

## Section 2-6. Notices to Airmen (NOTAMs)

**2-6-1. General.** NOTAMs provide timely knowledge to flyers and other aviation interests regarding information or conditions which are essential to safety of flight. NOTAMs pertaining to IFPs are effective upon issuance and must remain in effect until the pertinent aeronautical charts are amended or the condition requiring the NOTAM ends. This section deals primarily with procedures for issuing Flight Data Center (FDC) NOTAMs when required to maintain the accuracy and currency of terminal and en route IFPs. Also, see Order 8260.3.

**2-6-2. United States NOTAM System.** The United States NOTAM System (USNS) has been established to provide aviators with the current status of the NAS. This system is under the purview of FAA's Air Traffic Organization, Vice President of System Operations Services, Flight Services, Safety and Operations Policy Group (AJR-B1). Management and operational guidance is contained in Order JO 7930.2, Notices to Airmen (NOTAMs). The following is a brief summary of the use of FDC NOTAMs and related issues due to IFP changes, NAVAID outages, and government aeronautical chart corrections.

a. FDC NOTAMs are normally used to disseminate safety of flight information relating to regulatory material as well as to all IFPs and are issued through the United States NOTAM Office (USNOF) [see Order JO 7930.2, chapter 7, for specific FDC NOTAM categories]. FDC NOTAMs are numbered by the USNS to reflect the year of issuance and the sequence number for the calendar year, (e.g., 3/0445). FDC NOTAMs are transmitted on all Service B circuits, and stored in the consolidated NOTAM System, after which they are entered in the Notices to Airmen Publication (NTAP) until canceled. The NTAP is distributed via U.S. mail and is available [online](#). Publication of FDC NOTAMs relating to instrument approach and departure procedures and ATS routes in the NTAP does not authorize cancellation of the NOTAM. NOTAMs relating to IFPs must remain current until canceled or published in the U.S. TPP or on the applicable IFR en route chart(s).

b. NOTAM Ds. See Order JO 7930.2, chapter 4, for NOTAM D procedures.

**2-6-3. Instrument Flight Procedure NOTAMs.** Changes to IFPs that have been charted and distributed, are processed as FDC NOTAMs and issued through the USNOF. Except as noted in paragraph 2-6-5.b, procedural minimums must not be lowered by NOTAM unless fully justified as a safety of flight issue. Both temporary and permanent conditions may be promulgated via an FDC NOTAM at the direction of AIS.

a. Temporary conditions. NOTAMS for temporary conditions (T-NOTAMs) whose expiration time is uncertain and approximate must be identified by the addition of "EST" following the NOTAM expiration date/time group [see paragraph 2-6-4.b]. The "EST" suffix may be used with all IFP T-NOTAMs.

(1) When it is known that the condition requiring a NOTAM will be effective for more than four chart cycles (224 days), a procedure amendment [revised 8260-series form or permanent NOTAM, see paragraph 2-6-3.b] must be submitted as soon as possible to allow publication of the change within the 224-day timeframe.

(2) When the estimated timeframe for temporary conditions requiring NOTAM action is unknown or cannot be determined and the condition is beyond the control of the NOTAM issuing authority; e.g., airport construction, NAVAID restrictions, temporary obstructions, etc., the NOTAM issuing authority will ensure the line of business (LOB) approving the temporary condition is advised (copy to AFS-460) of the procedural impact and the necessity of reconciling the condition as soon as possible so the temporary NOTAM can be canceled within the 224-day timeframe. If the condition cannot be corrected within 224 days, the NOTAM issuing authority must obtain Flight Standards approval from AFS-460 for the NOTAM to remain in effect beyond the 224-day limitation. *It is important that NOTAMs not be allowed to remain active for excessive periods of time; therefore, an FDC IFP NOTAM must not be canceled and re-issued.*

**Note:** Requests for Flight Standards approval must be coordinated with AFS-460 as soon as the requirement is known. For example, it is known that a temporary crane affecting an IFP(s) will be in place for 10 months as soon as it is erected; therefore, forward the approval request for extension immediately.

**b. Permanent conditions.** When the condition requiring NOTAM action is known to be permanent or is expected to be effective for more than four charting cycles (224 days), a permanent NOTAM (P-NOTAM) may be used to promulgate amended SIAPs and textual ODPs as well as correction information for U.S. Government aeronautical charts. P-NOTAMs must be identified by inserting “PERM,” meaning the condition is permanent, instead of an actual expiration date/time group [see paragraph 2-6-4.b]. P-NOTAMs identify procedural amendments that may be charted from the NOTAM information. P-NOTAMs may also be used as a substitute for the abbreviated amendment process within the limitations specified in paragraph 8-3-4.c. P-NOTAMs relating to instrument flight procedures contain information that is complete for charting purposes and are promulgated in the bi-weekly Transmittal Letter (TL) with a specified procedure amendment date that is coincidental with an international Aeronautical Information Regulation and Control (AIRAC) charting date. Additionally, the following rules apply when initiating a P-NOTAM:

(1) P-NOTAMs may only be used for SIAPs, textual ODPs, and to correct U.S. Government charting printing and compilation errors. P-NOTAMs must *not* be used for changes to Special IFPs, ATS routes, graphic ODPs, SIDs, and STARs.

(2) P-NOTAMs may be used to amend procedures without a complete review of the procedure. The amendment will be indicated by an alphanumeric identifier; e.g., Orig-A, Amdt 3B, Amdt 4C, etc.

(3) Only one procedure may be addressed per P-NOTAM except that a single P-NOTAM may be used for ILS CAT I/II/III and SA CAT I /II procedures to the same runway. A single P-NOTAM may also address multiple procedures at a single location when correcting a common printing error on U.S. Government charts.

(4) A hard/electronic copy of each P-NOTAM must be stored with the current amendment and maintained in the procedures file by both the NFDC and AIS for each procedure until the next full amendment is effective.

(5) P-NOTAMs must not be used for RNAV/database driven procedures when the change(s) will affect waypoint coordinates, course (track), distances, or bearings.

(6) The P-NOTAM originator must coordinate a procedure amendment date with AIS for inclusion in the Transmittal Letter. This will ensure that all charting agencies publish the amended procedure on the same AIRAC chart cycle and with the same procedure amendment date.

(7) Each AIRAC cycle is limited to no more than 150 P-NOTAMs, except for Flight Standards directed safety initiatives or national implementation processes. Whenever the 150 P-NOTAM limit must be exceeded, AIS is responsible for coordinating with other charting agencies; e.g., Jeppesen, LIDO, etc., to ensure they can accommodate the necessary changes on the required AIRAC date.

(8) P-NOTAMs must be canceled when the applicable procedural change has been published.

#### **2-6-4. FDC NOTAM preparation, review, and transmittal responsibilities.**

**a.** Keywords. All NOTAMs must contain a keyword to facilitate parsing and international harmonization. A complete listing of keywords is contained in Order JO 7930.2. Those keywords applicable to FDC NOTAMs relating to IFPs and ATS routes are listed below. Insert the applicable keyword immediately following the three or four character location/ARTCC identifier or the two-letter state identifier for ATS route NOTAMs contained within a single state.

<u>Keyword</u>	<u>Associated Procedure</u>
IAP	Instrument Approach Procedure
ODP	Obstacle Departure Procedure
DVA	Diverse Vector Area
SPECIAL	Special Instrument Flight Procedure (regardless of type)
SID	Standard Instrument Departure
STAR	Standard Terminal Arrival
VFP	Visual Flight Procedure
ROUTE	Air Traffic Service Route
CHART	U.S. Government Chart Correction

**b.** Effective time/expiration time. All NOTAMs must contain an effective time and expiration time to achieve international harmonization. Times used in the NOTAM system are Coordinated Universal Time (UTC/Zulu), unless otherwise stated, and are formulated as a 10-digit date-time group (DTG) indicating year, month, day, hour and minute; e.g., YYMMDDHHMM. The effective time indicates the date/time a condition will exist or begin. The expiration time is the expected time the NOTAM is no longer required. The effective/expiration times are formulated as a 10-digit date-time group (DTG) indicating year, month, day, hour and minute; e.g., YYMMDDHHMM. The effective time and expiration time must be separated by a hyphen “-” and entered as the last data entry of the NOTAM.

(1) If the NOTAM duration is uncertain, the approximate expiration time must be indicated by using a date-time group followed immediately by “EST” suffix. A NOTAM with