

DB.

AC NO: 210-4

DATE: March 3, 1977



ADVISORY CIRCULAR

NATIONAL NOTICE TO AIRMEN (NOTAM) SYSTEM HANDBOOK

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Initiated by: AAT-420

AC NO: 210-4

DATE: March 3, 1977



ADVISORY CIRCULAR

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

SUBJECT: NATIONAL NOTICE TO AIRMEN (NOTAM) SYSTEM

1. PURPOSE. This Circular announces the establishment of criteria for originating, preparing, and disseminating changes to essential flight information to pilots and other aviation interests as established by FAA Order 7930.1A, National Notice to Airmen System.
2. REFERENCES. The content of this Circular reflects the contents of FAA Order, Handbook 7930.2, National Notice to Airmen (NOTAM) System.
3. APPLICABILITY. These guidelines are applicable to airport owners, operators, and FAA personnel.
4. EFFECTIVE DATE OF THIS PUBLICATION. This publication will be effective concurrent with Agency Order 7930.2, National Notice to Airmen (NOTAM) System Handbook on May 1, 1977.

A handwritten signature in black ink, appearing to read "Glen D. Tigner".

GLENN D. TIGNER

Acting Director, Air Traffic Service

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Chapter 1. GENERAL

Section 1. INTRODUCTION

1. POLICY

The Agency policy shall be to use the National Notice to Airmen System to advise of unanticipated or temporary changes to components of, or hazards in the NAS, or permanent changes in these components or hazards until the permanent base-line data (Aeronautical charts and/or publications), is amended. It shall not be the intent of the Notice to Airmen System to advertise data previously published or charted.

2. RESPONSIBILITY.

a. It shall be the responsibility of all interested persons to immediately report any situation or condition considered hazardous to flight, to responsible FAA officials for appropriate action.

b. Each FAA employee, regardless of service affiliation or position, shall make known to an air traffic control field facility as soon as practicable any information which, by virtue of his training, duties, or experience, he believes is unknown to airmen and other aviation interests and may have a direct effect on the safety of aircraft operations.

c. The Air Traffic Service, Flight Services Division, AAT-400, is responsible for compliance with criteria and procedures as set forth in Order 7930.1 and this handbook except for Chapter 8, Sections 8, 10 and 11 concerning Transmission, System Coding and Service Messages. The responsibility for these Sections has been delegated to the ATC Operations and Procedures Division, AAT-300.

d. The AAT-400 compliance responsibility has been delegated to the National Flight Data Center (NFDC), AAT-430. When NFDC judges that information issued is not in conformity with the criteria or procedures as prescribed, they shall call this to the attention of the Flight Service Station concerned. The latter shall review the information, and if still deemed appropriate for a NOTAM, as issued, the NOTAM shall remain in the system. AAT-400 will record all discrepancies observed, and advise the Regions within 30 days, of those applicable to their facilities.

NOTE.—Inquiries concerning clarification of criteria should be made to the NFDC NOTAM Section, AAT-432 (202 426-3390). Requests concerning criteria or procedural changes should be directed to the Cartographic and Technical Standards Branch, AAT-420 (202 426-9848).

e. Regions are responsible for the close supervision and monitoring of the collection and dissemination of Notice to Airmen material.

f. Flight Service Station specialists are responsible for the classification, formatting, dissemination, and monitoring the currency of NOTAMs. FSS specialists shall edit the content of all NOTAM data received from the originating source to conform to the NOTAM procedural requirements. The FSS shall forward Notice to Airmen material received concerning another facility's area of responsibility to that facility for appropriate dissemination.

3-9. RESERVED

Section 2. TERMS OF REFERENCE

10. WORD MEANING

As used in this manual, the following have the meaning shown:

- a. "Shall" or an action verb in the imperative sense means a procedure is mandatory.
- b. "Should" means a procedure is recommended.
- c. "May" or "need not" followed by a verb means a procedure is optional.
- d. "Will" followed by a verb indicates futurity, not a requirement for application of a procedure.
- e. Singular words include the plural.
- f. Plural words include the singular.

11. NOTES

Statements of fact, of a prefatory or explanatory nature and relating to the use of directive material have been identified and worded as "NOTES."

12. MANUAL CHANGES

Requests for changes to this handbook are to be submitted through the Regional Office and then to the appropriate Headquarters Service for review and possible inclusion.

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. Arrows in the margin of the text will mark the location of substantive procedural, operational, or policy changes; i.e., when material which affects the performance of duty is added, revised or deleted.
- c. The legend "Editorial Change" at the bottom of the page will indicate that revisions have been made which do not change the intent of the text or affect performance of duty. This may include changes in wording, numbering of paragraphs, or pages, and page make-up. When both editorial and substantive changes occur on a page, this legend will not appear.

d. A reprinted page not requiring change, as noted in **b** or **c**, will be reproduced in its original format with no change to date or change number.

13. DEFINITIONS

Administrator. The Federal Aviation Administrator or any person to whom he has delegated his authority in the matter concerned.

Aerial Refueling/Inflight Refueling. A procedure used by the military to transfer fuel from one aircraft to another during flight. (Refer to AIM Part 4)

Aerodrome. A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and movement of aircraft.

Aeronautical Chart. A map used in air navigation containing all or part of the following: Topographic features, hazards and obstructions, navigation aids, navigation routes, designated airspace, and airports. Commonly used aeronautical charts are:

1. Sectional Charts—1:500,000. Designed for visual navigation of slow or medium speed aircraft. Topographic information on these charts features the portrayal of relief, and a judicious selection of visual check points for VFR flight. Aeronautical information includes visual and radio aids to navigation, airports, controlled airspace, restricted areas, obstructions and related data.

2. VFR Terminal Area Charts—1:250,000. Depict Terminal Control Area (TCA) airspace which provides for the control or segregation of all the aircraft within the TCA. The chart depicts topographic information and aeronautical information which includes visual aid radio aids to navigation, airports, controlled airspace, restricted areas, obstructions, and related data.

3. World Aeronautical Charts (WAC)—1:1,000,000. Provide a standard series of aeronautical charts covering land areas of the world, at a size and scale convenient for navigation by moderate speed aircraft. Topographic information includes cities and towns, principal roads, railroads, distinctive landmarks, drainage and relief. Aeronautical information includes visual and radio aids to navigation, airports, airways, restricted areas, obstructions and other pertinent data.

4. En Route Low Altitude Charts. Provide aeronautical information for en route instrument navigation (IFR) in the low altitude stratum. Information includes the portrayal of airways, limits of controlled airspace, position identification and frequencies of radio aids, selected airports, minimum en route and minimum obstruction clearance altitudes, airways distances, reporting points, restricted areas and related data. Area charts which are a part of this series furnish terminal data at a larger scale in congested areas.

5. En Route High Altitude Charts. Provide aeronautical information for en route instrument navigation (IFR) in the high altitude stratum. Information includes the portrayal of jet routes, identification and frequencies of radio aids, selected airports, distances, time zones, special use airspace and related information.

6. Area Navigation (RNAV) High Altitude Charts. Provide aeronautical information for en route IFR navigation for high altitude air routes established for aircraft equipped with RNAV systems. Information includes portrayal of RNAV routes, waypoints, track angles, change-over points, distances, selected navigational aids and airports, special use airspace, oceanic routes, and transitional information.

7. Instrument Approach Procedures (IAP) Charts. Portray the aeronautical data which is required to execute an instrument approach to an airport. These charts depict the Procedures, including all related data, and the airport diagram. Each procedure is designated for use with a specific type of electronic navigation system including NDB, TACAN, VOR, ILS, and RNAV. These charts are identified by the primary navigational aid upon which the IAP is predicated.

8. Standard Instrument Departure (SID) Charts. Designed to expedite clearance delivery and to facilitate transition between take-off and en route operations. Each SID procedure is presented as a separate chart and may serve a single airport or more than one airport in a given geographical location.

9. Standard Terminal Arrival Route (STAR) Charts. Designed to expedite air traffic control arrival route procedures and to facilitate transi-

tion between en route and instrument approach operations. Each STAR procedure is presented as a separate chart and may serve a single airport or more than one airport in a given geographical location.

10. Airport Taxi Charts. Designed to expedite the efficient and safe flow of ground traffic at an airport. These charts are identified by the official airport name, e.g., Washington National Airport.

ICAO—Aeronautical Chart. A representation of a portion of the earth, its culture and relief, specifically designated to meet the requirements of air navigation.

Air Carrier District Office (ACDO). An FAA field office serving an assigned geographical area, staffed with Flight Standards personnel serving the aviation industry and the general public, on matters relating to the certification and operation of scheduled air carriers and other large aircraft operations.

Air Carrier User. As related to FAR 139 and FAR 107 an air carrier holding a certificate of public convenience and necessity issued by the Civil Aeronautics Board.

Air Defense Emergency. A military emergency condition declared by a designated authority. This condition exists when an attack upon the continental U.S., Alaska, Canada, or U.S. installations in Greenland by hostile aircraft or missiles is considered probable, is imminent, or is taking place. (Refer to AIM Part 1)

Air Navigation Facility. 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. (See Navigation Aid)

Air Operations Area. An area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

Air Route Surveillance Radar (ARSR). Air route traffic control center (ARTCC) radar, used primarily to detect and display an aircraft's position while en route between terminal areas. The ARSR enables controllers to provide radar air traffic control service when aircraft are within the ARSR coverage. In some instances, ARSR may enable an ARTCC to provide terminal radar services similar to, but usually more limited, than those provided by a radar approach control.

Air Route Traffic Control Center (ARTCC) Center. A facility established to provide air traffic control service to aircraft operating in IFR flight plans within controlled airspace and principally during the en route phase of flight. When equipment capabilities and controller workload permit, certain advisory/assistance services may be provided to VFR aircraft. (En Route Air Traffic Control Service) (Refer to AIM Part 1)

Air Traffic Control (ATC). A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.

ICAO—Air Traffic Control Service. A service provided for the purpose of:

1. Preventing collisions:
 - a. Between aircraft, and
 - b. On the manoeuvring area between aircraft and obstructions, and
2. Expediting and maintaining an orderly flow of air traffic.

Air Traffic Control Service. (See Air Traffic Control)

Air Traffic Control Facility (facility). A facility providing air traffic control service.

Air Traffic Control Specialist (Controller). A person authorized to provide air traffic control service. This term refers to en route and terminal control personnel. Flight Service personnel are referred to as Flight Service specialists. (See Air Traffic Control Service, Flight Service Station)

ICAO—Controller. A person authorized to provide air traffic control services.

Aircraft. A device that is used or intended to be used for flight in the air.

ICAO—Aircraft. Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Airman's Information Manual (AIM). A publication designed primarily as a pilot's operational and instructional manual for use in the National Airspace System of the United States. It consists of the following basic parts which may be purchased separately.

Part 1—Basic Flight Manual and ATC Procedures.

Part 2—Airport Directory.

Part 3 and 3A—Operational Data and Notices to Airmen.

Part 4—Graphic Notices and Supplemental Data.

ICAO—Aeronautical Information Publication. A publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.

Airport. An area of land or water that is used or intended to be used for the landing or takeoff of aircraft, and includes its buildings and facilities, if any.

Airport. (As used in Part 139.) Means a landing area used regularly by aircraft for receiving or discharging passengers or cargo. "Regularly" as used in the definition of "airport" in Part 139 means used, during the 12 calendar months preceding an aircraft operation (landing or takeoff), of either:

- a. Any air carrier service conducted pursuant to a published schedule.
- b. An average of one or more aircraft operations (landing or takeoff) per day during any three consecutive calendar months, as determined by a method acceptable to the Administrator.

Airport Development Aid Program (ADAP). The program that has been established by the Federal Aviation Administration to carry out the provisions of the Airport and Airway Development Act of 1970, as amended, which authorizes grants of funds to sponsors for airport development.

Airport Lighting. Various lighting aids that may be installed on an airport. Types of airport lighting include:

1. **Approach Light System/ALS**—An airport lighting facility which provides visual guidance to landing aircraft by radiating light beams in a directional pattern by which the pilot aligns the aircraft with the extended centerline of the runway on his final approach for landing.

Condenser-Discharge Sequential Flashing Lights/Sequenced Flashing Lights may be installed in conjunction with the ALS at some airports.

Types of Approach Light Systems are:

a. **ALSF-I**—Approach Light System with Sequenced Flashing Lights in ILS CAT-I configuration.

b. **ALSF-II**—Approach Light System with Sequenced Flashing Lights in ILS CAT-II configuration.

c. **SSALF**—Simplified Short Approach Light System with Sequenced Flashing Lights.

d. **SSALR**—Simplified Short Approach Light System with Runway Alignment Indicator Lights.

e. **MALSF**—Medium Intensity Approach Light System with Sequenced Flashing Lights.

f. **MALSR**—Medium Intensity Approach Light System with Runway Alignment Indicator Lights.

g. **LDIN**—Sequenced Flashing Lead-in Lights.

h. **RAIL**—Runway Alignment Indicator Lights (Sequenced Flashing Lights which are installed only in combination with other light systems).

2. **Runway Lights/Runway Edge Lights**—Lights having a prescribed angle of emission used to define the lateral limits of a runway. Runway lights are uniformly spaced at intervals of approximately 200 feet, and the intensity may be controlled or preset.

3. **Touchdown Zone Lighting**—Two rows of transverse light bars located symmetrically about the runway centerline normally at 100 foot intervals. The basic system extends 3,000 feet along the runway.

4. **Runway Centerline Lighting**—Flush centerline lights spaced at 50-foot intervals beginning 75 feet from the landing threshold and extending to within 75 feet of the opposite end of the runway.

5. **Threshold Lights**—Fixed green lights arranged symmetrically left and right of the runway centerline, identifying the runway threshold.

6. **Runway End Identifier Lights/REIL**—Two synchronized flashing lights, one on each side of the runway threshold, which provide rapid and positive identification of the approach end of a particular runway.

7. **Visual Approach Slope Indicator/VASI**—An airport lighting facility providing vertical visual approach slope guidance to aircraft during approach to landing by radiating a directional pattern of high intensity red and white focused light beams which indicate to the pilot that he is "on path" if he sees red/white, "above path" if white/white, and "below path" if red/red. Some airports serving large aircraft have three-bar VASIs which provide two visual glide paths to the same runway.

8. **Boundary Lights**—Lights defining the perimeter of an airport or landing area. (Refer to AIM Part 1)

Airport Operating Certificate. A certificate issued by the FAA to those airports serving or expecting to serve CAB-certificated air carriers that have fully met the requirements of FAR Part 139. (Airports are so indicated in Part 3, AIM.)

Airport Operations Manual. An FAA approved manual prepared by the airport management in compliance with FAR 139. It should be maintained current and reflect the basic daily operational data for running the airport. A copy is normally maintained in the FAA tower and/or FSS.

Airport Rotating Beacon/Rotating Beacon. A visual NAVAID operated at many airports. At civil airports alternating white and green flashes indicate the location of the airport. The total number of flashes are 12 to 15 per minute. At military airports, the beacons flash alternately white and green, but are differentiated from civil beacons by dualpeaked (two quick) white

flashes between the green flashes. Normally, operation of an airport rotating beacon during the hours of daylight means that the reported ground visibility at the airport is less than three miles and/or the reported ceiling is less than 1,000 feet and, therefore, an ATC clearance is required for landing or takeoff. (Refer to AIM Part 1)

ICAO—Aerodrome Beacon. Aeronautical beacon used to indicate the location of an aerodrome.

Airport Surveillance Radar (ASR). Approach control radar used to detect and display an aircraft's position in the terminal area. ASR provides range and azimuth information but does not provide elevation data. Coverage of the ASR can extend up to 60 miles.

Airport Traffic Control Service. A service provided by a control tower for aircraft operating on the movement area and in the vicinity of an airport. (See Movement Area)

ICAO—Aerodrome Control Service. Air traffic control service for aerodrome traffic.

Airport Traffic Control Tower (tower). A facility providing airport traffic control service.

Airway/Federal Airway. A control area or portion thereof established in the form of a corridor, the centerline of which is defined by radio navigational aids. (Refer to FAR Part 71, AIM Part 1)

ICAO—Airway. A control area or portion thereof established in the form of corridor equipped with radio navigational aids.

Alaska Supplement. See "Supplement."

All Weather Low Altitude Training Route. (See Olive Branch Routes)

Altitude. The height of a level, point or object measured in feet Above Ground Level (AGL) or from Mean Sea Level (MSL). (See Flight Level)

1. MSL Altitude—Altitude, expressed in feet measured from mean sea level.

2. AGL Altitude—Altitude expressed in feet measured above ground level.

3. Indicated Altitude—The altitude as shown by an altimeter. On a pressure or barometric altimeter it is altitude as shown uncorrected for instrument error and uncompensated for variation from standard atmospheric conditions.

ICAO—Altitude. The vertical distance of a level, a point, or an object considered as a point, measured from a certain level.

Approach Light System. (See Airport Lighting.)

Apron/Ramp. A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance. With regard to seaplanes, a ramp is used for access to the apron from the water.

ICAO—Apron. A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Alaska Supplement. See "Supplement."

Area of Responsibility. (Flight Service Area.) The normal Flight Service Station Area of Responsibility includes an area within 400 miles of the station. This area may be adjusted by the station chief, to meet user requirements if approved by the AT Division, e.g., Station ABC may have a flight service area extending for a 300 mile radius, whereas Station XYZ may have an area extending 100 miles north, 300 miles east, 150 miles south and 700 miles west.

Army Aviation Flight Information Bulletin (USAFIB). A bulletin that provides air operation data covering Army, National Guard, and Army Reserve aviation activities.

Arresting System. A safety device consisting of two major components, namely, engaging or catching devices, and energy absorption devices for the purpose of arresting both tail hook and/or non-tail hook equipped aircraft. It is used to prevent aircraft from overrunning runways when the aircraft cannot be stopped after landing or during aborted takeoff. Arresting systems have various names, e.g., arresting gear, hook, device, wire, barrier, cable. (Refer to AIM Parts 1, and 2)

ATC Assigned Airspace. Airspace of defined vertical/lateral limits, assigned by ATC, for the purpose of providing air traffic segregation between the specified activities being conducted within the assigned airspace and other IFR air traffic. (See Military Operations Area)

Aviation Weather Service. A service provided by the National Weather Service (NWS) and FAA which collects and disseminates pertinent weather information for pilots, aircraft operators and ATC. Available aviation weather reports and forecasts are displayed at each NWS office and FAA FSS. (Refer to AIM Parts 1 and 2)

Beacon. (See Radar Beacon, Non Directional Beacon, Airport Rotating Beacon.)

Boundary Lights. (See Airport Lighting.)

Braking Action (Good, Medium or Fair, Poor, NIL). A report of conditions on the airport movement area providing a pilot with a degree/quality of braking that he might expect. Braking action is reported in terms of good, medium (or fair), poor or nil.

Broadcast. Transmission of information for which an acknowledgement is not expected.

ICAO—Broadcast. A transmission of information relating to air navigation that is not addressed to a specific station or stations.

Certificated Airport. An airport that is certificated by the FAA under FAR Part 139—Certification of Operations: Land Airports Serving CAB-Certificated Air Carriers.

Chart Supplement. See Supplement.

Closed Runway. A runway that is unusable for aircraft operations. Only the airport management/military operations office can close a runway.

Combined Station/Tower (CS/T). An air traffic control facility which combines the functions of a flight service station and an airport traffic control tower. (See Tower, Flight Service Station) (Refer to AIM Part 1)

Compass Locator. A low power, low or medium frequency (L/MF) radio beacon installed in conjunction with the outer or middle marker of an instrument landing system (ILS). It can be used for navigation at distances of approximately 15 miles or as authorized in the approach procedure.

1. Outer Compass Locator (LOM). A compass locator installed in conjunction with the outer marker of an instrument landing system. (See Outer Marker)

2. Middle Compass Locator (LMM)—A compass locator installed in conjunction with the middle marker of an instrument landing system. (See Middle Marker)

ICAO—Locator. An LF/MF NDB used as an aid to final approach.

Consolan. A low frequency, long-distance NAVAID used principally for transoceanic navigations.

Displaced Threshold. A threshold that is located at a point on the runway other than the designated beginning of the runway. (See Threshold) (Refer to AIM Part 1)

Distance Measuring Equipment (DME). Equipment (airborne and ground) used to measure, in nautical miles, the slant range distance of an aircraft from the DME navigation aid. (See TACAN, VORTAC)

En Route Air Traffic Control Services. Air traffic control service provided aircraft on an IFR flight plan, generally by centers, when these aircraft are operating between departure and destination terminal areas. When equipment capabilities and controller workload permit, certain advisory/assistance services may be provided to VFR aircraft. (Air Route Traffic Control Center) (Refer to AIM Part 1)

En Route Charts. (See Aeronautical Charts.)

Flight Inspection Permanent (FI/P). The prefix FL/P shall be used with FDC NOTAMS initiated by a Flight Inspection Field Office (FIFO) when the information is of a permanent nature. FI/P indicates to charting agencies that the information is complete for charting and that they will initiate immediate changes to charted information prior to receiving the formal amendment to the appropriate regulation.

Flight Inspection Temporary (FI/T). The prefix FI/T shall be used with FDC NOTAMS initiated by a Flight Inspection Field Office when the information is of a temporary nature or incomplete for charting purposes. Charting agencies will withhold charting the information until a form 8260 is received.

Flight Level. A level of constant atmospheric pressure related to a reference datum of 29.92 inches of mercury. Each is stated in three digits that represent hundreds of feet. For example, flight level 250 represents a barometric altimeter indication of 25,000 feet; flight level 255, an indication of 25,500 feet.

ICAO—Flight Levels. Surfaces of constant atmospheric pressure which are related to a specific pressure datum, 1013.2 mb (29.92 inches) and are separated by specific pressure intervals.

Flight Plan Area. Regional offices shall designate an FSS as a tie-in point for monitoring of navigational aids, flight plan filing and airport search for overdue aircraft. This area is normally as large as the limits of the furthest airports for which the FSS is responsible.

Flight Service Area. See Area of Responsibility.

Flight Service Station (FSS). Air Traffic Service facilities within the National Airspace System (NAS) which provide preflight pilot briefing and en route communications with VFR flights, assist lost IFR/VFR aircraft, assist aircraft having emergencies, relay ATC clearances, originate, classify, and disseminate Notices to Airmen, broadcast aviation weather and NAS information, receive and close flight plans, monitor radio NAVAIDS, notify search and rescue units of missing VFR aircraft, and operate the national weather teletypewriter systems. In addition, at selected locations, FSSs take weather observations, issue airport advisories, administer airman written examinations, and advise Customs and Immigration of transborder flight. (Refer to AIM Part 1)

Flight Standards District Office (FSDO). An FAA field office serving an assigned geographical area, staffed with Flight Standards personnel, who serve the aviation industry and the general public on matters relating to the certification and operation of air carrier and general aviation aircraft. Activities include general surveillance of operational safety, certification of airmen and aircraft, accident prevention, investigation, enforcement, etc.

General Aviation District Office (GADO). An FAA field office serving a designated geographical area, staffed with Flight Standards personnel, who have responsibility for serving the aviation industry and the general public on all matters relating to the certification and operation of general aviation aircraft.

Glide Slope (GS). Provides vertical guidance for aircraft during approach and landing. The glide slope consists of the following:

1. Electronic components emitting signals which provide vertical guidance by reference to airborne instruments during instrument approaches such as ILS; or

2. Visual ground aids such as VASI which provides vertical guidance for VFR approach or for the visual portion of an instrument approach and landing.

ICAO—Glide Path. A descent profile determined for vertical guidance during a final approach.

ILS Categories.

1. ILS Category I. An ILS approach procedure which provides for approach to a height above touchdown of not less than 200 feet and with runway visual range of not less than 1800 feet.

2. ILS Category II. An ILS approach procedure which provides for approach to a height above touchdown of not less than 100 feet and with runway visual range of not less than 1200 feet.

3. ILS Category III.

- a. IIIA. An ILS approach procedure which provides for approach without a decision height minimum and with runway visual range of not less than 700 feet.

- b. IIIB. An ILS approach procedure which provides for approach without a decision height minimum and with runway visual range of not less than 150 feet.

- c. IIIC. An ILS approach procedure which provides for approach without a decision height minimum and without runway visual range minimum.

Index. As related to FAR 139, a specific indicator (A through E) assigned to an airport holding a full airport operating certificate (AOC) as determined by the longest aircraft operated by a CAB-certificated air carrier user, with an average of five or more scheduled departures per day (annual basis) being served by the Airport. The Index determines the CFR coverage required and is so reflected in Part 3, AIM.

Inner Marker (IM) Inner Marker Beacon. A marker beacon used with an ILS (CAT II) precision approach located between the middle marker and the end of the ILS runway, transmitting a radiation pattern keyed at six dots per second and indicating to the pilot, both aurally and visually, that he is at the designated decision height (DH), normally 100 feet above the touchdown zone elevation, on the ILS CAT II approach. It also marks progress during a CAT III approach. (See Instrument Landing System) (Refer to AIM Part 1)

Instrument Approach Procedure (IAP) Instrument Approach. A series of predetermined maneuvers for the orderly transfer of an aircraft under instrument flight conditions from the beginning of the initial approach to a landing, or to a point from which a landing may be made visually. It is prescribed and approved for a specific airport by competent authority. (Refer to FAR Part 91, AIM Part 1)

1. U.S. civil standard instrument approach procedures are approved by the FAA as prescribed under FAR, Part 97, and are available for public use.

2. U.S. military standard instrument approach procedures are approved and published by the Department of Defense.

3. Special instrument approach procedures are approved by the FAA for individual operators, but are not published in FAR, Part 97, for public use.

ICAO—Instrument Approach Procedure. A series of predetermined maneuvers for the orderly transfer of an aircraft under instrument flight conditions from the beginning of the initial approach to a landing, or to a point from which a landing may be made visually.

Instrument Landing System (ILS). A precision instrument approach system consisting of the following electronic components and visual aids:

1. Localizer (See Localizer)
 2. Glide Slope (See Glide Slope)
 3. Outer Marker (See Outer Marker)
 4. Middle Marker (See Middle Marker)
 5. Approach Lights (See Airport Lighting)
- (Refer to FAR Part 91, AIM Part 1)

Landing Area. Any locality either of land or water, including airports and intermediate landing fields, which is used, or intended to be used, for the landing and takeoff of aircraft, whether or not facilities are provided for the shelter, servicing, or repair of aircraft, or for receiving or discharging passengers or cargo.

ICAO—Landing Area. That part of the movement area intended for the landing and takeoff of aircraft.

Lighted Airport. An airport where runway and obstruction lighting is available. (See Airport Lighting) (Refer to AIM Parts 1 and 2)

Limited Airport Operating Certificate. A certificate issued to those airports serving only unscheduled operations or unscheduled operations with small aircraft (under 12,500 pounds) by CAB-certificated air carriers. These airports do not meet the full requirements of Part 139 but have approved Operations Specifications for a particular type and frequency of operation. (Airports are not indicated in Part 3, AIM.)

Limited Remote Communications Outlet (LRCO). An unmanned satellite air/ground communications facility which may be associated with a VOR. These outlets effectively extend the service range of the FSS and provide greater communications reliability. LRCOs are depicted on En Route Charts. (See Remote Communications Outlet)

Localizer. The component of an ILS which provides course guidance to the runway. (See Instrument Landing System) (Refer to AIM Part 1)

ICAO—Localizer Course (ILS). The locus of points, in any given horizontal plane, at which the DDM (difference in depth of modulation) is zero.

Microwave Landing System (MLS). An instrument landing system operating in the microwave spectrum which provides lateral and vertical guidance to aircraft having compatible avionics equipment. (See Instrument Landing System) (Refer to AIM Part 1)

Middle Marker (MM). A marker beacon that defines a point along the glide slope of an ILS normally located at or near the point of decision height (ILS Category I). It is keyed to transmit alternate dots and dashes, two per second, on a 1300 HZ tone which is received aurally and visually by compatible airborne equipment. (See Instrument Landing System) (Refer to AIM Part 1)

Military Operations Area (MOA). An airspace area established for the purpose of segregating certain military training activities from airspace containing IFR aircraft. Nonparticipating IFR traffic may be cleared through an active MOA if IFR separation can be provided by ATC. VFR pilots should exercise caution while flying within an active MOA. These areas are depicted on sectional, VFR terminal and low altitude en route charts. (Refer to AIM Part 1)

Movement Area. The runways, taxiways, and other areas of an airport which are utilized for taxiing, takeoff, and landing of aircraft, exclusive of loading ramp and parking areas. At those airports with a tower, specific approval for entry onto the movement area must be obtained from ATC.

ICAO—Movement Area. That part of an aerodrome intended for the surface movement of aircraft, including the manoeuvring area and aprons.

National Airspace System (NAS). The common network of U.S. airspace; air navigation facilities, equipment and services, airports or landing areas; aeronautical charts, information and service; rules, regulations and procedures, technical information, and manpower and material. Included are system components shared jointly with the military.

National Flight Data Center (NFDC). A facility in Washington, D.C., established by 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 information is published in the National Flight Data Digest. (See National Flight Data Digest)

National Flight Data Digest (NFDD). A daily (except weekends and federal holidays) publication of flight information appropriate to aeronautical charts, aeronautical publications, Notices to Airmen or other media serving the purpose of providing operational flight data essential to safe and efficient aircraft operations.

Navigational Aid/NAVAID. Any visual or electronic device airborne or on the surface which provides point to point guidance information or position data to aircraft in flight. (See Air Navigation Facility)

Nondirectional Beacon/Radio Beacon/(NDB). An L/MF or UHF radio beacon transmitting nondirectional signals whereby the pilot of an aircraft equipped with direction finding equipment can determine his bearing to or from the radio beacon and "home" on or track to or from the station. When the radio beacon is installed in conjunction with the Instrument Landing System marker, it is normally called a Compass Locator. (See Compass Locator)

Nonmeteorological Flight Information. Consists of information, for the purpose of this directive, about tune-up or test operation; commissionings, decommissionings; relocation; change of radio frequencies, name or identifier; shutdown for maintenance, modification, modernization, construction, work or out-of-tolerance; and restoration to normal operations.

NOSUM. See NOTAM Summary.

Notice to Airmen (NOTAM). A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

1. NOTAM(D)—A NOTAM given (in addition to local dissemination) distant dissemination via teletypewriter beyond the area of responsibility of the Flight Service Station. These NOTAMS will be stored and repeated hourly until cancelled.

2. NOTAM(L)—A NOTAM given local dissemination by voice, (Teletypewriter where applicable), and a wide variety of means such as: Telautograph, teleprinter, facsimile reproduction, hot line, telecopier, telegraph, and telephone to satisfy local use requirements.

3. FDC NOTAM—A notice to airmen, regulatory in nature, transmitted by NFDC and given all-circuit dissemination.

ICAO—NOTAM. A notice, containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

NOTAM Summary. A compilation of current NOTAMs distributed as required.

Obstruction. An object which penetrates an imaginary surface described in FAR Part 77. (Refer to FAR Part 77)

Obstruction Light. A light, or one of a group of lights, usually red or white, frequently mounted on a surface structure or natural terrain to warn pilots of the presence of an obstruction.

Olive Branch Routes/OB Routes/All Weather Low Altitude Routes (AWLARs). Training routes used by USAF and USN jet aircraft in both VFR and IFR weather conditions from the surface to the published altitude. Routes, their altitudes and times of operation are shown in AIM Part 4 and the DOD FLIP. Graphic information and weather requirements necessary for IFR and VFR training operations are also shown in AIM Part 4. The current operational status of a particular route may be obtained by calling an FSS near the route. (Refer to AIM Part 4)

Outer Marker (OM). A marker beacon at or near the glide slope intercept altitude of an ILS approach. It is keyed to transmit two dashes

per second on a 400 Hz tone which is received aurally and visually by compatible airborne equipment. The OM is normally located four to seven miles from the runway threshold on the extended centerline of the runway. (See Instrument Landing System) (Refer to AIM Part 1)

Pacific Chart Supplement. See Supplement.

Permanent NOTAM. As applied herein to information issued by FDC NOTAM, means a permanent change to current published information that will be reflected in future publications on aeronautical charts.

Pilot Briefing/Pre-Flight Pilot Briefing. A service provided by the FSS to assist pilots in flight planning. Briefing items may include weather information, NOTAMS, military activities, flow control information and other items as requested. (Refer to AIM Part 1)

Prohibited Area. Designated airspace within which the flight of aircraft is prohibited. (Refer to En Route Charts, AIM Part 1)

ICAO—Prohibited Area. An airspace of defined dimensions, above the land areas or territorial waters of a state, within which the flight of aircraft is prohibited.

Radar/Radio Detection and Ranging. A device which, by measuring the time interval between transmission and reception of radio pulses and correlating the angular orientation of the radiated antenna beam or beams in azimuth and/or elevation, provides information on range, azimuth and/or elevation of objects in the path of the transmitted pulses.

1. Primary Radar—A radar system in which a minute portion of a radio pulse transmitted from a site is reflected by an object and then received back at that site, for processing and display at an air traffic control facility.

2. Secondary Radar/Radar Beacon/ATCRBS—A radar system in which the object to be detected is fitted with cooperative equipment in the form of a radio receiver/transmitter (transponder). Radar pulses transmitted from the searching transmitter/receiver (interrogator) site are received in the cooperative equipment and used to trigger a distinctive transmission from the

transponder. This reply transmission rather than a reflected signal, is then received back at the transmitter/receiver site for processing and display at an air traffic control facility. (Refer to AIM Part 1)

ICAO—Radar. A radio detection device which provides information on range, azimuth and/or elevation of objects.

1. **Primary Radar**—A radar system which uses reflected radio signals.

2. **Secondary Radar**—A radar system wherein a radio signal transmitted from a radar station initiates the transmission of a radio signal from another station.

Radar Beacon. (See Radar)

Radial. A magnetic bearing extending from a VOR/VORTAC/TACAN navigation facility.

Radio.

1. A device used for communication.

2. Used to refer to a Flight Service Station, e.g., "Seattle Radio" is used to call Seattle FSS.

Radio Beacon. (See Nondirectional Beacon)

Ramp. (See Apron)

Remote Communications Air/Ground Facility (RCAG). An unmanned VHF/UHF transmitter/receiver facility which is used to expand ARTCC air/ground communications coverage and to facilitate direct contact between pilots and controllers. RCAG facilities are sometimes not equipped with emergency frequencies 121.5 MHz and 243.0 MHz. (Refer to AIM Part 1)

Remote Communications Outlet (RCO). An unmanned air/ground communications station remotely controlled, providing UHF and VHF transmit and receive capability to extend the service range of the FSS.

Restricted Area. Airspace designated under FAR Part 73 within which the flight of aircraft, while not wholly prohibited, is subject to restriction. Most restricted areas are designated joint use and IFR/VFR operations in the areas may be authorized by the controlling ATC facility when it is not being utilized by the using agency. Restricted areas are depicted on en route charts. Where joint use is authorized the name of the

ATC controlling facility is also shown. (Refer to FAR Part 73, AIM Part 1)

ICAO—Restricted Area. Airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with certain specified conditions.

Rollout RVR. (See Visibility)

Runway. A defined rectangular area, on a land airport prepared for the landing and take-off run of aircraft along its length. Runways are normally numbered in relation to their magnetic direction rounded off to the nearest 10 degrees, e.g., Runway 25, Runway 01. (See Parallel Runways)

ICAO—Runway. A defined rectangular area, on a land aerodrome prepared for the landing and takeoff run of aircraft along its length.

Runway Centerline Lighting. (See Airport Lighting)

Runway End Identifier Lights. (See Airport Lighting)

Runway Lights. (See Airport Lighting)

Runway Visibility Value. (See Visibility)

Runway Visual Range. (See Visibility)

Simplified Directional Facility (SDF). A NAVAID used for nonprecision instrument approaches. The final approach course is similar to that of an ILS localizer except that the SDF course may be offset from the runway, generally not more than 3 degrees, and the course may be wider than the localizer, resulting in a lower degree of accuracy. (Refer to AIM Part 1)

Single Frequency Outlets (SFO) and Simultaneous Single Frequency Outlets (SSFO). Frequency Outlets commissioned at locations in Alaska not served by air traffic control facilities and remotely controlled by adjacent FSSs. They are subject to undetected and prolonged outages.

Stage I/II/III Service. (See Terminal Radar Program)

Standard Instrument Approach Procedure. (See Instrument Approach Procedure)

Standard Instrument Departure (SID). A pre-planned instrument flight rule (IFR) air traffic control departure procedure printed for pilot use

in graphic and/or textual form. SIDs provide transition from the terminal to the appropriate en route structure. (Refer to AIM Part 1)

Standard Terminal Arrival Route (STAR). A preplanned instrument flight rule (IFR) air traffic control arrival route published for pilot use in graphic and/or textual form. STARs provide transition from the en route structure to a fix or point from which an approach can be made. (Refer to AIM Part 1)

Substitute Route. A route assigned to pilots when any part of an airway or route is unusable because of NAVAID status. These routes consist of:

1. Substitute routes which are shown on U.S. Government Charts.
2. Routes defined by ATC as specific NAVAID radials or courses.
3. Routes defined by ATC as direct to or between NAVAIDs.

Sunset and Sunrise. The mean solar times of sunset and sunrise as published in the Nautical Almanac, converted to local standard time for the locality concerned. Within Alaska, the end of evening civil twilight and the beginning of morning civil twilight, as defined for each locality.

SUPPLEMENT (Alaska, Pacific).

a. Alaska. This Supplement is a joint civil and military Flight Information Publication, designed for use with Flight Information Publications: Enroute Charts, Alaska Terminal, USAF TACAN Charts, WAC and Sectional Aeronautical Charts covering Alaska and portions of Southwest and Northwest Canada.

The Supplement contains an Aerodrome/Facility Directory of all aerodromes, including certificated (FAR 139) airports, shown on Enroute Charts, and those required by appropriate agencies, communications data, navigational facilities, special notices and procedures applicable to the area of chart coverage.

b. Pacific. This Chart Supplement is a civil Flight Information Publication, designed for use with the Flight Information Publication, Enroute Charts and the Sectional Aeronautical Chart covering the State of Hawaii and that

area of Pacific served by U.S. facilities. The Supplement contains an Aerodrome/Facility Directory of all aerodromes, including certificated (FAR 139) airports, open to the public, and those requested by appropriate agencies, communications data, navigational facilities, special notice and procedures applicable to the Pacific area.

TACAN/Tactical Air Navigation. An ultra-high frequency electronic rho-theta air navigation aid which provides suitably equipped aircraft a continuous indication of bearing and distance to the TACAN station. (See VORTAC) (Refer to AIM Part 1)

Temporary NOTAM. As applied herein to information issued by FDC NOTAM, means a temporary condition of limited duration that will not necessarily be reflected in future publications on aeronautical charts.

Terminal Area Facility. A facility providing air traffic control service for arriving and departing IFR, VFR, Special VFR, Special IFR aircraft and on occasion, en route aircraft. (See Tower)

Terminal Radar Approach Control (TRACON). An FAA air traffic control facility using radar and air/ground communications to provide approach control services to aircraft arriving, departing or transiting the airspace controlled by the facility. Service may be provided to both civil and military airports. A TRACON is similar to a RAPCON (USAF) RATCF (Navy) and ARAC (Army).

Terminal Radar Program. A national program instituted to extend the terminal radar services provided IFR aircraft to VFR aircraft. Pilot participation in the program is urged but is not mandatory. The progressive stages of the program are referred to as Stage I, Stage II and Stage III. The stage service provided at a particular location is contained in AIM, Part 3.

1. Stage I/Radar Advisory Service for VFR Aircraft—Provides traffic information and limited vectoring to VFR aircraft on a workload permitting basis.

2. Stage II/Radar Advisory and Sequencing for VFR Aircraft—Provides, in addition to Stage I service, vectoring and sequencing on a

full-time basis to arriving VFR aircraft. The purpose is to adjust the flow of arriving IFR and VFR aircraft into the traffic pattern in a safe and orderly manner and to provide traffic advisory to departing VFR aircraft.

3. Stage III/Radar Sequencing and Separation Service for VFR Aircraft—Provides, in addition to Stage II services, separation between all participating aircraft. The purpose is to provide separation between all participating VFR aircraft and all IFR aircraft operating within the airspace defined as a Terminal Radar Service Area (TRSA), or Terminal Control Area (TCA). (See Terminal Radar Service Area, Controlled Airspace) (Refer to AIM Parts 1, 3 and 4)

Threshold. The beginning of that portion of the runway usable for landing. (See Airport Lighting, Displaced Threshold)

Threshold Lights. (See Airport Lighting)

Tie-in Station. A Flight Service Station designated to provide prescribed services for civil, military, national or international facilities, e.g., NOTAM purposes and flight information messages.

Time Group. Four digits representing the hour and minutes from the 24-hour clock. Time group without time zone indicators are understood to be GMT (Greenwich Mean Time); e.g., "0205." A time zone designator is used to indicate local time, e.g., "0205M." The end and beginning of the day are shown by "2400" and "0000," respectively.

Touchdown RVR. (See Visibility)

Touchdown Zone Lighting. (See Airport Lighting)

Tower/Airport Traffic Control Tower. A terminal facility which through the use of air/ground communications, visual signaling, and other devices, provides ATC services to airborne aircraft operating in the vicinity of an airport and to aircraft operating on the movement area. (See Airport Traffic Control Service, Movement Area)

ICAO—Aerodrome Control Tower. A unit established to provide air traffic control service to aerodrome traffic.

Transcribed Weather Broadcast (TWEB). A continuous recording of meteorological and aeronautical information that is broadcast on L/MF and VOR facilities for pilots. (Refer to AIM Parts 1 and 2)

VFR Low Altitude Training Routes. Routes flown by the military services at or below 1,500 feet above the surface at speeds in excess of 250 knots airspeed. These routes are flown only when weather conditions are equal to or better than 3,000 feet ceiling and visibility is greater than 5 miles. These routes are selected to avoid congested airspace. Their descriptions are available at flight service stations and at many airports. (See Olive Branch Routes) (Refer to AIM Part 1)

Visibility. The ability, as determined by atmospheric conditions and expressed in units of distance, to see and identify prominent unlighted objects by day and prominent lighted objects by night. Visibility is reported as statute miles, hundreds of feet or meters. (Refer to FAR Part 91, AIM Part 1)

1. Flight Visibility—The average forward horizontal distance, from the cockpit of an aircraft in flight, at which prominent unlighted objects may be seen and identified by day and prominent lighted objects may be seen and identified by night.

ICAO—Flight Visibility—The visibility forward from the cockpit of an aircraft in flight.

2. Ground Visibility—Prevailing horizontal visibility near the earth's surface as reported by the United States National Weather Service or an accredited observer.

ICAO—Ground Visibility—The visibility at an aerodrome, as reported by an accredited observer.

3. Prevailing Visibility—The greatest horizontal visibility equaled or exceeded throughout at least half the horizon circle which need not necessarily be continuous.

4. Runway Visibility Value/RVV—The visibility determined for a particular runway by a transmissometer. A meter provides a continuous indication of the visibility (reported in miles or fractions of miles) for the runway. RVV is used in lieu of prevailing visibility in determining minimums for a particular runway.

5. Runway Visual Range/RVR—An instrumentally derived value, based on standard calibrations, that represents the horizontal distance a pilot will see down the runway from the approach end; it is based on the sighting of either high intensity runway lights or on the visual contrast of other targets whichever yields the greater visual range. RVR, in contrast to prevailing or runway visibility, is based on what a pilot in a moving aircraft should see looking down the runway. RVR is horizontal visual range, not slant visual range. It is based on the measurement of a transmissometer made near the touchdown point of the instrument runway and is reported in hundreds of feet.

a. Touchdown RVR—The RVR visibility readout values obtained from RVR equipment serving the runway touchdown zone.

b. Mid-Field RVR—The RVR readout values obtained from RVR equipment located midfield of the runway.

c. Rollout RVR—The RVR readout values obtained from RVR equipment located nearest the rollout end of the runway.

ICAO—Runway Visual Range. The maximum distance in the direction of takeoff or landing at which the runway or the specified lights or markers delineating it can be seen from a position above a specified point on its centerline at a height corresponding to the average eye-level of pilots at touchdown.

VOR. Very High Frequency Omnidirectional Range Station. A ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the national airspace system. The VOR periodically identifies itself by morse code and may have an additional voice identification feature. Voice features may be used by ATC or FSS for transmitting instructions/information to pilots. (See Navigational Aid) (Refer to AIM Part 1)

VORTAC VHF Omnidirectional Range/Tactical Air Navigation. A navigation aid providing VOR azimuth, TACAN azimuth, and TACAN distance measuring equipment (DME) at one site. (See VOR, Distance Measuring Equip-

ment, TACAN, Navigational Aid) (Refer to AIM Parts 1 and 3)

VOT/VOR Test Signal. A ground facility which emits a test signal to check VOR receiver accuracy. The system is limited to ground use only. (Refer to FAR Part 91, AIM Parts 1 and 3)

Warning Area. Specified international airspace within which there may exist activities constituting a potential danger to aircraft. Warning areas are depicted on aeronautical charts.

14. ABBREVIATIONS

As used in this manual, the following abbreviations have the meanings indicated:

<i>Abbreviation</i>	<i>Meaning</i>
AAF -----	Army Airfield
ADAP -----	Airport Development Aid Program
ADO -----	Airport District Office
ADP -----	Automatic Data Processing
AFS -----	Airway Facilities Sector
AIM -----	Airmen's Information Manual
AIP -----	Aeronautical Information Publication
ALS -----	Approach Light System
AOC -----	Airport Operating Certificate
ARSR -----	Air Route Surveillance Radar
ARTCC -----	Air Route Traffic Control Center
ASPH -----	Asphalt/Tar-macadam
ASR -----	Airport Surveillance Radar
ATC -----	Air Traffic Control
ATCT -----	Airport Traffic Control Tower
ATIS -----	Automatic Terminal Information Service
ATS -----	Air Traffic Service
AWLAR -----	All-Weather Low-Altitude Route
CFR -----	Crash Fire Rescue
CNI -----	Current NOTAM Indicator
CONC -----	Concrete
CS/T -----	Combined Station/Tower
DF -----	Direction Finder

<i>Abbreviation</i>	<i>Meaning</i>	<i>Abbreviation</i>	<i>Meaning</i>
DME -----	Distance Measuring Equipment	NOSUM -----	NOTAM Summary
EFAS -----	En Route Flight Advisory Service	NOTAM -----	Notice to Airmen
FAA -----	Federal Aviation Administration	NTF -----	NOTAM to Follow
FAAP -----	Federal Aid Airport Program	OTS -----	Out of Service
FAR -----	Federal Aviation Regulation	RCCC -----	Regional Communications Control Center
FDC -----	Flight Data Center	RVR -----	Runway Visual Range
F & E -----	Facilities and Equipment	RVV -----	Runway Visibility Value
FIFO -----	Flight Inspection Field Office	SCAT -----	Security Control of Air Traffic
FI/P -----	Flight Inspection Permanent	SCATANA -----	Security Control of Air Traffic and Air Navigation Aids
FI/T -----	Flight Inspection Temporary	SE -----	System Engineer
FL -----	Flight Level	SIAP -----	Standard Instrument Approach Procedure
FSS -----	Flight Service Station	SID -----	Standard Instrument Departure
FSNFO -----	Flight Standards National Field Office	SSR -----	Secondary Surveillance Radar
GRVL -----	Gravel/Cinders	STAR -----	Standard Terminal Arrival Route
HIBAL -----	High Altitude Balloon	THRU -----	Through
HIRL -----	High Intensity Runway Lights	TAC -----	Terminal Area Chart
Hz -----	Hertz	TACAN -----	UHF Tactical Air Navigational Aid
IFR -----	Instrument Flight Rules	TWEB -----	Transcribed Weather Broadcast
IFSS -----	International Flight Service Station	UNLGTD -----	Unlighted
LGT -----	Light (s) (ing)	USA -----	United States Army
LTD AOC -----	Limited Airport Operating Certificate	USAF -----	United States Air Force
MALSR -----	Medium Approach Light System and Runway Alignment Indicator Lights	USAFIB -----	US Army Aviation Flight Information Bulletin
MIRL -----	Medium Intensity Runway Edge Lights	USN -----	United States Navy
MOA -----	Military Operations Area	VFR -----	Visual Flight Rules
MSL -----	Mean Sea Level	VOR -----	VHF Omni-directional Radio Range
NAIF -----	NOTAM Already in File	VOR/DME -----	Collocated VOR and DME NAVAIDS
NAS -----	National Airspace System	VORTAC -----	Collocated VOR and TACAN System
NAVAID -----	Navigational Aid	WAC -----	World Aeronautical Chart
NFDC -----	National Flight Data Center	WKDAY -----	Week Day
NFDD -----	National Flight Data Digest	WKEND -----	Week End
NIS -----	Not in System	WMSC -----	Weather Message Switching Center
NMR -----	NOTAM Monitor Review	WSO -----	Weather Service Office
NOF -----	International NOTAM Office		
NOS -----	National Ocean Survey		

15-19. RESERVED

Chapter 2. SYSTEM OPERATION

Section 1. AIRMEN INFORMATION SYSTEM

20. DISTRIBUTION METHOD

Airmen information is disseminated by the following methods:

a. Aeronautical charts—permanent base-line data.

(1) IFR Charts

(a) Enroute and Area Navigation—56 day printing schedule conterminous U.S., Alaska, and Pacific.

(b) SID and STAR—56 day printing schedule.

(c) SIAP—printed as required.

(2) VFR Charts

(a) Aeronautical Planning Chart—6 month printing schedule.

(b) Sectional Chart—6 month printing schedule, (except some in Alaska—annual printing schedule).

(c) VFR Terminal Area Chart (TAC)—6 month printing schedule.

(d) World Aeronautical Chart (WAC)—annual printing schedule.

(e) Flight Case Planning Chart—6 month printing schedule.

b. Flight Information Publications—permanent base-line data.

(1) Pacific Chart Supplement—56 day printing schedule.

(2) Alaska Supplement—56 day printing schedule.

(3) Alaska Terminal—56 day printing schedule.

(4) Airmen's Information Manual (AIM), Part 2—6 month printing schedule.

(5) Airmen's Information Manual (AIM), Part 3—56 day printing schedule.

(6) Airmen's Information Manual (AIM), Part 3-A, 14 day printing schedule.

(7) Airmen's Information Manual (AIM), Part 4, 3 month printing schedule.

c. Notices to Airmen—Changes occurring so rapidly that time does not permit issuance on a chart or in the appropriate publication are publicized via NOTAM. Originators of airmen information are expected to inform the National Flight Data Center⁶ in sufficient time before the effective date of changes to permit publishing of aeronautical data on the various charts or in the appropriate publication (Pacific Region—notify the Honolulu NOF, Alaska Region—notify the Anchorage NOF). This leaves the NOTAM System free to carry out its mission, the handling of time-critical information which would affect a pilots decision to make a flight.

21. GENERAL CRITERIA FOR NOTAMS

a. Basically, the definition of NOTAM is Notice to Airmen containing information not known sufficiently in advance to publicize by other means concerning the establishment, condition of, or change in any component (facility, service or procedure) of, or hazard in the National Airspace System, the timely knowledge of which is essential to personnel concerned with flight operations.

b. All NOTAMs shall receive local dissemination. Only NOTAMs requiring wide dissemination, as set forth in this handbook are handled as a NOTAM(D). NOTAMs may be originated as necessary, but they should not be filed with an FSS until three days before the expected condition is to occur. NOTAM(D)s shall not be transmitted prior to the three day waiting period. The FSS shall not be expected to maintain a suspense file of NOTAMs awaiting the three day period.

c. Detailed criteria for the issuance of NOTAMs is provided in subsequent sections and paragraphs in this handbook.

d. In applying the criteria, FSS personnel shall exercise great care in selecting information for inclusion as a NOTAM, determining whether the NOTAM is to be disseminated only locally or locally and distantly, and assure that the text is complete, brief (consistent with clarity), and utilizing only those authorized contractions found in the Contractions Handbook (7340.1).

e. NOTAMs may be issued on all civil landing areas open to the public, or those with Standard Instrument Approach Procedures, and so indicated on U.S. Government aeronautical charts and publications. In Alaska, NOTAMs are issued on military airports as well as civil.

f. The following "airport categorization" shall be considered in determining whether a NOTAM(D) or NOTAM(L) is to be issued:

(1) Issue a NOTAM(D) for all landing areas annotated as NOTAM airports by a symbol § in the Airmen's Information Manual when one or more of the following are affected:

(a) Longest available runway.

(b) Runway served by Standard Instrument Approach Procedure.

(c) Runways with lengths of 4,000 feet or more.

(2) Those not contained in category (1) above, NOTAM(L).

(3) When conditions restrict or preclude the operation of aircraft into airports not annotated in the AIM by the symbol § disseminate locally. In addition to local dissemination transmit a NOTAM(L) via Service B to all FSSs not more than 200 NM distant from the affected airport.

g. NOTAMs shall be issued on all air navigation aids forming part of the National Airspace System, when there is an unscheduled change in, or irregular operation of, any component of the NAS which precludes the use of a facility for normal operations. An unscheduled change is one not planned or foreseen sufficiently in advance to allow dissemination by other means.

h. Any scheduled and published change to components of the NAS affecting operations that is rescheduled or modified with insufficient time for publication of the new information shall be issued as a Notice to Airmen.

i. When modified or revised Instrument Approach Procedures or changes in operating minima are established for which there is insufficient time for publication in advance of the changes; issue an FDC NOTAM.

j. Regulatory changes that affect air carrier operations into certificated airports that allow insufficient time for publication in advance of the changes will be advertised by FDC NOTAM.

k. The NOTAM code shall not be used to describe the operating condition of any component of the NAS within the conterminous U.S., Alaska and Hawaii.

22. LOCAL DISSEMINATION—NOTAM(L)

Local dissemination includes the area served by the aid, service, or hazard being advertised, regardless of whether the facility is locally, or remotely controlled. The dissemination of a NOTAM locally is as follows:

a. Broadcast on NAVAID voice channels. Exception: landing area information for those airports served by a control tower during the hours the tower is in operation shall not be included in the scheduled or unscheduled broadcasts of the tie-in FSS.

b. Forward to ATC facilities of primary responsibility.

c. Delivery by ATC facilities to individual pilots, as necessary, except as in a. above.

d. Delivery to aviation companies or interested user groups in accordance with local written agreements, or by transmitting on local teletypewriters, pony circuits, electronic writers, or video circuits. This area of delivery will not normally exceed the limits of the FSS flight plan area.

e. Deliver to individual pilots during first contact either in a preflight briefing or in air/ground communications.

23. DISTANT DISSEMINATION—NOTAM(D)

Distant dissemination shall be handled, as described in **22** above, and in addition shall be disseminated via Service A teletype over a pre-determined area.

24. COMMISSIONING/DECOMMISSIONING OF NAS COMPONENTS

Notify NFDC sufficiently in advance to permit publication in the appropriate publication or chart prior to the commissioning/decommissioning. When this is not possible, issue a NOTAM three days in advance. Carry the NOTAM until the data appears in or is removed from the ap-

propriate publication/chart. If the commissioning/decommissioning is delayed, issue a NOTAM advertising the change, stating a new date/time, if known.

Alaska—Notify the Anchorage NOF sufficiently in advance to permit publication in the Supplement Alaska.

Pacific—NOTAM(L) information requiring publication in the Pacific Chart Supplement shall be sent to the Honolulu NOF by administrative message by the facility concerned.

25-29. RESERVED

Section 2. NOTAM CATEGORIES

30. LANDING AREA NOTAMS

a. Airport management is responsible for observing and reporting the condition of a landing area. The airport management should provide to the appropriate ATC facility a list of employees authorized to issue Notices to Airmen.

NOTE.—An appropriate ATC facility is the facility disseminating the information beyond the airport, normally a Flight Service Station.

b. At a landing area where an airport manager has not been designated and no other suitable arrangements have been made, the airport condition shall be reported by the air traffic specialist or airway facilities technician, depending on the facilities available at the airport.

c. Where landing areas do not have airport managers, air traffic specialists or technicians, it will be the responsibility of the owner to provide a means of furnishing changing condition information. It is the responsibility of all interested persons to report unsafe conditions.

d. The conditions on a landing area requiring the issuance of NOTAMs are:

- (1) Commissioning or decommissioning of a landing area or portions thereof.
- (2) Airport closure.
- (3) Conditions which restrict or preclude the use of all or any portion of a runway, taxiway, ramp or waterway.
- (4) Braking action.
- (5) Snow, ice, slush, or standing water conditions.
- (6) Information pertaining to the hours of operation of facilities and aids related to the airport operation.
- (7) Control Zone hours of operation.
- (8) Air show, parachute jumping, or activities affecting airport operations.
- (9) Data pertaining to arresting barriers.
- (10) Men and equipment on or adjacent to the runway.
- (11) Erection of obstructions or determination that obstructions are more critical than published.

NOTE 1.—For lighting aid data affecting landing area see Lighting Aid NOTAMS.

NOTE 2.—Information pertaining to the composition, formatting and dissemination of civil NOTAMS may be found under Chapter 8, FSS Responsibilities.

31. LIGHTING AID NOTAMS

a. Report outages or irregular operation of all lighting aids on or in proximity of an airport. Conditions requiring a Notice to Airmen should be reported to an appropriate Air Traffic facility.

b. Commercial operators are required to report the improper functioning of any obstruction light or lights by telephone or telegraph to the nearest flight service station or office of the FAA. Reporting the operating status of other types of obstruction lights is the responsibility of the operator (FCC Part 17, Section 17.48).

c. The following information is required when reporting an obstruction light outage:

- (1) Height of the obstruction (use MSL, when known).
- (2) Location in nautical miles and 16 points of the compass from the nearest airport being provided NOTAM Service.

32. AIR NAVIGATION AID NOTAMS

a. Report irregularities in operation of an air navigation aid to airway facilities or an air traffic facility.

b. Whenever possible, obtain approval for routine maintenance shutdown sufficiently in advance of the proposed shutdown time to allow transmission of a NOTAM at least five hours before a shutdown will occur.

c. When an emergency shutdown is required, attempt to obtain at least one hour's advance notice prior to shutdown, so appropriate dissemination may be made.

d. Notify NFDC sufficiently in advance to permit publication of extended maintenance shutdowns in the appropriate publication prior to the shutdown date. When this is not possible, transmit a NOTAM three (3) days before the shutdown.

33. SPECIAL DATA NOTAMS

a. Subjects not covered under previous sections of this chapter are grouped under Special Data NOTAMs.

b. The following are subject for special data NOTAMs:

- (1) Traffic delays (Presidential aircraft and entourage only).
- (2) Aircraft jettisoning fuel.
- (3) Ground missile emergency.
- (4) High altitude balloon.
- (5) Bird activity.
- (6) Parachute jumping and sky diving.
- (7) Substitute routes.
- (8) Standard instrument departures.
- (9) Standard terminal arrival routes.
- (10) Military Operating Areas.
- (11) All-Weather Low-Altitude Routes (Olive Branch Routes).
- (12) Aerial Refueling.

34. REGULATORY (FDC) NOTAMS

a. Notices to Airmen issued in compliance with a Federal Aviation Regulation are regulatory in

nature and shall be transmitted as FDC NOTAMs, by the National Flight Data/Center, NOTAM Section (202-426-3390).

b. FDC NOTAMs shall be assigned an accountability number and transmitted one time by NFDC, so as to appear on all circuits of the system.

c. The subject matter of a FDC NOTAM shall be as follows:

- (1) Interim IFR Flight Procedures.
- (2) Temporary Flight Restrictions.
 - (a) Disaster areas.
 - (b) Special events generating a high degree of interest.
 - (c) Hijacking.
- (3) Flight Restrictions in Proximity of the Presidential and Other Parties.
- (4) FAR 139 Certificated Airport Condition Changes.
- (5) Omega Navigational Outages.
- (6) Air Defense Emergency.

35-39. RESERVED

Section 3. NOTAM CANCELLATION AND EXTENSION

40. CANCELLING NOTAMS

a. At the expiration of a NOTAM(D) or (L) issue a cancellation to the appropriate FSS. The FSS shall transmit the cancellation into the system.

b. The authority issuing an FDC NOTAM shall be responsible for cancelling the NOTAM, except for NOTAMs stating a time duration. NFDC shall cancel FDC NOTAMs with a time duration at the completion of the duration. Cancellations shall be transmitted by NFDC as a one time transmission.

c. When cancelling an FDC NOTAM, call the NFDC 202-426-3390. The cancellation may be relayed to the appropriate FSS for relay to NFDC.

41. EXTENDING NOTAM DURATION

When there is a need to extend a NOTAMs time duration, it is accomplished by reissuing the data with the new time under a new accountability number and the cancellation of the old number.

42-49. RESERVED

Section 4. PUBLICATION OF NOTICES TO AIRMEN**50. FORWARDING DATA TO NFDC FOR PUBLICATION**

Information concerning proposed changes to the NAS (i.e., commissioning/decommissioning of nav aids, frequency changes) shall be forwarded to NFDC for publication sufficiently in advance to permit publication prior to the occurrence.

Data being submitted for publication in the AIM must meet the publication cut-off dates found in the AIM Part 3. Forward letters to:

Federal Aviation Administration
National Flight Data Center, AAT-430
800 Independence Avenue, S.W.
Washington, D.C. 20591

When time does not permit notification by mail contact the tie-in FSS to forward a message via teletype.

51. DELAYED COMMISSIONING/DECOMMISSIONING

Information published in a publication or on an aeronautical chart eliminates the need for publicizing the same data by Notice to Airmen. Should the commissioning/decommissioning or a component of the aid being commissioned/decommissioned be delayed issue a NOTAM advertising the change stating a new date/time, if known.

52. AIM AND CHART ERRORS OR OMISSIONS

When each edition of the AIM and charts is received, check to assure all required data is included. Inform NFDC promptly of errors or omissions in any publication or chart. In Alaska, notify Anchorage NOF.

53-59. RESERVED

Section 5. MILITARY NOTICES TO AIRMEN**60. U.S. ARMY**

Each U.S. Army airfield is assigned to a tie-in FSS for Notice to Airmen purposes. Handle USA notices to airmen in accordance with FAA procedures.

61. U.S. AIR FORCE AND U.S. NAVY

U.S. Air Force and U.S. Navy navigational aids that are part of the NAS shall receive dis-

semination in the civil system in addition to dissemination in the military system.

Air Force and Navy bases are assigned tie-in FSS for Notice to Airmen purposes.

In Alaska, all military facilities receive civil NOTAM distribution.

62-69. RESERVED

Chapter 3. AIRPORT MANAGEMENT NOTAM RESPONSIBILITIES AND PROCEDURES

Section 1. GENERAL

70. GENERAL

This chapter outlines, in general terms, the minimum responsibilities of airport management toward the aviation community. The need to have current and accurate airport and associated aid data is a vital requirement for the users of all airports.

71. AUTHORITY

The authority of the Secretary of Transportation to issue orders, general or special rules, regulations and procedures as he shall deem necessary is clearly outlined in the Federal Aviation Act of 1958, as amended.

In addition, Sections of the Federal Airport Act of 1946, the Federal Aviation Act of 1958 and the Airport and Airways Development Act of 1970, specifically outline certain requirements placed upon airport owners/operators for advising the Administrator and/or the public of conditions at the airport.

72. RESPONSIBILITY

a. The management of any civil landing area or airport, open to the public, that has a condition existing which would prevent, restrict or present a hazard to arriving or departing aircraft should make this condition known to the aviation community, as soon as practicable.

b. Airport management, for the purposes of this handbook, may be divided into three general categories as outlined herein:

(1) Airports that have received Federal assistance (ADAP).

(2) Airports certificated under FAR 139.

(3) Other airports.

c. Airport management should be familiar with the National Notice to Airmen (NOTAM) System as outlined in this handbook.

73. REPORTING AIRPORT CONDITIONS

a. When airport conditions change and/or may present a hazard to aviation safety, the nearest FAA air traffic facility, preferably the Flight Service Station (FSS), should be immediately notified. The information will then be disseminated in accordance with established criteria as outlined in this handbook.

b. It is equally important that the same FAA facility be promptly notified when the condition has been corrected so that any outstanding Notice to Airmen can be cancelled.

c. For airports that have received Federal funds (ADAP), FAR 152 outlines specific assurances that the airport will notify the public of any conditions affecting the use of the airport.

d. For airports certificated under FAR 139, the rule specifically outlines those conditions which must immediately be reported by use of the NOTAM system.

74-89. RESERVED

Chapter 4. OFFICE OF AIRPORTS PROGRAMS NOTAM RESPONSIBILITIES AND PROCEDUES

Section 1. GENERAL

90. GENERAL

a. Certain airports personnel, due to the specific requirements of their job, have a direct interest, and in those cases where the airport is certificated or has received federal funds, a responsibility to insure that airport owners/operators are fully aware of and use the National Notice to Airmen System. The use of this system is a vital link in providing significant aviation safety information to the flying public.

b. Airports, particularly the condition of their facilities and the associated lighting aids, provide

a major portion of the safety items listed under Landing Area and Lighting Aid NOTAM criteria (Chapter 8).

c. It is considered essential, in the interest of aviation safety, that personnel assigned to Airports at the field level, dealing directly on operational matters with airport management, be aware of the operational need for the NOTAM system as well as the procedures to make use of its capabilities.

91-99. RESERVED

Section 2. SCOPE

100. SCOPE

All airport owners have a moral and, in some cases, a legal obligation to keep the flying public advised of the specific conditions of their airport. For purposes of this manual, airports can be divided into three general categories as outlined herein.

101. AIRPORTS WITH NO AIRPORT DEVELOPMENT AID PROGRAM AND/OR CERTIFICATION UNDER PART 139

Airport management, in these cases, have more frequent exposure to FAA representatives from Flight Standards, Airway Facilities and Air Traffic who should make them aware of their responsibilities in keeping the flying public advised as to the condition of their airports. They will also be advised through other FAA publications.

102. AIRPORTS THAT HAVE ACCEPTED FEDERAL ASSISTANCE (ADAP) (FAAP)

In accepting federal assistance (FAAP/ADAP) for airport development the airport owner covenants that he will operate and main-

tain the airport in a safe and serviceable condition and will promptly notify airmen of any condition affecting the aeronautical use of the airport. The use of the NOTAM system will satisfy the notification to airmen requirement.

103. AIRPORTS CERTIFICATED UNDER PART 139

All airports serving CAB-certificated air carriers are required to be certificated by the FAA under FAR 139. Inherent in receiving this certificate and operating the airport in accordance with the standards set forth in Part 139, is the responsibility of airport management to immediately notify the flying public of any situation considered unsafe or in violation of the standards under FAR 139. The rule stipulates that airport management will notify air carrier users by Notice to Airmen (NOTAM) or by other means acceptable by the Administrator. This requirement is clearly spelled out in the regulation and the airports certification personnel are charged with its enforcement. Airport management may be subject to federal action for failure to properly utilize the NOTAM system.

104-109. RESERVED

Section 3. OFFICE OF AIRPORTS PROGRAMS RESPONSIBILITIES

110. HEADQUARTERS LEVEL

a. Airports Programs primary responsibility for monitoring, coordinating and, under unusual circumstances initiating FDC NOTAMs is delegated to the Operations Division, AAP-700.

b. The Operations Division is designated as the principal point of contact with the National Flight Data Center (NFDC), AAT-430. The Division is charged with the overall responsibility for insuring that the classification of certification related FDC NOTAMs, and other airport certification information is in accordance with established criteria and FAR Part 139.

111. FIELD LEVEL

a. The Chief, Airports Division is responsible for the necessary coordination with Air Traffic within the Region and monitoring the use of the NOTAM System as it relates to the various categories of airports as outlined in Section 2.

b. Normally, the Airport Certification Staff will represent the Division Chief in the day to day activities related to the NOTAM System as they pertain to certificated airports.

c. Airports receiving Federal funds (ADAP) must be in compliance with their assurances under FAR 152. Non-compliance in notifying airmen of unsafe conditions at the airport, by a variety of means including the NOTAM system, will be reported and appropriate action taken with airport management.

112. AIRPORT CERTIFICATION SAFETY INSPECTOR

The inspector may originate a NOTAM or an FDC NOTAM in those cases where the airport manager fails to respond to his suggestions and the violation/situation is definitely a threat to aviation safety. Specific violations of FAR Part 139 affecting the air carriers decision to land at the airport should be issued as FDC NOTAMS.

113-119. RESERVED

Section 4. THE NOTICE TO AIRMEN SYSTEM AS RELATED TO FAR PART 139

120. AIRPORTS HOLDING AN AIRPORT OPERATING CERTIFICATE (AOC)

FAR Part 139 requires the airport operator to furnish the public and the air carrier users, by use of the Notice to Airmen System or other means acceptable to the Administrator, with specific information affecting airport safety under a variety of conditions.

121. AIRPORTS HOLDING A LIMITED AIRPORT OPERATING CERTIFICATE (LTD/AOC)

Section 139.12A provides for the issuance of a limited airport operating certificate after specific minimum requirements have been met by the applicant. Among the requirements for the airport is to spell out the means for safety inspection of the airport. As with an airport operating certificate, the airport operator will keep the air carrier user of his airport informed of unusual conditions at the airport.

122. INSPECTION RESPONSIBILITIES OF THE AIRPORT CERTIFICATION SPECIALIST

a. Section 139.69 spells out the responsibility of the airport manager to keep the air carriers and the general public informed of unsafe or unusual conditions.

b. Specifically under 139.69 it states "the applicant for an airport operating certificate must show that it has appropriate procedures for identifying, assessing, and disseminating information to air carrier users of its airport by use of the Notice to Airmen System; or other means acceptable to the Administrator, concerning conditions on and in the vicinity of airports that affect safety of aircraft operations."

c. It is considered essential that the airport certification inspector be thoroughly familiar with the details of each airport manager's procedures for the timely dissemination of pertinent airport safety information that could affect air carrier operations and airport safety.

d. For those airports with limited certificates, particularly those without even part-time airport managers, it is considered essential that the owners indicate what procedures will be utilized to keep the airmen informed of significant safety hazards.

123-129. RESERVED

Section 5. REQUIREMENTS AND EXAMPLES—FAR PART 139

130. APPLICABILITY

a. One of the prime responsibilities of the airport operator with respect to aviation safety is to report all unusual or problem areas to the users of the airport. Notices to Airmen, as the principle means of disseminating airport information, are primarily dependent upon airport management's input. It is important that the airport operator give the FAA facility (FSS and/or tower) all pertinent facts as soon as the problem is known or anticipated. The Flight Service Station will determine the appropriate method of dissemination in accordance with approved criteria.

b. FAR Part 139 requires appropriate dissemination of information based upon the various sections of the rule. The following examples are general in nature. Every situation requiring reporting is different and must be evaluated by both airport management and the FAA (FSS) facility.

131. AIRPORT CONDITION ASSESSMENT AND REPORTING (SECTION 139.69 AND 139.111)

a. The applicant for an airport operating certificate must show it has appropriate procedures for identifying, assessing, and disseminating information to air carrier users of its airport, by Notice to Airmen or other means acceptable to the Administrator, concerning conditions on and in the vicinity of its airports that affect, or may affect, the safe operation of aircraft.

b. The procedures prescribed by paragraph (a) of this section must cover the following conditions:

(1) "Construction or maintenance work on pavement or safety areas."

Example: (Information from airport operator to FAA facility).

Airport name—Construction Runway 18-36 between 0700-1300 LCL daily. Closed to all traffic during those time periods.

(2) "Rough or wavy portions of pavement or safety areas."

Example: (Information from airport operator to FAA facility).

Airport name—Initial 8000 ft. East end Runway 9-27 extremely rough, use caution.

(3) "The presence and depth of snow, slush, ice, or water on runways or taxiways."

Example: (Information from airport operator to FAA facility).

Airport name—All taxiways severe icing next 6 hours. Runways sanded.

(4) "The presence of snow drifted or piled on, or next to runways or taxiways in such height that all aircraft propellers, engine pods, and wingtips will not clear the snowdrifts and snowbanks when the aircraft's most critical landing gear is located at any point along the full strength edge of the runway or taxiway."

Example: (Information from airport operator to FAA facility).

Airport name—Drifting snow—snow piles 3 ft. high adjacent Runway 9-27. Runway width restricted to 150 ft.

(5) "The presence of parked aircraft or other objects on, or next to, runways or taxiways."

Example: (Information from airport operator to FAA facility).

Airport name—Taxiway adjacent Runway 3-21 closed 1800-1800 LCL daily due to parked aircraft until further notice.

(6) "The failure or irregular operation of all or part of the airport lighting system including the approach, threshold, runway, taxiway and obstruction lights operated by the operator of the airport."

Example: (Information from airport operator to FAA facility).

Airport name—Runway 6-24 lights out. Closed for night operations 1900 till 0600 LCL. Until further notice.

(7) "The presence of a large number of birds."

Example: (Information from airport operator to FAA facility).

Airport name—Heavy concentration birds 1600-1900 LCL daily—South side airport.

132. OPERATION RULES: GENERAL (SECTION 139.81)

"Each person operating an airport, other than a heliport for which an airport operating certificate has been issued under Subpart B of this part shall:

a. Operate, maintain, and provide facilities, equipment, systems, and procedures at least equal in condition, quality, and quantity to the stand-

ards currently required for the issue of the airport operating certificate for that airport;

b. Have sufficient personnel available, and require that personnel to comply with its approved airport operations manual in the performance of their duties; and

c. Comply with the additional rules of this subpart."

Example: (Information from airport operator to FAA facility).

Airport name—Airport maintenance and fire fighters on strike effective 1600 LCL, August 15 FAR 139. Airport closed to CAB-certificated air carrier aircraft till further notice.

133. SNOW REMOVAL AND POSITIONING (SECTION 139.83, 139.85, 139.123 and 139.125)

"The operator of each certificated airport shall move any drifted or piled snow off usable runway and taxiway surfaces and (except as otherwise authorized in its approved airport operations manual) position any snow or snowbank off those surfaces in height so regulated that all aircraft propellers, engine pods, and wingtips will clear snowdrifts and snowbanks when the aircraft's most critical landing gear is located at any point along the full strength edge of the runway or taxiway. When unable to comply promptly with this requirement, the operator shall issue a Notice to Airmen describing the existing conditions.

Example: (Information from airport operator to FAA facility).

Airport name—Snow conditions severe. Average depth—6 inches. Runway 3-21 plowed open to air carriers. Use caution while taxiing.

134. AIRPORT FIREFIGHTING AND RESCUE EQUIPMENT AND SERVICE (SECTION 139.89 and 139.127)

"The operator of each certificated airport shall at all times comply with the following:

a. Except as provided in paragraph (c) of this section, it shall provide the required fire fighting and rescue equipment and service prescribed in 139.49 during all periods of air carrier operations.

b. It shall provide cover for all required fire fighting equipment when the airport is located in a geographical area subject to prolonged temperature below 33° F.

c. When any required fire fighting or rescue vehicle becomes inoperable, it shall provide appropriate replacement equipment within 8 hours thereafter. However, if appropriate replacement equipment is not available within that period, it shall promptly issue a Notice to Airmen. When a Notice to Airmen is issued, and the service level is not restored within 10 calendar days after the date of that notice, the operator shall (unless otherwise authorized by the Administrator), until that service level is restored, limit the air carrier user operations on the airport to the requirements of the Index (no lower than Index A) prescribed in 139.49 that provides the protection capability of the operator's remaining equipment. When the one vehicle required in Index A is inoperable and a Notice to Airmen is issued, and the service level is not restored within 10 calendar days, air carrier user operations on the airport must be discontinued."

Example: (Information from airport operator to FAA facility).

After 8 hours. Airport name—Airport CFR temporarily operating at FAR 139 Index B capability as of 1600 LCL, August 18.

After 10 days. Airport name—Airport closed FAR 139 Index C aircraft.

135-149. RESERVED

APPENDIX 1

**APPLICABILITY AND REQUIREMENTS OF INDICES—AIRPORT FIREFIGHTING
AND RESCUE SERVICES (FAR PART 139)**

Applicability		Requirements	
<i>A/C LENGTH</i>	<i>VEHICLE</i>	<i>AGENT & ACTIVITY</i>	
INDEX A	Not more than 90 ft.*	(1)	500 lbs. DC or 450 lbs. DC and 50 gal, AFFF. Note: Un-scheduled operations only Index A vehicle required; Index B aircraft with less than 5 daily departures 500 gal. water 300 lbs. DC.
INDEX B	More than 90 ft. but not more than 126 ft.	(2)	5 or more daily departures. Index A vehicle plus 1500 gal. water excluding foam concentrate.
INDEX C	More than 126 ft. but not more than 160 ft.	(3)	5 or more daily departures. Index A vehicle plus (2) with total 3000 gal. water excluding foam concentrate.
INDEX D	More than 160 ft. but not more than 200 ft.	(3)	5 or more daily departures. Index A vehicle plus (2) with total 4000 gal. water excluding foam concentrate.
INDEX E	More than 200 ft.	(3)	5 or more daily departures. Index A vehicle plus (2) with total 6000 gal. water excluding foam concentrate.

* Also applicable to all airports receiving CAB-Certificated Air Carriers in scheduled or unscheduled operations with small aircraft; and unscheduled operations with large aircraft.

APPENDIX 2

**REPRESENTATIVE LISTING OF AIR CARRIER AIRCRAFT
BY FIREFIGHTING AND RESCUE INDICES**

<i>Index</i>	<i>Make and Model</i>	<i>Overall Length</i>	<i>Index</i>	<i>Make and Model</i>	<i>Overall Length</i>	
A						
Aircraft not more than 90 feet long. Also applicable to all airports receiving CAB-certificated air carriers in: scheduled or unscheduled operations with small aircraft; and unscheduled operations with large aircraft.	Douglas DC-3	64' 6"		Douglas DC-9-40	125' 7"	
	Grumman I	63' 9"		Douglas DC-9-30	119' 4"	
	Handley Page 137	47' 1"		Lockheed 049, 040, 749	95' 2"	
	Jet Stream			Lockheed 1049 Series	118' 7"	
	Hawker Siddeley DH-125	47' 5"		Lockheed 188 Series (Electra)	104' 7"	
	Lockheed (Jet Star) L-1329	60' 5"		C		
	Nord 262	63' 3"		Aircraft more than 126 and not more than 160 feet long.	Boeing 707-100, 200	144' 6"
	Convair 240, 600	74' 8"		Boeing 707-300, 320	152' 11"	
	Convair 440, 580, 640	81' 6"		Boeing 720	136' 2"	
	Convair 340	70' 2"		Boeing 727-100	134' 4"	
	Fairchild F-27 Series	77' 2"	Boeing 727-200	153' 2"		
	Fairchild FH-227 Series	83' 1"	Convair 880	129' 4"		
	Grumman Gulfstream II	79' 11"	Convair 990	139' 5"		
	Martin 404	74' 7"	Douglas DC-8-10-50 Series	150' 5"		
	Nihon YS-11A	86' 3"	Douglas DC-8-62	157' 5"		
	Vickers (Viscount) V745	81' 10"	Douglas DC-9-50	133' 7"		
800	85' 8"	Tupolev TU-154	157' 2"			
B						
Aircraft more than 90 and not more than 126 feet long.	BAC 1-11/200, 400	92' 6"	Aircraft more than 160 and not more than 200 feet long.	Douglas DC-8-61 & 63	187' 5"	
	Boeing 737-100	94' 0"		Douglas DC-10	181' 5"	
	Boeing 737-200	100' 0"		Lockheed L-1011	177' 8"	
	Caravelle SE-210 VI	105' 0"		Vickers VC-10 Super	171' 8"	
	Caravelle SE-210 XII	118' 10"		Boeing 747SP	184' 9"	
	Douglas DC-6A & 6B	105' 7"		E		
	Douglas DC-7 & 7B	108' 11"		Aircraft more than 200 feet long.	Boeing 747	231' 10"
	Douglas DC-9-10 & 9-20	104' 5"		Lockheed L-500 (C-5A)	247' 11"	
	Douglas DC-7C	112' 8"		BAC/SUD Concorde	203' 9"	

Chapter 5. FLIGHT STANDARDS SERVICE NOTAM RESPONSIBILITIES AND PROCEDURES

Section 1. GENERAL

150. GENERAL

Notices to Airmen are issued to provide timely knowledge to airmen and other aviation interests of information or conditions which are essential to safety of flight. The NOTAM(D) and FDC NOTAM are Notices to Airmen in message form requiring expeditious and wide dissemination by

telecommunication means. This chapter deals primarily with procedures for issuing FDC NOTAMs which are required to maintain the accuracy and currency of charted terminal and enroute flight procedures.

151-159. RESERVED

Section 2. ISSUING FDC NOTAMS

160. USE OF NOTAM SYSTEM

A NOTAM will be used to modify terminal and en route instrument procedures when a condition occurs that renders the current procedure (chart) hazardous. NOTAMS are not to be used to advertise non-essential or routine procedural changes or to promulgate complete instrument approach procedures. When FIFO personnel identify or confirm a condition that requires special handling, they will coordinate with FINFO and advise them of the condition and the proposed corrective action to be taken. If it becomes necessary to expedite the publication of a complete procedure or to revise an effective date, the Washington program office of flight standards, AFS-730, may be contacted for assistance in determining the most appropriate course of action. The NOTAM will be utilized only where there is no other satisfactory solution to a problem.

161. SPECIAL HANDLING

Procedures which are being processed by NFDC for publication in the weekly transmittal or are being processed by cartographic agencies may be given special handling as a priority change to the 8260 Form. Where such action is feasible, NFDC personnel in coordination with FIFO, will prepare an amended Form 8260 and issue the Form as a corrected copy or as the next sequential amendment to the procedure. For record purposes, the FIFO will transmit all changes to NFDC as a Service B Message through Washington message center (RWA) or by telecopier services. Special handling will be utilized only if the changes are limited to essential items that require priority processing. Routine procedural changes are not acceptable for special handling. The copy of the Form 8260 received in the weekly SIAP transmittal will be retained by the FIFO as the permanent record of the amendment.

162. NOTAM ISSUANCE

a. Emergency changes to instrument flight procedures which have been charted and distributed shall be processed as FDC FI NOTAMS and issued through NFDC. The text will be

prepared in plain language by the FIFO and supplied to NFDC personnel preparing the NOTAM for issuance. Changes to the procedure may be forwarded by telephone; however, for record purposes, the FIFO will transmit changes as a Service B Message through Washington message center (RWA) or by telecopier services. Routine procedural changes are not acceptable for FDC FI NOTAM issuance. In order to identify procedure amendments that can be charted from the NOTAM information, FIFO personnel will prefix the text with an action code as follows:

(1) FI/P (Flight Inspection. Permanent). This prefix shall be used when the amended procedure will be effective for more than 45 days. NOTAMS identified as "permanent" contain information that is complete for charting purposes and cartographic agencies will initiate immediate changes to charted information prior to receiving the formal amendment to the appropriate regulation.

(2) FI/T (Flight Inspection. Temporary). This prefix shall be used when the amendment procedure will be effective for less than 45 days, or a Form 8260 is forthcoming incorporating additional changes.

b. Time critical changes that must be disseminated outside of normal headquarter duty hours shall be forwarded by telephone to NFDC Notice to Airmen Section, AAT-432, 202-426-3390. Personnel of this Section will copy the changes verbatim, assign proper location identifiers, accountability number and issue an FDC FI NOTAM.

163. NOTAM CONTENT

FDC FI NOTAMS will identify the procedure being amended and the current amendment number. The NOTAM will be as concise as possible and should not contain information that could be published at a later date by a routine amendment. If the NOTAM contains permanent information for charting it will be identified as the next sequential amendment and the date of the NOTAM will become the effective date of that amendment. Specialist must keep

in mind that the NOTAM is directed to the pilot and should be worded so that the intended change will not be misinterpreted. The use of internal cartographic instructions which have no meaning to pilots will be avoided.

Following are examples of FDC FI NOTAMS:

"FDC 5/428 FI/P EL PASO INTERNATIONAL EL PASO TX. ILS RUNWAY 22 AMENDMENT 10. GLIDE PATH 3.0 DEGREES THRESHOLD CROSSING HEIGHT 51 FEET GLIDE PATH ALTITUDE AT COMPASS LOCATOR OUTER MARKER 5155. AT MIDDLE MARKER 4159. THIS IS AMENDMENT 11."

"FDC 5/476 FI/T CHICAGO O'HARE INTERNATIONAL CHICAGO IL. VOR RUNWAY 22R AMENDMENT 8. STRAIGHT-IN MINIMUM DESCENT ALTITUDE INCREASED TO 1400 VISIBILITY 1½ HEIGHT ABOVE TOUCH-DOWN 750 ALL CATEGORIES."

164. NOTAM FOLLOW-UP ACTION

Upon issuance of an FDC FI/P NOTAM NFDC will immediately incorporate the procedural changes to the current Form 8260. The NOTAM amendment number and effective date will be assigned to the procedure. Completed forms will be included in the current weekly

SIAP transmittal and will be identified in the index of SIAP changes for Federal Register publication.

NFDC will forward a copy of the NOTAM as issued, to the initiating FIFO for record purposes. The copy of the NOTAM and the Form 8260 received in the weekly SIAP transmittal will be retained by the FIFO as permanent records of the emergency amendment. The NOTAM will be cancelled by NFDC following charting and distribution by cartographic agencies.

165. NOTAM RESPONSIBILITY

NOTAM follow-up services provided by NFDC are designed to expedite the publication of procedures amended by emergency action and to assist field personnel in the management of NOTAM issuances. Assistance in NOTAM handling by NFDC personnel in no way changes basic responsibilities for determining the need for NOTAM issuance, NOTAM content or for the required follow-up actions. These responsibilities remain within the FINFO and emergency type actions described above are not to be used as a substitute for accurate and timely program planning.

166-180. RESERVED

Chapter 6. AIRWAY FACILITIES NOTAM RESPONSIBILITIES AND PROCEDURES

Section 1. GENERAL

181. SCOPE

This chapter of Handbook 7930.2 covers the responsibilities for preparing meteorological and nonmeteorological flight information concerning electronic and visual aid aeronautical facilities

under the control of the FAA, including non-federal navaid facilities incorporated into the National Airspace System whether or not maintained by the FAA.

182-189. RESERVED

Section 2. RESPONSIBILITIES

190. REGIONAL AIRWAY FACILITIES DIVISION

The appropriate Regional Airway Facilities Division responsible for commissioning a facility shall furnish NFDC all information required for commissioning, modernizing, etc., of facilities when the work is accomplished under the F&E appropriation. When simultaneous F&E commissioning/decommissioning of two facilities occur, both actions will be accomplished by the appropriate Regional Airway Facilities Division. Operational facility changes affecting user parameters, (such as frequency change) shall be forwarded to NFDC after coordination with all involved divisions and offices by appropriate Airway Facilities Branch.

Specifically the Regional Airway Facilities Division is responsible for reporting to the NFDC and appropriate Sector Offices on:

a. Decommissioning of Facilities—(Authority for action will be provided by letter from the Regional Office). When simultaneous decommissioning of one facility and commissioning (F&E) of a new facility to replace the former facility occurs, both will be accomplished by the Regional Airway Facilities Division.

b. Commissioning, decommissioning, and status changes of non-federal NAVAIDS when part of the NAS shall be handled in accordance with the procedure of Order 7900.2 and Order 7031.20A. The non-federally owned facility owner/operator should notify the nearest Flight Service Station of operational changes. The FSS shall notify the appropriate Airway Facilities Division of reported changes to non-federal facilities.

c. Non-federal NAVAIDS, not part of the NAS, shall be handled as NOTAM(L). The FSS shall notify the Airway Facilities Division of reported changes to non-federal NAVAID that are not in the NAS.

d. Operational facility changes include frequency changes, extended shutdowns for maintenance, modification, special maintenance projects, and similar work performed under the operations appropriation.

191. AIRWAYS FACILITIES SECTOR

The Manager, AFS, or his delegated representative, is responsible for initiating NOTAM information for:

a. Facility shutdown for routine and/or non-routine maintenance after coordination with the ARTCC for enroute facilities and with the facility chief or his designee for Terminal and Flight Service Station facilities. For routine or scheduled shutdowns the information should be passed to the FSS (or pertinent facility) at least five hours before the shutdown will occur.

b. Facility restoration following shutdown for maintenance activities.

c. Facility shutdown due to possible unsatisfactory facility performance. Moving or parked equipment, aircraft or other vehicles, and construction of building, roads, runways, power lines, etc., new commissioned radio navaid facilities, may cause sub-standard facility performance. If the Airway Facilities Sector Manager is in doubt, he should:

- (1) Take the facility out of service.
- (2) Request a confirming flight check.
- (3) Advise the Airway Facilities Division of the actions taken and the hazards involved.

NOTE.—Restrictive and cautionary NOTAMS concerning radio aids to navigation shall not be initiated by the Airway Facilities sector. Such notices may only be issued by flight inspection pilots after conducting in-flight tests to determine if impaired service is actually occurring.

Example:

IND VOR CRS EXCURSIONS MAY BE EXPERIENCED DUE HVY EQUIP WORKING NEARBY (NOTAM(L)).

d. Facility restoration following an outage caused by equipment malfunctioning or pilots reports of facility discrepancies where facility operation can be certified by the technician.

e. Facility restoration following completion of a flight inspection when requested by the Flight Inspection Pilot.

192-209. RESERVED

Section 3. PROCEDURES

210. GENERAL

The procedures contained in this Handbook do not eliminate or replace current directives containing requirements to keep the appropriate ARTCC informed concerning the operating status of all commissioned IFR facilities or the commissioning or decommissioning of any facility in the National Airspace System used for controlling IFR traffic.

a. Order 7900.2 requires that certain information concerning establishment of new facilities be furnished NFDC by letter 90 days before the predicted commissioning date. NFDC will be notified immediately of any change in a commissioning date.

b. Programmed facility shutdowns of 24 hours or more for modernization, modification, decommissioning, etc., shall be reported to NFDC by letter 45 days before the expected outage to permit publication in the Airman's Information Manual (AIM).

NOTE.—A NOTAM is to be issued confirming the event published. When it is not possible to notify NFDC in advance, the FSS issues a NOTAM not more than three (3) days prior to shutdown date. It should not be expected that the FSS will maintain a suspense file awaiting the three day period.

c. Unprogrammed extended facility shutdowns or other unanticipated outages that are expected

to last seven days or more shall be promptly reported to NFDC by administrative message.

NOTE.—Whenever possible, for an emergency shutdown, give at least one hour advance notice prior to a shutdown so appropriate NOTAM dissemination may be made.

d. Facility status information that cannot be given seven days AIM publicity must be publicized by NOTAM in addition to NFDC notification.

e. Copies of all information furnished NFDC shall be sent to the Regional Communications Control Center (RCCC) and the appropriate AFS and ATS Chiefs.

211. ADDRESSING NOTAM INFORMATION

NOTAM information concerning facility status, changes, commissioning, decommissioning, etc., shall be sent to the assigned tie-in Flight Service Station (FSS, CS/T).

a. If the NOTAM is forwarded too late to receive 7 days publication in the AIM, the FSS or CS/T will be requested to issue a NOTAM not more than three days before the date of occurrence.

NOTE.—Correspondence should be addressed to: Federal Aviation Administration, Flight Services Division, National Flight Data Center, 800 Independence Avenue, S.W., Washington, D.C. 20591.

The message address is "RWA" and the message addressee is "NFDC".

212-219. RESERVED

Section 4. TUNE-UP OR TEST OPERATION

220. FAA FACILITIES

NOTE.—FAA facilities include privately owned facilities maintained by the FAA.

a. A NOTAM covering tune-up or test operation of FAA maintained navigational aid transmitting facilities is required in all cases prior to placing radio signals on the air.

b. The identification signal shall be removed from any FAA maintenance navigational facility, except non-directional beacons, operating for tune-up or test purposes or shutdown for maintenance.

c. Operation of an FAA radio navigational facility undergoing routine maintenance, equipment modification and some other maintenance activities may give erroneous information as the pilot of any aircraft attempts to use it. Therefore, a shutdown should be obtained for maintenance tasks which might cause incorrect information to be transmitted. A facility of uncertified accuracy should not be allowed to radiate except during those critical phases of equipment alignment that cannot be accomplished without radiation. All alignments made with equipment radiating should be accomplished expeditiously and scheduled during "off peak" air traffic conditions whenever possible.

NOTE.—Submit approval request for a routine maintenance shutdown sufficiently in advance to assure that approval will be received with ample time for issuance of a NOTAM, five hours before a shutdown will occur.

d. Reliability tests are often required on a new or modified FAA maintained facility. It is usually necessary to stabilize transmission lines, bridges, and antennas prior to final tune-up. A facility may be allowed to radiate for extended periods of time with identification removed provided proper notice has been issued.

221. NON-FEDERALLY OWNED FACILITIES NOT INCORPORATED INTO THE NATIONAL AIRSPACE SYSTEM

a. These facilities must transmit their FCC assigned identification whenever they radiate signals.

b. NOTAM(D)'s are not required for these facilities.

222. NON-FEDERAL OWNED FACILITIES THAT HAVE BEEN INCORPORATED INTO THE NATIONAL AIRSPACE SYSTEM

a. These facilities must transmit their FCC assigned identification whenever they radiate signals.

b. A NOTAM is required whenever there is a change in operating status. FAR Part 171 covers owner/operator responsibilities for these facilities.

c. A NOTAM(L) is required for these facilities when restricted to private use only.

223-229. RESERVED

Chapter 7. AIR TRAFFIC SERVICE NOTAM RESPONSIBILITIES AND PROCEDURES

Section 1. GENERAL

230. RESPONSIBILITY

a. Unless otherwise directed by the regional office, the AT facility responsible for controlling or monitoring an air navigation aid shall originate Notices to Airmen concerning that NAVAID.

b. Report as soon as possible to the appropriate airport manager's office, ARTCC, ATCT, military operations office and to the tie-in FSS, any information concerning components of the NAS or any flight condition which may have adverse effect on air safety.

231. ACCEPTING NOTAM INFORMATION

Accept all airmen information, regardless of source or subject matter, and disseminate as a Notice to Airmen information not otherwise available to airmen and other aviation interests and the lack of which may have an adverse effect on the safety of flight.

NOTE.—FSS Specialists are solely responsible for the classification and dissemination of Notices to Airmen data.

232. COORDINATION WITH OTHER FACILITIES

When a shutdown or an outage/closure of a component of the NAS will affect another facilities operation, the facility serving as the

approval/controlling authority shall coordinate with other facilities concerned.

233. FORWARDING TO APPROPRIATE FACILITY

Forward Notice to Airmen material received concerning another facilities area of responsibility to that facility for appropriate dissemination.

234. INITIATING NOTAMS

The Air Traffic field personnel under whose jurisdiction a facility operates (monitored and/or controlled) is responsible for initiating of NOTAMS covering failures, deviations, and restorations as prescribed in Order 7930.1. The decision to issue and classify a NOTAM rests with the Flight Service Station, within whose flight plan area the facility is located.

235. DISTRIBUTION OF NOTAMS WITHIN THE REGIONAL OFFICE

The CCC is responsible for handling, reproduction, and distribution of NOTAM information within the Regional Office as priority item.

236-239. RESERVED

Section 2. OPERATING PROCEDURES

240. TIE-IN STATION

a. Regional offices shall designate a FSS as tie-in point for Notices to Airmen purposes for all facilities in the NAS. The facilities assigned should normally be within the confines of the FSS's flight plan area.

b. Letters of agreement between facilities and the FSS, and other agencies may be required to assure proper handling of NOTAMS.

241. ORIGINATING NOTICES TO AIRMEN

a. Air Traffic Service facilities, unless otherwise directed by the regional office shall originate Notices to Airmen for air navigation aids the facility is responsible for monitoring or controlling.

b. If you observe or are informed of any condition which affects the safe use of a landing area:

(1) Copy verbatim any information received and record the name of the person submitting it.

(2) Relay the information to the airport management/military operations office concerned, if not received from that source.

c. Information obtained from other than authorized airport or military operations personnel shall be confirmed with the proper authority. When unable to contact the proper personnel, issue a Notice to Airmen describing the unsafe conditions.

NOTE.—Legally, only the airport management/military operations office can close all or any portion of an airport.

242. REPORTING NAVAID MALFUNCTION

a. The specialist in charge of the watch shall report any known or reported malfunction of a NAVAID to Airway Facilities or appropriate personnel and coordinate issuance of a NOTAM.

b. Towers and centers shall forward the information to the tie-in FSS for the proper classification and dissemination. Forwarding of the NOTAM data to the FSS does not relieve the originator of disseminating the information to adjacent facilities with which coordination is normally maintained.

243. PERIODIC MAINTENANCE

a. Request by Airway Facilities Service personnel for approval to shutdown the AT System components of the NAS for periodic maintenance shall be forwarded to the systems engineer (SE). The SE will obtain approval for shutdown from the controlling facilities assistant chief or whoever is in charge of the watch. In the FSS, approval shall be from the facility chief or his designated representative.

b. AT personnel shall cooperate fully with maintenance personnel in their performance of periodic maintenance to insure that equipment operates reliably, particularly during IFR conditions.

c. If conditions prevent approval of the shutdown at the time requested, AT personnel should cooperate fully with the Airway Facilities personnel in arranging for an alternate time.

d. Ordinarily shutdowns of the AT Systems components should be planned to occur during the hours of least traffic activity regardless of the time of day.

244. AIR DEFENSE EMERGENCY

Issue a Notice to Airmen in accordance with procedures described in Special Military Operations Handbook (7610.4, Para. 422).

245-259. RESERVED

Chapter 8. FLIGHT SERVICE STATION OPERATING PROCEDURES

Section 1. GENERAL

260. POLICY

Accept and classify all airmen information regardless of source or subject and disseminate as a Notice to Airmen all information that is not otherwise available to airmen and other aviation interests. Disseminate a separate NOTAM for each aid, service or hazard.

261. RESPONSIBILITIES

FSS specialists are responsible for the classification, formatting, dissemination, and monitoring of the currency of NOTAMs, except FDC NOTAMS (See paragraph 21, General Criteria for NOTAMS). NOTAM data, including (D), (L), and FDC, shall be kept current for your flight service area.

262. PASSING NOTICE TO AIRMEN DATA BY PART-TIME FACILITY

Before closing, part-time facilities shall give the following Notice to Airmen data to the FSS

responsible for handling their Notices to Airmen during the period the facility is closed:

- a. All current NOTAMS(D) being appended hourly.
- b. The next NOTAM(D) accountability number to be used.
- c. All current NOTAMS(L).
- d. The next NOTAM(L) accountability number to be used.
- e. Any known NOTAMS that will require dissemination during the hours the facility is closed.
- f. Immediately upon resuming the daily operation, part-time facilities shall obtain all the above data, as well as any FDC NOTAMS issued pertaining to their area of responsibility.

263-269. RESERVED

Section 2. LANDING AREA NOTAMS CRITERIA

270. GENERAL

The reporting of conditions on an airport shall be handled in the manner described in Chapter 2, System Operation; Section 2, NOTAM Categories.

271. HANDLING REPORTED LANDING AREA CONDITIONS

a. Copy verbatim any information received verbally and record the name of the person submitting the information. Information obtained from other than an airport or FAA employee must be confirmed before issuance. If you are informed of, or observe a condition which affects the safe use of a landing area, relay the information to the airport management for action.

b. If unable to contact the airport management, issue a Notice to Airmen publicizing the unsafe condition; e.g., RWY/RAMP/ARPT UNSAFE DISABLD ACFT. Inform the airport management of the action taken as soon thereafter as practicable.

NOTE.—Legally, only the airport management can close any portion of an airport.

272. USE OF PUBLISHED TERMS

When issuing a NOTAM concerning landing area conditions, use contractions, as shown in Handbook 7340.1. Use location identifiers, as shown in Handbook 7350.4 to identify Landing Areas; e.g., "IAD", and identify runways by the magnetic bearing indicator; e.g., "12-30". Where magnetic bearing indicators have not been established, identify the runway to the nearest eight points of the compass, e.g., "NE-SW".

273. INCLUSION OF AIRPORTS IN NOTAM(D) DISTRIBUTION

Civil landing areas meet (NOTAM(D)) criteria when they have a standard instrument approach procedure or are designated as the destination point on a daily average of at least two general aviation VFR inbound flight plans.

Certifying a VFR airport to receive NOTAM (D) dissemination requires the tie-in Flight Service Station to make a thirty day survey of the inbound VFR flight plans and assuring a daily average of two flight plans. When the

requirement has been satisfied submit the survey to the Air Traffic Division for approval. Upon approval, the Air Traffic Division shall notify the tie-in FSS and the National Flight Data Center, AAT-435 of the airports certification as a NOTAM(D) airport.

274. DISCONTINUANCE OF AIRPORTS FROM NOTAM(D) DISTRIBUTION

FSS chiefs shall annually check facility airport records to assure that all airports annotated in the AIM by the symbol § are maintaining the two average VFR inbound flight plans daily or are IFR airports. Advise the Air Traffic Division and the National Flight Data Center, AAT-435 of airports not maintaining sufficient activity to warrant NOTAM(D) distribution.

275. LANDING AREA CRITERIA

a. Disseminate the following reported information as NOTAM(D):

(1) Commissioning or decommissioning of a landing area, or portions thereof.

Examples:

ABC ARPT OPEN
ABC ARPT CLSD PERM
BCD 2-20 CMSN 7500 x 150 (surface) (lighting)

NOTE.—Type of surface and lighting is stated when known. State if unlighted.

BCD 16-34 CLSD PERM

NOTE.—Surface: ASPH=Asphalt/Tar macadam.
CONC=Concrete GRVL=Gravel/cinders. DIRT=Dir.
SOD=Sod. Lighting: LGT or UNLGT.

(2) Airport Closed.

Examples:

CDE ARPT CLSD
CDE ARPT CLSD EXCP SKI
CDE ARPT CLSD WHEEL ACFT
CDE ARPT CLSD FIXED WING

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

Examples:

DEF 1st 1000 86 CLSD
DEF 4-22 CLSD 10-0600 AVBL 15 MIN PPO
DEF 7 CLSD

NOTE.—Runway 18 not affected.

DEF THR 20 DSPLCD 1500

NOTE.—Runway 11 not affected. Displacement of runway 20 threshold does not affect the end of runway 11. When the threshold of 11 and the end of 20 are affected issue as follows:

DEF NW 1500 11-20 CLSD.

NOTE.—Runway 25 not affected.
DEF 3-21 CLSD EXCP (type)

NOTE.—Add appropriate contraction, JET, TBJT, ACR, SKED ACR, B747, etc.
DEF 9-27 CLSD (type)

NOTE.—See note above: TRNG, STUDENT TSNT, TWIN, OVER 12,500 TOUCH AND GO, etc.

DEF 11/1st 300 29 CLSD
DEF 12-30 CLSD EXCP 1st 2500 AVBL BELOW 12500 DAY
DEF W 2000 9-27 CLSD
DEF 1st 2000 9 CLSD

NOTE.—Runway 27 not affected.
DEF E5500 10-28 CLSD DAY WKDAY UNTIL 8/10
DEF 1-19 CLSD (Day/Night)
EFG 4-22 CLSD OVER 25000
EFG 5-23 CLSD 25000/OVER
EFG 9-27 CLSD BELOW 12500

NOTE.—Weight bearing capacity of a runway can be increased only by authorization of Airports Service personnel.

(4) Braking action when NIL.

Example:

GHI BRAN

(5) Snow conditions. (See para. 276)

(6) Slush or standing water conditions.
(See para. 276)

(7) Information pertaining to hours of operation of field facilities/control zones due to other than seasonal daylight time changes.

HIJ CTLZ 07-1800 LOCAL
HIJ CTLZ 0615-2100 LOCAL WKDAY/0830-1700
LOCAL SAT/10-1900 LOCAL SUN
JKL ATCT 10-2200 118.8 121.5 122.5R
JKL ATCT 09-2300 WKDAY 119.5 121.5 122.5R THRU 10/10

NOTE.—All control zone times are local, field facilities and control zone NOTAM formats are interchangeable, but should not be combined into one NOTAM.

(8) RVR or RVV equipment inoperative.

Example:

KLM RVV OTS
KLM RVR 9 OTS

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

Example:

LMN BAK-12 APCH END 35 OTS
LMN MA1A DEP END 18 OTS

b. Disseminate the following reported information as NOTAM(L):

(1) Air show or parachute jumping activity (include the date, altitudes, duration, and location of the activity). If it closes an airport,

issue a NOTAM(D) without reference to the reason for the closure.

Examples:

(location) EFF (start time) AIR SHOW (number)
NMR (location) (altitude) AGL (remarks)
(location) EFF (start time) PAJA (number) NMR
(location) (altitude) AGL (time from-to)

NOTE.—Prohibiting the use of airspace requires the issuance of an FDC NOTAM in compliance with FAR 91.91.

(2) Data pertaining to arresting barriers (except Alaska).

Example:

A-GEAR UNAVBL

(3) Men and equipment on or adjacent to runway.

Examples:

KML MEN/EQUIP 1-19
KML MEN/EQUIP ADJ 2-20

(4) Conditions pertaining to taxiways and ramps. Use runway format, identify taxiway by number or letter assigned, if not identified describe as adjacent to a runway or direction from the runway, e.g., DLM TWY ADJ E 1-19 CLSD.

(5) Braking action other than NIL:

Examples:

LMN BRAG
LMN BRAG-F
LMN BRAF
LMN BRAF-P
LMN BRAP

NOTE.—Include type of aircraft or vehicle from which the report is received.

276. CERTIFICATED AIRPORT CRASH, FIRE AND RESCUE EQUIPMENT

a. During the first eight hours of the non-availability of Crash, Fire and Rescue (CFR) equipment the airport management is not required to disseminate the information.

b. At the end of the first eight hours of the non-availability of CFR the airport management should advise the condition prevails. The information is to be disseminated as a NOTAM(L).

Example:

AHC CFR UNAVBL

c. After ten days the NOTAM(L) shall be cancelled and if the CFR is still unavailable issue an FDC NOTAM describing the condition change (see 356).

277. REPORTING SNOW, ICE, SLUSH, AND WATER CONDITIONS

a. Measurement

The depth is always expressed in terms of THIN, $\frac{1}{8}$ IN, $\frac{1}{4}$ IN, $\frac{1}{2}$ IN, $\frac{3}{4}$ IN and 1IN. When 1IN is reached additional reports should be in multiples of 1 IN and the use of fractions discontinued. If a variable amount is reported, such as 3 to 5 inches, show the greater depth.

b. Coverage

Do not express in terms of percentage of coverage. A surface not completely covered should be described as having patches of snow, ice, etc., e.g., PTCH $\frac{1}{4}$ IN SNOW (Surface). The absence of a described surface indicates the entire landing area. Do not describe what is normal, explain the area of coverage.

Examples:

(1) Snow:

Dry snow—DCA $\frac{1}{2}$ IN LSR
Packed or compacted snow—DCA 2IN PSR
Wet Snow (not slush)—DCA 4IN WSR
Undefined type snow—DCA 5IN SNOW

(2) Ice or Sleet:

Unmeasurable smooth ice—DCA THIN IR
Frozen slush—DCA 1IN ROUGH IR
Sleet—DCA THIN SLEET

(3) Snow and Ice:

DCA LSR OVER IR

NOTE.—Insert measurement where known. Packed or compacted snow and ice—DCA SIR.

(4) Slush:

DCA $\frac{1}{2}$ IN SLR
DCA $\frac{1}{4}$ IN FRZN SLR (may be described as ROUGH IR)

(5) Water:

DCA $\frac{1}{8}$ IN WATER
DCA PTCH $\frac{1}{4}$ IN WATER (do not refer to puddles)

(6) Drifting or drifted snow:

DCA 2IN SNOW DRIFT
DCA 4IN LSR 9IN DRIFT
DCA 5IN DRIFT 1-19

NOTE.—DRIFT is used to describe one or more drifts. When the drifts are variable in depth report the greater depth.

(7) Plowed:

DCA $\frac{1}{2}$ IN SIR PLW 100 WIDE

NOTE.—PLW is used when indicating that a portion of a surface has been plowed, e.g., $\frac{1}{2}$ IN SIR PLW 100 wide. Runway is wider than 100 feet and the area outside the center 100 feet has $\frac{1}{2}$ IN SIR. It is not the intent that PLW be used to indicate an entire runway has been plowed.

(8) Sanded, Deiced:

DCA $\frac{1}{2}$ IN IR SND
DCA 1-19 Deiced (liquid)

NOTE.—The above indicates the entire runway has been sanded. If less than the published dimensions are treated, indicate length and/or width.

(9) Snowbanks:

DCA 3IN SNOW 24IN SNBnk 6-24
DCA 2IN LSR PLW 100 WIDE 24IN SNBnk

NOTE.—Snowbanks shall be assumed to be at the edge of a movement surface or when PLW is used, at the edge of the plowed area. Indicate when greater than 12 inches.

(10) Light obscuration due to snow and ice:

DCA (type) LGT OBSC
DCA (type) LGT NE 2000 OBSC

NOTE.—The lights are completely obscured. The reason should not be reported.

278-289. RESERVED

Section 3. LIGHTING AID NOTAMS CRITERIA

290. GENERAL

Originate NOTAMS concerning conditions of landing aid lights you are responsible for controlling or monitoring. Commercial operators are required to report to a FAA facility antenna tower obstruction light operating status. Reporting the operating status of other types of obstruction lights is the responsibility of the appropriate operator (FCC Part 17, Section 17.48).

291. REQUIRED INFORMATION

The following information is required on obstruction light outages:

- a. Height of the obstruction (use MSL, when known).
- b. Location in nautical miles and 16 points of the compass from the nearest airport being provided NOTAM service.

292. USE OF PUBLISHED TERMS

When issuing a NOTAM concerning lighting aids, use Contractions, as shown in Handbook 7340.1. Use Location Identifiers, as shown in Handbook 7350.4 to identify landing areas.

293. LIGHTING AID NOTAM CRITERIA

a. Disseminate as NOTAM(D) the following outages that occur during the required illumination period.

(1) Commissioning and/or decommissioning and outage of airport lighting system.

Examples:

ABC (type system) CMSN 11-2300

ABC (type system) DCMSN

(2) Approach light systems—ALS (except steps 4 and/or 5) OTS.

Example:

BCD ALS OTS

(3) Sequence flashing lights—SFL/RAIL.

Example:

CDE SFL OTS

(4) Runway edge lights—RWY LGTS (except steps 4 and/or 5) OTS.

Example:

DEF RWY LGTS OTS

NOTE.—During periods runway lights are out of service a NOTAM(D) may be issued describing temporary lighting in use rather than the outage, e.g., DEF 5-23 SMUDGE POT LGTD, DEF S 3000 1-19 FLARE LGTD:

(5) Runway centerline light system—RCLS.

Example:

EFG RCLS OTS

(6) Runway end identifier lights—REIL.

Example:

HIJ REIL OTS

NOTE.—REILs are a NOTAM(D) only when REILs are located at USAF airports having an SAIP without ALS.

(7) Touchdown zone lights—TDZL.

Example:

IJK TDZL OTS

(8) Obstruction light outages in proximity to the airport (within a 5NM radius) requires a NOTAM(D). A NOTAM(D) need not be issued on light outages of obstructions which are less than 500 AGL and more than 5 miles from an airport: (location) (type) (height) (distance-direction) Unlgtd.

Example:

BB4 TWR 1034 3W UNLGTD

NOTE.—Determination of what constitutes a prominent obstruction is made locally after coordination with Flight Standards. See FAR Part 77, paragraph 23, Standards for determining obstructions. Types of obstructions are Tower, Crane, Stack, Hill, etc. Height is MSL where known, otherwise indicate AGL. Distance is from the location identified in the text of the NOTAM. Unlighted refers to one or all levels of lights.

(9) Threshold lights—THR LGTS.

Example:

JKL THR LGTS 22 OTS

b. The following information on lighting aids shall be disseminated as NOTAM(L):

(1) New construction such as TV towers, tall buildings, stacks, etc., for which obstruction lighting is required or recommended.

NOTE.—For examples and format see para a.

(2) Aeronautical light beacons. (Airport Rotating Beacon)

Example:

ABC ARPT BCN OTS

(3) Taxiway lights.

Example:

BCD TWY LGTS OTS

(4) Turnoff lights.

Example:

DEF TURNOFF LGTS OTS
 DEF TURNOFF LGTS 18-30/TWY A OTS

NOTE.—Describe turnoff lights with reference to runway and taxiway.

(5) Runway remaining lights.

Example:

JKL RRL OTS

(6) Visual approach slope indicator—VASI.

Example:

GHI VASI OTS

(7) Runway end identifier lights—REIL.

Example:

HIJ REIL OTS

NOTE.—When the REIL does not affect approach minimums.

(8) Obstruction light outages of obstructions less than 500 AGL and more than 5 miles from an airport.

Example:

IJK TWR 410 2E UNLGTD

294-299. RESERVED

Section 4. AIR NAVIGATION AID NOTAM CRITERIA

300. GENERAL

Originate NOTAMs concerning an air navigation facility you are responsible for controlling or monitoring.

301. TERMINOLOGY

When issuing a NOTAM concerning navaid conditions, use the aeronautical terms and descriptions shown in the Contractions Handbook, 7340.1.

a. Describe VOR radials in degrees magnetic outbound from the transmitter.

b. Report unreliable (out of tolerance) VOR or DME radials as "unusable" and express the radials in terms of degrees clockwise.

Example:

ABC (NAVAID) UNUSBL 010-045

c. When indicating a radio frequency, the group by itself refers to megahertz; e.g., "119.65". When the group refers to kilohertz, affix the abbreviation "khz" without space; e.g., "359KHZ". Omit the frequency of a navaid that becomes inoperative.

d. Where more than one ILS serves the same airport, indicate the runway number which the ILS serves and not the ILS location identifier. Where a single ILS system serves an airport use only the airport location identifier, not the runway served.

Example:

XYZ ILS 12 OTS

XYZ MLS 20 OTS

e. Disseminate outages of air navigation facilities, including maintenance shutdowns, as being out of service, e.g., VOR OTS. Do not use the contraction "MAINT".

302. AIR NAVIGATION AID MAINTENANCE SHUTDOWN

Information concerning shutdown of a navaid for maintenance shall be handled as follows: (Refer to Facility Management 7210.3).

a. Routine maintenance shutdown: Whenever possible obtain approval sufficiently in advance of the proposed shutdown time to allow dissemi-

nation of a NOTAM at least five hours before a shutdown will occur. A routine maintenance shutdown request shall not be denied because of an inability to issue a NOTAM five hours in advance of the shutdown.

b. Emergency shutdown: Whenever possible, obtain at least one hour's advance notice prior to shutdown so that appropriate dissemination may be made.

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 not more than three (3) days before the shutdown.

d. Alaska—Forward all data for publishing in SUPPLEMENT ALASKA or for charting to the Anchorage International NOTAM office.

e. Pacific—Forward all data for publishing in SUPPLEMENT or for charting to the Honolulu International NOTAM office.

303. UNMONITORED

a. All VOR, VORTAC and ILS equipment in the National Airspace System have an automatic monitoring and shutdown feature in the event of malfunction. Unmonitored as used in this chapter means that the personnel responsible for monitoring the facility cannot observe the status of the facility.

b. When a navigational aids operational status cannot be monitored at the controlling or monitoring facility, but all indications or reports are the facility is operating normally, issue a NOTAM placing the aid in an unmonitored status.

c. A NOTAM issued rendering a facility unmonitored indicates the aural and visual monitoring capabilities of the control or monitor facility, and not the mechanical feature of the equipment, have malfunctioned.

d. When issuing a NOTAM describing a facility as unmonitored do not use the category of monitor, only the contraction "UNMON".

Example:

ICT 9/5 ANY VOR UNMON

e. Voice lins to LRCO/RCO/SFO facilities associated with navigational aids may not be usable when the NAVAID becomes unmonitored. In the case where the NAVAID becomes unmonitored and the associated LRCO/RCO/SFO becomes inoperative issue a NOTAM as follows:

Example:

CLE 7/8 SKY VORTAC UNMON/VOICE OTS

304. CATEGORY II INSTRUMENT LANDING SYSTEM STATUS

a. Issue a NOTAM(D) when a Category II ILS system has been suspended due to standby equipment nonavailability. Outage of a component of the ILS shall also be NOTAM(D) and suspends the use of Category II without FDC NOTAM issuance.

When issuing the NOTAM state only that, ILS Category II is not authorized. It is not necessary to give the reason for nonavailability.

Example:

ABC ILS CAT 2 NA

b. The commissioning of a Category II ILS System shall not be reason for issuing a FDC NOTAM.

c. Decommissioning of a Category II ILS System shall require the issuance of a FDC NOTAM stating that Category II is not available. The NOTAM shall remain current until 24 hours after the NOS Revision Notice cancelling the ILS Category II procedure becomes effective.

305. AIR NAVIGATIONAL AID NOTAM CRITERIA

NOTAMs may be issued on all navigation aids whether a part of the National Airspace System or not. This paragraph lists the criteria of the NOTAM to be issued.

a. The following information is part of the National Airspace System and shall be disseminated as a NOTAM(D).

(1) Commissioning or decommissioning and outage of the listed navaids, applying the restrictions of subparagraph a.

VOR	RVV
VOR/DME	FM
VORTAC	ARSR

DME	ASR
NDB	PAR (Alaska only)
SDF	GCA (Alaska only)
ILS	LRCO
MLS	RCO
LOC	SFO
GS	A/G frequencies
OM	EFAS
MM	ATCT/FSS operating hours
IM	CTLZ operating hours
RVR	

Examples:

ABC (navaid) CMSN
 ABC (navaid) DCMSN

(2) Interruption or return to operation.

Examples:

BCD (navaid) OTS
 BCD (navaid) RTS

NOTE 1.—A NOTAM(D) is issued when a shutdown is expected to be more than one hour for a navaid other than radar.

NOTE 2.—Advertising a facility as operating normally is required when it is published as being otherwise. The NOTAM remains current until the publication and/or chart is updated.

Examples (terminal):

BCD (radar service) OTS
 BCD (radar service) UNAVBL

Examples (enroute):

ZXY (radar service) ALB 17000/BELOW BTV/SYR UNAVBL
 ZXY (radar service) W OF 9645/S OF 4630 OTS
 ZXY (radar service) 100NMR STL OTS
 ZXY (radar service) AVP HUO SAX ABE AVP FL240/BELOW UNAVBL

NOTE 1.—Radar out and expected by Airways Facility personnel to remain out for more than 30 minutes.

NOTE 2.—Limitations of RADAR, such as anomalous propagation/ground clutter should not be considered subject matter for a NOTAM.

(3) RADAR failure or maintenance. RADAR services for terminal facilities are described using ASR and/or SSR. RADAR services for enroute facilities are described using ARSR and/or SSR. NOTAMs issued using "RADAR SVC" shall be edited to indicate ASR/SSR or ARSR/SSR, as appropriate. Location identifiers used in the NOTAMs for terminals should be those of the terminal affected. The identifiers used in the enroute NOTAM should be VOR location identifiers, radials of a VOR or latitude and longitude when possible. When describing the radar service do not use the model number.

(4) NAVAID restrictions (other than radar).

Examples:

CDE (navaid) UNUSBL 010-030 BYD 35 BELOW
10000 045-060 BYD 20 BELOW 2000
CDE ILS GP UNUSBL BELOW 768
CDE MLS GP UNUSBL BYD 23 BELOW 2400

NOTE.—(010-030) degrees are assumed, (Beyond 35) nautical miles and (below 10000) MSL are assumed.

(5) Change or outage of an air traffic control frequency when no other frequency is available within that band.

Examples:

EFG A/C 126.2 OTS
EFG VOICE 122.35 OTS
EFG 255.4 OTS

(6) Change in hours of operation of a NAVAID, air traffic control facility or control zone.

Examples:

FGH (navaid) UNMON 02-0900
FGH FSS 12-0200
FGH CTLZ 0730-1700 LCL

NOTE.—When a part time control zone indicate in local time.

(7) Identification change.

Example:

GHI (navaid) ID XYZ

(8) Failure of the entire Enroute Flight Advisory Service.

Example:

FKL EFAS UNAVBL 13-1500

NOTE.—Failure of portions of the service would be handled as a separate NOTAM for each NAVAID concerned.

(9) Fan marker associated with an instrument approach procedure.

Example:

KLM FM OTS

(10) VOR Voice communications when it is the only transmitting frequency at a limited communications outlet (LRCO), remote communications outlet (RCO) or single frequency outlet (SFO).

Example:

LOL 8/4 WINNEMUCCA VOICE OTS

b. Disseminate the following information as NOTAM(L):

(1) Commissioning/decommissioning.

Examples:

ABC (navaid) CMSN
ABC (navaid) DCMSN

NOTE.—The NAVAID is not covered under paragraph (A) and falls into one of the categories in this paragraph.

(2) Direction finder (DF).

Examples:

BCD DF OTS
BCD VHF/DF OTS

NOTE.—At locations having UHF and VHF DF identify the type when one goes out of service. This is not required when both are out of service.

(3) Fan marker not associated with an instrument approach procedure.

Example:

CDE FM OTS

(4) Change or outage of frequencies when others are available for the same purpose within the frequency band.

Example:

DEF ATCT 119.5 OTS

(5) Failure of VOR voice communications unless it is the only transmitting frequency at a limited remote communications outlet (LRCO) or remote communications outlet (RCO).

Example:

EFG VOR VOICE OTS

(6) VOR receiver check points.

Example:

FGH VOT OTS

(7) Automatic terminal information service (ATIS).

Example:

GHI ATIS OTS

(8) Maintenance outage of NAVAIDS of one hour or less.

Example:

HIJ (navaid) OTS 12-1245

(9) Radar outage of 30 minutes or less (See Paragraph 305a. Note 1.).

(10) Information pertaining to Stage I, II, and III radar services.

Examples:

(location) STAGE 2 ASR UNAVBL
(location) STAGE 3 ASR UNAVBL

(11) Any component of the National Airspace System on test basis:

Example:

JKL (navaid) OPNL FOR TEST

(12) Failure of the Transcribed Weather Broadcast equipment.

Example:

LMN TWEB OTS

306-319. RESERVED

Section 5. SPECIAL DATA NOTAM CRITERIA

320. GENERAL

NOTAM material not covered under Landing Areas, Lighting Aids, Air Navigational Aids, or FDC NOTAMS are categorized as Special Data NOTAMS.

321. TRAFFIC DELAYS

a. Traffic delays shall be issued as a NOTAM (D) for delays required by the arrival and departure of Presidential aircraft and entourage.

b. The NOTAM shall be transmitted by the appropriate FSS at least eight hours in advance. The time period the NOTAM will be in effect will normally be 15 minutes before, to 15 minutes after the arrival and 15 minutes before, to 15 minutes after the departure time. The NOTAM shall avoid any reference to Presidential activities.

Example:

ABC ATC DELAY FROM (Date/Time) TO (date/time) and FROM (date/time) TO (date/time).

322. AIRCRAFT JETTISONING FUEL

Disseminate as a NOTAM(L) a report of an aircraft jettisoning fuel and include the following data:

a. Type of aircraft

b. Position

c. Course

d. Altitude

e. Advise that flight within a 5 mile radius of such aircraft be avoided.

Example:

BCD AVOID FLT WI 5NMR (type) ACFT JETTISONING FUEL (location) (direction) (altitude) COORDN FAC (name/type).

323. GROUND MISSILE EMERGENCY

When information is received concerning a ground missile emergency, notify the ARTCC within whose area the emergency exist. Issue a NOTAM(L) when requested by the ARTCC.

Example:

CDB GND MISL EMERG (location) COORDN FAC (name/type).

324. HIGH ALTITUDE BALLOON (HIBAL)

a. The agency conducting a high altitude balloon flight is responsible for providing information to the nearest FSS for issuance of a NOTAM (L). This may include:

(1) Pre-launch notice

(2) Launch notice

(3) Track notice

(4) Tracking failure notice

(5) One-hour-prior-to-descent notice

(6) Impact area notice

Example:

DCE HIBAL. (message type) (time) (location) (altitude).

NOTE.—End-of-operation notice is accomplished by cancellation of the current notice without further notice issuance.

b. When the balloon is expected to penetrate Canada, Mexico or the Caribbean countries the plotting center will inform the FAA liaison station. This station shall send a HIBAL message to the FAA transborder stations or IFSS in the area concerned for further distribution.

325. BIRD ACTIVITY

Issue a NOTAM(L) on the position and, if known species or size of birds, and their course of flight and altitude. Keep the NOTAM in effect for at least 15 minutes after receipt of such information from pilots or from adjacent facilities unless visual observation or subsequent reports reveal the activity is no longer a factor.

Example:

FLOCK (species of bird or birds) (direction) BOUND ALONG (direction) (location) (altitude or unknown).

NUMEROUS FLOCKS (species of bird or birds), (size, if known) VICINITY (location).

326. PARACHUTE JUMPING AND SKY DIVING

Disseminate information received concerning parachute jumping and sky diving activity as a NOTAM(L). (Include the date, altitudes, duration, and location of the activity.)

Example:

PAJA (location) FROM (altitude) to SFC (duration).

NOTE.—NOTAM(L)s need only be issued when the data is not published in the AIM or what is published is incorrect or incomplete.

327. SUBSTITUTE ROUTES

Disseminate as a NOTAM(L) information pertaining to substitute routes.

Note.—Information pertaining to Substitute Routes should be formatted to eliminate verbage and contracted to the fullest extent.

328. STANDARD INSTRUMENT DEPARTURES

Disseminate information concerning Standard Instrument Departures (SIDS) as a NOTAM (L).

Note.—Information pertaining to Standard Instrument Departures should be formatted to eliminate verbage and contracted to the fullest extent.

329. STANDARD TERMINAL ARRIVAL ROUTES

Disseminate as a NOTAM(L) information received concerning standard terminal arrival routes (STARS).

Note.—Information pertaining to Standard Terminal Arrival Routes should be formatted to eliminate verbage and contracted to the fullest extent.

330. MILITARY OPERATIONS AREA

Disseminate as a NOTAM(L) information received from the ARTCC concerning Military Operating Areas (MOA). The ARTCC shall notify the appropriate tie-in FSS at least two hours in advance of the occurrence.

The FSS shall in addition to giving local dissemination, transmit the NOTAM(L) via Service

B to all FSSs within 200 NM of the perimeter of the MOA.

331. ALL-WEATHER LOW ALTITUDE ROUTE

Disseminate as a NOTAM(L) information received from the associated ARTCC concerning All-Weather Low-Altitude Routes (AWLAR).

It is the responsibility of the ARTCC in whose area the Primary or Alternate Entry Track commences to notify the appropriate FSS when a route will be operational.

The FSS shall in addition to giving local dissemination, transmit the NOTAM(L) via Service B to all FSSs within 200 NM of the route.

332. AERIAL REFUELING

Disseminate as a NOTAM(L) information received from the associated ARTCC concerning Aerial Refueling. The ARTCC shall notify the appropriate tie-in FSS at least 2 hours in advance when an established aerial refueling track will be activated if all or part of the activity will take place outside of restricted/warning areas of positive control area.

The FSS shall in addition to giving local dissemination transmit the NOTAM(L) via Service B to all FSSs located within 200 NM of the track centerline.

333-349. RESERVED

Section 6. REGULATORY (FDC) NOTAM CRITERIA

350. GENERAL

Notices to Airmen issued in compliance with a Federal Aviation Regulation are regulatory in nature and shall be distributed as FDC NOTAMS by NFDC.

351. NUMBERING

FDC NOTAM numbers are assigned by NFDC and transmitted as a one-time notice. When regulatory data is to be issued, contact NFDC, Notice to Airmen Section (AAT-432), phone 202-426-3390. The NFDC specialist on duty will copy the regulatory data, assign the accountability number, and transmit the NOTAM to the distribution center.

352. RECEIPT OF FDC NOTAMS BY FSS

a. Facility chiefs shall develop local procedures for insuring all FDC NOTAMS have been received by the facility and recorded on FAA Form 7030.2. Retain only those NOTAMS pertinent to the stations flight service area of responsibility (400 NMR plus extensions) and others as may be appropriate.

b. Retain FDC NOTAMS concerning information within the FSS area of responsibility until they are published and available in the facility. FDC NOTAMS are printed in the FDC NOTAM section of the Airman's Information Manual, Part 3A. The NOTAMS are listed numerically by state, arranged by NOS SIAP regions.

353. INTERIM IFR FLIGHT PROCEDURES

Flight Standard Flight Inspection and Procedures personnel are responsible for originating and providing NFDC personnel with revisions to airway structures, or instrument approach procedures. When changes cannot be published sufficiently in advance of the effective date, the following procedure is followed:

a. The NFDC shall prepare and distribute a NOTAM inserting one of the time duration codes immediately after the NOTAM number.

(1) FI/T—The information is temporary in nature or incomplete for charting purposes.

(2) FI/P—The information is permanent in nature and complete for charting purposes.

b. Pacific—FDC numbers are not assigned. Station NOTAM serial numbers serve this purpose.

NOTE.—The Flight Standards originating office is responsible for notifying the NFDC when a NOTAM is to be cancelled.

354. TEMPORARY FLIGHT RESTRICTIONS

a. Temporary flight restrictions in accordance with FAR 91.91 shall be originated as follows:

(1) Disaster areas are originated by the appropriate ARTCC.

(2) Special events that may generate a high degree of public interest; e.g., Rose Bowl, Indianapolis 500, Kentucky Derby, etc. are originated by the Regional Air Traffic Division Chief.

(3) Hijacking situations shall follow the procedure contained in Handbook 7210.3 (para. 477b).

b. The issuing authority shall forward the NOTAM information directly to NFDC for transmission on the circuit.

c. The following format is required when issuing a temporary flight restriction: FLIGHT RESTRICTION (list appropriate geographic coordinates/location) (effective date) PURSUANT TO FAR 91.91 TMPRY FLT RSTRNS ARE IN EFFECT. . .

Example:

ABC FDC 1/99 FLIGHT RESTRICTIONS 5 SMR BCD PURSUANT TO FAR 91.91 TMPRY FLT RSTRNS ARE IN EFFECT TO 2000 AGL (Reference 7210.3, para. 476, 479).

355. FLIGHT RESTRICTIONS IN THE PROXIMITY OF THE PRESIDENTIAL AND OTHER PARTIES

a. Flight restrictions in the proximity of the Presidential and other parties are issued as regulatory NOTAMs in accordance with FAR 91.104. Authority to direct the issuance of an FDC NOTAM is delegated to the Chief, Air Traffic Rules Branch, AAT-220.

b. Normally all coordination and issuance of the NOTAM will be accomplished in Washington Headquarters (7210.3, para. 570).

c. During other than normal duty hours the office requesting the issuance of the regulatory NOTAM will be placed in contact with Washington Communications Control Center. The control center will refer the contact to the air traffic rules branch.

Example:

(location) FDC 1/23 FLIGHT RESTRICTIONS
(geographic location) (effective date) PURSUANT TO
FAR 91.104 AIRCRAFT OPERATIONS ARE PROHIBITED....

356. FAR 139 CERTIFICATED AIRPORT CONDITION CHANGES

a. NOTAMS shall be issued as regulatory FDC NOTAMS when specific violations of FAR 139 could only affect a CAB-certificated air carriers' decision to land at the airport. Determination for issuing the FDC NOTAM shall be the responsibility of the Airport Certification Safety Specialist or airport management. These violations may result in closing the airport or individual runways, closing the airport or individual runways for night operations only, and changing a certificated airports' Index. Each certificated airport is assigned an Index (level A through E) which is affected by scheduled CAB air carriers and the availability of crash, fire and rescue (CFR) equipment.

b. Airport management is responsible for the issuance of a NOTAM regarding an airport condition change under FAR Part 139. In addition airport management must assure that the air carrier representatives on the airport receive the information.

c. The Air Traffic facility receiving an index change from the airport management shall contact NFDC for issuance of a FDC NOTAM. The facility shall advise that the airport or runway is closed to CAB-certificated air carriers or that the airport is closed to INDEX (letter) aircraft.

d. The NOTAM shall be disseminated to the system in the following format:

ABC FAR 139 ARPT CLSD CAB CERTD ACR
ABC FAR 139 ARPT 9-27 CLSD CAB CERTD ACR
ABC FAR 139 ARPT CLSD INDEX (letter) ACFT

NOTE.—Airport management is not required to disseminate a change in airport firefighting and rescue equipment during the first eight hours of an outage. The following action is required after the eight hour

waiting period: (1) Upon being advised by the airport management that the condition prevails—the FSS shall disseminate the information as an NOTAM(L). (2) If after ten days, and upon notification by the appropriate authorities that there has been no change in the condition—a FDC NOTAM is required advising of the FAR Part 139 airport restrictions as determined by the airport management.

e. The changes on a certificated airport other than shown above affecting airport operations shall be disseminated as a NOTAM(D) or (L). The closure of a certificated airport shall be disseminated as a NOTAM(D).

Example:

ABC ARPT CLSD
ABC ARPT AVBL UNSKED CAB CERTD ACR PPO
04-1100

357. OMEGA NAVIGATIONAL OUTAGES

Omega navigational outages shall be advertised by FDC NOTAMS. The NOTAM is to be issued in clear text.

NOTAMs describing outage of Omega Navigational aids shall remain in the system until cancelled by the Omega Navigational System Operational Detail. Shutdowns with established out and in times are issued by the Detail and cancelled by NFDC at the expiration time.

Examples:

NEW YORK OMEGA OTS

358. AIR DEFENSE EMERGENCY

When an air defense emergency is declared issue an FDC NOTAM specifying the following:

- a. The emergency declared.
- b. The geographical areas affected.
- c. The SCAT rules in effect.

d. The applicable portion(s) of the "Wartime Air Traffic Priority List for Movement of Aircraft" (see Special Military Operations, 7610.4, Appendix 1, SCATANA Plan, Chapter 8).

NOTE.—The example FDC NOTAM is for guidance purposes only. Although the information contained in this example could conceivably cover all facets of an emergency situation, it does not mean that the information contained could cover all emergency actions that might be placed into effect by the military when the provisions of the SCATANA Plan are implemented.

Example:

Air Defense Emergency Declared throughout the 48 United States, the District of Columbia, and State of Alaska. SCATANA has been implemented in accordance with the plan for the Security Control of Air Traffic

and Air Navigation Aids (SCATANA). Until further advised, no aircraft will be allowed to operate within the airspace overlying the above areas: The Pacific Coastal ADIZ, Southern Border Domestic ADIZ, Gulf of Mexico Coastal ADIZ, Atlantic Coastal ADIZ, Alaskan Domestic ADIZ, and the Alaskan DEWIZ unless the aircraft proposing to operate within the above areas have a priority assignment of "one" or "two" in accord-

ance with the wartime air traffic priority list for movement of aircraft contained in section five of the SCATANA Plan. All pilots, regardless of priority—civil or military—check with nearest FAA or Military Operations Facility to determine current restrictions and obtain an air traffic control clearance from FAA.

359-379. RESERVED

Section 7. PREPARATION OF NOTAMS FOR DISSEMINATION

380. CLASSIFICATION AND DISSEMINATION

a. All NOTAMS shall receive local dissemination. Local dissemination includes the area served by the aid, service, or hazard being advertised as well as the area of responsibility of the originating FSS regardless of whether the facility is locally or remotely controlled.

b. NOTAMS requiring wide dissemination, as set down in this chapter, shall be handled as a NOTAM(D). The distribution pattern of NOTAM(D)'s shall be the same as that of the weather report.

c. Do not disseminate NOTAMS prior to three days before the condition is expected to occur. NOTAM data may be accepted prior to this period and kept on file until the proper time for distribution. It shall not be the intent of the Notice to Airmen System to advertise data previously published or charted.

d. When the distribution system, or any position of the system, becomes inoperative, use any means available to forward the NOTAM and relay instructions to another facility.

NOTE.—Letters of Agreement between facilities and the FSS and other agencies may be required to assure proper handling of NOTAMS. The Flight Service Station should not be expected to maintain a suspense file for NOTAMS awaiting the three day requirement.

381. COMPOSITION

a. The flight service specialist preparing a NOTAM for dissemination is responsible for composing the information in the correct form. The specialist shall delete extraneous words or phrases using location identifiers where possible and contracting words consisting of more than five letters when possible. Each NOTAM concerning a specific aid, service or hazard shall be a complete report including all deviations.

b. If information is published elsewhere and still valid, reference should be made to that publication with the statement, "PLUS SEE (publication)." A NOTAM issued not stating "PLUS SEE (publication)" indicates the NOTAM replaces previously published similar data.

Example:

XYZ VOR UNUSBL 010-030 BYD 10 BLO 40. PLUS SEE AIM PART 4

c. NOTAMs should state the abnormal status of a component of the NAS and not the normal status. The only exception is when erroneous data has been published; e.g., VOR RTS, 9-27 OPEN.

d. Date-time groups shall represent Greenwich Mean Time (GMT). Do not use the time designator. Control zone times shall be issued using local times, without the time zone designator; e.g., 12-1800LOCAL (except see FDC NOTAMS).

e. Indicate times when an action will take place on the date transmitted without referencing the month or date, e.g., 16-1800, 1945-2330. The date need not be referenced when the times overlap from the date transmitted into the following date, e.g., 2030-0230, 21-0200, 12-0500.

f. When times will cover a period other than described above show the groups as: EFF 4/1-15, EFF 5/1-6/15 (month-date); EFF 5/5 (text) 10-1500, EFF 6/2-6 (text) 12-2000, (date/time).

NOTE.—Zeroes are not added to a single number month or date, e.g., 5, 7. The second time of a time group should always be in four digits, e.g., 15-1800, 1615-1900, 19-2130.

g. The slant sign (/) is to be used only to indicate "and" or to distinguish between month/date or date/time groups, e.g., 17-35/1st 1800 21 CLSD, 1-19 CLSD 12500/OVR or as described above.

h. Altitude and height shall be MSL (except see FDC NOTAMS), 17000, 275, 1225, FL390 (feet and MSL shall not be written). When MSL is not known, specify AGL, e.g., 1304AGL, etc.

382. NUMBERING

Handle numbering of NOTAMS as follows:

a. Station NOTAM numbering:

(1) Maintain an accountability listing for each NOTAM(D). Assign numbers consecutively, beginning with "1" on the first day of the month. Indicate the month of issuance and the NOTAM number separated by a slant;

e.g., the first NOTAM issued in December would be identified as "12/1" and the tenth NOTAM issued in May would be "5/10". Record all NOTAM(D) on FAA Form 7930.1, maintaining a separate form for each NOTAM series.

(2) Maintain accountability listings for each NOTAM(L). Assign a four digit number, e.g., 0004, 0121, 0419, etc. Precede the four digit with the letter "L", e.g., L0151. The numbers shall be assigned consecutively through the year, beginning January 1, with L0001. Record all NOTAM(L) on FAA Form 7930.1 maintaining a separate form for each NOTAM series, but do not transmit on to the Service A system.

(3) Separate accountability numbers are kept for each FSS and each SA reporting location. For example, Washington FSS would maintain a set of numbers for DCA, a separate set for Baltimore (BAL), and a set for Dulles (IAD); but smaller assigned locations, such as ARMEL (AML), would be included in the Washington DCA number sequence. Tampa maintains a set of numbers for TPA, PIE and SRQ. Should a request/reply be made for SRQ, and the NOTAM be transmitted under TPA NOTAM accountability numbers, the requesting facility would not receive all the data intended for distribution.

(4) When a condition is corrected before a NOTAM is transmitted, reserve the number for assignment to the next NOTAM.

(5) Missing NOTAM(D) numbers shall be cancelled (see cancelling a NOTAM), by transmitting the cancellation to the Service A system.

b. FDC NOTAM Numbering:

NFDC shall assign serial numbers to FDC NOTAMS. The numbers shall be assigned consecutively during a calendar year and are identified by "FDC" and the last digit of the current year, a slant and the accountability number, e.g., FDC 6/66. (See Chapter 8, paragraph 450, FDC NOTAM Procedures.)

383. FORMATTING

The flight service specialist is responsible for formatting the information correctly.

a. The following is the order for formatting the required elements of a NOTAM:

(1) ADP code, (NOTAM(D) only).

(2) Identification of the accountability location.

(3) Accountability number.

(4) Identification of the affected facility, e.g., ABC 1/1 XYZ VOR OTS (ABC is the accountability facility; XYZ is the affected facility). CDE 1/7 CDE ARPT CLSD (CDE is the transmitting facility and the affected facility).

(5) Following the affected facility identifier, show effective date(s) when effective on other than on the date transmitted, e.g., BAF EFF 2/28 ATCT 11-0500, BAF EFF 3/25-4/9 VOR OTS.

(6) Component affected, e.g., RWY LGTS, ILS, 1ST 1000 36, 4-22, etc.

(7) The condition requiring the NOTAM is stated next, e.g., OTS, RTS, CLSD, UNAVBL (limited to ARSR, ASR, and/or SSR).

(8) Duration of the condition, e.g., THRU 212300, THL 4/4 (not including time), 13-1900 (shown when it will be the next period between 1300-1900, if issued on 5/3 at 2300 to cover the following day, the 4th, it shall be assumed to cover the next 13-1900 time frame), DLY. Absence of a date-time group means the condition is current until further notice. Until further notice (UFN) shall not be indicated. Do not transmit outage time if it will be prior to the transmission.

b. The NOTAM code shall not be used to describe the operating condition of an aid to air navigation on NOTAMS issued within the conterminous United States and Alaska and Hawaii.

384-389. RESERVED

Section 8. TRANSMISSION OF NOTAMS

390. PREPARATION FOR TRANSMISSION

In order to assure NOTAMs are processed by ADP equipment and receive proper distribution, the preparation of data for transmission must be in the order, and with the coding for start, separation and end-of message prescribed in this chapter.

391. AUTOMATIC DATA PROCESSING (ADP) CODE (→)

The ADP equipment is programed to begin receiving and processing a NOTAM(D) upon receipt of the ADP code (→).

a. When NOTAMS are sent with a weather report in any scan, the NOTAM data shall immediately follow the weather report, separated from the report by the ADP code (Pacific—not applicable).

b. When NOTAM data is transmitted by itself, the ADP code must be immediately preceded by a separator code (space).

Example:

999→ABC 5/1 ABC 18-36 CLSD
BCD→BCD 5/4 BCD VOR OTS

392. NOTAM TO FOLLOW (NTF) CODE (✓)

When two or more new NOTAMs or cancellations or a combination of new NOTAMs and cancellations are transmitted in series, they shall be separated without spacing, by a NTF code. When two or more NOTAMs and/or cancellations are sent at the same time, they shall be transmitted in ascending order.

Examples:

→DEF 4/6 DEF ILS OTS ✓ C4/5
→EFG 4/2 EFG FM OTS ✓ 4/8 EFG GP OTS

NOTE.—The identifier of the accountability location is only placed before the first NOTAM following the ADP code.

393. CURRENT NOTAM INDICATOR (CNI) CODE (↘)

When there are current, previously transmitted, NOTAMS on hand at the beginning of the hour a current NOTAM Indicator shall be ap-

ended to the hourly SA weather report, followed by the current NOTAM serial numbers. The numbers shall be placed in ascending order. The CNI code (↘) shall follow the weather data.

Following the CNI code, without a space, place the numbers of the current NOTAMS. A space shall be placed between each set of numbers. When a new NOTAM or cancellation is appended to the hourly SA weather report the CNI data are the last characters of the transmission.

Examples:

999→BCD ↘ 1/14 1/15
FEW CU→BCD ↘ 2/7
982→BCD 3/1 BCD VOR OTS ✓ C2/8 ↘ 2/9 2/10

394. SEQUENCE OF NOTAMS FOR TRANSMISSION

NOTAM(D)s shall be transmitted on the Service A System. The sequence of NOTAM data for transmission shall be as follows:

- a. New NOTAM(D).
- b. NOTAM(D) cancellations.
- c. Current NOTAM(D)s.

395. CONFIRMING ACCEPTANCE BY THE NOTAM SYSTEM

Assurance NOTAM data transmitted has been accepted by the system can be accomplished through use of request/reply. Following the transmission of NOTAM data a request should be made by means of the request/reply circuit requesting NOTAMS for that accountability location identifier. The reply will confirm acceptance and/or deletion of NOTAMS.

396. TRANSMISSION OF NOTAMS EXCEEDING TWENTY LINES

a. Except in emergency situations NOTAM transmission shall not exceed 20 lines. In the case of a NOTAM which is expected to exceed 20 lines call the NOTAM section of the NFDC (202-426-3390), for assistance in composition.

When text exceeds 20 lines, the transmission shall be broken into parts with each part containing not more than 20 lines of text.

b. When it is necessary to transmit a multiple part station NOTAM a new accountability number must be used for each part. Immediately following the NOTAM number insert the part number and the total number of parts of the NOTAM. After the part number, except for part one, list the previously transmitted NOTAM numbers to see for parts transmitted. Following the NOTAM text list the NOTAMs to follow with other parts.

Example:

ABC 5/4 PART ONE OF THREE PARTS. TEXT.
SEE 5/5 AND 5/6.

ABC 5/5 PART TWO OF THREE PARTS. SEE 5/4
FOR PART ONE. TEXT. SEE 5/6.

ABC 5/6 PART THREE OF THREE PARTS. SEE
5/4 FOR PART ONE AND 5/5 FOR PART TWO.
TEXT.

397. TRANSMISSION OF NOTAM(L)S

NOTAM(L)s shall not be transmitted on the Service A system for any reason. In addition to transmission on local circuits only those NOTAM(L)s listed below may be transmitted on the Service B system as a one time transmission, for a 200 nautical mile radius of the transmitting station, for original NOTAM(L)s and the cancellations. The term "local" is not to be construed to mean the NOTAM is transmitted on the Service B system. NOTAM(L)s to be transmitted on Service B are as follows:

1. NOTAM(L) airports.
 - a. Runway conditions (restricting or precluding the use).
 - b. Closure.
 - c. Braking action NIL.
 - d. Snow/ice/slush/water conditions.
 - e. Runway lights outage.
2. Military Operating Areas.
3. All-Weather Low-Altitude Route (AW-LAR), times in use.
4. Aerial Refueling.

398. TRANSMISSION BY ANOTHER FACILITY

When unable to transmit a NOTAM(D) into the system due to equipment failure or because of an unusual situation, use another means to disseminate the NOTAM. In addition to the normal local distribution, relay the information to another facility, preferably a facility on your own Service A teletype circuit, requesting that the data be transmitted into the system using the originally assigned accountability identifier and number and not that of the assisting facility.

399. TRANSMITTING OF FDC NOTAMS BY OTHER THAN NFDC

NFDC is assigned the responsibility of transmitting all FDC NOTAMS. Due to equipment problems it may be necessary for NFDC to assign the responsibility to the appropriate field facility.

The facility assigned this responsibility shall be the tie-in FSS for the area in question. The facility, other than NFDC, shall format the NOTAM as directed by NFDC and transmit the data during the A2 or A3 scan.

400. CANADIAN NOTAM BY TIE-IN STATION

a. In relaying Canadian NOTAMS, tie-in stations shall modify the format so that it consists only of the identifier of the originating facility followed by CANOT and the text. Tie-in stations shall translate NOTAM (Q) codes to contracted English. All other portions including the signature and succeeding date/time group shall be deleted in conformity with the following example:

≡<V<<VMSS>≡<<V

YG>CANOT><<≡

A808 NOTAMR A675 CYXX. VOR OTS

b. The stations entering Canadian NOTAMS in the system are Massena, New York, Buffalo, New York, Grand Forks, North Dakota, Flight Service Stations, and the San Francisco, California International Flight Service Station. They are responsible for the entering of Ca-

nadian NOTAMS in accordance with the following list:

Note.—Canada disseminates all Airmen Information as NOTAM(D)s.

<i>Massena</i>	<i>Buffalo</i>	<i>Grand Forks</i>	<i>San Francisco</i>	<i>Alaska</i>	<i>Massena</i>	<i>Buffalo</i>	<i>Grand Forks</i>	<i>San Francisco</i>	<i>Alaska</i>
AW	AM	BR	CG	AJ	QX	VV	TH	VR	MA
BG	HM	EG	DC	CB	QY	XI	VG	WL	PR
CH	OW	MJ	HE	DA	SC	XR	WG	XC	RB
FC	QA	PA	KA	DB	SJ	XU	XE	XD	UA
HU	QC	PG	QF	DQ	SU	YB	XL	XH	VQ
HZ	QG	QD	QH	EU	UL	YU	YQ	XS	XJ
JT	QN	QK	QL	EV	YG	YZ	YW	XX	XT
QB	SB	QT	QQ	HQ	YR	ZE		YE	XY
QI	TR	QV	QU	IC	YT			YF	YD
QM	TS	QW	QZ	LT	YY			YJ	ZW
					ZV			ZA	
					ZX			ZP	
								ZT	

401-409. RESERVED

Section 9. CANCELLING A NOTAM

410. ISSUING A CANCELLATION FOR STATION NOTAMS

a. To cancel a NOTAM, use the same serial number assigned to the original NOTAM, preceded by the letter "C," e.g., "ABC C5/5; BCD C12/11." If the serial number of a NOTAM cancellation is invalid, (number not in master file) no action is taken within the NOTAM system. A cancellation shall receive the same dissemination as the new NOTAM it cancels. Do not carry the NOTAM text in the cancellation.

b. Stations cancelling NOTAM(D)'s shall check the appendage of NOTAM data disseminated hourly for the deletion and retransmit cancellations not acted upon.

c. A method of assuring NOTAM(D)s have been removed from the file is by use of the request/reply circuit. Following the transmission of the cancellation, make a request for that accountability location identifiers NOTAMs to the WMSC computer on request/reply and review the NOTAM file.

d. Cancel NOTAMs containing erroneous information, assign a new serial number and re-issue. Transmit a new NOTAM(D) when data is received amending a current NOTAM, and cancel the previous NOTAM.

411. NOTAM DATA PUBLISHED

a. When data appearing in a NOTAM is printed in a publication, cancel the NOTAM, but not the data. The cancellation shall be formatted in the following manner:

ABC C5/5 TSFRD to (Publication)

b. Assure information is published correctly in all publications. When the data is found to be incorrect in any publication, the NOTAM shall remain current and be appended until all publications are correct. Publications to research are:

- (1) Enroute Low Altitude Charts:
ABC C5/5 TSFRD to L-19
- (2) Enroute High Altitude Charts:
ABC C5/5 TSFRD to H-2

- (3) Instrument Approach Procedure Chart:
ABC C5/5 TSFRD TO SIAP BURLINGTON VT NDB RWY 15

NOTE.—SIAPs are filed in alphabetical order by airport name.

- (4) Standard Terminal Arrival Route:
ABC L0014 TSFRD TO STAR JUDDS ONE

NOTE.—STARS are filed in alphabetical order by airport name.

- (5) Standard Instrument Departure:
ABC L0321 TSFRD TO SID ISLIP MACARTHUR COLTS NECK ONE

NOTE.—SIDs are listed alphabetically in order of the SID name.

- (6) Supplements (Alaska-Pacific and South Asia):

ABC C5/5 TSFRD AK SUPPL

- (7) Airmen's Information Manual:
ABC C5/5 TSFRD TO AIM PART (NR)

- (8) Charts (VFR):

(a) Sectional

(b) WAC

(c) TAC

ABC L0204 TSFRD TO (Chart Name)

- (9) Classification downgraded:
ABC C5/5 TSFRD TO NOTAM L0472

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

ABC C5/5 TSFRD TO USAFIB (Bulletin Number)

d. Do not cancel NOTAMs published in the National Flight Data Digest. The NFDD is a vehicle for disseminating data to the chart producers and not to be used for the transferring of NOTAM data.

412. CANCELLING FDC NOTAMS BY NFDC

a. The issuing authority for an FDC NOTAM shall at the expiration of the NOTAM, contact NFDC to issue a cancellation. When the FDC NOTAM has a duration indicated in the text, NFDC shall issue the cancellation upon termination of the duration.

b. NFDC shall transmit all FDC NOTAM cancellations regardless of the issuing source. Should NFDC have equipment trouble and be unable to transmit to the system, FDC shall assign the responsibility to the appropriate facility.

c. Extensions to FDC NOTAMs are valid only when the NOTAM describing the period of duration is cancelled and a new NOTAM is issued depicting the new time period under a new NOTAM number.

413. CANCELLING FDC NOTAMS BY OTHER THAN NFDC

When NFDC is unable to transmit an FDC NOTAM cancellation because of equipment trouble, they shall assign the responsibility to the appropriate facility. The facility normally assigned this responsibility shall be the tie-in FSS for the area in question. The facility shall format the NOTAM as directed by NFDC and transmit the data during the A2 or A3 scan.

a. Rejected NOTAMS cancelled before there is time to reissue the data shall be cancelled using the normal cancellation procedure. Although the NOTAM will not be stored in the computer when rejected, it will receive the prescribed distribution on initial transmission.

414. SKIPPED SERIAL NUMBER

a. Skipped serial numbers shall be cancelled as soon as the error is noted. When a NOTAM has been transmitted that is higher than the number expected, but not more than ten higher, a missing record will be automatically put on file (see 442e).

b. To cancel the skipped number(s), issue a cancellation stating the number(s) missed, as serial number blank:

- (1) One number skipped:
ABC C5/5 S/N BLANK
- (2) More than one number skipped:
ABC C5/5 THRU 5/8 S/N BLANK

415. NUMBER ASSIGNED TO TWO NOTAMS

When two NOTAMS are transmitted using the same serial number, cancel that number. Retransmit the NOTAM data of each NOTAM under new numbers. This may be done with a single transmission in accordance with the procedures outlined in paragraph 392.

416-429. RESERVED

Section 10. SYSTEM CODING

430. EXAMPLES

a. The following examples illustrate the proper coding of NOTAM data for transmission by stations entering their own NOTAM data in the system.

(1) A NOTAM transmitted appended to a weather report:

≡<V<<VDEN>50 SCT 15+085/67/37/
0422/982→DEN>4/2 DEN VOR OTS 6V

NOTE.—See NOTAM to follow (NTF) code paragraph 392 for examples of multiple NOTAM transmission.

(2) A NOTAM transmitted during other than SA collection time:

≡<V<<VDEN>→DEN>4/2>DEN
VOR OTS 8≡6V

b. A station entering its own hourly weather report and NOTAM, as well as the weather report and NOTAM from a tie-in location:

≡<V<<VMOT>50 SCT 15+085/67/37/
0422/982→MOT>4/7>MOT DME OTS ✓
4/8>MOT NW 1000 12-30CLSD≡<<V
BIS E70 BKN 15+090/69/36/0318/985→
BIS>4/5>BIS RWY LGTS 13-31 OTS 6V

c. A station entering a NOTAM for its tie-in facility during other than the hourly collection:

BRL>≡<<V
MLI>→MLI>4/3>MLI ARPT CLSD 16-
1700 8≡6V

431. ENTRY OF NOTAMS BY TIE-IN STATIONS

Tie-in FSSs shall make arrangements for other agencies and facilities (NWS, U.S. Army, Control Tower, etc.), to deliver Notices to Airmen to them for distribution. When the FSS enters more than one set of NOTAM serial numbers, separate each set by the message separation code (≡<<V).

a. A tie-in station, when transmitting a NOTAM of an adjacent CS/T at other than SA transmission time, shall manually add the disconnect code at locations where a WSO with the same identifier as the CS/T is subsequently scanned in the sequential call up. This will

prevent the inadvertent triggering of the WSO transmitter.

(1) Example of a station (BRL) entering the NOTAM of an adjacent CS/T (MLI) under the above conditions, but having no report of its own for transmission:

≡<V<<VGUP>≡<<V
FAM>→FAM>4/3>FAM ARPT CLSD
16-1700 8≡<6V

(2) Example of a station (GUP) entering its own NOTAM and that of an adjacent CS/T (FAM) under the above conditions:

GUP>→GUP>4/10>GUP VOR/DME
OTS 8≡<<V
FAM>→FAM>4/3>FAM ARPT CLSD
16-1700 8≡<6V

b. A tie-in station, when transmitting a NOTAM(D) of an Army Air Field whose weather report is entered in the Air Force system shall ordinarily code the NOTAM(D) to receive the same distribution as the weather reports of the originating station.

(1) Example of a station (BWG) entering a NOTAM(D) from Campbell AAF (HOP) under the above conditions:

≡<V<<VBWG>≡<<V
HOP>→HOP>4/6>HOP 22 CLSD NGTS
8≡6V

(2) Example of a station (ABC) entering a NOTAM from an Army Air Field (XYZ) when there is no weather distribution for XYZ. The AAF NOTAM receives the same distribution as the tie-in station (ABC) and the NOTAM number is assigned from the ABC accountability number series:

>ABC→ABC>4/2>XYZ RCLS 18
OTS 8≡6V

c. When NOTAMs exist for a location where the Service A transmission is made by a WSO or another FSS not responsible for the NOTAM data, the data shall be transmitted by the WSO or the other FSS personnel in the A1 scan. The tie-in FSS shall forward the NOTAM data in its entirety to the WSO/FSS with instructions to transmit the data verbatim. The tie-in FSS

shall instruct WSO/FSS personnel on the use of the CNI code and NOTAM cancellation procedures.

When NOTAM data cannot be transmitted in the A1 scan, i.e., is received late, it shall be trans-

mitted in the A2/3 scan by the tie-in FSS and the WSO/FSS personnel shall be advised to append the CNI to subsequent weather reports.

432-439. RESERVED

Section 11. NOTAM SERVICE MESSAGES

440. MONITORING

a. All inputs in response to scans on a circuit are monitored for presence of an ADP code. The validity of the station identifier, NOTAM number, and format are checked before the NOTAM information is stored in or deleted from the NOTAM master file.

b. Errors in any of the three parameters will result in a service message being sent to the circuit of origin. The service message will identify the NOTAM transmission which was in error, what the error is and whether the data has been entered in or deleted from the master file (accepted or rejected). A rejection (R) will require corrective action in the next scan. An acceptance (A) requires some action by the transmitting station but retransmission of the NOTAM information is not necessary.

c. Each service message is accompanied by the first 20 characters (printing and nonprinting) of the NOTAM following the west arrow.

d. When a NOTAM transmission is rejected distribution of the NOTAM will be made one time based on the first valid station identifier. The NOTAM will not be appended hourly or be available by request/reply. Error messages are not entered into the master file.

441. ABBREVIATIONS

The following abbreviations are contained in NOTAM service messages listed in this section.

NTM	NOTAM
SVC	Service
MSG	Message
R	Reject
A	Accept
FORM	Invalid format
IMON	Invalid month
ISID	Invalid station identification
SEQE	Sequence Number Error
MNI	Multiple NOTAM indicators (west wind arrow)
NFC	NOTAM file closed
NIS	Not in System
OVFF	Overflow NOTAM masterfile (no new NOTAMS are accepted)

OVLN Overlong NOTAMS—more than 20 teletype lines
more than 5 new NOTAMS
more than 20 cancellations
more than 20 new and cancelled NOTAMS

442. SERVICE MESSAGES:

a. Format: NTM SVC MSG FORM R

Meaning: Invalid format. The NOTAM data has been rejected. Error is due to one or more of the following:

- (1) spaces before and/or after arrows.
- (2) no space after accountability identifier.
- (3) no space after accountability number.
- (4) use of accountability identifier with each NOTAM in a multiple NOTAM transmission.
- (5) accountability identifier does not match those listed in the system as valid.

Action: The entire message transmitted, including multiple NOTAMS and/or cancellations must be retransmitted (reentered) by the originating facility.

b. Format: NTM SVC MSG IMON R

Meaning: Invalid month. The NOTAM data has been rejected by the NOTAM system. The wrong month was used.

Action: The transmitting facility must reenter the data using the current month.

c. Format: NTM SVC MSG ISID R

Meaning: Invalid station identification the NOTAM data has been rejected by the NOTAM system. The station identifier was not recognizable.

Action: The NOTAM must be reentered into the system using the correct station identifier.

d. Format: NTM SVC MSG SEQE A 002 004

Meaning: Sequence error, the sequence number received is higher than expected (but not more than 10). Number was accepted. The first number is the expected number and the second is the number received.

Action: The missing number or block of missing numbers is placed on file followed on the next line by the NOTAM number issued, e.g., ABC 05/002 MISSING FROM 05/002 to 05/003, ABC 5/4 ABC VOR OTS

The missing number(s) must be cancelled by the issuing facility. The NOTAM (missing record) will remain in the file and be disseminated by the computer hourly until cancelled. (See cancelling a NOTAM.)

e. Format: NTM SVC MSG SEQE R 027 047

Meaning: Sequence number error. The sequence number received is more than ten higher than expected and the NOTAM message is rejected. The first number is the expected number and the second is the number received.

Action: The NOTAM data is not serviced and the issuing facility must correct this error by reentering the NOTAM data using the correct sequence number. Should the data contained in the NOTAM be cancelled, follow the normal procedure and cancel the NOTAM. Do not re-use the number.

f. Format: NTM SVC MSG MNI R

Meaning: Multiple NOTAM indicators (ADP code). The NOTAM data has been rejected by the NOTAM system. More than one ADP code was received.

Action: The NOTAM data must be retransmitted using only one ADP code.

g. Format: NTM SVC MSG NFC R

Meaning: NOTAM file closed and transactions cannot be accepted. The NOTAM data has been rejected by the NOTAM system.

Action: NOTAM date must be reentered into the system. No indication will be forwarded when the file opens. NOTAMS must be transmitted until accepted.

h. Format: NTM SVC MSG OVFF R

Meaning: Overflow NOTAM master file. The NOTAM master file is full and no new NOTAM data can be entered.

Action: Cancellations may be entered as a separate transmission to release NOTAMS from master file storage. New NOTAMS must be reentered and will be accepted when the overflow situation is alleviated.

i. Format: NTM SVC MSG OVLN

Meaning: Overlong NOTAM.

Action: The NOTAM transmission exceeds the following prescribed limits:

1. More than 20 teletype lines.
2. More than 5 new NOTAMS.
3. More than 20 cancellation notices.
4. More than 20 new or cancelled NOTAMS.

The transmission must be corrected to within limits and reentered.

443-449. RESERVED

Section 12. NFDC PROCEDURES

450. FDC NOTAM PROCEDURES

a. NFDC shall have the responsibility to assign all FDC NOTAM numbers and transmit the NOTAMs to the system. Facilities having the requirement to issue an FDC NOTAM shall call NFDC, NOTAM Section (202-426-3390) and pass all required information to the specialist. The NOTAM specialist shall copy the regulatory data verbatim, place in the proper format and transmit.

b. Listed below are the subjects requiring issuance as a regulatory NOTAM:

(1) Interim IFR flight procedures containing revisions to airway structures or instrument approach procedures.

(2) Temporary flight restrictions in accordance with FAR 91.91.

(3) Flight restrictions in the proximity of the Presidential and other parties in accordance with FAR 91.104.

(4) Certificated airport condition changes in accordance with FAR 139.

451. FDC LIST

a. Twice each day NFDC transmits a listing of FDC NOTAMS transmitted during the previous 12 and 24 hour periods. The list appears immediately following the summary of NOTAMS appended by the switching center at approximately H+03 of the 0200 and 1400GMT hours.

b. The list received during the 0200 hour includes FDC NOTAMS issued since the 1400 hour (12 hours) and the 1400 listing contains all NOTAMS issued for preceding 24 hours. These lists will remain available by means of request/

reply until 30 minutes prior to the transmission of the next scheduled list.

Example:

FDC LIST JAN 231330
 →FDC 4/57 FDC DCA
 →FDC 4/58 FDC CNW
 →FDC 4/59 FDC

452. NOTAM EDITING BY NFDC

a. Each hour the computer compiles a listing of new NOTAMS and cancellations and transmits a listing to NFDC. This listing is called a NOTAM Monitor Review (NMR).

b. NFDC has the capability of editing NOTAMS in the master file. An edited version of a NOTAM will replace the original in the master file and be distributed hourly. There will be no indication when appended NOTAMS have been edited.

453. INSURE RECEIPT OF FDC NOTAMS

FSS chiefs shall develop local procedures for insuring all FDC NOTAMS have been received. Record receipt of FDC NOTAMS on FAA Form 7930-2, FDC NOTAM Receipt Log. Retain all FDC NOTAMS within the FSS area of responsibility until publication or cancellation of the NOTAM.

When published, FDC NOTAMS affecting instrument approach procedures are found with each, "NOS Instrument Approach Procedures Chart" revision package, by NOS regions.

All current FDC NOTAMS (Disaster area, Flight Restriction, airway structure changes, SIAP etc.) shall be listed in Part IIIA of the AIM.

454-459. RESERVED

Section 13. PUBLICATION OF NOTICES TO AIRMEN

460. CUT-OFF DATES

Notice to Airmen information to be published in the AIM must be received at NFDC no later than the publications cut-off date. Cut-off dates for submission of material to be included in the AIM are printed in the AIM Part 3. The cut-off dates for the Supplement Alaska and the Pacific Chart Supplement are published in each of these publications.

461. DATA TRANSMITTED TO NFDC FOR PUBLICATION

a. Information received concerning proposed temporary or permanent changes to the NAS (i.e., commissioning/decommissioning of navaids, frequency changes) shall be forwarded to NFDC for publication prior to the occurrence. Notify NFDC by letter or routine message when it is necessary to include corrections or remove information published in the AIM or on a chart.

Alaska—Submit all data to be published or charted to the Anchorage NOF.

Pacific—Submit all data to be published or charted to the Honolulu NOF.

b. The message address is "RWA" and the message addressee is "NFDC". In order to expedite the processing of flight data it is recommended messages be directed to the appropriate section within NFDC.

c. Letters should be forwarded to NFDC by addressing:

Federal Aviation Administration
National Flight Data Center
ATTN: AAT-430
800 Independence Avenue, S.W.
Washington, D.C. 20591

d. Direct letters, messages and phone calls to the appropriate section within NFDC.

(1) Airspace-Obstruction Section, AAT-434, Phone 202-472-4830.

(2) Airport Section, AAT-435, Phone 202-426-3411.

(3) Airway/Route Section, AAT-436, Phone 202-426-3813.

(4) NAVAID/Communications, AAT-437, Phone 202-426-0042.

(5) Flight Procedures, AAT-438, Phone 202-426-3864.

462. REMOVAL OR CHANGE OF PUBLISHED DATA

In addition to issuing a NOTAM to correct or cancel data appearing in the AIM and/or charted, forward a letter or message to NFDC. The letter or message should be sent far enough in advance to correct a publication, so a NOTAM is not necessary.

463. FORWARDING NOTAM DATA TO NFDC (PACIFIC, ALASKA NOT APPLICABLE)

Even though a Notice to Airmen has been issued, forward appropriate information to NFDC for publication in the AIM and/or chart.

NOTE.—As much as practical, forward data to NFDC via routine message.

464. TEMPORARY CONDITION NOTICE (ALASKA NOT APPLICABLE)

When notice is received of a temporary condition which is expected to be corrected before the information can be published, issue a Notice to Airmen. If the condition is not corrected by the estimated time of completion request a new estimate from the originator. If no satisfactory estimate can be obtained and/or a NOTAM has been current for more than seven days forward the information to NFDC for inclusion in the AIM.

NOTE.—NAVAID information and communications frequency items required by the publishers of AIM may be found in Order 7900.2.

465. CHECKING AIM AND CHARTS

Check each edition of the AIM and charts to assure that all required data is included. Inform NFDC promptly of errors or omissions in any publication or charts.

a. Pacific—Inform Honolulu NOF promptly of errors or omissions in any publication or chart. Forward changes to:

Federal Aviation Administration
Honolulu NOF
Box 4000
Honolulu, Hawaii 96813

or use addressed notice form available in the Pacific Chart Supplement.

b. Alaska—Forward changes to the Anchorage NOF. See Order AL 7920.1.

466. DATA PUBLISHED IN THE NFDD

The appearance of data in the NFDD shall not be reason for cancelling a NOTAM. The NFDD is used as a vehicle to move information between NFDC and the chart producers. Aviation interests use the digest to update their records, but this is not a means for notifying all concerned persons as is the AIM or the Notice to Airmen System.

467-479. RESERVED

Chapter 9. NATIONAL FLIGHT DATA CENTER OPERATIONS AND PROCEDURES

Section 1. GENERAL

480. FUNCTION

The National Flight Data Centers function is to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements. It directs the National NOTAM System; provides immediate factual data concerning the status of components of the air traffic control system.

481. RESPONSIBILITY

The Flight Services Division, AAT-400 is responsible for compliance with criteria and procedures as set forth in Order 7930.1. The compliance responsibility has been delegated to the National Flight Data Center, AAT-430.

482-489. RESERVED

Section 2. OPERATING PROCEDURES

490. MONITORING

The NFDC, NOTAM Section (AAT-432) is charged with monitoring the National Notice to Airmen System. The NOTAM Section shall monitor the compliance with the criteria and procedures set forth in this handbook.

491. CRITERIA ENFORCEMENT

When NFDC judges the information issued is not in conformity with the criteria or procedures established, they shall call it to the attention of the FSS specialist concerned and if still deemed appropriate by the FSS specialist, the NOTAM shall remain in the system.

492. REGIONAL NOTIFICATION OF DISCREPANCIES

Discrepancies in procedure or format shall be recorded and AAT-400 shall forward a list of the discrepancies to the regions within 30 days of the discrepancies applicable to their facilities.

493. EDITING

a. Each hour the WMSC computer compiles a listing of new and cancelled NOTAMs and transmits a listing to NFDC. This listing is called a NOTAM Monitor Review (NMR).

b. NFDC NOTAM Section shall edit all those NOTAMs not in accordance with the example shown in Chapter 8 of this handbook. Editing shall in no way change the intent of the NOTAM. Do not contract words of five letters or less or FDC NOTAMs. The purpose of editing is to shorten the message for easier reading, uniformity, and also to reduce the time spent transmitting to the system.

c. Should NFDC edit a NOTAM and change the intent, the NOTAM shall be cancelled by the issuing facility and reissued under a new NOTAM accountability number. The specialist discovering the error shall telephone the other specialist, FSS or NOTAM specialist, and notify him of the occurrence.

494-499. RESERVED

Section 3. FDC NOTAM PROCEDURES

500. POLICY

National Flight Data Center, Notices to Airmen (FDC NOTAMS) are issued in compliance with Federal Aviation Regulations, are regulatory in nature and amend FAR's and the Federal Register.

501. FDC NOTAM CRITERIA

Notices to Airmen are regulatory and fall into, but not limited to, the categories listed below:

a. Temporary Flight Restrictions:

- (1) Disaster areas.
- (2) Special events generating a high degree of interest.
- (3) Hijacking.

b. Flight Restrictions in the Proximity of the Presidential and Other Parties.

c. FAR 139 Certificated Airport Condition Change.

d. Interim IFR Flight Procedures.

- (1) Airway structure changes.
- (2) IAP procedure changes.
- (3) Airspace change in general.
- (4) Back-up equipment outage for Category II and III.

502. FDC NOTAM NUMBERING

a. FDC NOTAM numbers shall be assigned by NFDC. When regulatory data is to be issued NFDC, NOTAM Section (AAT-432) shall be contacted to assign the accountability number and then transmit as a one time notice.

b. FDC NOTAM numbers shall be assigned consecutively during a calendar year and are identified by "FDC" and the last digit of the current year, a slant and the accountability number for that year, e.g., FDC 5/66.

503. TEMPORARY/PERMANENT FDC NOTAMS

a. Flight inspection FDC NOTAMS shall, at the direction of Flight Standards personnel, be affixed with a FI/T, Flight Inspection Temporary or FI/P, Flight Inspection Permanent.

b. FDC NOTAMS containing information other than interim IFR flight procedures shall

not use the contractions FI/T or FI/P. (Reference paragraph 353, Interim IFR Flight Procedures.)

504. FDC NOTAM COMPOSITION

FDC NOTAMS shall be composed by the originator. When reviewing the content of the NOTAM be sure that contractions are not used. Common term contractions may be used, e.g., VOR, ILS, NDB and terms where normally just the letters are used. Do not use contractions for middle marker, outer marker, etc. or when the full words are spoken.

505. FDC NOTAMS STATING DURATION

a. FDC NOTAMS that have the duration indicated in the text shall be cancelled by NFDC at the end of the stated duration. NFDC NOTAM specialists shall notify the originators of FDC NOTAMS of this fact when accepting the original NOTAM.

b. It shall not be the responsibility of NFDC to confirm that a NOTAM action time does expire at the time stated on the NOTAM. Care should be exercised that FDC NOTAMS are extended when needed.

c. When there is a need to extend a NOTAMS time duration, it is accomplished by reissuing the data with the new time under a new accountability number and cancelling the old number.

506. TRANSMITTING FDC NOTAM

a. NFDC shall transmit all FDC NOTAMS. These NOTAMS will appear in the system during the variable scan periods.

b. Should NFDC be unable to transmit into the system, the appropriate facility shall be assigned the responsibility by NFDC. The facility assigned the responsibility will normally be the tie-in FSS in whose flight plan, or navaid monitoring/controlling, area the situation occurs.

507. TRANSMITTING OF FDC NOTAMS BY OTHER THAN NFDC

NFDC is assigned the responsibility of transmitting all FDC NOTAMS. Due to equipment problems it may be necessary for NFDC to assign the responsibility to the appropriate facility.

The facility assigned this responsibility shall be the tie-in FSS for the area in question. The facility shall format the NOTAM as directed by NFDC and transmit the data during the A2 or A3 scan.

508. TRANSMISSION OF NOTAMS EXCEEDING TWENTY LINES

a. Except in emergency situations, NOTAM transmission shall not exceed twenty lines. In the case of a NOTAM expected to exceed twenty lines the originator and the specialist at NFDC should attempt to shorten the text.

b. When the text of a NOTAM does exceed twenty lines, as displayed by the system, the transmission shall be broken into parts, with each part containing not more than twenty lines of text.

c. When it is necessary to transmit a multiple part FDC NOTAM the same accountability number shall be used for each part. Following the NOTAM number place the part number and the total number of parts of the NOTAM.

Examples:

BCD 5/573 PART ONE OF TWO PARTS. EFF
IMT, etc.

BCD 5/573 PART TWO OF TWO PARTS. TEXT.

509. CANCELLING FDC NOTAMS

The issuing authority for an FDC NOTAM shall, at the expiration of an FDC NOTAM, contact NFDC, NOTAM Section for the issuance of the cancellation. The FSS having tie-in responsibility for a NOTAMed component of the NAS may be contacted by the originator should the originator be unable to make the call to forward the information to NFDC for cancellation.

a. When an FDC NOTAM has a duration indicated in the text, NFDC shall issue the cancellation upon termination of the duration. This fact shall be stated to the originator of the NOTAM when the original NOTAM is relayed to NFDC for dissemination.

b. Extensions to FDC NOTAMS are valid only when the existing NOTAM is cancelled and a new NOTAM is issued depicting the new time period under a new NOTAM number.

c. To cancel an FDC NOTAM, assign a new NOTAM accountability number and state,

"THIS CNLS FDC (number), i.e., "FDC 2/514 THIS CNLS FDC 2/289."

d. State the reason for the cancellation when known:

TSFRD TO SIAP NDB RWY 9
TSFRD TO SIAP VOR RWY 13/VOR
RWY 31/ NDB RWY 13/ILS 2/RADAR 2
TSFRD TO H2
TSFRD TO L24
COND COR
EVENT OVER (ENDED)

e. When a new FDC NOTAM is being issued to correct, or in any way change, a previously issued NOTAM the statement in c. above, shall be placed at the end of the new NOTAM, with no reason stated for the cancellation. In all cases a new accountability number must be assigned to cancel a FDC NOTAM number.

f. When, in the event, NFDC is unable to transmit a NOTAM cancellation, NFDC shall assign the responsibility to the appropriate facility.

510. FDC LIST

Twice each day NFDC transmits a listing of FDC NOTAM numbers transmitted during the previous 12 to 24 hours. The list appears immediately following the list of NOTAMS transmitted by the WMSC in a summary form following the SA collection during the 0200GMT and 1400GMT hours. The 0200 hour list contains those FDC NOTAM number transmitted since 1400 GMT and the 1400 GMT list reflects all the NOTAM numbers transmitted during the preceding 24 hours.

Included in the FDC LIST is the FDC NOTAM accountability number, followed by the location identifier of the affected location. NOTAMS affecting airspace which cannot be described by a specific location will appear in the list without an affected location identifier.

Example:

FDC LIST JAN 231330
FDC 5/101 DCA
FDC 5/102 CNW
FDC 5/103

511-519. RESERVED

Section 4. NOTAM SERVICE MESSAGES TO NFDC**520. EXAMPLES****a. Format: NTM SVC MSG NIS**

Meaning: Not in (storage) system. The NOTAM being edited is not in storage.

Action: The message transmitted should be reviewed for error in format, or the NOTAM is no longer in the system or never was in the system. Should the message have an error, retransmit correctly. No action is required if the message is correct.

b. Format: NTM SVC MSG NAIF

Meaning: NOTAM already in file. A NOTAM with that same accountability location identifier and accountability number is already on file. The NOTAM on file need not have the same text. This service message is generated when an attempt is made to load in a NOTAM.

Action: Assure accountability identifier and number are correct. Should an error be found, retransmit the NOTAM data.

521-529. RESERVED

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FEDERAL AVIATION ADMINISTRATION
Washington, D.C. 20591**

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