

# NOTICE

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

### Air Traffic Organization Policy

**N JO 7930.103**

**Effective Date:**

April 23, 2013

**Cancellation Date:**

August 22, 2013

**SUBJ:** Format Changes to Notices to Airmen (NOTAM)

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**1. Purpose of This Notice.** This notice amends format errors in the FAA Order JO 7930.2, Notices to Airmen (NOTAM). It also describes changes in policy in preparation for the transition to a more ICAO compliant NOTAM.

**2. Audience.** The primary audience for this notice is any office responsible for originating NOTAMs. The secondary audience is those who utilize aeronautical information.

**3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).

**4. Cancellation.** This notice cancels N JO 7930.99, Format Changes to Notices to Airmen (NOTAM), effective April 23, 2012.

#### **5. Procedures.**

**a.** Delete Paragraph 5-1-6, Continuous Snow or Ice Removal Operations on Multiple Runways, and renumber paragraphs 5-1-7 through 5-1-9 to paragraphs 5-1-6 through 5-1-8.

**b.** Delete Paragraph 7-1-6, Snow Conditions Affecting Glide Slope Operation, and renumber paragraphs 7-1-7 through 7-1-9 to 7-1-6 through 7-1-8.

**c.** Amend FAA Order JO 7930.2 to read as follows:

#### **1-2-1. POLICY**

Title through subparagraph d, no change.

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

RWY, TWY, APRON, AD, OBST, NAV, COM, SVC, AIRSPACE, ODP, SID, STAR, CHART, DATA, IAP, VFP, ROUTE, SPECIAL, SECURITY or (O).

Subparagraph e1, no change.

**2.** TWY (Taxiway). Keyword used to describe a hazard pertaining to taxiway, taxiway lighting, and signage.

■ **EXAMPLE-**  
*!DSM DSM TWY P1, P3 CLSD*

**3.** APRON (Apron/Ramp).

■ **EXAMPLES-**  
*!BNA BNA APRON NORTH APRON CLSD*  
*!DSM DSM APRON SOUTH CARGO RAMP CLSD*

4. AD (Aerodrome). The keyword AD may require a facility after the keyword, for example AIRPORT, or HELI.

**EXAMPLES-**

*!LAL LAL AD GRASS LDG STRIP LCTD 400 S RWY 9R/27L 1700 X 55 AVBL VMC DALGT PPR SUN N FUN WEF 1304151100-1304232359*

*!CDB AK05 AD AIRPORT CLSD*

*!RIU O88 AD HELI DCMSND*

*!AOO PA06 AD AIRPORT CLSD TSNT 1311252355-1311260700*

*!AOO PA06 AD AIRPORT CLSD TSNT*

*!BET BET AD AIRPORT CLSD EXC SKI*

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

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

*!CEW CEW AD AIRPORT CLSD WEF 1309041400-1309041800*

*!CDB AKA AD AIRPORT OPEN*

Subparagraphs e5 through e6, no change.

7. COM (Communications). Keyword used to describe a hazard caused by communication outlet commissioning, decommissioning, outage, and unavailability and air-to-ground frequencies.

**EXAMPLE-**

*!IPT IPT COM VOR VOICE OTS*

No further changes to paragraph.

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

Title through subparagraph b, no change.

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

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

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

<b>Lighting:</b>	
LGTD	lighted
UNLGTD	unlighted

**EXAMPLES-**

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

*!ICT MEJ RWY 17/35 CLSD PERM*

*!CDB AK05 AD AIRPORT CLSD PERM*

*!RIU O88 AD HELI DCMSND*

2. Movement area closures and openings.

**EXAMPLES—**

*!ANB A09 AD AIRPORT CLSD*  
*!AOO PA06 AD AIRPORT CLSD TSNT*  
*!BET BET AD AIRPORT CLSD EXC SKI*  
*!AOO 29D AD AIRPORT CLSD EXC PPR 0330-1430 MON-FRI*  
*!BUF D67 AD AIRPORT CLSD EXC HI-WING*  
*!CEW CEW AD AIRPORT CLSD WEF 1309041400-1309041800*  
*!CDB AKA AD AIRPORT OPEN*

**NOTE—**

*AKA airport was published as being closed.*

**EXAMPLES-**

*!CLE 15G AD AIRPORT NOW PUBLIC*  
*!CLE 15G AD AIRPORT NOW PRIVATE*

No further changes to paragraph.

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

Title through subparagraph c, no change.

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

Subparagraphs d1 through d10, no change.

11. Taxiway lighting.

Subparagraphs d11(a) through (b), no change.

(c) Runway Guard Lights.

**EXAMPLE-**

*!MCI MCI TWY ALL RUNWAY GUARD LGTS AT RWY 1L/19R OTS 1311101930-1311110700*

No further changes to paragraph.

**5-3-7. NOTAM (D) NAVAID**

Title through subparagraph d, no change.

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

Examples and Note, no change.

1. Snow and ice accumulation in the vicinity of glide slope antennas may affect facility performance to the extent that it is inoperative. When this occurs, Technical Operations personnel at the glide slope location are required to initiate appropriate NOTAM D action.

**EXAMPLE—**

*!DCA DCA NAV ILS RWY 18 GP OTS WEF 1311151400 1312191200*

2. Technical operations personnel must monitor snow conditions to determine when conditions permit use of the glide slope and initiate action to cancel the restricting NOTAM.

No further changes to paragraph.

**5-5-3. HOURS OF OPERATION**

Disseminate the following conditions as NOTAM:

Subparagraphs a through e, no change.

f. Customs Services. Describe the change of services by using keyword AD, followed by CUSTOMS, followed by plain language.

**EXAMPLE-**

*!BDL BDL AD CUSTOMS PROCESSING DELAYED DUE TO CAPACITY, INTERNATIONAL CARRIERS MAY EXPERIENCE SIGNIFICANT DELAYS IN CLEARING CUSTOMS. CONTACT AIRPORT MANAGEMENT AT XXX\_XXX\_XXXX WEF 1312121200-1312141800*

d. Add the following paragraph to FAA Order JO 7930.2:

**5-5-8. AUTOMATIC DEPENDANT SURVEILLANCE BROADCAST (ADS-B) SERVICES**

a. ADS-B services are comprised of the Flight Information Service Broadcast (FIS-B) and the Traffic Information Service Broadcast (TIS-B).

b. The location designator used for the NOTAM must be the 3-letter aerodrome or ARTCC designator of the associated service volume.

c. When ADS-B service is reduced, the NOTAM must state the service condition is REDUCED.

**EXAMPLES-**

*!CXO ZHU SVC FLIGHT INFORMATION SERVICE BROADCAST REDUCED WEF 1302011300-1302031500*

*!SDF SDF SVC TRAFFIC INFORMATION SERVICE BROADCAST REDUCED WEF 1303011200*

d. When the service is not available as result of a service volume network being out of service, the NOTAM must state the service condition is NOT AVBL.

**EXAMPLE-**

*!PHL PHL SVC TRAFFIC INFORMATION SERVICE BROADCAST NOT AVBL WEF 1304031700-1304041200*

**NOTE-**

*See paragraph 5-3-7 for disruption of Ground Based Transceivers used as navigational aids.*

**6. Background.** The FAA is transitioning to a NOTAM that is in line with International Civil Aviation Organization standards to enable more global consistency in NOTAMs. As the new Federal NOTAM System (FNS) policy is developed, software changes are being made in the U.S. NOTAM System to enable a smoother transition to the FNS.

**7. Distribution.** This notice is distributed to the following Air Traffic Organization (ATO) service units: Terminal, En Route and Oceanic, Technical Operations, System Operations, and Mission Support; the Office of ATO Safety and Technical Training; Aviation Safety Service; Flight Standards; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

  
Elizabeth L. Ray  
Vice President, Mission Support Services  
Air Traffic Organization

3/22/13  
Date Signed