



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE

10 August 2011

MEMORANDUM FOR Personnel deployed to Afghanistan and Iraqi Airfields

FROM: HQ USAF A3O/BN (DoD NOTAM Office)  
Air Traffic Control System Command Center  
3701 Macintosh Drive  
Warrenton, VA 20187

SUBJECT: Notice to Airmen (NOTAM) OEF/OND Training and Policy Letter

**Summary of changes:** This document is revised and must be completely reviewed. Changes include: Defense Internet NOTAM Service (DINS) access requirements, replacing OIF with OND, deleting RAMCC, updating e-mail contacts/DSN numbers, and updating terminal procedure (TERPS) NOTAM coordination information.

**Supersession:** This policy letter supersedes "Notice to Airmen (NOTAM) OEF/OIF Training and Policy Letter," dtd 22 Jul 09.

1. This policy letter supports NOTAM policy IAW the Combined Air Operations Center (CAOC) AMD/A3, AFCENT (Al Udied) and the Airfield Operations branch. It is intended to educate deployed airfield personnel about NOTAM criteria and simplify the process for dissemination. It defines NOTAMs according to the International Civil Aviation Organization (ICAO 8126 and Annex 15), gives a sampling of NOTAM conditions and criteria, details procedures to follow when you have a request, and provides a URL address to check NOTAMs for a given location. **These procedures apply to ALL deployed United States Army, Air Force, Navy and Marine locations, as well as all multi-national/coalition forces locations. Functional Managers please ensure widest dissemination.**

2. DINS. NIPR domain (.mil) users may access DINS via the primary and secondary website. However, commercial internet domain users (i.e. hotel etc.) must access DINS through the secondary site. The NOTAM OEF/OND Training and Policy is available via DINS under Iraq/Afghanistan NOTAM Policy Letter. The DINS websites are:

Primary website <https://www.notams.jcs.mil/>

Secondary website <https://www.notams.faa.gov/>

3. The primary authority for NOTAM processing in the OEF/OND AORs is the DoD European NOTAM Liaison Office (EUNOF), located on Ramstein AB, Germany. EUNOF normal operating hours are:

Monday – Friday, 0600Z–1600ZCET (UTC+1)

Monday – Friday, 0500Z-1500Z CEST (UTC+2)

**NOTE:** Saturdays, Sundays, and holidays, e-mail and voice messages are checked several times daily for pertinent information. NOTAM requests are processed 365 days a year.

4. OEF/OND NOTAM procedures. The timeliness of the NOTAM (routine or urgent) **and** NOTAM office hours will determine the process for submitting the NOTAM for dissemination.

**a. Routine requests during EUNOF office hours.** Routine requests pose no immediate safety of flight concerns. E-mail all NOTAM requests to EUNOF at: [europ.notam@ramstein.af.mil](mailto:europ.notam@ramstein.af.mil). Additionally, e-mail requests to: [Felicia.Shropshire@ramstein.af.mil](mailto:Felicia.Shropshire@ramstein.af.mil) and [Daniel.Canedo@ramstein.af.mil](mailto:Daniel.Canedo@ramstein.af.mil). This will lessen the chance of a request being missed. Please include your ICAO ID on the e-mail "Subject" line. This is essential for the rapid identification and efficient processing of the NOTAM requests. Please include your name and telephone number with all requests. EUNOF will input the request into the international system as an "A" series NOTAM. Use plain text or ICAO approved abbreviations when coordinating NOTAM requests as phraseology and military jargon cause confusion and delay and should be avoided. **NOTE:** DO NOT call the US NOTAM Office (USNOF) for "routine" requests.

**b. Urgent NOTAM and after EUNOF office hours.** Urgent requests are emergencies, or information which the Airfield Manager (designated representative) deems urgent and poses an operational concern to the airfield.

The Airfield Manager will:

- Obtain and maintain Defense Internet NOTAM Service (DINS) CCR capabilities (NOTAM user ID/password and certificate) for processing NOTAMs via backup procedures. For assistance with NOTAM accounts/passwords or certificates, contact EUNOF during office hours. After EUNOF office hours, contact a Military Coordinator at the DoD NOTAM Cell, Monday-Friday 1100-2100Z at DSN 510-422-4757/8/9.
- Submit the NOTAM as an "M" series via DINS, if the capability exists. Utilize procedures outlined in the DINS CCR Training Document and DINS CCR Web Based Training Guide at <https://www.notams.jcs.mil> or <https://www.notams.faa.gov/>. Prerequisite for use is an installed NOTAM certificate and assigned user ID/password.
- Forward the NOTAM request to the EUNOF for "A" series dissemination in accordance with paragraph "a" above. Cancel the corresponding "M" series NOTAM previously entered into DINS once the NOTAM displays as an "A" series NOTAM under the respective ICAO.

**NOTE:** Above procedures are only available to ".mil" or ".gov" users. For all other users, contact the USNOF at DSN 510-422-4757/8/9 or 1-888-USNOTAM to have the NOTAM disseminated as an "A" series NOTAM if you do not possess the capability to process the NOTAM through DINS. All requests processed by the USNOF must also be emailed to EUNOF in accordance with paragraph "a" above for database update.

5. OEF/OND TERPS NOTAM procedures: Requests for Iraq/Afghanistan must come directly from TERPS personnel not airfield facility managers. Units must coordinate NOTAM regarding

approach and departure procedures through their respective United States Air Force, Army, Navy TERPS or Senior Airfield Authority TERPS personnel. TERPS personnel will coordinate NOTAM dissemination directly with EUNOF.

6. Follow the recommended format when submitting requests to EUNOF via e-mail:
  - ICAO ID – Airport name
  - START DATE AND TIME (always use ZULU times)
  - EXPIRATION DATE AND TIME (always use ZULU times; **do not use “UFN”**)
  - SCHEDULE (if applicable) – For example 0400-1800 DAILY; FEB 08 10 and 12; Every FRI
  - NOTAM TEXT – Use plain text language. For example, “TAXIWAY FOXTROT CLOSED DUE TO CONSTRUCTION” or “RUNWAY 30/12 CLOSED FOR MAINTENANCE”
  - ADDITIONAL INFORMATION AS APPROPRIATE
  - REQUESTOR’S NAME
  - TELEPHONE NUMBER

7. Contact EUNOF at DSN 314-480-8092/7257 if you do not have access to an e-mail account or for DINS CCR accounts, password, and certificate questions. For “SIPR only” users, NOTAM information should be forwarded to the appropriate Service POC (or higher headquarters, if applicable) who will coordinate posting the unclassified NOTAM with EUNOF.

8. Redeployment Actions. To maintain continuity, it is recommended Airfield Managers supply their replacement’s name and contact information to EUNOF prior to redeploying.

9. General NOTAM Information. A NOTAM is an unclassified notice, distributed by means of telecommunication 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 must meet the following criteria:

- Concern a hazard to flight safety or may limit military flight operations.
- Be published or qualify for publication in Flight Information Publication (FLIP).
- Be more restrictive than the information published in FLIP.
- Be under the jurisdiction of the NOTAM authority.
- Be temporary in nature, 90 days or less. NOTE: The Airfield Manager or designated representative must ensure indefinite NOTAM requests, and NOTAM expected to exceed 90 days, are coordinated for FLIP update through the appropriate agency. Consult FLIP General Planning Booklet, Chapter 11 for further information.

10. NOTAM material includes, but is not limited to, the following conditions:

- Aerodrome conditions
- Fire fighting and Rescue capability
- Approach control system (ILS, PAR, ASR, etc)
- Fuel availability

- Wind direction indicator
- Aircraft maintenance status
- Airfield lighting systems (approach lights, PAPI, edge lights, SFL, etc)
- Aerodrome beacon
- Movement/landing area status (runway, taxiways, ramps, aircraft stands, helo pads)
- Airfield obstructions to aircraft (antennas, towers, equip)
- Construction activity (men and equipment)
- Navigational aid facilities condition (TACAN, DME, VOR, etc)
- Aircraft approach and departure procedures (see paragraph 5)

11. Contact EUNOF via [europ.notam@ramstein.af.mil](mailto:europ.notam@ramstein.af.mil) or DSN 314-480-8092/7257 for NOTAM concerns/questions.

/signed/

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