U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: Notices to Airmen (NOTAMs) for Airport Operators

Date: Draft **AC No:** 150/5200-28E

Initiated By: AAS-300

1 **Purpose.**

This advisory circular (AC) provides guidance on using the NOTAM system for reporting airport facilities changes or outages, and airport condition reporting. This AC prescribes procedures used to describe, format, and disseminate information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System (NAS). The Notice to Airmen (NOTAM) system is not intended to be used to advertise data already published or charted.

2 **Cancellation.**

This AC cancels AC 150/5200-28D, Notices to Airmen (NOTAMS) for Airport Operators, dated January 28, 2008.

3 **Application.**

The information contained herein is intended primarily for airport operators, or their agents, who monitor and manage the day-to-day operation of the airport and who may also have operational responsibility for certain airport-related facilities. The primary audience for this AC is any office responsible for originating NOTAMs. Authorized personnel assigned to facilities that collect, originate, and/or disseminate NOTAMs must be familiar with the provisions of this AC that pertain to their operational responsibilities. The use of this information is the only method of compliance for NOTAM disposition for airports certificated under Title 14 Code of Federal Regulations Part 139, Certification of Airports (Part 139).

4 **Principal Changes.**

This AC incorporates new information on NOTAM terminology and technology, extensive text and format changes, and new and added tables, as described below:

1. Expands the list of related reference material.
2. Arranges text and narrative information into chapters.

3. Adds a discussion of and advocates that airport operators use NOTAM Manager as the preferred means of issuing NOTAMs, keeping records and controlling NOTAM actions, and notifying air carriers of NOTAM information.
4. Adds a required NOTAM element list and examples.
5. Adds NOTAM keywords and definitions in a table format.
6. Adds selective keyword NOTAM examples and translations.
7. Adds declared distance to the list of criteria for publishing airport NOTAMs.
8. Adds friction measuring equipment abbreviation and definition list.
9. Introduces the acronym field condition (FICON) NOTAM and explains it usage.
10. Explains the term “Patchy” and its usage.
11. Adds reportable contaminant depth, reportable depth measurement table, and reportable contaminant list.
12. Adds information on using the term “Condition-Not-Monitored”.
13. Adds a new table on reportable contaminants definitions.
14. Adds information on Mu value and explains why the FAA does not support the correlations to pilot reported braking actions of good, medium, poor, and nil.
15. Adds example FICON NOTAMs and translations based on impacted surfaces.
16. Adds NOTAM examples and translations for airport lighting and signs.
17. Adds runway threshold and declared distances information, NOTAM examples, and translations.
18. Adds NOTAM examples and translations on obstruction and obstruction lighting.
19. Adds information, examples, and translations on select NOTAM requirements criteria for “Work-In-Progress” (WIP) and aircraft rescue and firefighting (ARFF).
20. Updates appendices to reflect current use of plain language and contractions.

5 **Background.**

The Federal Aviation Administration (FAA) is modernizing the United States Notices to Airmen (NOTAM) System by transitioning from an analog system to a digital system for originating and tracking NOTAMs. The new system comprises a suite of digital software products designed by the FAA. As part of the suite, the FAA developed a web-based software application called Digital NOTAM Manager (NOTAM Manager). This advancement in NOTAM delivery capabilities will make NOTAM submission faster; create content that is easier to read, filter, and search; and allow users to receive NOTAMs on multiple data devices. This shift will enable the FAA to organize the different elements of aeronautical information into separate data fields.

6 **Related Code of Federal Regulations (CFRs).**

The related CFRs are 14 CFR Part 139, Certification of Airports, and Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports.

7 **Related Reference Materials.**

The following are FAA regulations and publications (see current versions) from which material has been extracted for the preparation of this AC. They will continue to be the authoritative source of revisions to this AC. These references also contain additional resource material that may be useful in special situations, but their immediate availability to airport operators is not considered necessary to accomplish the basic operational purpose of this AC. Technical terms and contractions used in this AC are explained in Appendices A through C. Electronic versions of these documents are available online.

1. Electronic CFRs are available at www.ecfr.gov.
   a. 14 CFR Part 139, Certification of Airports.
   b. 14 CFR Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports.
   c. 47 CFR Part 17, Construction, Marking, and Lighting of Antenna Structures.
   d. 49 CFR Part 1542, Airport Security.
   e. 49 CFR Part 1544, Aircraft Operator Security: Air Carriers and Commercial Operators.
2. Air Traffic publications are available at www.faa.gov/air_traffic/publications/.
   a. FAA Order 7110.10, Flight Services.
   b. FAA Order 7110.65, Air Traffic Control.
   c. FAA Order 7210.3, Facility Operation and Administration.
   d. FAA Order 7340.2, Contractions.
   e. FAA Order 7350.8, Location Identifiers.
   f. FAA Order 7930.2, Notices to Airmen (NOTAMS).
   g. Aeronautical Information Manual (AIM).
   h. Pilot/Controller Glossary (P/CG).
3. Airport ACs (150 series) are available at www.faa.gov/airports/resources/advisory_circulars/.
   a. AC 150/5200-30, Airport Winter Safety and Operations.
   b. AC 150/5370-2, Operational Safety on Airports during Construction.
4. Other FAA ACs are available at www.faa.gov/regulations_policies/advisory_circulars/.
   a. AC 70/7460-1, Obstruction Lighting and Marking.
   b. AC 91-79, Runway Overrun Prevention.
   c. AC 120-57, Surface Movement Guidance and Control System.AC 121.195-1, Operational Landing Distances for Wet Runways; Transport Category Airplanes.

5. Other FAA Orders and Notices are available at http://www.faa.gov/regulations_policies/orders_notices/.
   a. FAA Notice N JO 7930.2, Notice to Airmen (NOTAMs).
   b. FAA Order 8900.1, Flight Standards Information Management System.
6. The Airport/Facility Directory (A/FD) is available at http://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/.
7. Notice to Airmen Publication (NTAP) is available at http://www.faa.gov/air_traffic/publications/notices/.
8. Notice to Airmen Search is available at http://notams.aim.faa.gov/notamSearch/.

8 **Questions and Comments.**

Submit any comments and suggestions for changing or improving this AC in writing. If you have questions about this AC, contact:

Federal Aviation Administration
Office of Airport Safety and Standards
Airport Safety and Compliance Division, AAS-300
800 Independence Avenue, SW
Washington, DC 20591
Telephone (202) 267-8731

Michael J. O'Donnell
Director of Airport Safety and Standards

CONTENTS

CONTENTS (CONTINUED)

Paragraph **Page**

CHAPTER 1. BACKGROUND AND RESPONSIBILITIES.

1.1 Use of this AC.

The NOTAM system discussed in this AC is tailored to airport condition and facilities reporting needs. A variety of new information and NOTAM illustrations and formats have been added. Additionally, information on the preferred NOTAM system airport operators should use is introduced and described. Moreover, the AC advocates the continual update of NOTAM technology and for airport operators to make and accept updates as NOTAM technology continues to evolve.

1.2 Function of the NOTAM System.

The NOTAM system provides essential information to airport users concerned with flight and airport operations. The essential information associated with NOTAMs are:

1. Providing timely information on unanticipated or temporary changes to components of or hazards in the National Airspace System (NAS). Component changes may pertain to infrastructure, facilities, services, procedures, or hazards in the NAS.
2. Providing information that becomes available too late to publicize in the associated aeronautical charts and related publications.
3. Not intended to be used to impose restrictions on airport access for the purpose of controlling or managing noise, or to advertise data already published or charted.[1]

1.3 Extended Period NOTAMs.

To reduce NOTAMs of a permanent nature, the FAA publishes NOTAM information that is expected to remain in effect for extended periods in the Notices to Airmen Publication (NTAP) issued every 28 days. The most recently published NTAP is available on the FAA web site at www.faa.gov/air_traffic/publications/notices/.

1.4 Airport Records and Controls.

Airport operators should keep and maintain a log of NOTAMs that they originate so at all times they are aware of how the airport is represented to the aviation public. Airports certificated under 14 CFR Part 139 have requirements for maintaining records. The new NOTAM technology, titled NOTAM Manager, provides the capabilities to maintain records, archive, retrieve and make air carrier notification for NOTAMs information that meets 14 CFR Part 139 compliance requirements for the NOTAM process and record keeping. When NOTAM Manager is not used, the airport operator must realize its responsibility for maintaining NOTAM records and records of

[1] After October 1, 1990, noise restrictions for airports must be cleared through the FAA's notice and review process, as required by the Airport Noise and Capacity Act of 1990. The process for compliance with this law is set forth in 14 CFR Part 161, *Notice and Approval of Airport Noise and Access Restrictions.* Contact the local Airports District Office for guidance on complying with 14 CFR Part 161.

dissemination to air carriers. Advancements in NOTAM technology will require the airport operators to maintain familiarity and adaptability as new systems and capabilities evolve. The NOTAM status of your airport should be a regular checklist item in the daily routine. The airport operator should have the capability to obtain a copy of each NOTAM transmitted for future reference and to demonstrate regulatory compliance as required.

1.5 **Responsibilities.**

1.5.1 Airport Operators.

1.5.1.1 Ensure the management of a public use airport is making known, as soon as practical, any condition on or in the vicinity of the airport, (within 5SM) existing or anticipated, that will prevent, restrict, or present a hazard during the arrival or departure of aircraft.[2] The Airport operator is responsible for observing and reporting the condition of airport services, facilities, and movement areas. Specific airport operator management responsibilities are outlined in 14 CFR Part 139, Certification of Airports, and 14 CFR Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports. Airport operators of Certificated Airports are required to abide by applicable provisions of these Parts and pertinent regulations referenced in this AC.

1.5.1.2 Ensure notifications are made not more than 3 days before the expected condition is to occur. Public notification is usually accomplished by the NOTAM system. This same notification system should be used when the condition has been corrected or otherwise changed. Airport operators are also responsible for ensuring NOTAMS are current and cancelled for conditions that are no longer applicable.

1.5.1.3 Acknowledge that facilities components; such as pavements, runway lights, and airport guidance sign systems; are always the responsibility of the airport operator. Others, such as navigation facilities and approach lights, are usually the responsibility of the FAA. To avoid confusion, airport operators should initiate a NOTAM on a facility only when its operation and maintenance are clearly within their area of responsibility. However, airport operators should make every effort to alert the responsible party when outages/discrepancies are observed in facilities that fall outside their area of responsibility.

1.5.1.4 Be aware, along with pilots, of Temporary Flight Restrictions (TFR) that may affect airport operations. TFR information is available at www.faa.gov/pilots/flt_plan/notams/ or by calling any flight service station for a pilot briefing.

[2] Local coordination with airport users such as air carriers and other commercial operations should be conducted as far in advance as possible to minimize the impact construction projects, planned surface closures, or other conditions have on the operation of the airport.

1.5.1.5 Make every effort to keep informed of NOTAM technology as advancements in NOTAM delivery capabilities periodically require updating based on ongoing FAA modernizing efforts. Currently, the FAA web-based software application called Digital NOTAM Manager (NOTAM Manager) is the preferred system for initiating NOTAMs. Whenever NOTAM modernization occurs, the FAA usually establishes a grace period when the previous legacy system is phased out. This will continue to occur as the FAA works toward full implementation of NOTAM Manager.

1.5.1.6 Use or be familiar with JO 7930.2 as supplemental guidance where it relates to specific NOTAM information application.

1.5.2 Certificated Airports.

The Office of Airport Safety and Standards is responsible for enforcing the airport operator responsibilities as outlined in the Code of Federal Regulations (CFR). Airports certificated under 14 CFR Part 139 have certain requirements set by regulation for disseminating information about conditions on and in the vicinity of the airports that may affect the safe operation of aircraft. For detailed information, see 14 CFR Part 139 and the airport's Airport Certification Manual.

1.5.3 Air Traffic Organization.

1.5.3.1 Air Traffic personnel, consistent with FAA Order 7930.2, must accept all airmen information regardless of the source or subject matter, provided the occurrence is no more than 3 days in the future.

Note: Situations that present an immediate hazard should be reported to the ATC facility most concerned. Other situations should be reported on a first priority basis to the Flight Service Station (FSS) or appropriate accountable organization.

1.5.3.2 Air Traffic then obtains the name, title (if appropriate), address, and telephone number of the person furnishing the information. The data is then forwarded to the appropriate tie-in FSS. FSS specialists are responsible for the classification, accuracy, format, dissemination, and cancellation of NOTAM information. Flight Data Center (FDC) NOTAMs are issued by Mission Support Services Aeronautical Navigation Products and pertain to changes such as navigational facilities, instrument approaches, and flight restrictions. FDC NOTAMs refer to information that is regulatory in nature.

Note: FSSs are no longer responsible for TFR notifications to ATC facilities, except in Alaska. The System Operations Support Center (SOSC) through the respective service centers is now performing these duties.

1.5.3.3 FSS specialists/Flight Services Program Operations specialists are responsible for issuing a NOTAM that is not covered in any example or for NOTAM criteria found in FAA Order JO 7930.2. Consult with the USNOF when this type of NOTAM is being considered for issuance.

CHAPTER 2. NOTAM PROCESS.

2.1 Authority to Initiate NOTAM.

2.1.1 Airport operators or owning agencies are responsible for observing and reporting the condition of airport facilities when temporary changes or outages could impact the NAS. Airport operators are also responsible for initiating NOTAMS to report runway condition assessments and Field Condition (FICON) reports. Other authority for initiating NOTAMs would also include the following:

2.1.2 Airport operators responsible for providing an up-to-date list of airport employees who are authorized to issue NOTAMs to the FSS air traffic manager. At public airports without an airport manager, the FSS air traffic manager will coordinate with the appropriate airport operating authority/owner to obtain a list of persons delegated to provide NOTAM information. Using authorized airport personnel will help to expedite the NOTAM processing because information obtained from unauthorized personnel must be confirmed by the FSS before a NOTAM will be issued.

2.1.3 Authorized airport personnel, who do not have access to NOTAM Manager or applicable NOTAM system technology, can submit information for NOTAMs to Flight Service Stations (FSS)

2.1.4 Letters of agreements, which are required before NOTAM Manager can be used, should be executed between the airport operator and the FAA outlining procedures to be used for originating NOTAMs. For example, at some controlled airports, the Airport Traffic Control Tower (ATCT) might ask to be in the NOTAM origination loop with the airport operator and the FSS to ensure the system compatibility and integrity of the format and content of the proposed NOTAM message.

2.2 Composing the NOTAM.

Wherever possible, NOTAMs must use official contractions and abbreviations. Official contractions and abbreviations designated for International Civil Aviation Organization (ICAO) usage are found in FAA Order JO 7340.2, Contractions, and in Appendices A through C of FAA Order 7930.2, Notices to Airmen (NOTAM)[3]. Appendix D of Order 7930.2 includes a list of ICAO differences which are allowed in a NOTAM. Plain language text is required when there is not an approved ICAO contraction or the subject is not found in Appendix D.

2.2.1 Criteria for Publishing Airport NOTAMs.

The following conditions or categories of information are the basis for NOTAMs:

1. FAA ATC facilities. Commissioning, decommissioning, or changes in hours of operation.

[3] FAA Order 7930.2 is the authority for contractions used in this AC. Any contraction changes in FAA Order 7930.2 supersede the contractions used in this AC.

2. Surface areas. Changes in hours of operations, hazards such as pavement issues, wildlife, contaminants, surface conditions, etc.
3. Weather reporting stations. Commissioning, decommissioning, failure, non-availability or unreliable operations.
4. Public airports. Commissioning, decommissioning, openings, closings, and abandonments.
5. Aircraft rescue and firefighting (ARFF) capability. Restrictions to air carrier operations.
6. Changes to runway identifiers, dimensions, declared distances, threshold placements, and surface compositions.
7. NAS lighting systems. Commissioning, decommissioning, outages, change in classification or operation as defined in Advisory Circular 150/5340-30, Design and Installation Details for Visual Aids.

Reference: Aeronautical Information Manual (AIM)
FAA Order 7930.2, Notices to Airmen (NOTAMS)
Advisory Circular 120-57, Surface Movement Guidance and Control System

2.3 Required NOTAM Elements.

2.3.1 NOTAMs must contain the following elements as read from left to right:

2.3.1.1 **Exclamation Point (!).**

Example: !

2.3.1.2 **Accountability.**

This is the identifier of the accountability location; for example, JFK, FDC, CARF.

Example: ! JFK

2.3.1.3 **Location Designator.**

This is the identifier of the affected facility or location – located after the NOTAM number.

Example: ! JFK JFK

2.3.1.4 **Keyword.**

See Table 1 for keywords and definitions.

Example: ! JFK JFK RWY

2.3.1.5 **Attribute, Activity, or Surface Designator(s) (when needed).**

A surface designator is required with keywords RWY, TWY, and APRON. Enter surface identification for runway related NOTAMs, the taxiway identification for taxiway related NOTAMs or the apron identification for apron related NOTAMs.

Note: If a facility component has not been given a specific identifying designation, such as an unnumbered or unlettered parking apron, associate it with a component that does have a positive identification.

Example: ! JFK JFK RWY 12/30
Example: ! JFK JFK TWY A, A1
Example: ! JFK JFK APRON PARKING APRON ADJ TWY A

2.3.1.6 **Surface Segment (when needed).**

Example: !JFK JFK TWY B BTN TWY C AND TWY D

2.3.1.7 **Facility, Feature, Service, System, and/or Components Thereof (when needed).**

2.3.1.8 **Location Description (when needed).**

2.3.1.9 **Height (when needed).**

Express in feet MSL; for example, 275FT, 1225FT (MSL must not be written). Heights AGL may also be used.

2.3.1.10 **Condition.**

The changed condition or status being reported, when needed; for example: CLSD, OUT OF SERVICE, NOT AVBL, NOT LGTD, FLAGGED, OBSC, UNREL, ON CONS.

Example: ! JFK JFK RWY 12/30 CLSD
Example: ! JFK JFK TWY A, A1 NOT AVBL

2.3.1.11 **Reason (when needed).**

2.3.1.12 **Remarks (optional).**

Other information considered important to the pilot.

2.3.1.13 **Schedule (when needed).**

A single NOTAM may be originated for a scheduled condition/activity that will recur during the effective period. Specify the schedule between the condition/activity and the effective time string. The days of the week must be specified before the scheduled time. The term “DAILY” indicates the event will occur at the same time during the stated time period. The NOTAM effective time and expiration time must be compatible with the scheduled time.

Example: ! JFK JFK RWY 12/30 CLSD DLY 1400-0100
Example: ! JFK JFK RWY 12/30 CLSD MON 1730-2130
Example: ! JFK JFK RWY 12/30 CLSD MON-FRI 0900-2359

2.3.1.14 **Effective/Expiration Time.**

A 10-digit date-time group (YYMMDDHHMM) must be used to indicate the effective time and expiration time of the NOTAM. The effective time and expiration time must be separated by a hyphen “-.” The effective time indicates the date/time a condition will exist or begin. The expiration time

is the expected return to service, return to normal status time, or the time the activity will end.

Example: ! JFK JFK RWY 12/30 CLSD 1510122330 – 1510131300

2.3.1.15 When the NOTAM duration is certain, it should be reflected with a self-cancelling expiration time.

Example: ! JFK JFK RWY 12/30 CLSD 1310122330 – 1310131300

2.3.1.16 When a NOTAM is originated to advertise a permanent condition that will be published in a publication, chart or database, "PERM" should be inserted as the expiration date in lieu of a 10-digit date-time group. The NOTAM originator is responsible for canceling the NOTAM and ensuring the NOTAM data gets published in the appropriate publication.

2.3.1.17 NOTAMs will auto-expire at the expiration date unless PERM is indicated.

2.3.2 NOTAMs issued when the condition of a number of facilities, NAVAIDs, services, or landing areas/runways are related to the same event (for example, date/time, facility closing, part−timing, runway closures, etc.) must be issued as separate NOTAMs.

2.3.3 Each NOTAM concerning a specific aid, service, or hazard must be a complete report including all deviations unless reference is made to other restrictions already published.

2.3.4 If information is published elsewhere and is still valid, reference must be made to that publication with the statement, "PLUS SEE (publication)." A NOTAM issued not stating "PLUS SEE (publication)" indicates the NOTAM replaces previously published similar data.

Table 2-1. NOTAM Keywords and Definitions

Keyword	Definition
AD (Aerodrome)	Used to describe a temporary change or hazard or potential hazard on or within 5 statute miles of an airport, heliport, helipad, or maneuvering area that is not associated with a specific movement area surface. Such hazards may include aerodrome closures, lighting not associated with a specific movement area surface, aerodrome services (fuel, customs, ARFF), helicopter platforms, wildlife hazards, and meteorological equipment (wind indicators) or services.
APRON	Used to describe a temporary change or hazard associated with an apron or ramp, apron lighting, markings, and signage. Aprons may be identified by a name specific to them.
COM (Communications)	Used to describe a temporary change or hazard caused by communication outlet commissioning, decommissioning, outage, unavailability, and air-to-ground frequencies.

Keyword	Definition
NAV **(Navigation Aids)**	Used to describe a temporary change or hazard caused by the changes in the status of ground-based radio navigational aids and Global Navigation Satellite Systems (GNSS) (except for area navigation (RNAV) approach anomalies).
OBST **(Obstructions, including obstruction lighting outages)**	Used to describe a temporary change or hazard caused by a moored balloon, kite, tower, crane, stack, obstruction, obstruction lighting outage, obstruction status, or telecommunication tower light outage.
RWY (Runway)	Used to describe a temporary change or hazard associated with landing and takeoff surfaces to include runway lighting, signage, and other airport services or attributes associated with a specific runway. Identify runways with the prefix RWY followed by the magnetic bearing indicator, e.g., RWY 12/30, RWY 12, or RWY 30.
TWY (Taxiway)	Used to describe a temporary change or hazard pertaining to taxiway, taxiway lighting, and signage. Applies to single or multiple taxiways. Identify taxiways with the prefix TWY followed by the taxiway identifier letter or letter/number as assigned. Some examples are: TWY C, B3 CLSD, PARALLEL TWY ADJ RWY 9/27 CLSD.
SVC **(Services)**	Used to describe a temporary change or hazard associated with change in service levels, such as operating hours, air traffic management services, or airport services.
(O) (Other)	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. 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.
FICON	NOTAMs used to report surface conditions, braking action, and friction values on runways, taxiways, and aprons.

Table 2-2. Selective Keyword NOTAM Examples

Keyword	Examples
RWY	• !BIG BIG RWY 9/27 CLSD TO ACFT MORE THAN 13500LBS 150913130 - 150913200 Translation: Runway 9 and 27 are closed to all aircraft weighing more than 13,500 pounds. Do no use class of aircraft when closing runways. Always use aircraft weight. • !PRC SJN RWY 13/31 CHANGED TO RWY 14/32 1508151200 – PERM Translation: Saint John airport designation 13/31 now permanently changed to 14/32
TWY	• !TYS TYS TWY A3, A4, A5 EDGE LGTS Out of Service 1509041800 -1509062200 Translation: McGhee Tyson airport taxiway(s) A3, A4, and A5 taxiway edge lights are out of service. • !DFW DFW TWY ALL CLSD 1509041800-1509062200 Translation: All taxiway(s) at Dallas/Fort Worth airport are closed.
APRON	!ATL ATL APRON NORTH APRON EAST SIDE 50FT CLSD 1511122150-1512220700 Translation: Atlanta airport north apron on the east side is closed. • !BNA BNA APRON SOUTH CARGO APRON CLSD 1509131300-1509141300 Translation: Nashville south cargo apron is closed with an estimated return to service time.
AD **(Aerodrome)**	• !DAY DAY AD AIRPORT CLSD 1510122330 PERM Translation: Dayton airport is now permanently closed. • !ABQ ABQ AD AIRPORT CLSD EXC 2 HR PPR MON-FRI 1510131000-1510311200 Translation: Albuquerque airport closed except for two hour prior permission required for days of week and timeframe given.
OBST	• !MSP MSP OBST CRANE 345140N0804506W (1.44NM SW) 580FT (195FT AGL) NOT LGTD 1511292300-1511302300 Translation: A crane is described as an obstruction with established coordinates and height above ground level is not lighted for a specific period. **Note:** Insert latitude/longitude (if known) immediately after cardinal direction per format shown above.
SVC	• !CLE CLE AD MOBILE JET A FUEL NOT AVBL 1511041600-1511041800 Translation: Cleveland airport mobile Jet A fuel is not available for an established time period. • !FTW FTW AD ARFF NOW INDEX A 1509092100-

Keyword	Examples
	1509092300 Translation: Fort Worth airport ARFF will become Index A for an established time period.
WIP **(Work In Progress)**	• !ICT ICT AD ALL SFC WIP SN REMOVAL 1512070700-1512101500 Translation: Wichita airport all aerodrome surfaces has snow removal work in progress for time given. • !IAD IAD RWY 1L/19R WIP RESURFACING 1509070700-1509101500 Translation: Dulles airport Runway 1L/19R has resurfacing work in progress for the time given. • !IAD IAD TWY ALPHA WIP ELECTRICAL LINE TRENCHING 1509070800-1509101400 Translation: Dulles airport Taxiway Alpha has electrical lines trenching work in progress for the time given. **Note:** Any NOTAM associated with snow/ice removal must be described as "Work in Progress (reason)," for example Snow Removal, Ice Removal. Airport operators must ensure this NOTAM remains active only when actual snow and ice removal operations are taking place.

2.4 Submitting the NOTAM.

Airport operators should use NOTAM Manager as the preferred and most effective method for entering NOTAMs into the system. NOTAMs Manager uses dropdown menus which standardizes entry. It also reduces or eliminates the time consuming free form NOTAMs that need human intervention and interpretation before issuing.

2.4.1 Connecting to NOTAM Manager.

2.4.1.1 Contact the Aeronautical Information Management Systems Group, AJV-26 at (816) 329-2502 or Contract Support (NISC III) – Task Order Manager, AJV-26 AIM Systems Group, Lockheed Martin Corporation at (816) 329-2518.

2.4.1.2 Register online for NOTAM Manager at https://notams.aim.faa.gov/scert and a representative from the NOTAM Manager National Airspace System Integration Support Contract deployment team will contact you once your application is received.

2.4.2 Other NOTAMs Connection Procedures.

2.4.2.1 Contact the appropriate Air Traffic facility for your airport if you encounter difficulty in contacting the FSS identified in the AF/D.

2.4.2.2 FSS facility managers are required to ensure that lists of airport employees authorized to issue NOTAMs are available and kept current. To avoid delays in NOTAM dissemination, you should assist the FSS in keeping your airport's list of authorized personnel up to date as changes occur, but not less than once annually.

2.5 **Verification Information.**

2.5.1 Other than NOTAM Manager, when using the above filing method, be sure that you provide the air traffic facility receiving your NOTAM submission with the name, position, title (if appropriate), address, and telephone number of a responsible airport official who the FSS should contact if confirmation of the NOTAM information is required. If you phone in your message, you should ask for the operating initials of the FSS specialist who receives your call and the number assigned to the NOTAM. Allow a minimum of thirty minutes for the FSS specialist to format and input the NOTAM into the NOTAM system. Call the FSS back to get the current NOTAM and NOTAM number. Each specialist is officially identified in the facility by operating initials. Knowing the initials and NOTAM number will make follow-up or other reference easier. Airport personnel can review their NOTAMs on the FAA website at http://www.notams.aim.faa.gov/notamSearch/.

2.6 **Managing NOTAMs.**

Airport operators are responsible for updating or canceling NOTAMS that are no longer applicable to airport facilities or field conditions.

This page intentionally left blank.

CHAPTER 3. FIELD CONDITION REPORTING PROCESS.

The following methods, tools and procedures should be used to ensure airport operators are providing timely and accurate information on airport friction measurement, field conditions reporting, reportable contaminants, and other information related to airport field condition assessment. Consult AC 150/5200-30C, Airport Winter Safety and Operations, for current guidance on determining airport surface conditions.

3.1 Friction Measurement.[4]

3.1.1 If friction-measuring equipment is used, friction value (Mu) readings are issued for each third for all active runways. Do not combine runways into a single NOTAM. If a NOTAM was issued and the airport manager advises that the readings are above 40, the Mu value NOTAM may remain as 40 or canceled. Include the abbreviation of the name of the FAA approved friction measuring device and the effective time. (See Table 3-1 for Friction Measurement Equipment.) When friction measurement equipment is used, the airport operator should issue a FICON NOTAM to report braking action and Mu values.

1. Runway friction measuring values are reported in thirds of a runway for landing runway(s) only. A Mu value for the thirds of a runway should be reported only when contaminant(s) are present or there is precipitation occurring.
2. Do not combine runways into a single NOTAM.
3. NOTAMs for Mu values may be issued as value 40 if readings are 40 or above.
4. If a NOTAM was issued and the airport manager advises that the readings are above 40, the Mu value NOTAM may remain as 40 or canceled.

Examples:

!DCA DCA RWY 18 FICON RFT Mu 40/30/40 OBSERVED AT 1512211100 1512111105-1512111500

Translation: Washington Reagan airport FICON with specific equipment is reporting Mu values with an observed at and expiration time.

!RIC RIC RWY 36 FICON TAP Mu 20/20/20 OBSERVED AT 1509011200 1509011213-1509011400

Translation: Richmond airport FICON with specific equipment is reporting Mu values with an observed at and expiration time.

[4] Either MU Value and/or braking action reports are acceptable for reporting pavement conditions to the NOTAM system. However, there is no correlation between the two. **THEY ARE NOT INTERCHANGEABLE.**

3.1.2 If the equipment used to obtain these readings becomes unserviceable, a NOTAM should be issued until the equipment is restored to service.

Example:

!DCA DCA AD FRICTION MEASURING DEVICE OUT OF SERVICE 1509141000-1509211000

Translation: Washington Reagan airport friction measuring device is out of service for an established time period.

Table 3-1. Friction Measuring Equipment Abbreviations

Abbreviation	Definition
BOW	Bowmonk Decelerometer (Bowmonk Sales)
BRD	Brakementer−Dynometer
ERD	Electronic Recording Decelerometer (Bowmonk)
GRT	Griptester (Findlay, Irvine, LTD)
MUM	Mark 6 Mu Meter (Douglas Equipment LTD)
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)
RT3	Haliday Technologies

3.2 **Reporting Field Conditions.**

Field condition (FICON) NOTAMs are used to report surface contaminants conditions, braking action, and friction values on runways, taxiways, and aprons. Keyword AD must not be used with descriptor FICON.

3.2.1 FICON.

Insert "FICON" after the surface designator(s) and surface segments, and before the field condition.

Example:

!FOE FOE RWY 13/31 FICON WET ICE

Translation: Forbes Field Runway 13/31 FICON indicates wet ice

3.2.2 Pilot-reported Field Conditions.

During periods when field conditions are not being monitored, a FICON NOTAM may be originated for a pilot-reported condition. The words "PILOT REPORTED" must precede the word "FICON."

Example:

!FOE FOE RWY 13/31 PILOT REPORTED FICON 1/2IN WET SN OVER ICE

Translation: Forbes Field Runway 13/31 Pilot Reported FICON indicates 1/2IN Wet SN Over Ice

3.3 Reporting Surface Conditions.

3.3.1 Coverage.

Do not express the condition in terms of percentage of coverage.

3.3.1.1 Use the word "PATCHY" to describe a contaminant that covers 25 percent or less of the reported portion of the surface.

3.3.1.2 Use the term "DRY" to describe a surface that is neither wet nor contaminated. A FICON NOTAM must not be originated for the sole purpose of reporting a dry runway. A dry surface must be reported only when there is need to report conditions on the remainder of the surface.

3.3.1.3 Use the term "WET" to describe a surface that is neither dry nor contaminated but has visible dampness, moisture, and/or water less than 1/8 inch in depth.

3.3.2 A surface condition must be reported in each FICON NOTAM when reporting the condition on any part of the surface; for example, edges, remaining length.

3.4 Reporting Contaminant Depths.

3.4.1 Other than "WET", use the word "THIN" for reporting contaminant depths of less than 1/8 inch.

3.4.2 The contaminant depth is specified in inches and feet.

Table 3-2. Reportable Depth Measurements

Use Value	To Report
1/8IN	1/8 inch
1/4IN	> 1/8 inch to and including 1/4 inch
1/2IN	> 1/4 inch to and including 1/2 inch
3/4IN	> 1/2 inch to and including 3/4 inch
1IN	> 3/4 inch to and including 1 inch

3.4.2.1 When 1 inch is reached, report values in multiples of 1 inch and discontinue the use of fractions. When a snow depth of 35 inches is reached, report values in multiples of feet only. Round depths greater than 1 inch to the next higher reportable depth.

3.4.2.2 Report the highest depth of the contaminant along the reported portion of the surface.

3.4.2.3 The runway contaminants for which depth is mandatory when reporting runway surface conditions are specified in paragraph 3.5.1. The contaminant depth is optional for taxiway and apron conditions.

3.5 Reporting the Contaminants.

3.5.1 Reportable Contaminants.

The listed contaminants are the only ones used for reporting purposes. They should not be used in any single form or other combinations except as currently illustrated. Only the contaminants marked with an "*" are to be accompanied by a depth. When reporting a runway condition, a depth is mandatory with those contaminants marked by an asterisk (*).

- Water* (1/8 inch and greater)
- Frost
- Slush*
- Ice
- Wet ice
- Water* over ice
- Wet snow*
- Wet snow* over ice
- Dry snow*
- Dry snow* over ice
- Compacted snow
- Water* over compacted snow

- Wet snow* over compacted snow
- Dry snow* over compacted snow
- Ash*
- Mud*
- Rubber
- Oil
- Sand

3.5.2 The term "Patchy" can be used on either the first or second reported contaminant, neither, or both; when referring to the Reportable Contaminants table with dual contaminants. For example:

- Patchy wet snow over patchy ice
- Patchy wet snow over ice
- Wet snow over patchy ice

3.6 Using "Conditions-Not-Monitored" NOTAMs.

3.6.1 Airport operators should use *"conditions-not-monitored"* NOTAMs as a way to provide information to pilots related to the conditions not being monitored at the airport, perhaps due to operations hours or staffing.

3.6.2 This standard has existed for airport operators to use over the years and is illustrated in Advisory Circular (AC) 150/5200-30C, Airport Winter Safety and Operations. This AC provides the following guidance to airport operators: *"For airports, particularly smaller airports, that do not monitor weather conditions between certain hours due to staffing limitations, the issued NOTAM should contain text indicating that "airfield surface conditions are not monitored between the hours of 'X – 'V." This additional text helps to avoid erroneous condition assessments by users of the information."*

3.6.3 *Airport operators should avoid using "airport unattended"* NOTAMs as a substitute for *"conditions-not-monitored"* because this type of NOTAM sends the wrong message that other services provided by the airport, e.g. ATC, ARFF, fuel; are not available or accessible when the conditions are not being monitored perhaps due to operations hours or staffing.

3.6.4 *"Conditions-not-monitored"* NOTAM is the preferred airport condition reporting for airport operators to use to address all aerodrome or any individual surface as required. The period of applicability should be for both short and long term use.

3.6.5 When airport operators use *"conditions-not-monitored"*, there may be times when the NOTAM will be issued when no recent observation will exist or it will not be tied to any recent Pilot Report NOTAM. This may differ slightly from what is currently illustrated in Order 7930.2N where it cites: *"When the field conditions will not be monitored, follow the most recent observation with the words 'CONDITIONS NOT*

MONITORED (date/time) (date/time).'" The time parameters specified must fall within the effective/expiration times.

3.6.6 Airport operators may issue the "conditions-not-monitored NOTAM accompanied with the most recent observation and without any recent observation or Pilot Report. Either issuance will be acceptable as a NOTAM.

Table 3-3. Reportable Contaminant Definitions

Term	Definition
Contaminant	A deposit (such as frost, any snow, slush, ice, or water,) on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.
Contaminated runway	For purposes of condition reporting and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water. **Note:** While mud, ash, sand, oil, and rubber (see "Slippery When Wet" definition) are reportable contaminants, there is no associated airplane performance data available and a depth would not be reported.
Ash	A grayish-white to black soft solid residue of combustion normally originating from pulverized particulate matter ejected by volcanic eruption.
Compacted snow	Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If a chunk of compressed snow can be picked up by hand, it will hold together or can be broken into smaller chunks rather than falling away as individual snow particles.
Dry runway	A runway is dry when it is neither wet, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered dry when no more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by: visible moisture or dampness, frost, slush, snow (any type), or ice.
Dry snow	Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32 degrees F (0 degrees C). If when making a snowball, it falls apart, the snow is considered dry.
Frost	Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.
Ice	The solid form of frozen water.
Layered contaminant	A combination of the definitions for each of the contaminants. For example, the definition of "Wet Snow over Ice" is "Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore space" over "the solid form of frozen water."
Mud	Wet, sticky, soft earth material.
Oil	A viscous liquid derived from petroleum or synthetic material, especially for use as a fuel or lubricant.

Term	Definition
Rubber	A tough elastic polymeric substance made from the latex of a tropical plant or from synthetic material.
Sand	A sedimentary material, finer than a granule and coarser than silt.
***Slippery when wet**	A wet runway where the surface friction characteristics would indicate diminished braking action as compared to a normal wet runway.
Slush	Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.
Water	Water in a liquid state. For purposes of condition reporting and airplane performance, water is 1/8 inch (3 mm) or greater in depth.
Wet ice	Ice that is melting or ice with a layer of water of less than 1/8 inch (3 mm) depth on top.
Wet runway	A runway is wet when it is neither dry, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by any visible dampness or water that is less than 1/8 inch (3 mm) in depth.
Wet snow	Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore space. A well-compacted, solid snowball can be made, but water will not squeeze out.

Note: Term(s) identified with an asterisk will not become effective until October 2016.

3.7 **Braking Action.**[5]

3.7.1 When reported by airport operator, braking action is described as, good, "fair (Medium)", "poor," and "nil." Classify braking action according to the most critical term used. When reporting braking action, do not give the type of vehicle making the report. Include the observed time of the braking action in the NOTAM. Airport operators must not attempt to correlate friction readings (Mu numbers) to Good/Fair (Medium), Fair (Medium)/Poor or Nil runway surface conditions, as no consistent, usable correlation between Mu values and these terms has been shown to exist to the FAA's satisfaction. It is important to note that while manufactures of the approved friction measuring equipment may provide a table that correlates braking action to Mu values, these correlations are not supported by the FAA.

[5] Either Mu Value and/or braking action reports are acceptable for reporting pavement conditions to the NOTAM system. However, there is no correlation between the two. **THEY ARE NOT INTERCHANGEABLE.** Braking action "Fair" is being changed to "Medium" to harmonize with ICAO standards.

Examples:

!ANE ANE RWY 1/19 FICON BA NIL OBSERVED AT 1509041300 1509041303-1509041500

Translation: Minneapolis airport runway 1/19 braking action is reported as Nil with an observation and established duration time.

!ANE ANE RWY 18/36 FICON BA POOR OBSERVED AT 1508051400 1508051400-1508051600

Translation: Minneapolis airport runway 18/36 is reported as Poor with an observed at and duration time.

3.8 **Surface Conditions.**

When reporting surface conditions, use the following sequence to assist the FSS in formatting the NOTAM: surface affected, FICON, coverage, depth, condition, observed at time and duration. Reportable Contaminant Definitions are in Table 3-3

Examples:

!ENA CLP RWY 8/26 FICON THIN WET SN OBSERVED 1512132300 1512132310-1512142300

Translation: Clarks Point's runway 8/26 is covered by less than 1/8inch of wet snow with an observed at and duration time.

!BNA BNA APRON AIR CARGO APRON EAST 500FT FICON PLOWED 1IN WET SN OBSERVED AT 1512202000 1512202003-1512210400

Translation: The east 500 feet of Nashville Airport's Air Cargo apron has been plowed. One (1) inch of wet snow has accumulated since being plowed. An observation and duration time has been established.

3.9 **Plowed and Swept Runways.**

3.9.1 When reporting a portion of a runway as being plowed, give the width plowed in feet and its condition if not entirely cleared.

3.9.2 A PLW NOTAM is used only if a portion of the surface is PLW. If the whole surface has been plowed, PLW is not used although the surface contaminant conditions might still be appropriate.

3.9.3 PLW/Swept is used when indicating that a portion of a surface is plowed or swept and is either bare or has depth, coverage, and conditions different than the surrounding area.

3.9.4 When known, the surrounding area will be specified as "Remainder" and listed after the plowed information.

3.9.5 PLW /Swept is omitted when the entire runway, taxiway, ramp, or apron has been plowed.

3.9.6 When only portions are PLW/Swept, report the portions that are PLW/Swept in terms of the number of feet impacted and report the remainder for the depth and contaminants type. Some examples are as follows:

Examples:

!OQU OQU RWY 16/34 FICON WET PLOWED 100FT WIDE REMAINDER 1/2IN WET SN OVER ICE OBSERVED AT 1511132112 1511132115-1511140500

Translation: Quonset State's runway is wider than 100 feet and the area inside the center 100 feet is wet. The 1/2 inch of wet snow over ice is outside of the plowed area. Both observed at and duration times have been established.

!MOT MOT TWY C, C1, C6, TWY D BTN RWY 13/31 AND TWY E FICON 1/2IN DRY SN OVER ICE OBSERVED AT 1512202200 1512202203-1512210000

Translation: Minot Airport has reported a number of taxiways to have 1/2 inch of dry snow over ice. The depth of the dry snow has been reported, however the depth of the contaminant is not required when reporting the conditions of taxiways or aprons. In this example, the depth of the dry snow is not required. Both observed at and duration times have been established.

!MEM MEM APRON FEDEX FEEDER APRON W 700FT FICON ICE OBSERVED AT 1511220815 1511220818-1511221200

Translation: The west 700 feet of the FedEx Feeder apron at Memphis International Airport is covered with ice. The depth of ice is not reported. Both observed at and duration times have been established.

!ENA BGQ RWY 7/25 FICON 1/2IN WET SN OVER ICE PLOWED 50FT WIDE REMAINDER 2IN WET SN OVER COMPACTED SN OBSERVED AT 1501311910 1501310915-1502010400

Translation: The full length of Big Lake airport runways 7/25 have been plowed 50 feet wide. The plowed portion has 1/2 inch of wet snow over ice while the remainder of the runway has 2 inches of wet snow over compacted snow. Contaminant depths are not reported for ice or compacted snow. Both observed at and duration times have been established.

3.10 **Runway Sanding or Deicing.**

3.10.1 When reporting a runway treated by sanding or deicing, the entire published dimensions of the surface are assumed to be treated unless qualifying length/width information is also given.

3.10.2 When deicing is reported, also report the material used as either solid or liquid, as this may have operational significance to the pilot. Examples are as follows:

Examples:

!MGW MGW RWY 18/36 FICON ICE SANDED OBSERVED AT 1511021254 1511021300 - 15111031300

Translation: Morgantown Municipal Airport's Runway 18/36 is covered by ice and has been treated with sand. The depth of ice is not reported. Both observed at and duration times are established.

!YAK YAK RWY 11/29 FICON THIN DRY SN OVER ICE SANDED 80FT WIDE OBSERVED AT 1512061524 1512061530 - 1512062000

Translation: Yakutat Airport's Runway 11/29 is covered with less than 1/8inch dry snow over ice and has been sanded 80 feet wide. The depth of dry snow is reported, however the depth of ice is not reportable. Both observed at and duration times are established.

3.10.3 An example of a full runway deicing is:

!IAD IAD RWY 12/30 FICON WET DEICED LIQUID OBSERVED AT 1512172057 1512172100 - 1512180800

Translation: Dulles International Airport's Runway 12/30 is wet and has been treated with a liquid deicing chemical. Both observed at and duration times are established.

!IAD IAD RWY 12/30 FICON DRY DEICED SOLID 100FT WIDE REMAINDER ICE OBSERVED AT 1512172058 1512172100-1512180800

Translation: Dulles International Airport's Runway 12/30 is dry 100ft wide as result of a solid deicing material being applied. The remainder of the runway is covered with ice. The depth of the ice is not reported. Both observed at and duration times are established.

3.11 **Snowbanks.**

When reporting snowbanks, indicate when the depth is greater than 12 inches and location of the snow bank. Use the terms "SNOWBANKS," "BERMS," or "WINDROWS" after the surface condition. Snowbanks must be assumed to be at the edge of a movement surface or, when plow/sweeper is used, at the edge of the plowed/swept area.

Example:

!BTV BTV RWY 15/33 FICON PLOWED 100FT WIDE COMPACTED SN 24IN BERM OBSERVED AT 1510091411 1510091415-1510092200

Translation: Burlington International Airport's Runway 15/33 has been plowed 100 feet wide leaving compacted snow on the runway. The depth of the compacted snow is not reported, however 24 inch berms are also observed

along the edges of the surface. Both observed at and duration times are established.

!OQU OQU RWY 16/34 FICON COMPACTED SN 12IN SNOWBANKS OBSERVED AT 1511132112 1511132120-1511141000

Translation: Quonset State's runway 16/34 has been plowed and swept in its entirety; therefore, neither "PLOWED" nor "SWEPT" is used. The runway is covered with compacted snow and has 12 inch snowbanks. Both observed at and duration times are established.

3.12 **Snow Removal Operations on Alternating Runways.**

Any NOTAM associated with snow/ice removal operations on multiple runways must be described as "WIP (reason);" for example, SNOW REMOVAL, ICE REMOVAL. (See paragraph 4.1.) Airport operators must ensure this NOTAM remains active only when actual snow and ice removal operations are taking place. A single NOTAM may be issued for snow removal on alternating runways when all of the following conditions are met:

1. The air traffic control tower is in operation during the valid period of the NOTAM.
2. Anticipated alternating closure times for each runway have been agreed upon by the airport operator and ATCT.
3. Operations are based on the content as described in the Airport Certification Manual, Snow and Ice Control Plan, or other agreement between the airport operator, FSS and Air Traffic Control Tower as applicable.

3.13 **Runway Light Obscuration and Outages.**

3.13.1 When reporting runway light obscuration due to snow and ice, report only the lights that are completely obscured.

3.13.2 Lights that are partially obscured should not be reported.

3.13.3 Be specific about which lights are affected, such as the last 2000 feet of Runway 9.

3.13.4 The reason for the obscuration should not be reported.

Example:

!BTV BTV RWY 15/33 EDGE LGT OBSC 1510131300−1510141300

Translation: Burlington airport runway 15/33 has edge lights obscured with a self-cancelling expiration time.

3.14 **Runway Lights.**

3.14.1 Runway Centerline Lights (RCLL).

Example:

!ATL ATL RWY 8R/26L RCLL OUT OF SERVICE 1505112300-1505131200

Translation: Atlanta runway 8R/26L center line lights are out of service with a self-cancelling expiration time.

3.14.2 Touchdown Zone Lights (TDZ LGT).

Example:

!ATL ATL RWY 8R TDZ LGT OUT OF SERVICE 1505112300-1505131200

Translation: Atlanta runway 8R touchdown zone lights are out of service with a self-cancelling expiration time.

3.14.3 Runway Edge Lights.

Example:

!ATL ATL RWY 8R/26L EDGE LGT OUT OF SERVICE 1505112300-1515251222

Translation: Atlanta runway 8R/26L edge lights are out of service with a self-cancelling expiration time.

Note: When commissioning runway edge light systems, indicate the exact type of system; for example, LIRL, MIRL, HIRL, etc. Once commissioned and published, runway edge lights must only be shown as EDGE LIGHT.

3.14.4 Runway Lead-In Lighting System (RLLS).

Example:

!DCA DCA RWY 18 RLLS OUT OF SERVICE 1505112300-1505131200

Translation: Washington Reagan airport runway 18 runway lead-in lighting system is out of service with a self-cancelling expiration time.

3.14.5 Airport Total Runway Power Failure.

Example:

!SPA SPA AD LGT ALL OUT OF SERVICE 1505112300-1505131200

Translation: Spartanburg airport all aerodrome lights are out of service with a self-cancelling expiration time.

Note: See the use of the keyword "AD".

3.14.6 Pilot Controlled Lighting (PCL).

When used for controlling runway or approach lights.

Examples:

!SBY SBY SVC PCL ALL OUT OF SERVICE 1505112300-1505131200

Translation: Salisbury airport pilot control lights are out of service a self-cancelling expiration time.

!SBY SBY SVC PCL FREQ CHANGED TO 122.8 1505112300-PERM

Translation: Salisbury airport pilot control lights frequency has changed to 122.8 with an effective date that makes it a permanent change.

!ANB EUF SVC PCL RWY 18 VASI OUT OF SERVICE 1505112300-1505131200

Translation: Eufaula airport runway 18 pilot control VASI is out of service with a self-cancelling expiration time.

Note: See the use of keyword "SVC".

3.15 **Other Reportable Conditions.**

3.15.1 The airport operator must ensure that a NOTAM is submitted for conditions considered to be hazardous or potentially hazardous to the aircraft operator. The airport operator must ensure that a NOTAM is submitted these types of conditions. Permanent changes in surface conditions must be coordinated for publication based on defined criteria in Order 7930.2.

3.15.2 Some examples of other reportable conditions are as follows:

Examples:

!ORT TSG RWY 12/30 NUMEROUS 5IN CRACKS 1512050100-1504301700

Translation: Tanacross airport runway 12/30 has numerous 5 inch cracks with a reported discovery date and a self-cancelling expiration time.

!TAL TAL RWY 6/24 W 1000FT SEVERAL 4IN RUTS 1512051400-1603301200

Translation: Tanana airport runway 6/24 west 1000ft has a 4 inch rut with a reported discovery date and a self-cancelling expiration time.

!MDW MDW RWY 31C ENGINEERED MATERIAL ARRESTING SYSTEM NOT STD 1505141320-1505202200

Translation: Midway airport runway 31C engineered material arresting system has been declared non-standard with a self-cancelling expiration time.

!CAK CAK AD BIRD ACTIVITY NW SIDE 1509151335-1509301200

Translation: Akron airport is reporting bird activity on the northwest side of the airport according to a self-cancelling expiration time.

3.16 **Signage.**

Examples:

!IAD IAD TWY U7 HOLDING POSITION SIGN FOR RWY 1L/19R NOT LGTD 1505112300-1505131200

Translation: Dulles airport holding position sign on taxiway U7for runway 1L/19R is not lighted for a date and period indicated and with a self-cancelling expiration time.

!MBS MBS TWY ALL SFC PAINTED HOLDING POSITION SIGNS NOT STD DUE TO REPAINTING 1509271200-1509302300

Translation: Saginaw airport surface painted holding position signs are not standard due to repainting to be started and completed on a specific date with a self-cancelling expiration time.

3.17 **Taxiway Lights.**

Examples:

!SHL SHL TWY K, L EDGE LGT OUT OF SERVICE 1505112300-1505131200

Translation: Sheldon airport taxiway(s) K & L edge lights are out of service beginning at a certain period with a self-cancelling expiration time.

!SEA SEA TWY C STOP BAR LGT FOR RWY 16R/34L AND FOR EAST SIDE RWY 16L/34R OUT OF SERVICE 1505112300-1505131200

Translation: Seattle airport taxiway C stop bar lights for runway 16R/34L and for the east side runway 16L/34R is out of service for a date and period indicated with a self-cancelling expiration time.

3.18 **Runway Thresholds and Declared Distances.**

3.18.1 A displaced threshold affects runway length available for aircraft landing over the displacement. Report threshold displacement as closure of a portion of the runway until the actual physical appearance is altered so the closed runway segment no longer looks like a landing area.

3.18.2 When a runway condition restricts or precludes the use of any portion of a runway resulting in a change to the declared distances, include the published take-off run

available (TORA), take-off distance available (TODA), accelerated stop distance available (ASDA), and landing distance available (LDA) in the NOTAM. Ensure that a second NOTAM is originated for the reciprocal runway with all declared distances if any value has changed. Declared distances can only be authorized by the FAA Office of Airport Safety and Standards, Airport Engineering Division, AAS−100.

Examples:

!MKC MKC RWY 19 THR DISPLACED 300FT NOT STD MARKING. DECLARED DISTANCES: TORA 6827
TODA 6827 ASDA 6827 LDA 6527 1506011500–1507141600
!MKC MKC RWY 1 DECLARED DISTANCES: TORA 6827 TODA 6827 ASDA 6527 LDA 6527
1506011500 -1507141600

Translation: Runway 19 threshold is displaced 300 feet, therefore the Runway 19 landing LDA is reduced by 300 feet. The LDA and ASDA for Runway 1 are also reduced by 300 feet. An established self-cancelling expiration time has been established.

!ORD ORD RWY 28 THR DISPLACED 1500FT. DECLARED DISTANCES: TORA 13001 TODA 13001ASDA 13001 LDA 11501
1506110300–1506130600
!ORD ORD RWY 10 DECLARED DISTANCES: TORA 13001 TODA 13001 ASDA 11501 LDA 11501
1506110300–1506130600

Translation: A temporary structure becomes a controlling obstacle to the approach of Runway 28 and departure of Runway 10 resulting in the Runway 28 threshold being displaced 1500 feet resulting in changes to declared distances to Runways 10 and 28. An established self-cancelling expiration time has been established for each runway.

!CLT CLT RWY 5/23 NE 500FT CLSD. DECLARED DISTANCES: RWY 5 TORA 7002 TODA 7002 ASDA 7002 LDA 7002 RWY 23 TORA 7002 TODA 7002 ASDA 7002 LDA 7002 1506110300–1506112100

Translation: Construction on Runway 5 requires 500 feet to be closed to protect a construction area thus changing declared distances to Runways 5 and 23. An established self-cancelling expiration time has been established.

!MEM MEM RWY 9/27 WEST 500FT CLSD FOR TKOF. DECLARED DISTANCES: RWY 9 TORA 8446 TODA 8446 ASDA 8446 LDA 8446 RWY 27 TORA 8946 TODA 8946 ASDA 8246 LDA 8246
1506110300–1506112100

Translation: The west 500 feet of Memphis' Runway 9 is closed. Aircraft will enter the runway and depart Runway 9 from an intersecting taxiway. Because the NOTAM uses both runways as the runway designator, if any declared distance has changed, all declared distances for both runways must be included

in the NOTAM. An established self-cancelling expiration time has been established.

3.18.3 In the event the published TORA, TODA, ASDA, and LDA need to be reported without reference to the runway condition that caused the change, report declared distances or changes to published declared distances. For example, when the published runway length is changed, report the declared distances, or correct any erroneous declared distances currently published.

Examples:

!CLT CLT RWY 5/23 DECLARED DISTANCES: RWY 5 TORA 7502 TODA 7502 ASDA 7202 LDA 7202. RWY 23
TORA 7502 TODA 7502 ASDA 7202 LDA 7202. 1507140300–PERM
!JAX JAX RWY 8/26 DECLARED DISTANCES: RWY 8 TORA 10000 TODA 10500 ASDA 10000 LDA
10000RWY 26 TORA 10000 TODA 10000 ASDA 10400 LDA 11000 1506110300–PERM

Translation: A temporary or permanent situation at an airport with nonstandard Runway Safety Areas or Object Free Area leads to defining declared distances.

!JAX JAX RWY 8/26 NOW 10000FT X 150FT DECLARED DISTANCES: RWY 8 TORA 9000 TODA
9500 ADSA 9000 LDA 9000. RWY 26 TORA 9000 TODA 9000 ASDA 9400 LDA 10000
1506110300–PERM

Translation: A NOTAM is required to correct an error in the Airport Facility Digest (AFD) until the next AFD publication date.

3.19 **Obstructions and Obstruction Lights.**

3.19.1 Types of obstructions are towers, cranes, stacks, wind turbines, non-FCC towers, powerlines, etc. Any failure or malfunction which affects a top light or flashing obstruction light regardless of its position is a condition for a NOTAM.

3.19.2 Height is identified as MSL (when known) and AGL.

3.19.3 LGTS Out of Service refers to a top light or flashing obstruction light regardless of its position.

3.19.4 Cranes marked by a flag or when the boom is lowered during the night hours do not require the issuance of a NOTAM.

3.19.5 Obstruction lights on terrain (hills) are identified as MSL only.

3.19.6 When reporting an obstruction or obstruction light(s) failure located within the airport boundaries, identify the outage per the following:

1. Height (see Appendix A).
2. Distance from the Airport Reference Point (ARP) (nautical miles).
3. Direction from the Airport Reference Point (ARP) (16 point compass: N; NNE; NE; ENE; E; ESE; SE; SSE; S; SSW; SW; WSW; W; WNW; NW; NNW).
4. Tower registration number or ASR number (if applicable). The tower registration number can be found at wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp.

3.19.7 Obstruction light outages that meet one or more of the following criteria must include a return-to-service time.

3.19.7.1 All obstruction light outages within a 5SM (4.3 nautical miles) radius of an airport, or obstruction light outages outside a 5SM radius that exceed 200 feet above ground level (AGL).

Examples:

!GSP GSP OBST TOWER LGT (ASR 1234567) 345313.12N0815744.34W (3NM SSW SPA) 1528FT (564FT AGL) OUT OF SERVICE 1510291200-1511131200

Translation: Greer airport is reporting a tower obstruction light at a specific lat/long and 3NM SSW of Spartanburg is out of service with a specific date and time for return to service.

!PWG PWG OBST TOWER LGT (ASR 1234567) 420651.07N087546.27W (12NM N PWK) 1049FT (330FT AGL) OUT OF SERVICE 1509151600-1509301600

Translation: Waco airport reports an obstruction tower light at a specific lat/long and within 12NM of Waco with identified above ground level is out of service for an established date and time.

3.19.7.2 When the obstruction is within 500 feet either side of the centerline of a charted helicopter route, or 5SM or more from an airport and more than 200 feet AGL, describe the plain language location by using the bearing, distance, and aerodrome designator of the nearest public-use airport. For example:

Examples:

!RDU RDU OBST CRANE 345140N0804506W (1.44NM SW RDU) 580FT (195FT AGL) NOT LGTD 1511292300-1511302300

Translation: Raleigh/Durham airport reports a crane at identified lat/long with cardinal direction from the lat/long that delineates the height and the crane being unlighted for a given time period.

!BGR BGR OBST WIND TURBINE 452315N0701346W (18.4NM SW BGR) 2820FT (410FT AGL) NOT LGTD 1511302330- 1512172359

Translation: Bangor airport reports a wind turbine within a defined radius of identified lat/long with a given height above ground level and not lighted for a set time period. A self-cancelling expiration time has been established.

3.19.8 ASR number should be obtained from the tower owner when the outage is called in, and will be put in the text of the NOTAM. The ASR number may also be obtained from the FCC website at wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp.

Note: See AC 70/7460-1, Obstruction Lighting and Marking, for additional guidance about obstruction light failure notification requirements.

3.20 **Off-airport Obstructions.**

Persons or organizations that operate an obstruction must report the improper functioning of any obstruction light or lights immediately by telephone to the nearest local FSS. Callers should be prepared to provide the tower registration number (ASR number) and the name of the nearest airport.

3.20.1 Reporting the operating status of obstruction lights on communication towers is the responsibility of the communication tower operator (47 CFR § 17.48).

3.20.2 If there is a report of an obstruction light outage on a tower outside the airport, airport personnel with the responsibility of initiating NOTAMs should first check that for any existing Flight Safety NOTAMs via the FSS or at http://notams.aim.faa.gov/notamSearch/. If NOTAMs are not found, contact and advise the tower operator about the outage. If the tower operator is not known, the information can be found on the FCC website at wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp.

CHAPTER 4. SELECT NOTAM REQUIREMENTS CRITERIA.

4.1 **WIP.**

The work in progress criteria is used for runway inspections and checks and other events of short duration. The particular surface should be closed when the potential for a short duration will be eclipsed.

4.1.1 Content of NOTAMs for WIP.

4.1.1.1 Any NOTAM associated with WIP on or adjacent to a runway, taxiway, or apron must begin with one of the following keywords: RWY, TWY, APRON, or AD. Additionally, if the work is proceeding in a particular direction, that should be specified.

4.1.1.2 The NOTAM text would include the surface name/designator, the specified name/designator of the surface on which the work is being conducted, and the surface segment description specified in feet or from a specific point to point.

Examples:

!IAD IAD RWY 1L/19R WIP RESURFACING 1509070700-150910150

Translation: Dulles airport runway 1L/19R has resurfacing work underway for the specific time provided.

!SBY SBY TWY E BTN RWY 5/23 AND TWY A WIP TRENCHING SOUTH SIDE 1509070700-1509101500

Translation: Salisbury airport has work in progress trenching on taxiways near runway 5/23 for an identified time period.

!IAD IAD RWY 1L/19R WIP MOWING ADJ NE 500FT 1509070700-1509101500

Translation: Dulles airport runway 1L/19R has work in progress mowing with a identified location and distance for an identified time period.

!DSM DSM TWY D4, D5, D6, TWY B BTN RWY 13/31 AND TWY D, TWY D WEST OF RWY 5/23 WIP SNOW REMOVAL 1512070700-1512101500

Translation: Des Moines airport has work in progress snow removal involving several taxiways in proximity to runway 13/31 and runway 5/23 for an identified time period.

!MEM MEM APRON FEDEX FEEDER APRON WIP RESURFACING WEST HALF 1509070700-1509101500

Translation: Memphis airport apron has apron work in progress resurfacing on the west half for an identified time period.

!IAD IAD RWY 1L/19R WIP MAINTENANCE VEHICLES EAST SIDE OF RWY 1509070700-1509101500

Translation: Dulles airport has work in progress on runway 1L/19R involving maintenance vehicles on the east side for an identified time period.

!ICT ICT AD ALL SFC WIP SNOW REMOVAL 1512070700-1512101500

Translation: Wichita airport airdrome all surfaces work in progress involving snow removal for an identified self-cancelling expiration time established.

!MCI MCI RWY 1L/19R WIP SNOW REMOVAL 1512070700-1512101500

Translation: Kansas City airport Runway 1L/19R has work in progress snow removal for an identified start and completion time.

!DSM DSM TWY D4, D5, D6, TWY B BTN RWY 13/31 AND TWY D, TWY D WEST OF RWY 5/23 WIP SNOW REMOVAL 1512070700-1512101500

Translation: Des Moines airport has several taxiways adjacent to two separate runways work in progress involving snow removal for a specific time period.

4.2 **Certificated Airport Aircraft Rescue and Fire Fighting (ARFF).**

NOTAM (D) for airports (not runways) certificated under 14 CFR Part 139 is required when ARFF equipment is inoperative/unavailable and replacement equipment is not available. Except as indicated in Part 139.319(c), the airport operator 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. The airport operator is responsible for providing an ending time for each NOTAM. If the airport operator does not provide an ending time, FSS will add 48 hours to the time of receipt and advice.

4.2.1 ARFF Index.

4.2.1.1 The ARFF Index for each certificated airport is published in the AF/D. Legend item 16 in the AF/D lists indicates Index and ARFF equipment requirements. ARFF Index Limited is not a NOTAM. At certificated airports listed in the AF/D, the certificate holder (airport operator) 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, the airport operator is required to limit air carrier operations to

those compatible with the index corresponding to the remaining operative rescue and firefighting equipment.

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

Examples:

!FTW FTW AD ARFF VEHICLE OUT OF SERVICE INDEX UNCHANGED 1510242100-1510262100

Translation: Fort Worth airport has an ARFF vehicle out of service but their Index is not being changed within the established self-cancelling expiration time.

!FTW FTW AD ARFF VEHICLE OUT OF SERVICE 1510021200-1510121200

Translation: Fort Worth airport has an ARFF vehicle out of service for a period with an established self-cancelling expiration time.

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

Examples:

!FTW FTW AD ARFF NOW INDEX A 1509072300-1509092300

Translation: The ARFF Index is now A, with an established self-cancelling expiration time.

4.2.1.4 If the ARFF Index is listed in the A/FD as A and the ARFF vehicle is out of service, the NOTAMs would be issued using the following examples:

Examples:

!STS STS AD ARFF NOT AVBL 1510021200-1510121200

Translation: Santa Rosa airport ARFF is not available for an identified self-cancelling expiration time.

!STS STS AD AIRPORT CLSD TO INDEX B AIRCRAFT 1510021200-1510121200

Translation: Santa Rosa airport is closed to air carrier aircraft with dimensions that are 90 feet but less than 126 feet in length.

4.3 **Engineered Material Arresting System (EMAS).**

The airport operator must ensure that a NOTAM is submitted for conditions considered to be hazardous or potentially hazardous to the aircraft operator. Such as the case when reporting damage or inoperability of the EMAS installed at the airports. EMAS NOTAMs would be issued using the following examples:

Examples:

!MDW MDW RWY 31C ENGINEERED MATERIAL ARRESTING SYSTEM NOT STD 1505141320-1505202200

Translation: Midway airport Rwy 31C EMAS system is currently installed but is not standard for a particular time period.

!MDW MDW RWY 31C ENGINEERED MATERIAL ARRESTING SYSTEM OUT OF SERVICE
1509151335-1509301200

Translation: Midway airport Rwy 31C EMAS system is out of service for a standard time period.

CHAPTER 5. DISSEMINATION OF NOTAMS.

5.1 Determining NOTAM Distribution.

While airport operators are not responsible for determining how a NOTAM is disseminated, they should be aware of the criteria that the FSS must apply in making that determination. As a general rule, the actual circulation that an airport condition report receives results from the nature of the reported item and the NOTAM service qualification of the airport (see Appendix A, NOTAM Subject Categories).

5.2 Domestic NOTAMs.

NOTAM (D) information is distributed for all public use airports, seaplane bases, and heliports listed in the Airport/Facility Directory (A/FD) and all navigational facilities that are part of the NAS. . The NOTAM D criteria of Order 7930.2 requires wide dissemination of NOTAM D information via telecommunication and pertains to en route navigational aids, facilities, services, and procedures as listed in the AFD.

This page intentionally left blank.

APPENDIX A. TECHNICAL TERMS—DEFINITIONS AND USAGE.

A.1 Explanation and References.

Technical terms and contractions used in this AC, and needed for the preparation of NOTAM material, have been extracted from several sources. Some of the sources are internal FAA directives or technical publications not always readily available to airport personnel. For optimum utility of this AC, the most critical and/or most frequently used terms and contractions are explained in this appendix. The source of the term or contraction is shown in brackets and italics following the explanation. While every effort will be made to update this listing, there may be times when a new or revised term or contraction is published in one of the reference sources before this appendix can be changed. In the event of an apparent conflict, the user should compare the dates of the reference document and the appropriate page(s) of this appendix and follow the latest version.

References:
Pilot/Controller Glossary (P/CG)
Aeronautical Information Manual (AIM)
FAA Order 7110.10, Flight Service
FAA Order 7340.2, Contractions
FAA Order 7350.8, Location Identifiers
FAA Order 7930.2, Notices to Airmen (NOTAMs)

A.2 Definitions.

A.2.1 Airport/Facility Directory, United States (A/FD).

A publication designed primarily as a pilot's operational manual containing all airports, seaplane bases, and heliports open to the public including communications data, navigational facilities, and certain special notices and procedures. This publication is issued in seven volumes according to geographical area. It can be purchased by subscription from the National Ocean Service (NOS). A copy is normally available in the FSS for reference. These volumes have green covers. See Supplement-Alaska and Pacific. [AIM, FAA Orders 7110.10 and 7930.2]

A.2.2 Airport Reference Point (ARP).

The approximate geometric center of all usable runway surfaces. It is the latitude and longitude of the approximate center of the airport.

A.2.3 Altitude and Height.

Vertical distance expressed as feet above mean sea level (MSL) through 17,999 feet and flight levels (FL) for 18,000 feet and above. Feet and MSL are not written in the NOTAM. When MSL is not known, specify by writing AGL (above ground level); e.g., 1304 AGL, etc.

Format:
2500 = 2,500 feet above mean sea level.

FL 250 = 25,000 feet above mean sea level.
2500 AGL = 2,500 feet above ground level.

A.2.4 Certificated Airport.

An airport certificated under 14 CFR Part 139 serving:

1. Scheduled passenger-carrying operations of an air carrier operating aircraft designed for more than 9 passenger seats, as determined by the aircraft type certificate issued by a competent civil aviation authority; and
2. Unscheduled passenger-carrying operations of an air carrier operating aircraft designed for at least 31 passenger seats as determined by the aircraft type certificate issued by a competent civil aviation authority.

A.2.5 Coordinated Universal Time (UTC).

See Time.

A.2.6 Flight Service Station (FSS).

Air traffic facilities which provide pilot briefing, en route communications, and visual flight rules (VFR) search and rescue services; assist lost aircraft and aircraft in emergency situations; relay ATC clearances; originate NOTAMs; broadcasts aviation weather and NAS information; receive and process IFR flight plans; and monitor NAVAIDS. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), issue airport advisories, and advise Customs and Immigration of trans-border flights. In the A/FD airport listings, the associated FSS is shown under the COMMUNICATIONS heading along with its local or toll-free telephone number. [FAA Order 7110.10]

A.2.7 Location Identifiers.

Sets of characters composed of letters, or letters and numbers that take the place of the name and location of an airport, navigational aid, weather station, or manned ATC facility. Identifiers are used in air traffic control, telecommunications, computer programming, weather reports, and related services. Airports are assigned location identifiers according to specified criteria. Identifiers are composed of three letters, one number and two letters, one letter and two numbers, or two letters and two numbers. Identifiers are published in FAA Order 7350.7, Location Identifiers. In the A/FD airport listings, the airport identifier is set in parentheses following the airport name. [FAA Order 7350.7]

A.2.8 Miles (MI).

Nautical miles unless otherwise stated. [FAA Order 7930.2]

A.2.9 National Airspace System (NAS).

The common network of U.S. airspace; air navigation facilities, equipment, and services; airports or landing areas; aeronautical charts, information, and services; rules, regulations, and procedures; technical information; and manpower and material. Included are system components shared jointly with the military. [FAA Order 7110.10]

A.2.10 National Flight Data Center (NFDC).

A facility in Washington, DC, established by the FAA to operate a central aeronautical information service for the collection, validation, and dissemination of aeronautical data in support of the activities of government, industry, and the aviation community. The NFDC monitors the NOTAM system for compliance with established criteria and procedures. [FAA Orders 7110.10 and 7930.2]

A.2.11 Navigational Aid (NAVAID).

Any visual or electronic device airborne or on the surface that provides point-to-point guidance information or position data to aircraft in flight. [FAA Order 7110.10]

A.2.12 NOTAM Dissemination Classifications.

Classifications into which NOTAMs are grouped according to the dissemination they receive. [FAA Order 7930.2]

A.2.12.1 **Domestic Dissemination (D).**

A NOTAM given dissemination beyond the area of responsibility of the Flight Service Station. These NOTAMs are stored and available until cancelled. (D) NOTAMS must use keywords as part of the required elements. (See Appendix B for [FAA Orders 7110.10 and 7930.2])

A.2.12.2 **Flight Data Center (FDC) Dissemination.**

Accomplished by the National Flight Data Center (NFDC) to give system wide dissemination. [FAA Order 7110.10]

A.2.13 NOTAM Subject Criteria.

Criteria into which NOTAMs are divided according to their subject area. They are as follows:

1. Movement Area NOTAMs.
2. Lighting Aid and Obstruction NOTAMs.
3. Air Navigation Aid (NAVAID) NOTAMs.
4. Communications Outlets NOTAMs.
5. Services NOTAMs.
6. Airspace NOTAMs.
7. Flight Data Center (FDC) NOTAMs. [FAA Order 7930.2]

A.2.14 Notice to Airmen (NOTAM).

A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure) of, or hazard in, the National Airspace System (NAS); the timely knowledge of which is essential to personnel concerned with flight operations. [AIM, FAA Order 7930.2]

A.2.15 Patchy (PTCHY).

Reported condition of a landing area to describe a contaminant that covers 25 percent or less of the reported portion of the surface. The term is used in conjunction with the description for the surface contaminant and depth. [FAA Order 7930.2]

A.2.16 Pilot Report (PIREP).

A report of a meteorological phenomenon encountered by aircraft in flight and on the ground.

A.2.17 Public Use.

Refers to an airport that is available for use by the general public without a requirement for prior approval of the owner or operator.

A.2.18 Surface Contaminants.

A.2.18.1 **Measurement.**

The depth is always expressed in terms of thin (less than 1/8 inch), 1/4 inch, 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.

A.2.18.2 **Coverage.**

Do not express the condition in terms of percentage of coverage. Use the word “PATCHY” to describe a contaminant that covers 25percent or less of the reported portion of the surface. [FAA Order 7930.2] Also see Patchy.

A.2.19 Supplement–Alaska and Pacific.

Joint civil military flight information publications similar to the Airport/Facility Directory in purpose, format, and content. The Alaska Supplement has a salmon colored cover and the Pacific Supplement has a blue cover. The issuing authority agreements include the Department of Defense. [FAA Order 7930.2]

A.2.20 Time.

FAA uses Coordinated Universal Time (UTC) for all operations. UTC is stated in 10-digits (year, month, day, hour and minute). Four digits represent the hour and minutes. The word “local” or the time zone equivalent is used to denote local when local time is given during radio and telephone communications. When written, a time zone designator is used to indicate local time; e.g. “0205M” (Mountain). The local time may be based on the 24-hour clock system. For NOTAM system purposes the day begins at 0000 and ends at 2359. NOTE: The end-of-day time expressed as 2400 may be encountered in other, non-NOTAM, contexts in aviation communications.

Format:
1512251630 = 4:30 pm, December 25, 2015. (UTC)
1511080700 = 7:00 am, November 8, 2015
[P/CG, FAA Orders 7110.10 and 7930.2]

This page intentionally left blank.

APPENDIX B. AUTHORIZED CONTRACTIONS AND ABBREVIATIONS.

B.1 Facilities and Their Contractions.

In NOTAM composition, authorized contractions and abbreviations are to be used to minimize message length and maximize clarity. The facilities listed in this appendix have been extracted from various reference sources. This listing is not intended to be all-inclusive but should satisfy most of the needs of airport operators who originate NOTAMs. The facilities are grouped according to the NOTAM subject categories shown in Appendix A. While every effort will be made to update this listing, there may be times when a new or revised term or contraction is published in one of the reference sources before this appendix can be changed. In the event of an apparent conflict, you should compare the dates of the reference document and the appropriate page(s) of this appendix and follow the latest version.

References:
Pilot/Controller Glossary (P/CG)
FAA Order 7340.1, Contractions
FAA Order 7930.2, Notices to Airmen (NOTAMS)

B.2 Movement Area.

B.2.1 Airport Surfaces.

Facility	Contraction/Abbreviation
Aerodrome (keyword)	AD
Airport	---
Apron (keyword)	APRON
Safety Area[6]	---
Runway (keyword)	RWY
Taxiway (keyword)	TWY

B.2.2 Surface Composition.

Facility	Contraction/Abbreviation
Asphalt/tar	ASPH
Concrete	CONC
Gravel	GRVL
Turf	TURF

[6] Use plain language or consult with FSS for preferred terminology.

B.3 Lighting Aids.

Facility	Contraction/Abbreviation
Airport Beacon	ABN
Approach Lighting System	ALS
Approach Lighting System with Sequenced Flashers in ILS Cat-I	ALSF-1
Approach Lighting System with Sequenced Flashers in ILS Cat-II. The ALSF-2 may operate as an SSALR when weather conditions permit.	ALSF-2
Approach Lighting System, Medium Intensity	MALS
Approach Lighting System, Medium Intensity with Sequence Flashers	MALSF
Approach Lighting System, Medium Intensity with Runway Alignment Indicator Lights	MALSR
Light	LGT
Obstruction	OBST
Obstruction Light	OBST LGT
Omnidirectional Approach Lighting Systems	ODALS
Pilot Controlled Lighting	PCL
Precision Approach Path Indicator	PAPI
Runway Center Line Lights	RCLL
Runway End Identifier Lights	REIL
Runway Lead-in Light System	RLLS
Runway Lights, High Intensity	HIRL
Runway Lights, Low Intensity	LIRL
Runway Lights, Medium Intensity	MIRL
Sequenced Flashing Lights	SFL
Simplified Short Approach Lighting with Sequenced Flashers	SSALF
Simplified Short Approach Lighting with Runway Alignment Indicator Lights	SSALR
Simplified Short Approach Lighting System	SSALS
Touchdown Zone Lights	TDZ LGT
Visual Approach Slope Indicator	VASI

B.4 Air Navigation Aids.

Facility	Contraction/Abbreviation
Azimuth	AZM
Distance Measuring Equipment	DME

Facility	Contraction/Abbreviation
Elevation	ELEV
Fan Marker	FAN MKR
Glide Path	GP
Global Positioning System	GPS
Inner Marker	IM
Instrument Landing System	ILS
Localizer	LOC
Localizer Type Directional Aid	---
Microwave Landing System	---
Middle Marker	MM
Nondirectional Radio Beacon	NDB
Outer Marker	OM
Runway Visual Range	RVR
Simplified Directional Facility	---
Tactical Air Navigational Aid (Azimuth and DME)	TACAN
VHF Omnidirectional Radio Range	VOR

B.5 Communications and Services.

Facility	Contraction/Abbreviation
Universal Communication	UNICOM
Aircraft Rescue and Firefighting	ARFF
Airport Traffic Control Tower	TWR
Automatic Terminal Information Service	ATIS
Common Traffic Advisory Frequency	---
Automated/Flight Service Station	FSS
Low Level Wind Shear Alert Systems	---

B.6 Special Data Facilities, Situations.

Facility	Contraction/Abbreviation
Balloon Release	---
High Altitude Balloon	---
Parachute Jumping Exercise	PJE
Weather Reporting Service (includes AWOS and other systems associated with an instrument approach)	WX REPORTING

APPENDIX C. FACILITY CONDITION DESCRIPTIONS AND CONTRACTIONS.

C.1 Facility Conditions and Their Contractions.

Facility condition descriptions and their contractions listed in this appendix are authorized for NOTAM composition. They have been extracted from various reference sources. The facility conditions are grouped in the same NOTAM subject categories as are the facilities themselves in Appendix B. This listing is not intended to be all-inclusive but should satisfy most of the needs of airport operators who originate NOTAMs. If the listed conditions do not seem to cover a particular situation, consult with the FSS. While every effort will be made to update this listing, there may be times when a new or revised term or contraction is published in one of the reference sources before this appendix can be changed. In the event of an apparent conflict, the user should compare the dates of the reference document and the appropriate page(s) of this appendix and follow the latest version.

References:
Pilot/Controller Glossary (P/CG)
FAA Order 7340.2, Contractions
FAA Order 7930.2, Notices to Airmen (NOTAMs), Appendix 5

C.2 Landing Area.

Facility Condition	Contraction
Bird Activity, Landing Area or Approaches[7]	BIRDS ON OR NEAR AIRPORT
Braking Action Fair	BA FAIR
Braking Action Nil	BA NIL
Braking Action Poor	BA POOR
Closed Commissioned	CLSD
Decommission	---
Decommissioned	---
Displaced	---
Except	EXC
Runway Friction Value	Mu
Friction Measuring Equipment Out of Service	---
Ice On Runway(s)	IR
Inches	IN
Light	LGT

[7] Use plain language or consult with FSS for preferred terminology.

Facility Condition	Contraction
Lighted	LGTD
Obscured, Obscure or Obscuring	OBSC
Over	---
Patchy	---
Plow, Plowed	---
Rubber	RUBBER
Sand or Sanded	---
Slush on Runway(s)	SLUSH
Snow	SN
Snowbank(s) Containing Earth/Gravel	BERM
Snowbank(s) Caused by Wind Action	SNOWBANK
Snowbank(s) Caused by Plowing (Windrow/s)	SNBNK
Takeoff	TKOF
Thin	THIN
Water on Runway(s)	WATER
WORK IN PROGRESS	WIP

C.3 Lighting Aids.

Facility Condition	Contraction
Commissioned	CMSND
Decommissioned	---
Obscured, Obscure or Obscuring	OBSC
Out of Service	---

C.4 Air Navigation Aids, Communications, and Services.

Facility Condition	Contraction
Commissioned	---
Decommissioned	---
Out of Service	---
Return to Service	---
Unmonitored	---
Unusable	---

C.5 Special Data Facilities, Situations.

Facility Condition	Contraction
Avoid	AVOID
Except	EXC
Temporary	---
Unreliable	UNREL

This page intentionally left blank.

APPENDIX D. SAMPLE NOTAM RECEIPT ACKNOWLEDGEMENT LOG.

AIRPORT

FAA NOTAM # DATE: _____

AIRPORT I.D. # TIME: _____

NOTIFICATION:

TOWER	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY
FSS	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY
AIRLINES	INITIALS	TIME	CALLED IN BY
FBO/TENANT	INITIALS	TIME	CALLED IN BY

CANCELLED:
NOTAM TEXT:NOTIFICATION:

TOWER	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY
FSS	_____	_____	_____
	INITIALS	TIME	CALLED IN BY
AIRLINES	INITIALS	TIME	CALLED IN BY
FBO/TENANT	INITALS	TIME	CALLED IN BY

This page intentionally left blank.