U.S. Department of Transportation
Federal Aviation Administration

Advisory Circular

obsolete

Subject: Change 1 to NOTICES TO AIRMEN (NOTAMS) FOR AIRPORT OPERATORS

Date: 8/10/94
Initiated by: AAS-300

AC No: 150/5200-28A
Change: 1

1. **PURPOSE.** This change clarifies confusing language concerning the reporting of relocated and displaced thresholds in paragraph 17i.

The change number and date of change is shown at the top of each page.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
5 (and 6)	10/29/93	5 (and 6)	8/10/94

Leonard F. Mudd

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Director, Office of Airport Safety and Standards

U.S. Department of Transportation
Federal Aviation Administration

Advisory Circular

/Includes Changes 1/

Subject: NOTICES TO AIRMEN (NOTAMS) FOR AIRPORT OPERATORS

Date: 10/29/93
Initiated by: AAS-310

AC No: 150/5200-28A
Change:

1. PURPOSE. This advisory circular (AC) provides guidance for use of the NOTAM system in 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 air navigation aids.

3. CANCELLATION. AC 150/5200-28, Notices to Airmen (NOTAMS) for Airport Operators, dated October 1, 1987, is cancelled.

4. RELATED FEDERAL AVIATION REGULATIONS (FAR). FAR Part 139, Certification and Operations: Land Airports Serving Certain Air Carriers. This reference is pertinent for certificated airports only.

5. RELATED READING MATERIAL. The following are Federal Aviation Administration (FAA) publications (current edition) 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 which 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 1 through 3.

a. Order 7110.10, Flight Services.

b. Order 7210.3, Facility Operation and Administration

c. Order 7340.1, Contractions.

d. Order 7350.6, Location Identifiers.

e. Order 7930.2, Notices to Airmen (NOTAMS).

f. Airman's Information Manual.

g. Airport/Facility Directory (A/FD).

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

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

6. BACKGROUND. In the National Airspace Review (NAR) conducted by the 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 utilization 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 requiring less recasting for systems acceptance would reduce the chance of inadvertent alteration of the message during processing.

7. USE OF THIS ADVISORY CIRCULAR. Paragraphs 8 through 13 introduce basic characteristics of the NOTAM system and responsibilities of the participants you will be concerned with. The NOTAM system coverage of this AC is tailored to airport condition reporting needs. Further detail may be found in the references listed in paragraph 5. Paragraphs 15 and 16 guide you through the NOTAM initiating process with suggestions for NOTAM control and record keeping. Paragraph 17 flags some NOTAM system peculiarities which have to be observed when reporting certain airport conditions. Paragraph 18 displays a few sample NOTAM phraseologies. Appendix 1 contains definitions and usage, plus contractions where applicable, of technical terms you will need to know to understand this AC and participate in the NOTAM system. Appendix 2 lists airport and airport related facilities for which you as an airport operator may need to initiate a NOTAM. Appendix 3 lists the NOTAM reportable conditions for the facilities in Appendix 2.

8. FUNCTION OF THE NOTAM SYSTEM. The NOTAM system disseminates information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System (NAS) until the associated aeronautical charts and related publications have been amended. The NOTAM system is not intended to be used to advertise data already published or charted. FAA Flight Service Stations (FSS) and Automated Flight Service Stations (AFSS)* 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.

* NOTE: For the purposes of this AC "FSS" refers to both Flight Service Stations and Automated Flight Service Stations.

9. AIRPORT MANAGEMENT RESPONSIBILITY. The management of a civil airport which is open for public use is expected to make known as soon as practical (but normally not more than 3 days before the expected condition is to occur) any condition on or in the vicinity of the airport, existing or anticipated, which would prevent, restrict, or present a hazard to arriving or departing aircraft. Public notification is normally accomplished by the NOTAM system. This same notification coverage should be made when the condition has been corrected or otherwise changed. Some facilities, such as pavements, runway lights, and airport guidance sign systems are virtually always the responsibility of the airport operator. Others, such as VOR's and approach lights, are usually the responsibility of the FAA. To avoid confusion and extra workload, airport operators should initiate a NOTAM on a facility only when its operation and maintenance are clearly within their sphere of responsibility.

10. AUTHORITY TO INITIATE NOTAM. Airport operators are responsible for providing the appropriate Air Traffic Control (ATC) facility (normally the associated FSS listed in the A/FD) with a list of employees authorized to furnish NOTAM data. This will help expedite the NOTAM because information obtained from personnel not on this list may have to be confirmed by the FSS before issuance. 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) wishes to be in the NOTAM origination loop with the airport management and the FSS. Note that while 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 message.

11. CERTIFICATED AIRPORTS. In the case of airports certificated under FAR Part 139, airport operators have certain requirements set by regulation for dissemination of information concerning conditions on and in the vicinity of their airports that may affect the safe operation of aircraft. For detailed information, see FAR Part 139 and the individual Airport Certification Manual/Specifications.

12. AIR TRAFFIC CONTROL (ATC) RESPONSIBILITIES. FAA air traffic personnel 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 not located at the appropriate FSS for NOTAM processing, to forward the information to that location. All information submitted is, of course, subject to verification prior to distribution as a NOTAM. The FSS specialists are responsible for the classification, accuracy, format, dissemination, and cancellation of NOTAM information. FDC NOTAM's will be accepted at local ATC facilities and transmitted to NFDC for their approval and circulation.

13. 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, Class II, a publication which is issued every other week.

14. DISSEMINATION OF NOTAMS. While airport operators are not responsible for determining how a NOTAM is disseminated, they should be aware of the criteria which 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 1 - Technical Terms--Definitions and Usage, paragraph 15). Exceptions to this rule are noted in subparagraphs b and c below.

a. NOTAM (D) dissemination is provided for all airports listed in the A/FD when the airport condition being reported is one of the following:

(1) Commissioning or decommissioning of landing areas or portions thereof.

(2) Airport closure - total or for certain types of aircraft.

(3) Conditions that restrict or preclude the use of any portion of a runway or waterway.

(4) Braking action when poor or nil.

(5) Snow, ice, slush, or standing water conditions.

(6) Runway Friction Measuring Equipment is out of service.

(7) Arresting barrier out of service (Alaska only).

(8) Change of runway identification.

(9) Rubber accumulation on the runways.

(10) Aircraft Rescue Firefighting (ARFF) response restrictions or nonavailability on a certificated airport when the condition does not permanently alter the ARFF index of the airport. Permanent changes to ARFF index are issued as FDC NOTAM's (see paragraph 14c).

(11) Commissioning, decommissioning, or outages of the following lighting aids:

ALS	RCLS
SFL/RAIL	TDZL
RWY LGTS	LDIN

(12) Commissioning, decommissioning, or outages of the following NAVAID's:

DME	MLS/ISMLS -AZM
ILS -GS	-ELEV
-LOC	-GP
-MARKERS	NDB
LDA	SDF
MARKERS -IM	TACAN AZM
-LOM	TACAN (Alaska Only)
-MM	VOR -DME
-OM	-VOICE
FM	VORTAC
	RVR

b. 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 are transmitted one time to adjacent FSS facilities.

c. Exceptions to the rule involve FDC NOTAM's and Special Data NOTAM's. These NOTAM's are used primarily to advertise NAS system 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 herein. Operators of airports impacted by FAR Parts 107, 108, and 139 may, however, have special reporting responsibilities covered by instructions contained in those regulations and the Airport Certifications Manual/Specifications.

15. INITIATING A NOTAM.

a. Compose the NOTAM. Wherever possible, use official contractions and abbreviations. They will be inserted somewhere in the process anyway, and it is better if you know and use them yourself. Most airport NOTAM needs can be met with those defined in this AC. If the terms do not seem to fit the 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 examples in this AC, only ### is used where a location identifier would be inserted in a NOTAM message.

(1) Identify the affected facility (airport, ILS, etc.) and component (runway, taxiway, glide slope, outer marker, etc.). Example: ### 12-30 or ### NDB/ILS LOM. 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. See Appendix 2 for listings of facilities eligible for NOTAM dissemination.

(2) Describe the condition of the affected facility which prompted the NOTAM. Example: ### 12-30 CLSD or ### NDB/ILS LOM OTS. See Appendix 3 for listings of facilities conditions and their contractions which are eligible for NOTAM dissemination.

(3) Define the effective period of the condition. In addition to outage time, NOTAM's should contain an expected time of return to service or previous condition. Absence of a return to service time will mean that the condition will continue until further notice. Example: ### 12-30 CLSD. Furnish the month, day, and the time for the beginning and end of the condition and the time zone you are using. If a continental zone is given (such as EDT for Eastern Daylight Time), the FSS will convert to Coordinated Universal Time (UTC) for transmission.

b. Submit the NOTAM. There are two principal avenues available to the airport operator for the submission of NOTAM material. The most commonly known (and used) method is through a local FAA Air Traffic facility. This method is appropriate for material not known sufficiently in advance to send as correspondence to NFDC. It is generally the most convenient method and permits immediate resolution of any questions on the adequacy or applicability of the submission. However, if the occasion for the NOTAM is known early enough for regular correspondence to

serve as the filing medium, you are encouraged to mail the submission to NFDC. They will process the NOTAM and provide appropriate dissemination. The advantage of this method is a reduction of nonrush workload in the FSS, thereby allowing more attention to urgent, time-critical workload.

(1) Filing with Local ATC Facility. Enter the message into the 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 up to date.

(2) Filing with NFDC. Your submission will be accepted, subject to verification, on your letterhead or you may use your own form if you prefer. Be sure that your name, position, address, and telephone number are on, or attached to, the message. Mail first class to:

Federal Aviation Administration
National Flight Data Center, ATM-600
800 Independence Avenue, SW
Washington, DC 20591

or FAX to: (202) 267-5322

c. Assure Verification. Regardless of the filing method you use, be sure that the FAA facility receiving your NOTAM submission is furnished a name, title (if appropriate), address, and telephone number of a responsible airport official so that the FSS can confirm the NOTAM information when required. If you phone in your message, you should ask for the operating initials of the FSS specialist who receives your call. Each specialist is officially identified in the facility by those initials on paper or recordings. Knowing the initials will make follow-up or other reference easier.

16. AIRPORT RECORDS AND CONTROLS. You should keep a log of NOTAM's that you originate and maintain its status 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, it is wise to arrange to obtain a copy of the NOTAM as transmitted for future reference and to demonstrate regulatory compliance where this is a factor. This latter arrangement is not an FSS routine and will have to be provided by a mutually acceptable local agreement. See Appendix 4 for sample NOTAM form.

17. CONDITIONS WITH SPECIAL REPORTING CONSIDERATIONS. The following conditions require special care when composing and reporting to achieve the maximum benefit for the NOTAM system user and avoid misleading statements.

a. The quality of braking action reported by airport management is described as "good", "fair", "poor", and "nil", or a combination of these terms. When reporting Braking Action, the type of vehicle making the report is not given. Example: 11-29 BRAF. FSS should process a braking action report from a landing aircraft as a PIREP. Combining airport management and PIREP information is appropriate only with airport management authorization.

b. During winter safety operations if friction measuring readings have been issued on a regular basis and equipment used to obtain these readings becomes unserviceable, a NOTAM should be issued until the equipment is restored to service. Example: MU OTS. AC 150/5200-30 provides information concerning the reporting of friction measurement (MU) reports.

c. When reporting winter conditions, use the following sequence to assist the FSS in formatting the NOTAM: runway effected, coverage, depth, and condition. These terms are defined in Appendix 1.

d. When reporting the depth of snow, frozen slush, etc., express it in terms of thin (less than 1/2 inch), 1/2 IN, and 1 IN. After 1 inch, report in multiples of 1 full inch 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. 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 which has been plowed for the center 100 feet along its entire length, and which inside that 100 feet strip is covered with 1/2 inch of packed snow and ice, would be reported as: ### 6-24 1/2 IN SIR PLW 100 WIDE. 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 SIR (or other) might still be appropriate.

f. 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: ### 6-24 1/2 IN IR SND NE 5500/75. This would be interpreted to mean 1/2 inch of ice on the runway with the northeast 5500 feet sanded 75-feet wide. An example of a full runway deicing is: ### 18-36 DEICED LIQUID.

g. 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.

h. When reporting runway lights 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 RY LGT E 2000 OBSC. 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. When reporting the relocation or displacement of a threshold, avoid language which confuses the two. Standard NOTAM phraseology includes threshold displacement, which is assumed to be a temporary condition, but has no language for threshold relocation. Report threshold relocation as closure of a portion of the runway until the actual physical appearance is altered so that the closed runway segment no longer looks like a landing area. Example: ### 10/28 W 900 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 take off but leave it open for rollout from the opposite direction report only one end of the runway closed. Example: ### 36 FIRST 1000 CLSD. If appropriate, request the FSS to append a reopening date, and remember that you are obligated to track that date and revise or cancel it as necessary. *

j. When reporting an obstruction light, identify it by: height (see Appendix 1, paragraph 5); distance from the airport (nautical miles); and direction from the airport (16 point compass: N; NNE; NE; ENE; E; ESE; SE; SSE; S; SSW; SW; WSW; W; WNW; NW; NNW).

18. SAMPLE NOTAMS. Shown below are a few samples assembled by following the instructions in the body of this AC and using 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.

9-27 PTCHY 1/2 IN IR PLW 75 WIDE + E 2000 RY LGT OBSC

b. **Airport Closed for Airshow.** Scenario: an airport will host an airshow and will be closed to all nonair show traffic while the show is in progress on the 30th day of the month 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 "air show" is in the nature of an amplifying comment and follows the main message of the NOTAM.

ARPT CLSD AIRSHOW EFF 300900-1830

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.

3-21 PAEW ADJ EFF 080600

19. QUESTIONS AND COMMENTS. If you have questions about this AC, write or call: Federal Aviation Administration, Office of Airport Safety and Standards, Airport Safety and Compliance Division, AAS-300, 800 Independence Avenue, SW., Washington, DC 2059 1; telephone (202) 267-3085. Comments and suggestions for change or improvement of this AC may be submitted similarly, although written material is preferred.

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Director, Office of Airport Safety and Standards

APPENDIX 1—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 (see paragraph 5, Related Reading Material, of the text). 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 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.

2. AIR NAVIGATION FACILITY (ANF). Means 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. *[Order 7110.10, Appendix A]*

3. AIRPORT/FACILITY DIRECTORY, UNITED STATES (A/FD). Means a civil flight information publication designed to be used with Terminal, Enroute, Terminal Area, Sectional and World Aeronautical Charts, covering the contiguous United States, Puerto Rico and the U.S. Virgin Islands. It is primarily 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 compiled in seven volumes according to geographical areas of the 48 contiguous States, Puerto Rico, and the Virgin Islands, by the FAA and the National Ocean Service (NOS). It can be purchased by subscription from the National Ocean Service. A counter-copy is normally available in the FSS for reference. These volumes are green-covered. See Supplement-Alaska and Pacific. *[Orders 7110.10, Appendix A, and 7930.2, paragraph 1-44]*

4. ALTITUDE AND HEIGHT. Means 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 above ground level (AGL).

Format:

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

5. CERTIFICATED AIRPORT. Means an airport certificated pursuant to Part 139 of the Federal Aviation Regulations for service by air carriers using aircraft with more than 30 passenger seats. *[FAR Part 139]*

6. COVERAGE. Do not express a condition in terms of percentage of coverage. The absence of a described surface indicates the entire landing area. *[Order 7930.2]*. Also see Patchy.

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

8. DEPTH (DPTH). Means the reported accumulation of snow, ice, slush, and water on a landing area. Depth is always expressed as: THIN; 1/2 IN; whole inches to 35, and feet above 35 inches. *[Orders 7340.1 and 7930.2]*

9. FLIGHT SERVICE STATION (FSS). Means an air traffic facility which provides pilot briefing, enroute communications, and VFR search and rescue services; assists lost aircraft and aircraft in emergency situations; relays ATC clearances; originates NOTAM's; broadcasts aviation weather and NAS information; receives and processes IFR flight plans; and monitors NAVAIDS. In addition, at selected locations, FSS's provide Enroute Flight Advisory Service (Flight Watch), take weather observations, issue local airport advisories, and advise Customs and Immigration of transborder 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. *[Order 7110.10]*

10. LOCATION IDENTIFIERS. Means sets of characters composed of letters, or letters and numbers, which take the place of the name and location of an airport, navigational aid, weather station, and manned air traffic control 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, and two letters and two numbers. Identifiers are published in FAA Order 7350.5, Location Identifiers. In the A/FD airport listings, the airport identifier is set in parentheses following the airport name. *[Order 7350.5]*

11. MILES (MI). Means nautical miles unless otherwise stated. *[Order 7930.2]*

12. NATIONAL AIRSPACE SYSTEM (NAS). Means 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. *[Order 7110.10]*

13. NATIONAL FLIGHT DATA CENTER (NFDC). Means 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. *[Orders 7110.10 and 7930.2]*

14. NAVIGATIONAL AID (NAVAID). Means any visual or electronic device airborne or on the surface which provides point-to-point guidance information or position data to aircraft in flight. *[Order 7110.10]*

15. NOTAM DISSEMINATION CLASSIFICATIONS. Means classifications into which NOTAM's are grouped according to the dissemination they receive. *[Order 7930.2]*

a. **Local Dissemination (L).** Means dissemination locally by the Flight Service Station (FSS) to the area affected by the aid, service, or hazard being advertised. This can be through the control tower, broadcast over navigation aids, and delivery to local aviation companies or interested users in accordance with local agreements. Notification can be by a wide variety of methods to satisfy local user requirements, including: voice, teletypewriter, telewriter, facsimile, etc. *[Orders 7110.10 and 7930.2]*

b. **Distant Dissemination (D).** Means, in addition to Local Dissemination, transmission beyond the area of responsibility of the FSS. This includes the forwarding to all locations receiving the transmitting FSS's weather. These NOTAM's are stored and repeated hourly until cancelled. *[Orders 7110.10 and 7930.2]*

c. **Flight Data Center Dissemination (FDC).** Means accomplished by the National Flight Data Center (NFDC) on all circuits. *[Order 7110.10]*

16. NOTAM SUBJECT CATEGORIES. Means categories into which NOTAM's are divided according to their subject area. They are:

a. Landing Area NOTAM's.

b. Lighting Aid NOTAM's.

c. Air Navigation Aid NOTAM's.

d. Communications and Services NOTAM's.

e. Special Data NOTAM's.

f. Flight Data Center (FDC) NOTAM's.

[Order 7930.2]

17. NOTICES TO AIRMEN (NOTAM). Means 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. *[Order 7930.2]*

18. PATCHY (PTCHY). Means the reported condition of a landing area incompletely covered by snow, ice, etc. The term is used in conjunction with the description for the surface contaminant and depth. Example: PTCHY 1/2 IN SNW. The condition of a landing area incompletely covered by snow, ice, etc., is not expressed in terms of a percentage of coverage. *[Order 7930.2]*

19. Pilot Report (PIREP). A report of a meteorological phenomena encountered by aircraft in flight.

20. **PLUS SIGN (+).** Means "additionally/also" in NOTAM text. It is used instead of the virgule when two or more related conditions are being reported for the same facility in the same NOTAM. *[Order 7930.2]*

21. **SUPPLEMENT-ALASKA AND PACIFIC.** Means joint civil-military flight information publications, similar to the Airport/Facility Directory in purpose, format, and content. The Alaska Supplement is salmon covered and the Pacific Supplement is blue. The issuing authority agreements include the Department of Defense. *[Order 7930.2]*

22. **TIME.** Means Coordinated Universal Time (UTC) unless designated otherwise. UTC replaced Greenwich Mean Time (GMT) for NOTAM (and other) purposes effective December 19, 1985. The acronym "Zulu" continues in use and now represents UTC in date-time groups. Times are expressed in the 24-hour clock. 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 should not be used as expressions of time in reporting NOTAM data.

Format:

1630 = 4:30 p.m. Coordinated Universal Time.
1630 LCL = 4:30 p.m. local time regardless of time zone.
[Orders 7110.10 and 7930.2]

23. **VIRGULE(/).** Is read as the word "and" when used in NOTAM text. Also see Plus Sign. *[Order 7930.2]*

24. **WEEKDAYS (WKDAYS).** Means Monday through Friday. *[Order 7930.2]*

25. **WEEKEND (WKEND).** Means Saturday and Sunday. *[Order 7930.2]*

APPENDIX 2

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-see paragraph 4 of the text, Related Reading Material. This listing is not intended to be all inclusive but should satisfy most of the needs of airport operators who originate NOTAM's. The facilities are grouped according to the NOTAM Subject Categories shown in Appendix 1. 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.

2. **LANDING AREA.**

a. **Airport Surfaces.**

Airport	ARPT
Apron[1]	
Safety Area[1]	
Runway	RY
Taxiway	TWY

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

b. **Surface Composition.**

Asphalt	ASPH
Concrete	CONC
Gravel	GRVL
Turf[1]	

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

3. **LIGHTING AIDS.**

Approach Light System	ALS
Approach Light System, Medium Intensity	MALS
Approach Light System, Medium Intensity with Sequence Flashers	MALSF
Approach Light System, Medium Intensity with Runway Alignment Indicator Lights	MALSR
Leadin Lights	LDIN
Light	LGT
Obstruction Light	OBSTN LGT
Omnidirectional Approach Lighting Systems	ODALS
Precision Approach Path Indicator	PAPI
Rotating Beacon	ROTG BCN
Runway Alignment Indicator Lights	RAIL
Runway Centerline Light System	RCLS
Runway End Identifier Lights	REIL
Runway Edge Lights, High Intensity	HIRL
Runway Edge Lights, Low Intensity	LIRL
Runway Edge Lights, Medium Intensity	MIRL
Sequenced Flashing Lights	SFL
Short Approach Light System	SALS
Simplified Short Approach Light System	SSALS
Simplified Short Approach Light System with	

Sequenced Flashers	SSALSF
Touchdown Zone Light System	TDZL
Visual Approach Slope Indicator	VASI

4. AIR NAVIGATION AIDS.

Azimuth	AZM
Compass Locator at ILS Middle Marker	LMM
Compass Locator at ILS Outer Marker	LOM
Direction Finder	DF
Distance Measuring Equipment	DME
Elevation	ELEV
Fan Marker	FM
Glide Path	GP
Glide Slope	GS
Inner Marker	IM
Instrument Landing System	ILS
Interim Standard Microwave Landing System	ISMLS
Localizer	LOC
Localizer Type Directional Aid	LDA
Marker Beacon	MB
Microwave Landing System	MLS
Middle Marker	MM
Nondirectional Radio Beacon	NDB
Outer Marker	OM
Runway Visual Value	RVV
Runway Visual Range	RVR
Simplified Direction Finder	SDF
Tactical Air Navigational Aid	TACAN
VHF Omnidirectional Radio Range	VOR

5. COMMUNICATIONS AND SERVICES.

Aeronautical Advisory Station	UNICOM
Aircraft Rescue Firefighting/Equipment	ARFF
Airport Traffic Control Tower	ATCT
Automatic Terminal Information Service	ATIS
Common Traffic Advisory Frequency	CTAF
Flight Service Station	FSS
Low Level Windshear Alert Systems	LLWAS

6. SPECIAL DATA FACILITIES, SITUATIONS.

Balloon Release	BLN RLS
Ground Based Airborne Hazards (toxic apors, flammable fumes, etc.)[1]	
High Altitude Balloon	HIBAL
Parachute Jumping Activities	PAJA
Weather Reporting Service (includes AWOS and other systems associated with an instrument approach)	WX RPRT

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

APPENDIX 3

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-see paragraph 4 of the text Related Reading Material. The facility conditions are grouped in the same NOTAM Subject Categories as are the facilities themselves in Appendix 2. This listing is not intended to be all inclusive but should satisfy most of the needs of airport operators who originate NOTAM's. 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.

2. **LANDING AREA.**

Bird Activity, Landing Area or Approaches[1]	
Braking Action Fair	BRAF
Braking Action Good	BRAG
Braking Action Nil	BRAN
Braking Action Poor	BRAP
Closed	CLSD
Commission	CMSN
Decommission	DCMSN
Displaced	DSPLC
Except	EXCP
Friction Measuring Equipment Out of Service	MU OTS
Frozen	FRZN
Ice On Runway	IR
Inches	IN
Lighted	LGT
Loose Snow On Runway	LSR
Obscured	OBSC
Over	OVR
Packed Snow On Runway	PSR
Packed Or Compacted Snow/Ice On Runway	SIR
Patchy	PTCHY
Personnel and Equipment Working	PAEW
Plowed	PLW
Rough	RUF
Rubber Accumulation	RUBBER ACCUM
Sand or Sanded	SND
Snow	SNW
Snowbanks, Containing Earth/Gravel (AK only)	BERM
Snowbanks, Drifted by Wind	DRFT
Snowbanks, Plowed	SNBNK
Takeoff	TKOF
Thin	THN
Unlighted	UNLGT
Water on Runway	WTR
Wet Snow on Runway	WSR

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

3. **LIGHTING AIDS.**

Commission	CMSN
Decommission	DCMSN
Obscured (report total OBSC only)	OBSC
Out Of Service	OTS
Return To Service	RTS
Unlighted	UNLGT

4. **AIR NAVIGATION AIDS, COMMUNICATIONS AND SERVICES.**

Commission	CMSN
Decommission	DCMSN
Operating Normally	OK
Out Of Service	OTS
Return To Service	RTS
Unavailable	UNAVBL
Unmonitored	UNMON
Unusable	UNUSBL

5. **SPECIAL DATA FACILITIES, SITUATIONS.**

Avoid	AVOID
Except	EXCP
Hazard	HAZ
Temporary	TMPRY
Unavailable	UNAVBL
Unreliable	UNRELBL

APPENDIX 4—SAMPLE NOTAM

_____ AIRPORT

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

NOTAM TEXT:

NOTIFICATON:

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

_____ _____
_____ _____
_____ _____

*U.S. G.P.O.:1993-301-717:80394

U.S. Department
of Transportation

**Federal Aviation
Administration**

Advisory Circular

Subject: NOTICES TO AIRMEN (NOTAMS) FOR AIRPORT OPERATORS

Date: 10/2/87
Initiated by: AAS-310

AC No: 150/5200-28
Change:

1. **PURPOSE.** This advisory circular provides guidance for use of the NOTAM system for airport condition information.

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 air navigation aids.

3. **RELATED FEDERAL AVIATION REGULATIONS.** FAR Part 139, Certification and Operations: Land Airports Serving Certain Air Carriers. This reference is pertinent for certificated airports only.

4. **RELATED READING MATERIAL.** The following are Federal Aviation Administration (FAA) publications from which material has been extracted for the preparation of this advisory circular. They will continue to be the authoritative source of revisions to this circular. These references also contain additional resource material which 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 circular. Technical terms and contractions used in this circular are explained in appendices 1 through 3.

   a. Order 7110.10H, Flight Services.

   b. Order 7210.3H, Facility Operation and Administration

   c. Order 7340.1J, Contractions.

   d. Order 7350.5P, Location Identifiers.

   e. Order 7930.2B, Notices to Airmen (NOTAMS).

   f. Airman's Information Manual.

   g. Airport/Facility Directory (AFD).

   h. AC 150/5200-23, Airport Snow and Ice Control.

   i. AC 150/5370-2C, Operational Safety on Airports During Construction.

5. **BACKGROUND.** In the National Airspace Review (NAR) conducted by the 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 advisory circular to assist them in formulating NOTAM material. The goal expressed by the group was twofold: to promote effective utilization 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 requiring less recasting for systems acceptance would reduce the chance of inadvertent alteration of the message during processing.

6. **USE OF THIS ADVISORY CIRCULAR.** Paragraphs 7 through 13 introduce basic characteristics of the NOTAM system and responsibilities of the participants you will be concerned with. The NOTAM system coverage of this circular is tailored to airport condition reporting needs. Further detail may be found

in the references listed in paragraph 4. Paragraphs 14 and 15 guide you through the NOTAM initiating process with suggestions for NOTAM control and record keeping. Paragraph 16 flags some NOTAM system peculiarities which have to be observed when reporting certain airport conditions. Paragraph 17 displays a few sample NOTAM phraseologies. Appendix 1 contains definitions and usage, plus contractions where applicable, of technical terms you will need to know to understand this circular and participate in the NOTAM system. Appendix 2 lists airport and airport related facilities for which you as an airport operator may need to initiate a NOTAM. Appendix 3 lists the NOTAM reportable conditions for the facilities in Appendix 2.

7. FUNCTION OF THE NOTAM SYSTEM. The NOTAM system disseminates information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System (NAS) until the associated aeronautical charts and related publications have been amended. The NOTAM system is not intended to be used to advertise data already published or charted. FAA Flight Service Stations (FSS) receive and manage most NOTAM information for processing and dissemination on the NOTAM system. The National Flight Data Center (NFDC) in Washington has national program management responsibilities for the system and has exclusive operational control of certain NOTAM elements.

8. AIRPORT MANAGEMENT RESPONSIBILITY. The management of a civil landing area or airport which is open for public use is expected to make known as soon as practical (but normally not more than 3 days before the expected condition is to occur) any condition on or in the vicinity of the airport, existing or anticipated, which would prevent, restrict, or present a hazard to arriving or departing aircraft. Public notification is normally accomplished by the NOTAM system. This same notification coverage should be made when the condition has been corrected or otherwise changed. Some facilities, such as pavements and runway lights, are virtually always the responsibility of the airport operator. Others, such as VOR's and approach lights, are usually the responsibility of the FAA. To avoid confusion and extra workload, airport operators should initiate a NOTAM on a facility only when its operation and maintenance are clearly within their sphere of responsibility.

9. AUTHORITY TO INITIATE NOTAM. Airport operators are responsible for providing the appropriate Air Traffic Control (ATC) facility (normally the Associated FSS listed in the AFD) with a list of employees authorized to furnish NOTAM data. This will help expedite the NOTAM because information obtained from personnel not on this list may have to be confirmed by the FSS before issuance. 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 Air Traffic Control Tower (ATCT) wishes to be in the NOTAM origination loop with the airport management and the FSS. Note that while 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 message.

10. CERTIFICATED AIRPORTS. In the case of airports certificated under FAR Part 139, airport operators have certain requirements set by regulation for dissemination of information concerning conditions on and in the vicinity of their airports that may affect the safe operation of aircraft. For detailed information, see Federal Aviation Regulations Part 139 and the individual Airport Operations Manual/Specifications.

11. AIR TRAFFIC CONTROL (ATC) RESPONSIBILITIES. FAA air traffic personnel 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 not located at the appropriate FSS for NOTAM processing, to forward the information to that location. All information submitted is, of course, subject to verification prior to distribution as a NOTAM. The FSS specialists are responsible for the classification, accuracy, format, dissemination, and cancellation of NOTAM (D) and (L) information. FDC NOTAM's will be accepted at local ATC facilities and transmitted to NFDC for their approval and circulation.

12. 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, Class II, a publication which is issued every other week.

13. DISSEMINATION OF NOTAMS. While airport operators are not responsible for determining how a NOTAM is disseminated, you should be aware of the criteria which 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 1: Airport NOTAM (D) Service Qualification; and NOTAM Dissmination Classifications). Exceptions to this rule are noted in subparagraph c below.

a. NOTAM (D) dissemination is provided if the airport NOTAM Service Qualification is "D" *and* the airport condition being reported is one of the following:

(1) Commissioning or decommissioning of landing areas or portions thereof.

(2) Airport closure — total or for certain types of aircraft.

(3) Conditions that restrict or preclude the use of any portion of a runway or waterway.

(4) Braking action when poor or nil.

(5) Snow, ice, slush, or standing water conditions.

(6) Arresting barrier out of service (Alaska only).

(7) Change of runway identification.

(8) Rubber accumulation on the runways.

(9) Crash/Fire/Rescue (CFR) response restrictions or nonavailability on a certificated airport when the condition does not permanently alter the CFR index of the airport.

(10) Commissioning, decommissioning, or outages of the following lighting aids:

ALS
SFL/RAIL
RWY LGTS
RCLS
TDZL
LDIN

(11) Commissioning, decommissioning, or outages of the following NAVAID's:

DME
ILS — GS
— LOC
— MARKERS
LDA
MARKERS — IM
— LOM
— MM
— OM
FM
MLS/ISMLS — AZM
— ELEV
— GP
NDB
SDF
TACAN AZM
TACAN (Alaska Only)
VOR — DME
— VOICE
VORTAC
RVR

b. NOTAM (L) dissemination is provided for: airports designated as "D" which are reporting conditions other than those listed in subparagraph a and for non-"D" airports reporting all conditions. In addition to local dissemination, the following NOTAM (L) information concerning non-"D" airports is transmitted one time to adjacent FSS facilities:

(1) Landing Area Information.

(a) Airport closure.

(b) Airport restrictions due to airshows.

(c) Runway conditions imposing restrictions or precluding use.

(d) Braking action POOR or NIL.

(e) Snow/ice/slush/water conditions.

(2) Lighting aid information — outage or decommissioning.

(a) ALS

(b) SFL/RAIL

(c) RY LGTS

(d) RCLS

(e) TDZL

(f) LDIN

(3) Special data information.

(a) HIBAL or derelict balloon notifications.

(b) Notifications of aerial refueling, controlled firing, or military gunnery exercises.

c. Exceptions to the rule involve FDC NOTAM's and Special Data NOTAM's. These NOTAM's are used primarily to advertise NAS system changes and regulatory material. The origination and processing of these items is normally within the purview of FAA personnel, and the applicable procedures in FAA instructions are not repeated herein. Operators of airports impacted by Federal Aviation Regulations Parts 107, 108, and 139 may, however, have special reporting responsibilities covered by instructions contained in those regulations and the Airport Operations Manual/Specifications.

14. INITIATING A NOTAM.

a. Compose the NOTAM. Wherever possible, use official contractions and abbreviations. They will be inserted somewhere in the process anyway, and it is better if you know and use them yourself. Most airport NOTAM needs can be met with those defined in this circular. If the terms do not seem to fit the 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:

(1) Identify the affected facility (airport, ILS, etc.) and component (runway, taxiway, glide slope, outer marker, etc.). Example: ### RY 12-30 or ### LOM. 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. See Appendix 2 for listings of facilities eligible for NOTAM dissemination.

(2) Describe the condition of the affected facility which prompted the NOTAM. Example: ### RY 12-30 CLSD or ### LOM OTS. See Appendix 3 for listings of facilities conditions and their contractions which are eligible for NOTAM dissemination.

(3) Define the effective period of the condition. In addition to outage time, NOTAM's should contain an expected time of return to service or previous condition. Absence of a return to service time will mean that the condition will continue until further notice, which should be expressed as UFN. Example: ### RY 12-30 CLSD UFN. Furnish the month, day, and year and the time for the beginning and end of the condition (the year may be omitted for transmission at the election of the FSS, depending on circumstances). Furnish the time for the beginning and end of the condition and the time zone you are using. If a continental zone is given (such as EDT for Eastern Daylight Time) the FSS will convert to UTC for transmission.

b. Submit the NOTAM. There are two principal avenues available to the airport operator for the submission of NOTAM material. The most commonly known (and used) method is through a local FAA Air Traffic facility. This method is appropriate for material not known sufficiently in advance to send as correspondence to NFDC. It is generally the most convenient method and permits immediate resolution of any questions on the adequacy or applicability of the submission. However, if the occasion for the NOTAM is known early enough for regular correspondence to serve as the filing medium, you are encouraged to mail the submission to NFDC. They will process the NOTAM and provide appropriate dissemination. The advantage of this method is a reduction of nonrush work load in the FSS thereby allowing more attention to urgent, time-critical workload.

(1) Filing with Local ATC Facility. Enter the message into the 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 AFD.

(2) **Filing with NFDC.** Your submission will be accepted, subject to verification, on your letterhead or you may use your own form if you prefer. Be sure that your name, position, address, and telephone number are on, or attached to, the message. Mail first class to:

Federal Aviation Administration
National Flight Data Center, ATO-250
800 Independence Avenue, SW
Washington, DC 20591

c. **Assure Verification.** Regardless of the filing method you use, be sure that the FAA facility receiving your NOTAM submission is furnished a name, title (if appropriate), address, and telephone number of a responsible airport official so that the FSS can confirm the NOTAM information when required. If you phone in your message, you should ask for the operating initials of the ATC specialist who receives your call. Each specialist is officially identified in the facility by those initials on paper or recordings. Knowing the initials will make followup or other reference easier.

15. AIRPORT RECORDS AND CONTROLS. You should keep a log of NOTAM's that you originate and maintain its status 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, it is wise to arrange to obtain a copy of the NOTAM as transmitted for future reference and to demonstrate regulatory compliance where this is a factor. This latter arrangement is not an FSS routine and will have to be provided by a mutually acceptable local agreement.

16. CONDITIONS WITH SPECIAL REPORTING CONSIDERATIONS. The following conditions require special care when composing and reporting to achieve the maximum benefit for the NOTAM system user and avoid misleading statements.

a. When reporting Braking Action Good or Fair, the type of vehicle or aircraft from which the report is received should be given. Example: BRAG C172. In the case of a Braking Action Poor (BRAP) or Nil (BRAN) report, no vehicle or aircraft designation should be given as it is not eligible for transmission by the NOTAM system.

b. When reporting the depth of snow, frozen slush, etc., express it in terms of THIN (less than 1/2 inch), 1/2 IN, and 1 IN. After 1 inch, report in multiples of 1 full inch 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.

c. 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 which has been plowed for the center 100' along its entire length, and which inside that 100' strip is covered with 1/2" of packed snow and ice, would be reported as: ### 1/2 IN SIR 6-24 PLW 100 WIDE. 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 SIR (or other) might still be appropriate.

d. 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: ### 1/2 IN 6-24 SND 5500/75. An example of a full runway deicing is: ### 1-36 DEICED LIQUID.

e. 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.

f. When reporting runway lights 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: ### RY LGT E 2000 9-27 OBSC. 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.

g. When reporting the relocation or displacement of a threshold, avoid language which confuses the two. Report threshold relocation as closure of a portion of the runway until the actual physical appearance is altered so that the closed runway segment no longer looks like a landing area. Standard NOTAM phraseology includes threshold *displacement*, which is assumed to be a temporary condition, but has no language for threshold *relocation*. It is usually assumed that the portion of the runway behind the displacement is available for surface maneuvering of aircraft. If you desire to place that portion of the runway out of service completely, but temporarily, treat the threshold as temporarily relocated by reporting a partial runway closure. Example: ### FIRST 1000 36 CLSD. If appropriate, request the FSS to append a reopening date, and remember that you are obligated to track that date and revise or cancel it as necessary.

h. When reporting an obstruction light, identify it by: height (see App 1, par 5); distance from the airport (nautical miles); and direction from the airport (16 point compass: N; NNE; NE; ENE; E; ESE; SE; SSE; S; SSW; SW; WSW; W; WNW; NW; NNW).

17. Sample NOTAMS. Shown below are a few samples assembled by following the instructions in the body of this circular and using 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.

1/2 IN PTCHY ICE 9-27 PLW 75 WIDE + E 2000 RY LGT OBSC

b. **Airport Closed for Airshow.** Scenario: an airport will host an air show and will be closed to all non air show traffic while the show is in progress. 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 "air show" is in the nature of an amplifying comment and follows the main message of the NOTAM.

ARPT CLSD AIRSHOW EFF 03/30/86 0900-1830 LCL

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.

MAEW ADJ 03-21 EFF 04/08/86 0600 LCL

18. CHANGES TO ORDER 7930.2B. Braking action "Poor" reports will be treated similarly to "Nil" reports in NOTAM (D) dissemination effective 11/21/87 by change to Order 7930.2B. See paragraphs: 13.a.(4); 13.b.(1)(d); 16.a. Until then, "Poor" reports are treated similarly to "Good" and "Fair" reports.

19. QUESTIONS AND COMMENTS. If you have questions about this advisory circular, write or call: Federal Aviation Administration, Office of Airport Standards, Safety and Compliance Division, AAS-300, 800 Independence Avenue, SW., Washington, DC 20591; telephone (202) 267-3085 or FTS 267-3085. Comments and suggestions for change or improvement of this circular may be submitted similarly, although written material is preferred.

Leonard E. Mudd
Director, Office of Airport Standards

APPENDIX 1. TECHNICAL TERMS—DEFINITIONS AND USAGE

1. EXPLANATION AND REFERENCES. Technical terms and contractions used in this circular, and needed for the preparation of NOTAM material, have been extracted from several sources—see paragraph 4 of the text, Related Reading Material. Some of the sources are internal FAA directives or technical publications not always readily available to airport personnel. For optimum utility of this circular, 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 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.

2. AIR NAVIGATION FACILITY (ANF). Means 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. [*Order 7110.10H, App A*]

3. AIRPORT/FACILITY DIRECTORY, UNITED STATES (AFD). Means a civil flight information publication designed to be used with Terminal, En route, Terminal Area, Sectional and World Aeronautical Charts, covering the contiguous United States, Puerto Rico and the U.S. Virgin Islands. It is primarily 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 compiled in seven volumes according to geographical areas of the 48 contiguous States, Puerto Rico, and the Virgin Islands, by the FAA and the National Ocean Service (NOS). It can be purchased by subscription from the National Ocean Service. A counter-copy is normally available in the FSS for reference. These volumes are green-covered. See Supplement—Alaska and Pacific. [*Orders: 7110.10H, App A; 7930.2B, par 1-44*]

4. AIRPORT NOTAM (D) SERVICE QUALIFICATION. Means that the airport has been designated, in accordance with criteria contained in FAA Order 7930.2B, to receive NOTAM (D) dissemination for certain reportable data elements. This designation is indicated by the symbol § preceding the airport name in the AFD airport listings. [*Order 7930.2B, par 6-2*]

5. ALTITUDE AND HEIGHT. Means vertical distance expressed as: feet above mean sea level (MSL) thru 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 above ground level (AGL).

Format:

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

[*Order 7930.2B, par 5-20*]

6. CERTIFICATED AIRPORT. Means an airport certificated pursuant to Part 139 of the Federal Aviation Regulations for service by air carriers using aircraft with over 30 passenger seats. [*Part 139*]

7. COVERAGE. See Patchy. [*Order 7930.2B, par 6-5*]

8. COORDINATED UNIVERSAL TIME. See Time.

9. DEPTH (DPTH). Means the reported accumulation of snow, ice, slush, and water on a landing area. Depth is always expressed as: THIN; 1/2 IN; whole inches to 35, and feet above 35 inches. [*Orders: 7340.1J; 7930.2B, par 6-5*]

10. FLIGHT SERVICE STATION (FSS). Means an air traffic facility which provides pilot briefing, en route communications, and VFR search and rescue services; assists lost aircraft and aircraft in emergency situations; relays ATC clearances; originates NOTAM's; broadcasts aviation weather and NAS information; receives and processes IFR flight plans; and monitors NAVAIDS. In addition, at selected locations, FSS's provide En route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise Customs and Immigration of transborder flights. In the AFD airport listings, the associated FSS is shown under the COMMUNICATIONS heading along with its local or toll-free telephone number. [*Order 7110.10H, App A*]

11. LOCATION IDENTIFIERS. Means sets of characters composed of letters, or letters and numbers, which take the place of the name and location of an airport, navigational aid, weather station, and manned air traffic control facility. Identifiers are used in air traffic control, telecommunications, computer programming, weather reports, and related services. Airports are assigned, according to specified criteria, identifiers composed of: three letters; one number and two letters; one letter and two numbers, and two letters and two numbers. Identifiers are published in FAA Order 7350.5, Location Identifiers. In the AFD airport listings, the airport identifier is set in parentheses following the airport name. [*Order 7350.5P, par 13*]

12. MILES (MI). Means nautical miles unless otherwise stated. [*Order 7930.2B, par 1-40*]

13. NATIONAL AIRSPACE SYSTEM (NAS). Means 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. [*Order 7110.10H, App A*]

14. NATIONAL FLIGHT DATA CENTER (NFDC). Means 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. [*Orders: 7110.10H, App A; 7930.2B, par 5-2*]

15. NAVIGATIONAL AID (NAVAID). Means any visual or electronic device airborne or on the surface which provides point-to-point guidance information or position data to aircraft in flight. [*Order 7110.10H, App A*]

16. NOTAM. See Notices to Airmen.

17. NOTAM DISSEMINATION CLASSIFICATIONS. Means classifications into which NOTAM's are grouped according to the dissemination they receive. [*Order 7930.2B, par 2-2, 2-30*]

a. Local Dissemination (L). Means dissemination locally by the Flight Service Station (FSS) to the area affected by the aid, service, or hazard being advertised. This can be through the control tower, broadcast over navigation aids, and delivery to local aviation companies or interested users in accordance with local agreements. Notification can be by a wide variety of methods to satisfy local user requirements, including: voice, teletypewriter, telewriter, facsimile, etc. [*Orders: 7110.10H, App A; 7930.2B, par 2-40, 2-41*]

b. Distant Dissemination (D). Means, in addition to Local Dissemination, transmission beyond the area of responsibility of the FSS. This includes the forwarding to all locations receiving the transmitting FSS's weather. These NOTAM's are stored and repeated hourly until cancelled. [*Orders: 7110.10H, App A; 7930.2B, par 2-42*]

c. Flight Data Center Dissemination (FDC). Means accomplished by the National Flight Data Center (NFDC) on all circuits. [*Orders: 7110.10H, App A; 7930.2B, par 2-60, 2-61*]

18. NOTAM SUBJECT CATEGORIES. Means categories into which NOTAM's are divided according to their subject area. They are:

a. Landing Area NOTAM's.

b. Lighting Aid NOTAM's.

c. Air Navigation Aid NOTAM's.

d. Communications and Services NOTAM's.

e. Special Data NOTAM's.

f. Flight Data Center (FDC) NOTAM's.

[*Order 7930.2B, par 2-1*]

19. NOTICES TO AIRMEN (NOTAM). Means 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. [*Order 7930.2B, par 2-1*]

20. PATCHY (PTCHY). Means the reported condition of a landing area incompletely covered by snow, ice, etc. The term is used in conjunction with the descriptor for the surface contaminant and depth. Example: PTCHY 1/2 IN SNW. The condition of a landing area incompletely covered by snow, ice, etc., is not expressed in terms of a percentage of coverage. [*Order 7930.2B, par 6-5*]

21. PLUS SIGN (+). Means "additionally/also" in NOTAM text. It is used instead of the virgule when two or more related conditions are being reported for the same facility in the same NOTAM. [*Order 7930.2B, par 5-20; 6-5*]

22. SUPPLEMENT—ALASKA AND PACIFIC. Means joint civil-military flight information publications, similar to the Airport/Facility Directory in purpose, format, and content. The Alaska Supplement is salmon-covered and the Pacific Supplement is blue. The issuing authority agreements include the Department of Defense. [*Order 7930.2B, par 1-44*]

23. TIME. Means Coordinated Universal Time (UTC) unless designated otherwise. UTC replaced Greenwich Mean Time (GMT) for NOTAM (and other) purposes effective December 19, 1985. The acronym Z continues in use and now represents UTC in date-time groups. Control zone NOTAM's are issued using local time followed by LCL. Times are expressed in the 24-hour clock. For NOTAM system purposes the day begins at 0000 and ends at 2359. Note: The end-of-day time expressed as 2400 may be encountered in other, non-NOTAM, contexts in aviation communications.

Format:

1630 = 4:30 p.m. Coordinated Universal Time.
1630 LCL = 4:30 p.m. local time regardless of time zone.
[*Orders: 7110.10H, App A; 7930.2B, par 4-31*]

24. UTC. See Time.

25. VIRGULE (/). Means "and" used in NOTAM text. Also see Plus Sign. [*Order 7930.2B, par 5-20; 6-5*]

26. WEEKDAYS (WKDAYS). Means Monday through Friday. [*Order 7930.2B, par 4-30*]

27. WEEKEND (WKEND). Means Saturday and Sunday. [*Order 7930.2B, par 4-30*]

28. ###. Means, for illustrative examples in this advisory circular only, the place where a location identifier would be inserted in the NOTAM message.

APPENDIX 2

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—see paragraph 4 of the text, Related Reading Material. This listing is not intended to be all inclusive but should satisfy most of the needs of airport operators who originate NOTAM's. The facilities are grouped according to the NOTAM Subject Categories shown in Appendix 1. 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.

2. LANDING AREA.

a. Airport Surfaces.

Airport	ARPT
Apron [1]	
Safety Area [1]	
Runway	RY
Taxiway	TWY

b. Surface Composition.

Asphalt	ASPH
Concrete	CONC
Gravel	GRVL
Turf [1]	

3. LIGHTING AIDS.

Approach Light System	ALS
Approach Light System, Medium Intensity	MALS
Approach Light System, Medium Intensity with Sequence Flashers	MALSF
Approach Light System, Medium Intensity with RY Alignment Indicator Lights	MALSR
Lead In Lights	LDIN
Light	LGT
Obstruction Light	OBSTN LGT
Omnidirectional Approach Lighting Systems	ODALS
Precision Approach Path Indicator	PAPI
Rotating Beacon	ROTG BCN
Runway Alignment Indicator Lights	RAIL
Runway Centerline Light System	RCLS
Runway End Identifier Lights	REIL
Runway Edge Lights, High Intensity	HIRL
Runway Edge Lights, Low Intensity	LIRL
Runway Edge Lights, Medium Intensity	MIRL
Runway Remaining Lights	RRL
Runway Visual Value	RVV
Sequenced Flashing Lights	SFL
Short Approach Light System	SALS
Simplified Short Approach Light System	SSALS

Simplified Short Approach Light System with Sequenced Flashers	SSALSF
Touchdown Zone Light System	TDZL
Visual Approach Slope Indicator	VASI

4. AIR NAVIGATION AIDS.

Azimuth	AZM
Compass Locator at ILS Middle Marker	LMM
Compass Locator at ILS Outer Marker	LOM
Direction Finder	DF
Distance Measuring Equipment	DME
Elevation	ELEV
Fan Marker	FM
Glide Path	GP
Glide Slope	GS
Inner Marker	IM
Instrument Landing System	ILS
Interim Standard Microwave Landing System	ISMLS
Localizer	LOC
Localizer Type Directional Aid	LDA
Marker Beacon	MB
Microwave Landing System	MLS
Middle Marker	MM
Nondirectional Radio Beacon	NDB
Outer Marker	OM
Runway Visual Range	RVR
Simplified Direction Finder	SDF
Tactical Air Navigational Aid	TACAN
VHF Omnidirectional Radio Range	VOR

5. COMMUNICATIONS AND SERVICES.

Aeronautical Advisory Station	UNICOM
Airport Traffic Control Tower	ATCT
Automatic Terminal Information Service	ATIS
Common Traffic Advisory Frequency	CTAF
Crash, Fire, Rescue Equipment/Services	CFR [2]
Flight Service Station	FSS
Low Level Windshear Alert Systems	LLWAS

6. SPECIAL DATA FACILITIES, SITUATIONS.

Balloon Release	BLN RLS
Ground Based Airborne Hazards (toxic apors, flammable fumes, etc.) [1]	
High Altitude Balloon	HIBAL
Parachute Jumping Activities	PAJA
Weather Reporting Service (includes AWOS and other systems associated with an instrument approach)	WX RPRT

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

[2] The term Airport Rescue and Firefighting and the contraction ARFF have been introduced as a successor to CFR by the National Fire Protection Association (NFPA). The new term may be encountered among some aviation groups, but until a change to the NOTAM system is issued, CFR will continue to be used in that system.

APPENDIX 3

1. FACILITY CONDITIONS AND THEIR CONTRACTIONS. Facility condition descriptors and their contractions listed in this appendix are authorized for NOTAM composition. They have been extracted from various reference sources—see paragraph 4 of the text Related Reading Material. The facility conditions are grouped in the same NOTAM Subject Categories as are the facilities themselves in Appendix 2. This listing is not intended to be all inclusive but should satisfy most of the needs of airport operators who originate NOTAM's. 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.

2. LANDING AREA.

Bird Activity, Landing Area or Approaches [1]	
Braking Action Fair	BRAF
Braking Action Good	BRAG
Braking Action Nil	BRAN
Braking Action Poor	BRAP
Closed	CLSD
Commission	CMSN
Decommission	DCMSN
Displaced	DSPLC
Except	EXCP
Frozen	FRZN
Ice On Runway	IR
Inches	IN
Lighted	LGT
Loose Snow On Runway	LSR
Men And Equipment Working	MAEW
Obscured	OBSC
Over	OVR
Packed Snow On Runway	PSR
Packed Or Compacted Snow/Ice On Runway	SIR
Patchy	PTCHY
Plowed	PLW
Rough	RUF
Rubber Accumulation	RUB ACCUM
Sand or Sanded	SND
Snow	SNW
Snowbanks, Containing Earth/Gravel (AK only)	BERM
Snowbanks, Drifted by Wind	DRFT
Snowbanks, Plowed	SNBNK
Takeoff	TKOF
Thin	THN
Unlighted	UNLGT
Water on Runway	WTR
Wet Snow on Runway	WSR

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

3. LIGHTING AIDS.

Commission	CMSN
Decommission	DCMSN
Obscured (report total OBSC only)	OBSC
Out Of Service	OTS
Return To Service	RTS
Unlighted	UNLGT

4. AIR NAVIGATION AIDS, COMMUNICATIONS AND SERVICES.

Commission	CMSN
Decommission	DCMSN
Operating Normally	OK
Out Of Service	OTS
Return To Service	RTS
Unavailable	UNAVBL
Unmonitored	UNMON
Unusable	UNUSBL

5. SPECIAL DATA FACILITIES, SITUATIONS.

Avoid	AVOID
Except	EXCP
Hazard	HAZ
Temporary	TMPRY
Unavailable	UNAVBL
Unreliable	UNRELBL