U.S. Department of Transportation

Federal Aviation Administration

Advisory Circular

Subject: NOTICES TO AIRMEN (NOTAMS) FOR AIRPORT OPERATORS | **Date:** 7/24/2006 | **Initiated by:** AAS-300 | **AC No.:** 150/5200-28C | **Change:**

1. PURPOSE. This advisory circular (AC) provides guidance on using the NOTAM system for airport condition reporting.

2. FOCUS. This material 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.

3. CANCELLATION. AC 150/5200-28B, *Notices to Airmen (NOTAMS) for Airport Operators,* dated June 20, 1996, is canceled.

4. BACKGROUND. In the National Airspace Review (NAR) conducted by the Federal Aviation Administration (FAA) for government and industry airspace users, it was agreed that airport operators, as frequent contributors to the NOTAM system, should be provided with an AC to assist them in formulating NOTAM material.

The goal expressed by the group was twofold: to promote effective use of the NOTAM system by airport operators and to reduce the need for FAA specialists to recast NOTAM submissions into systems-compatible language and format. The airport operator and pilot group members of the NAR, in particular, expressed confidence that better NOTAM submissions from airport operators would require less recasting for systems acceptance and would reduce the chance of inadvertent alteration of the message during processing.

5. 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.*

6. RELATED REFERENCE MATERIAL. The following are FAA 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, except for the *Airport/Facility Directory,* are available online. Airport ACs (150 series) are available at http://www.faa.gov/airports_airtraffic/airports/. Air Traffic publications are available at http://faa.gov/atpubs. Electronic CFRs are available at http://ecfr.gpoaccess.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.*

f. FAA Order 7110.10, *Flight Services.*

g. FAA Order 7110.65, *Air Traffic Control.*

h. FAA Order 7210.3, *Facility Operation and Administration.*

i. FAA Order 7340.1, *Contractions.*

j. FAA Order 7350.7, *Location Identifiers.*

k. FAA Order 7930.2, *Notices to Airmen (NOTAMS).*

l. *Aeronautical Information Manual (AIM).*

m. *Airport/Facility Directory (A/FD).*

n. AC 70/7460.2, *Proposed Construction or Alteration of Objects That May Affect the Navigable Airspace.*

o. AC 150/5200-30, *Airport Winter Safety and Operations.*

p. AC 150/5370-2, *Operational Safety on Airports During Construction.*

q. *Pilot/Controller Glossary (P/CG).*

7. USE OF THIS AC. The NOTAM system discussed in this AC is tailored to airport condition reporting needs. Further information can be found in the references listed in paragraph 6 above. This AC provides guidance as follows:

a. Paragraphs 8 through 11 introduce basic characteristics of the NOTAM system and responsibilities of the participants concerned.

b. Paragraphs 12 through 14 provide guidance for the NOTAM initiating process.

c. Paragraph 15 discusses special reporting considerations for conditions, such as braking action, winter conditions, runway light obscuration, and obstacle lights.

d. Paragraph 16 provides information about dissemination of NOTAMs.

e. Paragraph 17 provides sample NOTAMs.

f. Paragraph 18 discusses extended period NOTAMs.

g. Paragraph 19 provides suggestions for NOTAM control and record keeping.

h. Appendix A contains definitions and usage, plus contractions where applicable, of technical terms to understand this AC and participate in the NOTAM system.

i. Appendix B lists authorized contractions and abbreviations.

j. Appendix C lists airport facility condition descriptions and contractions.

k. Appendix D is a sample NOTAM form.

8. FUNCTION OF THE NOTAM SYSTEM. The NOTAM system provides essential information to personnel concerned with flight and airport operations. NOTAMs provide timely information on unanticipated or temporary changes to components of or hazards in the National Airspace System (NAS). Component changes may pertain to facilities, services, procedures, or hazards in the NAS. A NOTAM provides information that becomes available too late to publicize in the associated aeronautical charts and related publications.

The NOTAM system is 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]

9. AIRPORT MANAGEMENT RESPONSIBILITY. The management of a public use airport is expected to make known, as soon as practical, any condition on or in the vicinity of the airport, existing or anticipated, that will prevent, restrict, or present a hazard during the arrival or departure of aircraft.[2] Airport management is responsible for observing and reporting the condition of airport movement areas.

Normally notification should be 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 canceling NOTAMS that are not longer applicable to airport facilities.

Some 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 sphere 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 sphere of responsibility.

Specific airport 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 managers of Certificated Airports are required to abide by applicable provisions of these Parts and pertinent regulations referenced in this AC.

Airport operators and pilots should also be aware of Temporary Flight Restrictions (TFR) that may affect airport operations. TFR information is available on the FAA web site https://pilotweb.nas.faa.gov/distribution/atcscc.html or by calling any flight service station for a pilot briefing.

10. CERTIFICATED AIRPORTS. In the case of airports certificated under 14 CFR Part 139, airport operators have certain requirements set by regulation for disseminating information about conditions on and in the vicinity of their airports that may affect the safe operation of aircraft. For detailed information, see 14 CFR Part 139 and the airport's *Airport Certification Manual*.

11. AIR TRAFFIC CONTROL (ATC) RESPONSIBILITIES. The air traffic facility will accept aeronautical information, regardless of source or subject matter, provided the occurrence is no more than 3 days in the future. They are required to document the source of the information and, if they are not located at the appropriate Flight Service Station (FSS)[3] for NOTAM processing, to forward the information to that appropriate location. All information submitted is subject to verification before distribution as a NOTAM. The FSS specialists are responsible for the classification, accuracy, format, dissemination, and cancellation of NOTAM information. Flight

[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.

[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.

[3] For the purposes of this AC, "FSS" refers to both Flight Service Stations and Automated Flight Service Stations.

Data Center (FDC) NOTAMs are issued by the FAA pertaining to changes such as navigational facilities, instrument approaches, and flight restrictions.

12. AUTHORITY TO INITIATE NOTAM. Airport operators are responsible for providing an up to date list of airport employees who are authorized to issue NOTAMs to the appropriate air traffic facility (normally the associated FSS listed in the Airport/Facility Directory (A/FD)). This will help expedite the NOTAM because information obtained from personnel not on this list may have to be confirmed by the FSS before a NOTAM will be issued.

Authorized airport personnel submit NOTAMs to Flight Service Stations (FSS) that receive and manage most NOTAM information for processing and dissemination on the NOTAM system. The National Flight Data Center (NFDC) in Washington, DC, has national program management responsibilities for the system and has exclusive operational control of certain NOTAM elements.

In some cases, it may be desirable to execute letters of agreement with servicing ATC facilities outlining NOTAM procedures. For example, at some controlled airports the Airport Traffic Control Tower (ATCT) might ask to be in the NOTAM origination loop with the airport management and the FSS.

NOTE: *Although the airport operator has primary NOTAM origination responsibilities for the landing area, the ATC facility managing the NOTAM system is responsible for, and has the authority to ensure the systems compatibility of the format and content of the proposed NOTAM message.*

13. INITIATING A NOTAM.

a. Composing the NOTAM. Wherever possible, NOTAMs must use official contractions and abbreviations. Official contractions are contained in FAA Order 7930.2, *Notices to Airmen (NOTAMS,)* and in Appendices A through C[4]. They will be inserted during the process and it is best if airport personnel know and use them when working with the NOTAM system. Most required airport NOTAM terms are described in this AC. If the terms described below do not fit a specific situation, use clear and concise plain language for the text of the message, or consult with the FSS for preferred terminology. Present the information in the following order:

NOTE: *For illustrative purposes only in this AC, ### is used where a location identifier would normally appear in a NOTAM message.*

(1) Identify the affected facility (airport, etc.) and component (runway, taxiway, Visual Approach Slope Indicator (VASI), Runway Center Line Lights (RCLL), etc.). See Appendix B for listings of facilities eligible for NOTAM dissemination.

Example: ### 12/30 or ### 12/30 RCLL

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: PARKING APRON ADJ TWY B (Local NOTAM) does not meet NOTAM D criteria.

(2) Describe the condition of the affected facility that prompted the NOTAM. See Appendix C for listings of facilities conditions and their contractions that are eligible for NOTAM dissemination.

Example ### 12/30 CLSD or ### 12/30 RCLL OTS

(3) Furnish the month, day, and the time for the beginning and end of the condition or the effective time (i.e. with effect from (WEF), or effective from). In addition to listing the outage time, NOTAMs should specify an

[4] 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.

expected time of return to service or previous condition. If you are not sure of the UTC time, confirm the time with the appropriate FSS. Absence of a return to service time will mean that the condition will continue until further notice.

Example: ### 12/30 CLSD WEF 0605041300-0605041700 (NOTAMs are issued in Coordinated Universal Time (UTC) time only)

> **Translation:** *runway 12/30 closed effective May 5, 2006, at 1300 hours Z until May 5, 2006, 1700 hours Z.*

b. Submitting the NOTAM. There are two methods for the airport operator to submit NOTAM material. The most commonly used method is through a local air traffic facility (see (1) below). This method is appropriate for material that becomes available too late to send as correspondence to NFDC for publication. It is generally the most convenient method and permits immediate resolution of any questions on the adequacy or applicability of the submission. See Appendix D for a sample NOTAM form.

However, if the occasion for the NOTAM is known early enough to meet publication deadlines, you are encouraged to submit the NOTAM to NFDC (see (2) below). They will process the NOTAM and provide appropriate dissemination. Submitting such NOTAMs to NFDC will allow the FSS to focus on more urgent, time-critical work.

(1) Filing with the Local ATC Facility. Enter the message into the Air Traffic Control (ATC) system in accordance with a local letter of agreement if there is one in effect. Otherwise, contact the appropriate Air Traffic facility for your airport. This is normally the associated FSS identified in the A/FD. 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.

(2) Filing with NFDC. Your submission will be accepted, subject to verification, on your letterhead or your own form. Be sure that your name, position, title, address, and telephone number are on, or attached to, the message. Prior coordination with the associated air traffic facility is recommended. Mail the submission first class to:

> Federal Aviation Administration
> Aeronautical Information Services
> National Flight Data Center
> Room 626
> 800 Independence Avenue, SW
> Washington, DC 20591
>
> or FAX to Aeronautical Information Services (202) 267-5322

c. Allowing Verification. Regardless of the filing method used, 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:
https://pilotweb.nas.faa.gov/distribution/atcscc.html or http://www.faa.gov/pilots/flt_plan/notams.

d. Airport operators are responsible for canceling NOTAMS that are not longer applicable to airport facilities.

14. PUBLISHING CRITERIA FOR AIRPORT NOTAMs. The following conditions or categories of information are the basis for NOTAMs:

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

b. Surface areas/airspace. Changes in hours of operations, hazards such as pavement issues, wildlife, snow, surface conditions, etc.

c. Weather reporting stations. Commissioning, decommissioning, failure, non-availability or unreliable operations.

d. Public airports. Commissioning, decommissioning, openings, closings, and abandonments.

e. Aircraft rescue and fire fighting (ARFF) capability. Restrictions to air carrier operations.

f. Changes to runway identifiers, dimensions threshold placements, and surface compositions.

g. NAS lighting systems. Commissioning, decommissioning, outages, change in classification or operation.
- **(1)** Approach Lighting System (ALS)
- **(2)** Runway Lights/Runway Edge Lights (RWY LGT)
- **(3)** Touchdown Zone Lighting (TDZ LGT)
- **(4)** Runway Center Line Lights (RCLL)
- **(5)** Runway End Identifier Lights (REIL)
- **(6)** Visual Approach Slope Indicator (VASI)
- **(7)** Precision Approach Path Indicator (PAPI)
- **(8)** Boundary Lights

Reference:
Aeronautical Information Manual (AIM)
FAA Order 7930.2, *Notices to Airmen (NOTAMS)*.

15. SPECIAL REPORTING CONSIDERATIONS FOR CONDITIONS, SUCH AS BRAKING ACTION, WINTER CONDITIONS, RUNWAY LIGHT OBSCURATION, AND OBSTACLE LIGHTS. The following conditions require special care when composing NOTAM messages to ensure that they provide the maximum benefit to the NOTAM system user and do not include misleading statements.

a. Friction Measurement.[5] If friction measuring equipment is used, friction value (MU) readings are issued in thirds of all active runways. MU values are only reported in a NOTAM when they are .40 or below or when runway conditions have improved. Include the abbreviation of the name of the FAA approved friction measuring device and the effective time.

Example: ### 18 [Abbreviation of FAA approved friction tester] MU 40/20/10 WEF 0611271000

Example: ### RY36 [Abbreviation of FAA approved friction tester] 41/44/45 WEF 0611211000

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

Example: ### MU OTS.

[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.**

b. Braking Action.[6] When reported by airport management, braking action is described as "fair," "poor," and "nil." Classify braking action according to the most critical term used. "Good" braking action is not a reportable condition. 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.

Example: ### 11/29 BRAF WEF 0602061500

FSS should process a braking action report from a landing aircraft as a pilot report (PIREP). Combining airport management and PIREP information is appropriate only with airport management authorization.

c. Winter Conditions. When reporting winter conditions, use the following sequence to assist the FSS in formatting the NOTAM: runway affected, coverage, depth, and condition. These terms are defined in Appendix A.

d. Depth of Snow. When reporting the depth of snow, frozen slush, etc., express it in terms of thin (less than 1/4 inch), 1/4 inch, 1/2 inch, and 1 inch. After 1 inch, report additional accumulation in whole inches and discontinue the use of fractions. If a variable depth is encountered, such as 3 to 5 inches, report the greater depth. After a snow depth of 35 inches is reached, report additional amounts in whole feet only.

e. Plowed Runways. When reporting a portion of a runway plowed (PLW), give the width plowed and its condition if not entirely cleared. For example, a 150 foot wide runway that has been plowed for the center 100 feet along its entire length and that inside 100-foot strip is covered with 1/2 inch of packed snow and ice, would be reported as the following:

Example: ### 6-24 1/2 IN SIR PLW 100 WIDE WEF 0601251400

Translation: *runway 6-24 has been plowed in the center 100 feet; however, there remains ½ inch of compacted snow and ice, effective Jan. 25, 2006 at 1400 hrs Z.*

Describing the plowed portion in terms of percentages or fractions of the surface is likely to be misleading and should be avoided. A plowed report is used only if a portion of the surface is plowed. If the whole surface has been plowed, PLW is not used although the surface condition (such as Snow and Ice on Runway (SIR)) might still be appropriate.

f. Runway Sanding or Deicing. 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. When deicing is reported, also report the material used as either solid or liquid, as this may have operational significance to the pilot. An example of an icy runway sanded for a portion of its surface is:

Example: ### 6/24 1/2 IN IR SA NE 5500/75 WEF 0602021300

Translation: *1/2 inch of ice on the runway 6/24 with the northeast 5500 feet sanded 75-feet wide effective from 1300Z, February 2, 2006.*

An example of a full runway deicing is:

Example: ### 18/36 DEICED LIQUID WEF 060217210

g. Snowbanks. When reporting snowbanks, indicate when the depth is greater than 12 inches. Remember that unless specified otherwise, it is assumed that snowbanks are at the edge of the movement area or, when PLW is used, at the edge of the plowed area.

[6] 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.**

h. Runway Light Obscuration. When reporting runway light obscuration due to snow and ice, report only those lights that are completely obscured. Be specific as to which lights are affected, such as the last 2000 feet of Runway 9.

Example: ### 9/27 RWY LGT E 2000 OBSC WEF 0601231400

Do not report the reason for the obscuration; it is assumed from the context of the report. Do not report lights that are partially obscured.

i. Runway Thresholds. When reporting the relocation or displacement of a threshold, avoid language that confuses the two. Standard NOTAM phraseology includes a temporary threshold displacement. Report threshold relocation 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.

Example: ### 10/28 W900 CLSD

When reporting a displaced threshold, it is assumed that the portion of the runway behind the displacement is available for takeoff, rollout, and taxiing of aircraft. If you desire to place that portion of the runway out of service for landing and takeoff, but leave it open for rollout from the opposite direction, report only one end of the runway closed. For example: Runway 17/35. Construction in the safety area on 35 approach. Displaced threshold 1000 feet of Runway 35. Runway 35 is closed for departures and landings. Runway 17 is available for takeoff and landing.

Example: ### 35 FIRST 1000 CLSD

If appropriate, request the FSS to insert a reopening date, and remember that you are obligated to track that date and revise or cancel it as necessary.

j. Obstruction Lights.

(1) On airport when reporting an obstruction light, identify it by the following:

(a) Height (see Appendix A, Altitude and Height),

(b) Distance from the Airport Reference Point (ARP) (nautical miles), and

(c) 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).

(2) Off airport - persons or organizations that operate an obstruction should report the improper functioning of any obstruction light or lights by telephone to the nearest FSS or office of the FAA. Reporting the operating status of obstruction lights on communication towers is the responsibility of the communication tower operator (47 CFR § 17.48). Toll free numbers are listed in most telephone directories. This report should contain the following information:

(a) Name, address, and telephone number of the person or organization reporting light failures.

(b) Type of structure.

(c) Location of the structure including latitude and longitude, if known (or relation to prominent structures, landmarks, etc.).

(d) Height of the structure above ground level (AGL)/above mean sea level (AMSL) if known.

(e) The date that normal operations are expected to resume.

16. DISSEMINATION OF NOTAMs. 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). Exceptions to this rule are noted in subparagraphs (1) and (2) below.

a. Distant 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.

NOTAM (D) is distributed automatically in addition to local dissemination. Air traffic facilities, primarily FSSs, have access to the entire database of NOTAMs. These NOTAMs remain available for the duration of their validity or until published.

The complete file of all NOTAM (D) information is maintained in a computer database at the Weather Message Switching Center (WMSC) located in Atlanta, Georgia, and the Master US NOTAM System (USNS) database located in Herndon, Virginia.

(1) Airports listed in the Alaskan and Pacific supplements are not qualified for NOTAM (D) dissemination except for those annotated with a symbol. Conditions on non-NOTAM (D) airports, listed in these supplements, are transmitted one time to adjacent FSS facilities.

(2) Exceptions to the rule involve FDC NOTAMs and Special Data NOTAMs. These NOTAMs are used primarily to advertise NAS changes and regulatory material. The origination and processing of these items are normally within the purview of FAA personnel, and the applicable procedures in FAA instructions are not repeated here. Operators of airports affected by 14 CFR Part 139, *Certification of Airports*, 49 CFR Part 1542, *Airport Security*, and 49 CFR Part 1544, *Aircraft Operator Security: Air Carriers and Commercial Operators*, may, however, have special reporting responsibilities covered by instructions contained in those regulations and the Airport Certification Manual.

b. Local NOTAMs. NOTAM (L) information includes such data as taxiway closures, personnel and equipment near or crossing runways, and airport lighting aids that do not affect instrument approach criteria, such as Visual Approach Slope Indicator (VASI). NOTAM (L) information is distributed locally by the FSS only to the area affected by the aid, service, or hazard being advertised.

Distribution will normally be made to all air traffic facilities that provide service to the affected airport; control tower, approach control, and air route traffic control center. Distribution can be broadcast over navigation aids, or delivery to local aviation companies or interested users in accordance with local agreements. Notification can be by voice and other means, such as fax and telephone to satisfy local user requirements. A separate file of local NOTAMs is maintained at each FSS for facilities in their area only.

17. SAMPLE NOTAMs. The samples included below follow the instructions in the body of this AC and use the material in the appendices. It is suggested that, for the general readability of your airport records, you express the dates conventionally as shown in these examples, unless an arrangement with the FSS specifies otherwise. The FSS will recast the date into the format for transmission, and the month will not be shown.

a. Snow and Plowing. Scenario: an airport's 8000-foot east-west runway has been plowed its entire length but for only part of its width. The runway has been reopened for traffic, but until it can be closed for further work, the plowed portion has patches of snow and the edge lights on the eastern fourth of the runway are obscured by snow.

Example: ### 9/27 PTCHY 1/2 IN IR PLW 75 WIDE E 2000 RWY LGT OBSC WEF 0602131530

b. Airport Closed for Airshow. Scenario: an airport will host an airshow and will be closed to all non-airshow traffic while the show is in progress on the 30th day of December 2006 from 9:00 am to 6:30 pm. Note that in the sequence of items in this example, the condition of the facility that prompted the NOTAM is closure of the

airport. The mention of "airshow" is in the nature of an amplifying comment and follows the main message of the NOTAM. The times have been converted to UTC.

Example: ### AP CLSD AIRSHOW WEF 0612301500-0612310030

c. Construction in Progress. Scenario: a drainage line is to be trenched near an active runway. The work has been coordinated with the interested FAA and airport based activities, and a NOTAM needs to be issued. The duration of the condition is not yet known.

Example: ### 3/21 PAEW ADJ WEF 0612080600 (Local NOTAM only.) Does not meet criteria for NOTAM D.

18. EXTENDED PERIOD NOTAMs. To reduce data circuit congestion, the FAA publishes NOTAM information that is expected to remain in effect for extended periods (more than 7 calendar days) in the *Notices to Airmen Publication (NTAP)* issued every 28 days. The most recently published NTAP is available on the FAA web site, *http://www.faa.gov/ntap.*

19. AIRPORT RECORDS AND CONTROLS. You should keep and maintain a log of NOTAMs that you originate so that at all times you are aware of how your airport is represented to the aviation public. You should make the NOTAM status of your airport a regular checklist item in the daily routine. Also, you should arrange to obtain a copy of the NOTAM as transmitted for future reference and to demonstrate regulatory compliance where this is a factor. The provision of transmitted NOTAMs is not a routine FSS function and will have to be arranged through a mutually acceptable local agreement. Current NOTAMs are available on the FAA web site.

20. QUESTIONS AND COMMENTS. 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) 267-3085

Comments and suggestions for changing or improving this AC should be submitted in writing.

DAVID L. BENNETT
Director of Airport Safety and Standards

APPENDIX A. TECHNICAL TERMS—DEFINITIONS AND USAGE.

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 7340.1, *Contractions*
FAA Order 7350.7, *Location Identifiers*
FAA Order 7930.2, *Notices to Airmen* (NOTAMS)

2. DEFINITIONS.

a. AIR NAVIGATION FACILITY (ANF). Any facility used in, available for use in, or designed for use in, aid of air navigation, including landing areas; lights, any apparatus or equipment for disseminating weather information, for signaling, for radio-directional finding, or for radio or other electrical communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. *[AIM, FAA Order 7110.10]*

b. 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]*

c. 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.

d. 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.

e. 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, and

(2) Unscheduled passenger-carrying operations of an air carrier operating aircraft designed for at least 31 passenger seats.

f. COORDINATED UNIVERSAL TIME (UTC). See Time.

g. 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]*

h. 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]*

i. MILES (MI). Nautical miles unless otherwise stated. *[FAA Order 7930.2]*

j. 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]*

k. 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]*

l. 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]*

m. NOTAM DISSEMINATION CLASSIFICATIONS. Classifications into which NOTAMs are grouped according to the dissemination they receive. *[FAA Order 7930.2]*

(1) Distant Dissemination (D). A NOTAM given (in addition to local dissemination) distant dissemination beyond the area of responsibility of the Flight Service Station. These NOTAMs are stored and available until cancelled. *[FAA Orders 7110.10 and 7930.2]*

(2) Local Dissemination (L). Dissemination locally by the FSS to the area affected by the aid, service, or hazard being advertised. This can be through the control tower, broadcast over navigation aids, or delivery to local aviation companies or interested users in accordance with local agreements. Notification can be by voice and other means, such as fax and telephone to satisfy local user requirements. These NOTAMs are stored and available until cancelled. *[FAA Orders 7110.10 and 7930.2]*

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

n. NOTAM SUBJECT CATEGORIES. Categories into which NOTAMs are divided according to their subject area. They are as follows:

(1) Movement Area NOTAMs.

(2) Lighting Aid NOTAMs.

(3) Air Navigation Aid (NAVAID) NOTAMs.

(4) Communications Outlets NOTAMs.

(5) Services NOTAMs.

(6) Special Data NOTAMs.

(7) Flight Data Center (FDC) NOTAMs. *[FAA Order 7930.2]*

o. 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]*

p. PATCHY (PTCHY). Reported condition of a landing area not completely covered should be described as having patches of snow, ice, etc. The term is used in conjunction with the description for the surface contaminant and depth. Example: PTCHY 1/2 IN SNW. *[FAA Order 7930.2]*

q. PILOT REPORT (PIREP). A report of a meteorological phenomena encountered by aircraft in flight and on the ground.

r. 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.

s. SNOW, ICE, SLUSH, AND WATER CONDITIONS

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

(2) Coverage. Do not express the condition in terms of percentage of coverage. A surface not completely covered should be described as having patches of snow, ice, etc.; e.g., PTCHY 1/2 IN SNW (surface). The absence of a described surface indicates the entire landing area. *[FAA Order 7930.2]* Also see Patchy.

t. 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]*

u. 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 term "ZULU" may be used to denote UTC. 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. The terms sunrise and sunset* ***are not used*** *as expressions of time in reporting NOTAM data.*

Format:

0612251630 = 4:30 pm, December 25, 2006. (UTC)

0611080700 = 7:00 am, November 8, 2006

[P/CG, FAA Orders 7110.10 and 7930.2]

v. VIRGULE(/). Read as the word “and” when used in NOTAM text.

w. WEEKDAYS (WKDAYS). Monday through Friday. *[FAA Order 7930.2]*

x. WEEKEND (WKEND). Saturday and Sunday. *[FAA Order 7930.2]*

APPENDIX B. AUTHORIZED CONTRACTIONS AND ABBREVIATIONS.

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).*

2. MOVEMENT AREA.

a. Airport Surfaces.

Airport	AP
Apron[7]	- - -
Safety Area[7]	- - -
Runway	RWY
Taxiway	TWY

b. Surface Composition.

Asphalt/tar	ASPH
Concrete	CONC
Gravel	GRVL
Turf[7]	

3. LIGHTING AIDS.

Airport Beacon	ABN
Approach Lighting System	ALS
Approach Lighting System with Sequenced Flashers in ILS Cat-I	ALSF-1

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

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 Light	OBST LGT
Omnidirectional Approach Lighting Systems	ODALS
Pilot Controlled Lighting	PCL
Precision Approach Path Indicator	PAPI
Runway Alignment Indicator Lights	RAIL
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

4. AIR NAVIGATION AIDS.

Azimuth	AZM

Compass Locator at ILS Middle Marker	LM
Compass Locator at ILS Outer Marker	LO
Distance Measuring Equipment	DME
Elevation	ELEV
Fan Marker	FAN MKR
Glide Path	GP
Global Positioning System	GPS
Inner Marker	IM
Instrument Landing System	ILS
Localizer	LLZ
Localizer Type Directional Aid	LDA
Microwave Landing System	MLS
Middle Marker	MM
Nondirectional Radio Beacon	NDB
Outer Marker	OM
Runway Visual Range	RVR
Simplified Directional Facility	SDF
Tactical Air Navigational Aid (Azimuth and DME)	TACAN
VHF Omnidirectional Radio Range	VOR

5. COMMUNICATIONS AND SERVICES.

Aeronautical Advisory Station	UNICOM
Aircraft Rescue and Firefighting	ARFF
Airport Traffic Control Tower	TWR
Automatic Terminal Information Service	ATIS
Common Traffic Advisory Frequency	CTAF
Automated/Flight Service Station	FSS

Low Level Wind Shear Alert Systems	LLWAS

6. SPECIAL DATA FACILITIES, SITUATIONS.

Balloon Release	BLN RLS
Ground Based Airborne Hazards (toxic vapors, flammable fumes, etc.)[8]	- - -
High Altitude Balloon	HIBAL
Parachute Jumping Exercise	PJE
Weather Reporting Service (includes AWOS and other systems associated with an instrument approach)	WX REP

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

APPENDIX C. FACILITY CONDITION DESCRIPTIONS AND CONTRACTIONS.

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 7340.1, *CONTRACTIONS*
FAA Order 7930.2, *NOTICES TO AIRMEN (NOTAMS), Appendix 5*

2. LANDING AREA.

Bird Activity, Landing Area or Approaches[9]	- - -
Braking Action Fair	BRAF
Braking Action Nil	BRAN
Braking Action Poor	BRAP
Closed Commissioned	CLSD
Decommission	DCMSN
Decommissioned	DCMSND
Displaced	DSPLCD
Except	EXC
Runway Friction Value	MU
Friction Measuring Equipment Out of Service	MU OTS
Frozen	FRZN
Ice On Runway(s)	IR
Inches	IN
Light	LGT
Lighted	LGTD
Loose Snow on Runway(s)	LSR
Obscured, Obscure or Obscuring	OBSC
Over	OVR
Packed Snow on Runway	PSR

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

Packed or Compacted Snow/Ice on Runway(s)	SIR
Patchy	PTCHY
Personnel and Equipment Working	PAEW
Plow, Plowed	PLW
Rough	RUF
Rubber Accumulation	RUBBER ACCUM
Sand or Sanded	SA
Slush on Runway(s)	SLR
Snow	SN
Snowbank(s) Containing Earth/Gravel	BERM
Snowbank(s) Caused by Wind Action	DRFT
Snowbank(s) Caused by Plowing (Windrow/s)	SNBNK
Takeoff	TKOF
Thin	THN
Unlighted	UNLGTD
Water on Runway(s)	WTR
Wet Snow on Runway(s)	WSR

3. LIGHTING AIDS.

Commissioned	CMSND
Decommission	DCMSN
Decommissioned	DCMSND
Obscured, Obscure or Obscuring	OBSC
Out of Service	OTS
Return to Service	RTS
Unlighted	UNLGTD

4. AIR NAVIGATION AIDS, COMMUNICATIONS AND SERVICES.

Commissioned	CMSND
Decommission	DCMSN
Decommissioned	DCMSND
Operating Normally	OK
Out of Service	OTS
Return to Service	RTS
Unavailable	UNAVBL
Unmonitored	UNMNT

Unusable	UNUSBL

5. SPECIAL DATA FACILITIES, SITUATIONS.

Avoid	AVOID
Except	EXC
Temporary	TEMPO
Unavailable	UNAVBL
Unreliable	UNREL
With Effect From or Effective From	WEF

Intentionally left blank.

APPENDIX D. SAMPLE NOTAM.

_____ **AIRPORT**

FAA NOTAM # _____ **DATE:** _____
AIRPORT I.D. # _____ **TIME:** _____

NOTAM TEXT:

NOTIFICATION:

# # # # TOWER	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY

_____

# # # # AFSS	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY

_____

AIRLINES

_____
_____
_____

CANCELLED:

NOTIFICATION:

# # # # TOWER	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY

_____

# # # # AFSS	_____	_____	_____
PHONE #	INITIALS	TIME	CALLED IN BY

_____

AIRLINES

_____
_____
_____

Intentionally left blank.