

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE, ARMY,
AND NAVY**

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OPNAVINST 3721.20C**

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Flight Operations

**DEPARTMENT OF DEFENSE NOTICE TO
AIRMEN (NOTAM) SYSTEM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 11-2, *Aircraft Flight Rules and Procedures*. This is an Interservice publication with the Air Force as the lead service. The Air Force is the single manager of the DoD NOTAM System. The DoD NOTAM system disseminates information to aviators and flight operations personnel regarding the establishment, condition, or change in any aeronautical facility, service, procedure or hazard of which the timely knowledge may be critical to safe DoD flight operations or maneuvering. It also allows DoD agencies to create NOTAMs via the Internet. The Defense Internet NOTAM Service (DINS) is the only DoD NOTAM Division authorized site for DoD NOTAM creation and retrieval. Records Disposition for Air Force units: Maintain and dispose of records created by prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule (will convert to AFMAN 33-322, Volume 4)*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction now contains the DINS site related information. NOTAM summary and display board references are removed since they are no longer required. The DoD NOTAM criteria is expanded to include the International Civil Aviation Organization (ICAO) NOTAM coverage standards and specifications. The guidance in this instruction also expands the military NOTAM classification to include the F, L, M, V, and the W series.

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Chapter 1

SYSTEM MANAGEMENT

1.1. General Information. The USAF is the executive agent for the DoD NOTAM System. The Air Force Flight Standards Agency, DoD NOTAM Division (AFFSA/XON), is located at 13600 EDS Drive, Suite 100, Herndon, VA 20171-3233. It is responsible for overall management of the DoD NOTAM System. The DoD NOTAM Division represents the services in all NOTAM related issues.

1.2. Roles and Responsibilities.

1.2.1. DoD NOTAM Division Chief. The division chief shall be a rated AF officer in the grade of Lieutenant Colonel or higher or as agreed by sister services and appointed by the AFFSA Director of Operations.

1.2.1.1. Manages the DoD portion of the United States NOTAM System (USNS).

1.2.1.2. Coordinates directly with domestic, international, and military NOTAM offices, as well as aeronautical information services offices to meet DoD NOTAM requirements.

1.2.1.3. Directly corresponds with the FAA NOTAM Manager and USNS contractor to protect and represent the DoD position.

1.2.1.4. Ensures the NOTAM system complies with pertinent DoD regulations and requirements.

1.2.1.5. Co-chairs the Configuration Management Control Board and serves as a final voting member.

1.2.1.6. Approves DoD NOTAM system modification requests.

1.2.1.7. Establishes policy and guidance to maintain NOTAM system integrity.

1.2.1.8. Ensures standardization of NOTAM products through training and education by conducting field conferences and briefings.

1.2.1.9. Exercises operational control of the DoD NOTAM system through management of the military coordinators at FAA's Air Traffic Control System Command Center and the DoD European NOTAM Liaison Office at Ramstein AB, Germany.

1.2.1.10. Provides the interface for resolution of issues unique to DoD NOTAM requirements.

1.2.1.11. Implements "flag to deny" procedures when directed by competent authority. This will restrict DoD NOTAM data distribution to DoD facilities only.

1.2.1.12. Relays relevant critical information to the FAA NOTAM specialists through the FAA NOTAM Manager.

1.2.1.13. Coordinates and monitors furnished communications circuits as required.

1.2.2. DoD NOTAM Division (HQ AFFSA/XON). Each service provides Senior enlisted personnel to serve as Military Coordinators in the DoD NOTAM Division. A DoD civilian serves as Deputy Chief of the Division.

1.2.2.1. DoD U. S. NOTAM Office. Collocated with the FAA NOTAM Office, this office:

1.2.2.1.1. Ensures 24-hour NOTAM support to all DoD customers.

- 1.2.2.1.2. Is responsible to and receives direction from the Chief, DoD NOTAM Division.
 - 1.2.2.1.3. Serves as the operational liaison between FAA specialists and DoD users.
 - 1.2.2.1.4. Creates and maintains DoD distribution, acceptance and rejection tables, and develops DoD unique Q-codes.
 - 1.2.2.1.5. Establishes new DINS user accounts.
 - 1.2.2.1.6. Initiates Local NOTAM authorizations.
 - 1.2.2.1.7. Issues and manages DINS system security certificates.
 - 1.2.2.1.8. Troubleshoots DINS operations and certificate installations.
 - 1.2.2.1.9. Publishes DoD NOTAMs as directed or required by competent DoD authority.
 - 1.2.2.1.10. Monitors military NOTAMs and performs periodic quality control checks and provides guidance to military users.
 - 1.2.2.1.11. Conducts Staff Assistance Visits (SAVs) and comprehensive training, briefings and workshops as required or directed by the Chief, DoD NOTAM Division.
 - 1.2.2.1.12. Maintains statistical data on DoD related NOTAM activity. Prepares and submits activity reports as required to appropriate agencies.
 - 1.2.2.1.13. Provides DoD representation on the joint DoD/FAA NOTAM System configuration control and management board.
 - 1.2.2.1.14. Monitors contractor performance and testing. Conducts USNS test and acceptance procedures. Identifies inaccuracies and malfunctions and suggests performance enhancements when warranted.
 - 1.2.2.1.15. Initiates, reviews and validates NOTAM system test data.
 - 1.2.2.1.16. Serves as point of contact for the Automated Weather Network Duty Officer (WNDO) and AUTODIN switching center.
 - 1.2.2.1.17. Maintains and updates required FLIP publications.
- 1.2.2.2. **DoD European NOTAM Liaison Office (AFFSA/XONE).** Collocated with National Geospatial-Intelligence Agency (NGA) European representatives at Ramstein AB, GE, this office is the in-theater point of contact for all European DoD NOTAM-related issues.
- 1.2.2.2.1. Ensures 24-hour support to European DoD NOTAM customers.
 - 1.2.2.2.2. Responsible to and receive direction and duties from the Chief, DoD NOTAM Division.
 - 1.2.2.2.3. Serves as the DoD's centralized European, Southwest Asia (SWA), and African NOTAM authority, entering NOTAMs into the USNS as required.
 - 1.2.2.2.4. Acts as the operational liaison between theater NOTAM processors, FAA Specialists and International Civil and Military NOTAM Offices.
 - 1.2.2.2.5. Recommends unique European distribution and acceptance/rejection tables.
 - 1.2.2.2.6. Trains in-theater NOTAM processors on operations, procedures and NOTAM formats.

1.2.2.2.7. Performs quality control checks of all NOTAM and products pertaining to their European area of responsibility.

1.2.2.2.8. Monitors the distribution of international military NOTAM information over authorized communication circuits, primarily the Automated Fixed Telecommunications Network (AFTN). Identifies problems, proposes solutions, and coordinates their implementation with the Chief, DoD NOTAM Division.

1.2.2.2.9. Produces and distributes exercise/contingency NOTAM products when required under the direction of the NOTAM Division Chief.

1.2.2.2.10. Maintains and updates office FLIP publications as required.

1.2.2.2.11. Maintains statistical data on DoD related NOTAM activity. Prepares and submits activity reports as required to appropriate agencies.

1.2.2.2.12. Conducts Staff Assistance Visits (SAVs) and comprehensive training, briefings and workshops as required or directed by the Chief, DoD NOTAM Division.

1.2.3. U.S. Army Operations.

1.2.3.1. U.S. Army Aeronautical Services Agency (HQ USAASA).

Located at Fort Belvoir, VA, USAASA serves as the Army's executive agent for the NOTAM system. USAASA determines Army specific NOTAM requirements and coordinates with other services and government agencies in the operation of the NOTAM system. USAASA acts as the Army's central coordinating authority and provides specific policy and guidance to Army units on NOTAM matters worldwide. USAASA provides the Army representative to the DoD NOTAM office.

1.2.3.2. **U.S. Army Aeronautical Services Detachment – Europe (USAASD-E).** Located at Heidelberg, GE, USAASD-E identifies and monitors requirements in their area of responsibility (AOR).

1.2.3.3. **Army Flight Operations Detachment (AFOD).** Located at Heidelberg, GE, AFOD serves as the Army's centralized European NOTAM authority.

1.2.3.3.1. The AFOD NOTAM Section submits flight safety NOTAMs into the USNS through the German Military NOTAM Office. AFOD local NOTAMs are entered directly into the USNS.

1.2.3.3.2. AFOD NOTAM Section produces US Army-Europe unique NOTAM and non-NOTAM aeronautical information products that can be viewed on the European Theater section of the DINS query page.

1.2.4. National Geospatial-Intelligence Agency (NGA).

1.2.4.1. Processes DoD requirements for new or modified FLIP products.

1.2.4.2. Evaluates navigational and related operational data submissions to determine if NOTAM action is required.

1.2.4.3. Publishes NOTAMs received by mail from International NOTAM Offices (INOs).

1.2.5. **Pacific Theater.** Within the Pacific theater, each USAF Numbered Air Force (NAF) handles NOTAM-related inquiries within its respective area of responsibility. NAF POCs: 5AF Region – 605

AOG/CCA; 7AF Region – 607 AOG/DOK; 11AF Region – 611 AOS/AOO; 13AF Region – 13 AF/CVM.

1.2.6. Service Lead Organizations. USAF (HQ AFFSA), USA (HQ USAASA), USN (CNO, N785F):

1.2.6.1. Coordinates service-specific NOTAM requirements with other services and government agencies.

1.2.6.2. Acts as central coordinating authority and provides service-specific guidance to its respective units on NOTAM matters.

1.2.6.3. Provides necessary personnel resources to meet service-specific NOTAM system requirements.

1.2.6.4. Establishes, develops and manages NOTAM system procedures and operations at its locations.

1.2.7. Component Commanders. Component Commanders shall coordinate with the proper agencies to ensure the INO issues NOTAMs concerning increased or unusual air or surface-to-air activities associated with military exercises or operations over the high seas, international airspace or host nation airspace.

1.2.8. Major Commands. MAJCOMs (USAF), MACOMs (USA), and TYCOMs (USN) Commanders:

1.2.8.1. Ensures aviators have access to current NOTAMs.

1.2.8.2. Coordinates NOTAM requirements with each service through HQ AFFSA, HQ USAASA, or CNO (N785F) as needed. Ensures NOTAM processing is continuously accessible.

1.2.8.3. Issues NOTAM requests to INOs of affected area(s) when military operations, exercises or maneuverings are not under the jurisdiction of a component commander.

1.2.8.4. USAF Processes FAA Chart Change Procedure (CCP) NOTAMs for FAA Instrument Procedures developed for the USAF IAW FAAO 8260.32.

1.2.8.5. Ensures each aviation commander complies with this instruction by ensuring aviators have access to current NOTAM material and the DINS website.

1.2.8.6. The respective Service Terminal Instrument Procedures (TERPs) branches will submit host nation instrument procedure NOTAMs for procedures published in DoD FLIP.

1.2.9. Airfield Facility Managers. Chief, Airfield Management (USAF); post, installation, garrison, airfield (AAF), or heliport commanders (AHP) (USA); and base commanders (USN) or designated representative:

1.2.9.1. Ensures knowledgeable operations personnel are available to assist aircrews with the NOTAM system when required.

1.2.9.2. Retains base specific and other associated NOTAM data in accordance with applicable service regulations, following any aircraft accident or incident.

1.2.9.3. Coordinates with the air traffic control (ATC) facility chief/officer on procedures for issuing NOTAMs on NAVAIDS or facilities that ATC controls or monitors.

1.2.9.4. Determines NOTAM classification and ensures NOTAMs are being processed IAW **Chapter 4** of this instruction.

1.2.9.5. CONUS: Ensures military information published in the civil Airport Facility Directory (AFD) is submitted to the civil side or the FSS, as appropriate, when the military is at a joint-use field or a tenant at a civil aerodrome. Ensures non-AFD conditions are published in the DINS.

1.2.9.6. OCONUS: When the military is a tenant on a host nation military aerodrome, the host nation is responsible for NOTAM information unless a letter of agreement (LOA) exists to allow the military to issue the NOTAM. Ensure host nation military or civil (as appropriate) NOTAM office is informed of current DoD NOTAMs at the location. A locally devised system to track NOTAMs using DoD/host nation NOTAM number is encouraged at these locations.

1.2.9.7. Takes every action necessary to process and provide current NOTAMs to the USNS. In addition, units shall establish and maintain a LOA with another DoD installation to provide backup NOTAM support. Note: The USNS should not be considered your primary backup facility.

1.2.9.8. Reviews and determines accuracy of base specific publications, charts and other products for their area of responsibility. Discrepancies or omitted data shall be addressed by issuing a new NOTAM or extending a current NOTAM. Errors detected by AFFSA/XON will result in USAF and USA (HQ USAASA for non-European or USAADE in Europe) action to ensure omitted and inaccurate FLIP information is submitted as a NOTAM. The USN shall coordinate with the Naval Flight Information Group (NAFIG) prior to sending a NOTAM to correct a FLIP error.

1.2.9.9. Contacts the U.S. NOTAM Office (USNOF) to resolve problems with NOTAM input or format procedures.

1.2.9.10. Monitors all NOTAMs, military and civil, that correspond to airfields and airspace under their jurisdiction for accuracy and currency.

1.2.9.11. Army airfield or installation commanders will designate in writing those individuals authorized and certified to approve and submit NOTAMs into the DINS.

1.2.9.12. In CONUS, Army Commanders of joint-use (Military/Civil) airports will coordinate with the civil Airport Manager on airport facility NOTAMs. Recommend a Military/Civil Letter of Agreement be entered into to exchange NOTAM information.

1.2.9.13. Army Commanders of military facilities located on civilian airports (tenants) will coordinate with the Airport Managers office when conditions require that a NOTAM be issued for that location.

1.2.10. **NOTAM Authorities.** NOTAM authorities are units or offices authorized to originate NOTAMs.

1.2.10.1. Ensures NOTAMs are being processed and transmitted according to this instruction.

1.2.10.2. CONUS: Ensures military information published in the civil AFD is submitted to the civil side or the Flight Service Station (FSS), as appropriate, when the military is at a joint-use field or a tenant at a civil aerodrome. Ensures non-AFD conditions are published in the DINS.

1.2.10.3. OCONUS: When the military is a tenant on a host nation military aerodrome, the host nation is responsible for NOTAM information unless a LOA exists to allow the military to issue the NOTAM. Ensure host nation military or civil (as appropriate) NOTAM office is informed of

current DoD NOTAMs at the location. For AF units, a locally devised system to track NOTAMs using DoD/host nation NOTAM number is suggested at these locations to validate that the tracking process is complete. USN and USA units are also highly encouraged to develop such a procedure.

1.2.10.4. Contacts USNOF to resolve problems with NOTAM input or format procedures.

1.2.10.5. Submits NOTAM information describing changes in conditions that affect flight operations on airfields or in airspace for which they have NOTAM responsibility.

1.2.10.6. Cancels active NOTAMs when the condition no longer exists or NGA publishes the information in the FLIP.

1.2.10.7. Are responsible for the disposition and accuracy of any NOTAM they originate.

1.2.10.8. Monitors all NOTAMs, military and civil, that correspond to airfields and airspace under their jurisdiction for accuracy and currency.

1.2.10.9. U.S. Army NOTAM Authorities are individuals certified by the DoD NOTAM office and appointed on unit/installation orders with authority to input NOTAMs into the DINS.

1.2.10.9.1. CONUS. U.S. Army NOTAM Authorities located at joint-use airfields (military/civil) will submit NOTAMs pertaining to Army facilities to the DoD NOTAM System. DINS NOTAM information will also be provided to the manager of the civil portion of the joint-use airfield. Those individuals located on civilian airports (tenants) will submit NOTAMs for those conditions pertaining to the military facility. The civilian Airport Manager should be notified whenever a military NOTAM is issued, or when a condition exists that would require the airport manager to submit a civil NOTAM.

1.2.10.9.2. OCONUS. When the U.S. Army is a tenant on a host nation aerodrome, the host nation is responsible for NOTAM information. Where a Letter of Agreement between Army and Host Nation Authorities exists, Army NOTAM authorities may input military NOTAMs provided the host nation is informed. Army elements that are forward deployed to Europe, Africa, and Middle East locations contact USAASAD-E for NOTAM assistance. All other OCONUS based Army elements contact HQ, USAASA for NOTAM assistance.

1.2.10.9.3. CONTINGENCY OPERATIONS. Task Force (TF) Commanders or designated representative is the U.S. Army NOTAM authority. Combined Forces Air Component Commander (CFACC) or designated representative is the U.S. Air Force NOTAM authority, and may require issuance of NOTAMs on foreign airfields.

Chapter 2

STANDARD OPERATING PROCEDURES

2.1. System Integrity. Compliance with the following requirements are essential for optimal performance of the DOD/FAA's NOTAM system and for informational integrity.

2.2. Duplication Avoidance.

2.2.1. Use the NOTAM system to obtain, format and disseminate unanticipated or temporary changes to airfield or airspace hazards and components until the associated aeronautical charts and related publications are amended.

2.2.2. Publish a NOTAM when changes occur rapidly and time does not permit issuance on a chart or in an appropriate publication. Do not use the NOTAM system to advertise data already published or charted.

2.2.3. Issue a NOTAM when temporary conditions are correctable before the next FLIP publishing date.

2.2.4. On joint-use and host-tenant airfields, facility managers shall collaborate with counterparts to establish a letter of agreement or memorandum of understanding to assure proper NOTAM responsibility, handling and authority.

2.3. Information Specifications.

2.3.1. Never allow NOTAMs to remain in the system for more than 90 days at a given time. When conditions warrant a longer period, a revised NOTAM shall be submitted or FLIP product publication considered. NOTAMs in the system beyond 180 days may be removed by the DoD NOTAM coordinators, if deemed appropriate, and after coordination with affected unit.

2.3.2. Use of plain text is highly encouraged for NOTAM creation using DINS. Contractions are unnecessary, cause confusion and should be avoided. In international communications, NOTAM originators should be aware that the foreign correspondent may not understand all contractions and may not have a full command of the English language so avoid slang phrases and non-ICAO approved abbreviations. To decode a contraction, refer to the Flight Information Handbook, Supplements, FAAO 7340.1, Contractions or FAAO 7110.65 *Air Traffic Control, Pilot/Controller Glossary*.

2.3.3. Express times used in the NOTAM system in Coordinated Universal Time (UTC). Do not use 0000 as a time. With Immediate Effect (WEF or WIE) and Until Further Notice (UFN) are not authorized as condition effective dates.

2.3.4. Altitude and heights shall be in feet MSL up to 17,999; e.g., 275 MSL, 1225 MSL, and in flight levels (FL) for 18,000 and above, e.g., FL180, FL550. When the MSL is not known or available, specify AGL, e.g., 1304 AGL, etc.

2.3.5. If a Q-Code exists for a specific condition being addressed in a Flight Safety NOTAM, use it. Do not translate the Q-Code in plain text. The USNS automatically decodes the selected Q-Code. When a unique condition occurs where no fourth or fifth letter applies, complete the code with "XX" (i.e. QWEXX, QGPXX). If you regularly use "XX" in either the 2/3 or 4/5 letter place, please forward

the condition to AFFSA/XON who will evaluate the condition for Q-Code inclusion. Note: QXXXX will only be used with prior DoD NOTAM Military Coordinator approval.

2.3.6. NOTAMs shall not exceed 20 lines or 1500 characters in one part.

2.3.7. The NOTAM system is unclassified, therefore NOTAM messages must also be unclassified.

2.4. Timeliness. Timeliness of NOTAM information is critical to the safety of flight operations. Coordinate and submit new NOTAM information within 15 minutes of receipt or discovery. Managers at all levels shall ensure members rapidly disseminated NOTAM data.

2.4.1. **Safety NOTAM Transmission.** A Safety NOTAM shall be submitted no earlier than 3 days prior to the expected condition. Likewise, units using the FAA domestic system to enter NOTAMs must not file them with the tie-in flight service station (FSS) earlier than 3 days before the effective date of the NOTAM. Facility managers shall determine and document delayed NOTAM transmissions.

2.4.2. **Authorized Delays (USAF and USN).** Except for NAVAIDs which are part of the National Airspace System (NAS) as described in the FAA AFD, NOTAM authorities may delay transmitting NOTAMs concerning NAVAIDs for up to 2 hours if the aerodrome meets the following conditions:

2.4.2.1. During daylight hours.

2.4.2.2. At least 3,000 ft ceiling.

2.4.2.3. Visibility of at least 5 statute miles.

2.5. Preventive Maintenance Schedules. Base or flight operations must relay and publish preventive maintenance schedules in FLIP documents. Civil users do not receive the DoD FLIP; therefore, coordinate preventive maintenance schedules affecting NAVAIDs that are a part of the NAS with the appropriate FSS and each concerned ATC facility with 5 hours prior notice. Preventative maintenance schedules are not published through NOTAM action.

2.6. Host Nation Territory.

2.6.1. Each country's INO is responsible for its own NOTAMs. Submit NOTAM requests for activities within non-DoD controlled international airspace to the INO that have NOTAM authority for that airspace at least two weeks in advance. Like the FAA Specialists, INOs issue NOTAMs 48 to 72 hours in advance of the activity. The USNOF cannot issue or alter international NOTAMs.

2.6.2. If the INO refuses to publish the NOTAM or requests that the DoD originator issues the NOTAM, publish the NOTAM using the DoD authority's ICAO identifier in the "A" field. List the ACC/FIR plain name of where the activity will occur as the first entry in the "E" field. Document the initials of the individual in the INO that authorized DoD to transmit the NOTAM.

2.6.3. Exercises. If coordination cannot be effected, or attempts to send the NOTAM request to the INO are unsuccessful, the unit conducting the exercise must contact the appropriate ATC authority to transmit the NOTAM request to the INO. The USNOF will not take NOTAM action until they receive the INO NOTAM. NOTAM requests must show coordination with the ACC by including the phrase "COORDINATED WITH (add the applicable ACC ICAO identifier) ACC." Also forward the request to the oceanic or area ACC and all other areas effected or concerned with the activity.

2.6.4. NOTAM authorities must take every action necessary to facilitate cohesion with INOs. NOTAM authorities must establish host nation LOAs to send NOTAMs affecting the host nation or international airspace.

2.7. US Controlled Airspace and Bare-Base Operations. Coordinate with AFFSA/XON or AFFSA/XONE for European Theater operations, as appropriate, to establish the temporary authorization to process NOTAMs for locations listed in the enroute supplement but are not covered by the USNS, or for unpublished locations (aerodromes, highways used for landing, perforated steel planking strips, etc.).

2.8. NOTAM disposition.

2.8.1. NOTAM accountability logs are optional, but highly encouraged. Local facility managers shall determine the desired NOTAM tracking medium.

2.8.2. Maintain NOTAM transmission forms for 15 days unless an emergency occurred, at such time maintain the forms with the same disposition as a historical document.

Chapter 3

COMMUNICATION REQUIREMENTS

3.1. USNS. In 1989, DOT's FAA and DOD combined NOTAM systems into a single infrastructure with three distinct database structures to receive, store and display military, international and domestic NOTAMs. This system became the USNS.

3.1.1. **FAA.** The FSSs and ARTCCs view and retrieve NOTAMs by using the FAA Domestic NOTAM System. Units using the FAA domestic NOTAM system follow the guidance concerning civil NOTAMs in FAAO 7930.2.

3.1.2. **DoD.** The DoD uses the DINS web-based system to access the USNS. Web technology has allowed every authorized user to create, cancel, replace and query the NOTAM data contained in the USNS. Units may bookmark or add hyperlinks to the DINS site. The DoD NOTAM Division is not responsible for NOTAM data or information on any site other than the DINS.

3.2. Connectivity. All DoD base and flight operations facilities shall have the ability to access the DINS site to view, query and create NOTAMs. The DINS is the only authorized DoD avenue for military NOTAM creation and is the primary means of NOTAM retrieval for DoD users. AF MAJCOMs may, after coordination with the DoD NOTAMs Division, authorize MAJCOM specific NOTAM distribution systems, and will take responsibility for NOTAM data they distribute. Commanders must ensure aircrews have an unobstructed way to retrieve NOTAM information and that NOTAM processors receive the funding necessary to guarantee continuous access to the USNS database. The FAA specialists and the DoD NOTAM coordinators are responsible for system integrity but every authorized user is responsible for data entered into the USNS. An authorized user is defined as any individual at a facility possessing a .mil domain address who is: a) responsible for airspace, airfield or NOTAM processing; b) has established a NOTAM account with the DoD NOTAM coordinators and; c) has a PC with an installed issued certificate. Certificates are deployed safety tools meant to prevent unauthorized users from infiltrating the database. Facilities needing to process NOTAMs must establish an account with the NOTAM office, have a PC with Netscape installed and have an installed encryption certificate.

3.2.1. **User Accounts and Passwords.** In order to process NOTAMs, units shall establish an authority account and request a certificate from the CONUS DoD NOTAM Office. Airfield Managers, or a designated representative shall ensure the security of the assigned user name and password required to log onto the DINS to create, cancel and replace NOTAMs.

3.2.2. **Netscape.** Currently, Netscape is the only browser that has been validated by the National Institute of Standards and Technology to conform to Federal Information Processing

Standards 140-1. This conformance is mandated government-wide for software processing of sensitive but unclassified information. Accordingly, Netscape has DISA approval and is used to create, cancel or replace NOTAMs in the NOTAM database. NOTAM originators or users may use Internet Explorer to query the DINS for NOTAMs. Any changes to browser requirements will be disseminated by NOTAM Bulletin (NOBUL), posted on the DINS web site. Netscape encryption certificates issued by the NOTAM Office will remain valid for a period not to exceed one year. At the end of each one year period, users must request a new certificate via the DINS certificate web site. Refer to the DINS web site, <https://www.notams.jcs.mil>, for detailed instructions to request and install encrypted certificates.

3.3. Processing Capability. After system connectivity is established units may connect to either the DINS primary or secondary site via their primary or secondary computer system, or by using a non-LAN dependent computer system. Detailed instructions on DINS utilization and capability may be found by accessing the online DINS Users Guide, located on the DINS web site.

3.3.1. **Primary Site.** The primary site for NOTAMs is <https://www.notams.jcs.mil>. From this site users can transmit NOTAMs, link to the certificate site, and view NOBULs, the Interservice instruction and other administrative information. Facility managers shall periodically view the Admin Notes on the DINS web site for changes.

3.3.2. **Secondary Site.** The DINS primary site has a separate backup system with a separate path to the DINS site at <https://ccrnotams.notams.faa.gov> for creating, deleting or replacing NOTAMs and <https://www.notams.faa.gov> for NOTAM querying. When the primary site is down, units shall try the secondary site before calling their backup facility and/or the NOTAM office. NOTAM information and processing at the secondary site is identical to the primary site.

3.3.3. **Alternate Computer.** Units are highly encouraged to have a second computer with the appropriate Netscape certificate available for NOTAM processing. Staggering the certificate installations on different days will ensure continued processing capability.

3.3.4. **Non-LAN Dependant Computer.** It is highly recommended that DoD Facility Managers take appropriate action to establish an independent Internet Service Provider (ISP) account. This will allow NOTAM transactions to continue even if base LAN service is unavailable. The NOTAM system is critical to flight safety, making it imperative that units are able to maintain NOTAM accuracy at all times. Aircrews must have reliable means to access NOTAM information apart from network connections.

3.3.5. **Processing Difficulty.** If a unit has difficulty processing NOTAMs, try the following steps:

3.3.5.1. Determine whether or not the base network is down or operating.

3.3.5.2. Ensure you are using the correct Netscape browser and that you have a valid certificate.

3.3.5.3. Determine if your problem involves DINS web sites only (If so, contact the DoD NOTAM military coordinators).

3.3.5.4. Try both the primary and secondary site addresses and secondary computers to access the system.

3.3.5.5. Contact the base communication help desk to ensure the base's firewall settings haven't been modified.

3.3.5.6. If still unable to connect to the DINS, units may coordinate with any other capable facility to process their NOTAM(s), but must provide their user name and password to the facility that is to transmit the NOTAM. If a username/password is compromised, units should consider creating a new password.

3.3.5.7. Units with established ISP accounts should use the non-LAN dependant computer to connect to the DINS.

3.3.5.8. Units should contact the NOTAM office to seek resolution when all other attempts at fixing processing difficulties are exhausted.

NOTE: If one base transmits NOTAMs for another base on a permanent or long-term basis (unbroken periods of time), an LOA should exist between the bases.

Chapter 4

NOTAM PROCESSING

4.1. DoD NOTAM Criteria. A NOTAM is any information concerning the establishment of, condition of, or change in any aeronautical facility, service, procedure, or hazard; the timely knowledge of which is essential to personnel concerned with flight operations.

4.1.1. **Qualifications.** NOTAMs must:

4.1.1.1. Concern a hazard to flight safety or may limit military flight operations.

4.1.1.2. Be published or qualify for publication in FLIP.

4.1.1.3. Be more restrictive than the information published in FLIP.

4.1.1.4. Be under the jurisdiction of the NOTAM authority.

4.1.1.5. Be temporary in nature, 90 days or less.

4.1.2. **Specific NOTAM Conditions and Restrictions.**

4.1.2.1. **Air Force Spectrum Interference Resolution (AFSIR).** Show latitude and longitude as: 48N015E, etc., when minutes and seconds are zero. Include radio frequency or NAVAID affected.

4.1.2.2. **Correctly Published Information.** Safety NOTAM information correctly published in the FLIPs or in the FAA Notice to Airmen Publication (NTAP) is not NOTAM material. *Note:* Active National Flight Data Center (FDC) NOTAMs may be on both the USNS database and published in the NTAP.

4.1.2.3. **Explanations.** Explanations as to why a NOTAM condition exists are not NOTAM material. Only the condition should be published, not the reason.

4.1.2.4. **Instrument and Microwave Landing Systems.** Use runway numbers if more than one like system serves the aerodrome. Do not NOTAM changes of 0.2 degrees or less from the published ILS glide slope.

4.1.2.5. **Lighting Facilities.** Follow appropriate Service guidelines for issuance of lighting NOTAMs. Air Force units should adhere to AFI 13-213, *Airfield Management*, table of allowances or other equipment technical manuals to determine whether partial lighting failures require an issued NOTAM. NOTAM light outages as either operational, available or non-operational and not available. When failure of lighting facilities affect the approach minima, publish the higher visibility requirements by a separate NOTAM. Coordinate with local ATC managers for impact on terminal instrument procedures (TERPs). Units shall contact the appropriate weather section to notify them of the minima change.

4.1.2.6. **Missiles, Gun and Rocket Firings.** Show latitude and longitude as: 48N 015E, etc., when minutes and seconds are zero.

4.1.2.7. **Special Use Airspace, Navigation Warnings and Airspace Restrictions.** Do not NOTAM any activity occurring totally within scheduled special use airspace unless any part of the activity falls outside of FLIP published days, times or altitudes. If the activity occurs in other than published special-use airspace or outside of published time frames, issue a NOTAM. If activity is

extensive, a restriction is needed, and if the activity is within a control zone, NOTAM as PPR or Closed. For AF units, "Lights Out" operations within a Military Operating Area (MOA) requires a NOTAM be published at least 48 hours prior to use.

4.1.2.8. **Operations Over the High Seas.** For operations over the high seas, follow guidance in DoD FLIP GP, Chapter 7. Do not NOTAM any activity occurring totally within scheduled special use airspace unless any part of the activity falls outside of FLIP published days, times or altitudes. If the activity occurs in other than published special-use airspace or outside of published time frames, issue a NOTAM.

4.1.2.9. **Service Facilities.** Do not NOTAM servicing delays unless the airfield/aerodrome manager or operational commander determines their existence has a significant flight operation impact. NOTAM submission will specify service and extent of delay

4.1.2.10. **Terminal and En-Route Navigation Facilities.** When more than one NAVAID serves the same aerodrome, include the runways or frequencies of the NAVAID. The following are not appropriate safety NOTAM material:

4.1.2.10.1. Voice broadcast feature of NAVAIDS.

4.1.2.10.2. NAVAID identification failure. When the identification feature is lost, NOTAM this condition as not available.

4.1.2.10.3. NAVAIDS operating on test status or awaiting to be flight checked. Instead, NOTAM this condition as not available.

4.1.2.10.4. Preventive maintenance schedules.

4.1.2.10.5. LORAN.

NOTE: Do not NOTAM NAVAIDS if no procedure is in the FLIP (i.e. PAR out of service, if PAR is not in the FLIP)

4.1.2.11. **NAS NAVAIDS.** Locations with NAVAIDS that are part of the NAS shall coordinate NAVAID NOTAM issues with the tie-in FSS, as well as ensure the issuance of a military flight safety NOTAM, if necessary.

4.1.3. **Instrument Procedures and Changes.**

4.1.3.1. A NOTAM may be used to publish an instrument procedure for an aerodrome already covered by the DoD NOTAM system, only when waiting for the normal FLIP publication cycle would negatively impact flight operations. The instrument procedure must meet the requirements of AFMAN 13-209, AR 95-2, and OPNAVINST 3722.16C.

4.1.3.2. A NOTAM may also make a procedural change to a published instrument procedure. The change must be necessary for safety, be more restrictive, and must meet the criteria set forth in FAAO 8260.3 series. *Note:* Involve TERPS personnel when amending or developing instrument procedure NOTAMs.

4.1.3.3. These criteria apply to the entire instrument procedure. The NOTAM must identify the exact procedure by name. If two or more minima values change in any aircraft category, the NOTAM must state the entire minima for the affected category.

4.1.3.4. Notify the weather unit responsible for issuing observations and Terminal Aerodrome Forecasts (TAF) of all NOTAM changes that affect the airfield's instrument approach weather minima.

4.2. Classification. NOTAMs are classified as Military, Domestic, International and FDC:

4.2.1. Military.

4.2.1.1. **DESC NOTAM (F series).** Defense Energy Support Center issues Series F NOTAMs for OCONUS locations when a determination is made that a specific fuel is prohibited; is not consumable by DoD and specific US government agencies, or is approved for use.

4.2.1.2. **Local NOTAM (L series).** Local NOTAMs are non-critical and non-safety related information that is essential for the flying and support communities to know. Facility managers may establish the parameters for local NOTAM determination.

4.2.1.3. **Flight Safety NOTAM (M series).** A flight safety NOTAM is aeronautical information that could affect a pilot's decision to make a flight. It includes such information as airport or primary runway closures, changes in the status of navigational aids, ILSs, radar service availability, and other information essential to planned enroute, terminal, or landing operations.

4.2.1.4. **Procedural NOTAM (V series).** NOTAM information pertaining to a location's published instrument procedures, i.e., Standard Instrument Approach Procedure (SIAPs), Standard Instrument Departure (SIDs), Departure Procedures (DPs). These NOTAMs shall be published under the direction of TERPS personnel.

4.2.1.5. **DAFIF/NGA NOTAM (W Series).** NOTAMs, which pertain to chart or FLIP changes to the DoD FLIP products.

4.2.1.6. **Attention Notices.** The US Military NOTAM Coordinators and select other agencies, under the direction of competent military authority, issues regulatory and advisory Attention Notices by theater or under the general "ALL" category, e.g. ATTA (All), ATTC (Caribbean), ATTE (European), ATTN (North America), ATTP (Pacific).

NOTE: Users shall refer to FLIP General Planning for the most current information pertaining to NOTAM classifications.

4.2.2. Domestic.

4.2.2.1. **Distant NOTAM (D series).** Distant NOTAM information covers all NAS navigational facilities and all public use airports, seaplane bases and heliports listed in the Airport/Facility Directory.

4.2.2.2. **Local NOTAM (L series).** This NOTAM information includes such data as taxiway closures, personnel and equipment near or crossing runways, airport rotating beacon outages and airport lighting aids that do not affect instrument approach criteria, such as the VASI.

NOTE: DoD aircrews planning to fly to civilian airfields must contact the airfield or appropriate FAA FSS to receive civilian "L series" NOTAMs. Each FSS maintains a separate local NOTAM file for each facility in their area. Direct requests for other FSS's L NOTAM information to the FSS responsible for the airport concerned. This information is NOT contained in the DINS database.

4.2.3. International.

4.2.3.1. **International NOTAM (A series).** The USNOF issues international NOTAMs concerning the OMEGA, LORAN and global positioning system (GPS) systems and certain special use airspace for ARTCCs which control oceanic airspace; ie., ARTCC and CARF altitude reservations (ALTRVs) and warning areas. The USNOF also issues international NOTAMs for select locations and NAVAIDs as requested by airline operations.

4.2.3.2. **International NOTAM from Foreign Sources.** Foreign nation INOs issue NOTAMs to the USNOF in a letter series of their choosing. Each country describes their NOTAM series in the GENERAL section of the Aeronautical Information Publication (AIP). Military units assigned abroad may be required to provide and review specific country NOTAM series.

4.2.4. **FDC NOTAMs.** FDC NOTAMs refer to information that is regulatory in nature. These NOTAMs include the following: Interim IFR flight procedures, IAP changes, temporary flight restrictions, flight restrictions in the proximity of the President and other parties, 14 CFR Part 139 certificated airport condition changes, snow conditions affecting glide slope operation, air defense emergencies, emergency flight rules, substitute airway routes, special data, U.S. Government charting corrections, and laser activity. The USNOF issues all FDC NOTAMs. (*Note: For further clarification and standards refer to FAAO 7930.2*)

4.3. Q-Codes.

4.3.1. **Description.** The Q-Code is a five-letter code that translates the unique NOTAM condition into plain language, thereby saving transmission time over telecommunication channels and standardizing condition text. The first letter is always "Q". The second and third letters identify the equipment, facility, subject or component reported upon. The fourth and fifth letters denote the status or condition of operation. Units can locate the Q-Code listing on the DINS web site and as an attachment to this publication.

4.3.2. **Additional condition text.** NOTAM originators may complete or amplify the NOTAM code groups by adding other information, such as geographical coordinates, frequencies, runway number, etc. to ensure the NOTAM is not ambiguous. Abbreviations will be kept to the absolute minimum, and are discouraged. When an abbreviation must be used, it will be an approved FLIP/NOTAM abbreviation.

4.3.3. **Derived Q-Codes.** The Derived Q-Code function allows units to select a predefined Q-Code combination to populate the NOTAM Q-line. The derive function lists ICAO suggested combinations. This pairing is not all-inclusive since NOTAM conditions vary. Units may opt to select the static Q-Code listing to view the full Q-Code breakdown. When inputting local NOTAMs, the static listing may be used as a guideline when determining NOTAM content.

4.3.4. **Smart agents.** Computer "smart agents" are being designed to query the NOTAM system for specific NOTAM conditions, or Q-Codes, making it imperative that units correctly identify their condition, especially the second and third letters. Do not use QXXXX without the consent of the military NOTAM coordinators. Use the most restrictive Q-Code for lengthy conditions.

Chapter 5

ADDITIONAL INFORMATION

5.1. Notices to Airmen Publication. The FAA publishes this booklet every 28 days. Some special data is included in this publication to reduce congestion on the telecommunication circuits and, therefore, is not available via normal DINS queries.

5.2. NOTAM Briefings. The USNS Specialists, which include both DoD Coordinators and FAA personnel, do not provide aircrew NOTAM briefings. Also, pilots do not receive FAA Notice to Airmen Publication information, or military NOTAMs from FSS briefers unless specifically requested during weather and NOTAM briefings.

5.3. International NOTAM exchange. The USNS is involved in the exchange of NOTAMs between countries. Certain INOs place limited distribution on certain NOTAM series and do not transmit them to the USNOF. All NOTAMs transmitted to the USNOF are available on DINS. When requesting NOTAMs for a foreign location, it is highly encouraged to check the host nation sources for supplementary NOTAM information.

5.4. GPS. GPS availability NOTAMs appear under location identifiers whether a GPS approach is currently available or not. These NOTAMs are computer generated to select military facilities within the coverage area of a given satellite system outage. Therefore, lack of a GPS Non Precision Approach Receiver Autonomous Integrity Monitoring Not Available (NPA RAIM NA) notice for a nearby civil airfield does not necessarily mean GPS RAIM will be available. GPS NOTAMs are self-canceling so no action is required on this NOTAM from airfield management or flight planning personnel.

5.5. Coordination. Submit aeronautical data affecting FAA publications or airspace to the FAA through the responsible military authority. A coordination log is included on the NOTAM and daily checklist pages. Additionally, per FAAO 7930.2, Air Force personnel shall submit approval requests for routine maintenance shutdowns sufficiently in advance to assure that approval will be received with ample time for issuance of a NOTAM 5 hours before a shutdown will occur.

5.6. NOTAM Subscription Service. In an effort to provide a backup to the DINS for aviation capable ships, the Defense NOTAM Subscription Service has been developed to utilize the Automatic Digital Network (AUTODIN) for NOTAM distribution when internet connectivity is lost or not available. To reduce the amount of information sent via the AUTODIN, various regions of the world have been broken out into 14 individual theaters highlighting the following information:

5.6.1. NOTAM information concerning applicable FIRs/UIRs/ARTCCs

5.6.2. NOTAM information regarding aerodromes with runway lengths of 8000 ft or greater and within approximately 120 NM of the coastline.

5.6.3. The service may be activated by notifying the DoD NOTAM Division Monday through Friday from 0700 – 1800 EST. Requestors should be prepared to provide the following information:

5.6.3.1. Unit Name and Plain Language Address (PLA)

5.6.3.2. Router Indicator (obtained from unit's communication department)

5.6.3.3. Region(s) requested (determined using service area map on DINS Subscription webpage)

5.6.3.4. Effective and expiration dates

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

ACC—Area Control Center
AFFSA—Air Force Flight Service Agency
AFIS—Aerodrome Flight Information Service
AFOD—Army Flight Operations Detachment
AFSIR—Air Force Spectrum Interference Resolution
ALTRV—Altitude Reservation
ARTCC—Air Route Traffic Control Center
ATC—Air Traffic Control
ATIS—Automatic Terminal Information Service
ATTA—Attention All
ATTC—Attention Caribbean
ATTE—Attention Europe
ATTN—Attention North America
ATTP—Attention Pacific
ATZ—Aerodrome Traffic Zone
AUTODIN—Automatic Digital Network
CARF—Central Altitude Reservation Function
DAFIF—Digital Aeronautical Flight Information File
DESC—Defense Energy Support Center
DINS—Defense Internet NOTAM Service
DOD—Department of Defense
DP—Decision Point
FAA—Federal Aviation Administration
FDC—Flight Data Center
FIR—Flight Information Region
FIS—Flight Information Service
FLIP—Flight Information Publication
FSS—Flight Service Station
GP—General Planning

GPS—Global Positioning System
IAP—Instrument Approach Procedure
IAW—In Accordance With
ICAO—International Civil Aviation Organization
IFR—Instrument Flight Rules
ILS—Instrument Landing System
INO—International NOTAM Office
LOA—Letter of Agreement
LOGAIR—Logistics Aircraft
LORAN—Long Range Aid to Navigation
MACOM—U.S. Army Major Command
MAJCOM—Major Command
MOA—Military Operating Area
NAS—National Airspace System
NAVAID—Navigational Aid
NAVFIG—Naval Flight Information Group
NGA—National Geospatial-Intelligence Agency
NGA—National Imagery Mapping Agency
NM—Nautical Mile
NOTAM—Notice to Airmen
NTAP—FAA Notice To Airmen Publication
OCA—Oceanic Control Area
OCONUS—Outside Continental United States
OPNAVINST—Chief of Naval Operations Instruction
OPR—Office of Primary Responsibility
PAR—Precision Approach Radar
PPR—Prior Permission Required
SIAP—Standard Instrument Approach Procedure
SID—Standard Instrument Departure
TERPS—Terminal Instrument Procedures
TYCOM—Type Command
UFN—Until Further Notice

UIR—Upper Flight Information Region

US—United States

USAADE Europe—United States Army Aeronautical Services Detachment,

USAASA—United States Army Aeronautical Services Agency

USAF—United States Air Force

USAREUR—U.S. Army Europe

USN—United States Navy

USNOF—United States NOTAM Office

USNS—United States NOTAM System

UTC—Coordinated Universal Time

VASI—Visual Approach Slope Indicator

Terms

Aerodrome—An area (including buildings, installations, and equipment) prepared to accommodate the landing and takeoff of aircraft.

Aeronautical Fixed Telecommunications Network (AFTN)—A worldwide system of aeronautical fixed circuits, provided as part of the Aeronautical Fixed Service, within the International Civil Aviation Organization (ICAO), for the exchange of NOTAM messages or digital data between international NOTAM offices.

Base—Any installation owned, leased, operated, occupied, or jointly occupied by a DoD unit or organization where DoD aircraft operate.

Facility Manager—Airfield managers (USAF), post, garrison, installation, airfield, or heliport commanders (USA); and base commanders (USN).

International NOTAM Office (INO)—A governmental agency (military or civilian) that normally prepares and transmits NOTAMs according to ICAO Aeronautical Information Services, Annex 15.

Local NOTAM—Information concerning local conditions which do not meet flight safety criteria. Local NOTAMs are locally disseminated. They are similar to Federal Aviation Administration (FAA) L-Series NOTAMs.

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

Notice to Airmen (NOTAM)—An unclassified notice, containing information concerning the establishment of, condition of, change in any aeronautical facility, service, procedures or hazards, the timely knowledge of which is essential to personnel concerned with flight operations.

Self-canceling NOTAM—A NOTAM with a date-time-group (DTG) in the "C" field of the input format showing when the condition ends. Self-canceling NOTAMs are not authorized in the FAA domestic system. Units transmitting NOTAMs via the FAA domestic system must cancel each NOTAM.

United States NOTAM Office (USNOF)—The FAA office in Herndon, VA, which operates the US NOTAM system. It is a division within the National Flight Data Center (NFDC). AFFSA/XON is collocated with the USNOF.

Interservice Publication Distribution List

Air Force—F

Army—Distribution of this publication is made in accordance with Initial Distribution number (IDN) 093896, intended for command levels A, B, C, D and E for Active Army, Army National Guard and U.S. Army Reserve.

Navy:

SNDL—A6-- Headquarters, US Marine Corps

B2A—Special Agencies, Staff, Boards, and Committees (Director, Defense Mapping Agency only)

B2E—National Imagery and Mapping Agency Components and Elements

B5—U.S. Coast Guard

21A—Fleet Commanders

22A—Fleet Commanders

23—Force Commanders

24—Type Commanders

26A—Amphibious Group

26F—Operational Test and Evaluation Force

26G—FBM Operational Test Support Unit

26JJ—Fleet Area Control and Surveillance Facility

28A—Carrier Group

28C—Surface Group and Force Representative

28L—Amphibious Squadron

29B—Aircraft Carrier (CV), (CVN)

31A—Amphibious Command Ship (LCC)

31H—Amphibious Assault Ship (LHA), (LPH)

42—Naval Aviation

46—Fleet Marine Force--Aviation

FA6—Air Station LANT

FB6—Air Facility PAC

FB7—Air Station PAC

FB10—Station PAC

FB34—Fleet Activities

FC4 —Air Facility NAVEUR
FC5—Support Activity NAVEUR
FC7—Station NAVEUR
FD1—Meteorology and Oceanography Command
FD3—Fleet Numerical Meteorology Oceanography Center
FD6—Overseas Meteorology and Oceanography Facility
FF5—Safety Center
FA3—Naval Network and Space Operations Command
FA2A—Computer and Telecommunications Stations
FKA1A—Air Systems Command
FKA1B—Space and Naval Warfare Systems Command
FKA1C—Facilities Engineering Command
FKR1A—Air Station NAVAIRSYSCOM
FKR1B—Aviation Depot
FKR6A—Air Warfare Center Aircraft and Training Systems Division (Warminster, Patuxent River, only)
FR5—Air Reserve
FT1—Naval Education and Training Center (NETC)
FT2—Chief of Naval Air Training
FT6—Air Station CNET
FT10—Aviation Schools Command
FT12—Air Maintenance Training Group
V3—Marine Corps Air Bases
V4—Marine Corps Air Facility
V5—Marine Corps Air Station
OPNAV N785F (35)

Stocked: 200 copies

Attachment 2**Q-CODE 2ND & 3RD LETTERS*****Airspace Organization (A)***

AA MINIMUM ALTITUDE
AC CONTROL ZONE
AD ADIZ
AE CONTROL AREA
AF FLIGHT INFORMATION REGION (FIR)
AG GENERAL FACILITY
AH UPPER CONTROL AREA
AL MINIMUM USABLE FLIGHT LEVEL
AN AIR NAVIGATION ROUTE
AO OCEANIC CONTROL ZONE (OCA)
AP REPORTING POINT
AR ATS ROUTE
AT TERMINAL CONTROL AREA (TMA)
AU UPPER FLIGHT INFORMATION REGION
AV UPPER ADVISORY AREA
AX INTERSECTION
AZ AERODROME TRAFFIC ZONE (ATZ)

Communications and Radar (C)

CA AIR/GROUND FACILITY
CE ENROUTE SURVEILLANCE RADAR
CG GROUND CONTROLLED APPROACH SYSTEM (GCA)
CL SELECTIVE CALLING SYSTEM
CM SURFACE MOVEMENT RADAR
CP PAR
CR SURVEILLANCE RADAR ELEMENT OF PAR SYSTEM

CS SECONDARY SURVEILLANCE RADAR
CT TERMINAL AREA SURVEILLANCE RADAR

Facilities and Services (F)

FA AERODROME
FB BRAKING ACTION MEASUREMENT EQUIPMENT
FC CEILING MEASUREMENT EQUIPMENT
FD DOCKING SYSTEM
FF FIRE FIGHTING AND RESCUE
FG GROUND MOVEMENT CONTROL
FH HELICOPTER ALIGHTING AREA/PLATFORM
FL LANDING DIRECTION INDICATOR
FM METEOROLOGICAL SERVICE
FO FOG DISPERSAL SYSTEM
FP HELIPORT
FS SNOW REMOVAL EQUIPMENT
FT TRANSMISSOMETER
FU FUEL AVAILABILITY
FW WIND DIRECTION INDICATOR
FZ CUSTOMS

Military (G)

GA PULSATING/STEADY VISUAL APPROACH SLOPE INDICATOR
GB OPTICAL LANDING SYSTEM
GC TRANSIENT MAINTENANCE
GD STARTER UNIT
GE SOAP
GF DEMINERALIZED WATER
GG OXYGEN
GH OIL

GI DRAG CHUTES
GJ ASR
GK PRECISION APPROACH LANDING SYSTEM
GL FACSFAC
GM LOCALIZER
GO WARNING AREA
GP MILITARY OPERATIONS AREA (MOA)
GR DIVERSE DEPARTURE
GS NITROGEN
GT IFR TAKE-OFF MINIMUMS AND DEPARTURE PROCEDURES
GU DE-ICE
GZ BASE OPERATIONS

Instrument and Microwave Landing (I)

IC ILS
ID DME ASSOCIATED WITH ILS
IG GLIDE PATH (ILS)
II INNER MARKER (ILS)
IL LOCALIZER (ILS)
IM MIDDLE MARKER (ILS)
IO OUTER MARKER (ILS)
IS ILS CATEGORY I
IT ILS CATEGORY II
IU ILS CATEGORY III
IW MLS
IX LOCATOR, OUTER, (ILS)
IY LOCATOR, MIDDLE (ILS)

Lighting (L)

LA APPROACH LIGHTING SYSTEM

LB AERODROME BEACON
LC RUNWAY CENTERLINE LIGHTS
LD LANDING DIRECTION INDICATOR LIGHTS
LE RUNWAY EDGE LIGHTS
LF SEQUENCED FLASHING LIGHTS
LH HIGH INTENSITY RUNWAY LIGHTS
LI RUNWAY END IDENTIFIER LIGHTS
LJ RUNWAY ALIGNMENT INDICATOR LIGHTS
LK CATEGORY II COMPONENTS OF APPROACH LIGHTING SYSTEM
LL LOW INTENSITY RUNWAY LIGHTS
LM MEDIUM INTENSITY RUNWAY LIGHTS
LP PRECISION APPROACH PATH INDICATOR
LR ALL LANDING AREA LIGHTING FACILITIES
LS STOPWAY LIGHTS
LT THRESHOLD LIGHTS
LV VISUAL APPROACH SLOPE INDICATOR
LW HELIPORT LIGHTING
LX TAXIWAY CENTER LINE LIGHTS
LY TAXIWAY EDGE LIGHTS
LZ RUNWAY TOUCH DOWN ZONE LIGHTS

Movement and Landing Area (M)

MA MOVEMENT AREA
MB BEARING STRENGTH
MC CLEARWAY
MD DECLARED DISTANCES
MG TAXIING GUIDANCE SYSTEM
MH RUNWAY ARRESTING GEAR
MK PARKING AREA
MM DAYLIGHT MARKINGS
MN APRON

MP AIRCRAFT STANDS
MR RUNWAY
MS STOPWAY
MT THRESHOLD
MU RUNWAY TURNING BAY
MW STRIP
MX TAXIWAY

Terminal and En-route Navigation (N)

NA ALL RADIO NAVIGATION FACILITIES
NB NDB
NC DECCA
ND DME
NF FAN MARKER
NL LOCATOR
NM VOR/DME
NN TACAN
NT VORTAC
NV VOR
NX DIRECTION FINDING STATION

Other Information (O)

OA AERONAUTICAL INFORMATION SERVICE
OB OBSTACLE
OE AIRCRAFT ENTRY REQUIREMENTS
OL OBSTACLE LIGHTS
OR RESCUE COORDINATION CENTER

Air Traffic Procedures (P)

PA STANDARD INSTRUMENT ARRIVAL (STAR)
PD STANDARD INSTRUMENT DEPARTURE (SID)
PF FLOW CONTROL PROCEDURES
PH HOLDING PROCEDURES
PI INSTRUMENT APPROACH PROCEDURE
PL OBSTACLE CLEARANCE LIMIT
PM AERODROME OPERATING MINIMA
PO OBSTACLE CLEARANCE ALTITUDE
PP OBSTACLE CLEARANCE HEIGHT
PR RADIO FAILURE PROCEDURE
PT TRANSITION ALTITUDE
PU MISSED APPROACH PROCEDURE
PX MINIMUM HOLDING ALTITUDE
PZ ADIZ PROCEDURE

Airspace Restrictions (R)

RA AIRSPACE RESERVATION
RD DANGER AREA
RO OVERFLYING OF
RP PROHIBITED AREA
RR RESTRICTED AREA
RT TEMPORARY RESTRICTED AREA

Air Traffic and VOLMET Services (S)

SA AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)
SB ATS REPORT OFFICE
SC AREA CONTROL CENTER
SE FLIGHT INFORMATION SERVICE

SF AERODROME FLIGHT INFORMATION SERVICE (AFIS)
SL FLOW CONTROL CENTER
SO OCEANIC AREA CONTROL CENTER
SP APPROACH CONTROL
SS FLIGHT SERVICE STATION
ST AERODROME CONTROL TOWER
SU UPPER AREA CONTROL CENTER
SV VOLMENT BROADCAST
SY UPPER ADVISORY SERVICE

Hazard (T)

TT MIJI

Warnings (W)

WA AIR DISPLAY
WB AEROBATICS
WC CAPTIVE BALLOON OR KITE
WD DEMOLITION OF EXPLOSIVES
WE EXERCISES
WF AIR REFUELING
WG GLIDER FLYING
WJ BANNER/TARGET TOWING
WL ASCENT OF FREE BALLOON
WM MISSILE, GUN OR ROCKET FIRING
WP PARACHUTE JUMPING EXERCISE
WS BURNING OR BLOWING GAS
WT MASS MOVEMENT OF ACFT
WV FORMATION FLT
WZ MODEL FLYING

Other (X)

XX PLAIN LANGUAGE

CODE 4th & 5th LETTERS

Availability (A)

AC WITHDRAWN FOR MAINTENANCE
AD AVAILABLE FOR DAYLIGHT OPERATIONS
AF FLIGHT CHECKED AND FOUND RELIABLE
AG OPERATING BUT GROUND CHECKED ONLY, AWAITING FLIGHT CHECK
AH HOURS OF SERVICE ARE
AK RESUMED NORMAL OPERATIONS
AM MILITARY OPERATIONS ONLY
AN AVAILABLE FOR NIGHT OPERATIONS
AO OPERATIONAL
AP PRIOR PERMISSION REQUIRED
AR AVAILABLE, PRIOR PERMISSION REQUIRED
AS UNSERVICEABLE
AU NOT AVAILABLE
AW COMPLETELY WITHDRAWN
AX PREVIOUSLY PROMULGATED SHUTDOWN HAS BEEN CANCELLED

Change (C)

CA ACTIVATED
CC COMPLETED
CD DEACTIVATED
CE ERECTED

CF FREQUENCY CHANGED TO
CG DOWNGRADED TO
CH CHANGED
CI IDENTIFICATION OR RADIO CALL SIGN CHANGED TO
CL REALIGNED
CM DISPLACED
CO OPERATING
CP OPERATING ON REDUCED POWER
CR TEMPORARILY REPLACED BY
CS INSTALLED
CT ON TEST, DO NOT USE

Military (G)

GA NOT COINCIDENTAL WITH ILS/PAR
GB IN RAISED POSITION
GC TAIL HOOK ONLY
GD OFFICIAL BUSINESS ONLY
GE EXPECT LANDING DELAY
GF EXTENSIVE SERVICE DELAY
GG UNUSABLE BEYOND
GH UNUSABLE
GI UNMONITORED
GV NOT AUTHORIZED

Hazard Conditions (H)

HA BRAKING ACTION IS
HB BRAKING COEFFICIENT IS
HC COVERED BY COMPACTED SNOW TO A DEPTH OF
HD COVERED BY DRY SNOW TO A DEPTH OF
HE COVERED BY WATER TO A DEPTH OF

HF TOTALLY FREE OF SNOW AND ICE
HG GRASS CUTTING IN PROGRESS
HH HAZARD DUE TO
HI COVERED BY ICE
HJ LAUNCH PLANNED
HK MIGRATION IN PROGRESS
HL SNOW CLEARANCE COMPLETED
HM MARKED BY
HN COVERED BY WET SNOW OR SLUSH TO A DEPTH OF
HO OBSCURED BY SNOW
HP SNOW CLEARANCE IN PROGRESS
HQ OPERATIONS CANCELLED
HR STANDING WATER
HS SANDING
HT APPROACH ACCORDING TO SIGNAL AREA ONLY
HU LAUNCH IN PROGRESS
HV WORK COMPLETED
HW WORK IN PROGRESS
HX CONCENTRATION OF BIRDS
HY SNOW BANKS EXIST
HZ COVERED BY FROZEN RUTS AND RIDGES

Limitations (L)

LA OPERATING ON AUXILIARY POWER SUPPLY
LB RESERVED FOR AIRCRAFT BASED THEREIN
LC CLOSED
LD UNSAFE
LE OPERATING WITHOUT AUXILIARY POWER SUPPLY
LF INTERFERENCE FROM
LG OPERATING WITHOUT IDENTIFICATION
LH UNSERVICEABLE FOR AIRCRAFT HEAVIER THAN

LI CLOSED TO IFR OPERATIONS
LK OPERATING AS A FIXED LIGHT
LL USABLE FOR LENGTH OF AND WIDTH OF
LN CLOSED TO ALL NIGHT OPERATIONS
LP PROHIBITED TO
LR AIRCRAFT RESTRICTED TO RUNWAYS AND TAXIWAYS
LS SUBJECT TO INTERRUPTION
LT LIMITED TO
LV CLOSED TO VFR OPERATIONS
LW WILL TAKE PLACE
LX OPERATING BUT CAUTION ADVISED DUE TO
LY EFFECTIVE
TT HAZARD

Other (X)

XX PLAIN LANGUAGE