

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

JO 7930.2Q  
CHG 1

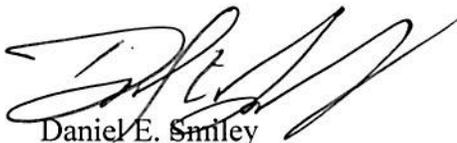
Air Traffic Organization Policy

Effective Date:  
May 26, 2016

**SUBJ:** Notices to Airmen

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- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7930.2Q, Notices to Airmen, and the Briefing Guide.
- 2. Audience.** This change applies to selected offices in Washington headquarters, service center offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic field offices and facilities.
- 3. Where Can I Find This Change?** This change is available on the FAA Web site at [http://www.faa.gov/air\\_traffic/publication](http://www.faa.gov/air_traffic/publication) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).
- 4. Explanation of Policy Change.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background and operational impact statements.
- 5. Distribution.** This change is distributed to selected offices in Washington headquarters, service center offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic field offices and facilities.
- 6. Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.
- 7. Page Control Chart.** See the page control chart attachment.



Daniel E. Smiley  
Vice President, System Operations Services  
Air Traffic Organization

Date: 5/4/16

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Distribution: ZAT-793; ZAT-464;  
ZAT-423 (External)

Initiated By: AJR-0  
Vice President, System Operations Services



# **Notices to Airmen (NOTAM)**

## **Explanation of Changes**

**Effective: May 26, 2016  
Change 1**

### **a. 1-1-7.RECOMMENDATIONS FOR PROCEDURAL CHANGES**

Updating order to the current nomenclature being used by the ATO. The title of paragraph 1-1-7 was changed from Revisions to Recommendations for Procedural Changes to remain consistent with other FAA Orders.

### **b. Entire Publication**

A global search and replace was conducted on the term “A/FD – Airport/Facility Directory.” This term is now being referred to as “Chart Supplement U.S.”

Additional editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.



### PAGE CONTROL CHART

REMOVE PAGES	DATED	INSERT PAGES	DATED
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# Chapter 1. General

## Section 1. Introduction

### 1-1-1. PURPOSE

This order prescribes direction used to format and distribute information regarding unanticipated or temporary changes to services, components of, or hazards in, the National Airspace System (NAS). The Notices to Airmen (NOTAM) system does not duplicate data already published or charted. Originators of airmen information are expected to inform the National Flight Data Center (NFDC) in sufficient time before the effective dates of changes to permit publishing of aeronautical data on the various charts or in the appropriate publications. When time does not allow for publication of a change or an outage and if the subject matter meets NOTAM criteria, issue a NOTAM until published.

### 1-1-2. AUDIENCE

The primary audience for this order is any office responsible for originating NOTAMs. The secondary audience is those who use aeronautical information.

### 1-1-3. WHERE TO FIND THIS ORDER

This order is available on the Federal Aviation Administration (FAA) website at [http://faa.gov/air\\_traffic/publications](http://faa.gov/air_traffic/publications) and [http://employees.faa.gov/tools\\_resources/orders\\_notices/](http://employees.faa.gov/tools_resources/orders_notices/).

### 1-1-4. CANCELLATION

FAA Order JO 7930.2P, Notices to Airmen (NOTAM) dated April 3, 2014 and Changes, are canceled.

### 1-1-5. EXPLANATION OF CHANGES

The significant changes to the basic order will be published and included in the Explanation of Change page(s). It is advisable to retain the page(s) throughout the duration of the basic order. If further information is desired, direct questions through the appropriate facility/service area staff to System

Operations Services, Flight Services, Safety and Operations Policy Group.

### 1-1-6. DISTRIBUTION

This order is distributed to selected offices in Washington headquarters, service area offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic operations field offices and facilities.

### 1-1-7. RECOMMENDATION FOR PROCEDURAL CHANGES

a. The contents of this order will be periodically reviewed and updated, as required by National Airspace Data Interchange Network (NADIN), General Notices (GENOTs), and order changes. Changes/orders are published on the publications cycle.

b. Any changes to this order must be submitted to the Air Traffic Procedures Directorate.

1. Personnel should submit recommended changes in procedures to facility management.

2. Recommendations from other sources should be submitted through appropriate FAA, military, or industry/user channels.

3. Procedural changes will not be made to this order until the operational system software has been adapted to accomplish the revised procedures.

### 1-1-8. EFFECTIVE DATE

This order is effective December 18, 2015.

### 1-1-9. RELATED PUBLICATIONS

- Military units issue NOTAMs pertaining to their bases and airspace based on the guidelines set forth in Air Force Instruction Interservice Publication 11-208/AR 95-10/OPNAVINST 3721.20D, DoD Notice to Airmen (NOTAM) System.
- JO 7110.10, *Flight Services*
- Technical Operations
  - 6000.15, *General Maintenance Handbook for NAS*

*Facilities*

- 8200.1, *U.S. Standard Flight Inspection Manual*.
- Flight Standards
  - 8260.19, *Flight Procedures and Airspace*
- FAA Order 5010.4, *Airport Safety Data Program*
- JO 7210.3, *Facility Operations and Administration*
- JO 7400.2, *Procedures for Handling Airspace*

*Matters*

- JO 7400.8, *Special Use Airspace*
- 14 CFR Parts
  - 77, Safe, Efficient Use, and Preservation of the Navigable Airspace
  - 139, Certification of Airports
  - 57, Notice of Construction, Alteration, Activation and Deactivation of Airports
  - 171, Non-Federal Navigation Facilities

- AC 150/5200–28, Notices to Airmen (NOTAMs) for Airport Operators
- AC 150/5300-18B, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
- ICAO Annex 15

## Section 4. Terms of Reference

### 1-4-1. WORD MEANINGS

As used in this order:

- a. “Must” means a procedure is mandatory.
- b. “Should” means a procedure is recommended.
- c. “May” or “need not” means a procedure is optional.
- d. “Will” indicates futurity, not a requirement for application of a procedure.
- e. “Must not” means a procedure is prohibited.
- f. Singular words include the plural.
- g. Plural words include the singular.
- h. Miles means nautical miles unless otherwise stated.
- i. Feet means mean sea level unless otherwise stated.
- j. Time is shown in Universal Coordinated Time (UTC) unless otherwise stated, as in the body of Temporary Flight Restrictions.

### 1-4-2. NOTES

Statements of fact of an introductory or explanatory nature and relating to the use of directive material have been identified and worded as NOTE.

### 1-4-3. EXAMPLES

An illustration which serves to explain subject material is identified as an EXAMPLE which represents the format discussed in each section and is used as an aid to support policy. Not all components of the NAS will be illustrated with an example. The examples throughout this order contain the keyword and the subject of the NOTAM. All other data is assumed from the NOTAM sentence structure and are eliminated from examples

### 1-4-4. REFERENCES

When another paragraph of this order is referenced in the text, the referenced paragraph number will be printed out in full. When a paragraph is referenced in a Reference subparagraph, the referenced para-

graph’s title, followed by its number, will be printed in regular type. When other documents and directives are referenced in a Reference subparagraph, the document/directive and the paragraph number will be printed in regular type. All references to other FAA orders reflect the current edition of the order.

### 1-4-5. MANUAL CHANGES

When revised, reprinted, or additional pages are issued, they will be marked as follows:

- a. Each revised or additional page will show the change number and effective date of the change.
- b. Vertical lines in the margin of the text will mark the location of substantive procedural, operational, or policy changes; that is, when material which affects the performance of duty is added, revised, or deleted.

### 1-4-6. DEFINITIONS

The terms below as used in this order are defined in this section.

**a. Accountable Organization.** The accountable organization is responsible for accurately reporting the condition considered to be a hazard or potential hazard to flight operations. Reporting the condition must be accomplished by ensuring that procedures are developed to establish NOTAM origination and coordination responsibilities.

**b. Accountability Location.** This is the location identifier of the location in the NOTAM computer that keeps track of the NOTAM numbering.

**c. Aeronautical Information.** Any information concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard) of the NAS. This information is published and/or disseminated by means of aeronautical charts, publications, and/or NOTAMs.

**d. Airport Operating Certificate.** A certificate issued by the FAA, pursuant to 14 CFR Part 139, to airports serving or expected to serve scheduled air carrier operations in aircraft with a seating capacity of more than thirty passengers. These airports are maintained and operated in accordance with an Airport Certification Manual (ACM) prepared by airport management and approved by the FAA.

**e. Certified Airport.** An airport certificated under 14 CFR Part 139. These airports are so indicated in the Chart Supplement U.S.

**f. Certified Source.** The party who enters/submits a NOTAM to the USNS using an approved direct entry tool or interface

**g. Distribution.** Forwarding of NOTAM information from the USNS to NADIN.

**h. Fix/Radial/Distance (F/R/D).** Is a VOR identifier followed by 3-digit degrees magnetic and minimum of a 3-digit distance in nautical miles with no spaces between characters (AML360020.1 would be 360-degree radial, 20.1NM from AML VOR/DME).

**i. Flight Data Center (FDC) NOTAM.** The classification of NOTAMs containing flight information that is normally regulatory in nature including, but not limited to, changes to IFR charts, procedures, and airspace usage. FDC NOTAM numbers are assigned consecutively by the USNS, beginning with 0001 each year. The year of issuance and the serial number are separated by a forward slash; for example, 5/1323.

**j. International NOTAM.** The classification of NOTAMs received from other countries and stored in the US NOTAM System. These NOTAMs are numbered consecutively by accountability, location, and series beginning with S0001 each year, where S stands for a generic series a country may have. The NOTAM number and year of issuance are separated by a forward slash; for example, S0211/15, S0002/15.

**k. Location Identifier.** Used to designate an affected airport, air route traffic control center (ARTCC), or facility.

**l. Military NOTAM.** The classification of NOTAMs issued by the U.S. Air Force, Army, Marine, Navy, and Coast Guard against navigational aids and airports. These NOTAMs are numbered consecutively by accountability, location, and series beginning with S0001 each year, where S stands for a generic series the military may have. The NOTAM number and year of issuance are separated by a forward slash; for example, S0211/15, S0002/15.

**m. Movement Area.** The term Movement Area as used for the purpose of NOTAMs, include Runways, Taxiways, Ramps, Aprons, helipads, heliports and maneuvering areas.

**n. NOTAM D.** The classification of NOTAMs containing information concerning the establishment, condition, or change in any aeronautical facility, en route navigational aids, services, procedures, hazards and civil public-use airports listed in the Chart Supplement U.S. NOTAM Ds are numbered consecutively each month by the USNS starting with 001 for each accountability, for example: DAY 01/001 would be the first NOTAM in the month of January for Dayton Accountable Location.

**o. NOTAM Originator.** The party (airport, Tech Ops, AIS/Service Provider, FSS, etc.) who submits a NOTAM to the USNS using an approved interface and is accountable for the NOTAM coordination.

**p. Out of Service.** When a piece of equipment, a system, a facility or a service is not operational, certified (if required) and immediately “available” for air traffic or public use.

**q. Pointer NOTAM.** NOTAM D issued to point to another NOTAM. The keyword in the pointer NOTAM must match the keyword in the original NOTAM.

**r. Prior Permission Required (PPR)** means prior permission required to have full operational use of a runway, taxiway, apron, or airport facility/service.

**s. Supplement (Alaska, Pacific).**

**1. Alaska.** This chart supplement is a joint civil-military flight information publication designed for use with other flight information publications, en route charts, Alaska Terminal publication, USAF TACAN charts covering Alaska and portions of southwestern and northwestern Canada, World Aeronautical Charts, and sectional aeronautical charts. The Supplement contains a Chart Supplement U.S. of all airports (including certificated (14 CFR Part 139) airports shown on en route charts and those required by appropriate agencies), communications data, navigational facilities, special notices, and procedures applicable to the area of chart coverage.

**2. Pacific.** This chart supplement is a civil flight information publication, designed for use with flight information publications, en route charts and the sectional aeronautical chart covering the State of Hawaii and that area of Pacific served by U.S. facilities. The Supplement contains a Chart Supplement U.S. of all airports (including

certificated (14 CFR Part 139) airports open to the public and those requested by appropriate agencies), communications data, navigational facilities, special notices and procedures applicable to the Pacific area.

**t. Taxilanes.** Designed for low speed and precise taxiing. Taxilanes are usually, but not always, located outside the movement area, providing access (to and from taxiways (usually an apron taxiway) to (and from) aircraft parking positions and other terminal areas.

**u. Tie-In Station.** A flight service station designated to provide prescribed services for civil, military, national and international facilities; for

example, NOTAM purposes and flight information messages.

**v. United States NOTAM System.** The United States NOTAM System (USNS) is a safety-critical system that collects, maintains and distributes NOTAMs for the aviation community.

**w. Virgule (/).** For US NOTAM purposes - a diagonal symbol used to separate similar alternatives.

**x. WMSCR – Weather Message Switching Center Replacement** is one of the FAA’s gateway for the receipt and distribution of weather and NOTAM data within the National Airspace System (NAS).



## Chapter 2. Aeronautical Information Services

### Section 1. Aeronautical Information System

#### 2-1-1. GENERAL

The system for disseminating aeronautical information is made up of two subsystems, the Aeronautical Information System (AIS) and the NOTAM System. The AIS consists of charts and publications. The NOTAM system is a telecommunication system and will be discussed in later paragraphs.

#### 2-1-2. DISSEMINATION OF AIRMEN INFORMATION

Airmen information is disseminated by the following methods:

a. Aeronautical charts depicting permanent baseline data:

##### 1. IFR Charts:

(a) Enroute High Altitude Conterminous U.S.

(b) Enroute Low Altitude Conterminous U.S.

(c) Alaska Charts.

(d) Pacific Charts.

##### 2. U.S. Terminal Procedures:

(a) Departure Procedures (DPs).

(b) Standard Terminal Arrivals (STARs).

(c) Standard Instrument Approach Procedures (SIAPs).

##### 3. VFR Charts:

(a) Sectional Aeronautical Charts.

(b) Terminal Area Charts (TAC).

(c) World Aeronautical Charts (WAC).

b. Flight information publications outlining baseline data:

1. Notices to Airmen Publication (NTAP).

2. Chart Supplement U.S.

3. Pacific Chart Supplement.

4. Alaska Supplement.

5. Alaska Terminal.

6. Aeronautical Information Manual (AIM).

#### 2-1-3. PUBLICATION CRITERIA

The following conditions or categories of information should be forwarded to the National Flight Data Center (NFDC) for inclusion in the flight information publications and charts. Time critical delays, corrections, or changes to previously published data that cannot be republished before occurrence must be issued as a NOTAM, providing they meet the criteria set forth in this order.

a. NAVAIDs. Commissioning, decommissioning, restrictions, frequency changes, changes in monitoring status and monitoring facility used in the National Airspace System (NAS). NAVAID outage NOTAMs must remain active until the NAVAID is returned to service or decommissioned.

b. Commissioning, decommissioning, changes in hours of operation of FAA air traffic control facilities.

c. Surface areas/airspace. Changes in hours of operations.

d. Remote Communication Outlets and Remote Communication Air Ground. Commissioning, decommissioning, changes in voice control or monitoring facility.

e. Weather reporting stations. Commissioning, decommissioning, failure, nonavailability or unreliable operations.

f. Public airports. Commissioning, decommissioning, openings, closings, and abandonment.

g. Airport Rescue Fire Fighting (ARFF) capability. Restrictions to air carrier operations.

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

i. NAS lighting systems. Commissioning, decommissioning, outages, change in classification or operation.

## 2-1-4. NOTICES TO AIRMEN PUBLICATION

**a.** NTAP is published by Mission Support Services, Standards and Procedures Support, every 28 days.

**b.** Data of a permanent nature can be published in the Notices to Airmen Publication as an interim step between publication cycles of the Chart Supplement U.S. and aeronautical charts.

**c.** The Notices to Airmen Publication is divided into four parts:

**1.** Notices in Part 1 are provided by ATC Products and Publications. This part contains selected FDC NOTAMs that are expected to be in effect on the effective date of the publication. This part is divided into three sections:

**(a)** Section 1, Airway NOTAMs, reflecting airway changes that fall within an ARTCCs airspace.

**(b)** Section 2, Procedural NOTAMs.

**(c)** Section 3, General NOTAMs, containing NOTAMs that are general in nature and not tied to a specific airport/facility (for example, flight advisories and restrictions, open duration Special Security Instructions and Special Flight Rules Area.

**2.** Part 2, provided by NFDC, contains Part 95 Revisions, Revisions to Minimum En Route IFR Altitudes and Changeover Points.

**3.** Part 3, International NOTAMs, is divided into two sections.

**(a)** Section 1, International Flight Prohibitions, Potential Hostile Situations, and Foreign Notices.

**(b)** Section 2, International Oceanic Airspace Notices.

**4.** Part 4, Graphic Notices, compiled by ATC Products and Publications from data provided by FAA service area offices and other lines of business, contains special notices and graphics pertaining to almost every aspect of aviation; such as, military training areas, large scale sporting events, air show information, Special Traffic Management Programs (STMPs) and airport-specific information. This part is comprised of 6 sections:

**(a)** Section 1, General.

**(b)** Section 2, Special Operations.

**(c)** Section 3, Airport and Facility Notices.

**(d)** Section 4, Major Sporting and Entertainment Events.

**(e)** Section 5, Airshows.

**(f)** Section 6, Special Notices.

### **NOTE-**

*Notices in Parts 3 and 4 of the NTAP are submitted to and processed through ATC Products and Publications, not NFDC. Cutoff dates and requirements for notices in Parts 3 and 4 are in the NTAP.*

## 2-1-5. CHART/PUBLICATION ERRORS OR OMISSIONS

**a.** Managers must review each edition of the Notices to Airmen Publication, the Chart Supplement U.S., and other publications and charts to ensure that all required data is included and correct. Inform NFDC promptly of errors or omissions in any publication or chart. Notification of errors in the NTAP parts three and four should be sent to ATC Products and Publications.

**b.** Managers must review all current NOTAMs issued by their facility on a quarterly basis for currency.

**c.** When NOTAMs are published, or more than 30 days old, contact the accountable organization for possible cancellation.

## 2-1-6. FORWARDING DATA

**a.** When notice is received of a temporary condition which is expected to be corrected before information can be published, issue a NOTAM if it meets criteria.

**b.** NOTAM or aeronautical information concerning an extended (more than 30 days) shutdown or closure affecting components of the NAS must be forwarded in advance of the occurrence to the NFDC. NFDC must publish data received in accordance with existing policies, criteria, and publication cutoff deadlines. The schedule of publication cutoff dates is contained in the Chart Supplement U.S.

**c.** When time does not permit notification to NFDC by mail, forward the data via administrative message, FAX, or contact the appropriate NFDC section by telephone during administrative hours.

## Section 4. Canceling/Extending NOTAMs

### 4-4-1. EXTENDING NOTAM VALIDITY

a. When there is a need to extend an existing NOTAM time validity, cancel the original NOTAM, and reissue the data as a new NOTAM with the new time.

### 4-4-2. CANCELLATION OF NOTAMs

a. To cancel a NOTAM, use the same NOTAM/serial number assigned to the original NOTAM by the USNS computer, preceded by the letter "C." If the serial number of a NOTAM cancellation is invalid (number not in a master file), no action is taken within the NOTAM system. A cancellation must receive the same dissemination as the NOTAM it cancels. Do not carry the NOTAM text in the cancellation.

**EXAMPLE-**  
*!ABC C05/005*

b. Stations canceling NOTAMs must check the NOTAM data to ensure the NOTAM's deletion. Retransmit cancellations not acted upon.

c. Cancel NOTAMs containing erroneous information, and reissue. Originate a new NOTAM when data is received amending a current NOTAM, and cancel the previous NOTAM.

### 4-4-3. CANCELING PUBLISHED NOTAM DATA

a. When data appearing in a NOTAM is printed correctly in a publication or on a chart, cancel the NOTAM.

b. NOTAMs must remain current until the data is published in one or more of the following, with the exception of NAVAID NOTAMs, which must remain in effect until the NAVAID is returned to service or decommissioned:

1. Chart Supplement U.S.
2. En route low altitude charts.
3. En route high altitude charts.
4. Terminal procedures publications.

**NOTE-**

*FDC NOTAMs relating to instrument approach and obstacle departure procedures and airways must remain current until published in the Terminal Procedures Publication or applicable en route chart.*

5. Supplements (Alaska and Pacific).
6. Charts (VFR):
  - (a) Sectional charts.
  - (b) World aeronautical charts.
  - (c) Terminal area charts.

c. The Notice to Airmen Publication (NTAP) conveys NOTAMs to the public until printed correctly on publications listed in subparagraph b above. The NTAP does not cancel NOTAMs but may supplement briefings. The NTAP must not be used as a basis to cancel NOTAMs.

d. NOTAMs concerning Army airfield operations, in addition to the above listed sources, must be researched in the Army Aviation Flight Information Bulletin, if applicable.



3. NOTAMs for MU values must 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.

**EXAMPLE-**

...RWY 36 FICON TAP MU 20/20/40...

**NOTE-**

A MU value of 40 indicates 40 or greater. Current friction measurement technologies are not reliable in determining braking effectiveness of a contaminated surface condition above measurements of 40. (Advisory Circular 150/5200-30C, Airport Winter Safety and Operations).

...RWY 18 FICON RFT MU 40/40/40...

**NOTE-**

Runway 18 MU readings are all 40 or above and the airport manager requested this NOTAM be issued to indicate that the friction testing was completed. A NOTAM is not required, but is allowed.

5. Friction measuring reports are to be expressed using the name of the FAA-approved device, followed by the word "MU" (pronounced "mew"), followed by the reported values, then followed by the actual time of the measurement.

**TBL 5-1-4  
Friction Measuring Devices**

BOW	Bowmonk Decelerometer (Bowmonk Sales)
BRD	Brakemeter – Dynamometer
ERD	Electronic Recording Decelerometer (Bowmonk)
GRT	Griptester (Findlay, Irvine, LTD)
MK3	TES ERD MK3 Decelerometer
MUM	Mark 4 Mu Meter (Bison Instruments, Inc.)
NAC	Neubert Aero Corp
RFT	Runway friction tester (K.J. LAW Engineers)
RT3	Halliday RT3-FAA-Model: 1000
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)

6. Report braking action on movement areas as fair, poor, or nil, as received from airport management. Classify according to the most critical term used. Reporting of a "Nil" braking condition is not permissible by Federally Obligated Airports or those Airports Certificated under 14 CFR Part-139. A "NIL" braking condition at these airports must be mitigated by closure of the affected surface.

**EXAMPLE-**

...TWY G FICON BA FAIR...

...RWY 18/36 FICON COMPACTED SN BA POOR...

...RWY 14/32 FICON WET ICE BA NIL...

**NOTE-**

1. Do not include the type of vehicle in the NOTAM.
2. A braking action report from a landing aircraft should be processed as a PIREP.

**5-1-5. AERODROME FACILITIES**

Issue a NOTAM if any aerodrome service availability has changed from that which is published.

a. Certified Aircraft Rescue and Fire Fighting (ARFF).

1. Issue a NOTAM D on airports (not runways) certificated under 14 CFR Part 139, when notified by airport management that required ARFF equipment is inoperative/unavailable and replacement equipment is not available. Except as indicated in paragraph 5-1-5a 3, airport management 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. Each NOTAM must have an expiration time as obtained from airport management. If unable to obtain an expiration time, add 48 hours to the time of receipt and advise airport management.

**NOTE-**

The ARFF Index for each certificated airport is published in the Chart Supplement U.S., which lists indices and ARFF equipment requirements.

2. At certificated airports listed in the Chart Supplement U.S., the certificate holder (airport management) 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, airport management is required to limit air carrier operations.

**REFERENCE-**  
*Title 14 CFR Part 139*

**EXAMPLE-**  
...AD AP ARFF VEHICLE OUT OF SERVICE INDEX UNCHANGED...

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

**EXAMPLE-**  
...AD AP ARFF NOW INDEX A...

**NOTE-**  
*Even though the ARFF index is now A, four or less Index B aircraft may still operate into the airport.*

4. If the ARFF Index is listed in the Chart Supplement U.S. as A and the ARFF vehicle is out of service, the NOTAMs would be issued using the following format:

**EXAMPLE-**  
...AD AP ARFF INDEX A NOT AVBL AND AP CLSD TO AIR CARRIER OPS...

b. Fuel services.

**EXAMPLE-**  
...AD AP 100LL FUEL NOT AVBL...

...AD AP MOBILE JET A FUEL NOT AVBL...

...AD AP HYDRANT MOGAS FUEL NOT AVBL...

...AD AP SELF SERVE 100LL FUEL NOT AVBL...

...AD AP FUEL NOT AVBL...

c. MU-Friction Measuring Device.

**EXAMPLE-**  
...AD AP FRICTION MEASURING DEVICE OUT OF SERVICE...

d. Customs Services. Describe the change of services by using "CUSTOMS," followed by plain language.

**EXAMPLE-**  
...AD AP CUST PROCESSING DLA DUE TO CAPACITY, INTL CARRIERS MAY EXPERIENCE SIGNIFICANT DLA IN CLEARING CUST, CTC AP MANAGEMENT AT XXX-XXX-XXXX...

e. Aerodrome beacon (ABN). If any of the lights are out of service, the whole system is considered out of service.

**EXAMPLE-**  
...AD AP ABN OUT OF SERVICE...

f. Wind direction equipment, including wind cones, wind direction indicator, wind sock, etc.

**EXAMPLE-**  
...AD AP WDI UNREL...

...AD AP WINDCONE LGT OUT OF SERVICE...

...AD AP WINDCONE FOR RWY 17L LEFT SIDE OUT OF SERVICE...

## 5-1-6. WORK IN PROGRESS

a. Work in Progress (WIP) describes any work being done on the airport surface, including construction, mowing, snow/ice removal, etc. WIP does not close a movement area.

b. WIP (reason) is mandatory for describing construction and snow/ice removal NOTAMs. Other WIP reasons are optional.

c. Any NOTAM associated with work in progress on or adjacent to a runway, taxiway, apron/ramp, or aerodrome must be formatted as follows 4-2-1 b 1-3, including:

d. Keyword. RWY, TWY, APRON, or AD.

e. Surface name/designator. Specify the name/designator of the surface on which the work is being conducted.

f. Surface segment description must be specified in feet or from a specific point to point; for example, TWY A SOUTH 76FT or TWY A BTN TWY B AND TWY C.

**NOTE-**  
*A surface segment differs from the optional plain language description of the work areas in that the surface segment description can be captured and depicted graphically in a digital environment. The optional plain language comments will be delivered in text form only.*

g. Condition or activity; "WIP."

**NOTE-**  
*Airport operators must ensure this NOTAM remains active only when actual snow and ice removal operations are taking place.*

h. Reason or purpose.

## Section 2. Lighting Aid and Obstruction NOTAMs

### 5-2-1. LIGHTING AIDS

Originate NOTAMs on operational status of lighting aids for public use civil landing areas listed in the Chart Supplement U.S. Each type of lighting requires separate NOTAMs. Technical Operations must be made aware of any runway lighting outages, as this is the office that maintains the equipment. When describing restrictions, use Runway Centerline (RCL) with visual navigational aids. NOTAMs regarding lighting aids are originated as follows:

**a.** Approach light systems (ALS). Only use the runway direction for which the equipment pertains.

**1.** When commissioning approach light systems, indicate the exact type of system; for example, MALSR, MALSF, etc.

**EXAMPLE-**

...RWY 12 MALSR COMMISSIONED...

**2.** Once commissioned and published, approach light systems need only be shown as ALS.

**EXAMPLE-**

...RWY 36 ALS DECOMMISSIONED...

...RWY 18 ALS OUT OF SERVICE...

...RWY 22 CHANGE ALL REF ALSF-1 TO SSALR...

**NOTE-**

ALSF-1 is the type of approach lighting at that airport.

...RWY 22 ALS OUT OF SERVICE EXC MEDIUM INTST ON CONS...

**b.** Lead off /lead on lights. NOTAMs issued using keyword RWY

**NOTE-**

Lead off and lead on light will be the standardized verbiage for lead off/on lights, which are sometimes referred to as turnoff lights.

**EXAMPLE-**

...RWY 01C LEAD OFF LGT FOR TWY Y4 OUT OF SERVICE...

...RWY 01C LEAD ON LGT FOR TWY Y9 OBSC...

**c.** Runway status light system.

**EXAMPLE-**

...RWY 18L RWY STATUS LGT SYSTEM OUT OF

SERVICE...

...AD AP RWY STATUS LGT SYSTEM OUT OF SERVICE...

...RWY 18L/36R RWY STATUS LGT SYSTEM OUT OF SERVICE...

**1.** Runway entrance lights. NOTAMs issued using keyword TWY

**EXAMPLE-**

...TWY ALL RWY ENTRANCE LGT FOR RWY 09L SOUTH SIDE OUT OF SERVICE...

...TWY K5, K6, T RWY ENTRANCE LGT FOR RWY 09L OUT OF SERVICE...

**2.** Take-off hold lights.

**EXAMPLE-**

...RWY 28 TKOF HOLD LGT OUT OF SERVICE...

**d.** Sequence flashing lights/runway alignment indicator lights.

**EXAMPLE-**

...RWY 18 SEQUENCED FLG LGT OBSC...

...RWY 18 RAI LGT OUT OF SERVICE...

**e.** Visual approach lighting.

**1.** Visual approach slope indicator (VASI).

**EXAMPLE-**

...RWY 05 VASI OUT OF SERVICE...

...RWY 13 VASI 5DEG LEFT OF RCL UNUSABLE

...RWY 13 VASI BEYOND 5DEG LEFT AND RIGHT OF RCL UNUSABLE...

**2.** Precision approach path indicator (PAPI).

**EXAMPLE-**

...RWY 01L PAPI OUT OF SERVICE...

...RWY 10 PAPI BEYOND 5DEG LEFT AND RIGHT OF RCL UNUSABLE...

...RWY 28 PAPI COMMISSIONED...

...RWY 30 PAPI COMMISSIONED GPA 3.15DEG...

...RWY 12 PAPI GPA CHANGED TO 3.2DEG...

**3.** Runway end identifier lights.

**EXAMPLE-**

...RWY 18 RWY END ID LGT OUT OF SERVICE...

4. Threshold lights (RTHL).

**EXAMPLE-**

...RWY 27 RTHL OUT OF SERVICE...

- f. Runway edge lights (REDL).

1. When commissioning runway edge light systems, indicate the exact type of system; for example, LIRL, MIRL, HIRL, etc.

**EXAMPLE-**

...RWY 13/31 HIRL COMMISSIONED...

2. Once commissioned and published, runway edge lights must only be shown as REDL.

**EXAMPLE-**

...RWY 13/31 REDL OUT OF SERVICE...

...RWY 01/19 REDL OUT OF SERVICE EXC MEDIUM INTST ON CONS...

3. Runway lights obscured due to snow and ice.

**EXAMPLE-**

...RWY 15/33 REDL OBSC...

**NOTE-**

Lights that are partially obscured should not be reported.

- g. Runway centerline light (RCLL).

**EXAMPLE-**

...RWY 08R/26L RCLL OUT OF SERVICE...

- h. Touchdown zone lights (RTZL).

**EXAMPLE-**

...RWY 08R RTZL OUT OF SERVICE...

- i. Runway lead-in lighting system (RLLS).

**EXAMPLE-**

...RWY 18 RLLS OUT OF SERVICE...

- j. Airport lighting total power failure.

**EXAMPLE-**

...AD AP LGT ALL OUT OF SERVICE...

k. Pilot-controlled lighting (PCL) frequency when it controls approach lights or runway lights.

**EXAMPLE-**

...SVC PCL ALL OUT OF SERVICE...

...SVC PCL RWY 18/36 REDL OUT OF SERVICE

...SVC PCL RWY 18 ALS OUT OF SERVICE...

...SVC PCL RWY 18/36 MEDIUM/HIGH INTST OUT OF SERVICE...

**NOTE-**

All the PCL services for runway 18/36 only have low intensity operating.

...SVC PCL RWY 14/32 COMMISSIONED KEY FREQ 122.7 7 TIMES HIGH, 5 TIMES MEDIUM, 3 TIMES LOW INTST...

...SVC PCL FREQ CHANGED TO 122.8...

**NOTE-**

PCL frequency need not be an ATC frequency.

- l. Taxiway lighting.

1. Taxiway edge lights.

**EXAMPLE-**

...TWY K, L EDGE LGT OUT OF SERVICE...

2. Taxiway centerline lights.

**EXAMPLE-**

...TWY E CL LGT BTN TWY E1 AND RWY 15/33 OUT OF SERVICE...

3. Runway guard lights. NOTAM issued using keyword TWY.

**EXAMPLE-**

...TWY ALL RWY GUARD LGT OUT OF SERVICE...

...TWY A4 RWY GUARD LGT FOR RWY 01L/19R OUT OF SERVICE...

4. Stop bar lights. NOTAM issued using keyword TWY.

**EXAMPLE-**

...TWY C STOP BAR LGT FOR RWY 16R/34L OUT OF SERVICE...

5. Taxiway lights obscured due to snow and ice.

**EXAMPLE-**

...TWY C EDGE LGT OBSC...

...TWY ALL LGT ALL OBSC...

**NOTE-**

1. OBSC can be used to describe the physical state of airport infrastructure, including signs and markings.

2. All taxiway C edge lights are completely obscured. The reason for the obscuration should not be reported.

3. Lights that are partially obscured should not be reported.

**5-2-2. OBSTACLES**

a. Obstructions to include telecommunications antenna tower lights, cranes, stacks, wind turbines, non-FCC towers, power lines, moored balloon, kites, natural growth/terrain, etc.

## Section 3. NAVAID NOTAMs

### 5-3-1. GENERAL

Technical Operations personnel must ensure the origination of NOTAM Ds concerning NAVAIDs for which they are responsible.

### 5-3-2. REPORTING NAVAID MALFUNCTIONS

Known or reported malfunctions of a navigational aid must be reported to Technical Operations or appropriate personnel.

### 5-3-3. UNPROGRAMMED EXTENDED SHUTDOWNS

Unprogrammed, extended facility shutdowns or other unanticipated outages that are expected to last more than 30 days must be promptly reported to NFDC. When possible, the expected duration of the shutdown is to be included in the message.

**NOTE-**

*Except for emergency shutdowns, technical operations personnel are expected to give at least 1 hour notice.*

### 5-3-4. NAVAID MAINTENANCE SHUTDOWNS

Information concerning maintenance shutdown of NAVAIDs that are part of the NAS must be handled as follows:

**a.** Routine maintenance shutdown. When possible, approval should be obtained sufficiently in advance of the proposed shutdown time to allow dissemination of a NOTAM at least 5 hours before a shutdown will occur. A routine maintenance shutdown request must not be denied because of an inability to issue a NOTAM 5 hours in advance of the shutdown.

**b.** Emergency shutdown. When possible, obtain at least 1 hour advance notice so that appropriate dissemination may be made before shutdown.

**c.** Extended maintenance shutdown. Notify the NFDC sufficiently in advance to permit publication of the information prior to the shutdown date. When this is not possible, disseminate a NOTAM no more than 3 days before the shutdown.

### 5-3-5. UNMONITORED NAVAIDs

**a.** All VOR, VORTAC, and ILS equipment in the NAS have automatic monitoring and shutdown features in the event of malfunction.

**b.** When a navigational aid's operational status cannot be monitored at the controlling or monitoring facility, but all indications or reports are the facility is operating normally, Technical Operations personnel must ensure the origination of a NOTAM placing the aid in an unmonitored status.

**c.** When issuing a NOTAM describing a facility as unmonitored, do not use the category of monitor, only the phrase "NOT MNT."

**EXAMPLE-**

...NAV VOR NOT MNT...

**d.** If the NAVAID is reported as being out of service, the unmonitored NOTAM must be canceled.

### 5-3-6. INSTRUMENT LANDING SYSTEM STATUS

**a.** ILS approaches are automatically canceled or not authorized when a NOTAM has been issued for any fundamental component needed for the approaches as identified in FAA Order 6750.24.

**b.** Category II and/or III approaches may not be authorized due to the failure of additional equipment, as specified in FAA Order 6750.24. The Technical Operations Control Center specialist in accordance with the guidance contained in FAA Order 6750.24 will make the determination of impact to Category II/III ILS operations, and a separate NOTAM request for loss of ILS category will be made if the equipment failures warrant this action.

**EXAMPLE-**

...NAV ILS RWY 08L CAT II NA...

...NAV ILS RWY 08L CAT III NA...

...NAV ILS RWY 08L CAT II/III NA...

**c.** Special Authorization CAT II approaches. These Part 97 CAT II approaches are identified as "ILS RWY XX (SA CAT II)" and by an additional chart note saying "Reduced Lighting: Requires specific OpSpec, MSpec, or LOA approval and use of autoland or HUD to touchdown."

1. The aircraft operator is authorized to conduct CAT II IAP on certain ILS facilities that do not meet the equipment requirements of a U.S. Standard or ICAO Standard, for example when TDZ lighting or RCL become inoperative. These procedures have been specifically approved in accordance with FAA Order 8400.13, *Procedures for the Evaluation and Approval of Facilities for Special Authorization Category I Operations and All Category II and III Operations*.

2. When TDZ and/or CL lighting become inoperative on a standard CAT II instrument approach, the certificate holder is authorized to conduct SA CAT II operations.

**EXAMPLE-**

...NAV ILS RWY 22L REDUCED LGT SPECIAL AUTH CAT II AVBL...

### 5-3-7. NAVAID CONDITIONS

a. Originate a NOTAM D for commissioning, decommissioning, outages, or unmonitored status of radio NAVAIDs (more than one hour or 30 minutes for RADAR) that are part of the NAS. The NOTAM must be canceled by the originator.

b. Restrictions to NAVAIDs are normally published by segment; for example, 020-055 degree radials. To correct a given segment, cancel the original NOTAM and issue a completely new NOTAM. Add "PLUS SEE (publication)" when other restrictions to the NAVAID are published. The absence of this statement from the NOTAM indicates that all other restrictions have been canceled.

**EXAMPLE-**

...NAV VOR 045-060 SFC-2000FT UNUSABLE...

...NAV VOR 010-035 BEYOND 35NM SFC-2000FT UNUSABLE...

...NAV DME 010-035 BEYOND 30NM UNUSABLE...

...NAV DME 010-035 BEYOND 30NM SFC-17000FT UNUSABLE...

...NAV DME 010-035 BEYOND 30NM SFC-17000FT UNUSABLE PLUS SEE Chart Supplement U.S....

...NAV VOR 090-180 BEYOND 25NM SFC-5000FT,

270-300 BEYOND 25NM SFC-5000FT, 300-360 BEYOND 35NM SFC-4000FT UNUSABLE...

c. Instrument Landing Systems (ILS).

1. Distinguish components of an ILS from non-precision approach NAVAIDs by preceding the component with "ILS" followed by "RWY" and the runway number (including single ILS airports). Use the term "COURSE" when describing radio navigation aid restrictions.

**NOTE-**

Back Course and Coupled Approach NOTAMs are FDC.

**EXAMPLES-**

...NAV ILS RWY 32 110.3 COMMISSIONED...

...NAV ILS RWY 08R SNOOP LOM OUT OF SERVICE...

...NAV ILS RWY 05 DECOMMISSIONED...

...NAV ILS RWY 18 DME OUT OF SERVICE...

...NAV ILS RWY 30 LOC RTS...

...NAV ILS RWY 02 FAN MKR OUT OF SERVICE...

...NAV ILS RWY 18 GP SFC-768FT UNUSABLE...

...NAV ILS RWY 02 GP/OM/MM OUT OF SERVICE...

...NAV ILS RWY 35L OUT OF SERVICE...

...NAV ILS RWY 30 GP BEYOND 5DEG LEFT OF COURSE UNUSABLE...

...NAV ILS RWY 12 LOC BEYOND 4DEG RIGHT OF COURSE UNUSABLE...

...NAV HJT ILS RWY 04L OUT OF SERVICE...

**NOTE-**

Offset ILS are issued with the 3 letter ID (HJT) to the localizer after the Keyword NAV.

...NAV ILS RWY 30 FACILITY PERFORMANCE CLASSIFICATION CODE CHANGED TO CLASS IIIE...

**NOTE-**

For runway 30, the ILS facility performance classification code has been changed from the previously published data.

2. Excessive snow and ice accumulation near the 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

**6-1-5. OTHER AIRSPACE NOTAMS**

With the exception of hot air balloons, FAA Authorization will consist of an approved waiver/authorization to 14 CFR Part 101.

**NOTE-**

*14 CFR part 91 applies to hot air balloons*

a. Upon receipt of appropriate notification/authorization, but not more than 3 days prior to the event, originate an AIRSPACE NOTAM using the format described in 6-1-1a above.

1. Location Identifier =

(a) The nearest public use airport when the full activity is completely within a 5NM Radius of the airport.

(b) The nearest VOR when any of the activity is more than 5NM from the nearest public use airport but completely within 25NM Radius of a VOR

(c) When the activity doesn't fall within either (a) or (b), use the ARTCC.

2. Description of activity = see table 6-1-1 for general types of activity.

**TBL 6-1-1  
Types of Activity**

AIRSHOW ACFT	AEROBATIC AREA	PJE (parachute jumping)
DEMONSTRATION ACFT	HOT AIR BALLOON	UNMANNED FREE BALLOON
UNMANNED ROCKET	UAS (unmanned aircraft system)	GLIDERS
HANG GLIDERS	LGT OUT TRAINING (lights-out training)	BALLOON LANDING
PYROTECHNIC DEMONSTRATION (fireworks)	BLASTING	CONTROLLED BURN
AEROBATIC ACFT	SPACE LAUNCH	SPACE REENTRY

b. Unmanned Rockets, Unmanned Free Balloons, and Hot Air Balloons.

**NOTE-**

*Unmanned rocket activities that will require airspace management such as Temporary Flight Restrictions will require the issuance of an FDC NOTAM.*

c. For unmanned free balloons the forecasted trajectory and cruising altitude or UNL (unlimited). For operations above FL999/UNL, place expected altitude in remarks. Include a landing area NOTAM, if requested by proponent.

**EXAMPLES-**

...AIRSPACE UNMANNED FREE BALLOON  
ABQ180020 SFC-UNL NEB TO 150000FT...

...AIRSPACE BALLOON LANDING WI AN AREA  
DEFINED AS 100NM RADIUS OF ICT PAYLOAD  
FALLING FM 150000FT SFC-UNL...

...AIRSPACE UNMANNED FREE BALLOON  
DVV180030 (32NM S DEN) SFC-10000FT SB...

...AIRSPACE HOT AIR BALLOON WI AN AREA  
DEFINED AS 2NM RADIUS OF 13M SFC-1500FT...

...AIRSPACE UAS WI AN AREA DEFINED AS 10NM  
RADIUS OF BGR130020 (6NM E BHB) SFC-10000FT  
AGL...

...AIRSPACE UNMANNED ROCKET WI AN AREA  
DEFINED AS 4NM RADIUS OF ICT SFC-FL250

...AIRSPACE PYROTECHNIC DEMONSTRATION WI  
AN AREA DEFINED AS 2NM RADIUS OF AML360001  
SFC-1500FT...

...AIRSPACE LGT OUT TRAINING WI AN AREA  
DEFINED AS DMN307017 TO DMN052030.6 TO  
DMN071029.9 TO DMN212016 TO POINT OF ORIGIN  
5000FT-12000FT AVOIDANCE ADVISED...

...AIRSPACE LGT OUT TRAINING WI CLASS D SFC  
AREA...

**NOTE-**

*Activities that will prohibit the use of airspace will require the issuance of an FDC NOTAM by the USNOF.*

**REFERENCE-**

*14 CFR Section 91.137*

(Pointer NOTAM)

...SEE MTU 12/045 UNMANNED ROCKET...

**d.** Authorizations and/or Air Traffic notifications are required by the proponent for the following activities; ensure the NOTAM Originator is aware of this. The information is not released in the NOTAM.

**1.** Airshows, Demonstrations, Aerobatic Areas.

**(a)** FAA authorization will consist of a waiver to 14 CFR Part 91.

**(b)** Obtain the following information from the requestor:

**(1)** Name, address, and telephone number of the person giving notice.

**(2)** Identification and type of the aircraft to be used.

**2.** Unmanned Aircraft Operations.

**(a)** FAA authorization will consist of a Certificate of Authorization or Waiver, Special Airworthiness, or similar document.

**(b)** Obtain the following information from the requestor:

**(1)** Name, address, and telephone number of the person giving notice.

**(2)** Identification and frequency to be used.

**3.** Parachute Jumping/Sky Diving

**(a)** Obtain the following information from the requestor:

**(1)** Name address, and telephone number of the person requesting authorization or giving notice.

**(2)** Identification of the aircraft to be used.

## 6-1-6. SURFACE AREA AIRSPACE

Originate an AIRSPACE NOTAM using the format described in 6-1-1a above.

**a.** A NOTAM D may be originated for permanent changes to part time surface area hours of operation only, under the following conditions:

**1.** The change in the surface area hours of operation is due to other than seasonal daylight time changes.

**2.** Only those surface areas identified as part time in the airspace section of the Chart Supplement U.S. as part time are subject to change by NOTAM. Continuous surface area hours of operation is changed only through rulemaking action.

**3.** The change in the surface area hours of operation will thereafter be continuously published in the Chart Supplement U.S., the U.S. Flight Information Publication Supplement Alaska, or the Pacific Chart Supplement.

**NOTE-**

*NOTAMS specifying or changing the dates and times of a designated part time surface area must coincide with issuance of a corresponding Hours of Operation Services NOTAM and may be issued by the appropriate facility only after coordination with the regional/service area office.*

**EXAMPLES-**

*...AIRSPACE CLASS D SFC AREA HR CHANGED TO ACT MON-FRI 0615-2100, SAT 0830-1700, SUN 1000-1900 YYMMDDHHMM-PERM*

*...AIRSPACE CLASS E SFC AREA HR CHANGED TO ACT DLY 0430-0600 YYMM300430-PERM...*

**b.** For temporary changes to published part time surface area hours of operation, issue a Services NOTAM (SVC) in accordance with paragraph 5-5-3, Hours of Operation. Do not issue an Airspace NOTAM.

# BRIEFING GUIDE



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

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**Initiated By: AJV-0  
Vice President, Mission Support Services**

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**1. PARAGRAPH NUMBER AND TITLE:** 1-1-7. RECOMMENDATION FOR PROCEDURAL CHANGES

**2. BACKGROUND:** The ATO underwent realignment in 2014. Offices and lines of business were transitioned for a more efficient operation. It is necessary to reflect the realignment of the ATO in our current orders and processes.

**3. CHANGE:**

**OLD**

**1-1-7. REVISIONS**

**b.** Any changes to this order must be submitted to the VP, Mission Support Services, attn.: ATC Procedures Office, AJV-11:

**NEW**

**1-1-7. RECOMMENDATION FOR PROCEDURAL CHANGES**

**b.** Any changes to this order must be submitted to the Air Traffic Procedures Directorate.

