



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Temporary Use of Permanent Notices
to Airman (P-NOTAMs) to Affect Standard
Instrument Approach Procedure (SIAP)
Amendments

Date: APR 11 2005

From: Manager, Flight Technologies and Procedures
Division, AFS-400

Reply to
Attn. of:

To: Director of Technical Operations, Aviation System
Standards, AVN-1

Manager, Aeronautical Information Services,
ATA-100

The National Flight Procedures Office, through the Aeronautical Information Services Working Group (AISWG), has requested a temporary waiver to Order 8260.19, *Flight Procedures and Airspace*, paragraph 222a to allow use of P-NOTAMs to affect SIAP Amendments. This waiver is requested because the Instrument Flight Procedure (IFP) automation program to re-generate the 8260-series forms is behind schedule. The request is approved with the following stipulations:

a. P-NOTAMs may only be used for SIAPs not entered in the IFP program. Once a SIAP has been entered in the IFP program, it may only be amended by processing the applicable revised 8260-series form.

b. The following interim policy changes and additions to Order 8260.19, *Flight Procedures and Airspace*, apply (Unless noted below, current guidance published in Change 3 remains in force):

- **Paragraph 222a. FI/P (Flight Information/Permanent):**

(1) **P-NOTAMs must contain the "FI/P" prefix**, contain information that is complete for charting purposes, and are for use when the condition affecting the procedure is expected to be effective for more than 4 charting cycles (224 days).

(2) **A P-NOTAM must only address a single SIAP.**

(3) **P-NOTAMs must not be used** for RNAV/database driven procedures when the change(s) will affect waypoint coordinates, course (track) distances or bearings.

(4) **P-NOTAMs must NOT be used** for changes to airways, any DPs, or STARs. Refer to paragraph 222b for textual DP NOTAM procedures and paragraphs 224b and c for graphic DP and STAR NOTAM procedures.

(5) **P-NOTAMs may be used to amend instrument approach procedures** without a complete review of the procedure. When used, the amendment will be indicated by an alphanumeric identifier; e.g., Amdt 3A, Amdt 4C, etc. P-NOTAM amendments must be sequentially lettered (e.g., Amendment 13A, 13B, 13C, etc.) as a suffix to the current amendment. A hard copy of each P-NOTAM must be affixed to the current amendment and maintained with the supporting 8260-series form in the procedures file for each SIAP by both the NFDC and NFPO until the next full amendment is effective.

- **Paragraph 222b: FI/T (Flight Information/Temporary).** T-NOTAMs must contain the “FI/T” prefix when safety of flight issues require interim changes to SIAPs, airways, or textual DPs that are expected to exist for less than 224 days. If the condition requiring the NOTAM will be effective for more than four charting cycles (224 days), SIAPs must be amended. A P-NOTAM, or an 8260-series form (either abbreviated or full amendment) must be submitted to amend the procedure. The amendment must be submitted as soon as possible to allow publication of the procedural change within the 224-day timeframe (see paragraph 813).

- **Paragraph 223. FDC NOTAM PREPARATION, REVIEW, AND TRANSMITTAL.**

a. **The NFPO is the primary office responsible** for formulating procedural FDC NOTAMs and forwarding them for transmittal. The NFPO is also the office of primary responsibility for developing specific internal guidance for NOTAM preparation, quality control, transmittal, cancellation, and follow-up actions. This guidance must be developed in concert with the NFDC, the NACO Requirements and Technology Staff and US NOTAM Office (USNOF). AFS-420 must be provided the opportunity to review and comment on the procedures prior to implementation. As a minimum, the following items must be included in the guidance:

(1) **Procedures to ensure** all FDC NOTAMs are coordinated with the affected ARTCC facility and regional FPO. The NFPO/FPO must also attempt to notify the airport manager at the affected location whenever possible.

(2) **Procedures to ensure ALL** FDC P-NOTAMs are reviewed for accuracy, completeness, content, etc. prior to submission.

(3) **Procedures to ensure** the USNOF notifies the submitting agency and the NFDC of all changes in instrument procedure FDC NOTAM numbering.

(4) **Procedures to ensure** that all FPO or Flight Inspection Operations Division (FIOD) initiated FDC NOTAMs and NOTAM Ds are coordinated through the NFPO.

(5) **Procedures to ensure** IFP charts are reviewed and NOTAMs are cancelled when the amended procedures are published.

- **Paragraph 224: INSTRUMENT PROCEDURE NOTAMs.**

a. **A complete review and a new amendment** are the preferred methodology for permanent procedure changes, particularly when applying new or revised TERPS criteria. However, it is recognized that this may not always be possible due to time constraints, workload, staffing level, etc. Abbreviated 8260-series forms and/or P-NOTAMs have proven to be an effective means of updating aeronautical charts and amending instrument procedures within the following guidelines:

(1) **Whenever the need for a procedural NOTAM arises**, the NFPO must review the procedure and ascertain that there are no other safety-of-flight changes required. Do NOT prepare a NOTAM solely to address minor non-safety related discrepancies to a SIAP; however, if a NOTAM is required for safety reasons, other items may be included in the P-NOTAM to simultaneously update procedure charts.

(2) **Procedural minimums must not be lowered** by NOTAM except as allowed by Order 8260.3, Volume 1, paragraph 150e.

(3) **There is no age limit on a SIAP submitted for P-NOTAM amendment** as long as NFPO reviews it and ascertains that there are no other safety-of-flight changes required to the procedure.

(4) **P-NOTAMs must be issued** against the currently published procedure.

(5) **Exercise caution in** adding P-NOTAM's to a procedure or when initiating a P-NOTAM when there is a current T-NOTAM in effect for the procedure. In many cases close follow-up action, including canceling and reissuing NOTAM's, will be necessary to ensure there is no confusion for pilots and aeronautical chart producers.

Examples:

The currently published SIAP is AMDT 3. There is a T-NOTAM in effect for AMDT 3 that will remain in effect after AMDT 3A is published in the TPP. When AMDT 3A is published, the T-NOTAM must be canceled and reissued for AMDT 3A.

The currently published SIAP is AMDT 4A. A P-NOTAM has been issued promulgating AMDT 4B; however, AMDT 4B is not yet published in the TPP. Another P-NOTAM is required that will promulgate AMDT 4C. In this case, because AMDT 4B is not yet published in the TPP, issue a T-NOTAM against the currently published procedure (AMDT 4A). When AMDT 4B is published, cancel the T-NOTAM and reissue it as a P-NOTAM promulgating AMDT 4C.

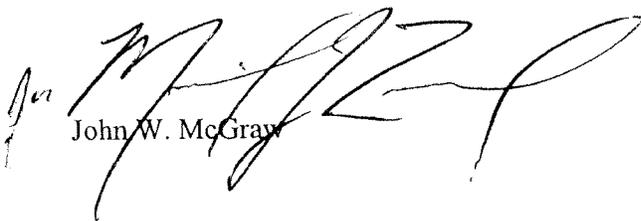
(6) When changes to civil procedures also affect FAA-developed military procedures at civil or joint-use airfields, NFPO must issue a separate FDC NOTAM for the military procedure as specified in Orders 8260.15, United States Army Terminal Instrument Procedures Service, and 8260.32, United States Air Force Terminal Instrument Procedures Service. NFPO must request the USNOF to forward the civil NOTAM and the reason to the cognizant military authority for appropriate military NOTAM action.

(7) Issue a T-NOTAM and coordinate a priority to amend the SIAP through the Regional Airspace and Procedures Team (RAPT) under FAA Order 8260.43. The 224-day T-NOTAM limitation time specified in paragraph 222b must be considered.

(8) NOTAM requirements for FAA developed U.S. Army procedures at military airfields must be processed under Order 8260.15. NOTAM requirements for FAA developed USAF procedures at civil airfields must be processed under Order 8260.32.

c. A specific implementation date and time period will be mutually determined after AFS-420 review of the specific internal guidance required by paragraph 223 above. Additionally, we require sufficient lead-time to prepare and coordinate a docket to support the Part 97 changes and promulgation in the Transmittal Letter (TL).

If you have any questions, please contact Donald Pate, Manager, Flight Procedure Standards Branch, AFS-420 at 405-954-4164.


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