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ARMY, AND NAVY**



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Flight Operations

**DEPARTMENT OF DEFENSE NOTICE
TO AIRMEN SYSTEM**

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This instruction is governed by Federal Aviation Administration Order 7930.2, *Notices to Airmen*, and implements Air Force Policy Directive 11-2, *Aircrew Operations*. This is an inter-service publication that applies to individuals at all levels including US Air Force Reserve, US Air National Guard, US Army, US Army Reserves, US Army National Guard, US Navy, and US Marine Corps with the US Air Force (USAF or AF) as the Lead Service. The USAF is the single manager of the Department of Defense Notice to Airmen System. The Department of Defense Notice to Airmen System disseminates information to aircrews 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 Department of Defense flight operations. It also provides Department of Defense agencies the capability to create Notice to Airmen via the Internet. The Department of Defense Notice to Airmen Manager and Defense Aeronautical Information Portal are the Authoritative Data Source sites for Department of Defense Notice to Airmen creation and retrieval. Tier waiver authorities (“T-0, T-1, T-2, T-3”) have been included to all mandated unit compliance items (Wing level and below) as prescribed by Air Force Instruction 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air

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SUMMARY OF CHANGES

This document has been updated to reflect the replacement of Defense Internet Notice to Airmen Service with Notice to Airmen Manager and Defense Aeronautical Information Portal. It has been significantly re-organized in chapter and content layout from the previous version and should be thoroughly reviewed in its entirety.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. General Information. USAF is the executive agent for the Department of Defense Notice to Airmen System. The Department of Defense Notice to Airmen Office (HQ AF/A3OJN) is located at the Federal Aviation Administration Air Traffic Control System Command Center in Warrenton, VA. It is responsible for overall management of the Department of Defense Notice to Airmen System. The Department of Defense Notice to Airmen Office represents all Services in Notice to Airmen related issues.

1.2. Tier Criteria (AF Only). Directive guidance (will, shall, must, etc.) throughout this regulation are tiered in accordance with Air Force Instruction 33-360, *Publications and Forms Management*. For examples of tiered waivers, see Air Force Instruction 33-360. Tier requirements refer to waiver authority based on level of risk describe below:

- 1.2.1. Waiver authority for Tier 0: Non-AF authority (e.g. Federal Aviation Administration)
- 1.2.2. Waiver authority for Tier 1: Major Command Commander (delegable no lower than the Major Command Director of Operations, with the concurrence of Headquarters Air Force Director of Operations).
- 1.2.3. Waiver authority for Tier 2: Major Command Commander (delegable no lower than Major Command Director of Operations)
- 1.2.4. Waiver authority for Tier 3: Wing Commander (delegable no lower than Group Commander or equivalent).

1.3. Roles and Responsibilities.

1.3.1. Chief, Department of Defense Notice to Airmen Office. The Office Chief shall be a rated USAF officer in the grade of at least Colonel (O-6) or civilian (GS-15) as agreed to by US Army, US Navy, US Marine Corps and appointed by HQ AF/A3OJ. The specific responsibilities of the Chief, Department of Defense Notice to Airmen Office will include:

- 1.3.1.1. Manage the Department of Defense portion of the Federal Aviation Administration Federal Notice to Airmen System.
- 1.3.1.2. Coordinate directly with domestic, international, and military Notice to Airmen offices, as well as Aeronautical Information Services offices in order to meet Department of Defense Notice to Airmen requirements.
- 1.3.1.3. Correspond with the Federal Aviation Administration Notice to Airmen Manager and Federal Aviation Administration Federal Notice to Airmen System contractor to protect and represent the Department of Defense position.
- 1.3.1.4. Ensure the Notice to Airmen system complies with pertinent Department of Defense regulations and requirements.
- 1.3.1.5. Co-chair the Federal Aviation Administration/Department of Defense Configuration Control Board, serving as a final voting member.
- 1.3.1.6. Approve Department of Defense Notice to Airmen system enhancement requests.

1.3.1.7. Establish policy and guidance to maintain Notice to Airmen system integrity.

1.3.1.8. Ensure standardization of Notice to Airmen products through training, field conferences, and briefings.

1.3.1.9. Exercise operational control of the Department of Defense Notice to Airmen system through management of the military coordinators at Federal Aviation Administration's Air Traffic Control System Command Center and locations that are serviced around the world.

1.3.1.10. Provide interface for resolution of Department of Defense Notice to Airmen issues.

1.3.1.11. Ensure "flag to deny" procedures are implemented when directed by competent authority, thereby restricting Department of Defense Notice to Airmen data distribution only to Department of Defense facilities.

1.3.1.12. Relay critical information to the Federal Aviation Administration Notice to Airmen specialist.

1.3.1.13. Coordinate and monitor furnished communications circuits as required.

1.3.1.14. Ensure continual operation of Defense Aeronautical Information Portal.

1.3.1.15. Provide contracting officer responsible duties for Defense Aeronautical Information Portal contract.

1.3.2. **Department of Defense Notice to Airmen Office (AF/A30JN).** The Deputy Chief, Department of Defense Notice to Airmen Office will be a rated AF officer in the grade of at least Lieutenant Colonel (O-5) or civilian (GS-13/14). The Deputy Chief, Department of Defense Notice to Airmen Office shall fill all roles and responsibilities of Chief, Department of Defense Notice to Airmen Cell in his/her absence. Department of Defense Notice to Airmen Office will:

1.3.2.1. **Military Coordinator Responsibilities.** Possess experience in the air traffic control/airfield manager fields, and have a working knowledge of the Notice to Airmen systems. Military Coordinators will be enlisted person from AF, US Army, US Navy, and be at least an E-6 through E-8. The Senior Military Coordinator will be sourced from the AF and will be an E-8 or higher. Department of Defense Notice to Airmen specific responsibilities include:

1.3.2.1.1. Ensure emergency 24-hour Notice to Airmen support to all Department of Defense customers.

1.3.2.1.2. Responsible to and receive direction from the Chief, Department of Defense Notice to Airmen Office.

1.3.2.1.3. Serve as the Notice to Airmen operational liaison between Federal Aviation Administration specialists and Department of Defense user.

1.3.2.1.4. Facilitate coordination between Civil and Military users at Joint/Shared-Use Airfields (i.e. Letter of Agreement coordination, data validation, etc).

1.3.2.1.5. Serve as the Department of Defense's centralized Outside the Continental United States Contingency Operations Notice to Airmen Authority.

1.3.2.1.6. Publish Outside the Continental United States Contingency Operations Notice to Airmen as directed or required by Major Command authority, until Area of Responsibility authority is capable.

1.3.2.1.7. Conduct Defense Aeronautical Information Portal test and acceptance procedures, identify inaccuracies and malfunctions, and suggest performance enhancements when warranted.

1.3.2.1.8. Ensure "A" Series International Notice to Airmen are submitted via Federal Aviation Administration Notice to Airmen application.

1.3.2.1.9. Conduct comprehensive training, briefings, and workshops as required or directed by the Chief, Department of Defense Notice to Airmen Office.

1.3.2.1.10. Maintain statistical data on Department of Defense related Notice to Airmen activity. Prepare and submit activity reports to appropriate agencies as required.

1.3.2.1.11. Provide Department of Defense representation at Configuration Control Boards.

1.3.2.1.12. Maintain and update office Flight Information Publication publications as required.

1.3.2.1.13. Produce and distribute exercise and contingency Notice to Airmen products when required under the direction of the Chief, Department of Defense Notice to Airmen Office.

1.3.2.1.14. Generate Department of Defense unique Q-codes.

1.3.2.1.15. Monitor the distribution of international military Notice to Airmen information over authorized communication circuits. Identify problems, propose solutions, and coordinate implementation with the Chief, Department of Defense Notice to Airmen Office.

1.3.2.1.16. Forward inquiries for Federal Aviation Administration assistance to proper Federal Aviation Administration Point of contacts.

1.3.2.1.17. Conduct monthly checklist for international military Notice to Airmen dissemination.

1.3.2.1.18. Ensure "flag to deny" procedures are implemented when directed by competent authority, thereby restricting Department of Defense Notice to Airmen data distribution only to Department of Defense facilities.

1.3.2.1.19. Coordinate with US Notice to Airmen Office to ensure connectivity of Notice to Airmen communication lines.

1.3.2.1.20. Maintain the Department of Defense distribution tables, add or delete military requirements as necessary through the Notice to Airmen storage system via appropriate Notice to Airmen application.

1.3.2.1.21. Ensure Notice to Airmen systems connectivity in accordance with Defense Information System Agency and Federal Information Security Management Act.

1.3.2.2. Federal Aviation Administration Federal Notice to Airmen System Administration Responsibilities. The Military Coordinators are required to have Federal Aviation Administration Federal Notice to Airmen System Administrator accounts and must accomplish the following responsibilities within the application:

1.3.2.2.1. Establish accountabilities in Federal Aviation Administration Federal Notice to Airmen System database.

1.3.2.2.2. Maintain Department of Defense locations and accountabilities in the Federal Aviation Administration Federal Notice to Airmen System database.

1.3.2.2.3. Manage personnel accounts in Federal Aviation Administration Federal Notice to Airmen System database.

1.3.2.2.4. Establish and assist new Department of Defense Notice to Airmen Manager Administrator user accounts.

1.3.2.2.5. Establish Contingency International Civil Aviation Organization locations in Federal Aviation Administration Federal Notice to Airmen System database in order to support mission.

1.3.2.2.6. Manage the selection scenarios for all Department of Defense locations.

1.3.2.2.7. Conduct Federal Aviation Administration Federal Notice to Airmen System test and acceptance procedures, identify inaccuracies and malfunctions, and suggest enhancements when warranted.

1.3.2.3. Baseline Data Editor Responsibilities. The Military Coordinators are required to have a Baseline Data Editor account and must accomplish the following responsibilities within the application:

1.3.2.3.1. Review and approve new airfield diagrams for Department of Defense/Federal Aviation Administration Airport Data Changes to airfield diagrams.

1.3.2.3.2. Ensure Baseline Data Editor has all required airfield Letters of Agreements.

1.3.2.3.3. Set responsibilities for airfield features when required.

1.3.2.3.4. Coordinate with National Geospatial-Intelligence Agency for airfield data updates.

1.3.2.3.5. Coordinate Joint-Use/Shared-Use map data validation with Federal Aviation Administration. JIRA

1.3.2.4. Notice to Airmen Manager Responsibilities. The Military Coordinators are required to have a Department of Defense Notice to Airmen Manager account and must accomplish the following responsibilities within the application:

1.3.2.4.1. Troubleshoot Notice to Airmen Manager system issues. Monitor military Notice to Airmen, perform monthly quality assurance checks, and provide guidance to Notice to Airmen Authorities and users.

1.3.2.4.2. Initiate, review, and validate Notice to Airmen system changes.

1.3.2.4.3. Ensure accountability of Notice to Airmen is properly portrayed and maintained.

1.3.2.4.4. Publish Department of Defense Notice to Airmen as required/directed by Headquarters AF and in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.2.4.5. Serve as super-user administrators for Department of Defense Notice to Airmen Manager.

1.3.2.5. JIRA Responsibilities. **Note: “JIRA” is a proprietary issue tracking software application.** The Military Coordinators are required to have an Federal Aviation Administration JIRA account and must accomplish the following within the application:

1.3.2.5.1. Check JIRA account for Department of Defense Notice to Airmen Manager issues that have been submitted.

1.3.2.5.2. Evaluate JIRA issues for further actions, and follow up until completion.

1.3.3. Service Lead Organizations. Headquarters USAF Military/Civil Aviation Integration Division (AF/A3OJ), the US Army Aeronautical Services Agency, and the Naval Airspace and Air Traffic Control Standards and Evaluation Agency (N980) are the Service Lead organizations. AF/A3OJ specific responsibilities will include:

1.3.3.1. Coordinate service specific Notice to Airmen requirements with other services and government agencies.

1.3.3.2. Act as central coordinating authority and provide service specific guidance to its respective units on Notice to Airmen matters.

1.3.3.3. Be responsible for Notice to Airmen system personnel requirements.

1.3.3.4. Establish, develop, and manage Notice to Airmen system procedures and operations at its locations.

1.3.4. US Air Force Operations.

1.3.4.1. AF/A3OJ provides the Senior AF representative to fulfill the duties of Senior Military Coordinator, Department of Defense Notice to Airmen Office, at the Federal Aviation Administration Air Traffic Control System Command Center.

1.3.4.2. USAF Terminal Instrument Procedures authorities Air Combat Command, Air Education Training Command, Air Mobility Command, Air National Guard, Pacific Air Forces, United States Air Forces in Europe are the worldwide “V” Series Notice to Airmen publishers, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.4.3. In the Pacific Theater each USAF Numbered Air Force with an Airfield Operations Subject Matter Expert will handle Notice to Airmen related issues within their respective Area of Responsibility. If a Numbered Air Force does not have an Airfield Operations Subject Matter Expert, contact Headquarters Pacific Air Forces A3OA.

1.3.5. US Army Operations.

1.3.5.1. US Army Aeronautical Services Agency (US Army Aeronautical Services Agency). Located at Fort Belvoir, VA, Headquarters US Army Aeronautical Services Agency serves as the US Army responsible office for the Notice to Airmen system and central coordinating authority. US Army Aeronautical Services Agency provides specific policy and guidance to US Army units on Notice to Airmen matters worldwide. US Army Aeronautical Services Agency determines Army-specific Notice to Airmen requirements and coordinates with other services and government agencies in the operation of the Notice to Airmen system.

1.3.5.1.1. US Army Aeronautical Services Agency must provide the Senior Army representative to fulfill the duties of Military Coordinator, Department of Defense Notice to Airmen Office, at the Federal Aviation Administration Air Traffic Control System Command Center.

1.3.5.1.2. US Army Aeronautical Services Agency is the Continental United States Terminal Instrument Procedures authority for US Army “V” Series Notice to Airmen creation, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.5.2. US Army Aeronautical Services Detachment – Europe. Located at Sembach, Germany, US Army Aeronautical Services Detachment – Europe is a regional extension for operations in Europe, Africa, and the Middle East. Specific responsibilities include:

1.3.5.2.1. Provide technical assistance on airspace, Air Traffic Control, aeronautical information, and Navigational Aids.

1.3.5.2.2. US Army Aeronautical Services Detachment – Europe is the European Terminal Instrument Procedures authority for US Army “V” Series Notice to Airmen creation, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.5.2.3. Official Army liaison and representative to the Federal Aviation Administration in Europe. Under National Agreement 127, the Federal Aviation Administration provides Instrument Procedure development services to the Army. Contact US Army Aeronautical Services Agency/Instrument Procedures or US Army Aeronautical Services Detachment – Europe with Instrument Procedure requests or questions.

1.3.5.3. Army Flight Operations Detachment. Located at Wiesbaden, Germany, Army Flight Operations Detachment Notice to Airmen Section serves as the Army’s centralized European Notice to Airmen Authority. Specific responsibilities include:

1.3.5.3.1. The Army Flight Operations Detachment Notice to Airmen section submits flight safety Notice to Airmen for U.S. Army Airfield/Army Heliport into the Federal Aviation Administration Federal Notice to Airmen System through the German Military Notice to Airmen Office. Army Flight Operations Detachment local Notice to Airmen are entered directly into the Federal Aviation Administration Federal Notice to Airmen System, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.5.3.2. Notice to Airmen request for Army Special Use Airspace in Germany will be handled by Army Flight Operations Detachment Notice to Airmen section.

1.3.5.3.3. Produces US Army-Europe unique Notice to Airmen and non Notice to Airmen aeronautical information products that can be viewed on the European Theater section of Defense Aeronautical Information Portal Query website. <https://www.daip.jcs.mil/daip/mobile/index>.

1.3.5.3.4. Contact Army Flight Operations Detachment at DSN: (314) 537-3360, COMM: +49 (0) 611143537-3360, EMAIL: usarmy.badenwur.usareur.mbx.afod-notam--@mail.mil.

1.3.5.3.5. Coordinate with Host-Nation German Military Notice to Airmen office, for all US Military Notice to Airmen for use in Germany.

1.3.6. US Navy/Marine Section. Naval Airspace and Air Traffic Control Standards and Evaluation Agency must provide the Senior Navy/Marine Corps representative to fulfill the duties of Military Coordinator, Department of Defense Notice to Airmen Office, at the Federal Aviation Administration Air Traffic Control System Command Center.

1.3.6.1. Naval Flight Information Group is the worldwide Terminal Instrument Procedures authority for US Navy/US Marine Corps “V” Series Notice to Airmen creation, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.7. National Geospatial-Intelligence Agency. Located at Mail Stop L-27 3838 Vogel Road, Arnold, MO 63010-6238, uses a combination of military directives, host country Aeronautical Information Publications and imagery to produce Flight Information Publications for the Department of Defense. Specific responsibilities include:

1.3.7.1. Processes Department of Defense requirements for new or modified Flight Information Publication products.

1.3.7.2. Evaluates navigational and related operational data submissions to determine if Notice to Airmen action is necessary.

1.3.7.3. Publishes “W” Series Notice to Airmen to maintain the accuracy of Digital Aeronautical Flight Information File and/or Flight Information Publication products when out of cycle changes are made by an official Aeronautical Information Service or Notice to Airmen Office, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.7.4. Provides one copy of Digital Aeronautical Flight Information File to support the Notice to Airmen systems through early distribution.

1.3.7.5. Notifies the Notice to Airmen Office of any errors or omissions in Notice to Airmen data.

1.3.7.6. Publishes the worldwide Terminal Instrument Procedures authority for National Geospatial-Intelligence Agency “V” Series Notice to Airmen creation, in accordance with **Chapter 4**, *Standard Operating Procedures*.

1.3.7.7. Support of contingency operations requires National Geospatial-Intelligence Agency to have a timely response to update airfield data in Baseline Data Editor.

1.3.8. Component Commanders. Component Commanders shall coordinate with the proper Host-Nation agencies to ensure the International Notice to Airmen Office issues Notice to Airmen 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.

1.3.9. Major Commands. USAF Major Commands, US Army Commands, US Marine Corps Forces, and US Navy Type Commands have specific Major Command responsibilities, to include:

1.3.9.1. Ensure aircrews have Notice to Airmen access.

1.3.9.2. Coordinate Notice to Airmen requirements with each Service through AF Flight Standards Agency, US Army Aeronautical Services Agency, or Naval Airspace and Air Traffic Control Standards and Evaluation Agency, as needed. Ensure Notice to Airmen processing is always accessible.

1.3.9.3. Issue Notice to Airmen requests to International Notice to Airmen Offices of affected area(s) when military operations, exercises, or maneuvers are not under the jurisdiction of a component commander.

1.3.9.4. Ensure each aviation commander complies with this instruction by ensuring aircrews have access to current Notice to Airmen material and Defense Aeronautical Information Portal website.

1.3.9.5. Ensure respective commands process Federal Aviation Administration Chart Change Procedure Notice to Airmen for Federal Aviation Administration Instrument Procedures developed for the USAF in accordance with Federal Aviation Administration Order 8260.32.

1.3.9.6. Ensure the respective Service Terminal Instrument Procedures branch submits and maintains Notice to Airmen for Foreign Terminal Instrument Procedures published in Department of Defense Flight Information Publication (Terminal).

1.3.10. Airfield Facility Manager. Airfield Facility Managers include USAF Airfield Manager, US Army Post, Installation, Garrison, Army Airfield or Army Helicopter Commander, US Marine Corps Airfield Operations Officer, and US Navy Air Operations Officer. Airfield Facility Managers specific responsibilities will include:

1.3.10.1. Ensure Notice to Airmen Authorities receive the funding necessary to perform their duties and that aircrews can access Notice to Airmen data **(T-2)**.

1.3.10.2. Ensure knowledgeable personnel are available to provide aircrews with Notice to Airmen. **(T-2)**.

1.3.10.3. Ensure Notice to Airmen are drafted, transmitted, and coordinated according to applicable instructions. **(T-1)**.

1.3.10.4. Ensure Notice to Airmen Manager administrators are assigned, which will be responsible for: Notice to Airmen distribution, approving and disapproving accounts, and locking/unlocking accounts. **(T-1)**.

1.3.10.5. Joint-Use/Shared-Use aerodromes. Airfield Managers collaborate with civilian counterparts to establish an Letter of Agreement that specifies Notice to Airmen authoring, handling, and coordination responsibilities. **(T-2)**. The Letter of Agreement should direct that Notice to Airmen conditions that affect both civil and military users (e.g., Runway and Taxiway closures, Navigational Aid outages, changes to aerodrome

status, etc.) be issued as civil Notice to Airmen. Conversely, Notice to Airmen conditions that affect only military users (e.g., Optical Landing System outages, drag chute operations, Liquid Oxygen availability, etc.) should be issued via Notice to Airmen Manager and coordinated with the civilian Airport Manager. Avoid duplication of Notice to Airmen as much as possible. **(T-3)**. (A sample Letter of Agreement is contained in [Attachment 3](#).)

1.3.10.6. Airfield Manager responsibilities for updating aerodrome Flight Information Publication data in accordance with Air Force Instruction 13-204v3 Chapter 15 to support both digital and graphical requirements for Notice to Airmen Manager/Defense Aeronautical Information Portal. **(T-3)**.

1.3.10.7. Outside the Continental United States locations:

1.3.10.7.1. Tenant on Host-Nation military aerodromes. Ensure an Letter of Agreement with Host-Nation is on file that specifically grants Department of Defense the authority to create Notice to Airmen Manager Notice to Airmen and delineates coordination responsibilities. **(T-1)**. **Note:** Aeronautical Information Publications, status of forces agreements, Host-Nation agreements, and/or Letter of Agreements establish Host-Nation Notice to Airmen procedures. In most cases, Host-Nation retains safety Notice to Airmen authority for aerodromes. Ensures Host-Nation military or civil Notice to Airmen offices are informed of all Military Notice to Airmen.

1.3.10.7.2. Host-Nation Military Notice to Airmen. US Notice to Airmen Office exchanges Notice to Airmen data with other International Notice to Airmen Offices. Department of Defense users need to be aware that Federal Aviation Administration Federal Notice to Airmen System may not have received all military Notice to Airmen for a specific location. Accordingly, users need to check Host-Nation Notice to Airmen for supplementary information to better ensure complete Notice to Airmen coverage.. **(T-1)**. **Note:** Host-Nation Notice to Airmen may not display in Defense Aeronautical Information Portal. For distribution problems and other issues that require Host-Nation coordination, contact the Host-Nation Notice to Airmen Authority.

1.3.10.8. Coordinate with the Air Traffic Control facility chief/officer on procedures for issuing Notice to Airmen on Navigational Aids or facilities that Air Traffic Control controls or monitors. **(T-3)**.

1.3.10.9. Ensure Notice to Airmen are classified in accordance with [Chapter 4](#), e.g., “M” Series: Flight Safety, “L” Series: Local, and “V” Series: Procedural Notice to Airmen. **(T-1)**.

1.3.10.10. Establish and maintain connectivity to the Federal Aviation Administration Federal Notice to Airmen System. (TT-1).

1.3.10.10.1. Take necessary actions to accurately process and publish Notice to Airmen **(T-1)**.

1.3.10.10.2. Establish and maintain an Letter of Agreement with another Department of Defense installation to provide alternate Notice to Airmen support **(T-3)**.

1.3.10.11. Monitor all Notice to Airmen, military and civil, that correspond to airfields and airspace under their jurisdiction for accuracy and validity **(T-1)**.

1.3.10.12. Review and determine accuracy of base specific publications, charts, and other products for their area of responsibility, correcting discrepancies via Notice to Airmen, until published in the correct documentation **(T-1)**.

1.3.10.13. Retain base-specific and other associated Notice to Airmen data in accordance with applicable service regulations following aircraft accidents or incidents **(T-3)**.

1.3.10.14. Contact the Department of Defense Notice to Airmen Office to resolve problems with Notice to Airmen procedures **(T-3)**.

1.3.10.15. Periodically check Defense Aeronautical Information Portal website for system and procedural changes **(T-2)**.

1.3.10.16. Identify needed requirement to hand control of Notice to Airmen dissemination to a Host-Nation after contingency operations **(T-1)**.

1.3.11. **Notice to Airmen Authority.** Notice to Airmen Authorities are units or offices that are authorized to originate Notice to Airmen. Notice to Airmen Authorities will:

1.3.11.1. Draft, transmit, and coordinate Notice to Airmen in accordance with this instruction **(T-1)**.

1.3.11.1.1. Joint-Use/Shared-Use aerodromes. Submit and coordinate Notice to Airmen in accordance with procedures established in the Letter of Agreement **(T-1)**.

1.3.11.1.2. Outside the Continental United States station:

1.3.11.1.2.1. Tenant on Host-Nation military aerodromes. Host-Nation authorities are the Notice to Airmen Authority for safety Notice to Airmen unless a Letter of Agreement is on file that allows Department of Defense to issue safety Notice to Airmen. **(T-0)**.

1.3.11.1.2.2. Inform Host-Nation military or civil Notice to Airmen offices of station's current Department of Defense Notice to Airmen. **(T-1)**.

1.3.11.1.2.3. Crosscheck and validate Host-Nation and Defense Aeronautical Information Portal Notice to Airmen to identify and correct discrepancies. **(T-1)**.

1.3.11.2. Contact Department of Defense Notice to Airmen Office to resolve problems with Notice to Airmen procedures. **Note:** For Notice to Airmen assistance, forward deployed Army units in Europe, Africa, and Middle East should contact US Army Aeronautical Services Detachment – Europe at DSN: (314) 373-5600 all other Outside the Continental United States based Army units should contact the Department of Defense Notice to Airmen Office at DSN (510) 422-4757/58/59. **(T-3)**.

1.3.11.3. Cancel active Notice to Airmen when the condition no longer exists or National Geospatial-Intelligence Agency publishes the information in the Flight Information Publication. **(T-2)**.

1.3.11.4. Ensure disposition and accuracy of authored Notice to Airmen. **(T-3)**.

1.3.11.5. Monitor all Notice to Airmen, military and civil, that correspond to airfields, Navigational Aids and radars, and airspace under their jurisdiction for accuracy and currency. **(T-2)**.

1.3.11.6. Ensure Notice to Airmen are classified correctly, e.g., “M” Series: Flight Safety, “L” Series: Local, and “V” Series: Procedural Notice to Airmen. **(T-1)**.

1.3.11.7. Establish and maintain connectivity to the Federal Aviation Administration Federal Notice to Airmen System. **(T-1)**.

Chapter 2

NOTICE TO AIRMEN CLASSIFICATIONS

2.1. Notice to Airmen are unclassified notices or advisories distributed by means of telecommunication that contain information concerning the establishment, conditions or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel and systems concerned with flight operations.

2.2. Notice to Airmen Categories. Notice to Airmen categories are Military, Domestic, International, and Flight Data Center. **Note:** For issuing airspace Notice to Airmen outside of your jurisdiction, contact the servicing Federal Aviation Administration Flight Service Station at 1-877-4US-NTMS.

2.2.1. Military Notice to Airmen.

2.2.1.1. Department of Defense Logistics Agency-Energy (DLA-E) Notice to Airmen ("F" Series). DLA-E issues "F" Series Notice to Airmen for Outside the Continental United States locations concerning fuel availability for Department of Defense users.

2.2.1.2. Flight Safety Notice to Airmen ("M" Series). A flight safety Notice to Airmen is aeronautical information that could affect a pilot's decision to make a flight. It includes information regarding airport or primary runway closures, all movement areas (i.e. taxiways and aprons), changes in status to Navigational Aids, radar service availability, and other information essential to planned terminal, enroute or landing operations. **Note:** Civil pilots are only briefed military Notice to Airmen upon request per Flight Service Station briefing policy.

2.2.1.3. Local Notice to Airmen ("L" Series). Local Notice to Airmen are non-critical and non-safety related information that is essential for the flying and support communities to know. **Note:** "L" Series will never be utilized for any movement areas Notice to Airmen.

2.2.1.4. Department of Defense Procedural Notice to Airmen ("V" Series). Notice to Airmen information pertaining to a location's published instrument procedures, i.e. Instrument Approach Procedure, Standard Instrument Departure, Standard Terminal Arrivals. These Notice to Airmen will be published under the direction of Terminal Instrument Procedures personnel.

2.2.1.5. Digital Aeronautical Flight Information File/Flight Information Publication Change Notice to Airmen ("W" Series). Digital Aeronautical Flight Information File/Flight Information Publication Change Notice to Airmen promulgate changes in Department of Defense Flight Information Publication products that provide data/digital data for worldwide flight operations.

2.2.1.6. Attention Notices ("X" Series). Department of Defense Notice to Airmen Office, under the direction of competent military authority, promulgate regulatory and advisory Attention Notices by theater or under the general "ALL" category, i.e., ATTA (All), ATTC (Caribbean), ATTE (European), ATTN (North America), and ATTP (Pacific).

2.2.2. Outside the Continental United States Notice to Airmen.

2.2.2.1. Military/Civil Notice to Airmen will be done in accordance with Host-Nation Notice to Airmen procedures.

2.2.3. Domestic Notice to Airmen (Civil).

2.2.3.1. Notice to Airmen D. Federal Aviation Administration issued Notice to Airmen that promulgate flight safety information concerning the National Airspace System Navigational Aids, as well as all public use airports, seaplane bases, and heliports listed in the Airport/Facility Directory.

2.2.3.2. Pointer Notice to Airmen. Flight Service Station issued Notice to Airmen that highlight or “point out” other, potentially obscure Notice to Airmen, e.g., Flight Data Center or Parachute Jumping/Skydiving Notice to Airmen. Pointer Notice to Airmen assist users in cross-referencing important information that may not be found under an airport or Navigational Aid identifier.

2.2.4. International Notice to Airmen (Civil).

2.2.4.1. International Notice to Airmen (“A” Series). US Notice to Airmen Office issues international Notice to Airmen to partner International Notice to Airmen Offices concerning Notice to Airmen D information at major international airports; Long Range Navigation, Global Positioning System, certain airspace Notice to Airmen; e.g., Air Route Traffic Control Centers and Central Altitude Reservation Function, Altitude Reservations and Warning Area information. In addition, US Notice to Airmen Office issues international Notice to Airmen for select overseas locations and Navigational Aids when directed by competent authority.

2.2.4.2. International Notice to Airmen from Foreign Sources. International Notice to Airmen Offices issue Notice to Airmen to the US Notice to Airmen Office using guidance published in each countries Aeronautical Information Publications GEN section 3.1. Outside the Continental United States stations may be required to provide and review specific country Notice to Airmen Series.

2.2.5. Flight Data Center Notice to Airmen (Civil). US Notice to Airmen Office issues Flight Data Center Notice to Airmen, which promulgate regulatory information. Examples of Flight Data Center Notice to Airmen include: interim IFR flight procedures, Instrument Approach Procedure 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 glideslope operation, air defense emergencies, emergency flight rules, substitute airway routes, special data, US Government charting corrections, and laser activity.

Chapter 3

COMMUNICATION REQUIREMENTS

3.1. Federal Aviation Administration Federal Notice to Airmen System. Federal Aviation Administration and Department of Defense combined the Notice to Airmen systems into a single infrastructure that receive, store, and display military, international, and domestic Notice to Airmen. Federal Aviation Administration Federal Notice to Airmen System is the modernized Notice to Airmen management system designed to digitize the collection, dissemination, and storage of Notice to Airmen.

3.1.1. Federal Aviation Administration. The Flight Service Stations and Air Route Traffic Control Centers access Notice to Airmen through Federal Aviation Administration Domestic Notice to Airmen Systems.

3.1.2. Department of Defense accesses the Federal Aviation Administration Federal Notice to Airmen System through Notice to Airmen Manager, which allows authorized users the ability to Creation, Cancellation, and Replace Notice to Airmen via an internet connection. Defense Aeronautical Information Portal allows all users to query Notice to Airmen data via the internet. The Department of Defense Notice to Airmen Office is only responsible for Notice to Airmen Manager/Defense Aeronautical Information Portal aerodrome Military Notice to Airmen data.

3.2. Connectivity. Notice to Airmen Manager is the only authorized Department of Defense system for military Notice to Airmen creation. Defense Aeronautical Information Portal is the authorized source of a Notice to Airmen Query. All Department of Defense base and flight operations facilities have the ability to issue and query Notice to Airmen via Notice to Airmen Manager/ Defense Aeronautical Information Portal.

3.2.1. **Notice to Airmen Accounts** . In order to create Notice to Airmen, each user must establish an account. **(T-3)**.

3.2.1.1. Users must select “Department of Defense” when registering and fill out all informational blocks then submit for approval by facility system administrator. **(T-3)**. **Note:** All users must use approved military email account, i.e. @mail.mil.

3.2.1.2. Upon approval an email is generated to your military registration email for Notice to Airmen Manager use.

3.2.1.3. Your first attempt to login will generate another email that requires you to copy and paste a link to the browser for the second authentication for login. **Note:** This email maybe located in another mailbox.

3.3. Processing Capability. After system connectivity is established, units may connect to either Production Department of Defense Notice to Airmen Manager site via any computer.

3.3.1. Notice to Airmen Manager is the application for Notice to Airmen Creation, Cancellation, and Replace found at.

3.3.2. Defense Aeronautical Information Portal Query sites (<https://www.daip.jcs.mil/daip/mobile/index>) allow users and Notice to Airmen Authorities to query Notice to Airmen.

3.3.3. Alternate Facility Procedures: Units will have an Letter of Agreement on file with an alternate facility to act as Notice to Airmen Authority in case of extended outages or facility closures, thereby allowing for uninterrupted Notice to Airmen coverage. **(T-2)**.

3.3.3.1. Users acting as an alternate for other locations must request access to that facility through Notice to Airmen Manager (profile tab), and the Facility Notice to Airmen Manager Administrator must approve before alternate Notice to Airmen services can be utilized. Any Department of Defense service may act as an alternate facility; Airfield Facility Managers should choose an alternate facility that is in a different geographic location and accessible around the clock. **(T-2)**. **Note:** Department of Defense Notice to Airmen Office should only be used as an emergency alternative. **Attachment 2** shows a sample Letter of Agreement.

3.3.4. Notice to Airmen Processing Difficulty. Units experiencing Notice to Airmen processing difficulty should attempt the following troubleshooting steps:

3.3.4.1. Contact the base Information Technology help desk to ensure base network is functioning correctly, e.g., Local Area Network is available, firewall settings have not been modified, etc. **(T-3)**.

3.3.4.2. If Notice to Airmen Manager connectivity is lost, units shall coordinate with their designated alternate facility to process Notice to Airmen as required (see **paragraph 3.3.3.1.**) **(T-3)**.

3.3.4.3. Ensure you are using the most up-to-date browser application **(T-3)**.

3.3.4.4. If Notice to Airmen Manager is the only website that is down and the preceding steps do not provide resolution, contact the Department of Defense Notice to Airmen Office via DSN 510-422-4757/8/9 or COM 540-422-4752/3/4/5. Email: usaf.pentagon.af-a3.mbx.a3ojn-Department of Defense-notam-workflow@mail.mil **(T-3)**.

Chapter 4

STANDARD OPERATING PROCEDURES

4.1. System Integrity. The following requirements are essential for information integrity and optimal performance of the Department of Defense/ Federal Aviation Administration's Notice to Airmen system; compliance is mandatory.

4.2. Department of Defense Notice to Airmen Qualifications. Notice to Airmen Authorities will ensure Notice to Airmen qualify in accordance with International Civil Aviation Organization Doc 8126, International Civil Aviation Organization Annex 15, and Federal Aviation Administration Order 7930.2 to publish International Civil Aviation Organization compliant military Notice to Airmen.

- 4.2.1. A hazard to flight safety or may limit military flight operations.
- 4.2.2. Published or qualify for publication in Flight Information Publication.
- 4.2.3. More restrictive than the information published in Flight Information Publication.
- 4.2.4. Under the jurisdiction of the Notice to Airmen Authority.
- 4.2.5. Temporary in nature, not exceeding 90 days. When conditions warrant a longer period, initiate required changes to the appropriate Flight Information Publication product as soon as practical and request reissue of Notice to Airmen. Ensure the Notice to Airmen is cancelled when the changes are published correctly in the Flight Information Publication.

4.3. Additional Notice to Airmen Information.

- 4.3.1. Instrument and Microwave Landing Systems. Always use runway designation when transmitting Instrument Landing System and Microwave Landing System system Notice to Airmen. Do not Notice to Airmen changes of 0.2 degrees or less from the published glideslope.
- 4.3.2. Airfield Lighting Facilities. Follow appropriate service guidelines for issuing airfield lighting Notice to Airmen.
- 4.3.3. Airfield Services. Notice to Airmen servicing delays only if Airfield Facility Manager determines that such delays would impact operations significantly. If sent, Notice to Airmen should specify service and extent of delay.

4.4. Standard Measurements.

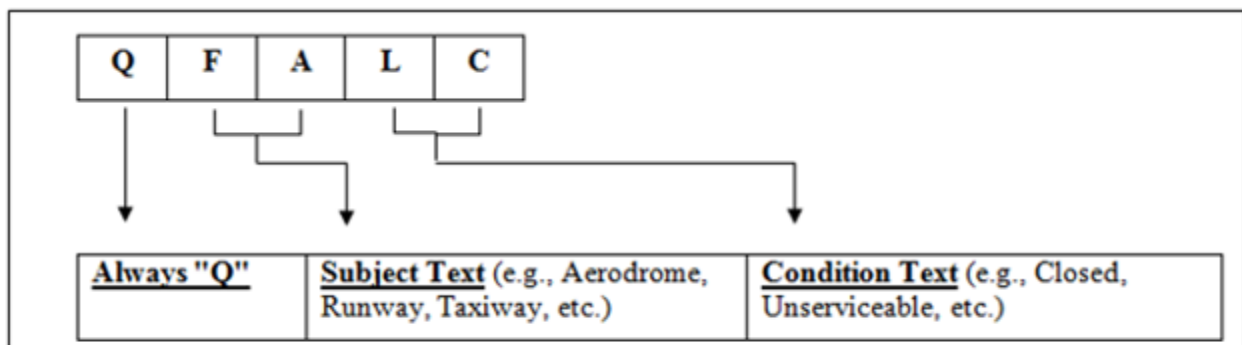
- 4.4.1. Altitude. Expressed in feet or established Flight Level relative to mean sea level, e.g., 1700 MSL, FL 070, and FL 550. Specify above ground level only when mean sea level altitudes are not known or available, e.g., 500 AGL.
- 4.4.2. Latitude and longitude coordinates shall be expressed in degrees and, if necessary, minutes, e.g., 39N077E or 3910N07751E.

4.5. Time. Notice to Airmen times shall be expressed in coordinated universal time and indicated to the nearest minute. The day begins at 0000 hours and ends at 2359 hours. **Note:** "With Effect From", "With Immediate Effect", and "Until Further Notice" will not be used as

condition effective/expiration times in Notice to Airmen Manager because these are understood by the simple fact that the Notice to Airmen exists.

4.6. Q-Codes. The Q-Code is a five-letter Notice to Airmen code that standardizes subject and condition text by converting the respective codes into plain language, with the exception of “L” series Notice to Airmen. If a Q-Code exists for a specific subject and condition being addressed in a Flight Safety Notice to Airmen, use it (see example below). Notice to Airmen Manager builds the Q-Code for the user that will be published in all Notice to Airmen except for Free Text (T-0). **Note: “Free Text” is only used when the subject/condition text does not exist/apply, in this case the Q-code text will be “QXXXX.” If user is frequently submitting a Notice to Airmen that is not supported by a scenario in Notice to Airmen Manager, click Feedback on Notice to Airmen Manager user toolbar.**

Figure 4.1. Q-Codes Example:



Note: If “XX” is used frequently in subject or condition texts, Airfield Facility Managers should forward the condition to the Department of Defense Notice to Airmen Office for possible Q-Code inclusion.

4.6.1. Additional Notice to Airmen Text. In order to increase clarity, Notice to Airmen Authorities may use amplifying information to augment Q-Codes, such as geographical coordinates, frequencies, and runways. **Note:** When using free text, use both plain language and International Civil Aviation Organization approved contractions outlined in Federal Aviation Administration Order JO 7340.2 to clearly express Notice to Airmen conditions. Do not use contractions in a way that undermines readability or causes confusion. (T-0).

4.6.2. Derived Q-Codes. The Derived Q-Code function allows units to select predefined Q-Code combinations to populate the Notice to Airmen Q-line. Q-Code static listing should be used by Airfield Facility Managers as a guideline to determine Notice to Airmen classification. **Note:** Q-Code information is located on Defense Aeronautical Information Portal under resource tab.

4.7. Duplication Avoidance.

4.7.1. Use the Notice to Airmen system to obtain, format, and disseminate unanticipated or temporary changes to airfield or airspace hazards. Do not issue Notice to Airmen to advertise data already published or charted correctly in such media as Flight Information Publication or the Federal Aviation Administration Notice to Airmen Publication. (T-0).

4.7.2. When the Flight Information Publication/Federal Aviation Administration Notice to Airmen Publication is updated cancel the existing Notice to Airmen that was published for the change. **(T-0)**.

4.7.3. When necessary, Terminal Instrument Procedures Authorities collaborate with appropriate service branch and civilian counterparts to ensure that Notice to Airmen authoring, handling, and coordination responsibilities are clearly delineated for joint use and overseas locations. **(T-0)**.

4.8. Timeliness. Timeliness of Notice to Airmen information is critical to flight safety. Federal Aviation Administration Order 7930.2, Notice to Airmen authorities will ensure new Notice to Airmen information with an immediate effectiveness is coordinated and submitted within 15 minutes of receipt or discovery. **(T-0)**. **Exception:** Terminal Instrument Procedures personnel may require additional time to safely coordinate procedural Notice to Airmen.

4.8.1. **Notice to Airmen Transmission.** Federal Aviation Administration Order 7930.2, Notice to Airmen authorities will ensure Notice to Airmen are submitted no earlier than 3 days prior to the expected condition. **(T-0)**.

4.8.2. **Authorized Delays.** Notice to Airmen Authorities may delay transmitting Notice to Airmen concerning Navigational Aids for up to 1 hour and radars for up to 30 minutes, provided the aerodrome meets the following conditions: **(T-1)**.

4.8.2.1. During daylight hours.

4.8.2.2. At least 3000 foot ceiling.

4.8.2.3. At least 5 statute miles visibility.

4.9. Preventative Maintenance Schedules. Federal Aviation Administration Order 7930.2, preventative maintenance schedules normally should be promulgated via Flight Information Publication. Airfield Facility Managers coordinate preventative maintenance schedules affecting Navigational Aids and radars that are a part of the National Airspace System with the appropriate Flight Service Station and affected facilities with at least 5 hours prior notice. Routine maintenance shutdown requires a Notice to Airmen to be disseminated at least 5 hours before shutdown occurs. Emergency shutdown should allow for at least 1 hour of advance notice to allow for appropriate dissemination. Extended maintenance requires a Notice to Airmen at least 3 days before the shutdown. **(T-0)**.

4.10. Specific Notice to Airmen Conditions and Criteria. In accordance with Federal Aviation Administration Order 7930.2 Notice to Airmen authorities will ensure that conditions affecting the National Airspace System are promulgated to civilian and Department of Defense users via the appropriate Notice to Airmen system. **(T-0)**. Federal Aviation Administration Order 7930.2 details Notice to Airmen origination and coordination responsibilities for Notice to Airmen that fall outside of Department of Defense Notice to Airmen Manager purview. Notice to Airmen authorities will ensure the following procedures are adhered to:

4.10.1. **Special Operations.** Airspace Notice to Airmen, Special operations, such as Aerial Refueling, Parachute Jumping/Skydiving, Lights Out/Night Vision Device (NVD) Operations in a Military Operations Area, Unmanned Aircraft Operations, and flight demonstrations, are issued by the appropriate Flight Service Station via 1-877-4US-NTMS or ENII application in accordance with Federal Aviation Administration Order 7930.2. The

waiver for an airshow or an Unmanned Aircraft Systems operation outside of restricted airspace can be found in 14 CFR Part 91. (T-0).

4.10.2. **Special Use Airspace.** Federal Aviation Administration Order JO 7400.2, *Procedures for Handling Airspace Matters*, describes the various types of Special Use Airspace in the National Airspace System and Federal Aviation Administration Order JO 7400.8, *Special Use Airspace*, details the legal definition of all Special Use Airspace. Notice to Airmen for Special Use Airspace are processed via Special Use Airspace Management System applications in accordance with Federal Aviation Administration Order 7930.2 (T-0).

4.10.3. **National Airspace System Navigational Aids.** Changes in the status of Navigational Aids that make up the National Airspace System are promulgated through the Federal Aviation Administration via civil Notice to Airmen. Airfield Facility Managers, at locations with Navigational Aids and radars that are part of the National Airspace System, will coordinate civil Notice to Airmen is Special Use Airspace nce with the tie-in Flight Service Station in accordance with Federal Aviation Administration Order 7930.2 (T-0). **Note:** Civil pilots are only briefed on military Notice to Airmen upon request per Flight Service Station policy.

4.10.4. **Surface Area Hours of Operation.** For facilities whose surface area is listed as part time in the Airport/Facility Directory (e.g., Class D part of the time; Class G another), changes in the hours of operation of surface areas require a Civil Notice to Airmen. Airfield Facility Managers coordinate Civil Notice to Airmen issuance with tie-in Flight Service Station in accordance with Federal Aviation Administration Order 7930.2 (T-0). **Example:** The normal operating hours for Naval Air Station Key West, FL (KNQX) are 1200-0300 universal time. In order to accommodate aircraft operations, the aerodrome and Class D surface area remain open an additional two hours. First, a Department of Defense Notice to Airmen Manager “M” Series Notice to Airmen may be published stating “AERODROME HOURS OF SERVICE ARE...” (Q-Code: QFAAH). Second, a **Civil Notice to Airmen** changing the hours of the Class D surface area from 0300 to 0500 universal time is sent via the Flight Service Station. Then the Notice to Airmen authority cancels the “M” series Notice to Airmen. **Note:** Continuously active surface areas (e.g., Class D is always active) cannot be changed by Notice to Airmen action, only rulemaking. **Note:** Submit aerodrome operating hours during holiday periods as an “L” Series, Local Notice to Airmen.

4.11. Overseas Operations.

4.11.1. **Host Nation Territory.** In order to request Notice to Airmen issuance for activities within non-Department of Defense controlled international airspace, using agencies submits Notice to Airmen requests to the Air Traffic Services/controlling agency (e.g., Area Control Center, etc.) Flight Information Region for the affected airspace at least two weeks prior to the scheduled activity. This lead time permits timely promulgation of information in accordance with the provisions of International Civil Aviation Organization Annex 15. International Notice to Airmen Offices normally issue Notice to Airmen 48 to 72 hours prior to the activity.

4.11.2. **Operations and Firings over the High Seas .** Activities that present a hazard to air navigation and safety of nonparticipants require coordination with the appropriate Air Traffic Services and/or international controlling agency to eliminate potential conflicts and, if

necessary, Notice to Airmen issuance. Component Commanders shall ensure proper coordination is accomplished. Department of Defense Flight Information Publication General Planning, Chapter 8 and Department of Defense Instruction 4540.01 detail policy and procedures for Operations and Firings over the High Seas. Specific Notice to Airmen requirements are as follows:

4.11.2.1. Activities occurring within correctly scheduled Special Use Airspace parameters (time and boundaries) do not require Notice to Airmen issuance.

4.11.2.2. Activities occurring outside scheduled Special Use Airspace parameters (time and boundaries) require Notice to Airmen issuance. Using agencies shall coordinate Notice to Airmen issuance with the affected Air Traffic Services/controlling agency. **Note:** Using agencies should coordinate with appropriate Component Commander if the Air Traffic Services/controlling agency coordination procedures in either **4.11.1** or **4.11.2** are not clear.

4.11.3. Controlled Airspace Outside of the US and “Bare Base” Operations. Coordinate with Department of Defense Notice to Airmen office for Outside the Continental United States operations, as appropriate, to establish the temporary authorization to process Notice to Airmen for locations listed in the enroute supplement but are not covered by the Federal Aviation Administration Federal Notice to Airmen System, or for unpublished locations (aerodromes, highways used for landing, perforated steel planking strips, etc.) Guidance can be found in accordance with Doc 8400, *ICAO Abbreviation and Codes*, and International Civil Aviation Organization Doc 7910, *Location Indicators (T-3)*.

4.11.3.1. The Department of Defense Notice to Airmen Office hours are Monday – Friday, 1200Z thru 2200Z (1100Z-2100Z DST). Contact your alternate location for assistance in submitting Notice to Airmen, if unable to receive assistance from alternate location then contact the Department of Defense on-call personnel.

4.11.3.2. Locations requiring international dissemination of Notice to Airmen shall coordinate Notice to Airmen as follows: **(T-2)**

4.11.3.2.1. During Department of Defense Notice to Airmen Office Duty Hours (for Urgent and Non-Urgent Notice to Airmen): Units shall provide the following Notice to Airmen information to the Department of Defense Notice to Airmen Office via Defense Secure Network 510-422-4757/8/9 or Commercial 540-422-4752/3/4/5. Email: usaf.pentagon.af-a3.mbx.a3ojn-Department_of_Defense-notam-workflow@mail.mil

4.11.3.2.1.1. Four-Letter International Civil Aviation Organization Identifier.

4.11.3.2.1.2. Start Date and Time (universal time).

4.11.3.2.1.3. Expiration Date and Time (universal time).

4.11.3.2.1.4. Schedule (if applicable, e.g., 0400Z – 1800Z DAILY; 8, 10, 12 FEB; Every FRI, etc.).

4.11.3.2.1.5. Notice to Airmen Text, e.g., “TAXIWAY F CLOSED DUE TO CONSTRUCTION,” or “RUNWAY 7/25 CLOSED DUE TO NUMEROUS HOLES ON THE RUNWAY.”

4.11.3.2.1.6. Additional information as appropriate.

4.11.3.2.1.7. Requestor's name and telephone number.

4.11.3.2.2. For Urgent Notice to Airmen during Department of Defense Notice to Airmen Office Non-Duty Hours: Units contact the on-call cell at 571-318-2735.

4.11.3.2.3. "A" Series Notice to Airmen. The Department of Defense Notice to Airmen Office requests the Notice to Airmen and the US Notice to Airmen Office will issue the Notice to Airmen (**T-0**). Email the Notice to Airmen information indicated in [paragraphs 4.11.3.2.1.1 – 4.11.3.2.1.7](#) to the Department of Defense Notice to Airmen Office. **Note:** Once the "A" Series Notice to Airmen appears under the location's International Civil Aviation Organization within Defense Aeronautical Information Portal, units cancel corresponding "M" Series Notice to Airmen, if applicable.

4.11.4. **Contingency Operations.** During contingency operations, the Task Force Commander takes overall control over operations and subsequent Notice to Airmen issuance. Task Force Commanders may delegate control over air assets and pertinent Notice to Airmen issuance to the Combined Forces Air Component Commander. Working together, these authorities designate Notice to Airmen authorities necessary to issue Notice to Airmen on foreign airfields, airspace, and territory.

4.12. Instrument Procedures and Changes. Establishing new instrument/radar approaches or making changes to existing instrument/radar approaches may require publishing procedural data temporarily via Notice to Airmen. Airfield Facility Managers or authorized Terminal Instrument Procedures personnel adhere to the following:

4.12.1. Authorized Terminal Instrument Procedures personnel promulgate procedural changes only through "V" series Notice to Airmen. (**T-1**)

4.12.2. Publish instrument procedures for aerodromes covered by the Department of Defense Notice to Airmen system only when waiting for the normal Flight Information Publication publication cycle would negatively impact flight operations. Airfield Facility Managers coordinate with authorized Terminal Instrument Procedures personnel to ensure Instrument procedures meet the requirements of Air Force Instruction 11-230 and AR 95-2. (**T-1**).

4.12.3. Authorized Terminal Instrument Procedures personnel ensure procedural changes made to published approaches are more restrictive than existing procedures, necessary for safety, and meet criteria set forth in Federal Aviation Administration Order 8260.3 or appropriate service Terminal Instrument Procedures directive. (**T-0**).

4.12.4. Authorized Terminal Instrument Procedures personnel ensure "V" Series Notice to Airmen identify the exact procedure by name. If two or more minima values change in any aircraft category, the Airfield Facility Managers coordinate with authorized Terminal Instrument Procedures personnel to ensure the Notice to Airmen states the entire minima. (**T-1**).

Chapter 5

ADDITIONAL INFORMATION

5.1. Notices to Airmen Publication. Published every 28 days, this Federal Aviation Administration publication promulgates current Notice to Airmen that are considered essential to the safety of flight and known sufficiently in advance to be published in this format.

5.2. Notice to Airmen Briefings. Federal Aviation Administration Federal Notice to Airmen System Specialists, which include both Department of Defense Coordinators and Federal Aviation Administration personnel, do not provide aircrew Notice to Airmen briefings. Likewise, aircrews do not receive Federal Aviation Administration Notice to Airmen Publication information or military Notice to Airmen from Flight Service Station briefers unless specifically requested during weather and Notice to Airmen briefings.

5.3. International Notice to Airmen Exchange. US Notice to Airmen Office exchanges Notice to Airmen data with partner International Notice to Airmen Offices throughout the world. While Defense Aeronautical Information Portal pulls and promulgates all Notice to Airmen received by the Federal Aviation Administration Federal Notice to Airmen System, Defense Aeronautical Information Portal users need to be aware that Federal Aviation Administration Federal Notice to Airmen System may not have received all Notice to Airmen for a specific location, which in-turn could affect Defense Aeronautical Information Portal coverage. Accordingly, users should check Host-Nation for supplementary Notice to Airmen information to better ensure complete Notice to Airmen coverage.

5.4. Global Positioning System. Global Positioning System availability Notice to Airmen, e.g., “GLOBAL POSITIONING SYSTEM ONLY NPA NOT AVBL FROM 29 MAY 1500 TIL 29 MAY 1520,” appear under location identifiers where Global Positioning System approaches are currently established. Global Positioning System Notice to Airmen are computer generated, self-canceling, and require no action from Airfield Facility Managers.

5.5. Coordination. Submit aeronautical data affecting Federal Aviation Administration publications or airspace to the Federal Aviation Administration through the responsible military authority.

5.6. Online Resources. Defense Aeronautical Information Portal site (<https://www.daip.jcs.mil/daip/mobile/index>) provides detailed, up-to-date resources, such as instructions, training manuals and tutorials, which are invaluable in maximizing Defense Aeronautical Information Portals robust features. To better ensure a Notice to Airmen Authority’s familiarity with these features, Airfield Facility Managers should integrate these materials into their respective training syllabi and check for subject matter mastery prior to qualification.

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Deputy Chief of Staff, Operations
ROBERT P. HUBER, Col, US Army

US Army Aeronautical Services Agency
Commander
JOEL DOANE, CDR, US Navy
Chief Naval Airspace and Air Traffic Control

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFPD 11-2**, *Aircrew Operations*, 19 January 2012
- AFI 11-230**, *Instrument Procedures*, 27 September 2013
- AFI 33-360**, *Publications and Forms Management*, 01 December 2015
- AFMAN 33-363**, *Management of Records*, 01 March 2008
- AR 95-2**, *Air Traffic Control, Airfield/Heliport, and Airspace Operations*, 31 March 2016
- Department of Defense I 4000.19**, *Support Agreements*, 25 April 2013
- Department of Defense I 4540.01**, *Use of International Airspace by U.S. Military Aircraft and for Missile and Projectile Firings*, 2 June 2015
- FAAO JO 7340.2G**, *Contractions*, 05 January 2017
- FAAO JO 7400.2L**, *Procedures for Handling Airspace Matters*, 27 April 2017
- FAAO JO 7400.8Z**, *Special Use Airspace*, 16 February 2017
- FAAO 7930.2R**, *Notices to Airman (Notice to Airmen)*, 05 January 2017
- FAAO 8260.3C**, *United States Standard for Terminal Instrument Procedures (TERPS)*, 14 March 2016
- ICAO Annex 15**, *Aeronautical Information Services*, July 2016
- ICAO Doc 7910**, *Location Indicators*, June 2017
- ICAO Doc 8126**, *Aeronautical Information Services Manual*, 2003
- ICAO Doc 8400**, *ICAO Abbreviations and Codes*, 2016
- 14 CFR Part 91**, *General Operating and Flight Rules*, 29 September 2017

Adopted Forms

- AF Form 847**, *Recommendation for Change of Publication*

Terms

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

Aeronautical Fixed Telecommunication Network—Aeronautical Fixed Telecommunication Network is a worldwide system of fixed circuits that operate mainly between the Air Traffic Service providers. It provides a telecommunications service (e.g., Notice to Airmen, flight planning, and movement messages) between specified fixed points.

Air Traffic Services—A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (e.g., Flight Information Region / Area Control Center, approach control service, or aerodrome control service).

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

International Notice to Airmen Office—A governmental agency (military or civilian) that normally prepares and transmits Notice to Airmen according to International Civil Aviation Organization Annex 15, *Aeronautical Information Services*.

National Airspace System—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 Department of Defense.

United States Notice to Airmen Office—The Federal Aviation Administration office that operates the US Notice to Airmen system. It is a Cell within the Air Traffic Control System Command Center. HQ AF/A3OJN is collocated with the USNOF.

Attachment 2**SAMPLE NOTICE TO AIRMEN AUTHORITY BACKUP LETTER OF AGREEMENT****REFER TO DEPARTMENT OF DEFENSE I 4000.19 FOR AN UP-TO-DATE
TEMPLATE****LETTER OF AGREEMENT BETWEEN
LANGLEY AIR FORCE BASE (KLF) AND
AND
NAVAL AIR STATION LEMOORE (KNLC)
FOR
NOTICE TO AIRMEN MANAGER BACKUP PROCEDURES
AGREEMENT NUMBER 17-001**

This is a Letter of Agreement between Langley Air Force Base and Naval Air Station Lemoore. When referred to collectively, Langley Air Force Base and Naval Air Station Lemoore are referred to as the "Parties."

1. **BACKGROUND:** [If there is a need to discuss background, do so here. Normally, there is no need to discuss the background or provide justification for the memorandum of agreement, particularly if between Department of Defense Components. Occasionally, however, there is a desire to explain the need for the memorandum of agreement; particularly where it is not self-evident from the Purpose or it is with a Federal agency. *Note: Refer to Department of Defense Instruction 4000.19, "Support Agreements" for most current templates]*

2. **AUTHORITIES:** Air Force Instruction 11-208/Army Regulation 95-10/Office of the Chief of Naval Operations Instruction 3721.20D, Paragraph 3.3.3

3. **PURPOSE:** This Letter of Agreement establishes Notice to Airmen Manager backup procedures between Langley Air Force Base Airfield Management Operations and Naval Air Station Lemoore Base Operations. Each base will be able to transmit Notice to Airmen for each other, if either location is unable to access Notice to Airmen Manager for extended periods.

4. **RESPONSIBILITIES OF THE PARTIES:**

4.1. Langley Air Force Base must process Notice to Airmen(s) for KNLC in the event that they are unable to access Notice to Airmen Manager, until KNLC is able to gain access to Notice to Airmen Manager.

4.1.1. Langley Air Force Base must provide KNLC a copy of each processed Notice to Airmen via email along with a phone notification.

4.1.2. Langley Air Force Base must ensure all of their personnel have requested access to the KNLC accountability via Notice to Airmen Manager.

4.1.3. Langley Air Force Base will provide a list of KLFY personnel awaiting to be granted the KNLC accountability to KNLC User Administrators.

4.1.4. Langley Air Force Base User Administrators must approve all of KNLC personnel in Notice to Airmen Manager.

4.1.5. Langley Air Force Base must provide KNLC User Administrators a list of assigned KLFY personnel every quarter to cross-reference and remove the KNLC accountability from unassigned personnel.

4.1.6. Langley Air Force Base User Administrators must remove the KLFY accountability from unassigned KNLC personnel after cross-referencing the list of assigned KNLC personnel.

4.2. Naval Air Station Lemoore must process Notice to Airmen(s) for KLFY in the event that they are unable to access Notice to Airmen Manager, until KLFY is able to gain access to Notice to Airmen Manager.

4.2.1. Naval Air Station Lemoore must provide KLFY a copy of each processed Notice to Airmen via email along with a phone notification.

4.2.2. Naval Air Station Lemoore must ensure all of their personnel have requested access to the KLFY accountability via Notice to Airmen Manager.

4.2.3. Naval Air Station Lemoore will provide a list of KNLC personnel awaiting to be granted the KLFY accountability to KLFY User Administrators.

4.2.4. Naval Air Station Lemoore User Administrators must approve all of KLFY personnel in Notice to Airmen Manager.

4.2.5. Naval Air Station Lemoore must provide KLFY User Administrators a list of assigned KNLC personnel every quarter to cross-reference and remove the KLFY accountability from unassigned personnel.

4.2.6. Naval Air Station Lemoore User Administrators must remove the KNLC accountability from unassigned KLFY personnel after cross-referencing the list of assigned KLFY personnel.

5. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

6. GENERAL PROVISIONS:

6.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this Letter of Agreement. Each Party may change its point of contact upon reasonable notice to the other Party.

6.1.1. Langley Air Force Base —

6.1.1.1. Primary: MSgt Jane Doe, Airfield Manager, (555) 555-5555

6.1.1.2. Alternate: TSgt Ray Doe, NCOIC, Airfield Management Operations, (555) 555-5555

6.1.2. Naval Air Station Lemoore—

6.1.2.1. Primary: Air Combat Command John Doe, Tower Branch Chief, (555) 555-5555

6.1.2.2. Alternate: AC1 Jane Doe, Flight Planning Branch Chief, (555) 555-5555

6.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this Letter of Agreement will be addressed, if to Langley Air Force Base, to—

6.2.1. Langley Air Force Base DSN: 555-1234, Comm: (555) 555-1234, Email: KLFI_AMO@us.af.mil

and, if to Naval Air Station Lemoore, to—

6.2.2. Naval Air Station Lemoore DSN: 555-1234, Comm: (555) 555-1234, Email: KNLC_BASEOPS@navy.mil

or as may from time to time otherwise be directed by the Parties.

6.3. REVIEW OF AGREEMENT: This Letter of Agreement will be reviewed annually on or around the anniversary of its effective date for accuracy and financial impacts, and triennially in its entirety.

6.4. MODIFICATION OF AGREEMENT: This Letter of Agreement may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

6.5. DISPUTES: Any disputes relating to this Letter of Agreement will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with Department of Defense I 4000.19.

6.6. TERMINATION OF AGREEMENT: This Letter of Agreement may be terminated by either Party by giving at least 180 days written notice to the other Party. The Letter of Agreement may also be terminated at any time upon the mutual written consent of the Parties.

6.7. TRANSFERABILITY: This Agreement is not transferable except with the written consent of the Parties.

6.8. ENTIRE AGREEMENT: It is expressly understood and agreed that this Letter of Agreement embodies the entire agreement between the Parties regarding the Letter of Agreement's subject matter.

6.9. EFFECTIVE DATE: This Letter of Agreement takes effect beginning on the day after the last Party signs.

6.10. EXPIRATION DATE: This Agreement expires on 31 December 2018.

6.11. CANCELLATION OF PREVIOUS AGREEMENT: This Letter of Agreement cancels and supersedes the previously signed agreement between the same parties with the subject NOTICE TO AIRMEN MANAGER BACKUP PROCEDURES, Agreement # 16-001 and effective date of 01 January 2016.

7. FINANCIAL DETAILS: Not applicable to both parties in this Letter of Agreement.

AGREED:

For Langley Air Force Base

For Naval Air Station Lemoore—

JANE A. DOE, Capt, USAF
Airfield Operations Flight Commander

J. DOE, CAPT, US Navy
COMMANDING OFFICER

Date

Date

Attachment 3**SAMPLE JOINT-USE NOTICE TO AIRMEN AUTHORITY LETTER OF AGREEMENT****REFER TO DEPARTMENT OF DEFENSE I 4000.19 FOR AN UP-TO-DATE TEMPLATE**

LETTER OF AGREEMENT BETWEEN
437TH MILITARY AIRLIFT WING, CHARLESTON AIR FORCE BASE,
CHARLESTON COUNTY AVIATION AUTHORITY,
CHARLESTON AIRPORT TRAFFIC CONTROL TOWER,
CHARLESTON SYSTEM SUPPORT CENTER,
AND
LOCKHEED MARTIN FLIGHT SERVICES
EASTERN SERVICE AREA WASHINGTON HUB
FOR
JOINT-USE NOTICE TO AIRMEN PROCEDURES
AGREEMENT NUMBER 17-001

(Note: Refer to Department of Defense Instruction 4000.19, "Support Agreements" for most current Letter of Agreement templates and guidance)

This is a Letter of Agreement between the 437th Military Airlift Wing, Charleston Air Force Base, Charleston County Aviation Authority, Charleston Airport Traffic Control Center, Charleston System Support Center, and Lockheed Martin Flight Services Eastern Service Area Washington Hub. When referred to collectively, 437th Military Airlift Wing, Charleston Air Force Base, Charleston County Aviation Authority, Charleston Airport Traffic Control Center, Charleston System Support Center, and Lockheed Martin Flight Services Eastern Service Area Washington Hub are referred to as the "Parties."

1. **BACKGROUND:** The 437th Military Airlift Wing, Charleston Air Force Base has access to Department of Defense Notice to Airmen Manager and Charleston County Aviation Authority has access to Civil Notice to Airmen Manager. The two different Notice to Airmen Manager applications cannot contain the same movement areas and this Letter of Agreement will delineate which agency has authority over certain movement areas and will be the sole agency to process Notice to Airmen(s) for the respective movement areas.

2. **AUTHORITIES:** Air Force Instruction 11-208/Army Regulation 95-10/Office of the Chief of Naval Operations Instruction 3721.20D, Paragraph 1.3.10.5

3. **PURPOSE:** To identify responsibilities and procedures for reporting outages or closures and processing Notice to Airmen for the Charleston Air Force Base/International Airport, Charleston, SC, Anderson Sector. 437th Military Airlift Wing, Charleston Air Force Base and Charleston Country Aviation Authority will establish the Runway(s), Taxiway(s), Apron(s), and other applicable Notice to Airmen information they are authorized to publish Notice to Airmen(s) for.

4. RESPONSIBILITIES OF THE PARTIES:

4.1. The 437th Military Airlift Wing, Charleston Air Force Base will process Notice to Airmen(s) through Department of Defense Notice to Airmen Manager for the respective movement areas and other applicable information denoted below:

4.1.1. All taxiways except A, B, G, and that portion of F East of Runway 15/33

4.1.2. All runways (including runway conditions)

4.1.3. Emergency equipment capability

Note: Distribute Notice to Airmen information to the Washington Hub by calling toll free 1-877-4-US-NTMS (1-877-487-6867). If that number is unavailable, distribute Notice to Airmen information by calling (555) 555-1234. To fax Notice to Airmen information, send to fax number (555) 555-1234.

4.2. The Charleston County Aviation Authority will process Notice to Airmen(s) through Civil Notice to Airmen Manager for the respective movement areas and other applicable information denoted below:

4.2.1. Taxiway's A, B, G, and that portion of Taxiway F East of Runway 15/33

4.3. The Charleston Airport Traffic Control Tower is responsible for reporting outages and issuing Notice to Airmen for the following:

4.3.1. Instrument landing systems

4.3.2. Airport and approach lighting systems or aids

4.3.3. Ashley non-directional beacon (NDB)

4.3.4. Primary and secondary air traffic control radar systems

4.3.5. Runway visual range system

4.3.6. Approach control frequencies

4.4. The Charleston System Support Center is responsible for coordination of scheduled outages with the monitoring/controlling facility and issuing appropriate Notice to Airmen.

4.5. Lockheed Martin Flight Services Eastern Service Area Washington Hub is responsible for classifying, formatting, disseminating all Civil Notice to Airmen issued, reporting outages, and issuing Notice to Airmen for the following:

4.5.1. Outages of the Charleston VORTAC

4.5.2. Washington Hub frequencies

4.5.3. CHS HIWAS

4.6. All Parties will be responsible for ensuring outages/closures are reported to the appropriate impacted offices as required by Federal Aviation Administration directives.

5. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

6. GENERAL PROVISIONS:

6.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this Letter of Agreement. Each Party may change its point of contact upon reasonable notice to the other Party.

6.1.1. The 437th Military Airlift Wing, Charleston Air Force Base —

6.1.1.1. Primary: MSgt Jane Doe, Airfield Manager, (555) 555-5555

6.1.1.2. Alternate: TSgt Ray Doe, NCOIC, Airfield Management Operations, (555) 555-5555

6.1.2. Charleston County Aviation Authority—

6.1.2.1. Primary: Mr. John Doe, Airport Director, (555) 555-5555

6.1.2.2. Alternate: Ms. Jane Doe, Deputy Airport Director, (555) 555-5555

6.1.3. Charleston Airport Traffic Control Tower—

6.1.3.1. Primary: Mr. John Doe, Air Traffic Manager, (555) 555-5555

6.1.3.2. Alternate: Ms. Jane Doe, Deputy Air Traffic Manager, (555) 555-5555

6.1.4. Charleston System Support Center—

6.1.4.1. Primary: Mr. John Doe, Manager, (555) 555-5555

6.1.4.2. Alternate: Ms. Jane Doe, Assistant Manager, (555) 555-5555

6.1.5. Lockheed Martin Flight Services Eastern Service Area Washington Hub—

6.1.5.1. Primary: Mr. John Doe, Eastern Service Area Manager, (555) 555-5555

6.1.5.2. Alternate: Ms. Jane Doe, Deputy Eastern Service Area Manager, (555) 555-5555

6.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this Letter of Agreement will be addressed, if to the 437th Military Airlift Wing, Charleston Air Force Base, to—

6.2.1. Charleston Air Force Base DSN: 555-1234, Comm: (555) 555-1234, Email: sample@us.af.mil

and, if to Charleston County Aviation Authority, to—

6.2.2. Charleston County Aviation Authority Comm: (555) 555-1234, Email: sample@sample.gov

and, if to Charleston Airport Traffic Control Tower, to—

6.2.3. Charleston Airport Traffic Control Tower Comm: (555) 555-1234, Email: sample@sample.gov

and, if to Charleston System Support Center, to—

6.2.4. Charleston System Support Center Comm: (555) 555-1234, Email: sample@sample.org

and, if to Lockheed Martin Flight Services Eastern Service Area Washington Hub, to—

6.2.5. Lockheed Martin Flight Services Eastern Service Area Washington Hub Comm: (555) 555-1234, Email: sample@sample.gov

or as may from time to time otherwise be directed by the Parties.

6.3. REVIEW OF AGREEMENT: This Letter of Agreement will be reviewed annually on or around the anniversary of its effective date for accuracy and financial impacts, and triennially in its entirety.

6.4. MODIFICATION OF AGREEMENT: This Letter of Agreement may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

6.5. DISPUTES: Any disputes relating to this Letter of Agreement will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with Department of Defense I 4000.19.

6.6. TERMINATION OF AGREEMENT: This Letter of Agreement may be terminated by either Party by giving at least 180 days written notice to the other Party. The Letter of Agreement may also be terminated at any time upon the mutual written consent of the Parties.

6.7. TRANSFERABILITY: This Agreement is not transferable except with the written consent of the Parties.

6.8. ENTIRE AGREEMENT: It is expressly understood and agreed that this Letter of Agreement embodies the entire agreement between the Parties regarding the Letter of Agreement’s subject matter.

6.9. EFFECTIVE DATE: This Letter of Agreement takes effect beginning on the day after the last Party signs.

6.10. EXPIRATION DATE: This Agreement expires on 31 December 2021.

6.11. CANCELLATION OF PREVIOUS AGREEMENT: This Letter of Agreement cancels and supersedes the previously signed agreement between the same parties with the subject NOTICE TO AIRMEN MANAGER BACKUP PROCEDURES, Agreement # 16-001 and effective date of 01 January 2016.

7. FINANCIAL DETAILS: Not applicable to all parties in this Letter of Agreement.

AGREED:

For 437th Military Airlift Wing, Charleston—
Air Force Base

For Charleston Civil Aviation
Authority—

JANE A. DOE, Capt, USAF
Airfield Operations Flight Commander

John D. Doe
Airport Director

Date

Date

For Charleston Airport Traffic Control Tower—

For Charleston System Support Center—

Jane A. Doe
Air Traffic Manager

John D. Doe
Manager

Date

Date

For Lockheed Martin Flight Services Eastern Service Area Washington Hub—

John D. Doe
Eastern Service Area Manager

Date