

# Notice To Airmen (NOTAM) Best Practices for Airport Operators

## 2018 Operations and Technical Affairs Committee



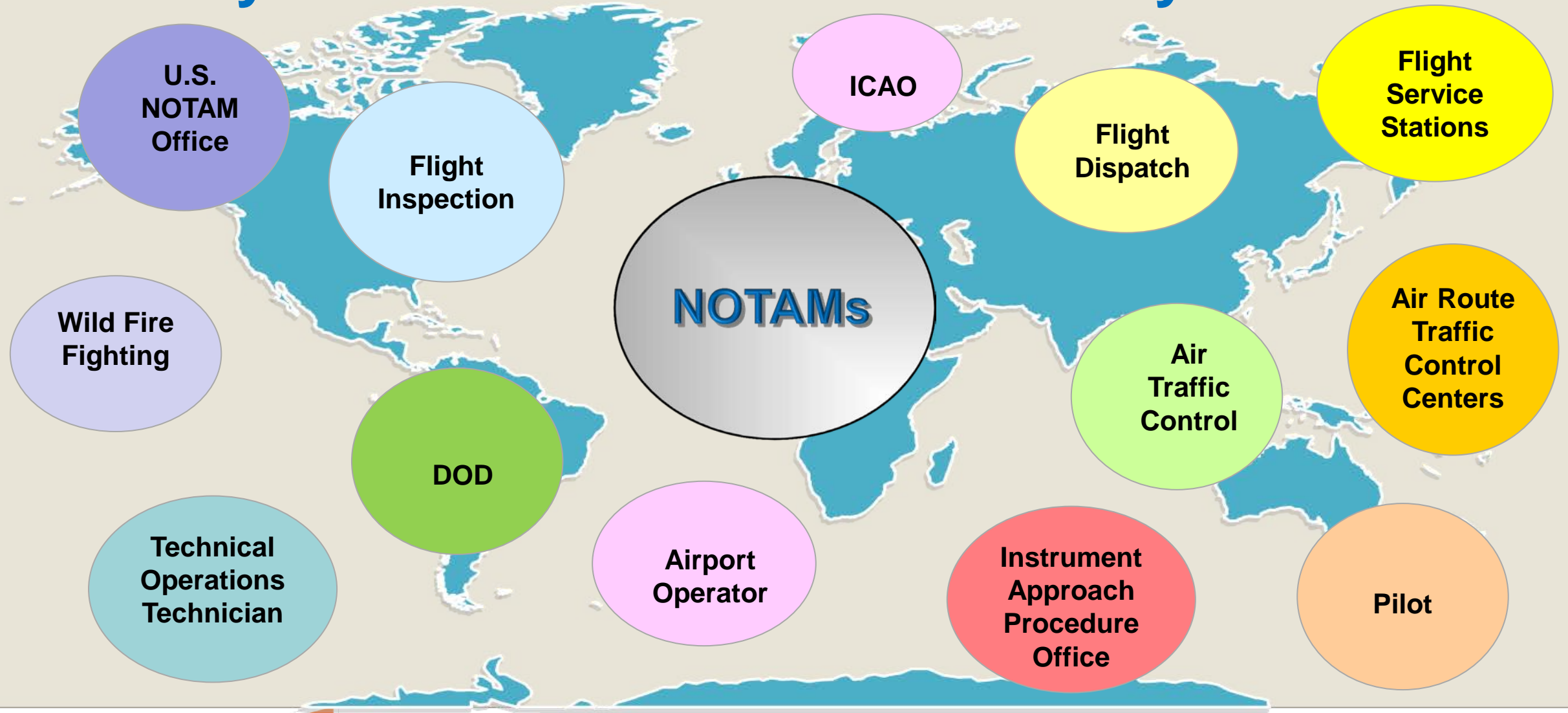
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**<https://www.faa.gov/about/initiatives/notam/>**

# Every User of the NAS is Affected By NOTAMs



# Advisory Circular: NOTAMs for Airport Operators

This advisory circular prescribes procedures used to obtain, format, and disseminate information on unanticipated or temporary changes to components of or hazards in the National Airspace System until the associated aeronautical charts and related publications have been amended. The content in this advisory circular follows the policy as prescribed in FAA Order 7930.2, Notices to Airmen.

The NOTAM system is not intended to advertise data already published or charted. *Note: AC 1.3/2.2.1*

AC 150/5200-28 is available at  
[https://www.faa.gov/airports/resources/advisory\\_circulars/](https://www.faa.gov/airports/resources/advisory_circulars/)

A 3D illustration of four white humanoid figures working together to assemble large puzzle pieces. One figure holds a yellow piece, another a blue piece, a third a red piece, and a fourth a green piece. The pieces are interlocking and arranged in a larger shape. A semi-transparent banner with the title is overlaid on the center.

# Best Practices for Airport Operators



# Granby-Grand County Airport (KGNB) 9/22/16

- ~An aircraft checks onto frequency and is notified of the RWY CLSD NOTAM, whose End of Validity is 1700z.
- ~The aircraft asks (1702z) about the runway closure and is told there are no NOTAMs.
- ~During this dialogue, the airport issues another NOTAM showing the runway remains closed (1703z), which was acknowledged by the controller at 1705.

# Telluride Regional (KTEX) 12/23/15

- ~An aircraft was inbound to TEX which is an uncontrolled airport.
- ~At 1:49 p.m. (local) the controller asks the pilot about the NOTAMs.
- ~At the same time the airport issued a runway (09/27) closure NOTAM. This NOTAM was available to the controller at 1:50 p.m. and was printed at the flight data position at 1:51 p.m.
- ~A few minutes later (1:58 p.m.), the aircraft is cleared to land runway 09. The aircraft reported TEX in sight (2:04 p.m.) and cancelled flight plan.
- ~At approximately 2:15 p.m., the aircraft landed and hit a snowplow severing the right wing from the aircraft.

# Best Practices

- ~The NOTAM Originator understands there is a delay of NOTAMs getting to the controller—up to six minutes.
- ~Therefore it is critical to notify the overlying facility of NOTAMs which can restrict the use of movement areas.
- ~The Start of Activity time should not be the same time as issuing time - allow time to work through the computer



# Common Issue

The time it takes a NOTAM to process from origination to the end user is not immediate

The Operations Control Center (Tech Ops) is not aware of runway closures



# Best Practice

The airport should coordinate the activity with the overlying Air Traffic facility to allow enough time to get the NOTAM to the appropriate controller.

Be vigilant in monitoring CTAF when working on the movement areas

Notify the controlling facility ahead of time, when originating or extending a NOTAM that restricts movement to a surface

*Note: AC 1.6.1.2*

*Note: Understand the NOTAM Process from identifying a hazard to canceling*

Tech Ops has requirements to turn off equipment if a runway is closed



Federal Aviation  
Administration

# Common Issue

There are too many NOTAMs in the system



Incorrect use of PERM NOTAMs

# Best Practice

The purpose of a NOTAM is for last minute items. Always contact NFDC to have published data updated/modified

[https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/aero\\_data/](https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/)

If the intent isn't to chart the content of the NOTAM, then don't use PERM...put a guesstimated date

*Note: AC 2.3.12.4*

# Common Issue

**Misunderstanding the Start of Activity and End of Validity times**



# Best Practice

**Use EST when the condition may finish and resume normal operations earlier than anticipated.**

*Note: AC 2.3.12*

**With Field Condition NOTAMs, the Observed At time should be different than the Start of Activity.**

**All NOTAMs (except PERM) will auto-cancel at the End of Validity.**

*Note: AC 2.3.12*

**A NOTAM is not valid past its End of Validity time and must not be used for navigation purposes.\***

*Note: AC 2.3.12*



# Common Issue

Pilots become used to seeing a NOTAM and therefore start to ignore them

Pilot doesn't understand the need for a NOTAM



# Best Practice

NOTAM should have specificity in relation to snow removal activity...not issuing a NOTAM from October through April

*Note: AC 1.4/4.1*

~When a “blanket NOTAM” is required for a long-term condition, it should be published in the Airport Remarks section of the Chart Supplement.

The NOTAM should be actionable – meaning the pilot will need to take some action based on the NOTAM

~T/F The below NOTAM is actionable  
...COM CAFÉ FREQ OUT OF SERVICE...

# Common Issue

Both taxiways and runways have  
**HLDG PSN SIGN**

*Example:*

*...RWY 01 HLDG PSN SIGN NOT LGTD...*

Where is this sign? On the  
runway as it says, or on the  
taxiway holding short of RWY  
01?

It is confusing for pilots to see  
“east side of ramp” in a NOTAM



# Best Practice

Use the keyword that matches the location of  
the sign—in other words, where the pilot will be  
sitting when he or she sees this sign.

~To avoid confusion with runway holding  
position signs, **ALWAYS** include the crossing  
runway.

*Example:*

*...TWY A HLDG PSN SIGN...*

The pilot is on TWY A holding short of RWY 01.

*Example:*

*...RWY 01 HLDG PSN SIGN FOR RWY 09/27...*

The pilot is on runway 01 holding short of RWY  
09/27

**APRON** has to be shown as measurable, but if it  
isn't done by feet, use **BTN \_\_\_\_ AND \_\_**, etc.

# Common Issue



# Best Practice

**Ensure on-airport crane status is timely and accurate**

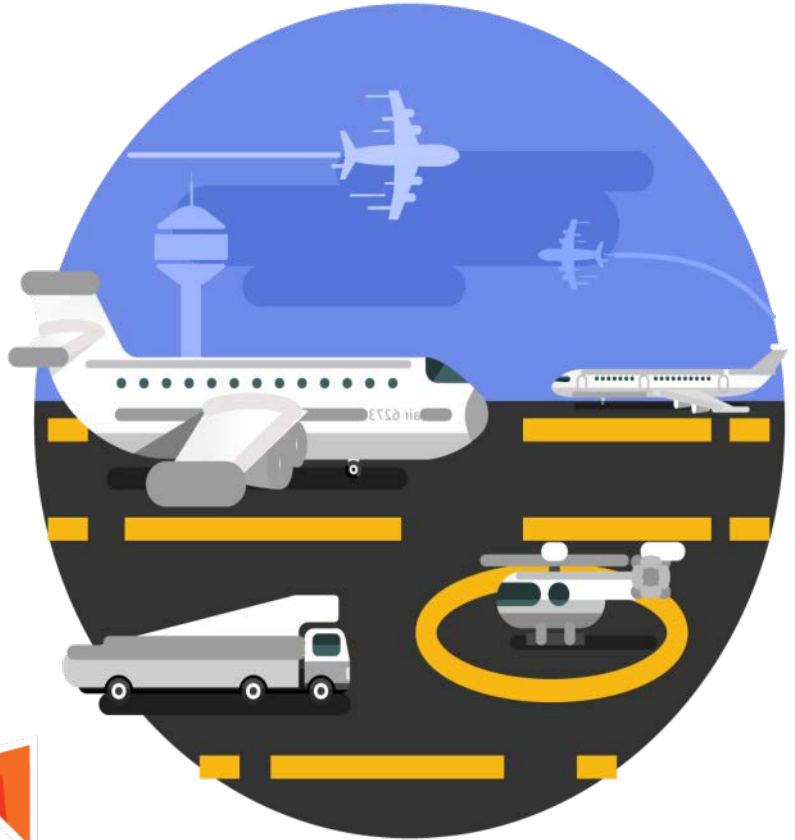
**Understand the crane status may affect the operator's ability to conduct a flight**

**Maintain coordination with ATC facility**



# Common Issue

The content of the Chart Supplement Airport Remarks Section is not accurate



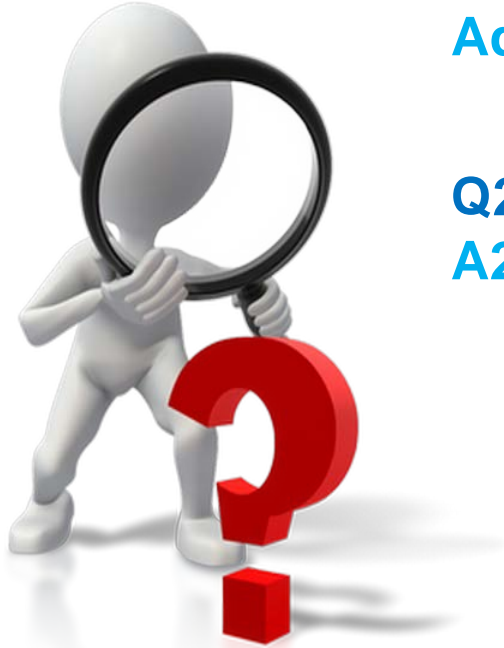
# Best Practice

Verify the data in the Chart Supplement is accurate. Send any changes to the National Flight Data Center via the website [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/aero\\_data/](https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/)

If something changes at your airport – one way of making the change is through the NFDC Portal <https://nfdc.faa.gov/nfdcApps/controllers/PublicSecurity/nfdcLogin>

Here, you can make airport changes, make inquiries and sign up for notifications or subscribe to updates.

# Frequently Asked Questions



**Q1) What does the NOTAM format look like?**

**A1) See examples in the FAA Order 7930.2, *Notices to Airmen*; the Advisory Circular; and samples on the e-NOTAM II (ENII) website.**

**Q2) How do I access NOTAMs on the FAA website?**

**A2) They are fully accessible via NOTAM Search (see reference slide)**

**a) A search can be conducted on “location,” “free text,” “geographical radius,” or “flight path.”**

**b) Historical NOTAMs can be seen using the “archive” function:**

**1) The NOTAM history goes back five years.**

**2) You must provide a specific location on a specific date.**

**Q3) Why do all NOTAMs have a start/stop time?**

**A3) Until Further Notice (UFN) and With Effect From (WEF) have been replaced with the ICAO Start of Activity/End of Validity.**

# Frequently Asked Questions

**Q4) When is the term “PERM” (permanent) used as the End of Validity?**

**A4) When NOTAM content is to be published in the U.S. Chart Supplement or other publication.**

**Q5) Crane operations on-airport**

**A5) Utilize the OE/AAA website at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp> to have a better situational awareness at airports.**

**Q6) I’m the NOTAM Originator. What do I do when a NOTAM condition still exists, but the NOTAM is about to auto-cancel?**

**A6) The NOTAM Originator has the responsibility to ensure the NOTAM is replaced with a new End of Validity time. If a NOTAM drops out of the system, the end user will assume the situation rectified itself and is back to normal operations.**

# References

## Internet Resources:

NOTAM Search: <https://notams.aim.faa.gov/notamSearch/>

National Flight Data Center Homepage: <https://nfdc.faa.gov/xwiki/bin/view/NFDC/WebHome>

Flight Service Homepage: [www.faa.gov/go/flightservice](http://www.faa.gov/go/flightservice)

Flight Service Flight Briefing Website: [www.1800wxbrief.com](http://www.1800wxbrief.com)

FAA Website: [www.faa.gov](http://www.faa.gov)

Current Temporary Flight Restrictions: <http://tfr.faa.gov>

Flight Service ENII System: <https://notams.aim.faa.gov/en2/>

GPS Notices: [https://www.faa.gov/SPANS/notices\\_public.aspx](https://www.faa.gov/SPANS/notices_public.aspx)

## FAA Documents:

The Aeronautical Information Manual (AIM) contains important NOTAM governance for pilots.

FAA Order 7930.2, *Notices to Airmen*, provides guidance for FAA users.

*Advisory Circular (AC) 150/5200-28, NOTAMs for Airport Operators*, provides information to the airport operator.

FAA Order JO 7340.2G, *Contractions*, contains guidance on appropriate abbreviations for NOTAM writing.

# More NOTAM Material

# Examples of NOTAMs

...**COM** REMOTE  
COM OUTLET 122.0  
OUT OF SERVICE...

*The frequency 122.0 is out of service*

... **TWY F** EDGE LGT  
OUT OF SERVICE ...

*Taxiway F edge lights are out of service*

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

*The airport beacon is out of service.*

...**RWY** 03/21 CLSD...

*RWY 03 and 21 are closed to aircraft.*

...**AIRSPACE** AEROBATIC ACFT WI AN AREA  
DEFINED AS 1NM RADIUS OF FSO SFC-3500FT  
DLY 1600-1700...

*An aircraft conducting aerobatics is taking place within a 1 nm radius of the FSO airport from the surface up to 3,500 ft daily between 16-17Z*

...**OBST** TOWER LGT (ASR 1050171) 383430.80N0844921.70W (18.9NM ESE 8I1) 1229FT (289FT AGL) OUT OF SERVICE ...

*An obstruction tower 18.9 nautical miles east/southeast of 8I1 airport is not lighted in accordance with current regulations.*



# Timeline of a NOTAM

- How a NOTAM gets originated
- How to enter a NOTAM into the NOTAM system
- Current sentence structure
- NOTAM gets numbered by U.S. NOTAM System
- NOTAM is stored in the USNS
- NOTAM dissemination from the USNS
- Using the NOTAM information
- Other sources of Aeronautical Information to review
- Users receive NOTAMs inflight
- NOTAM is no longer in the system

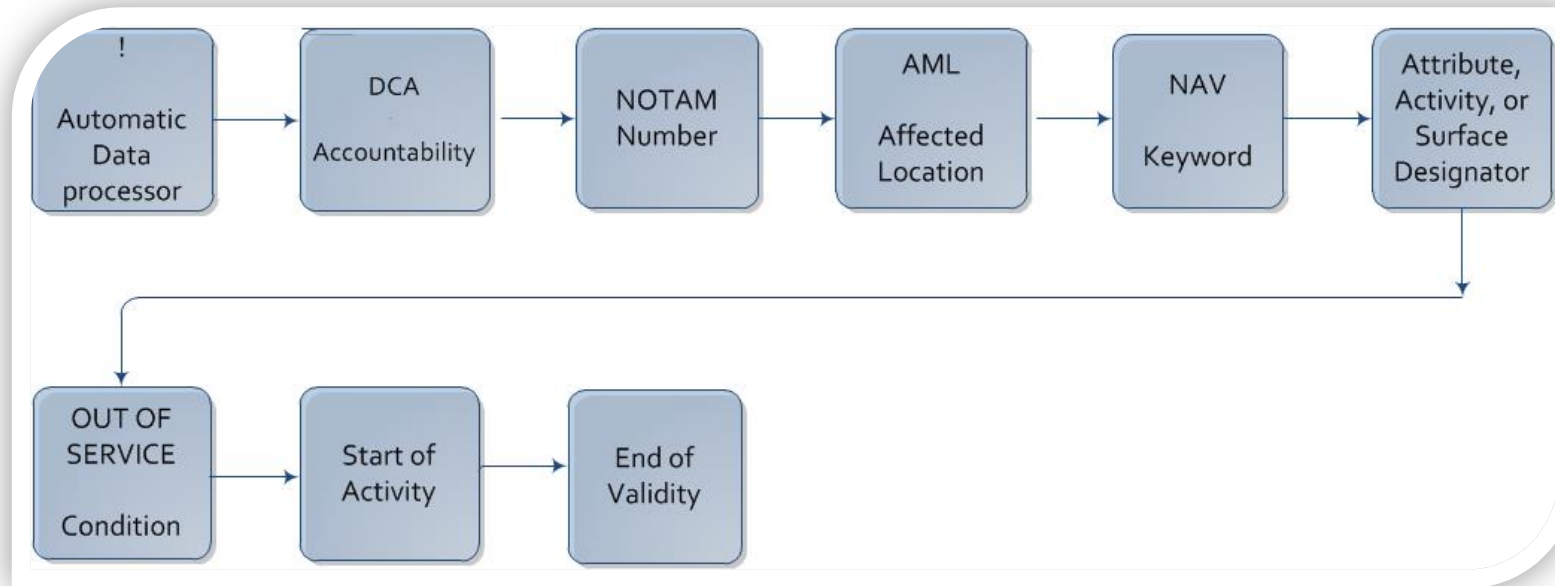
# Building Blocks of a NOTAM



# NOTAM Components

All NOTAMs follow a specific format, which includes several required elements.

**!DCA 06/005 AML NAV  
VOR/DME OUT OF  
SERVICE 1706082230-  
1706302200**



**!** This is a computer code with the Aeronautical Fixed Telecommunication Network used to identify the start of a new NOTAM.

# NOTAM Components: Accountability and Number

**!CRW 08/005 AML NAV  
VOR/DME OUT OF SERVICE  
1706082230-1706302200**

The identifier of the accountability location. *Ex.:* A facility (such as DCA), FDC or CARF.

The accountability and affected location can be the same identifier provided that the location is a weather reporting location, otherwise the NOTAM accountability is listed under the Flight Service Station for the affected location. The accountability location is found in the Chart Supplement (formally known as the Airport/Facility Directory (A/FD)) under RADIO AIDS TO NAVIGATION: NOTAM FILE XXX.

The NOTAM number (MM/NNN), comes after the accountability. MM is the two-digit month, and NNN is the three-digit number, ranging from 001 to 999

# NOTAM Component: Location Identifier

!DCA 06/005 **AML** NAV  
VOR/DME OUT OF SERVICE  
1706082230-1706302200

The location identifier component is the affected facility or location (airport, Navigational Aid (NAVAID), or Air Route Traffic Control Center (ARTCC)) and it appears after the NOTAM number.

AML is the identifier for the Armel VOR/DME.

When the affected facility or location serves airspace in multiple ARTCCs, a separate NOTAM must be issued for each ARTCC.

# NOTAM Components – Keywords for Airports

Include one of the following keywords:

- RWY - Runway
- TWY - Taxiway
- AD - Aerodrome
- OBST - Obstruction
- NAV - Navigation
- COM - Communication
- SVC – Services
- APRON



!DCA YY/NNN AML NAV  
VOR/DME OUT OF  
SERVICE 1706082230-  
1706302200



# NOTAM Components: Attribute and Surface Designator

!DCA MM/NNN AML  
NAV VOR/DME OUT OF  
SERVICE 1706082230-  
1706302200



In the above example, the Armel VOR/DME (attribute) is out of service for a specified period of time.

A surface designator is required with the keywords RWY, TWY, and APRON.

*Example: ...RWY 03 CLSD...and...APRON MAIN RAMP CLSD... and... TWY DB OPN...*

# NOTAM Components (When Needed): Surface Segment



**!CRW 06/005 CRW TWY B  
BTN RWY 05/23 AND TWY A  
CLSD 1804230400-  
1805230400**

In other words, a portion of the surface, instead of the entire surface segment.

***Example:***

***...SOUTH 100FT...***

***...BTN TWY C AND TWY B...***

***...NORTH OF RWY 09/27...***

# NOTAM Components (When Needed): Facility, Feature, Service, System, and/or Components Thereof

!MLB MM/NNN MLB RWY  
27 HLDG PSN SIGN FOR  
RWY 18/36 NOT LGTD

*Examples:*

*...HLDG PSN SIGN...*

*...ILS LOC...*



# NOTAM Components (When Needed): Location Description



This is a plain-language explanation that helps better define the location of the issue.

*Example:*

***...WIP MOWING LEFT SIDE APCH END RWY 10...***

***...SOUTHEAST SIDE FOR RWY 13L/31R...***

***... APRON MAIN RAMP N 123FT CLSD...***

# NOTAM Components: Condition

!LGB MM/NNNN LGB RWY 08L/26R  
OPN TUE-SAT 0500-1315  
1808070500-1808181315

OUT OF SERVICE

OPN – OPEN

ACT – ACTIVE

CLSD – CLOSED – may be followed by TO (limitation) or EXC (exception)

***Example:***

***...RWY 36 CLSD CONST***

***...RWY 14/32 CLSD EXC TAX 15MIN PPR...***





# NOTAM Components (When Needed): Remarks

Remarks are any additional pieces of information that might benefit the pilot.

*Example:*

*Use example of PPR*

!BDL MM/NNNN BDL RWY 06/24 CLSD  
EXC 30MIN PPR 123.4/860-627-3001  
1808071230-1808072000





# Common Issue

Determining the schedule within the valid times may be confusing especially when the schedule includes overnight activity across a period of several days.



# Best Practice

Ensure the schedule times match the Start of Activity and End of Validity times.

Referencing the example on the previous slide... Since NOTAMs use Coordinated Universal Time (UTC), the activity starts Sunday at 2200 UTC, occurs again on Monday and Tuesday at 2200 UTC, then ends on Wednesday at 0900 UTC.

# NOTAM Components: Start of Activity/End of Validity

!DCA MM/NNN AML NAV  
VOR/DME OUT OF  
SERVICE 1706082230-  
1706302200

A 10-digit date-time group (YYMMDDHHMM)  
UTC indicating:

The time at which the NOTAM comes into force  
(the date/time a condition will begin)

The time at which the NOTAM ceases to be in  
force and becomes invalid (the expected time of  
return to service, return to normal status, or the  
end of the activity)

# NOTAM Search <https://notams.aim.faa.gov/notamSearch/>

The NOTAM Search tool allows all users to search for active NOTAMs in the United States NOTAM System (USNS).

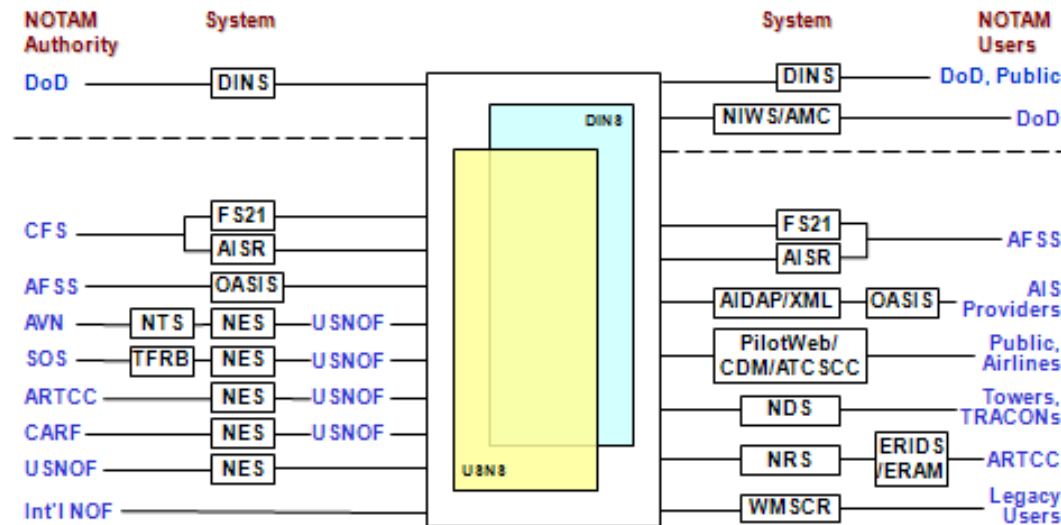
Users are able to search for NOTAMs based on location, flight path, geography, latitude/longitude, free text, accountability, archives and NOTAMs in proximity to location. Users are also able to filter the results, as well as generate reports based on search results.

The screenshot shows the NOTAM Search interface. At the top is the Federal Aviation Administration (FAA) logo and the text 'Federal Aviation Administration' and 'FAS | NOTAM Search'. Below this is an 'Administrative Toolbar' with links for 'Brooke H.', 'Log Out', 'Disclaimer', 'Feedback', 'Help', and 'External Links'. The main search area is titled 'Search NOTAMs' and contains a search bar with a magnifying glass icon. Below the search bar are two input fields: 'Location' with a dropdown arrow and 'Location(s)' with a text input field and a magnifying glass icon. To the right of the 'Location(s)' field is a 'Search' button with a magnifying glass icon. Below the search bar are two buttons: 'History' and 'Saved Queries'. Two callout boxes provide instructions: one points to the 'Location' dropdown menu and the other points to the 'Location(s)' input field.

Use the drop down menus to select search options or select from saved queries. Note: must be logged in to access saved queries.

Enter location Designator(s) and select desired facility from the drop down menu

## Current NOTAM Process

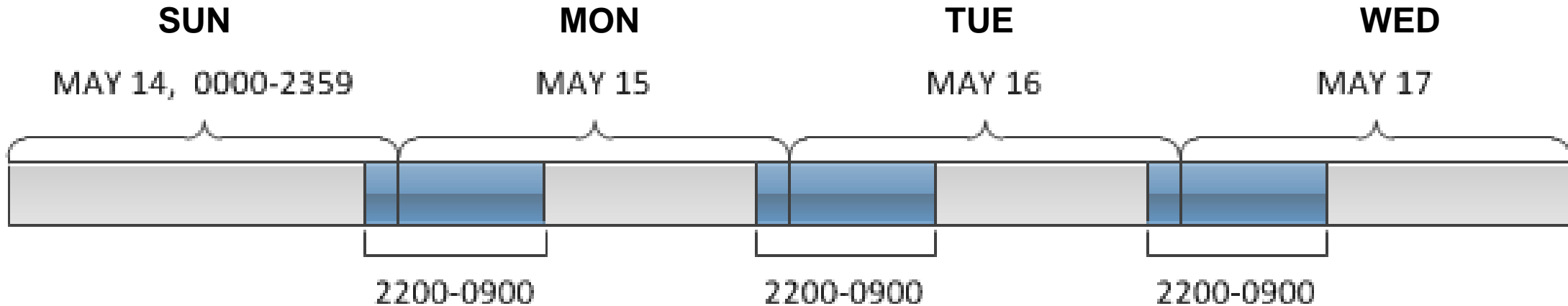


Aeronautical Information Management  
September 19<sup>th</sup> 2007



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# NOTAM Components (When Needed): Schedule



Specified in the element before the Start of Activity

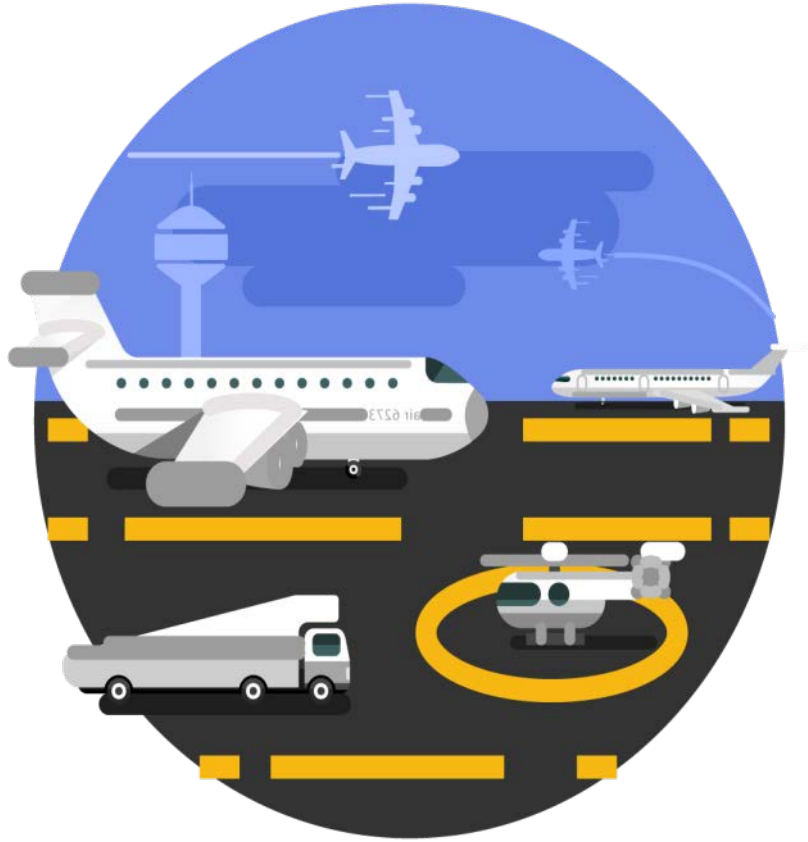
## ***Example:***

***!MIV MM/NNNN EVY RWY 11/29 CLSD DLY 2200-0900 YY05142200-YY05170900***

Explanation: The runway is closed between 2200UTC and 0900UTC each day starting on Sunday May 14, and ends on Wednesday May 17..

# NOTAM D

***!DAY 07/030 DAY TWY K HLDG PSN SIGN  
NOT LGTD 1707280307-1708072200***



These are NOTAMs containing information concerning the establishment, condition, or change of any:

- Aeronautical facility
- En Route NAVAIDS
- Services
- Procedures
- Hazards
- Civil public-use airports listed in the U.S. Chart Supplement

NOTAM Ds are numbered consecutively each month by the NOTAM System starting with 001 for each accountability. This would be the 30th NOTAM issued for the month of July for the DAY accountable location.

# Common Issue

The time it takes a NOTAM to process from origination to the end user is not immediate.



# Best Practice

The airport should coordinate the activity with the overlying Air Traffic facility.

Technical Operations should coordinate the activity with the facility before implementing.



# Pointer NOTAM

A Pointer NOTAM is a NOTAM D issued to point to another NOTAM.

The keyword in the pointer NOTAM must match the keyword in the original NOTAM.

***Original:***

***!ATL 05/754 ZTL SVC STANLY APP CLSD 1706011700-1706170200***

Explanation: The Stanly Approach Control is closed.

***Pointer:***

***!VUJ 05/023 VUJ SVC SEE ZTL 05/754 STANLY APP CLSD 1706011700-1706170200***



# Field Condition (FICON) NOTAM



A FICON NOTAM contains information on the surface conditions of landing runways, taxiways and aprons.

***Example:***

***...RWY 01 FICON 1/2/2 100 PRCT ICE, 100 PRCT 1IN SLUSH, 100 PRCT 1IN SLUSH...***

Explanation: Runway 01 is the landing runway. The RWY Condition Code is 1/2/2. The first third is covered with between 90-100% ice. The remaining two-thirds are 100% covered in one inch of slush.