



**Software Desk Guide:
Candidate NOTAM Contingency System –
Distribution**

Version 1.12

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Federal Aviation Administration
Aeronautical Services PMO - AJM-336
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Washington, DC 20591

Version History

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3/3/2023	Initial draft for customer review	0.1
3/3/2023	Revised draft after SME review	0.2
3/6/2023	Revised draft after customer review	0.3
3/6/2023	Additional revisions and screenshots	0.4
3/30/2023	Updates from TTX and SRM Panel	1.0 (Draft)
4/3/2023	Final updates with POC	1.0
4/14/2023	Updated Help section	1.1
02/11/2024	Updated NOTAM definition	1.12

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Introduction

This software desk guide provides instructions on how to use the Candidate Notice to Airmen (NOTAM) Contingency System – Distribution. This application is intended for backup use when the primary NOTAM system is experiencing an extended outage. This desk guide is designed for general aviation public users of the Candidate NOTAM Contingency System – Distribution application. These users may include pilots, airline dispatchers, and airport authority personnel searching for NOTAMs.

It is important to note that this site only provides candidate NOTAMs issued during the outage. The published NOTAMs prior to the outage are available at the NOTAM Search site (<https://notams.aim.faa.gov/notamSearch>).

1 Access

Members of the general aviation public can access the Candidate NOTAM Distribution page via the following link: <https://notambackup.faa.gov>. This web application is designed for use with Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. No login is required.

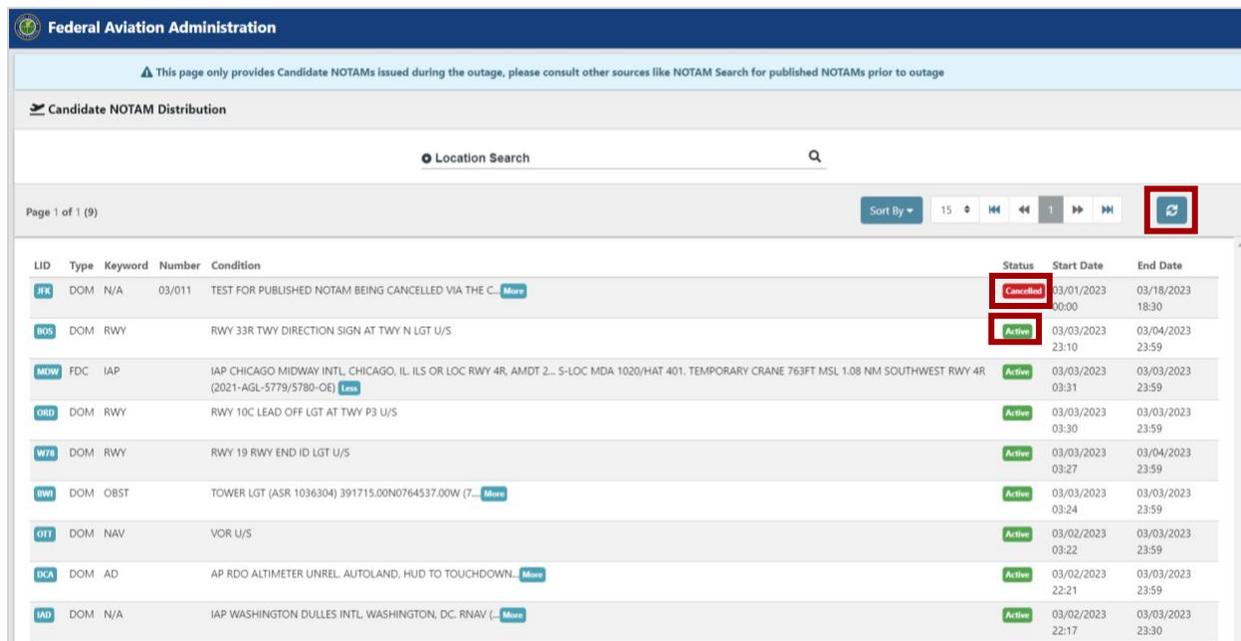
During an emergency event, when the primary NOTAM system is not available and normal NOTAM operations are impaired, users will be presented with a banner when they access any of the NOTAM web applications. This banner will provide access information for the Candidate NOTAM Contingency System website.

2 View Candidate NOTAMs

The Candidate NOTAM Contingency System – Distribution page is intended to be used *only* during an extended outage of the NOTAM system, which includes both the Federal NOTAM System (FNS) and United States NOTAM System (USNS). This Candidate NOTAM Contingency System – Distribution page will provide the candidate NOTAMs issued during the outage (see **Active** in Figure 1 below). NOTAMs published prior to the outage can still be accessed from the NOTAM Search website at <https://notams.aim.faa.gov/notamSearch>.

Published NOTAMs that are cancelled during the outage will also be identified on the candidate NOTAM site (see **Cancelled** in Figure 1 below). The respective NOTAM number, condition text, and status will be clearly shown on the site.

Note: This list is automatically refreshed; however, you can click the **Refresh** button (see  in Figure 1 below) to refresh the NOTAM list manually.



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⚠ This page only provides Candidate NOTAMs issued during the outage, please consult other sources like NOTAM Search for published NOTAMs prior to outage

Candidate NOTAM Distribution

Location Search

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Sort By 15

Refresh

LID	Type	Keyword	Number	Condition	Status	Start Date	End Date
JFK	DOM	N/A	03/011	TEST FOR PUBLISHED NOTAM BEING CANCELLED VIA THE C... More	Cancelled	03/01/2023 00:00	03/18/2023 18:30
BOS	DOM	RWY		RWY 33R TWY DIRECTION SIGN AT TWY N LGT U/S	Active	03/03/2023 23:10	03/04/2023 23:59
MWV	FDC	IAP		IAP CHICAGO MIDWAY INTL, CHICAGO, IL, ILS OR LOC RWY 4R, AMDT 2... 5-LOC MDA 1020/HAT 401. TEMPORARY CRANE 763FT MSL 1.08 NM SOUTHWEST RWY 4R (2021-AGL-5779/5780-0E) Less	Active	03/03/2023 03:31	03/03/2023 23:59
ORD	DOM	RWY		RWY 10C LEAD OFF LGT AT TWY P3 U/S	Active	03/03/2023 03:30	03/03/2023 23:59
WFB	DOM	RWY		RWY 19 RWY END ID LGT U/S	Active	03/03/2023 03:27	03/04/2023 23:59
BWI	DOM	OBST		TOWER LGT (ASR 1036304) 391715.00N0764537.00W (7... More	Active	03/03/2023 03:24	03/03/2023 23:59
OTT	DOM	NAV		VOR U/S	Active	03/02/2023 03:22	03/03/2023 23:59
DCA	DOM	AD		AP RDO ALTIMETER UNREL, AUTOLAND, HUD TO TOUCHDOWN... More	Active	03/02/2023 22:21	03/03/2023 23:59
IAD	DOM	N/A		IAP WASHINGTON DULLES INTL, WASHINGTON, DC, RNAV (... More	Active	03/02/2023 22:17	03/03/2023 23:30

Figure 1: Candidate NOTAM Distribution Page

To expand and view the entire NOTAM message within the list, click the **More** button (see Figure 2 below).

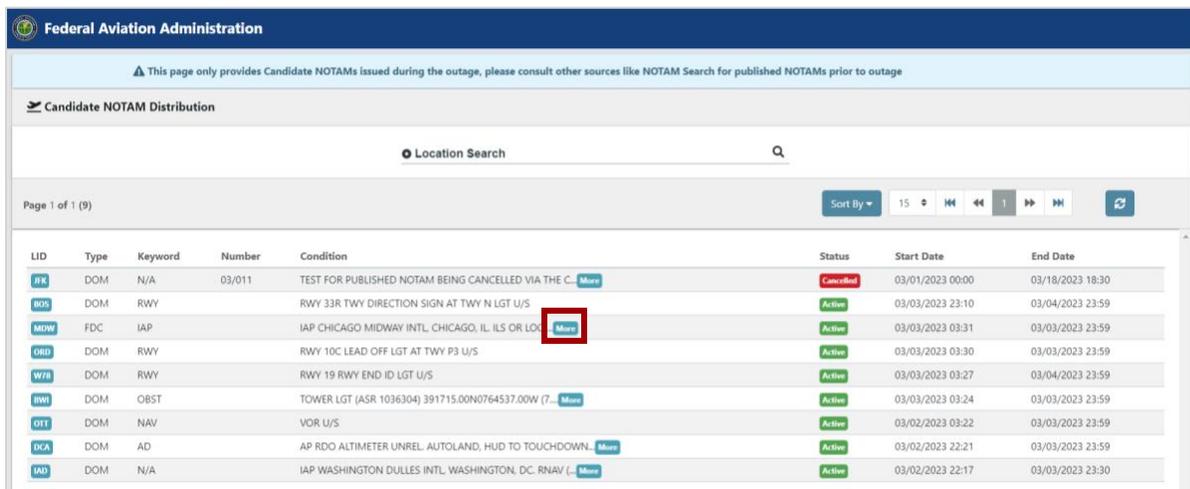


Figure 2: Expand Candidate NOTAM Message

To collapse the NOTAM message, click the **Less** button (see Figure 3 below).

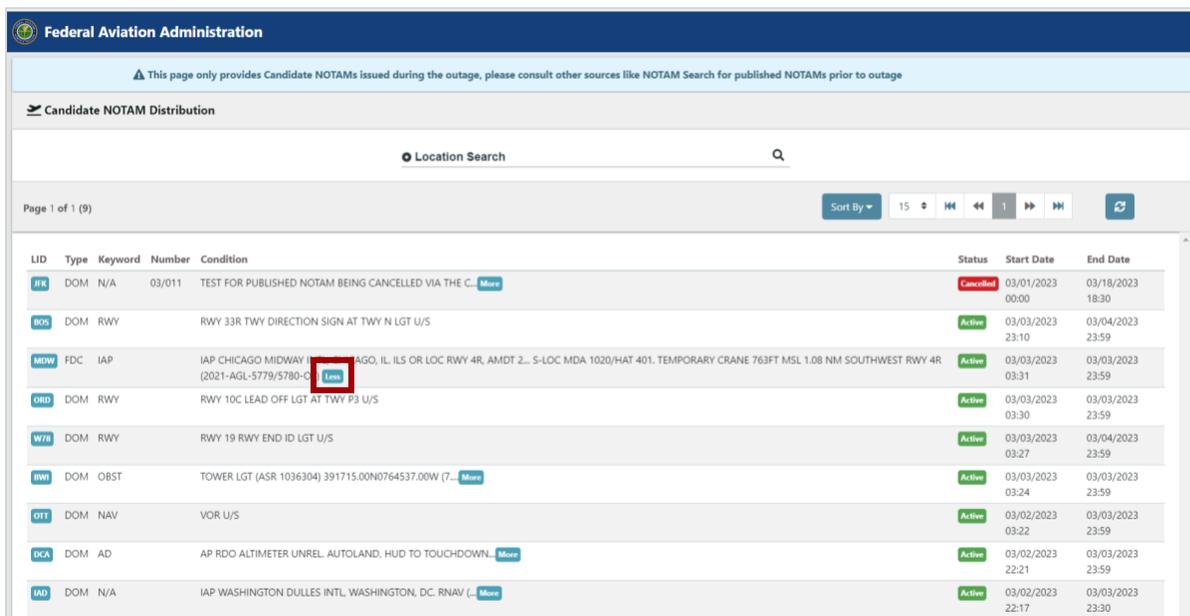


Figure 3: Collapse Candidate NOTAM Message

3 Search for Candidate NOTAMs

You can search for NOTAMs using the **Location Search** bar at the top of the screen (see Figure 4 below).

Type your search term into the search bar. You can search based on location (e.g., airport) or center (e.g., ARTCC).

Notes:

- The search is not case-sensitive (i.e., your terms can be lowercase or uppercase).
- Searching by center in the Location Search field will return candidate NOTAMs within that center’s boundary.

Press enter or click the search icon to perform the search.

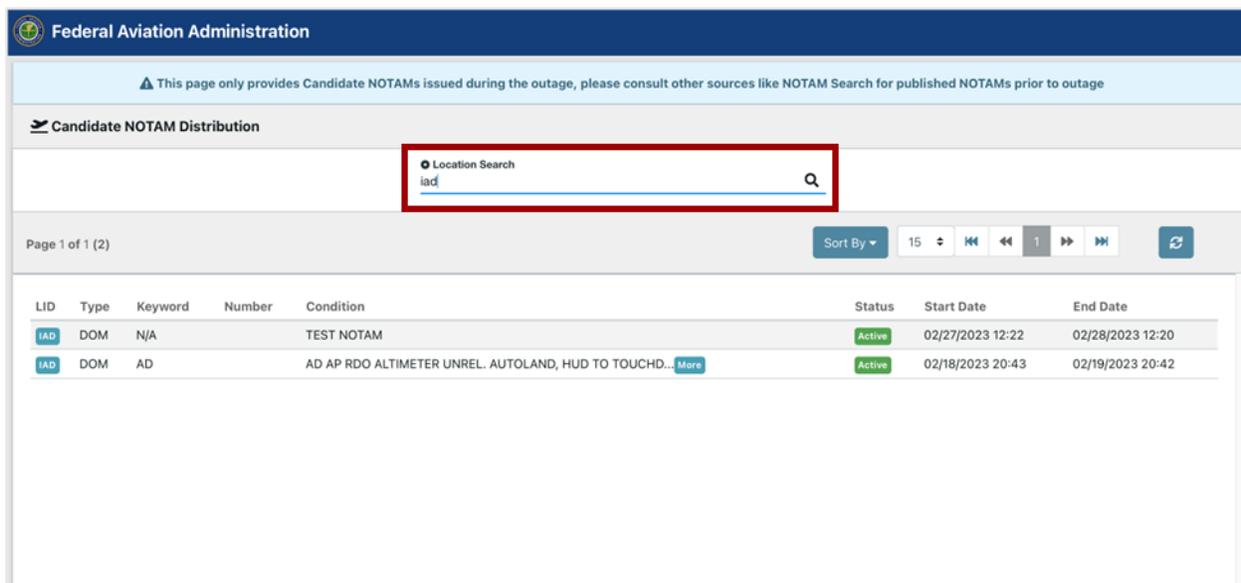


Figure 4: Search for Candidate NOTAMs

4 Sort Candidate NOTAMs

You can sort NOTAMs by the various columns shown in the table in ascending or descending order, which can be toggled by single-clicking the column in the table. Alternatively, data can be sorted by clicking the **Sort By** field and selecting from the dropdown:

- Location Identifier (LID)
- Type
- Keyword
- Number
- Condition
- Status
- Start Date
- End Date
- Last updated at
- Ascending
- Descending

The screenshot shows the FAA Candidate NOTAM Distribution interface. At the top, there is a blue header with the FAA logo and the text "Federal Aviation Administration". Below the header, a light blue banner contains a warning: "This page only provides Candidate NOTAMs issued during the outage, please consult other sources like NOTAM Search for published NOTAMs prior to outage". The main content area is titled "Candidate NOTAM Distribution" and includes a "Location Search" field with a magnifying glass icon. Below the search field, the page number "Page 1 of 1 (5)" is displayed. A table of NOTAMs is shown with columns for LID, Type, Keyword, Number, Condition, Status, Start Date, and End Date. A "Sort By" dropdown menu is open, showing options for sorting by LID, Type, Keyword, Number, Condition, Status, Start Date, End Date, Last updated at, Ascending, and Descending. The "Sort By" dropdown is highlighted with a red box.

LID	Type	Keyword	Number	Condition	Status	Start Date	End Date
DCA	FDC	N/A		ODP RONALD REAGAN WASHINGTON NTL, WASHINGTON, DC...		03/01/2023 10:59	03/02/2023 10:59
BWI	FDC	N/A		IAP BALTIMORE/WASHINGTON INTL THURGOOD MARSHALL, B...	affected	03/01/2023 11:00	03/02/2023 11:00
IAD	DOM	AD		AP RDO ALTIMETER UNREL. AUTOLAND, HUD TO TOUCHDOWN...	affected	03/01/2023 10:58	03/02/2023 10:58
DCA	DOM	N/A		TEST	affected	03/02/2023 08:33	03/03/2023 08:33
DCA	DOM	N/A		TEST 2		03/02/2023 08:42	03/03/2023 08:42

Figure 5: Edit List – Sort By

5 Help

If you encounter technical issues using the Candidate NOTAM Contingency System – Distribution, please notify the NAIMES Help Desk, which will route your issue to the appropriate personnel. The NAIMES Help Desk may be contacted at 1-866-466-1336, 540-422-4168/69, or 7-AWA-NAIMES@faa.gov.