

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**JO 7930.2M  
CHG 1**

Air Traffic Organization Policy

**Effective Date:**  
February 11, 2010

**SUBJ:** Notices to Airmen

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- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7930.2M, Notices to Airmen, and the Briefing Guide.
- 2. Audience.** This change applies to selected offices in Washington headquarters, service center offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic field offices and facilities.
- 3. Where Can I Find This Change?** This change is available on the FAA Web site at [http://www.faa.gov/air\\_traffic/publication](http://www.faa.gov/air_traffic/publication) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).
- 4. Explanation of Policy Change.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background and operational impact statements.
- 5. Distribution.** This change is distributed to selected offices in Washington headquarters, service center offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic field offices and facilities.
- 6. Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.
- 7. Page Control Chart.** See the page control chart attachment.



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Date: 1-11-10

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Initiated By: AJR-0  
Vice President, System Operations Services



# Notices to Airmen (NOTAM)

## Explanation of Changes

**Effective: February 11, 2010**

**a. 1-2-1. POLICY;**  
**2-2-1. NOTAM CLASSIFICATION;**  
**2-2-3. LOCAL DISSEMINATION;**  
**3-1-3. NOTAM LOGS;**  
**3-1-4. FDC PRESIDENTIAL, SPECIAL SECURITY INSTRUCTIONS, OR EMERGENCY AIR TRAFFIC RULES TFRS;**  
**3-3-1. USE OF CONTRACTIONS AND ABBREVIATIONS;**  
**3-3-4. TAXIWAY IDENTIFICATION;**  
**4-3-7. RETRIEVING DOMESTIC NOTAMS;**  
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**5-1-4. REPORTING OF SNOW, ICE, SLUSH, AND WATER CONDITIONS;**  
**5-1-5. CERTIFICATED AIRPORT AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF);**  
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**5-2-1. GENERAL;**  
**5-2-2. NOTAM (D) LIGHTING AIDS;**  
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**5-3-7. NOTAM (D) NAVAID;**  
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**5-5-6. LOW LEVEL WINDSHEAR ALERT SYSTEM (LLWAS);**  
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**CHAPTER 6. SPECIAL DATA NOTAMS;**  
**SECTION 1. WEATHER AND WEATHER REPORTING EQUIPMENT;**

**6-1-2. FORMATTING AIRSPACE NOTAM (D)s;**  
**6-1-3. NOTAM (D) HOURS OF OPERATION SURFACE AREAS;**  
**6-1-4. RESTRICTED AREAS**  
**6-1-5. AIRSPACE AND ALTITUDE RESERVATIONS;**  
**6-1-6. AIRCRAFT OPERATIONS;**  
**6-1-7. AERIAL REFUELING;**  
**6-1-8. PARACHUTE JUMPING/SKY DIVING (PJE);**  
**6-1-9. DEPARTURE PROCEDURES AND STANDARD TERMINAL ARRIVALS;**  
**6-1-10. UNMANNED ROCKETS, UNMANNED FREE BALLOONS, HOT AIR BALLOONS, AND HIBAL;**  
**6-1-11. LIGHTS OUT/NIGHT VISION GOGGLE (NVG) OPERATIONS IN MILITARY OPERATIONS AREAS;**  
**6-2-1. GENERAL;**  
**7-1-4. INTERIM IFR FLIGHT PROCEDURES;**

These represent editorial changes to many examples and paragraphs throughout the book, addressing corrections and omissions from the September 25, 2008, edition.

**b. 1-4-1. WORD MEANINGS**

In compliance with FAA Order 1000.36, chapter 2, paragraph 1h, this change adds the definition of “must” to the word meanings section in this directive.

**c. 7-1-7. AIR DEFENSE EMERGENCY**

This change deletes all obsolete information associated with SCATANA and refers to the applicable chapter for ESCAT in FAA Order 7610.4.

**d.** Additional editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.



## PAGE CONTROL CHART

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## Section 2. Scope

### 1-2-1. POLICY

Authorized personnel assigned to facilities that collect and/or disseminate NOTAMs shall be familiar with the provisions of this order that pertain to their operational responsibilities.

a. The United States NOTAM Office (USNOF) is the authority ensuring NOTAM formats. To ensure NOTAMs are issued consistent with NOTAM Policy, submitters shall comply with USNOF personnel directions.

b. All NOTAMs will be processed, stored and distributed by the United States NOTAM System (USNS).

c. Prior civil "L" NOTAMs will be reclassified as "D" NOTAMs (Military L series will remain unchanged).

d. For the purpose of NOTAMs, the term Movement Area includes Runways, Taxiways, Ramps, Aprons, and Helipads.

e. All D NOTAMs shall have one of the following keywords as the first part of the text:

RWY, TWY, RAMP, APRON, AD, OBST, NAV, COM, SVC, AIRSPACE, (U), or (O).

#### 1. RWY (Runway).

##### **EXAMPLES-**

*!STL STL RWY 12L/30R CLSD EXC TAXI*

*!LEX LEX RWY 5 REIL OTS*

*!PRC SJN RWY 13/31 NOW RWY 14/32*

#### 2. TWY (Taxiway).

##### **EXAMPLES-**

*!LNS LNS TWY A LGTS OTS*

*!DSM DSM TWY P1, P3 CLSD*

#### 3. RAMP (Ramp).

##### **EXAMPLE-**

*!DSM DSM RAMP SOUTH CARGO RAMP CLSD*

#### 4. APRON (Apron).

##### **EXAMPLES-**

*!ATL ATL APRON NORTH TWY L3 APRON CLSD*

*!BNA BNA APRON NORTH APRON CLSD*

5. AD (Aerodrome, including airport, heliport, helipads). NOTAMs pertaining to aircraft operations on or within 5 SM of an aerodrome, which encompasses airport, heliport, helipad, and maneuvering area, that is not covered under runways, taxiways, ramps, aprons, obstructions, nav aids, services, communications, or airspaces.

##### **EXAMPLES-**

*!LAL LAL AD GRASS LDG STRIP LCTD 400 S RWY 9R/27L 1700 X 55 AVBL VMC DALGT PPR SUN N FUN WEF 0804151100-0804232359*

*!CDB AK05 AD CLSD PERM*

*!RIU O88 AD HELI DCMSND*

*!AOO PA06 AD CLSD TSNT*

*!BET BET AD CLSD EXC SKI*

*!AOO 29D AD CLSD EXC PPR 0330-1430 MON-FRI*

*!BUF D67 AD CLSD EXC HI-WING ACFT*

*!CEW CEW AD CLSD WEF 0709041400-0709041800*

*!CDB AKA AD OPEN*

*!CLE 15G AD NOW PUBLIC*

*!CLE 15G AD NOW PRIVATE*

6. OBST (Obstructions, including obstruction lighting outages).

##### **EXAMPLES-**

*!MIV N52 OBST TOWER 580 (305 AGL) 7 SW LGTS OTS (ASR NUMBER) TIL 0712302300*

*!PIE CLW OBST CRANE 195 (125 AGL) .25 NE (2755N08241W) TIL 0711032000*

##### **NOTE-**

*Insert latitude/longitude, if known, immediately after cardinal direction in the format shown above.*

**7. NAV (Navigation Aids).****EXAMPLE–**

*!PNC PER NAV VOR UNUSBL 045–060 BYD 20  
BLW 2000*

**8. COM (Communications).****EXAMPLES–**

*!DCA PSK COM RCO OTS*

*!IPT IPT COM VOR VOICE OTS*

**9. SVC (Services).****EXAMPLES–**

*!MIV MIV SVC FUEL UNAVBL TIL 0709301600*

*!SHD SHD SVC TWR 1215–0300 MON–FRI/1430–2300  
SAT/1600–0100/SUN TIL 0709170100*

**10. AIRSPACE (Airspace).****EXAMPLES–**

*!CHO CHO AIRSPACE HELIUM BALLOONS 30 NE 1  
NMR 10000/BLW WEF 0710121800–0710121830*

*!BKW BKW AIRSPACE PYROTECHNIC DEMO  
1000/BLW 8 W .5 NMR AVOIDANCE ADZD  
WEF 0712312230–0712312300*

**11. (U) – Unverified aeronautical information** (for use only where authorized by letters of agreement). Movement area or other information received that meets NOTAM criteria and has not been confirmed by the airport manager (AMGR) or their designee. If Flight Service is unable to contact airport management, Flight Service must forward (U) NOTAM information to USNS. Subsequent to USNS distribution of a (U) NOTAM, Flight Service will inform airport management of the action taken as soon as practical. Any such NOTAM will be prefaced with “(U)” as the keyword and followed by the appropriate keyword contraction, as set forth in this policy, following the location identifier. Disseminate the following conditions as NOTAM D:

**EXAMPLE–**

*!ORT 6K8 (U) RWY ABANDONED VEHICLE*

**12. (O) – Other Aeronautical Information.** Aeronautical information received from any authorized source that may be beneficial to aircraft operations and does not meet defined NOTAM criteria. Any such NOTAM will be prefaced with “(O)” as the keyword following the location identifier.

**EXAMPLE–**

*!LOZ LOZ (O) CONTROLLED BURN OF HOUSE 8 NE  
AER RWY 23 WEF 0910211300–0910211700*

**f.** Any NOTAM associated with “Personnel and Equipment Working” (PAEW), will be associated with RWY, TWY, RAMP, AD, or APRON and a direction from the associated movement area, as appropriate.

**EXAMPLES–**

*!CHO CHO RWY 23 PAEW FIRST 500 ADJ SE SIDE*

*!SBY SBY TWY E PAEW SOUTH SIDE BTN RWY  
5/TWY G*

**1–2–2. PROCEDURAL APPLICATIONS**

Apply the procedures in this order except when other procedures are contained in a letter of agreement or other appropriate FAA documents, provided they only supplement this order and that any standards they specify are not less than those in this order. FAAO JO 7210.3, Facility Operation and Administration, contains administrative procedures for developing and executing those letters and documents.

**1–2–3. AVOIDANCE OF DUPLICATION**

Prior to issuing a NOTAM on any NOTAM criteria data, check all appropriate charts and publications to assure the information does not duplicate or fall within the published data. Do not issue a NOTAM on information that duplicates or falls within published data.

## Section 4. Terms of Reference

### 1-4-1. WORD MEANINGS

As used in this order:

- a. “Shall” or “must” means a procedure is mandatory.
- b. “Should” means a procedure is recommended.
- c. “May” or “need not” means a procedure is optional.
- d. “Will” indicates futurity, not a requirement for application of a procedure.
- e. “Shall not” or “must not” means a procedure is prohibited.
- f. Singular words include the plural.
- g. Plural words include the singular.
- h. Miles means nautical miles unless otherwise stated.
- i. Times means UTC unless otherwise stated.
- j. “AIS” means Aeronautical Information System.
- k. “CFR” means Code of Federal Regulations.

### 1-4-2. NOTES

Statements of fact of an introductory or explanatory nature and relating to the use of directive material have been identified and worded as NOTE.

### 1-4-3. REFERENCES

When another paragraph of this order is referenced in the text, the referenced paragraph number will be printed out in full. When a paragraph is referenced in a Reference subparagraph, the referenced paragraph’s title, followed by its number, will be printed in regular type. When other documents and directives are referenced in a Reference subparagraph, the document/directive and the paragraph number will be printed in regular type.

### 1-4-4. MANUAL CHANGES

When revised, reprinted, or additional pages are issued, they will be marked as follows:

a. Each revised or additional page will show the change number and effective date of the change.

b. Vertical lines in the margin of the text will mark the location of substantive procedural, operational, or policy changes; i.e., when material which affects the performance of duty is added, revised, or deleted.

### 1-4-5. DEFINITIONS

The terms used in this order and the definitions assigned them for use in the air traffic control system, except as defined below, are contained in the Pilot/Controller Glossary. The Pilot/Controller Glossary is maintained and published in FAAO JO 7110.10, Flight Services; FAAO JO 7110.65, Air Traffic Control; and the Aeronautical Information Manual (AIM).

a. **ACCOUNTABILITY LOCATION.** This is the location identifier of the location in the NOTAM computer that keeps track of the NOTAM numbering.

b. **AERONAUTICAL INFORMATION.** Any information concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard) of the National Airspace System. This information is published and/or disseminated by means of aeronautical charts, publications, and/or NOTAMs.

c. **AIRPORT OPERATING CERTIFICATE.** A certificate issued by the FAA, pursuant to 14 CFR Part 139, to airports serving or expected to serve scheduled air carrier operations in aircraft with a seating capacity of more than thirty passengers. These airports are maintained and operated in accordance with an Airport Certification Manual (ACM) prepared by airport management and approved by the FAA.

d. **ALASKA SUPPLEMENT.** See Supplement.

e. **CENTER AREA NOTAM (CAN).** CANs are NOTAMs issued on airway changes, temporary flight restrictions (TFRs) and laser light activity that fall within an ARTCCs airspace. CANs will be issued in the FDC format by the USNOF.

f. **CERTIFICATED AIRPORT.** An airport certificated under 14 CFR Part 139. These airports are so indicated in the Airport/Facility Directory.

**g. CHART SUPPLEMENT.** See Supplement.

**h. LIMITED AIRPORT OPERATING CERTIFICATE.** A certificate issued by the FAA, pursuant to 14 CFR Part 139, to airports serving or expected to serve only unscheduled air carrier operations in aircraft with seating capacity of more than thirty passengers. These airports are maintained and operated in accordance with Airport Certification Specification (ACS).

**i. NOTAM D.** A notice distributed by means of telecommunications containing information concerning the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

**j. PACIFIC CHART SUPPLEMENT.** See Supplement.

**k. SUPPLEMENT (Alaska, Pacific).**

**1. Alaska.** This chart supplement is a joint civil–military flight information publication designed for use with other flight information publications, en route charts, Alaska Terminal publication, USAF TACAN charts covering Alaska and portions of southwestern and northwestern

Canada, World Aeronautical Charts, and sectional aeronautical charts. The Supplement contains an Airport/Facility Directory of all airports (including certificated (14 CFR Part 139) airports shown on en route charts and those required by appropriate agencies), communications data, navigational facilities, special notices, and procedures applicable to the area of chart coverage.

**2. Pacific.** This chart supplement is a civil flight information publication, designed for use with flight information publications, en route charts and the sectional aeronautical chart covering the State of Hawaii and that area of Pacific served by U.S. facilities. The Supplement contains an Airport/Facility Directory of all airports (including certificated (14 CFR Part 139) airports open to the public and those requested by appropriate agencies), communications data, navigational facilities, special notices and procedures applicable to the Pacific area.

**1. TIE-IN STATION.** A flight service station designated to provide prescribed services for civil, military, national and international facilities; e.g., NOTAM purposes and flight information messages.

***NOTE–***

*Facilities shall avoid duplication of published data.*

## Section 2. NOTAM System

### 2-2-1. NOTAM CLASSIFICATION

When changes occur so rapidly that time does not permit issuance on a chart or in an appropriate publication, they are publicized as NOTAMs. Originators of airmen information are expected to inform the National Flight Data Center (NFDC) in sufficient time before the effective dates of changes to permit publishing of aeronautical data on the various charts or in the appropriate publications. NOTAMs are classified into four groups in accordance with instructions in this order. The groups are:

**a. NOTAM D.** Information that meets the criteria of this order and requires wide dissemination via telecommunication and pertains to en route navigational aids, civil public-use airports listed in the AFD, facilities, services, and procedures. Information that may be beneficial to aircraft operations and is not identified in Appendix 1, of this order. These NOTAMs are identified with “(O)” as the first part of NOTAM text.

**b. FDC NOTAM.** Flight information that is regulatory in nature including, but not limited to, changes to IFR charts, procedures, and airspace usage.

**c. POINTER NOTAM.** Issued by a flight service station to highlight or point out another NOTAM; such as, an FDC or PJE NOTAM. This type of NOTAM will assist users in cross-referencing important information that may not be found under an airport or NAVAID identifier. Keywords in pointer NOTAMs shall match the keywords in the NOTAM D that is being pointed out. Keywords in pointer NOTAMs related to Temporary Flight Restrictions (TFR) shall be AIRSPACE.

#### **EXAMPLES-**

*/ACT ACT AIRSPACE SEE FDC 8/8989 ZFW 91.141  
WEF 0904211200-0904251800*

*/BWI BWI NAV SEE DCA 04/006 EMI TIL 0904202359*

#### **NOTE-**

*When referencing NOTAM D, specify accountability, NOTAM number, and affected location in that order.*

**d. MILITARY NOTAM.** NOTAMs pertaining to U.S. Air Force, Army, Marine, and Navy navigational aids/airports that are part of the NAS.

### 2-2-2. DISTANT DISSEMINATION

Distant dissemination means forwarding of NOTAM information via NADIN to the U.S. NOTAM System (USNS) for relay via WMSCR to all locations that are receiving the affected location's or tie-in FSS's weather and to the NFDC.

### 2-2-3. LOCAL DISSEMINATION

Disseminate NOTAMs locally to the area affected by the aid, service, or hazard being advertised.

**a.** Forward NOTAMs to ATC facilities whose area of responsibility includes the affected area or facility involved.

**b.** ARTCCs are responsible for forwarding FDC and special use airspace (SUA) and related airspaces NOTAM information to the affected terminal facilities.

#### **REFERENCE-**

*FAAO JO 7930.2, para 6-1-5, SUA Related Airspace.*

**c.** When a monitored NAVAID fails, the monitoring facility must be responsible for the notification of all affected facilities, including ATC controlling facilities.

**d.** Deliver to the local aviation companies, airline operation's offices, and interested users, except in accordance with facility directives (e.g., letters of agreement, memorandums of agreement, etc.).

### 2-2-4. REVISIONS TO PREVIOUSLY PUBLISHED CHANGES

Time critical delays, corrections, or changes to previously published data that cannot be republished before occurrence shall be issued as a NOTAM, providing they meet the criteria set forth in this order.



# Chapter 3. General Operating Procedures

## Section 1. General

### 3-1-1. TIE-IN STATIONS

a. Service area offices shall designate an FSS as tie-in point for NOTAM purposes for all facilities in the NAS. The facilities assigned should normally be within the confines of the FSS's flight plan area.

b. Letters of agreement between facilities or other agencies and the FSS should be executed to assure proper handling of NOTAMs.

c. The tie-in FSS is responsible for forwarding the NOTAM data to the NFDC for publication in accordance with the procedures in this order.

### 3-1-2. CLASSIFYING NOTAMS

a. FSS specialists are responsible for classifying, formatting, disseminating, and monitoring the currency of NOTAMs. FSS specialists shall edit the content of all NOTAM data received from the originating source to conform to the NOTAM system requirements. The FSS shall forward the NOTAM material received concerning another facility's area of responsibility to that facility for appropriate dissemination.

b. FSSs shall accept all aeronautical information. Information obtained from other than authorized personnel shall be confirmed before issuance.

c. NOTAM data received from state inspectors or state contracted inspectors must be confirmed by airport managers or appropriate authority before issuance of NOTAMs except in case of data that presents an immediate hazard to aircraft operations. If a NOTAM is issued without confirmation, advise the airport manager as soon as possible. In case of conflict between airport management and the named state airport inspector, contact FAA regional airports personnel for resolution.

**REFERENCE-**  
FAAO JO 7930.2, Para 5-1-2 Handling Reported Movement Area Conditions.

### 3-1-3. NOTAM LOGS

FSS air traffic managers shall ensure that NOTAMs originated by their facility and FDC NOTAMs received shall be accounted for as follows:

a. Log all NOTAMs on FAA Form 7930-1 or local form containing at least the same data for each accountability (NOTAM file) location.

b. Incoming FDC NOTAMs and cancellations shall be logged on FAA Form 7930-2, or other suitable method, containing at least the same data. The remark section should contain enough information to identify the location and NAS component affected.

**NOTE-**

1. Using this log, a pilot weather briefer should be able to advise a pilot if there is an FDC NOTAM current for a given location. If the pilot requests the NOTAM, it may be obtained on request-reply or other available means.

2. Appendix 2 and appendix 3 contain examples of NOTAM logs.

c. Electronic NOTAM logs are acceptable to be used in any FSS and can replace any paper log.

d. When you receive an FDC NOTAM and the previous number(s) have not been received, obtain the NOTAM on request-reply.

**REFERENCE-**  
FAAO JO 7930.2, Para 7-2-5 Retrieving FDC NOTAMs.

### 3-1-4. FDC PRESIDENTIAL, SPECIAL SECURITY INSTRUCTIONS, OR EMERGENCY AIR TRAFFIC RULES TFRs

a. The United States NOTAM Office (USNOF) shall send Title 14 of the Code of Federal Regulations (14 CFR), Part 91, Section 139, Emergency Air Traffic Rules, and Section 141, Flight Restrictions in the Proximity of the Presidential and Other Parties; and Part 99, Section 7, Special Security Instructions NOTAMs; and any revisions, modifications, or cancellations, directly to all flight service stations via NADIN using the flight service group address of "KXXXXAFSS."

b. Upon receipt of these messages, the watch supervisor at each flight service station hub or parent facility must ensure that the NOTAM is received at each of their subordinate facilities. The hub or parent facility must notify the USNOF within 15 minutes by receipt message to “KDZZNAXX.” The receipt message must include:

1. R.
2. The FDC number, including the letters FDC.
3. The initials of the watch supervisor.

**NOTE–**

*Only the hub or parent facility need to acknowledge the NOTAM. For automation processing, the receipt message must adhere to the following format:*

**EXAMPLE–**

*R FDC 4/1234 XX*

c. The USNOF shall make a record of all receipt messages received.

d. If no receipt message is received by the USNOF within 90 minutes of issuance of the FDC Presidential, Special Security Instructions, or Emergency Air Traffic Rules NOTAM, the USNOF will follow-up with a phone call to the facility watch supervisor.

e. The watch supervisor of the flight service station shall be responsible for:

1. Logging the Presidential, Special Security Instructions, or Emergency Air Traffic Rules FDC NOTAM in the facility log.

2. Notifying the specialists on duty that a Presidential, Special Security Instructions, or Emergency Air Traffic Rules FDC NOTAM has been issued.

3. Putting the Presidential, Special Security Instructions, or Emergency Air Traffic Rules FDC NOTAM in the facility status information area.

4. As part of the FSS supervisor’s watch checklist, the watch supervisor shall check the FDC list that is issued twice a day by the USNOF to assure that every Presidential, Special Security Instructions, or Emergency Air Traffic Rules FDC NOTAMs have been received in the facility.

5. If no supervisory personnel are on duty and a Controller-in-Charge (CIC) is assigned to these duties, emergency situations and/or in-flight services as defined in FAA JO Order 7110.10, Flight Services shall take precedence over compliance with the supervisory duties contained in this paragraph.

**NOTE–**

*The purpose of this procedure is to ensure that:*

1. All flight service specialists know about the Presidential, Special Security Instructions, or Emergency Air Traffic Rules TFRs so that pilots are briefed appropriately.

2. All affected air traffic facilities receive immediate notification when these TFRs are issued.

## Section 3. Use of Terms

### 3-3-1. USE OF CONTRACTIONS AND ABBREVIATIONS

a. Contractions and abbreviations outlined in FAAO JO 7340.2, Contractions, must be used in the NOTAM system. If there are no contractions/abbreviations, use plain text. Words of five letters or less may be contracted or spelled out (for example), either WTR or WATER is acceptable; for indicating hyphenated and abbreviated days of the week, MON-FRI is acceptable.

b. The Pilot/Controller Glossary shall be used to define terms in the NOTAM system.

c. Location identifiers used in the NOTAM system are those contained in FAAO JO 7350.8, Location Identifiers.

d. The term “WKEND” means Saturday and Sunday. The term “WKDAYS” means Monday through Friday.

### 3-3-2. EXPRESSION OF TIME IN THE NOTAM SYSTEM

a. The day begins at 0000 and ends at 2359.

**EXAMPLES-**

*!DCA LDN NAV VOR OTS WEF  
0708051600-0708052359*

*!DCA LDN NAV VOR OTS WEF  
0709050000-0709050400*

b. Times used in the NOTAM system are UTC and shall be stated in 10 digits (year, month, day, hour, and minute).

c. Do not use sunrise (SR) or sunset (SS) in NOTAM data as these NOTAMs will not be retrieved or displayed when using time parameters in certain present and future automated systems. If the source of the data continues to use SR/SS, advise the source that the time from the SS-SR table will be used. For extended periods of time, use the times from the table and extend it to the next whole hour.

### 3-3-3. RUNWAY IDENTIFICATION

Identify runways with the prefix RWY followed by the magnetic bearing indicator, e.g., RWY 12/30, RWY 12, or RWY 30. Where the magnetic bearing indicator has not been established, identify the runway to the nearest eight points of the compass, e.g., RWY NE/SW, RWY N/S N 200 CLSD.

### 3-3-4. TAXIWAY IDENTIFICATION

Identify taxiways with the prefix TWY followed by the taxiway identifier letter or letter/number as assigned. For multiple taxiways, preface the initial taxiway identifier with TWY, and separate additional taxiway identifiers by commas, hyphen (meaning thru), or specify “all.” If not identified, describe as adjacent to a runway or direction from the runway.

**EXAMPLES-**

*!DCA DCA TWY C, B3 CLSD  
!DCA SHD TWY PARL TWY ADJ RWY 9/27 CLSD  
!DCA DCA TWY A-D, F, H CLSD  
!DCA SHD TWY ALL LGTS OTS*



## Section 3. Coding and Transmission of NOTAMs

### 4-3-1. PREPARATION FOR TRANSMISSION

In order to assure that NOTAMs are processed and distributed properly, data for transmission must be coded as prescribed in this order.

### 4-3-2. AUTOMATIC DATA PROCESSING (ADP) CODES

The ADP equipment is programmed to accept and begin processing a NOTAM upon receipt of the ADP code.

### 4-3-3. NOTAM TRANSMISSION

a. The following examples illustrate the proper coding of NOTAM data for transmission by stations entering their own NOTAM data in the system.

AISR FORMAT:
GG KDZZNAXX 131345 KPIRYFYX !PIR PIR NAV VOR OTS

b. A station entering its own NOTAMs and NOTAMs from a tie-in location.

AISR FORMAT:
GG KDZZNAXX 131345 KPIRYFYX !PIR PIR NAV VOR OTS !FSD FSD AD CLSD

c. When two or more new NOTAMs or cancellations, or a combination of new NOTAMs and cancellations are transmitted in a series, they shall be separated by the ADP code and a new line.

AISR FORMAT:
GG KDZZNAXX 131500 KABQYFYX !ABQ C04/003 !ABQ ABQ RWY 8/26 CLSD !ABQ C02/057

*NOTE-*  
*No confirmation will be received on cancellations.*

### 4-3-4. TRANSMISSION OF NOTAMs EXCEEDING 20 LINES

If the text of a NOTAM is expected to exceed 20 lines, you shall call the USNOF (1-888-876-6826) for assistance in composition and guidance.

### 4-3-5. CONFIRMING ACCEPTANCE BY THE NOTAM SYSTEM

a. When a new NOTAM is accepted into the NOTAM file, a copy of the NOTAM with the NOTAM number will be returned back to the originating facility and also sent to WMSCR for distribution.

*EXAMPLE-*  
*(Confirmation)*

```
GG KDENYFYX
131346 KDZZNAXX
!DEN 04/003 DEN NAV VOR OTS
```

b. If the NOTAM is rejected, a USNS-generated service message will be relayed back to the facility of origin indicating the reason for rejection as shown in para 4-5-2.

### 4-3-6. TRANSMISSION BY ANOTHER FACILITY

When unable to transmit a NOTAM directly into the system due to equipment failure or other situation, relay the information to another facility and request that the data be transmitted into the system.

**4-3-7. RETRIEVING DOMESTIC NOTAMS**

Domestic NOTAMs shall be retrieved via NADIN using the following formats:

a. When the location identifier and number are known:

AISR FORMAT:
GG KDZZNAXX 041503 KTUSYFYX )SVC RQ DOM LOC=CID NT=02/020

b. When the accountability identifier and number are known:

AISR FORMAT:
GG KDZZNAXX 051612 KYNGYFYX )SVC RQ DOM ACC=FOD NT=03/040

c. To request all NOTAMs for a given location:

AISR FORMAT:
GG KDZZNAXX 061832 KBZNYFYX )SVC RQ DOM LOC=DSM

d. To request all NOTAMs for a given accountability:

AISR FORMAT:
GG KDZZNAXX 061832 KBZNYFYX )SVC RQ DOM ACC=FOD

## Section 5. Computer–Generated NOTAM Service Messages

### 4–5–1. MONITORING

a. All input transmissions from a facility are monitored by the USNS computer for the presence of an ADP code. The validity of the station identifier, format, and times are also checked before the USNS computer assigns a number and updates the NOTAM master file.

b. Errors in the station identifier or the format will result in a computer–generated service message being sent to the facility of origin. The service message will identify the NOTAM parameter which was in error. A rejection (R) requires corrective action as soon as possible.

c. When a NOTAM is rejected, it is not distributed. It will not be stored in the NOTAM master file, and it will not be available by request–reply. Error messages are not stored in the master file.

### 4–5–2. NOTAM SERVICE MESSAGES

If data is entered incorrectly, it will be rejected. Each rejection will be preceded with a service message (SVC) explaining the cause for the rejection.

a. Invalid accountability location for a specific affected facility and missing keyword.

**EXAMPLE–**  
GG KCLEYFYX  
071356 KDZZNAXX

*!SVC LOCATION NOT VALID FOR CLE  
CLE LNN LSR EXC E2500 9/27*

b. Invalid NOTAM accountability location.

**EXAMPLE–**  
GG KRDUYFYX  
071402 KDZZNAXX

*!SVC NOTAM D ACCOUNTABILITY NOT FOUND  
NLN LNN RWY CLSD*

c. Invalid affected location.

**EXAMPLE–**  
GG KCLEYFYX  
071333 KDZZNAXX

*!SVC NOTAM (D) LOCATION NOT FOUND  
CLE VBV RWY CLSD*

d. Invalid cancellation.

**EXAMPLE–**  
GG KBUFYFYX  
081822 KDZZNAXX

*!SVC XXXXXXXX DATE TIME  
CANCELED NOTAM NOT ON FILE FOR ABOVE  
ACCOUNTABILITY  
BGM C01/050*

**NOTE–**  
*X Field is internal USNS data.*

e. Invalid input format.

**EXAMPLE–**  
GG KDRIYFYX  
092245 KDZZNAXX

*!SVC INVALID SPACE BEFORE  
ACCOUNTABILITY*

f. Unclear times.

**EXAMPLE–**  
GG KCOUYFYX  
252321 KDZZNAXX

*! UNCLEAR DURATION OR EFFECTIVE TIME  
MCI MCI NAV VOR OTS WEF 0801251330*

**NOTE-**

The NOTAM was inserted after 1330 on the 25th of January and the NOTAM system cannot determine whether the NOTAM is for the present day after the fact. The NOTAM must be reissued either with a new beginning time or with an ending time only.

**EXAMPLE-**

GG KOAKYFYX  
232323 KDZZNAXX

**!UNCLEAR DURATION OR EFFECTIVE TIME**

OAK OAK NAV DME OTS WEF  
0801231630-0801230000

**NOTE-**

The time of 0000 can only be used as a beginning time. The NOTAM must be issued with a correct ending time.

**EXAMPLE-**

GG KCXOYFYX  
191632 KDZZNAXX

**!UNCLEAR DURATION OR EFFECTIVE TIME**

CXO CXO AD CLSD WEF 0801262300-0801261600

**NOTE-**

Any NOTAM issued with an ending time less than the beginning time must have a ten-digit date/time group later than the effective time.

## Chapter 5. NOTAM Criteria

### Section 1. Movement Area NOTAMs

#### 5-1-1. ORIGINATORS OF MOVEMENT AREA NOTAMs

a. The term Movement Area as used for the purpose of NOTAMs include Runways, Taxiways, Ramps, Aprons, helipads and maneuvering areas.

b. Airport management is responsible for observing and reporting the condition of a movement area. The automated/flight service station (AFSS/FSS) air traffic managers shall coordinate with appropriate airport managers to obtain a list of airport employees who are authorized to issue NOTAMs.

c. At public airports without an airport manager, the AFSS/FSS air traffic manager shall coordinate with the appropriate operating authority to obtain a list of persons delegated to provide NOTAM information.

**NOTE-**

*Letters of agreement should be executed between airport management and ATC facilities outlining procedures to be used for originating NOTAMs.*

#### 5-1-2. HANDLING REPORTED MOVEMENT AREA CONDITIONS

a. Copy any information received verbally and record the name, title (if appropriate), address, and telephone number of the person submitting the information. Information obtained from other than an authorized airport or FAA employee must be confirmed before issuance. If you are informed of or observe a condition that affects the safe use of a movement area, relay the information to the airport management for action.

**NOTE-**

*This includes data received from airport inspectors.*

b. If unable to contact airport management, classify and issue a NOTAM publicizing the unsafe condition always stating the condition and including the word "UNSAFE;" for example, RWY number or TWY letter or letter/number UNSAFE DISABLD

ACFT. Inform airport management of the action taken as soon thereafter as practical.

**EXAMPLES-**

*!CRW CRW RWY 15/33 UNSAFE BRKS IN ASPH SE END*

*!PIE CLW RWY 16/34 UNSAFE DISABLD ACFT*

**NOTE-**

*Only airport management can close any portion of an airport.*

**REFERENCE-**

*14 CFR Part 139.*

(U) – Unverified aeronautical information (for use only where authorized by letters of agreement). Movement area or other information received that meets NOTAM criteria and has not been confirmed by the airport manager (AMGR) or their designee. If Flight Service is unable to contact airport management, Flight Service must forward (U) NOTAM information to USNS. Subsequent to USNS distribution of a (U) NOTAM, Flight Service will inform airport management of the action taken as soon as practical. Any such NOTAM will be prefaced with "(U)" as the keyword and followed by the appropriate keyword contraction, as set forth in this policy, following the location identifier.

**EXAMPLE-**

*!ORT 6K8 (U) RWY 7/25 ABANDONED VEHICLE WEF 0910122330*

#### 5-1-3. NOTAM (D) MOVEMENT AREA INFORMATION

a. Taxiways shall be prefaced with TWY followed by the taxiway identifier letter or letter/number as assigned. For multiple taxiways, preface the initial taxiway identifier with TWY, and separate additional taxiway identifiers by commas, or specify "all." If not identified, describe as adjacent to a runway or direction from the runway.

b. For guidance on NOTAM D composition, see paragraph 4-2-1, NOTAM Composition.

c. Disseminate the following reported conditions as a NOTAM D:

1. Commissioning or decommissioning of a movement area or portions thereof. State the type of surface and lighting when known. State if unlighted.

Surface:	
ASPH	asphalt/tar/macadam
CONC	concrete
GRVL	gravel/cinders
DIRT	dirt
SOD	sod

Lighting:	
LGTD	lighted
UNLGTD	unlighted

**EXAMPLES–**

*!ICT MEJ RWY 16/34 CMSND 4800X75 CONC/LGTD*

*!ICT MEJ RWY 17/35 CLSD PERM*

*!CDB AK05 AD CLSD PERM*

*!RIU O88 AD HELI DCMSND*

2. Movement area closures and openings.

**EXAMPLES–**

*!ANB A09 AD CLSD*

*!AOO PA06 AD CLSD TSNT*

*!BET BET AD CLSD EXC SKI*

*!AOO 29D AD CLSD EXC PPR 0330–1430 MON–FRI*

*!BUF D67 AD CLSD EXC HI–WING ACFT*

*!CEW CEW AD CLSD WEF 0709041400–0709041800*

*!CDB AKA AD OPEN*

**NOTE–**

*AKA airport was published as being closed.*

**EXAMPLES–**

*!CLE 15G AD NOW PUBLIC*

*!CLE 15G AD NOW PRIVATE*

**NOTE–**

1. First example shows 15G is now open to the public and a public–use airport.

2. The second example shows 15G is now closed to the public and is no longer a public–use airport. The FSS shall contact the USNOF to have 15G deleted from the NOTAM tables after the NOTAM has been cancelled.

**EXAMPLES–**

*!TYS TYS TWY C CLSD*

*!TYS TYS TWY A3, A4, A5 CLSD*

*!EKX EKX TWY ALL CLSD*

*!DFW DFW TWY JS SOUTH 200 CLSD/TWY ER WEST OF TWY K CLSD*

*!DFW DFW TWY P CLSD BTN TWY EL AND TWY B/TWY P CLSD BTN TWY A AND TWY ER/TWY ER CLSD BTN RWY 17C/35C AND TWY Q*

*!BNA BNA APRON NORTH APRON CLSD*

**NOTE–**

Conditions pertaining to single or multiple taxiways. Use Runway format, identifying each taxiway by letter or letter/number as assigned, separated by commas, a slant, or specify “all”. If not identified, describe as adjacent to a runway or direction from the runway.

3. Conditions that restrict or preclude the use of any portion of a runway, a taxiway, a ramp, an apron or a waterway.

**NOTE–**

Weight bearing capacity of a runway can be changed only by authorization of the Manager, Airports Division (appropriate region). Declared distances can only be authorized by the FAA Office of Airport Safety and Standards, Airport Design Division, AAS–100.

**EXAMPLE–**

*!AOO 29D RWY 10 FIRST 1000 CLSD EXC TAXI*

**NOTE–**

Runway 28 is not affected. The first 1,000 feet of runway 10 is closed for both landing and takeoff but is available for taxi.

**EXAMPLE–**

*!AGC AGC RWY 10/28 W 900 CLSD*

**NOTE–**

Both Runways 10 and 28 are affected. This example is also used to show a threshold that has been relocated.

**EXAMPLE–**

*!BDL BDL RWY 6/24 CLSD EXC 1 HR PPR  
203–627–3001 WEF 0909131300–0909132000*

**NOTE–**

*Runways 6 and 24 are closed except by 1 hour prior permission from that telephone number during the times stated.*

**EXAMPLE–**

*!BNA BNA RWY 36 CLSD*

**NOTE–**

*Runway 18 is not affected.*

**EXAMPLE–**

*!ALS ALS RWY 20 THR DSPLCD 600 NONSTD  
MARKING*

**NOTE–**

*The first 600 feet of runway 20 is closed to landing aircraft. Aircraft departing on runway 20 or landing or departing runway 2 may use the full length. The threshold displacement is marked by nonstandard markings.*

**EXAMPLE–**

*!BNA M54 RWY 18/36 CLSD JET*

**NOTE–**

*Runways 18 and 36 are closed to jet aircraft. When closing a runway to a type of operation use the appropriate contractions. e.g., JET, ACR, SKED ACR, B747, etc.*

**EXAMPLE–**

*!BIG BIG RWY 9/27 CLSD OVR 13500*

**NOTE–**

*Runways 9 and 27 are closed to all aircraft weighing more than 13,500 pounds. Do not use class of aircraft when closing runways. Always use aircraft weight.*

**EXAMPLE–**

*!DAY I17 RWY 8/26 CLSD TGL*

**NOTE–**

*Runways 8 and 26 closed to touch and go landing. When closing a runway to a given operation use the appropriate contractions; e.g., TGL, TSNT, STUDENT, LDG, TKOF, etc.*

**EXAMPLES–**

*!CMH CMH RWY 10R/28L CLSD EXC 10 MIN PPR  
120000/OVR 1330–2200 DLY TIL 0910172200*

*!GNV 31J RWY 10/28 E 3800 CLSD EXC 12500/OVR  
1200–2100 DLY*

*!ICT 3K7 RWY 17/35 CLSD 4000/OVR*

*!MCN CCO RWY 14/32 CLSD/PARL TWY 3000X75  
AVBL DAY VMC/NO TSNT/NO PLA/NO STUDENT*

*!MLT MLT RWY 16/34 UNMARKED*

*!ROW ROW RWY 3/21 CLSD EXC NE 9500 RWY 3  
AVBL TKOF TIL 0911211450*

*!TYS TYS TWY A CLSD BTN TWY A2, A3*

*!DSM DSM RAMP SOUTH CARGO RAMP CLSD*

*!BNA BNA APRON NORTH APRON EAST SIDE CLSD*

*!EKX EKX AD CLSD NGT EXC 1 HR PPR*

**4. Runway friction measuring as reported by airport management.**

**(a)** Readings issued in thirds of a runway for the landing runway(s) only. Do not combine runways into a single NOTAM. NOTAMs shall not be issued if all readings are above the value 40. If a NOTAM was issued and the airport manager advises that the readings are above 40, the previous NOTAM shall be cancelled.

**EXAMPLES–**

*!DCA DCA RWY 18 RFT MU 52/30/42 WEF  
0712251000*

*!RIC RIC RWY 36 TAP MU 20/20/20 WEF 0712251200*

**NOTE–**

- 1.** These examples show that some segment values may be above the value of 40 and still be contained in a NOTAM D.
- 2.** Friction measuring reports are to be expressed using the name of the FAA–approved device, followed by the word “MU” (pronounced “mew”), followed by the

reported values, then followed by the actual time of the measurement.

3. Use the following abbreviations to indicate the type of friction measuring device used:

BOW	Bowmonk Decelerometer (Bowmonk Sales)
BRD	Brakemeter–Dynamometer
ERD	Electronic Recording Decelerometer (Bowmonk)
GRT	Griptester (Findlay, Irvine, LTD)
MUM	Mark 4 Mu Meter (Bison Instruments, Inc.)
RFT	Runway friction tester (K.J. LAW Engineers)
SFH	Surface friction tester (high pressure tire) (SAAB, Airport Surface Friction Tester AB)
SFL	Surface friction tester (low pressure tire) (SAAB, Airport Surface Friction Tester AB)
SKH	Skiddometer (high pressure tire)(AEC, Airport Equipment Co.)
SKL	Skiddometer (low pressure tire) (AEC, Airport Equipment Co.)
TAP	Tapley Decelerometer (Tapley Sales)
VER	Vericom (VC3000)

(b) Equipment status.

**EXAMPLE–**

!MSP MSP SVC MU OTS

**REFERENCE–**

AC 150/5200–30A, Airport Winter Safety and Operations.

5. When reported by airport management, braking action is reported as fair, poor, or nil.

**EXAMPLES–**

!ANC Z15 RWY 1/19 BRAN WEF 0909041300

!AKN AKN RWY 18/36 BRAP WEF 0908051400

!ANC ANC RWY 1/19 BRAF WEF 0910061500

**NOTE–**

1. Do not include the type of vehicle in the NOTAM.
2. A braking action report from a landing aircraft should be processed as a PIREP.
3. Classify according to the most critical term used. The quality of the braking action is described by the terms “fair,” “poor,” and “nil,” as received from airport management. Combining airport management and PIREP

information is appropriate only with airport management authorization.

6. Change of runway identification.

**EXAMPLES–**

!PRC SJN RWY 13/31 NOW RWY 14/32

!PRC SJN RWY 2/20 NOW RWY 3/21

7. Rubber accumulation on the runways.

**EXAMPLE–**

!MAF MAF RWY 16R/34L RUBBER ACCUM NW 2500

## 5–1–4. REPORTING OF SNOW, ICE, SLUSH, AND WATER CONDITIONS

a. The term BARE is not to be used in NOTAMs.

**REFERENCE–**

ICAO Annex 15 and AC 150/5200–28, Notices to Airmen (NOTAMs) for Airport Operators.

b. Measurement. The depth is always expressed in terms of thin (less than  $\frac{1}{4}$  inch),  $\frac{1}{4}$  inch,  $\frac{1}{2}$  inch, and 1 inch. When 1 inch is reached, additional reports should be in multiples of 1 inch and the use of fractions discontinued. If a variable amount is reported, such as 3 to 5 inches, show the greater depth. When a snow depth of 35 inches is reached, additional reports should be in multiples of feet only. If a report is halfway between two reportable values, roundoff to the next higher reportable value.

c. Coverage. Do not express the condition in terms of percentage of coverage. A surface not completely covered should be described as having patches of snow, ice, etc.; e.g., PTCHY  $\frac{1}{2}$  IN SNW (surface). The absence of a described surface indicates the entire landing area.

d. Conditions.

1. Snow.

**EXAMPLE–**

!MIV MIV RWY 10/28  $\frac{1}{4}$  IN LSR WEF 0712251505

**NOTE–**

Millville runways 10 and 28 have one quarter inch of loose snow covering their runways and this NOTAM was observed at 0712251505.

**EXAMPLE–**

!FAI INR RWY 16/34 18 IN LSR WEF 0711132300

**NOTE–**

Mckinley Park’s runways 16 and 34 have 18 inches of loose snow covering the runways.

**EXAMPLE–**

!ENA 5HO RWY 16/34 THN PSR WEF 0709131520

**NOTE–**

Hope's runways 16 and 34 have a thin layer (less than a  $\frac{1}{4}$  inch) of packed or compacted snow.

**EXAMPLE–**

!ENA CLP RWY 8/26 PTCHY THN WSR WEF  
0712132300

**NOTE–**

Clarks Point's runways 8 and 26 have less than full coverage of a thin layer of wet snow.

**EXAMPLE–**

!ENA AK63 RWY 1/19  $\frac{1}{2}$  IN SN WEF 0711132359

**NOTE–**

Twin Hill's runways 1 and 19 have  $\frac{1}{2}$  inch of undefined snow.

**EXAMPLES–**

!ANI ANI RWY 10/28 THN LSR OVR 1 IN PSR WEF  
0711132000

!ANI ANI RWY 10/28 THN LSR OVR THN PSR WEF  
0712132000

!PAQ PAQ RWY 9/27 6 IN RUF FRZN SN WEF  
0710131900

!TYS TYS TWY ALL EXC TWY G 2 IN LOOSE SN WEF  
0712231220

!MEM MEM RAMP FEDEX FEEDER RAMP  $\frac{1}{2}$  IN  
LOOSE SN WEF 0712292345

!BNA BNA APRON AIR CARGO APRON THN SN WEF  
0711301645

!EKX EKX AD 6 IN LOOSE SN WEF 0712101500

**2. Ice.****EXAMPLE–**

!AKN AKN RWY 11/29 THN IR WEF 0712131750

**NOTE–**

King Salmon's runways 11 and 29 have a thin layer of smooth ice.

**EXAMPLE–**

!AKN AKN RWY 18/36 1 IN RUF IR WEF 0712132145

**NOTE–**

King Salmon's runways 18 and 36 are covered with 1 inch of rough ice (or frozen slush).

**EXAMPLE–**

!ENA BGQ RWY 6/24 5 IN WSR OVR RUF IR WEF  
0711132230

**NOTE–**

Big Lake's runways 6 and 24 are covered with 5 inches of wet snow, over rough ice, depth unknown.

**EXAMPLES–**

!TYS TYS TWY ALL EXC TWY G  $\frac{1}{2}$  IN ICE WEF  
0712051430

!MEM MEM RAMP FEDEX FEEDER RAMP  $\frac{1}{2}$  IN ICE  
WEF 0711220815

!BNA BNA APRON AIR CARGO APRON THN ICE  
WEF 0712020200

!EKX EKX AD 2 IN PTCHY SLUSH/ICE WEF  
0711292215

**3. Snow and ice.****EXAMPLE–**

!ENA BGQ RWY 6/24 5 IN SIR WEF 0910131910

**NOTE–**

Big Lake's runways 6 and 24 are covered with 5 inches of snow and ice.

**EXAMPLES–**

!MOT MOT TWY ALL  $\frac{1}{2}$  IN LOOSE SN OVR ICE WEF  
0912202200

!MEM MEM RAMP FEDEX FEEDER RAMP  $\frac{1}{2}$  IN  
FRZN SN OVR ICE WEF 0912070700

!BNA BNA APRON AIR CARGO APRON THN SN OVR  
ICE WEF 0912251115

!EKX EKX AD 6 IN LOOSE SN OVR ICE WEF  
0912011545

**4. Slush.****EXAMPLE–**

!BTT BTT RWY 1/19 1 IN SLR WEF 0709132100

**NOTE–**

Bettles' runways 1 and 19 are covered with 1 inch of slush.

**EXAMPLES–**

!IAD IAD RWY 1L/19R  $\frac{1}{2}$  IN FRZN SLR (may be  
described as RUF IR) WEF 0710041600

!MEM MEM RAMP FEDEX FEEDER RAMP  $\frac{1}{2}$  IN  
SLUSH WEF 0712052210

!BNA BNA APRON AIR CARGO APRON SLUSH WEF  
0712101200

!EKX EKX AD 1 IN SLUSH WEF 0711211235

!EKX EKX AD PTCHY 2 IN SLUSH/ICE WEF  
0712242345

**5. Water.****EXAMPLES–**

!CLE CLE AD  $\frac{1}{2}$  IN WTR WEF 0912241700

!CLE CLE AD PTCHY  $\frac{1}{2}$  IN WTR WEF 0911250900

**NOTE–**

Do not refer to puddles.

**EXAMPLES–**

!MEM MEM RAMP FEDEX FEEDER RAMP  $\frac{1}{2}$  IN  
WATER WEF 0908241205

!BNA BNA APRON AIR CARGO APRON 1 IN WATER  
WEF 0909102200

!EKX EKX AD 1 IN WTR WEF 0910101000

**NOTE–**

Words of five letters or less may be contracted or spelled out in accordance with paragraph 3–3–1 (for example, either WTR or WATER is acceptable).

**6. Drifting or drifted snow.****NOTE–**

DRFT is used to describe one or more drifts. When the drifts are variable in depth, report the greater depth.

**EXAMPLE–**

!SFF SFF AD 4 IN LOOSE SN 9 IN DRFT WEF  
0711071900

**NOTE–**

Conditions prevail throughout the airport surface.

**EXAMPLES–**

!AVP AVP RWY 4/22 5 IN DRFT WEF 0712201600

!IPT IPT RWY 9/27 5 IN LSR 10 IN DRFT WEF  
0712051200

!MEM MEM RAMP FEDEX FEEDER RAMP 4 IN  
DRFT WEF 0712091111

!BNA BNA APRON AIR CARGO APRON 3 IN DRFT  
WEF 0712152015

!EKX EKX AD 3 IN LOOSE SN 6 IN DRFT WEF  
0712021000

**7. Plowed/swept.****NOTE–**

PLW/swept are used when indicating that a portion of a surface has been plowed or swept and is either bare or has depth, coverage, and conditions different than the surrounding area. When known, the surrounding area items will be specified as RMNDR and listed after the

plowed information. Plowed/swept is omitted when the entire runway, taxiway, ramp or apron has been plowed.

**EXAMPLE–**

!OQU OQU RWY 16/34 PLW 100 WIDE RMNDR  $\frac{1}{2}$  IN  
SIR WEF 0911132112

**NOTE–**

Quonset State's runway is wider than 100 feet and the area inside the center 100 feet is bare. The  $\frac{1}{2}$  inch of snow and ice (SIR) is outside the plowed area.

**EXAMPLE–**

!FAI FAI RWY 1/19 PTCHY THN PSR SWEPT 75 WIDE  
WEF 0910131530

**NOTE–**

Fairbanks' runways 1 and 19 are wider than 75 feet and the area inside the center 75 feet has patchy, thin-packed snow on them even though they have been swept.

**EXAMPLES–**

!MOT MOT TWY ALL PLW 50 WIDE RMNDR 6 IN  
LOOSE SN WEF 0912202200

!BNA BNA APRON AIR CARGO APRON EAST 1000  
PLW WEF 0912202000

**8. Sanded, deiced.****EXAMPLE–**

!MGW MGW RWY 18/36  $\frac{1}{2}$  IN IR SA WEF 0911021300

**NOTE–**

This means that the entire runway has been sanded. If less than the published dimensions have been treated, indicate the length and/or width.

**EXAMPLE–**

!YAK YAK RWY 11/29 THN SIR SA 80 WIDE RMNDR  
BRAP WEF 0912061530

**NOTE–**

Less than full width is sanded, and the conditions outside of the sanded area are as listed.

**EXAMPLES–**

!IAD IAD RWY 12/30 DEICED LIQUID WEF  
0912172100

!IAD IAD RWY 12/30 DEICED SOLID 150 WIDE WEF  
0912061615

**NOTE–**

Report the deicing material used as either "LIQUID" or "SOLID," as this may have operational significance to the pilot.

**NOTE–**

Words of five letters or less may be contracted or spelled out in accordance with paragraph 3–3–1 (e.g., either SLD or SOLID is acceptable).

**EXAMPLES–**

*!MOT MOT TWY ALL DEICED SOLID WEF  
0712202200*

*!MEM MEM RAMP FEDEX FEEDER RAMP DEICED  
LIQUID WEF 0712202000*

*!BNA BNA APRON AIR CARGO APRON DEICED  
LIQUID WEF 0712202000*

*!EKX EKX AD DEICED SOLID WEF 0712202000*

**9. Snowbanks.****EXAMPLES–**

*!BTV BTV RWY 15/33 3 IN SN 24 IN SNBNK WEF  
0711111915*

*!BTV BTV RWY 15/33 2 IN LSR PLW 100 WIDE 24 IN  
SNBNK WEF 0712101750*

*!BTV BTV RWY 15/33 2 IN LSR PLW 100 WIDE 10 IN  
BERM WEF 0710091415*

**NOTE–**

*Snowbanks shall be assumed to be at the edge of a movement surface, or when plow/swept are used, at the edge of the plowed/swept area.*

**EXAMPLES–**

*!BGR BGR TWY ALL 4 FT SNBNK WEF 0712121200*

*!BGR BGR RAMP SOUTHEAST RAMP 6 FT  
WINDROWS WEF 0712201330*

*!BNA BNA APRON SOUTH AIR CARGO APRON 4 FT  
SNBNK WEF 0712292330*

*!EKX EKX AD 3 FT SNBNK WEF 0712012200*

**10. Mud.****EXAMPLES–**

*!ENA ENA RWY 1/19 PTCHY 2 IN MUD WEF  
0710132140*

*!ENA ENA RWY 1/19 THN MUD WEF 0709132210*

**11. Frost.****EXAMPLE–**

*!JNU JNU AD THN FROST WEF 0709132315*

**12. Frost Heave.****EXAMPLE–**

*!BET BET RWY 11/29 FROST HEAVE NW 500 WEF  
0711050030*

**13. Cracks.****EXAMPLE–**

*!ORT TSG RWY 12/30 NMRS 5 IN CRACKS WEF  
0712050105*

**14. Ruts.****EXAMPLE–**

*!TAL TAL RWY 6/24 4 IN RUTS W 1000 WEF  
0712051400*

**15. Soft Edge.****EXAMPLE–**

*!TAL TAL RWY 6/24 SOFT EDGES WEF 0711051622*

**e.** Every snow NOTAM shall have the time that the conditions were observed by the airport operator as the last element of the NOTAM. If no time was given, inquire as to when the condition was observed. If still unable to obtain a time, use the time when the NOTAM information was given to the flight service specialist. See snow NOTAM examples in paragraph 5–1–4d, for guidance.

**f.** Each NOTAM on snow, ice, slush, and water shall contain coverage, measurement (if known), conditions, and time of NOTAM observation issued in that order.

### **5–1–5. CERTIFICATED AIRPORT AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)**

**a.** Issue a NOTAM D on airports (not runways) certificated under 14 CFR Part 139, when notified by airport management that required ARFF equipment is inoperative/unavailable, and replacement equipment is not available. Except as indicated in paragraph 5–1–5c, airport management has 48 hours to replace or substitute equipment before the index changes. Air carriers and others must be notified that ARFF equipment is out of service. Each NOTAM shall have an ending time as obtained from airport management. If unable to obtain an ending time, add 48 hours to the time of receipt and advise airport management.

**NOTE–**

**1.** *The ARFF Index for each certificated airport is published in the AFD. Legend item 16 in the AFD lists indices and ARFF equipment requirements. ARFF Index Limited is not a NOTAM. At certificated airports listed in the AFD, the certificate holder (airport management) is required to notify air carriers by NOTAM when required ARFF equipment is inoperative/unavailable and*

replacement equipment is not available immediately. If the required Index level of capability is not restored within 48 hours, airport management is required to limit air carrier operations.

2. Permanent changes to the ARFF Index occurring during publication cycles are issued as FDC NOTAMs.

**REFERENCE–**  
Title 14 CFR Part 139.

**EXAMPLES–**  
!FTW FTW SVC ARFF VEHICLE OTS INDEX  
UNCHANGED TIL 0910242100

b. If the ARFF vehicle is still out of service after 48 hours, the airport manager shall notify the AFSS/FSS of a temporary index change and approximate duration time.

**EXAMPLE–**  
!FTW FTW SVC ARFF NOW INDEX A TIL 0709072300

**NOTE–**  
Even though the ARFF index is now A, four or less Index B aircraft may still operate into Fort Worth.

c. If the ARFF Index is listed in the AFD as A and the ARFF vehicle is out of service, issue the following NOTAM:

**EXAMPLE–**  
!STS STS SVC ARFF UNAVBL/AP CLSD TO ACR  
MORE THAN 30 PAX

### 5–1–6. CONTINUOUS SNOW OR ICE REMOVAL OPERATIONS ON MULTIPLE RUNWAYS

A single NOTAM may be issued for continuous snow removal operations on alternating runways when all of the following conditions are met:

- a. The air traffic control tower is in operation during the valid period of the NOTAM.
- b. Anticipated alternating closure time for each runway is two hours or less.
- c. Maximum valid time is limited to the period of continuous alternating snow removal.
- d. Operations are based on a letter of agreement between airport management, the FSS, and ATCT.

**EXAMPLES–**  
!DEN DEN RWY ALL RWYS ALTNLY CLSD SNOW  
REMOVAL WEF 0910231500

!SLC SLC RWY INSTR RWYS ALTNLY CLSD SN  
REMOVAL WEF 0911241600

!DEN DEN RWY ALL RWYS ALTNLY CLSD ICE  
REMOVAL WEF 0912251700

!SLC SLC RWY INSTR RWYS ALTNLY CLSD ICE  
REMOVAL WEF 0911261800

**NOTE–**  
Words of five letters or less may be contracted or spelled out in accordance with paragraph 3–3–1 (for example, either SN or SNOW is acceptable).

### 5–1–7. PERSONNEL AND EQUIPMENT WORKING (PAEW)

Disseminate the following reported conditions as NOTAM (D):

Any NOTAM associated with personnel and equipment working (PAEW) on or adjacent to a runway, taxiway, ramp, aerodrome, or apron must begin with one of the following keywords: RWY, TWY, RAMP, AD, or APRON. Additionally, the appropriate direction must be specified.

**EXAMPLES–**  
!IAD IAD RWY 1L/19R PAEW

!IAD IAD RWY 1L/19R PAEW ADJ

!CHO CHO RWY 23 PAEW ADJ NORTHEAST 500

**NOTE–**  
This criteria is used for runway checks and other events of short durations. Otherwise the runway should be closed.

**EXAMPLES–**  
!SBY SBY TWY E PAEW SOUTH SIDE BTN RWY 5/  
TWY G

!MEM MEM RAMP FEDEX FEEDER RAMP WEST  
HALF PAEW TIL 0912260400

!BNA BNA APRON AIR CARGO APRON SE THIRD  
PAEW TIL 0912232000

## Section 2. Lighting Aid and Obstruction NOTAMs

### 5-2-1. GENERAL

a. Originate NOTAMs concerning conditions of lighting aids you are responsible for controlling or monitoring.

b. Report outages or irregular operations of all lighting aids within your flight plan area. Conditions requiring a NOTAM should be coordinated with the appropriate air traffic facilities.

c. Obstructions including those with light outages shall be prefaced with OBST as a keyword following the Location Identifier. Obstructions include towers, cranes, stacks, etc. Height is identified as MSL (when known) and AGL. LGTS OTS refers to a top light or flashing obstruction light regardless of its position. Obstruction lights on terrain (hills) are identified as MSL only.

d. Commercial operators are required to report the improper functioning of any obstruction light or lights by telephone to the nearest flight service station or office of the FAA. Reporting the operating status of other types of obstruction lights is the responsibility of the operator.

**REFERENCE—**  
47 CFR Section 17.48.

e. The following information is required when reports are received concerning an obstruction light outage:

1. Height of the obstruction in MSL (if known) and AGL.

**EXAMPLES—**  
!SBY SBY OBST TOWER UKN (235 AGL) 3 NW  
UNLGTD (ASR 1235179) TIL 0909302300

!MIV N52 OBST TOWER 580 (195 AGL) 1.44 SW  
UNLGTD (ASR UNKN) TIL 010302300

**NOTE—**  
When MSL is unknown, so indicate in the text of the NOTAM, as noted in the example above.

2. Location in nautical miles and 16 points of the compass from the nearest airport.

3. Name, title (if appropriate), and telephone number of the person making the report.

4. When possible, name, title (if appropriate), and telephone number of person responsible for the obstruction lights if other than paragraph 5-2-1e3 above.

5. Return-to-service time. See paragraph 5-2-2d.

6. Antenna structure registration number (ASR) see paragraph 5-2-2d.

f. For obstructions without lights, the obstruction will be identified as in paragraph 5-2-1c above.

### 5-2-2. NOTAM (D) LIGHTING AIDS

a. The flight service specialist is responsible for formatting the information correctly.

**NOTE—**  
The examples used in this order are representative of the format discussed in this paragraph.

b. For guidance on NOTAM D composition, see Paragraph 4-2-1, NOTAM Composition.

c. Disseminate NOTAMs on lighting aids for public-use civil landing areas listed in the AFD.

d. Disseminate information about commissioning, decommissioning, or outages of these lighting systems as follows:

1. Approach light systems (ALS).

(a) When commissioning approach light systems, indicate the exact type of system; e.g., MALSR, etc.

**EXAMPLE—**  
!ANB EUF RWY 36 MALSR CMSN WEF 0905112300

(b) Once commissioned and published, approach light systems need only be shown as ALS.

**EXAMPLES—**  
!ANB EUF RWY 36 ALS DCMSN

!ANB EUF RWY 18 ALS OTS

2. Sequence flashing lights (SFL/RAIL).

**EXAMPLES—**  
!ANB EUF RWY 18 SFL OTS

!ANB EUF RWY 18 RAIL OTS

**3. Visual Approach Lighting systems.****(a) Visual Approach Slope Indicator (VASI).****EXAMPLES–***!SBY SBY RWY 5 VASI OTS**!RIC RIC RWY 22 VASI LEFT SIDE OTS***NOTE–***Partial operation may occur with VASI–12 and VASI–16 systems where the light units are located on both sides of the runway.***(b) Precision Approach Path Indicator (PAPI).****EXAMPLE–***IAD IAD RWY 1L PAPI OTS***(c) Runway End Identifier Lights (REIL).****EXAMPLE–***!DCA DCA RWY 18 REIL OTS***(d) Threshold lights (THR LGTS).****EXAMPLE–***SAV SAV RWY 27 THR LGTS OTS***4. Runway edge lights (RWY LGTS)**

**(a)** When commissioning runway edge light systems, indicate the exact type of system; e.g., LIRL, MIRL, HIRL, etc.

**EXAMPLE–***!DRI OR9 RWY 13/31 MIRL CMSN*

**(b)** Once commissioned and published, runway edge lights shall only be shown as RWY LGTS.

**EXAMPLE–***!BNA BNA RWY 13/31 RWY LGTS OTS*

**(c)** Runway lights obscured due to snow and ice.

**EXAMPLE–***!BTV BTV RWY 1/19 LGTS OBSC WEF  
0910131300–0910141300***NOTE–**

**1.** All runway 1/19 lights are completely obscured. The reason for the obscuration should not be reported.

**2.** Lights that are partially obscured should not be reported.

**5. Runway centerline light system (RCLL).****EXAMPLE–***!ATL ATL RWY 8R/26L RCLL OTS***6. Touchdown zone lights (TDZ LGT).****EXAMPLE–***!ATL ATL RWY 8R TDZ LGT OTS***7. Lead-in light system (RLLS).****EXAMPLE–***!DCA DCA RWY 18 RLLS OTS***8. Airport lighting total power failure.****EXAMPLE–***!SPA SPA AD LGT OTS*

**9.** Pilot-controlled lighting (PCL) frequency when it controls approach lights or runway lights.

**EXAMPLES–***!SBY SBY SVC PCL OTS**!ANB EUF RWY 18/36 RWY LGTS PCL OTS**!BFD 8G5 RWY LGTS PCL CMSND KEY 122.7 7  
TIMES HIGH/5 TIMES MED/3 TIMES LOW INTST  
0200–1100 DLY**!SBY SBY SVC PCL NOW 122.8***NOTE–***PCL frequency need not be an ATC frequency.***10. Lighted Signage**

Any lighted signs will be associated with appropriate runway, taxiway, ramp, or apron.

**EXAMPLES–***!SEA SEA TWY C STOP BAR LGTS AT RWY 16R/EAST  
SIDE RWY 16L OTS***11. Taxiway lighting.****(a) Taxiway and taxiway centerline lights.****EXAMPLES–***!SHD SHD TWY K TWY LGTS OTS**!ROA ROA TWY E CNTRLN LGTS BTN TWY E1 AND  
RWY 15/33 OTS***(b) Turnoff Lights (TURNOFF LGTS)****EXAMPLE–***!IAD IAD RWY 1C TWY Y4 TURNOFF LGTS OTS***12. Airport rotating beacons (ABN).****EXAMPLE–***!SPA SPA AD ABN OTS*

**13.** Obstruction light outages that meet one or more of the following criteria shall include a return-to-service time:

**(a)** All obstruction light outages within a 5-statute mile (4.3 nautical miles) radius of an

airport, or obstruction light outages outside a 5–statute mile radius that exceed 200 feet above ground level (AGL).

**EXAMPLES–**

*!MIV N52 OBST TOWER 580 (195 AGL) 1.44 SW LGTS  
OTS (ASR NUMBER) TIL 0911302300*

*!GSP GSP OBST TOWER 1528 (564 AGL) 12 E LGTS  
OTS (ASR NUMBER) TIL 0910291930*

*!GSP GSP OBST TOWER 1528 (564 AGL) 12 E LGTS  
OTS (ASR NUMBER) TIL 0911291930*

(b) Location is within 500 feet either side of the centerline of a charted helicopter route. Use a fix–radial–distance as the reference point with the affected location being the nearest public–use airport in your flight plan area.

**EXAMPLE–**

*!PWK PWK OBST TOWER 1049 (330 AGL)  
OBK014007 LGTS OTS (ASR NUMBER) TIL  
0909301915*

**REFERENCE–**

*14 CFR Section 77.23.*

**NOTE–**

*Types of obstructions are towers, cranes, stacks, etc. Height is identified as MSL (when known) and AGL. LGTS OTS refers to a top light or flashing obstruction light regardless of its position. Obstruction lights on terrain (hills) are identified as MSL only.*

(c) When a notice of light outage is received without a return–to–service time, inform the sponsor that you will be adding 15 days to the current time for the return–to–service time, at which time the NOTAM will be auto canceled. Advise the sponsor that any return–to–service time earlier than the 15 days shall be called in immediately.

(d) When an obstruction light outage NOTAM is auto canceled after 15 days, the canceled NOTAM, including the tower number/ASR number (antenna structure registration number), will be

forwarded to the appropriate FCC field office. The ASR number must be obtained from the sponsor when the outage is called in, and put in the text of the NOTAM.

**EXAMPLE–**

*!MIV 06/001 2N6 OBST TOWER 314 (231 AGL) 4.3  
NNW LGTS OTS (ASR 1055889) TIL 0712302300*

**NOTE–**

*Appendix 5 lists FCC Field Office FAX numbers.*

### 5–2–3. MOORED BALLOONS AND KITES/OBSTRUCTIONS

Upon receipt of a waiver to 14 CFR Part 101, but not more than 3 days prior to the event, issue a NOTAM containing the following information:

a. Date/time the activity will begin.

b. Size of the affected area in a nautical mile radius.

c. Location of the center of the affected area in relation to the nearest VOR/DME or VORTAC when it is 25 nautical miles or less from the center of the activity.

1. Also include reference to the nearest public–use airport when the center of the activity is 25 nautical miles or less from the nearest public–use airport.

2. The nearest public–use airport when the center of the activity is more than 25 nautical miles from the nearest VOR/DME or VORTAC.

**EXAMPLES–**

*!SJT SJT OBST MOORED BALLOON 1 NMR  
SJT095018 510/BLW WEF 0709251400–0709261400*

*!SJT SJT OBST MOORED BALLOON 30 NE 1 NMR  
610/BLW TIL 0710271700*

*!ABQ ABQ OBST KITE 1 NMR ABQ020002 505/BLW  
WEF 0710011900–0710012100*



## Section 3. NAVAID NOTAMs

### 5-3-1. GENERAL

a. Originate NOTAMs concerning NAVAIDs for which your facility has monitor responsibility.

b. NAVAID NOTAMs will be prefaced with the keyword NAV following the Location Identifier.

**EXAMPLE-**  
/DCA LDN NAV VOR UNMNT

### 5-3-2. REPORTING NAVAID MALFUNCTIONS

The person in charge of the watch shall report any known or reported malfunctions of a NAVAID to technical operations or appropriate personnel and coordinate issuance of a NOTAM.

### 5-3-3. UNPROGRAMMED EXTENDED SHUTDOWNS

Unprogrammed extended facility shutdowns or other unanticipated outages that are expected to last more than 30 days shall be promptly reported to NFDC by administrative message or FAX. When possible, the expected duration of the shutdown is to be included in the message.

**NOTE-**  
*Except for emergency shutdowns, technical operations personnel are expected to give at least 1-hour notice to the FSS.*

### 5-3-4. NAVAID MAINTENANCE SHUTDOWNS

Information concerning maintenance shutdown of NAVAIDs that are a part of the NAS shall be handled as follows:

a. Routine maintenance shutdown. When possible, approval should be obtained sufficiently in advance of the proposed shutdown time to allow dissemination of a NOTAM at least 5 hours before a shutdown will occur. A routine maintenance shutdown request shall not be denied because of an inability to issue a NOTAM 5 hours in advance of the shutdown.

b. Emergency shutdown. When possible, at least 1-hour advance notice should be obtained so that appropriate dissemination may be made prior to shutdown.

c. Extended maintenance shutdown. Notify the NFDC sufficiently in advance to permit publication of the information prior to the shutdown date. When this is not possible, disseminate a NOTAM not more than 3 days before the shutdown.

### 5-3-5. UNMONITORED NAVAIDs

a. All VOR, VORTAC, and ILS equipment in the NAS have automatic monitoring and shutdown features in the event of malfunction. Unmonitored, as used in this order, means that the personnel responsible for monitoring the facility have lost aural and visual monitoring capabilities and cannot observe the status of the facility. It does not refer to the automatic monitoring feature.

b. When a navigational aid's operational status cannot be monitored at the controlling or monitoring facility, but all indications or reports are the facility is operating normally, issue a NOTAM placing the aid in an unmonitored status.

c. When issuing a NOTAM describing a facility as unmonitored, do not use the category of monitor, only the contraction UNMON.

**EXAMPLE-**  
/DCA LDN NAV VOR UNMON

d. If the NAVAID is reported as being out of service, the unmonitored NOTAM shall be canceled.

### 5-3-6. CATEGORY 2 AND 3 INSTRUMENT LANDING SYSTEM STATUS

a. Category 2 and/or 3 approaches are automatically cancelled or not authorized when a NOTAM has been issued for any component needed for the approaches. Those components are outer marker (OM), middle marker (MM), inner marker (IM), glide slope (GP), localizer (LLZ), locator at the outer marker (LO), distance measuring equipment (DME), approach lighting system (ALS), sequence flashing lights/runway alignment indicator lights (SFL/RAIL), touchdown zone lights (TDZL), runway centerline lights (RCLL), runway edge lights (RWY LGTS), RVR touchdown (RVRT), RVR midpoint (RVRM), and RVR rollout (RVRR).

b. Suspension of category(ies) of operation due to abnormal status of ILS and ancillary electronic components:

1. One of the LLZ transmitters inoperative.
2. LLZ far field monitor inoperative.
3. Failure of one monitor in a dual channel LLZ or GP monitor system.
4. LLZ/GP operating on battery standby power source when main power source has failed.
5. ALS standby power source inoperative.
6. SFL/RAIL standby power source inoperative.
7. TDZL/RCLL standby power source inoperative.
8. RWY LGTS standby power source inoperative.
9. More than 10 percent of touchdown zone lights, runway centerline lights, runway edge lights, and taxiway lights are not functioning.

**EXAMPLES–**

*!ATL ATL NAV RWY 8L ILS CAT 2 NA*

*!ATL ATL NAV RWY 8L ILS CAT 3 NA*

*!ATL ATL NAV RWY 8L ILS CAT 2/3 NA WEF  
0711251600–0711251900*

**NOTE–**

*Do not include the reason for the suspension of operation.*

**REFERENCE–**

*FAAO 6750.24, Appendix 1 Abnormal Checklist.*

**NOTE–**

*FDC NOTAMs are not required for the ILS component outages/abnormalities or suspension of operations (CAT 1, 2, or 3) addressed in this paragraph, but may be issued based on other operational requirements. If an FDC NOTAM has been issued, no other NOTAM is required.*

### 5–3–7. NOTAM (D) NAVAID

a. The flight service specialist is responsible for formatting the information correctly.

**NOTE–**

*The examples used in this order are representative of the format discussed in this paragraph.*

b. For guidance on NOTAM D composition, see paragraph 4–2–1, NOTAM Composition.

c. Disseminate commissioning, decommissioning, outages, or UNMNT status of NAVAIDs (more than 1 hour or 30 minutes for Radar) that are part of the NAS as NOTAMs. NAVAID outage NOTAMs will remain active until the NAVAID is returned to service or decommissioned.

d. Restrictions to NAVAIDs are normally published by segment; e.g., 020–055 degree radials. Do not carry more than one NOTAM describing the restrictions of a NAVAID. To correct a given segment, issue a completely new NOTAM for that segment. Add, “PLUS SEE (publication)” when other restrictions to the NAVAID are published. The absence of this statement from the NOTAM indicates that all other restrictions have been canceled.

**EXAMPLES–**

*!SAV SAV NAV VOR UNUSBL 010–030 BYD 35 BLW  
10000*

*!PNC PER NAV VOR UNUSBL 045–060 BYD 20 BLW  
2000*

*!FMN FMN NAV VOR UNUSBL 090–180/270–360 BYD  
25 BLW 5000*

e. Instrument Landing Systems (ILS). Distinguish components of an ILS from nonprecision approach NAVAIDs by preceding the component with the runway number followed by “ILS” (including single ILS airports).

**EXAMPLES–**

*!SHV SHV NAV RWY 32 ILS 110.3 CMSN*

*!SHV SHV NAV RWY 5 ILS DCMSN*

*!DCA DCA NAV RWY 18 ILS LLZ OTS*

*!IAD IAD NAV RWY 30 ILS LLZ RTS*

*!CDR CDR NAV RWY 2 ILS GP/OM/MM OTS*

*!CDR CDR NAV RWY 2 ILS FAN MKR OTS*

*!ANB EUF NAV RWY 18 ILS GP UNUSBL BLW 768*

*!ANB EUF NAV RWY 36 ILS GP UNUSBL CPD APCH  
BLW 1240*

**NOTE–**

At airports that have LLZ approaches only, precede the outage with “ILS.” Fan markers are NOTAM material as long as they are associated with an ILS approach.

**NOTE–**

The distinction between ILS and MLS must be shown since both systems may be commissioned and operating to serve the same runway. When all components of the ILS/MLS are OTS, it is not necessary to identify each component.

**f. Microwave Landing Systems (MLS).****EXAMPLES–**

**■** *!ICT ICT NAV RWY 19L MLS CH 556 CMSN*

*!ICT ICT NAV RWY 19L MLS DCMSN*

*!ICT ICT NAV RWY 19L MLS ELEV OTS*

*!ICT ICT NAV RWY19L MLS AZM OTS*

*!BNA BNA NAV RWY 31 MLS AZM UNUSBL BYD 23  
BLW 2400*

*!BNA BNA NAV RWY 13*

**g. Simplified directional facility (SDF).****EXAMPLE–**

*!BKW I07 NAV RWY 4 SDF OTS*

**h. Localizer type directional aid (LDA).****EXAMPLE–**

*!DCA DCA NAV RWY 18 LDA OTS*

**i. VOR/DME.****EXAMPLES–**

**■** *!OJC OJC NAV VOR/DME 113.0/CH 77 CMSN*

*!OJC OJC NAV VOR/DME DCMSN*

*!OJC OJC NAV VOR OTS*

*!OJC OJC NAV DME OTS*

**j. VORTAC.**

**1.** VORTAC (all components, VOR/DME/TACAN).

**EXAMPLES–**

**■** *!GSO GSO NAV VORTAC 116.2/CH 109 CMSN*

*!GSO GSO NAV VORTAC DCMSN*

*!OJC OJC NAV VORTAC OTS*

**2.** VOR out of service (DME/TACAN operational).

**EXAMPLE–**

*!GSO GSO NAV VOR OTS*

**3.** DME out of service (VOR operational/TACAN out).

**EXAMPLE–**

*!GSO GSO NAV TACAN OTS*

**NOTE–**

When the DME portion of a VORTAC fails or is removed from service for maintenance, the TACAN automatically becomes inoperative.

**4.** TACAN azimuth out of service (VOR/DME operational).

**EXAMPLE–**

*!GSO GSO NAV TACAN AZM OTS*

**5. VOT – out of service****EXAMPLE–**

*!SBY SBY NAV VOT OTS WEF  
0710242000–0710250300*

**k. TVOR.**

**1.** TVORs serving one airport, and not associated with airway structure, shall have NOTAMs issued using the associated airport identifier as the affected facility.

**EXAMPLE–**

*!ILN ILN NAV MXQ VOR OTS*

**2.** TVORs serving more than one airport, or associated with airway structure, shall have NOTAMs issued using the TVOR identifier as the affected facility.

**EXAMPLE–**

*!DAY XUB NAV VOR OTS*

**1. NDB or NDB/LO as follows:**

**1.** Terminal NDBs. Those NDBs located on or serving only that airport shall have NOTAMs issued using the associated airport as the affected facility.

**EXAMPLE–**

*!DCA DCA NAV GTN NDB OTS*

**2.** If an NDB serves more than one airport, issue a NOTAM using the identifier of the NDB as the affected facility.

**EXAMPLE–**

*!MIV PNJ NAV NDB OTS*

**NOTE–**

**1.** PNJ serves TEB and CDW.

2. Except in Alaska, collocated NDB/LOs are assigned five-letter names. All other NDBs are assigned three-letter identifiers.

3. NDB/LO outages.

(a) NDB/LO serving one airport must be issued with the three-letter identifier of the airport as the affected location.

**EXAMPLES—**

*!SBY SBY 32 NAV RWY 32 COLBE NDB/ILS LO OTS WEF 0909241430–0909241700*

*!SUS SUS NAV RWY 8R SNOOP NDB/ILS LO OTS*

(b) NDB/LO serving more than one airport shall be issued under the three-letter identifier of each airport that it serves. This procedure may require coordination with other facilities.

**EXAMPLES—**

*!MCI MCI NAV RWY 9 HUGGY NDB/ILS LO OTS WEF 0710241300–0710241700*

*!FLV FLV HUGGY NDB OTS WEF 0711241300–0711241700*

**NOTE—**

*In the above examples, Huggy NDB serves as a LO to runway 9 at Kansas City Intl (MCI) and issued by Columbia (COU), Missouri AFSS. It also serves Fort Leavenworth/Sherman AAF (FLV), Kansas, as an NDB and issued by Wichita (ICT), Kansas.*

m. NAVAID identification change.

**EXAMPLE—**

*!IND IND NAV VORTAC ID NOW VHP*

**NOTE—**

*When the NOTAM is cancelled, the FSS shall notify the USNOF to have the old identifier deleted from the NOTAM tables.*

n. Long-range navigation systems (LORAN).

1. LORAN navigational aid outages will be reported directly to the USNOF by the U.S. Coast Guard monitoring facilities. The USNOF will issue NOTAMs under the affected location “LRN” by station letter.

2. All GPS navigational aid outages will be reported directly to the USNOF by Air Force Space Command (AFSPACECOM) monitoring facility. The USNOF will issue NOTAMs under the accountability “GPS” with an affected location of “GPS.”

**EXAMPLE—**

*!GPS GPS NAV PRN 16 OTS*

**NOTE—**

*Global position system pseudorandom noise (PRN) number 16 is out of service until further notice.*

**EXAMPLE—**

*!GPS GPS NAV PRN 16 OTS WEF 0709231600–0709242300*

**NOTE—**

1. *Global position system pseudorandom noise (PRN) number 16 is out of service from September twenty-third two thousand seven at sixteen hundred until September twenty-fourth two thousand seven at twenty-three hundred.*

2. *GPS outages will be issued internationally under the affected location of “KNMH.”*

3. Use standard request/reply procedures to obtain all current LORAN-C and GPS NOTAMs.

**EXAMPLES—**

*GG KDZZNAXX  
121413 KDCAIFYX  
!SVC RQ DOM LOC=LRN,GPS*

*or*

*GG KDZZNAXX  
121413 KDCAIFYX  
!SVC RQ INT LOC=KNMH*

*or*

*ORIGIN: PRECEDENCE:GG TIME:*

*ACK:N*

*ADDR:KDZZNAXX*

*TEXT:!)SVC RQ INT LOC=KNMH*

**NOTE—**

*LORAN and GPS operations are included in the Aeronautical Information Manual.*

4. All GPS test/anomaly NOTAMs will be reported to the USNOF by the Technical Operations ATC Spectrum Engineering Services, Spectrum Assignment and Engineering Services. The USNOF will issue NOTAMs under the accountability “GPS” with an affected location of the associated center.

**EXAMPLE—**

*GPS 10/017 ZAB NAV GPS SIGNAL UNREL CONE SHAPED WI 257 NMR FHU FL400/ABV TO 135 NMR NEAR 10000 TO 96 NMR AT 5000 TO 76 NMR AT 3000 TO 48 NMR AT 1000 0600–1200 DLY WEF 0711160600–0711191200*

**NOTE—**

*Spectrum Assignment and Engineering Services will notify*

the closest flight service station with the new NOTAM information.

**o. Wide Area Augmentation System (WAAS).**

1. WAAS area-wide NOTAMs are issued when WAAS assets are out of service and will contain the term “UNAVAILABLE.” They may also be issued when the WAAS vertical and/or lateral availability for a large area is predicted to be “UNRELIABLE.” These NOTAMs are generated by an automated Service Volume Model (SVM) tool or from the NOCC. They will be issued by the USNOF as FDC NOTAMs when a WAAS asset failure affects a large area, or as Center NOTAMs if all airports with RNAV approaches within a center’s boundary do not have WAAS availability.

**EXAMPLES–**

*!KFDC KFDC WAAS ATLANTIC SATELLITE UNAVBL, WAAS LPV AND LNAV/VNAV MNM UNAVBL EAST OF 110 DEGREE WEST LONGITUDE FOR CONUS AND PUERTO RICO WEF 0709241600*

*!FDC FDC WAAS UNREL 341100N/1245600W TO 345100N/1232200W TO 342600N/1231900W TO 341700N/1245300W OR THE AML120123 TO AML190200 TO RIC270150 TO RIC3602321 WEF 0709231200*

*!FDC ZDC WAAS LPV AND LNAV/VNAV MNM UNREL WEF 0709241400–0709241600*

**NOTE–**

*The first example shows the WAAS Atlantic Ocean Region West Geostationary Satellite serving the Eastern part of the United States being out of service. The second example is issued when WAAS LNAV is predicted to be unreliable over a geographical area due to WAAS assets and/or GPS satellite outages. The third example indicates WAAS vertical guidance LPV and LNAV/VNAV for all airports with RNAV approaches in the Washington Center airspace are predicted to be unreliable*

2. WAAS site-specific NOTAMs are issued when the WAAS SVM predicts vertical and/or lateral availability for an airport will not be available. Site-specific NOTAMs will use the term “UNRELIABLE.” MILOPS sends SVM predictions in NOTAM format to the FSS for entering the WAAS site-specific NOTAMs into the U.S. NOTAM system (USNS).

**EXAMPLES–**

*!OSH OSH NAV WAAS LPV AND LNAV/VNAV MNM UNREL WEF 0710231700–0710231930*

*!DCA DCA NAV WAAS MNM UNREL WEF 0709241500–0709241630*

**NOTE–**

*The first example indicates the LPV and LNAV/VNAV minimums for Area Navigation (RNAV) approaches at Oshkosh are predicted to be unreliable for WAAS-equipped aircraft. The second example is for all RNAV minimums (LNAV, LNAV/VNAV, and LPV) at Reagan National are predicted to be unreliable for WAAS-equipped aircraft.*

3. If a failure occurs and the MILOPS server cannot distribute these NOTAM requests to either the FSS or NOTAM office, a fax message will be generated to whichever facility needs to issue a WAAS NOTAM. Using this fax message, an area-wide or site-specific NOTAM will then be submitted into the USNS for the generation of a WAAS NOTAM.

**p. Ground Based Transceiver (GBT).**

1. When a GBT is out of service and/or expected by Technical Operations personnel to be out of service for more than 30 minutes, issued a NOTAM D.

2. The identifier used for the issuance of NOTAMs shall be the 3-letter identification where the GBT is located.

**EXAMPLES–**

*!BET BET NAV GBT OTS*

*!ANI ANI NAV GBT OTS WEF 0709211600–0709211900*

**5–3–8. HOURS OF OPERATION**

Changes in the hours of operation of a NAVAID due to other than seasonal daylight time changes.

**EXAMPLE–**

*!SBY SBY NAV RWY 32 ILS UNMNT 0200–0900 DLY*



## Section 4. Communications Outlets NOTAMs

### 5-4-1. GENERAL

Originate NOTAMs concerning communications outlets for which your facility has monitor responsibility.

### 5-4-2. REPORTING COMMUNICATIONS OUTLET MALFUNCTIONS

The specialist in charge of the watch shall report any known or reported malfunctions of a communication outlet to technical operations or appropriate personnel and coordinate issuance of a NOTAM.

### 5-4-3. NOTAM (D) COMMUNICATIONS OUTLETS

a. The flight service specialist is responsible for formatting the information correctly.

#### NOTE-

*The examples used in this order are representative of the format discussed in this paragraph.*

b. For guidance on NOTAM D composition, see paragraph 4-2-1, NOTAM Composition.

c. Disseminate the following conditions as NOTAM D pertaining to the operation of communications outlets that are part of the NAS when an outage occurs or when a scheduled shutdown is expected to be more than 1 hour.

1. Commissioning, decommissioning, outage, or unavailability of communications outlets for the following:

#### EXAMPLE-

*!GSO GSO COM RCO 122.55 CMSND*

(a) All published ATC frequencies and all communication frequencies will be issued with the affected frequency when out of service.

#### EXAMPLE-

*!INW INW COM RCO 122.6 OTS*

#### NOTE-

*Winslow's other frequency 255.4 is still operating. If both were out of service, you would just put "INW COM RCO OTS."*

#### EXAMPLES-

*!DCA PSK COM CD 121.7 OTS*

*!BZN BZN COM ATIS 135.425 OTS*

*!BNA MBT COM GCO 135.075 OTS*

*!ENA ENA COM LAA OTS*

#### NOTE-

*Local Airport Advisory frequency out of service.*

(b) If several frequencies are out, but one is still operating, issue the out-of-service frequencies in one NOTAM.

#### EXAMPLES-

*!DCA PSK COM RCO OTS*

*!IPT IPT COM VOR VOICE OTS*

*!DCA OKV COM RTR OTS*

*!FAI FAI COM FISH RCO OTS*

*!GCK GCK COM RCAG OTS WEF 0711020500*

#### NOTE-

*If the NAVAID is out of service or unmonitored, the VOICE is automatically out of service.*

### 2. En Route Flight Advisory Service (EFAS):

(a) Outage of communications outlets must be advertised as a separate NOTAM for each outlet.

#### EXAMPLES-

*!CRW CRW COM EFAS OUTLET 122.0 OTS*

*!BGR BGR COM EFAS OUTLET 133.925 OTS*

(b) Commissioning or non-availability of a new outlet.

#### EXAMPLES-

*!CRW CRW COM EFAS OUTLET UNAVBL*

*!CRW CRW COM EFAS OUTLET 133.925 CMSND*

#### NOTE-

*Individual outlet NOTAMs must be issued by the FSS facility that has NOTAM responsibility for the outlet after notification by the flight watch control station (FWCS) broadcast facility.*



## Section 5. Services NOTAMs

### 5-5-1. GENERAL

Originate NOTAMs concerning services for which your facility has reporting responsibility. VFR Traffic Advisory Service and CENRAP are not NOTAM D and shall be carried as aeronautical information. NOTAMs associated with any affected service will be prefaced with the contraction SVC as a keyword following the Location Identifier.

### 5-5-2. NOTAM (D) SERVICES

a. The flight service specialist is responsible for formatting the information correctly.

**NOTE-**

*The examples used in this order are representative of the format discussed in this paragraph.*

b. For guidance on NOTAM D composition, see paragraph 4-2-1, NOTAM Composition.

c. Commissioning, decommissioning, or outage of TWRs, APPs, RAPCONs, AFSSs, FSSs, and ARTCCs that are part of the NAS.

d. Hazardous In flight Weather Advisory Service (HIWAS):

1. Outage of HIWAS service outlets must be advertised as a separate NOTAM for each outlet.

**EXAMPLE-**

*!LYH LYH SVC HIWAS OUTLET OTS*

**NOTE-**

*HIWAS is considered a service because it is broadcast and not a two-way communication system.*

2. Commissioning or non-availability of a new HIWAS outlet.

**EXAMPLE-**

*!LYH LYH SVC HIWAS OUTLET 122.0 CMSND*

**NOTE-**

*Individual outlet NOTAMs shall be issued by the FSS facility that has NOTAM responsibility for the outlet after notification by the HIWAS broadcast facility.*

e. Automatic Terminal Information Service (ATIS).

**EXAMPLE-**

*!BZN BZN SVC ATIS OTS*

### 5-5-3. HOURS OF OPERATION

Disseminate the following conditions as NOTAM:

a. Change in the hours of operation an air traffic control facility or a service; for example, EFAS, due to other than seasonal daylight time changes.

**EXAMPLES-**

*!ROA ROA SVC TWR CLSD TIL 0912061330*

*!SHD SHD SVC TWR 1215-0300 MON-FRI/1430-2300 SAT/1600-0100/SUN TIL 0910170100*

*!GNV 31J SVC TWR CLSD 0300-1215*

*MON-FRI/2300-1430 SAT/0100-1600/SUN TIL 0910301600*

b. Establishment of a temporary air traffic control tower. Specify the frequency(ies) to be used and, if necessary, how the frequency(ies) are to be used.

**EXAMPLE-**

*!PBF PBF SVC TEMPO TWR 121.0 1400-2100 DLY*

**NOTE-**

*Services for a temporary tower are available between 1400 and 2100 daily, and frequency 121.0 will be used to control aircraft on all movement areas and traffic patterns.*

**EXAMPLE-**

*!PBF PBF SVC TEMPO TWR LC 121.0 1400-2100 DLY*

**NOTE-**

*Services for a temporary tower are available between 1400 and 2100 daily, and frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s) only. Taxiing will be at pilot's discretion.*

**EXAMPLE-**

*!PBF PBF SVC TEMPO TWR LC 121.0 GC 121.7 1400-2100 DLY*

**NOTE-**

*Services for a temporary tower are available between 1400 and 2100 daily; frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s), and 121.7 will be used for controlling taxiing aircraft.*

**EXAMPLE-**

*!PBF PBF SVC TEMPO TWR LC/CD 121.0 1400-2100 DLY*

**NOTE-**

*Services for a temporary tower are available between 1400 and 2100 daily, and frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s) and for issuing clearances.*

c. Total failure of an air traffic facility (for example, loss of communications, NAVAID monitoring, etc.).

1. Air route traffic control centers (ARTCC).

**EXAMPLE–**

*!DCA ZD SVC WASHINGTON ARTCC OTS*

2. Approach control.

**EXAMPLES–**

*!DCA ZDC NC SVC GREENSBORO APPROACH CONTROL OTS*

*!MCN ZTL NC SVC GREENSBORO APPROACH CONTROL OTS*

**NOTE–**

*If an approach control area covers two or more ARTCCs, a NOTAM has to be issued for each ARTCC.*

3. Flight service stations.

**EXAMPLES–**

*!MIA ZMA SVC MIAMI AFSS CLSD WEF 0804201520–0804202359*

*!GNV ZJX SVC ST. PETERSBURG AFSS OTS*

**NOTE–**

*If a flight service station's flight plan area covers two or more ARTCCs, a NOTAM has to be issued for each ARTCC.*

4. Air traffic control towers.

**EXAMPLE–**

*!GSO GSO SVC TWR OTS*

d. Traffic delays due to Presidential and other parties' aircraft operations:

1. Traffic delays required by the arrival and the departure of Presidential aircraft.

2. Transmit the NOTAM at least 8 hours in advance. The time period the NOTAM will be in effect will normally be 15 minutes before to 15 minutes after the arrival and the departure times. Avoid any reference to Presidential activities.

**EXAMPLES–**

*!LIT LIT SVC ATC DLA WEF 0710131800–0710131830*

*!LIT LIT SVC ATC DLA WEF 0710132100–0710132130*

**NOTE–**

*Presidential aircraft includes the aircraft and the entourage of the President, the Vice President, or other public figures designated by the White House.*

**REFERENCE–**

*FAAO JO 7210.3, Chapter 5, Section 1, Presidential Aircraft, and FAAO*

*2100.6, Flight Restrictions in the Proximity of the Presidential and Other Parties.*

e. Traffic Management Program Alerts (TMPA)

1. When requested by the associated arrival ARTCC TMU, issue an alerting NOTAM for each airport where an arrival/departure reservation is required. NOTAMs should be in the self-canceling format whenever possible.

**EXAMPLES–**

*!ORL ORL SVC TMPA SEE NTAP RSVN RQRD WEF 0710211400–0710270200*

*!LAL LAL SVC TMPA SEE TM MSG RSVN RQRD 1300–0159 DLY*

**NOTE–**

*Details of each traffic management program are published in Part 4 of the NTAP or included in a special traffic management program advisory message.*

2. When a flow control message (arrival delays (for example, arrival delays, ground stops, ground delays, airborne holding, etc.)) is received from the Air Traffic Control System Command Center (ATCSCC), the tie-in AFSS/FSS for the affected airport(s) must issue a NOTAM(s) in the self-canceling format.

**EXAMPLES–**

*!JFK JFK SVC TMPA SEE ATCCC MSG WEF 0710231900–0710232300*

*!JFK JFK SVC TMPA SEE ATCCC MSG TIL 0710232300*

## 5–5–4. FUEL UNAVAILABILITY

Issue a NOTAM if any type of fuel, as published, is temporarily unavailable.

**EXAMPLE–**

*!CXO ARM SVC 100LL FUEL UNAVBL WEF 0711011200–0711041800*

## 5–5–5. NOTAM (D) WEATHER AND WEATHER REPORTING EQUIPMENT

a. Accept NOTAM information on Federal AWOS–3 systems from technical operations personnel. They are responsible for system monitoring and for requesting that NOTAMs be issued by the associated FSSs.

**NOTE–**

*Technical operations personnel are responsible for requesting that NOTAMs be issued by the associated FSSs when the following occur: (1) total system failure (which*

includes date–time code failures); and (2) altimeter setting is reported as “missing.” AWOS–3 weather reports will be disseminated with missing report elements including altimeter setting. The letter “M” will appear in place of any missing elements. No report will be disseminated when there is a total system failure.

1. When malfunctions or discrepancies are reported to a facility, they shall be verified by any of the following methods:

(a) A certified observer, airport manager, or fixed base operator at the observation site.

(b) Reports regarding a given observation by two (2) pilots within two (2) miles of the airport prior to the observation.

(c) Technical operations personnel.

2. When verified, issue a NOTAM and notify the responsible technical operations office of the discrepancy, unless they reported the outage. If notified of system failure or other irregularity by other than a technical operations office that cannot be verified by the methods given above, forward the information to technical operations office for resolution. Accept NOTAM cancellation information only from the responsible technical operations office.

b. Accept NOTAM information on ASOS from the forecast office. The person on duty at the forecast office will request that NOTAMs be issued regarding ASOS system malfunctions. When malfunctions or discrepancies of an ASOS system are reported to a facility, they will be reported to the forecast office. Accept NOTAM cancellation information only from the forecast office.

c. The flight service specialist is responsible for formatting the information correctly.

**NOTE–**

The examples in this order are representative of the format discussed in the paragraph.

d. For guidance on NOTAM D composition, see paragraph 4–2–1, NOTAM Composition.

e. Disseminate the following conditions as NOTAM:

1. Commissioning or decommissioning of weather reporting. When commissioning an auto-

mated system which has a frequency/telephone number, include that information in the NOTAM.

**EXAMPLES–**

!DAN DAN SVC AWOS–3 CMSN 120.3/202–426–8000

!INT INT SVC LAWRS CMSN

!DRT DRT SVC AMOS DCMSN

!PBF PBF SVC WX REP DCMSN

2. The failure or nonavailability of weather reporting.

**EXAMPLE–**

!DAN DAN SVC AWOS–3 ALSTG NOT AVBL

**NOTE–**

The AWOS–3 altimeter setting is being reported as “missing” on the weather report.

!DDC DDC SVC WX REP NOT AVBL 0600–2200 DLY

**EXAMPLE–**

!PBF PBF SVC WX REP NOT AVBL

**NOTE–**

The nonautomated weather reporting service provided by the FAA or the NWS is not available as published.

3. AWOS unreliable/inaccurate elements.

**EXAMPLES–**

!MLC MLC SVC ALSTG UNREL

!PWA PWA SVC CIG UNREL

!COU COU SVC WND UNREL

!SJT SJT SVC T UNREL

!DRI DRI SVC CIG/VIS UNREL

**NOTE–**

Any element(s); i.e., ceiling, visibility, wind, temperature, dew point, and altimeter setting, being disseminated in the weather report is unreliable and/or inaccurate.

4. The broadcast frequency of the ASOS or AWOS is inoperative or returned to service.

**EXAMPLES–**

!DAN DAN SVC AWOS 120.3 OTS

!LOZ LOZ SVC ASOS 119.075 RTS

**NOTE–**

The failure of the telephone line and/or circuit used for connection to WMSC shall not be the basis for a NOTAM.

### 5-5-6. LOW LEVEL WINDSHEAR ALERT SYSTEM (LLWAS)

Issue a NOTAM if a system failure rendering the LLWAS unusable is reported. NOTAMs are not issued for failure of individual system components, such as a remote sensor(s).

**EXAMPLE-**

*!IAD IAD SVC LLWAS OTS*

### 5-5-7. RUNWAY VISUAL RANGE

Issue a NOTAM on runway visual range (RVR), RVR midpoint (RVRM), RVR touchdown (RVRT), and RVR rollout (RVRR). NOTAMs are not issued for failure of individual system components, such as a remote sensor.

**EXAMPLES-**

*!BWI BWI SVC RWY 10 RVRR OTS*

*!BWI BWI SVC RWY 28 RVR OTS*

### 5-5-8. TERMINAL DOPPLER WEATHER RADAR (TDWR)

Issue a NOTAM if a system failure rendering the TDWR unusable is reported. NOTAMs are not issued for failure of individual system components, such as a remote sensor.

**EXAMPLES-**

*!BWI BWI SVC TDWR OTS*

*!BWI BWI SVC TDWR CMSND*

### 5-5-9. RADAR SERVICES

Radar is out and expected by technical operations personnel to remain out for more than 30 minutes. Radar services for en route facilities are described using ARSR. Radar services for terminal facilities are described using GCA, SSR, PAR, and TAR. The contraction "RADAR SVC" must not be used. When describing the radar service, do not use the model number. The identifier used for the issuance of NOTAMs for en route facilities shall be the name of the ARSR site affected. List the service restrictions with reference to the nearest NAVAID. Identifiers used for the issuance of NOTAMs for terminal facilities must be the location identifier affected.

**EXAMPLE-**

*!ZTL ZTL SVC MAIDEN ARSR OTS TFC NONRADAR ON AIRWAYS/NO FLT FLWG AOB 10000 W/I 50NM BZM VOR WEF 0911081300-0911122100*

*!ZHU MOB SVC ARSR OTS WEF 0910301200-0910301730*

*!IAD IAD SVC TAR/SSR OTS*

*!DCA DAA SVC GCA UNAVBL*

*!DCA ADW SVC PAR OTS*

*!CRW CRW SVC TAR OTS*

*!CRW CRW SVC SSR OTS*

# Chapter 6. Airpace NOTAMs

## Section 1. Airspace

### 6-1-1. GENERAL

Airspace NOTAMs will be prefaced with the keyword AIRSPACE following the location identifier.

### 6-1-2. FORMATTING AIRSPACE NOTAM (D)s

a. The flight service specialist is responsible for formatting certain airspace information into NOTAMs except for the SUA Management System (SAMS) generated SUA, military training routes (MTR), and aerial refueling (AR) tracks and anchors NOTAMs. Those occasions are identified in this section.

**NOTE-**

*The examples used in this order are representative of the format discussed in this section.*

b. For guidance on NOTAM D composition, see paragraph 4-2-1, NOTAM Composition.

### 6-1-3. NOTAM (D) HOURS OF OPERATION SURFACE AREAS

Disseminate the following conditions as NOTAM:

a. Change in the hours of operation of a surface area due to other than seasonal daylight time changes.

**EXAMPLES-**

*!HEF HEF AIRSPACE CESA HRS 0730-1700 DLY TIL 0709011700*

*!LYH LYH AIRSPACE CDSA HRS 0615-2100 MON-FRI /0830-1700 SAT/1000-1900 SUN TIL 0710121900*

b. Only those surface areas identified in the airspace section of the AFD as part time are subject to change by NOTAM. All others can be changed only through rulemaking action.

### 6-1-4. RESTRICTED AREAS

a. A NOTAM must be issued to activate a restricted area at other than published times for those charted restricted areas that contain the statement:

“BY NOTAM,” “INTERMITTENT BY NOTAM,” or “OTHER TIMES BY NOTAM.” A NOTAM must not be issued to make other changes to the charted dimensions or which would exceed the lower or upper published altitude limits.

**NOTE-**

1. *Descriptions of restricted areas are found in the Federal Register initially. Supplemental changes or new descriptions are found in the Federal Register issued daily except Sunday, Saturday, and Federal holidays. When a frequent need (more than once a week) exists to activate an area to a lower altitude, it would be more appropriate to formally subdivide the airspace through rulemaking action.*

2. *This information is received from the controlling facility/agency (ARTCC, approach control, RAPCON, etc.) and must be referenced to the nearest VOR/DME, NDB, or VORTAC. Restricted areas must be bracketed by no more than two VOR/DMEs, NDBs, or VORTACs without the permission of the Flight Services, Safety and Operations Support, Operational Procedures.*

**EXAMPLES-**

*Single:*

*!IPT RAV AIRSPACE R5802A ACT TIL 0911211230*

*Bracketed:*

*!PIE OMN AIRSPACE R2907A ACT TIL 0910211800*

*!OCF OCF AIRSPACE R2907A ACT TIL 0909211800*

b. Flight Services may generate a Distant NOTAM for restricted area and AR route information received from SUA Management System (SAMS) via a Service B message.

**NOTE-**

*When the USNS receives a NOTAM submitted by Flight Services, it will be validated and numbered. This will be a duplicate NOTAM that allows Flight Services to display the NOTAM for presentation in pilot weather briefings.*

### 6-1-5. SPECIAL USE AIRSPACE (SUA) AND RELATED AIRSPACE

A NOTAM must be issued through the SUA Management System (SAMS) to activate special use airspace if activated by NOTAM only or at other than published times for those SUA that contain a

NOTAM provision in their legal description, under the appropriate ARTCC(s):

a. SUA, for the purpose of this manual, includes restricted area, military operations area (MOA), Warning Area, and Alert Area airspace only.

1. A NOTAM must be issued to activate SUA at other than published times for those areas that contain a NOTAM provision (for example, “BY NOTAM,” “INTERMITTENT BY NOTAM,” or “OTHER TIMES BY NOTAM”) in their times of use legal description per FAA Order 7400.8, or if that SUA can only be activated by NOTAM. A NOTAM must not be issued to make other changes to the charted dimensions or which would exceed the lower or upper published altitude limits.

2. NOTAMs issued for SUA activation and cancellation for uncharted and unpublished times must be Center NOTAMs issued for SUA inclusive areas for accountability locations of SUAE, SUAC, and SUAW corresponding to the FAA Service Areas East, Central, and West respectively.

b. Related airspaces include military training routes (MTR) and aerial refueling tracks and anchors. The provisions of para 6-1-5 apply to related airspaces as well as SUA.

1. A NOTAM must be issued to activate SUA and related airspaces at other than published or charted times for those areas that contain a NOTAM provision (i.e., “BY NOTAM,” “INTERMITTENT BY NOTAM,” or “OTHER TIMES BY NOTAM”) in their times of use legal description per FAA Order 7400.8, and related Government charting, or if that SUA or related airspaces can only be activated by NOTAM. A NOTAM must not be issued to make other changes to the charted dimensions or which would exceed the lower or upper published altitude limits.

2. NOTAMs issued for SUA and related airspaces activation and cancellation for uncharted and unpublished times must be Center NOTAMs issued for SUA inclusive areas for accountability locations of SUAE, SUAC and SUAW corresponding to the FAA Service Areas East, Central and West respectively.

**EXAMPLE-**

*!SUAC ZMP AIRSPACE CRYPT NORTH MOA  
5000-16000 WEF 0907150400-0907150600*

c. Lights Out/Night Vision Goggle (NVG) Operations in MOAs.

Upon notification of a lights out/NVG operation in an authorized MOA (as listed in FAA exemption 7960), issue a NOTAM containing the following information:

1. Lights Out/NVG Operations
2. MOA name
3. Altitude
4. Date/time the activity will begin and end.

**EXAMPLE-**

*!SUAW ZLA AIRSPACE LGTS OUT/NVG TRNG  
DESERT AND REVEILLE NORTH/SOUTH MOA  
9000/BLW AVOIDANCE ADVISED WEF  
0912070200-0912070500*

**NOTE-**

*NOTAMs for lights out/NVG operations are scheduled times only, identified 48 hours in advance.*

**6-1-6. AIRSPACE AND ALTITUDE RESERVATIONS**

a. Central Altitude Reservation Function (CARF/ARTCC) altitude reservation NOTAMs must be transmitted by the USNOF to the WMSCR system for distribution. The information will be stored in the USNS database and available for request/reply. If the altitude reservation affects international airspace, it will be sent and stored as an international NOTAM.

1. Altitude reservation involving a single ARTCC.

**EXAMPLE-**

*!CARF ZNY AIRSPACE STATIONARY AIRSPACE  
RESERVATION WITHIN 100 NM RADIUS FJC360020  
5500-FL270 WEF 0911131500-0911231700*

2. Altitude reservation involving two or more ARTCCs.

**NOTE-**

*If CARF reserved airspace covers two or more ARTCCs, a CARF NOTAM may be issued for each ARTCC as shown below.*

**EXAMPLES-**

*!CARF ZDC AIRSPACE STATIONARY AIRSPACE  
RESERVATION 50 NM EITHER SIDE OF A LINE  
FROM ILM TO CRE 5500-16000 WEF  
0910131300-0910151300*

*!CARF ZJX AIRSPACE STATIONARY AIRSPACE  
RESERVATION 50 NM EITHER SIDE OF A LINE*

FROM ILM TO CRE 5500–16000 WEF  
0912131300–0912151300

**b.** Missile firing and offshore airspace reservations. ARTCCs shall issue as a NOTAM missile firing exercises and offshore airspace reservations. These NOTAMs shall be transmitted as an international NOTAM to all offices requesting distribution of this data. These NOTAMs will remain current in the international NOTAM file of the USNS and will be available via request/reply.

**EXAMPLE–**

GG (addressee)  
220302 KDZZNAXX  
Axxxx/xx NOTAMN A) KZOA  
B) 0703240351 C) 0703240455  
E) THAT WATER OPERATIONS WILL BE  
CONDUCTED WITHIN THE FOLLOWING AREAS:  
KZOA 3411N12456W 3451N12322W 3426N12319W  
3417N12453W PHZH 3040N14545W 3054N14453W  
3037N14447W 3023N14539W  
IN THE INTEREST OF SAFETY ALL  
NONPARTICIPATING PILOTS ARE STRONGLY  
ADVISED TO AVOID THE ABOVE AREAS. IFR  
TRAFFIC UNDER ATC JURISDICTION SHOULD  
ANTICIPATE REROUTING IN VICINITY OF IMPACTS.  
F) SFC G) UNL

**REFERENCE–**

FAAO JO 7930.2, para 9–1–1, Retrieving International NOTAMs.

## 6–1–7. AIRCRAFT OPERATIONS

**a.** Upon receipt of a waiver to 14 CFR Part 91, but not more than 3 days prior to the event, issue NOTAMs for air shows, demonstrations, and aerobatics areas. The NOTAM text will include the area affected by reference to nautical mile radius and altitude.

**1.** Use the following data in the formulation of the NOTAM:

- (a)** Date/time the activity will begin.
- (b)** Size of the affected area in a nautical mile radius.
- (c)** Location of the center of the affected area in relation to:

**(1)** The nearest VOR/DME or VORTAC when it is 25 nautical miles or less from the center of the activity.

**(2)** The nearest public–use airport, when the center of the activity is more than 25 nautical miles from the nearest VOR/DME or VORTAC.

- (d)** Affected altitudes.
- (e)** Duration of the activity.
- (f)** Name, address, and telephone number of the person requesting authorization or giving notice.
- (g)** Identification of the aircraft to be used.
- (h)** Aircraft radio frequencies available.

**2.** Disseminate information received as follows:

**EXAMPLES–**

!MIV MIV AIRSPACE AIRSHOW ACFT 10000/  
BLW 5 NMR MIV AVOIDANCE ADZD WEF  
0908122100–0908122300

!SAV SAV AIRSPACE DMSTN ACFT 15000/BLW 5 NMR  
SAV AVOIDANCE ADZD WEF  
0910122100–0910122300

!DSM DSM AIRSPACE AEROBATIC ACFT  
4500/BLW 6 NMR DSM AVOIDANCE ADZD WEF  
0912291200–0912292200

!SGF SGF AIRSPACE AEROBATIC AREA 3000–  
8500 3 NMR SGF AVOIDANCE ADZD WEF  
0912301400–0912301800

**b.** Upon receipt of a waiver, but not more than 3 days prior to the event, issue NOTAMs for unmanned aircraft. The NOTAM text will include a description of the area.

**1.** Use the following data in the formation of the NOTAM for Unmanned Aircraft operations.

- (a)** Date/time the activity will begin.
- (b)** A description of the affected area in nautical miles.
- (c)** The altitudes affected.
- (d)** The identifier(s) of the affected ARTCC(s).
- (e)** Duration of the activity.
- (f)** FAA authorization to operate Unmanned Aircraft.

**NOTE–**

FAA authorization will be a Certificate of Authorization or Waiver, Special Airworthiness, or similar. FSS Personnel should receive a copy prior to issuance of the NOTAM.

**2.** Disseminate information received as follows using the affected ARTCC(s) as the affected location:

**EXAMPLES–**

*!DEN ZDV AIRSPACE UNMANNED ACFT 50 NM  
EITHER SIDE GLD TO LAA 14000–16000 WEF  
0912131300–0912151300*

*!IAD ZLA AIRSPACE UNMANNED ACFT 10 NMR  
10 SW IAD 5000/BLW WEF 0910251000–0910251200*

*!PRC ZLA AIRSPACE UNMANNED ACFT 10000/BLW  
10 NMR NYL WEF 0912122100–0912122300*

3. Unmanned aircraft operations involving two or more ARTCCs.

**EXAMPLES–**

*!CLE ZOB AIRSPACE UNMANNED ACFT  
12000–15000 WITHIN AN AREA BOUNDED BY  
EKN049007 ESL188014 ESL187034 EKN170016 WEF  
0911291600–0911300800*

*!DCA ZDC AIRSPACE UNMANNED ACFT  
12000–15000 WITHIN AN AREA BOUNDED BY  
EKN049007 ESL188014 ESL187034 EKN170016 WEF  
0911291600–0911300800*

**NOTE–**

*Use of ARTCC identifiers as the Affected Location for Unmanned Aircraft NOTAMs will ensure pilots receive the information for flight plan routes in the same Center airspace. Additional Pointer NOTAMs may be issued as necessary.*

**6–1–8. AERIAL REFUELING**

A NOTAM must be issued for published and established routes as follows.

a. IFR. The ARTCC must notify the tie-in FSS at least 2 hours in advance when an established IFR aerial refueling track will be activated if any of the activity will be conducted outside restricted/warning or Class A airspace.

b. VFR. The scheduling activity must notify the tie-in FSS in advance when an established VFR refueling track will be activated if any of the activity will be conducted outside restricted/warning areas.

**EXAMPLE–**

*!ABQ ABQ AIRSPACE AR115 ACT 0200–0500 DLY  
WEF 0909020200–0909070500*

**NOTE–**

*NOTAM (D)s will be issued for special refueling tracks/anchors outside Class A airspace so as to define the refueling area as specifically as mission security will allow.*

**REFERENCE–**

*FAAO JO 7610.4, para 10–6–6, Special Exercises, and para 10–6–7, Issue NOTAM.*

**6–1–9. PARACHUTE JUMPING/SKY DIVING (PJE)**

a. Obtain the following data:

1. Date/time the activity will begin.
2. Size of the affected area in a nautical mile radius.
3. Location of the center of the affected area in relation to the nearest VOR/DME or VORTAC when it is 25 nautical miles or less from the center of the activity.

(a) Also include reference to the nearest public–use airport when the center of the activity is 25 nautical miles or less from the nearest public–use airport.

(b) The nearest public–use airport, when the center of activity is more than 25 miles from the nearest VOR/DME or VORTAC.

**EXAMPLES–**

*!CPR 12/045 DDY AIRSPACE PJE 2 NMR  
DDY205038/24 SW CPR 10000/BLW WEF  
0912141400–0912141830*

*(Pointer NOTAM)*

*!CPR CPR AIRSPACE SEE DDY 12/045 PJE WEF  
0912141400–0912141830*

4. Affected altitudes.
5. Duration of the activity.
6. Name, address, and telephone number of the person requesting authorization or giving notice.
7. Identification of the aircraft to be used.
8. Aircraft radio frequencies available.

b. Disseminate information received as follows:

**EXAMPLES—**

*(VOR F/R/D at airport)*

*!DSM DSM AIRSPACE PJE 3 NMR DSM149009/OY5  
10000/BLW WEF 0909211400–0909211600*

*(VOR F/R/D)*

*!DCA BRV AIRSPACE PJE 2 NMR BRV130025  
12000/BLW WEF 0911301200–0911301600*

*(airport)*

*!CHO CHO AIRSPACE PJE 5 NMR 10000/BLW WEF  
0909231400–0909231800*

*(from an airport)*

*!CHO CHO AIRSPACE PJE 30 NE 5 NMR 10000/BLW  
WEF 0910231300–0910231600*

**NOTE—**

*Activities that will prohibit the use of airspace will require the issuance of an FDC NOTAM by the USNOF.*

**REFERENCE—**

*14 CFR Section 91.137.*

**6–1–10. DEPARTURE PROCEDURES AND STANDARD TERMINAL ARRIVALS**

a. Departure Procedures (DP). Information pertaining to temporary changes in published DPs must be issued by the USNOF.

**EXAMPLE—**

*!USD SAN AIRSPACE BORDER THREE DEPARTURE  
JULIAN TRANSITION: FROM OVER BROWS INT VIA  
JLI R–182 TO JLI VORTAC*

b. Standard Terminal Arrivals (STARs) and profile descents. Information pertaining to temporary changes in published STAR and profile descent procedures must be issued by the USNOF.

**EXAMPLE—**

*!UAR SAN AIRSPACE BARET FOUR ARRIVAL  
IMPERIAL TRANSITION: FROM OVER IPL VORTAC  
VIA IPL R–258 AND MZB R–076 TO BARET INT.  
THENCE...*

**NOTE—**

*The appropriate 7100 series form must be submitted to affect permanent charting changes. NOTAMs on DPs and STARs will be carried on the system until published. At that time, the USNOF shall cancel the NOTAM.*

**6–1–11. UNMANNED ROCKETS, UNMANNED FREE BALLOONS, HOT AIR BALLOONS, AND HIBAL**

Upon receipt of a waiver to 14 CFR Part 101, but not more than 3 days prior to the event, issue a NOTAM containing the following information:

- a. Date/time the activity will begin.
- b. Size of the affected area in a nautical mile radius.
- c. Location of the center of the affected area in relation to the nearest VOR/DME or VORTAC when it is 25 nautical miles or less from the center of the activity.

**EXAMPLE—**

*!ICT ICT AIRSPACE UNMANNED ROCKET 4 NMR  
ICT190024 FL250/BLW WEF 0908181200–0908182000*

1. Also include reference to the nearest public–use airport when the center of the activity is 25 nautical miles or less from the nearest public–use airport.

2. The nearest public–use airport when the center of the activity is more than 25 nautical miles from the nearest VOR/DME or VORTAC.

**EXAMPLES—**

*!CPR 12/045 DDY AIRSPACE UNMANNED ROCKET 2  
NMR DDY205038/24 SW CPR FL250/BLW WEF  
0912141400–0912141830*

*(Pointer NOTAM)*

*!CPR CPR SEE DDY 12/045 UNMANNED ROCKET  
WEF 0912141400–0912141830*

- d. Affected altitudes.
- e. Duration of the activity.
- f. For unmanned free balloons the forecasted trajectory and estimated time to cruising altitude or 60,000 feet standard pressure altitude, whichever is lower.

**EXAMPLES—**

*!ABQ ABQ AIRSPACE HIBAL ABQ180020 S BND  
REACHING FL600 TIL 0910251800*

*!DEN DEN AIRSPACE HIBAL 30 S E BND REACHING  
10000 TIL 0911181900*

*!COU COU AIRSPACE HOT AIR BALLOON 2 NMR  
COU218015 1500/BLW WEF 0912291600–0912291800*

*!ABQ ABQ AIRSPACE HOT AIR BALLOON  
SHOW/RALLY BALLOONS 8000/BLW 8 NMR ABQ  
■ AVOIDANCE ADZD WEF 0910141400–0910141830*

***NOTE–***

*Activities that will prohibit the use of airspace will require the issuance of an FDC NOTAM by the USNOF.*

***REFERENCE–***

*14 CFR Section 91.137.*

## Section 2. Other Aeronautical Information

### 6-2-1. GENERAL

Aeronautical information received from any authorized source that may be beneficial to aircraft operations and does not meet defined NOTAM criteria. Any such NOTAM will be prefaced with “(O)” as the keyword following the location identifier. These NOTAMS should have an expected time or date/time of return to service or return to normal status.

Disseminate the following conditions as NOTAM D:

**EXAMPLE-**

*!LOZ LOZ (O) CONTROLLED BURN OF HOUSE 8 NE  
AER RWY 23 WEF 0908211300-0908211700*



# Chapter 7. FDC NOTAM Procedures

## Section 1. Transmitting Data to NFDC

### 7-1-1. FDC NOTAM CATEGORIES

FDC NOTAMs refer to information that is regulatory in nature that include the following:

- a. Interim IFR flight procedures:
  - 1. Airway structure changes.
  - 2. Instrument approach procedure changes (excludes DPs and STARs).
  - 3. Airspace changes in general.
  - 4. Special instrument approach procedure changes.
- b. Temporary flight restrictions:
  - 1. Disaster areas.
  - 2. Special events generating a high degree of interest.
  - 3. Hijacking.

#### REFERENCE-

FAAO JO 7210.3, Chapter 18, Section 4. Parachute Jump Operations.

- c. Flight restrictions in the proximity of the President and other parties.

#### NOTE-

Presidential aircraft includes the aircraft and the entourage of the President, the Vice President, or other public figures designated by the White House.

#### REFERENCE-

FAAO JO 7210.3, Chapter 5, Section 1. Presidential Aircraft, and FAAO 2100.6, Flight Restrictions in the Proximity of the President and Other Parties.

- d. 14 CFR Part 139 certificated airport condition changes.
- e. Snow conditions affecting glide slope operation.
- f. Air defense emergencies.
- g. Emergency flight rules.
- h. Substitute airway routes.
- i. Special data.
- j. U.S. Government charting corrections.
- k. Laser activity.

### 7-1-2. FDC NOTAM NUMBERING

FDC NOTAM numbers are assigned consecutively by the USNS beginning with 0001 each year. The year of issuance and the serial number are separated by a slant; e.g., 9/1323.

### 7-1-3. TEMPORARY OR PERMANENT FDC NOTAMs

Flight inspection FDC NOTAMs shall, at the direction of Flight Standards personnel, be affixed with either FI/T (Flight Information Temporary) or FI/P (Flight Information Permanent).

### 7-1-4. INTERIM IFR FLIGHT PROCEDURES

These procedures are originated by FAA flight operations and flight inspection and procedures personnel and are transmitted to NFDC. When these revisions cannot be published in advance of their effective dates, USNOF transmits them as FDC NOTAMs. Changes to airways will be issued as an FDC Center Area NOTAM.

- a. Airway changes involving a single state and one or more ARTCCs will be issued with the identifier of the ARTCCs and the two-letter state code.

#### EXAMPLES-

!FDC x/xxxx ZFW OK.. FI/T AIRWAY ZFW ZKC.  
V140 SAYRE (SYO) VORTAC, OK TO TULSA  
(TUL) VORTAC, OK MEA 4300.

!FDC x/xxxx ZKC OK.. FI/T AIRWAY ZFW ZKC.  
V140 SAYRE (SYO) VORTAC, OK TO TULSA  
(TUL) VORTAC, OK MEA 4300.

- b. Airway changes involving two to three ARTCCs and multiple states, will be issued under each of the ARTCCs location identifier.

#### EXAMPLES-

Two ARTCCs  
!FDC x/xxxx ZBW FI/T AIRWAY ZBW ZNY. VI  
HARTFORD (HFD) VORTAC, CT TO DIXIE  
INT, NJ MEA 3000.

!FDC x/xxxx ZNY FI/T AIRWAY ZBW ZNY. VI  
HARTFORD (HFD) VORTAC, CT TO DIXIE  
INT, NJ MEA 3000.

**EXAMPLES—***Three ARTCCs*

*!FDC x/xxxx ZBW FI/T AIRWAY ZBW ZNY ZDC. VI  
HARTFORD (HFD) VORTAC, CT TO  
WATERLOO (ATR) VORTAC, DE MEA 3000.*

*!FDC x/xxxx ZNY FI/T AIRWAY ZBW ZNY ZDC. VI  
HARTFORD (HFD) VORTAC, CT TO  
WATERLOO (ATR) VORTAC, DE MEA 3000.*

*!FDC x/xxxx ZDC FI/T AIRWAY ZBW ZNY ZDC. VI  
HARTFORD (HFD) VORTAC, CT TO  
WATERLOO (ATR) VORTAC, DE MEA 3000.*

**c.** Airway changes involving four or more ARTCCs will be issued under FDC as the affected location.

**EXAMPLE—***Four or more ARTCCs*

*!FDC x/xxxx FDC FI/T AIRWAY ZBW ZNY ZDC  
ZJX. VI HARTFORD (HFD) VORTAC, CT TO  
CRAIG (CRG) VORTAC, FL MEA 4000.*

**d.** Standard Instrument Approach Procedure (SIAP) Format:

*!FDC x/xxxx PSB FI/T MID-STATE, PHILIPSBURG,  
PA.*

*ILS RWY 16 AMDT 5...*

*NDB RWY 16 AMDT 5...*

*VOR RWY 24 AMDT 14...*

*ADD NOTE: WHEN LCL ALSTG NOT  
RECEIVED, USE UNIVERSITY PARK ALSTG AND  
INCREASE ALL DH/MDAS 100 FT; PROC NA AT  
NIGHT; ALTN MINS NA*

*!FDC x/xxxx SOP FI/T MOORE COUNTY, SOUTHERN  
PINES, NC.*

*VOR-A AMDT 2...*

*PROC NA*

*RNAV RWY 23 AMDT 2...*

*PROC NA*

*!FDC x/xxxx PMB FI/P PEMBINA MUNI, PEMBINA,  
ND*

*VOR RWY 33 AMDT 6...*

*ADD NOTE: CHART: PRINCETON RADIO  
122.1R.*

*THIS IS VOR RWY 33 AMDT 6A.*

**7-1-5. TEMPORARY FLIGHT RESTRICTIONS**

**a.** Disaster areas are designated by the appropriate ARTCC. The ARTCC shall forward the NOTAM information directly to the USNOF (703) 904-4557 or 1-888-USNOTAM (876-6826) for FDC NOTAM issuance, and to the FSS nearest the incident site for coordination purposes. The USNOF shall make FDC NOTAM dissemination, and the FSS shall act as “coordination facility” for preflight briefings for the ARTCC. The NOTAM shall contain:

**1.** The introductory phrase “FLIGHT RESTRICTIONS EFFECTIVE (time/date) UNTIL (termination time/date). PURSUANT TO 14 CFR SECTION 91.137 (and the appropriate paragraph and subparagraph number) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT...” When the actual termination time/date cannot be determined but can be approximated, use the estimated time/date. However, in natural disasters, such as an earthquake, use the phrase “UNTIL FURTHER NOTICE” in lieu of a termination time/date.

**2.** A clear definition of the area in nautical miles.

**3.** The altitude affected.

**4.** Reason for the TFR.

**5.** The FAA coordination facility and commercial telephone number.

**NOTE—**

*If a TFR involves two ARTCCs, but the same state, the TFR shall be issued under each of the ARTCC's identifiers. If no state is provided, the TFR will be issued under the affected center's identifier and will be displayed on all weather briefings involving that ARTCC's area.*

**REFERENCE—**

*FAAO JO 7210.3, Chapter 18, Section 4, Parachute Jump Operations.*

**b.** 14 CFR Section 91.137(a)(1) flight restrictions are issued for toxic gas/fuel/nuclear spills/rescue operations if explosives on board or top secret flight and actual or possible volcanic eruptions/hijackings.

**EXAMPLE–**

*!FDC x/xxxx (ARTCC id) (state code) FLIGHT RESTRICTIONS (general location: town/city) EFFECTIVE (immediately or yr–mo–dy–hr) UTC UNTIL (further notice or yr–mo–dy–hr) UTC. PURSUANT TO 14 CFR SECTION 91.137(a)(1) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT (reason) ONLY RELIEF AIRCRAFT OPERATIONS UNDER DIRECTION OF (agency in charge) ARE AUTHORIZED IN THE AIRSPACE AT AND BELOW \_\_\_\_\_ FEET (AGL or MSL) WITHIN A \_\_\_\_\_ STATUTE/NAUTICAL MILE RADIUS OF (latitude/longitude) AND THE (name of NAVAID)/(id)/ VORTAC OR VOR/DME \_\_\_\_\_ DEGREE RADIAL AT \_\_\_\_\_ NAUTICAL MILES. (Agency name and telephone number) OR (frequency) IS IN CHARGE OF THE OPERATION. Air Traffic Organization (ATO) Security Coordinator 202–267–3333 as the coordination facility, or a designated ATC facility.*

**NOTE–**

*Do not use the 1–800–WX–BRIEF telephone number for the flight service stations.*

**c.** Title 14 CFR Section 91.137(a)(2) flight restrictions are issued for forest fires, spraying activities, and general rescue operations.

**EXAMPLE–**

*!FDC x/xxxx (ARTCC id) (state code) FLIGHT RESTRICTIONS (general location: town/city) EFFECTIVE (immediately or yr–mo–dy–hr) UTC AND UNTIL (further notice or yr–mo–dy–hr) UTC. PURSUANT TO 14 CFR SECTION 91.137(a)(2) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT WITHIN A \_\_\_\_\_ STATUTE/NAUTICAL MILE RADIUS OF (latitude/longitude) AND THE (NAVAID name)/(id) VORTAC or VOR/DME \_\_\_\_\_ DEGREE RADIAL AT \_\_\_\_\_ NAUTICAL MILES AT AND BELOW \_\_\_\_\_ FEET (AGL or MSL) TO PROVIDE A SAFE ENVIRONMENT FOR (reason). (Agency requesting flight restriction)( telephone number) OR (frequency) IS IN CHARGE OF ON SCENE EMERGENCY RESPONSE ACTIVITIES. Air Traffic Organization (ATO) Security Coordinator 202–267–3333 as the coordination facility, or a designated ATC facility.*

**NOTE–**

*Do not use the 1–800–WX–BRIEF telephone number for the flight service stations.*

**d.** 14 CFR Section 91.137(a)(3) flight restrictions are issued for special events that may generate a high degree of public interest. These flight restrictions have to have the service area office director's approval.

**EXAMPLE–**

*!FDC x/xxxx (ARTCC id) (state code) FLIGHT RESTRICTIONS (general location: town/city) EFFECTIVE (immediately or yr–mo–dy–hr) UTC AND UNTIL (further notice or yr–mo–dy–hr) UTC. PURSUANT TO 14 CFR SECTION 91.137(a)(3) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT FOR (reason) WITHIN A \_\_\_\_\_ NAUTICAL MILE RADIUS OF (latitude/longitude) AND THE (NAVAID name)/(id) VORTAC or VOR/DME \_\_\_\_\_ DEGREE RADIAL AT \_\_\_\_\_ STATUTE/NAUTICAL MILES AT AND BELOW \_\_\_\_\_ FEET (AGL or MSL). (Agency and telephone number) OR (frequency) IS IN CHARGE OF THE OPERATION. Air Traffic Organization (ATO) Security Coordinator 202–267–3333 as the coordination facility, or a designated ATC facility.*

**NOTE–**

*Do not use the 1–800–WX–BRIEF telephone number for the flight service stations.*

**e.** Flight restrictions in the proximity of the President or other parties (14 CFR Section 91.141) will be issued only in response to requests from the Washington headquarters of the U.S. Secret Service through coordination with System Operations Services, System Operations Security, or Military Operations Security. After normal duty hours, the request for issuance of a temporary flight restriction shall be coordinated with the duty officer, Washington Operations Center, AEO–100. The duty officer will contact the designated Military Operations Security representative. In the event the representatives are unavailable, the duty officer will coordinate the NOTAM request with the shift supervisor of the Air Traffic Control System Command Center. Operational requirements may necessitate a change in format to Presidential TFRs at any time.

**EXAMPLE–**

*!FDC x/xxxx (ARTCC id) (state code) FLIGHT RESTRICTIONS (general location) (mo–dy–yr). PURSUANT TO TITLE 14 SECTION 91.141 OF THE CODE OF FEDERAL REGULATIONS, AIRCRAFT*

*FLIGHT OPERATIONS ARE PROHIBITED WITHIN THE FOLLOWING AREAS UNLESS OTHERWISE AUTHORIZED BY ATC.  
(TEXT TO FIT THE SITUATION)*

### **7-1-6. SNOW CONDITIONS AFFECTING GLIDE SLOPE OPERATION**

**a.** Snow and ice accumulation in the vicinity of glide slope antennas may affect facility performance to the extent that restrictions to the ILS landing minimums must be imposed. Technical operations SMO personnel at the glide slope location are required to initiate FDC NOTAM action to implement such restrictions through the USNOF.

**b.** Technical operations SMO personnel shall monitor snow conditions to determine when conditions permit the removal of the landing minimum restrictions. At such time, following the same procedures as for FDC NOTAM issuance, the technical operations SMO personnel shall initiate action to issue a new FDC NOTAM canceling the restricting FDC NOTAM.

**EXAMPLE-**

*!FDC x/xxxx (airport id) F/T (name of the airport as shown on the approach plate) ILS RWY (nbr) AMDT (nbr)... DUE TO EFFECTS OF SNOW ON GLIDE SLOPE. MINIMUMS TEMPORARILY RAISED TO LOCALIZER ONLY FOR (all category, or list the appropriate category or categories of aircraft) AIRCRAFT. GLIDE SLOPE REMAINS IN SERVICE; HOWEVER, ANGLE MAY BE DIFFERENT THAN PUBLISHED.*

### **7-1-7. AIR DEFENSE EMERGENCY**

When an air defense emergency is declared and Emergency Security Control of Air Traffic (ESCAT) has been implemented, an FDC NOTAM will be issued in accordance with procedures in FAAO JO 7610.4, Special Operations, Chapter 6, Emergency Security Control of Air Traffic.

**REFERENCE-**

*FAAO JO 7610.4, Chapter 6, Emergency Security Control of Air Traffic (ESCAT), and Appendix 17, Emergency Security Control of Air Traffic (ESCAT).*

**NOTE-**

*The following example FDC NOTAM is for guidance purposes only. Although the information contained in this example could conceivably cover all facets of an emergency situation, it does not mean that the information contained covers all emergency actions that might be placed into effect by the military when the provisions of the SCATANA Plan are implemented.*

**EXAMPLE-**

*AIR DEFENSE EMERGENCY DECLARED THROUGHOUT THE UNITED STATES AND POSSESSIONS. SCATANA HAS BEEN IMPLEMENTED IN ACCORDANCE WITH THE PLAN FOR THE SECURITY CONTROL OF AIR TRAFFIC AND AIR NAVIGATION AIDS (SCATANA). UNTIL FURTHER ADVISED, NO AIRCRAFT WILL BE ALLOWED TO OPERATE WITHIN THE AIRSPACE OVERLYING THE FOLLOWING AREAS: THE PACIFIC COASTAL ADIZ, THE SOUTHERN BORDER DOMESTIC ADIZ, THE GULF OF MEXICO COASTAL ADIZ, THE ATLANTIC COASTAL ADIZ, THE ALASKAN DOMESTIC ADIZ, THE ALASKAN DEWIZ, THE GUAM COASTAL ADIZ, AND THE HAWAIIAN COASTAL ADIZ UNLESS THE AIRCRAFT PROPOSING TO OPERATE WITHIN THE ABOVE AREAS HAVE A PRIORITY ASSIGNMENT OF "ONE" OR "TWO" IN ACCORDANCE WITH THE WARTIME AIR TRAFFIC PRIORITY LIST FOR MOVEMENT OF AIRCRAFT CONTAINED IN SECTION FIVE OF THE SCATANA PLAN. ALL PILOTS, REGARDLESS OF PRIORITY, CIVIL OR MILITARY, CHECK WITH THE NEAREST FAA OR MILITARY OPERATIONS FACILITY TO DETERMINE CURRENT RESTRICTIONS AND OBTAIN AN AIR TRAFFIC CONTROL CLEARANCE FROM FAA.*

### **7-1-8. SPECIAL DATA**

When time does not permit the publishing of special data NOTAMs (e.g., Department of State information, special air traffic programs, etc.), an FDC NOTAM will be issued under the affected location of "ZZZ" by the USNOF. These NOTAMs shall remain in the system until published. The USNOF shall forward a copy of the NOTAM to Aeronautical Information Management for publication. Once the information is published, the USNOF shall cancel the FDC NOTAM.

# BRIEFING GUIDE



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

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Initiated By: AJR-0  
Vice President, System Operations Services

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**1-4-1. WORD MEANINGS**

**2. BACKGROUND:** The Federal Aviation Administration (FAA) issued Order 1000.36, FAA Writing Standards, to ensure that plain language standards apply to all FAA-written documents. Plain language standards use “must” as a word of requirement (indicating that an action is mandatory) rather than the word “shall,” which is more ambiguous, regularly misused, breeds litigation, and is not used in common speech. Throughout the Air Traffic Directives (such as FAA Order JO 7110.65 and FAA Order JO 7210.3), both “must” and “shall” are used, though “must” is not currently defined. This DCP adds the definition of “must” and clarifies word usage. Additional information on “must versus shall” and plain language benefits are available at <http://www.plainlanguage.gov>.

**3. CHANGE:**

<u>OLD</u>	<u>NEW</u>
<p><b>1-4-1. WORD MEANINGS</b></p> <p>As used in this order, <u>the following have the meaning shown:</u></p> <p>a. “Shall” means a procedure is mandatory.</p> <p style="padding-left: 40px;"><b>b through d</b></p> <p style="padding-left: 80px;">Add</p> <p>Re-number <u>e</u> through <u>j</u></p>	<p><b>1-4-1. WORD MEANINGS</b></p> <p>As used in this order:</p> <p>a. “Shall” <u>or “must”</u> means a procedure is mandatory.</p> <p style="padding-left: 40px;">No Change</p> <p>e. <u>“Shall not” or “must not” means a procedure is prohibited.</u></p> <p>f through <u>k</u></p>

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**7-1-7. AIR DEFENSE EMERGENCY.**

**2. BACKGROUND:** The terms SCAT and SCATANA are now obsolete. Use of the new term, ESCAT (Emergency Security Control of Air Traffic), and its associated plans are required by 32 CFR Part 245, effective January 18, 2006. In addition, all information concerning FAA action for ESCAT is now published in FAA JO 7610.4, Special Operations, and is classified For Official Use Only.

**3. CHANGE:**

<u>OLD</u>	<u>NEW</u>
<p><b>7-1-7. AIR DEFENSE EMERGENCY</b></p> <p>When an air defense emergency is declared, an FDC NOTAM will be issued <u>specifying the following:</u></p> <p>a. <u>The emergency declared.</u></p> <p>b. <u>The geographical areas affected.</u></p> <p>c. <u>The SCAT rules in effect.</u></p> <p>d. <u>The applicable portion(s) of the “Wartime Air Traffic Priority List for Movement of Aircraft.”</u></p>	<p><b>7-1-7. AIR DEFENSE EMERGENCY</b></p> <p>When an air defense emergency is declared <u>and <b>Emergency Security Control of Air Traffic (ESCAT) has been implemented,</b></u> an FDC NOTAM will be issued <u>in accordance with procedures in <b>FAAO JO 7610.4, Special Operations, Chapter 6, Emergency Security Control of Air Traffic.</b></u></p> <p style="padding-left: 40px;">Delete</p> <p style="padding-left: 40px;">Delete</p> <p style="padding-left: 40px;">Delete</p> <p style="padding-left: 40px;">Delete</p>