PublicUser
---------------------	------------------------	---------------------------

▼ Proponent

	Requestor	Aircraft Operator	Aircraft Owner
Title			
First Name			
Middle Name			
Last Name			
Org./Company			
Street			
City			
State/Province			
Zip Code			
Country			
Phone			
24 hr Phone			
Email			

▼ Itinerary

Waiver Subtype	DIS
Application Date	09/10/2019
Waiver Start Date	no information provided
Waiver End Date	no information provided
Theme Park	
Airport Information	
Departure Point	
Final Destination	
Purpose of Flight/Comments	

▼ Aircraft

Tail Number	Call Sign	Aircraft Type	Registration	Gross Weight

▼ Manifest

Person	Last	First	Birth	Birth	Social	Passport	Pilot Cert.	ASO Dep./ Arr &

Figure 3-20: Summary Tab

### 3.2.7 Summary

1. The ‘**Summary**’ tab allows you to review the information from each of the tabs for the waiver you are submitting. If you need to change any information, you can access the appropriate tab from the top navigation panel and change it there.



- Once finalized, click the *Save Draft* button in the top menu bar, then click *Submit*.

### 3.3 Viewing Requests

To view all waiver requests, click **My Requests** in the **Tree View**. Once selected, the waiver requests will populate a list in the **Work Space**. Users can view waiver status in this view.

#	Confirmation ID	Waiver Type	Waiver Status
7	43957	Domestic	DRAFT
8	43960	Domestic	DRAFT
9	43961	Domestic	APPROVED
10	43963	Sporting Event	INCOMPLETE, PLEASE
11	43964	Sporting Event	DRAFT
12	43965	International	PROCESSING
13	43966	International	DRAFT
14	43967	DASSP	INCOMPLETE, PLEASE
15	43968	Disney	PROCESSING
16	43970	Domestic	DRAFT
17	44008	Domestic	PROCESSING
18	44009	Sporting Event	APPROVED
19	44010	International	PROCESSING
20	44011	DASSP	APPROVED
21	44012	Disney	DRAFT
22	44013	Special Event	APPROVED
23	44014	Domestic	DRAFT
24	44015	Sporting Event	DRAFT
25	44110	Domestic	DRAFT
26	44111	Domestic	SUBMITTED

Figure 3-21: My Requests grid

### 3.4 Tutorial and other Documentation

This User Guide is available in-app by clicking on the Tutorial Files link inside the Tutorial Documents folder in the left-hand navigation.

File Name:	File Size:	File Last Updated:
<a href="#">AAP_User_Guide.pdf</a>	1.9 MB	11/26/2019 19:34

Figure 3-22: Tutorial Files link

### 3.5 Additional Information

The list below contains additional information which you may find of value in navigating AAP.



- Occasionally, the Tree View will not display depending on your browser. Please refresh (F5) the browser. Several refreshes may be required.
- Please report any issues to [AJW-AAP-Support@faa.gov](mailto:AJW-AAP-Support@faa.gov)

## Appendix A. Acronyms

**Table A-1: Abbreviations, Acronyms, and Terms**

Acronym	Definition
AADS	Aviation Awareness and Detection System
AAP	Airspace Access Program
AOSSP	Aircraft Operator Standard Security Program
ARTCC	Air Route Traffic Control Center
DASSP	DCA Access Standard Security Program
DCA	District of Columbia Airspace
DHS	Department of Homeland Security
DoD	Department of Defense
CONUS	Continental United States
CSV	Comma Separated Values
FAA	Federal Aviation Administration
FACAOSSP	Full All-Cargo Aircraft Operator Standard Security Program
FRAC	FTI Remote Access Capability
GIS	Geospatial Information System
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules



NAS	National Airspace System
NDP	NAS Defense Programs
NEXRAD	Next-Generation Radar
PDF	Portable Document Format
TFMDG	Traffic Flow Management Data to Government
TFR	Temporary Flight Restriction
TFSSP	Twelve Five Standard Security Program
TSA	Transportation Security Administration
URL	Uniform Resource Locator
UAS	Unmanned Aircraft System

**Table A-1: Abbreviations, Acronyms, and Terms**

<b>Acronym</b>	<b>Definition</b>
US	United States
VFR	Visual Flight Rule
VPN	Virtual Private Network
WS	Web Service
XLSX	Microsoft Excel Document Format
XML	Extensible Markup Language