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BY ORDER OF THE
SECRETARIES OF THE AIR FORCE, ARMY, AND NAVY

AIR FORCE JOINT MANUAL 11-208
ARMY REGULATION 95-10
OPNAVINST 3721.20B
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Flying Operations

★DEPARTMENT OF DEFENSE NOTICE TO AIRMEN (NOTAM) SYSTEM

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This manual implements AFPD 11-2, *Flight Rules and Procedures*. As a Joint Departmental Publication (JDP), it identifies the Air Force as executive agent for the DoD NOTAM System; describes the system and its relation to the Federal Aviation Administration (FAA) US NOTAM System (USNS); directs the preparation and use of DD Form 2349, **NOTAM Control Log**; and prescribes guidance, procedures and responsibilities of the US Air Force (USAF), US Army (USA), and US Navy (USN) for operating and using the system. The DoD NOTAM System provides information to military aviators and flight operations personnel on the establishment of, condition of, or change in any aeronautical facility, service, or procedure that may be a hazard to flight. To ensure that locations are provided NOTAM coverage by the military summaries, review the applicable DMA Flight Information Publication (FLIP) En Route Supplement.

SUMMARY OF REVISIONS

★This printing completely revises the previous document. Contents were updated and realigned to provide easier flow of information. This document reformatted the instructions to conform to AFPD 11-2.

Paragraph

Chapter 1—RESPONSIBILITIES AND AUTHORITIES
Responsibilities and Authorities..... 1.1.

Chapter 2—SYSTEM MANAGEMENT
System Management..... 2.1.

Chapter 3—DOD NOTAM CRITERIA
DoD NOTAM Criteria..... 3.1.
IAPs/Changes..... 3.2.
NOTAM Codes (Q-CODES)..... 3.3.
Specific NOTAM Conditions and Restrictions..... 3.4.

Chapter 4—NOTAM CONTROL LOG (DD FORM 2349)
DD Form 2349 - NOTAM Control Log..... 4.1.
DD Form 2349 Instructions..... 4.2.
Processing NOTAMs..... 4.3.
Transmitting NOTAMs..... 4.4.
File Maintenance..... 4.5.

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Paragraph

Chapter 5—RECEIVING, REQUESTING, AND POSTING NOTAM INFORMATION
Summary Format. . . . . 5.1.
Summary Receipt and Posting. . . . . 5.2.
Hourly Update Receipt and Posting. . . . . 5.3.
Alternate Means for Receiving NOTAM Summaries/Updates. . . . . 5.4.
Notices to Airmen Publication. . . . . 5.5.
Emergency Broadcast Messages. . . . . 5.6.
Reporting Communications Problems. . . . . 5.7.

Chapter 6—NOTAM DISPLAY BOARDS
Specifications. . . . . 6.1.
Standard NOTAM Display Board Requirements. . . . . 6.2.
Alternate NOTAM Display Board. . . . . 6.3.
Alternate Out-of-Theater. . . . . 6.4.
Alternate NAMSUM. . . . . 6.5.
US Army NOTAM Display Board Requirements. . . . . 6.6.
Alternate AWDS Only NOTAM Display Board Requirements. . . . . 6.7.
Form Prescribed. . . . . 6.8.

Page

Figures
4.1. DD Form 2349. 18
4.2. DD Form 2349, Reverse. 19
6.1. NAMSUM Display Board. 22
6.2. EURSUM Display Board. 23
6.3. PACSUM Display Board. 24
6.4. CSASUM Display Board. 25
6.5. Out-of-Theater Summary Display. 26
6.6. Alternate NO TAM Display Board. 27
6.7. US Army CONUS Display Board. 28
6.8. US Army OCONUS Display Board. 29
6.9. AWDS NAM SPCL NTCSUM. 30

Tables
3.1. Q-Codes Second and Third Letter *(Q**XX). 10
3.2. Q-Codes Fourth and Fifth Letter *(QXX**). 13
4.1. Return Codes. 16

Attachments
1. GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS 31
2. DISTRIBUTION LIST 35

Chapter 1

RESPONSIBILITIES AND AUTHORITIES

1.1. Responsibilities and Authorities. The USAF provides overall management of the DoD NOTAM System and represents the services to the FAA. This representation is provided by the Air Force Flight Standards Agency, DoD NOTAM Division (AFFSA/XON), HQ FAA/ATM 614, 800 Independence Ave SW, Washington DC 20591. This manual establishes the following responsibilities and authorities:

1.1.1. DoD NOTAM Division (AFFSA/XON):

1.1.1.1. Manages the DoD portion of the FAA/DoD USNS, insuring that operations are in compliance with all DoD and FAA regulations and requirements.
1.1.1.2. Exercises operational control of the DoD NOTAM system through management of the military coordinators at HQ FAA USNOF (AFFSA/XONF), the DoD European NOTAM Liaison Office at Ramstein AB, GE (AFFSA/XONE), and the DMA FLIP & NOTAM Liaison Office in St. Louis, MO (AFFSA/XOND).
1.1.1.3. Works directly with all domestic, international, and military NOTAM offices, as well as aeronautical information services offices to meet DoD NOTAM requirements. Is authorized to conduct annual staff assistance and coordination/ information gathering visits to appropriate agencies.
1.1.2. Military Coordinators. (AFFSA/XONF) Each service (USAF, USA, USN) provides a senior Noncommissioned Officer (NCO) to serve as a Military Coordinator in the DoD NOTAM Division. Military Coordinators:
1.1.2.1. Are responsible to and receive direction from the Chief, DoD NOTAM Division.
1.1.2.2. Ensure NOTAM support to all DoD customers by providing 24-hour on call assistance to FAA NOTAM specialists and performing quality control checks of all DoD NOTAM products.
1.1.2.3. Ensure FAA NOTAM specialists receive comprehensive training on DoD NOTAM procedures, including changes to distribution tables, input, replacement, cancellation and editing of NOTAM data, as required.
1.1.2.4. Ensure DoD base/airfield operations personnel receive comprehensive training on DoD NOTAM procedures, including operation and use of equipment for NOTAM transmission.
1.1.2.5. Conduct Staff Assistance Visits (SAVs), as required, to maintain continuity.
1.1.2.6. Serve as point of contact for the Automated Weather Network Duty Officer, (WNDO) and AUTODIN switching centers to resolve circuit and/or transmission failures.
1.1.2.7. Monitor distribution of military NOTAM summaries and updates over appropriate circuits.
1.1.2.8. Disseminate, track, and cancel special use DoD NOTAMs as directed/required by DoD level agencies under the authority of the DoD NOTAM Division.
1.1.2.9. Implement "flag to deny" procedures when directed by competent authority to ensure DoD NOTAM data is distributed only to DoD facilities.
1.1.2.10. Maintain statistical data on DoD related NOTAM activity. Prepare and submit reports as required.
1.1.2.11. Monitor USNS testing procedures by contractors. Review, validate, and approve NOTAM system test data required for software enhancements.
1.1.2.12. Serve as DoD representative on USNS configuration control and management boards (CMBs); submit system trouble reports (TRs) as required.
1.1.2.13. Maintain DoD AUTODIN NOTAM routing tables for distribution of NOTAM products to selected users.
1.1.2.14. Build and maintain NOTAM distribution tables for DoD facilities equipped with automated NOTAM Distribution terminals.
1.1.2.15. Maintain DoD unique Q-code accept/reject tables.
1.1.2.16. Perform other NOTAM-related duties as directed by the Chief, DoD NOTAM Division.
1.1.3. DoD European NOTAM Liaison Office. (AFFSA/XONE) located at Ramstein AB, GE, serves as the in-theater point of contact for all DoD NOTAM-related issues. It:
1.1.3.1. Is responsible to and receives direction from the Chief, DoD NOTAM Division.
1.1.3.2. Ensures NOTAM support to all DoD customers by providing 24-hour on call POC for NOTAM matters in-theater.
1.1.3.3. Ensures in-theater base operations personnel receive complete training on DoD NOTAM procedures, including operation and use of equipment for NOTAM transmission. Conducts Staff Assistance Visits (SAVs), as required, to maintain continuity.
1.1.3.4. Performs quality control checks of all DoD European NOTAM products to ensure accuracy and clarity.
1.1.3.5. Serves as the Air Force's centralized NOTAM authority, entering European, Southwest Asia (SWA), and African NOTAMs into the USNS as required.
1.1.3.6. Monitors distribution of military NOTAM summaries/updates over appropriate circuits. Identifies problems, proposes solutions, and coordinates implementation with Chief, DoD NOTAM Division.
1.1.3.7. Produces and distributes the Weekly Low Level Summary, and four daily Low Level Updates to HQ USAFE, USAADE, and host nation agencies.
1.1.3.8. Produces and distributes exercise/contingency NOTAM products (after coordination with AFFSA/XON).
1.1.3.9. Maintains required FLIP publications.
1.1.3.10. Performs other NOTAM-related duties as directed by the Chief, DoD NOTAM Division.
1.1.4. US Army Aeronautical Detachment Europe (USAADE). Collocated with Army Flight Operations Detachment (AFOD) at Heidleberg Army Airfield, Germany.
1.1.4.1. USAADE monitors the Army NOTAM service provided by AFOD in Europe. Identifies NOTAM requirements for Army aviation elements within their area of responsibility.

1.1.4.2. AFOD provides Army NOTAM service within the European theater as directed by the Commander in Chief US Army Europe (CINCUSAREUR). Serves as the Army's centralized NOTAM authority, entering European Army installation NOTAMs into the USNS as required.
1.1.5. DMA FLIP & NOTAM Liaison Office. (AFFSA/XOND) located at DMACC in St. Louis, MO:
1.1.5.1. Is responsible to and receives direction from the Chief, DoD NOTAM Division (AFFSA/XON) for all NOTAM-related matters.
1.1.5.2. Processes USAF requirements for new or modified FLIP products and NOTAMs; conducts FLIP requirement investigations at all USAF levels; provides liaison between AFFSA and DMA for FLIP development and related support services.
1.1.5.3. Serves as liaison with DMA in the development and processing of changes to FLIP; processes information received from DMA analysts; evaluates navigational and related operational data to determine if NOTAM action is required.
1.1.5.4. Coordinates FLIP/NOTAM requirements with other DoD and civil agencies. Maintains required documentation.
1.1.5.5. Publishes NOTAMs received by mail from International NOTAM Offices (INOs).
1.1.5.6. Publishes host nation instrument approach procedures (IAP) NOTAMs directed by appropriate MAJCOM.
1.1.5.7. Notifies DoD installations when FLIP contains printing errors that qualify for NOTAM submission IAW this manual.
1.1.5.8. Provides technical assistance to AFFSA program managers in test and evaluation process; maintains documentation files for flight information products, data, and services.
1.1.6. PACAF. (HQ PACAF/DOCS). Within the Pacific theater, each USAF Numbered Air Force (NAF) handles NOTAM-related inquiries within its area of responsibility.
1.1.7. USAF (AFFSA), USA (USAASA), USN(N885F, Pentagon, Washington, DC). Each military service must:
1.1.7.1. Coordinate service-specific NOTAM requirements with other services and government agencies.
1.1.7.2. Act as central coordinating authority and provide service-specific guidance to its respective units on NOTAM matters.
1.1.7.3. Provide necessary funding and personnel resources to meet service-specific NOTAM system requirements.
1.1.7.4. Follow established NOTAM system evaluation criteria and evaluate operation of the NOTAM system at its locations.
1.1.7.5. Provide a senior NCO as the service's military coordinator to work in AFFSA/XONF at the USNOF, HQ FAA, Washington, DC.
1.1.8. Component Commanders. Component Commanders must. Coordinate with the proper agencies to ensure units request the INO issue NOTAMs concerning increased or unusual air or surface-to-air activities associated with military exercises or operations over the high seas, international airspace, or in host nation airspace.
1.1.9. Major Commands. MAJCOMs, MACOMs (USA), and TYCOMs (USN) must:
1.1.9.1. Ensure aviators have access to active, current NOTAM system.
1.1.9.2. Coordinate NOTAM requirements with each service through AFFSA, USAASA, or N885F as needed.
1.1.9.3. Issue NOTAM "requests" as specified above when the affected area is not under the jurisdiction of a component commander.
1.1.9.4. (USAF) Process a FAA Chart Change Procedure (CCP) NOTAM for FAA Instrument Procedures developed for the USAF IAW FAAO 8260.32.
1.1.9.5. Ensure each aviation commander complies with this manual.
1.1.10. Facility Managers. Airfield managers (USAF), Post, installation, airfield, or heliport commanders (USA); and base commanders (USN) must:
1.1.10.1. Ensure that aircrews and operations personnel are knowledgeable of the NOTAM system used at their respective flight facility.
1.1.10.2. Retain NOTAM data following any aircraft accident or incident when the aircrew used your facilities prior to the accident or incident.
1.1.10.3. Coordinate with air traffic control (ATC) facility chief (Army requires letter of agreement) on procedures for issuing NOTAMs on NAVAIDS or facilities which ATC controls or monitors.
1.1.10.4. Process and transmit NOTAMs according to this manual.
1.1.10.5. Send requirements to receive NOTAMs for other theaters to USNOF.
1.1.10.6. Send military NOTAM information to USNS when the military is tenant at a civil aerodrome. Confirm that civil NOTAMs were sent to USNS by FAA or host nation agencies at your location. When DoD is a tenant on a host nation military aerodrome, the host nation is responsible for the NOTAM information unless a letter of agreement (LOA) exists to allow DoD to issue the NOTAM. DoD must, when necessary, establish requirements for installation of NOTAM receive/transmit equipment.
1.1.10.7. When notified by AFFSA/XOND that the FLIP contains an error: "USAF" issue a NOTAM correcting the FLIP as necessary. "USA" USAASA (non-Europe), US Army Aeronautical Services Detachment, Europe (USAADE), will issue a NOTAM correcting the FLIP as necessary. "USN" AFFSA/XOND, in coordination with Naval Flight Information Group (NAVFIG) will issue a NOTAM correcting the FLIP as necessary.

1.1.10.8. Contact USNOF to resolve problems with NOTAM input or format procedures. (See FLIP General Planning, chapter 5, for applicable phone numbers.)
1.1.10.9. Establish procedures with USAF weather units or Naval Meteorology and Oceanography Command units for the timely receipt/transmission of NOTAMs when base operations/flight planning terminal is down.
1.1.10.10. (USAF/USA). At AWDS locations, in conjunction with the AWDS system manager, implement procedures to establish and maintain NOTAM requirements in the AWDS NOTAM retention tables.
1.1.10.10.1. Coordinate all changes to the NOTAM retention tables with the AWN. Do not change the NOTAM retention tables until the AWN has changed the Master Data Listing (MDL) for your location.
1.1.11. NOTAM Authorities. NOTAM authorities are units or offices authorized to originate NOTAMs. They will:
1.1.11.1. Submit NOTAM information describing changes in conditions which affect flight operations in airspace for which they have NOTAM responsibility.
1.1.11.2. Cancel active NOTAMs when the condition no longer exists or DMA publishes the information in the FLIP.
1.1.11.3. Comply with this manual. They are responsible for the accuracy of any NOTAM they originate.
1.1.12. Air Force Weather (AFW) and Naval Meteorology and Oceanography Command Detachments. Both USAF and USN weather detachments must:
1.1.12.1. Provide a pickup point in the base weather office for NOTAMs when base or flight operations does not have a NOTAM terminal or when the terminal is not in service. The weather observer terminal is the backup for NOTAMs.
1.1.12.1.2. At AWDS equipped locations, the NOTAM/Aircrew (AC) functional area provides backup capability to the NOTAM/Base Operations (BO).
1.1.12.2. Notify base or flight operations when NOTAM traffic arrives.
1.1.12.3. Transmit NOTAMs as soon as possible after receiving them from base or flight operations.
1.1.12.4. Allow base or flight operations personnel to prepare and transmit NOTAMs on the base weather communications equipment as required.
1.1.12.5. Insure AWDS system managers maintain appropriate AWDS distribution tables to facilitate the distribution of NOTAMs.
1.1.12.6. Notify airfield management personnel when communication with the AWN is disrupted and initiated data recovery procedures when communication is restored.
1.1.13. Air Force Command, Control, Communications, and Computer Agency (AFC4A) is:
1.1.13.1. Responsible for weather/NOTAM system circuits in conjunction with Air Force Global Weather Center (AFGWC), HQ SSG, OL-B who is responsible for the AWN.

Chapter 2

SYSTEM MANAGEMENT

2.1. System Management. To ensure the system and informational integrity of the DoD/FAA USNS, the following requirements must be enforced. Unless waived by AFFSA/XON, all military aerodromes must have the NOTAM service required by this directive. When specific provisions of this directive are waived, the military service concerned must develop and publish in FLIP an alternate means to provide NOTAMs to aircrews.

2.1.1. Coverage. The NOTAM system provides full coverage of aerodromes depicting the NOTAM coverage symbol (diamond) in the FLIP En-route Supplement. It covers the NAVAIDS and IAPs which are associated with an aerodrome depicting a diamond. Only the DoD coordinators at the USNOF, by direction of AFFSA/XON, can initiate the procedures to provide additional NOTAM coverage. Operational commanders or directors of operations must certify recurring use of the aerodrome and send requests for additional NOTAM coverage to AFFSA/XON for approval. Except for mandatory alternates, occasional use of an aerodrome does not justify diamond coverage. Upon approval from AFFSA/XON, the DoD coordinators initiate action to add a diamond to the aerodrome in the applicable supplement.

2.1.2. FAA Domestic NOTAM System. Units using the FAA domestic NOTAM system follow the guidance concerning civil NOTAMs in FAA Handbook 7930.2.

2.1.3. Timeliness. Timeliness of NOTAM information is critical to the safety of flight operations. Coordinate, transmit, and post NOTAM information within 15 minutes of receipt or discovery. Managers at all levels must establish procedures to ensure NOTAM data is disseminated rapidly. Units using the FAA domestic system to enter NOTAMs must not file them with the tie-in flight service station (FSS) until 3 days before the effective date of the NOTAM.

2.1.4. Documentation of Unauthorized Delays. Local managers must eliminate problems that create NOTAM processing delays. Thoroughly and accurately document each problem and corrective action. Maintain this documentation for at least 30 days.

2.1.5. Transmission of NOTAMs. NOTAM authorities who do not have NOTAM transmit capability must promptly deliver NOTAMs to another responsible activity for transmission to the USNS. Method of transmission, required order of use, and precedence are:
2.1.5.1. AWN NOTAM transmitting equipment. Use precedence "GG."
2.1.5.2. Telephone. Commercial or Defense Switching Network (DSN). Use IMMEDIATE precedence to telephone the USNOF.
2.1.5.2.1. AUTODIN (Base Communications). Use IMMEDIATE precedence "00."
2.1.6. Transmitting for Another Base. If one base transmits NOTAMs for another base on a permanent or long-term basis (unbroken periods of time), an LOA must exist between the bases. The LOA must state that each base complete a DD Form 2349, NOTAM Control Log. The base transmitting the NOTAM receives the NOTAM accountability number in the acknowledgement message (AKA the "comeback copy") from the USNS and is responsible for the NOTAM, including cancellation. Do not use this procedure for short-term outages (30 days or less). Instead request to be put on consolidation, i.e., receive NOTAM information via AUTODIN.
2.1.7. Authorized Delays (USAF and USN). Except for NAVAIDS which are part of the NAS as described in the FAA Airport Facility directory, NOTAM authorities may delay transmitting NOTAMs concerning NAVAIDS for 2 hours if the aerodrome meets all of the following conditions:
2.1.7.1. During daylight hours.
2.1.7.2. At least a 3,000 ft ceiling.
2.1.7.3. Visibility at least 5 statute miles.

NOTE: If a base/airfield imposes more restrictive minimums, those minimums apply. If conditions deteriorate below the above minimums, or 2 hours elapse, the NOTAM authority must transmit the NOTAM. NOTAM authorities may hold other information considered non-critical by the aerodrome manager for 2 hours if rapid repair/restoration is expected.
2.1.8. Authorized Delays (USA). For scheduled outages, electronic NAVAID facility maintenance does not require NOTAM action provided the FSS and each concerned ATC facility receives 5 hours prior notice and:
2.1.8.1. Existing and forecasted weather conditions remain equal to or better than the criteria listed in paragraph 2.1.7 for aerodromes with two or more electronic NAVAIDS.
2.1.8.2. Existing and forecasted weather conditions remain equal to or better than sky condition scattered and visibility 5 statute miles for aerodromes with a single electronic NAVAID.
2.1.8.3. Note in paragraph 2.1.7 also applies to USA.
2.1.9. Preventive Maintenance Schedules. Base or flight operations must publish preventive maintenance schedules in FLIP documents, not by NOTAM. Civil users do not receive the DoD FLIP; therefore, coordinate preventive maintenance schedules affecting NAVAIDS which are a part of the NAS, with the appropriate ARTCC or FSS.
2.1.10. NOTAMs Active for More than 90 Days. NOTAM authorities must not leave a NOTAM in the system beyond 90 days. If an unusual requirement dictates a longer period, NOTAM authorities must request an extension from the DoD coordinator. DoD coordinators may unilaterally remove NOTAMs remaining in the system for two 90-day periods.
2.1.11. NOTAM Criteria. Publish only information deemed NOTAM material IAW chapter 3. Non-NOTAM material is specifically addressed in paragraph 3.4. Local commanders must determine a clear safety of flight condition exists before this paragraph can be waived. Waiver authority is AFFSA/XON.
2.1.12. FLIP Changes. Produce a NOTAM on any modification of FLIP when it qualifies as a NOTAM. FLIP General Planning (GP), Chapter 11, contains procedures for routine FLIP changes. The NOTAM authority must submit a FLIP change on any NOTAM reportable condition expected to last more than 90 days. The effective date will be 7 days beyond that of the FLIP document being changed.
2.1.13. Time Representation. All dates and times must be in Coordinated Universal Time (UTC). The letter "Z" is not used after time or DTGs. "Zulu" time is implied. (EXCEPTION: Some FAA domestic NOTAMs appearing on a summary or update show local time as "L" following the time). The time 0500/1600 in the "D" field of the input format means 0500 through 1600 daily. The term "WKEND" means Saturday and Sunday (may use WKEND AND HOL). The term "WKDAY" means Monday through Friday (may use WKDAY EXC HOL).
2.1.14. Expanded Coverage and Out-of-Theater Requests. The DoD Coordinator must receive requests for additional NOTAM summaries and updates at least 72 hours before they are required. Foreign clearance bases (those bases authorized to clear aircraft out-of-theater) may maintain out-of-theater summaries and updates.
2.1.15. Operations Over the High Seas. For operations over the high seas, follow guidance in DoD FLIP GP, chapter 7. Activity entirely within published special-use airspace (including altitudes and times) is not NOTAM material. If the activity occurs in other than published special-use airspace or outside of published time frames, issue a NOTAM.
2.1.16. Host Nation Territory. Activity in airspace, not controlled by a DoD organization must be coordinated. If a NOTAM is required, a "request" for publication must be sent at least 2 weeks in advance to the INO that has NOTAM authority for

the airspace. The INO issues the NOTAM 48 to 72 hours before the exercise or operation. The issuance of a NOTAM "request" does not suffice for coordination, nor is it proper authority for USNOF to publish a NOTAM. Since NOTAM authority resides with each country's INO, USNOF cannot issue a NOTAM until the USNS computer receives it from the INO.

2.1.16.1. If the INO refuses to publish the NOTAM or requests that the DoD originator issue the NOTAM, publish the NOTAM using the DoD authority's ICAO identifier in the "A" field. As the first entry in the "E" field, list the ACC/FIR plain name of where the activity will occur.

2.1.16.2. DoD NOTAM authorities must coordinate all host nation LOAs (to send NOTAMs affecting the host nation or international airspace) with AFFSA/XON, NAF Operations in the Pacific Theater, and the USNOF as appropriate.

2.1.16.2.1. If coordination cannot be effected, or attempts to send the NOTAM "request" are unsuccessful, the unit conducting the exercise must contact the appropriate ATC authority where conflict with civil or other military air operations might exist and request the ATC authority to transmit the NOTAM "request" to the INO. The USNOF will not take NOTAM action until the INO NOTAM is received. NOTAM "requests" must show coordination with the ACC by including the phrase "COORDINATED (add the applicable ACC ICAO identifier) ACC." Additionally, the request must include (as an addressee) the oceanic (or area) ACC or the control area concerned.

2.1.17. DoD Controlled Airspace or Bare-Base Operations. For locations listed in the en-route supplement (but not depicted by a diamond) or for unpublished locations (aerodromes, highways, perforated steel planking (PSP) strips, etc.) procedures are as follows:

2.1.17.1. Coordinate with AFFSA/XONE or AFFSA/XONF, as appropriate to establish temporary NOTAM coverage.

2.1.17.2. Advise the USNOF where the NOTAM information should appear on the summary, i.e., under the NOTAM originator's aerodrome ICAO identifier, under an exercise name, or under an aerodrome name different from the originator's (limited to 12 characters). Identify the country.

2.1.18. Security. The NOTAM system is an unclassified system. NOTAM messages must be unclassified.

Chapter 3

DOD NOTAM CRITERIA

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

3.1.1. Concern a hazard to flight safety or severely limit military flight operations.

3.1.2. Be published (or qualify for publication) in FLIP.

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

3.1.4. Be under the jurisdiction of the NOTAM authority.

3.1.5. Be temporary, 90 days or less.

3.2. IAPs/Changes. In an emergency when there is not time to wait for publication in FLIP, a NOTAM may be used to publish an IAP for an aerodrome already covered by the DoD NOTAM system (diamond depicted). The IAP must meet the requirements of AFMAN 13-209, AR 95-90, and OPNAVINST 3722.16C. A NOTAM may also make a procedural change to a published IAP. The change must be necessary for safety, be more restrictive, and must meet one or more of the following criteria:

3.2.1. Procedure activated or canceled.

3.2.2. Procedure identification changed.

3.2.3. Change in name, frequency, identification, course, distance, or location of a NAVAID, fix, or intersection.

3.2.3. Operational or caution note changes.

3.2.4. Change in maximum/minimum altitude.

3.2.5. Change in minimum descent altitude (MDA), decision height (DH), or visibility.

3.2.6. ILS or PAR glide slope changed more than 0.2 degrees.

3.2.7. Terminal routing change or establishment.

3.2.8. Helicopter landing area (Helo IAPs only) change or deletion.

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

3.3. NOTAM Codes (Q-CODES). Q-CODES ease dissemination of NOTAMs by reducing transmission time over telecommunications channels. Q-CODES contain five letters. The first letter is always "Q" indicating that the next four letters

are NOTAM codes. The second and third letters identify the subject or components reported upon (see table 3.1, Q-CODES, 2nd & 3rd ltrs). The fourth and fifth letters denote the status or condition of operation (see table 3.2, Q-CODES, 4th & 5th ltrs).

3.3.1. EURSUM Only Criteria. Criteria for the European Summary only is expanded to include material previously published in the USAFE Low Level Summary. The additionally required Q Codes are included in table 3.1.

3.3.2. Amplification. NOTAM originators may complete or amplify the NOTAM code groups by adding other information, such as geographical coordinates, frequencies, runway number, etc. Amplifications are in clear text using FLIP abbreviations.

3.4. Specific NOTAM Conditions and Restrictions. The effectiveness of the DoD NOTAM system depends on the successful elimination of nonessential information. To minimize transmission times and NOTAM summary sizes, the DoD intentionally limits the scope of NOTAM criteria. Originators can disseminate non-NOTAM information or any other aerodrome conditions that would not prohibit safe aircraft operation through other means, such as ATIS, ATC advisories, and AIRADS.

3.4.1. Lighting Facilities. Partial failures do not require a NOTAM unless the aerodrome manager determines that partial failure of a lighting system will adversely affect flight safety. In this case, NOTAM the lighting system "not available." When failure of lighting facilities affect approach minima, publish the higher visibility requirements by a separate NOTAM. Coordinate with local ATC managers for impact on terminal instrument procedures (TERPs). The following types of lighting facilities are not appropriate military NOTAM material:

3.4.1.1. Obstruction and obstacle lights.

3.4.1.2. Runway distance remaining marker lights.

3.4.1.3. Irregular operation of part of an aerodrome lighting system.

3.4.1.4. Low and medium intensity runway lights.

3.4.1.5. Taxiway or parking (ramp) lights.

3.4.1.6. Landing direction indicator lights.

3.4.1.7. Stopway lights.

3.4.2. Service Facilities. Do not NOTAM servicing delays unless the aerodrome manager or operational commander determines them to be extensive. Specify service and extent of delay. The following conditions are not considered appropriate military NOTAM material:

3.4.2.1. Customs.

3.4.2.2. Messing or dining facilities and box lunches.

3.4.2.3. Billeting or hotel reservations.

3.4.2.4. Ground transportation.

3.4.2.5. Parking. NOTAM as PPR.

3.4.2.6. Weather conditions, weather measuring devices, or braking action equipment.

3.4.2.7. Crash and rescue (fire fighting) capabilities. NOTAM as PPR or CLSD.

3.4.2.8. Quiet hours. NOTAM as PPR or CLSD.

3.4.3. Communications Facilities. Transmit NOTAMs for only those facilities vital to the safe movement of air traffic. For example if a facility has two published frequencies, and the loss of one does not create a hazard, a NOTAM should not be issued. The following are not appropriate military NOTAM material:

3.4.3.1. Single frequency approach (SFA) capability.

3.4.3.2. Ultra high frequency (UHF) and very high frequency (VHF) direction finder (DF) capability.

3.4.3.3. Ground control frequencies.

3.4.3.4. Other non-ATC frequencies such as pilot-to-metro service, command post, pilot-to-dispatcher service, range control, departure control, etc.

3.4.3.5. ATC frequencies when there are multiple published frequencies and the outage does not affect safety of flight.

3.4.3.6. On request, transmit, and receive only frequencies.

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

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

3.4.5.1. Voice broadcast feature of NAVAIDS.

3.4.5.2. NAVAID identification failure. When the identification feature is lost, NOTAM the NAVAID as not available.

3.4.5.3. NAVAIDS operating on test status or awaiting to be flight checked. NOTAM as not available.

3.4.5.4. Preventive maintenance schedules.

3.4.5.5. LORAN, OMEGA.

3.4.6. Navigation Warnings and Airspace Restrictions. Do not NOTAM any activity occurring totally within scheduled special use airspace (including times and altitudes). If activity is extensive, a restriction is needed, and the activity is within a control zone, NOTAM as PPR or CLSD.
3.4.6.1. Explanations about the activation of established special use airspace.
3.4.6.2. Overflight of special use airspace.
3.4.6.3. Air displays, airshow activities, and aerobatics.
3.4.6.4. Detonation of explosives.
3.4.6.5. Banner or target towing aircraft and gliders.
3.4.6.6. Mass movement of aircraft or formation flights.
3.4.6.7. Air refueling activities.
3.4.6.8. Balloon and kite activity.
3.4.6.9. Parachute drops.
3.4.6.10. Model aircraft flying.
3.4.6.11. Drones.
3.4.6.12. Trailing Wires.
3.4.6.13. Burning or blowing gas.
3.4.7. Missiles, Gun, and Rocket Firings. Show latitude and longitude as: 48N 015E, etc., when minutes and seconds are zero.
3.4.8. Air Force Spectrum Interference Resolution (AFSIR). Show latitude and longitude as: 48N 015E, etc., when minutes and seconds are zero. Include radio frequency or NAVAID affected.
3.4.9. Explanations. Explanations as to why a NOTAM condition exists is not NOTAM material. Only the condition should be published, not the reason.
3.4.10. Correctly Published Information. Any information that is already correctly published in FLIP or in the FAA Notice to Airmen Publication (NTAP) is not NOTAM material.
3.4.11. Local Use Only. Information developed for use by only one unit or organization that is not available to normal flying activities or addressed only to local based aircraft will not be published as a NOTAM.
3.4.12. Changes. NOTAMs will not be issued to change non FLIP or loose leaf type products.
3.4.13. Movement and Landing Areas. The following types of surface conditions are not appropriate military NOTAM material. If the condition prohibits operations, then a NOTAM should be issued to close the facility.
3.4.13.1. Grass runways.
3.4.13.2. Taxiways, ramps, aprons, overruns, or turning bays.
3.4.13.3. Obstructions, cranes, etc. If an obstruction affects approach minimums, send a minimum change NOTAM.
3.4.13.4. Reduced braking conditions caused by ice, snow, slush, or water.
3.4.13.5. Snowdrifts, piles of snow, the extent of any plowed area, snow removal operations, or snow removal equipment. The runway is either open or will be closed by NOTAM.
3.4.13.6. Runway condition readings (RCR).
3.4.13.7. Runway surface conditions (RSC).
3.4.13.8. Bird activity.
3.4.13.9. Runway markings.
3.4.13.10. Static display aircraft.
3.4.13.11. Aircraft stands, jacks, etc.
3.4.13.12. Preventive maintenance schedules.
3.4.13.13. BAK 11 and BAK 14 information are portions of the BAK 12 and as such are not NOTAM material. NOTAM as BAK 12 not available or as BAK 12 in raised position as appropriate.
3.4.14. Radar Facilities. The following are not considered NOTAM material:
3.4.14.1. Identification friend or foe (IFF) and selective identification feature (SIF) information.
3.4.14.2. Secondary surveillance radar (SSR).
3.4.14.3. Preventive maintenance schedules.
3.4.14.4. Ground controlled approach (GCA) system. NOTAM as TAR/ASR/PAR.
3.4.15. Airspace Organization. Noncompulsory reporting points and intersection information are not NOTAM material unless depicted on a IAP.
3.4.16. Air Traffic Service. Do not publish the following as NOTAMs:
3.4.16.1. No practice approaches.
3.4.16.2. Full stop only.
3.4.16.3. Flight Information Service (FIS).
3.4.16.4. Flow Control Center.
3.4.16.5. VOLMET broadcast.

3.4.16.6. FSS.
3.4.16.7. Upper Advisory Service.
3.4.17. Air Traffic Procedures. Do not publish the following as NOTAMs:
3.4.17.1. Traffic pattern information, including holding patterns or altitudes.
3.4.17.2. Standard instrument arrival (STAR).
3.4.17.3. Obstacle clearance limits.
3.4.17.4. Vertical velocity (use climb rate).
3.4.17.5. Aircraft entry requirements
3.4.17.6. Flow control procedure.

Table 3.1. Q-Codes Second and Third Letter *(QXX).**

	AIR TRAFFIC SERVICES
Code	Explanation
ST	Aerodrome Control Tower (TWR)
SP	Approach Control Service
SC	Area Control Center (ACC)
SA	Automatic Terminal Information Service (ATIS)
SO	Oceanic Area Control Center (OAC)
SU	Upper Area Control Center (UAC)
	COMMUNICATION and RADAR FACILITIES
Code	Explanation
GJ	Airport Surveillance Radar (ASR) (specify runway)
GK	Automatic Carrier Landing System (ACLS)
CE	En-route Surveillance Radar
GL	FACSFAC Radar Service
CA	Frequency (specify service)
CP	Precision Approach Radar (PAR) (specify runway)
CT	Terminal Area Surveillance Radar (TAR)
	FACILITIES and SERVICES
Code	Explanation
FA	Aerodrome
GU	De-Ice
GF	Demineralized water
GI	Drag chute
FU	Fuel availability
FP	Heliport
FH	Heliport lighting area/platform
GD	JASU NCPP-105
GS	Nitrogen
GH	Oil
GG	Oxygen
GE	SOAP
GC	Transient Maintenance
	INSTRUMENT and MICROWAVE LANDING SYSTEM
Code	Explanation
ID	DME associated with ILS
IG	Glide Path (ILS) (specify runway)
IS	ILS Category I (specify runway)
IT	ILS Category II (specify runway)
IU	ILS Category III (specify runway)
II	Inner Marker (ILS) (specify runway)

IL	Localizer (ILS) (specify runway)
IY	Locator, Middle (ILS) (specify runway)
IX	Locator, Outer (ILS) (specify runway)
IW	Microwave Landing System (MLS) (specify runway)
IM	Middle Marker (ILS) (specify runway)
IO	Outer Marker (ILS) (specify runway)
	LIGHTING FACILITIES
Code	Explanation
LR	All landing area lighting facilities
LA	Approach Lighting System (ALS) (specify runway)
LW	Heliport lighting
LH	High Intensity Runway Lights (HIRL) (specify runway)
GB	Optical Landing System (OLS) (specify runway)
LP	Precision Approach Path Indicator (PAPI) (specify runway)
GA	Pulsating Visual Glide Slope Indicator (PVGSI) (specify runway)
LJ	Runway Alignment Indicator Lights (specify runway)
LC	Runway Centerline Lights (RCLS) (specify runway)
LE	Runway Edge Lights (specify runway)
LI	Runway End Identifier Lights (REIL) (specify runway)
LF	Sequenced Flashing Lights (SFL) (specify runway)
LT	Threshold Lights (specify runway)
LZ	Touchdown Zone Lights (TDZL) (specify runway) (NOTAM not required when installed on both sides of the runway but only one side is not available).
LV	Visual Approach Slope Indicator (VASI) (specify runway)
	MOVEMENT and LANDING AREA
Code	Explanation
MB	Bearing strength (specify which part of airfield)
MH	Runway arresting gear (specify type and runway)
MR	Runway (specify runway)
MT	Threshold (specify runway)
	NAVIGATION WARNINGS
Code	Explanation
RA	Airspace Reservation (specify)
RD	Danger Area (specify national prefix and number)
RP	Prohibited Area (specify national prefix and number)
RR	Restricted Area (specify national prefix and number)
	RULES of the AIR and AIR TRAFFIC SERVICES
Code	Explanation
AZ	Aerodrome Traffic Zone/Area (ATZ)
AD	Air Defense Identification Zone (ADIZ)
AR	Air Traffic Service Route (ATS) (specify)
AN	Area navigation route
AT	Class B Airspace
AC	Class C Airspace
AE	Control Area (CTA)
AF	Flight Information Region (FIR)
AA	Minimum Altitude (specify)
AL	Minimum useable flight level
AO	Oceanic Control Area (OCA)
AP	Reporting Point (specify name of mandatory reporting point)

AH	Upper Control Area (UTA)
AU	Upper Flight Information Region (UIR)
	TERMINAL and EN-ROUTE NAVIGATION FACILITIES
Code	Explanation
NA	All radio navigation facilities
ND	Distance Measuring Equipment (DME)
NB	Non-Directional Radio Beacon (NDB)
NN	TACAN
NV	VOR
NM	VOR/DME
NT	VORTAC
	TRAFFIC PROCEDURES
Code	Explanation
PI	Instrument Approach Procedure (specify exact)
PU	Missed Approach Procedure (specify IAP)
PO	Obstacle Clearance Altitude
PP	Obstacle Clearance Height
PL	Obstacle Clearance Limit (specify)
PR	Radio failure procedure
PD	Standard Instrument Departure (SID) (specify route designator)
PT	Transition Altitude
	WARNINGS
Code	Explanation
WE	Exercise
GP	Military Operating Area (MOA)
WM	Missile, Gun, or Rocket Firing
GO	Warning Area
	EURSUM USE ONLY
Code	Explanation
WB	Aerobatics
WA	Air Display
WL	Ascent of Free Balloons
WS	Burning or Blowing Gas
WC	Captive Balloon or Kite
WD	Demolition of Explosives
WJ	Drone/Banner/Target or Cable Towing
WV	Formation Flight
WG	Glider Flying
WT	Mass Movement of Aircraft
WZ	Model Flying
WP	Parachute Jumping Exercise
	OTHER INFORMATION
Code	Explanation
TT	Meaconing, Intrusion, and Jamming Interference
XX	No code to explain - use plain language (DO NOT USE XX TO PUBLISH NON-NOTAM MATERIAL)
OR	Rescue Coordination Center

Table 3.2. Q-Codes Fourth and Fifth Letter *(QXX).**

	AVAILABILITY
Code	Explanation
AD	Available for daylight operations
AN	Available for night operations
AR	Available on request
AH	Hours of service are now
AM	Military operations only
AU	Not Available
GD	Official Business Only (OBO)
AO	Operational
AX	Previously promulgated shutdown has been canceled (This will not cancel a NOTAM)
AP	Prior Permission Required
AK	Resumed normal operations
	CHANGES
Code	Explanation
CA	Activated
CH	Changed
CD	Deactivated
CM	Displaced
CI	Identification or radio call sign changed to
CS	Installed
CO	Operating
CF	Operating Frequency(ies) changed to
CL	Realigned
CR	Temporarily replaced by
	HAZARD CONDITIONS
Code	Explanation
HU	Launch in progress
HJ	Launch planned
HQ	Operations cancelled
	LIMITATIONS
Code	Explanation
LC	Closed
LN	Closed to all night operations
LI	Closed to IFR operations
LV	Closed to VFR operations
GE	Landing delay
LT	Limited to
LP	Prohibited to
GB	Raised position
GF	Service delay
GI	Unmonitored
GH	Unusable between radials
GG	Unusable beyond
GC	Usable for tail hook only
LL	Usable length of....and width of....
LW	Will take place
	OTHER
Code	Explanation

XX	No code to explain - Use plain language (DO NOT USE XX TO PUBLISH NON-NOTAM MATERIAL)

Chapter 4

NOTAM CONTROL LOG (DD FORM 2349)

4.1. DD Form 2349 - NOTAM Control Log. The DD Form 2349 (seefigures 4.1 and 4.2for samples) is used to initiate, change, or cancel a NOTAM. AWDS users may use the computer-generated version. Detailed instructions for AWDS users can be found in the AWDS NOTAM Positional Handbook. Non-AWDS users are required to use the pre-printed, two-sided form. For Army users, DD Form 2349 is available through normal publications supply channels.

4.2. DD Form 2349 Instructions. Information entered must be exactly as specified in this manual to ensure the NOTAM is accepted by the automated USNS. The blocks enclosed by the heavy ruled line on the pre-printed form (lines 1 through 14) indicate the items which are transmitted to the USNS. Block by block instructions follow.

4.2.1. Delayed Handling. This block is used if the NOTAM will be transmitted at a later date than initiated. Check the block for delayed NOTAM transmissions (see paragraph 2.1.7).

4.2.2. UTC Date. Enter the UTC date the form is prepared.

4.2.3. **Block 1.** "NOTAM" is pre-printed on the form. It is transmitted as the first line of the NOTAM message. It alerts Tinker ADWS to route the message to the USNS. The form has a reminder to delete this line when preparing an AUTODIN NOTAM message.

4.2.4. **Block 2.** Block 2 is the "to" line and is pre-printed on the form. It contains the ICAO message precedence of GG, a space, and the eight-letter military address of the USNS computer.

4.2.5. **Block 3.** Block 3.a. is the "from" line for a new NOTAM and Block 3.b. is used for a replacement NOTAM. Enter the six-digit date time group group (DTG), expressed as day, hour, and minute, followed by a space and the four-letter accountability identifier (five-letter for AWDS) of the NOTAM authority. The NOTAM authority (Block 3) is normally the same as the affected location (Block 7) except when the NOTAM is transmitted by another base under a letter of agreement (LOA) or as a controlling authority.

4.2.6. **Block 4.** Block 4 has pre-printed information that is transmitted with every new NOTAM. The empty spaces on the right are for logging the USNS assigned NOTAM number obtained from the comeback copy (see paragraph 4.3).

4.2.7. **Block 5.** Block 5 is used for a replacement NOTAM. Enter the USNS assigned number of the NOTAM being revised in the spaces provided to the right of the pre-printed information.

4.2.8. **Block 6.** Block 6 is used for a cancellation NOTAM and found on the reverse side of the form. Enter the USNS assigned number of the NOTAM being cancelled in the empty spaces to the right of the pre-printed information.

4.2.9. **Block 7.** Block 7 corresponds to the "A" field. It is the location identifier of the affected facility or Special Use Airspace. Enter the four-letter location identifier, or when the NOTAM is for other than an installation, enter the special use airspace name or identifier.

4.2.10. **Block 8.** Block 8 is the NOTAM effective time and corresponds to the "B" field. If effective immediately, enter WIE (with immediate effect). If effective at a later date/time, enter the eight-digit DTG the NOTAM takes effect. Express the DTG as month, day, hour, and minute. The DTG must be later than the present time; otherwise, the NOTAM would be in the system for up to one year.

4.2.11. **Block 9.** Block 9 is the NOTAM expiration time and corresponds to the "C" field. Enter the eight-digit DTG the NOTAM expires. Express the DTG as month, day, hour and minute. If the expiration date is unknown, enter "UFN" (until further notice). If a DTG is entered, the NOTAM becomes self-canceling. The USNS computer automatically cancels the NOTAM at the DTG.

4.2.12. **Block 10.** Block 10 is optional and corresponds to the "D" field. It is used to express additional date/time information within the specified NOTAM duration. If there is no information for this block, do not transmit the "D." Do not exceed 69 characters (including spaces) per line. Examples:

4.2.12.1. 0800/1200 WKDAY

4.2.12.2. 0800/1200, MON-FRI

4.2.12.3. 0800/1200, 1400/1800, 2000/2200

4.2.13. **Block 11.** Block 11 corresponds to the "E" field. It contains the NOTAM Q-code which describes the existing condition (see table 3.1). It may also include amplication as required. Do not exceed 69 characters (including spaces) per line.

4.2.14. **Block 12.** Block 12 corresponds to the "F" field. It establishes the lower limit of navigation warnings or airspace restrictions. If a lower limit is not needed, do not transmit this block.

4.2.15. **Block 13.** Block 13 corresponds to the "G" field. It establishes the upper limit of navigation warnings or airspace restrictions. If an upper limit is not needed, do not transmit this block.

4.2.16. **Block 14.** Block 14 is mandatory and is pre-printed on the form. It tells the USNS computer that the user is finished with this NOTAM.

4.2.17. **Block 15.** Block 15.a. through 15.d. of the DD Form 2349 is available for required NOTAM coordination. Local procedures apply for Blocks 15.e. and 15.f. Block 15.g. is for annotating the posting of the NOTAM to the appropriate summary in the flight planning room. Block 15.h. is for logging the computer- generated time the new NOTAM appeared on the summary or update. Blocks 15.g. and 15.h. are not applicable to AWDS users.

4.3. Processing NOTAMs. When the USNS receives a NOTAM, it automatically sends the NOTAM authority an acknowledgement message (AKA as a "comeback copy") with a corresponding NOTAM number to confirm receipt. An acknowledgement message will be in the acceptance or rejection format. If an acknowledgement message is not received within 50 minutes, the NOTAM may be sent again. Before re-sending, check your printer (or weather's, whichever applies) to ensure the acknowledgement message hasn't been overlooked. If you re-transmit the same NOTAM prior to waiting the required 50 minutes there may be duplicate identical NOTAMs in the system, each with a different NOTAM number. The duplicate NOTAMs must then be canceled by the originator.

4.3.1. NOTAM Acceptance. When the NOTAM arrives at the USNS computer, it is checked for the following:

4.3.1.1. Format (spaces, parenthesis, etc.).

4.3.1.2. Originator line (to see if the address is a NOTAM authority.)

4.3.1.3. A through G fields (to ensure format is correct).

4.3.1.4. If the information is correct, the NOTAM is incorporated into the USNS data base. The NOTAM authority receives an "accept" comeback copy with the NOTAM reprinted and a computer-generated NOTAM number. This comeback copy has a return code (RC code) "00" on the "from" line.

4.3.2. NOTAM Rejection. The "reject" format is a duplicate of the input NOTAM. The USNS computer reverses the "to" and "from" lines, and there is a return code (RC code) on the "from" line. Errors in format and incorrect Q-Codes result in an automatic rejection. Table 4.1 displays all RC Codes, their definitions, and recommended actions.

4.4. Transmitting NOTAMs. NOTAMs may be transmitted as either new (NOTAMN), replacement (NOTAMR), or cancellation (NOTAMC).

4.4.1. New NOTAM (NOTAMN). Send a new NOTAM as conditions warrant. Complete and transmit Blocks 1 through 14 as described in paragraph 4.2. Blocks 5 and 6 are not transmitted. The USNS computer assigns the NOTAM number and sends the originator an acknowledgement message of the NOTAM. Attach the acknowledgement message to the active DD Form 2349 (or the AWDS-generated form) and copy the USNS-generated NOTAM number into Block 4.

4.4.2. Replacement NOTAM (NOTAMR). Send a replacement NOTAM to update or correct an existing NOTAM. On a new DD Form 2349, complete and transmit Blocks 1 through 14 as described in paragraph 4.2. In Block 5, after the "M", enter the number of the NOTAM being replaced (taken from Block 4 of the DD Form 2349 for the NOTAM being revised). Blocks 4 and 6 are not transmitted. The USNS assigns a new NOTAM number and sends the originator an acknowledgement message of the replacement NOTAM. Attach it to the active DD Form 2349. Copy the new NOTAM number into line-5 on the reverse side of the DD Form 2349.

4.4.3. Cancellation NOTAM (NOTAMC). Send a cancellation NOTAM to cancel an existing NOTAM. On the DD Form 2349 of the NOTAM being cancelled, reverse side, complete and transmit Blocks 1 through 7 and Block 14 as described in paragraph 4.2. In Block 6, after the "M", enter the number of the NOTAM being cancelled (taken from Block 4 or 5). Blocks 4 and 5 are not transmitted. Transmit only the information through the "A" field plus the final delimiter. The USNS assigns another NOTAM number and sends the originator an acknowledgement message of the cancellation NOTAM. Copy the computer-generated number into the "Local Use" area of the form and attach the comeback copy to the DD Form 2349.

4.5. File Maintenance. Retain the DD Form 2349 with attached comeback copies for 15 days following expiration or cancellation of published NOTAM. Maintain a separate file of active DD Forms 2349 containing base NOTAMs in effect.

Table 4.1. Return Codes.

CODE	DEFINITION	ACTION
RC=00.	NOTAM accepted	
RC=01.	Bad message header or format	Check lines above (MYYYY/YY for: Blank first character Incorrect spacing Spelling error Invalid DTG
RC=02.	Unknown origin	Check originator line (line 3.a. or 3.b. on DD Form 2359) for: Misspelled NOTAM authority Invalid DTG
NOTE: RC Code 03 is for USNOF use.		
RC=04.	Unknown location	The "A" field is incorrect and needs to be checked for: A capital "A" followed by a closed parenthesis Space after closed parenthesis Misspelled ICAO/Special-use name. No spaces allowed in the name.
RC=05	Unknown accountability	Check originator line
RC=06.	Duplicate NOTAM	
RC=07.	Doesn't pass computer screening	Check for N, R, or C after "NOTAM" on NOTAM number line. Check "E" field for: Capital "E" followed by closed parenthesis Space after closed parenthesis Valid Q-Code
RC=08.	Invalid Intl military NOTAM type	Check for N, R, or C after "NOTAM" on NOTAM number line
RC=09.	Invalid Intl military number format	Check NOTAM number line for: Open parenthesis YYYY/YY followed by a space "NOTAM" followed with (no space) N, R, C NOTAM number, including series, slash and year A DoD series, usually an "M"
NOTE: RC Codes 10 through 12 are for USNS use.		
RC=13.	NOTAMR (replacement NOTAM) failed	Check for misspelled NOTAM authority Check NOTAM number line for: Open parenthesis DoD series (usually "M")

CODE	DEFINITION	ACTION
		YYYY/YY followed by space NOTAMR followed by space Correct NOTAM number, including series, slash, and year
RC=14.	Duplicate international NOTAM	
RC=15.	NOTAM record not found	NOTAM number being replaced or canceled is not on the data base. Check the NOTAM number, including the series, slash, and year.
NOTE: RC Codes 16 through 19 are for USNS use.		
RC=20.	Invalid Intl military accountability, location or series	Check the following: Originator line for misspelled NOTAM authority "A" field for misspelled/incorrect identifier or name
NOTE: If the NOTAM appears correct, check with USNOF to see if the originator (NOTAM authority) and location are correct in the distribution table.		
RC=21.	Invalid DTG on Intl military originator line	Check for a six-digit DTG expressed as day, hour, and minute
RC=22.	Invalid DTG	Do not use a DTG that has expired
RC=23.	Invalid "B," "C," or "E" fields	Check for: Incorrect spacing DTGs, WIE, or UFN Invalid NOTAM Q-Code
NOTE: RC Codes 24 through 32 are for USNOF use.		
RC=33.	Series mismatch for NOTAMC or NOTAMR.	Use only "M" Series
NOTE: RC Codes 34-36 are for USNOF use.		
RC=37.	Location not eligible or invalid Q-Code	If transmitting for another DoD location, ensure your location has NOTAM accountability Use only authorized Q-codes
NOTE: RC Codes 38 and 39 are for USNOF use.		
RC=40.	Invalid data between NOTAM type and "A" field	

Figure 4.1. DD Form 2349.

NOTAM CONTROL LOG

DELAYED HANDLING *(X if applicable)* →	UTC DATE *(YYMMDD)*
▒ = SPACE 1. DELETE "NOTAM" IF USING AUTODIN	NOTAM
2. PRIORITY INDICATOR AND ADDRESSEE	GG ▒ KCNFYNYX
3a. 6 DIGIT DTG & ICAO IDENT *(New)*	061800 ▒ KADW
3b. 6 DIGIT DTG & ICAO IDENT *(Replacement)*	
4. NEW NOTAM	(MYYYY/YY ▒ NOTAMN ▒ M ▒▒▒▒/▒▒
5. REPLACEMENT NOTAM	(MYYYY/YY ▒ NOTAMR ▒ M ▒▒▒▒/▒▒
6. CANCELLATION NOTAM	USE REVERSE SIDE OF FORM
7. ICAO IDENTIFIER *(Or MOA Name or number of special use area)*	A) ▒ KADW
8. EFFECTIVE TIME: WIE *(or 8-digit date time group)*	B) ▒ 09062000
9. EXPIRATION TIME: UFN *(or 8-digit date time group)*	C) ▒ 10062000
10. TIME SCHEDULE *(If applicable)*	D) ▒ 1900/2330 DLY
11. TEXT *(NOTAM Q Code, plus plain text if required)*	E) ▒ QPICH RWY 12 DME CAT A/B/C/D
12. LOWER LIMIT	F) ▒
13. UPPER LIMIT	G) ▒
14. FINAL DELIMITER	)

15. COORDINATION	(1) Initials	(2) Time
a. BASE/FLIGHT OPS	AJ	17:50
b. TOWER	AX	17:51
c. ARTCC	BN	17:51
d. FSS	WW	17:52
e. LOCAL USE	TX	17:52
f. LOCAL USE	BE	17:53
g. POSTED TO DISPLAY	AJ	17:55
h. TIME SUMM OR UPD RCVD	AJ	19:20

LOCAL USE

DD Form 2349, AUG 90 (EG) *Previous editions are obsolete.* Designed using Perform Pro, WHS/DIOR, Mar 95

Figure 4.2. DD Form 2349, Reverse.

DELAYED HANDLING *(X if applicable)* →		UTC DATE *(YYMMDD)*
■ = SPACE 1. DELETE "NOTAM" IF USING AUTODIN		N O T A M
2. PRIORITY INDICATOR AND ADDRESSEE		G G ■ K C N F Y N Y X
3a. 6 DIGIT DTG & ICAO IDENT *(New)*		■
3b. 6 DIGIT DTG & ICAO IDENT *(Replacement)*		■
4. NEW NOTAM		USE FRONT OF FORM
5. REPLACEMENT NOTAM		(M Y Y Y Y / Y Y ■ N O T A M R ■ M /
6. CANCELLATION NOTAM		(M Y Y Y Y / Y Y ■ N O T A M C ■ M /
7. ICAO IDENTIFIER *(Or MOA Name or number of special use area)*		A) ■
8. EFFECTIVE TIME: WIE *(or 8-digit date time group)*		B) ■
9. EXPIRATION TIME: UFN *(or 8-digit date time group)*		C) ■
10. TIME SCHEDULE *(If applicable)*		D) ■
11. TEXT *(NOTAM Q Code, plus plain text if required)*		E) ■
12. LOWER LIMIT		F) ■
13. UPPER LIMIT		G) ■
14. FINAL DELIMITER		)

15. COORDINATION	(1) Initials	(2) Time	LOCAL USE
a. BASE/FLIGHT OPS			
b. TOWER			
c. ARTCC			
d. FSS			
e. LOCAL USE			
f. LOCAL USE			
g. POSTED TO DISPLAY			
h. TIME SUMM OR UPD RCVD			

DD Form 2349 Reverse, AUG 90

Chapter 5

RECEIVING, REQUESTING, AND POSTING NOTAM INFORMATION

5.1. Summary Format. The USNS compiles NOTAM information submitted by users and distributes it as theater summaries. NOTAMs appear in the following format:

5.2. Summary Receipt and Posting. Summaries are valid upon receipt. Do not use summaries without using updates. Complete the following actions within 15 minutes of receiving NOTAM summaries.

5.2.1. Verify Active Base NOTAMs. Cross-check your active NOTAM file against the summary. Check for missing or incorrectly published NOTAMs and send replacements (NOTAMRs) when needed. Check for NOTAMs transmitted two or more times (duplicates) and send cancellations (NOTAMCs) when needed.

5.2.2. Review Summary for Completeness and Clarity. If text is garbled or unreadable, the airfield manager should post only the columns containing complete and readable data or highlight the unreadable portions, post the columns containing the garbled/unreadable text and post the following notice at the top of the affected columns:

"HIGHLIGHTED PORTIONS GARBLED OR UNREADABLE. CONTACT BASE OPERATIONS PERSONNEL FOR ASSISTANCE."

5.2.3. Post Part "A" of Each Column. Ensure it is on top, with succeeding parts in sequence underneath. This arranges each column of the summary in alphabetical order. **Do not mix old and new summary parts on NOTAM Display Board.** After receiving the new summary, remove the old summary (and its update) and post the new summary. If the new summary is not received, remove the old summary at the expiration of update 23.

5.2.4. Print Unpublished Base (Local) NOTAMs. Post them on the NOTAM Display Board. For joint-use bases, this includes FAA or INO issued NOTAMs.

5.2.5. Non-Receipt of Summary. (Non-AWDS users) If you do not receive a summary at all, request a rerun using the following format:

NOTAM
GG KCNFYNYX
141723 K___ (Your four-letter ICAO ID)
)SVC RQ SUMMARY=EURSUM (or PACSUM, CSASUM, NAMSUM or NTCSUM)

5.2.6. Partial Receipt of Summary. If you do not receive a part (or parts) of a summary, request a rerun of that whole part (or parts) Do not request subparts (such as 1A, 2B) using the following format:

NOTAM
GG KCNFYNYX
141723 K____ (Your four-letter ICAO ID)
)SVC RQ SUMMARY=NAMSUM PART=2

DO NOT REQUEST A SUMMARY RE-RUN MORE THAN ONCE IN A 2-HOUR PERIOD. Multiple requests and responses create critical saturation levels within the USNS and the AWN. Requesting reruns for other than replacing missing or garbled parts is strictly prohibited.

5.2.7. (AWDS Users) Follow instructions in the AWDS NOTAM/BO Positional Handbook.

5.2.8. Do not request reruns of the hourly updates.

5.3. Hourly Update Receipt and Posting. USNS transmits cumulative hourly updates to keep summary information current. Keep only the latest one. Do not use updates without the applicable summary. Complete the following actions within 15 minutes of receipt.

5.3.1. Verify Active Base NOTAMs. Cross-check your active NOTAM file against the update. Check for missing or incorrectly published NOTAMs and send replacements (NOTAMRs) when needed.

5.3.2. Review the Update. Check for completeness and clarity.

5.3.3. Remove Old Update/Post New One. If any portion of the new update is missing or unreadable, do not post it. Ensure the "NOTAMs NOT CURRENT SIGN" is in place of the update.

5.4. Alternate Means for Receiving NOTAM Summaries/Updates. If your equipment is down or there is a confirmed line outage to your area, call the USNOF and ask to be placed on consolidation. You will then receive summaries and updates via AUTODIN through your servicing telecommunications center. USNOF will need your 7-letter routing indicator and PLAD (plain language message address). If you receive the summary, you will receive the hourly updates (see paragraph 5.2).

5.5. Notices to Airmen Publication. Maintain the latest copy of the Notices to Airmen Publication (CONUS) or International Notices to Airmen (Overseas) booklet (even though it might be past its expiration date). Post the booklet on the NOTAM Display Board under FAA NOTAMs (CONUS) or International Class II NOTAMs (Overseas).

5.6. Emergency Broadcast Messages. NOTAM originators may receive emergency broadcast messages. These will normally be system outage messages informing NOTAM system users to hold all NOTAM messages until further notice. These messages are directive.

5.7. Reporting Communications Problems. If NOTAMs are repeatedly garbled/not received, the Chief of base/airfield operations should report discrepancies to their local circuit/communications point of contact and inform their chain of command. They should also follow up on corrective action. Thoroughly document communications problems, corrective actions, and follow up actions. Maintain the documentation for 30 days after the problem has been solved.

Chapter 6

NOTAM DISPLAY BOARDS

6.1. Specifications. Individual theater requirements determine which NOTAM Display Board to use. Figures 6.1 through 6.9 provide specifications for NOTAM board construction. Paragraphs 6.1.1 through 6.1.9 apply to ALL display boards.

6.1.1. Surface and Rulings. Use a hard, smooth, colored or painted material for display surface. Although color is optional, it must be in good taste and match the decor of the room. The rulings on the board must be a single color which clearly contrasts the surface and letters.

6.1.2. Size. Follow the dimensions provided in figures 6.1 through 6.9.

6.1.3. Frames. Frame the NOTAM board if desired.

6.1.4. Letters. All letters on the NOTAM board must be of a single color which clearly contrasts surface and rulings. Space permitting, use 4- or 5- inch letters for the title "NOTAMs" and 2-inch letters for all other information.

6.1.5. Hourly Update Column. Permanently letter the hourly update column with the following notice: "NOTAMS IN THIS COLUMN ARE NOT CURRENT, CONTACT BASE OPERATIONS." If they are current, ensure the displayed NOTAMs cover this notice.)

6.1.6. Clips. Install spring-loaded clips in the top center of each column of the display, including the FAA NTAP (CONUS) and International NTAP (Overseas) columns.

6.1.7. Installation. The standard display board must be mounted on a wall.

6.1.8. Display Board Waivers. Submit requests for waivers affecting NOTAM Display Boards through your MAJCOM, TYCOM, or USAASA , as appropriate, to AFFSA/XON.

6.1.9. Out-of-Theater NOTAMs. Display out-of-theater NOTAMs on an "out-of-theater" board.

6.2. Standard NOTAM Display Board Requirements. NOTAM Display Boards must be standardized to ensure aircrew familiarity, regardless of the service type facility being used. The intent is to make the most current NOTAM information readily available in a manner that both transient and home station personnel will be accustomed to.

6.2.1. North American Summary (NAMSUM). As depicted in figure 6.1, permanently letter the following notice directly above the hourly update and special notices columns:

NOTICE:
WHEN FILING INTO A CIVIL AIRPORT,
CONSULT FAA NOTAMS. OBTAIN
L-SERIES NOTAMS FROM THE FSS
SERVING THE DESTINATION AIRPORT.

6.2.2. European Summary (EURSUM). EURSUM Display Board requirements are as depicted in figure 6.2.

6.2.3. Pacific Summary (PACSUM). PACSUM Display Board requirements are as depicted in figure 6.3.

6.2.4. Caribbean and South America (CSASUM). CSASUM Display Board.

6.2.5. Out-of-theater: Out-of-theater Display Board requirements are as depicted in figure 6.5.

Enter the name of theater (European, Pacific, Caribbean and South American, or North American). If you can clear aircraft to more than one out-of-theater area, use a separate display board for each. If the out-of-theater board is used for a NAMSUM, letter the upper portion of column one "HOURLY UPDATE" and the lower portion "SPECIAL NOTICES." The NOTAM Display Board must have the notice described in paragraph 6.2.1 and the Notices to Airmen Publication posted so that it is

visible and easily accessible to aircrews. For all other theaters, letter the upper portion "HOURLY UPDATE." Letter the lower portion "INTL CLASS II." The theater summary format determines the letters in Columns 2 and 3.

6.3. Alternate NOTAM Display Board. Alternate NOTAM display board requirements are as depicted in figure 6.6. If the alternate display board is used for the NAMSUM, label one side "HOURLY UPDATES" and "SPECIAL NOTICES." If it is used for the EURSUM, PACSUM, or CSASUM, label one side "HOURLY UPDATE" and INTL CLASS II." Label the remaining five sides as follows:

6.3.1. North American: A-C, D-L, M-N, O-T, and U-Z.

6.3.2. European: A-F, G-H, I-N, O-T, and U-Z.

6.3.3. Pacific: A-E, F-I, J-L, M-O, and P-Z.

6.3.4. Caribbean and South America: As determined by local requirements.

6.4. Alternate Out-of-Theater. If the alternate display board is used for out-of-theater, label sides appropriately to provide space for summary, hourly update, and special notices (NAMSUM) or international Class II (other theaters).

6.5. Alternate NAMSUM. For NAMSUM, the NOTAM display board must have the Notices to Airmen Publication and the notice described in paragraph 6.2.1 visible and easily accessible to aircrews.depicted in figure 6.6.

Figure 6.1. NAMSUM Display Board.

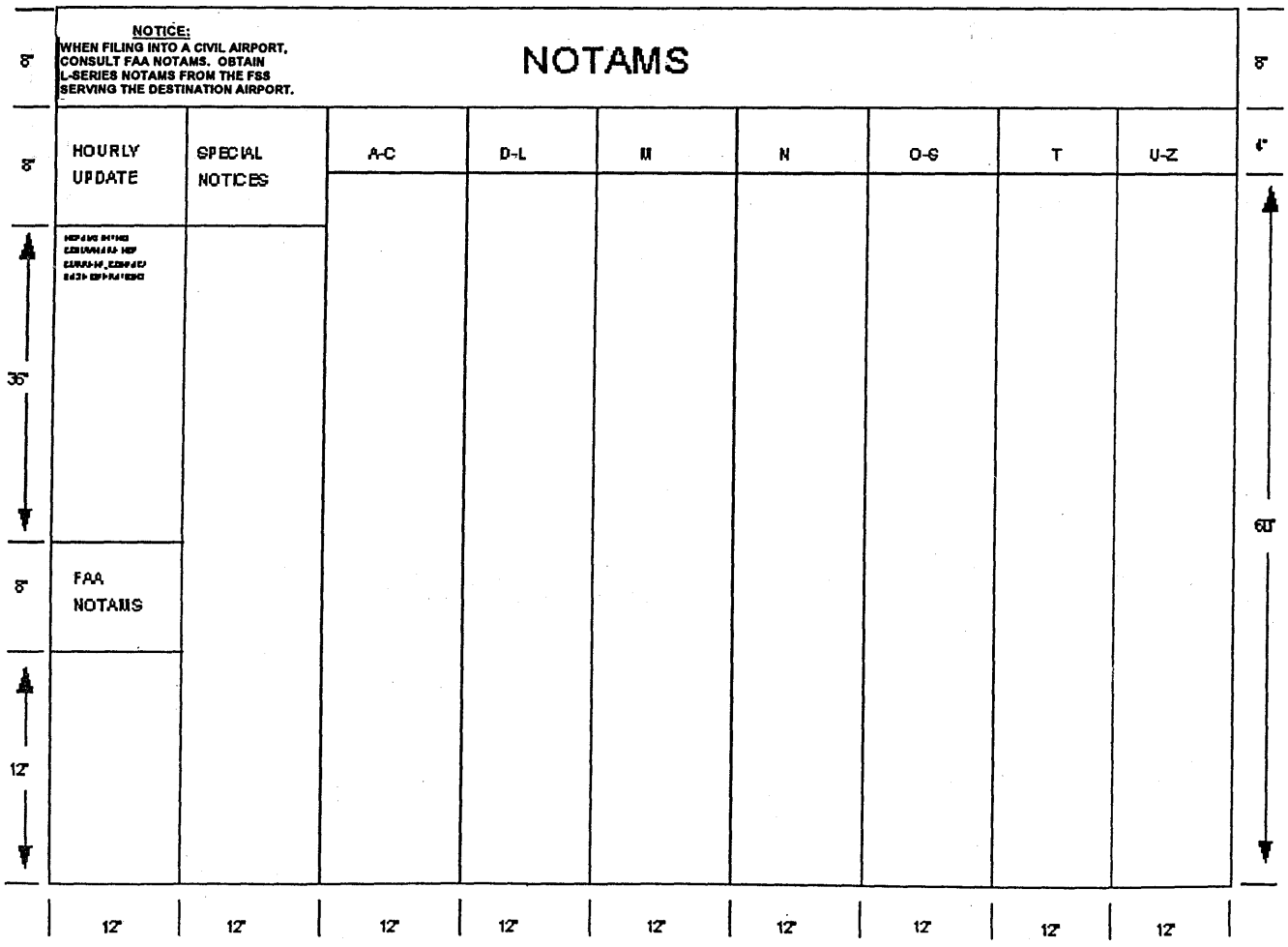


Figure 6.2. EURSUM Display Board.

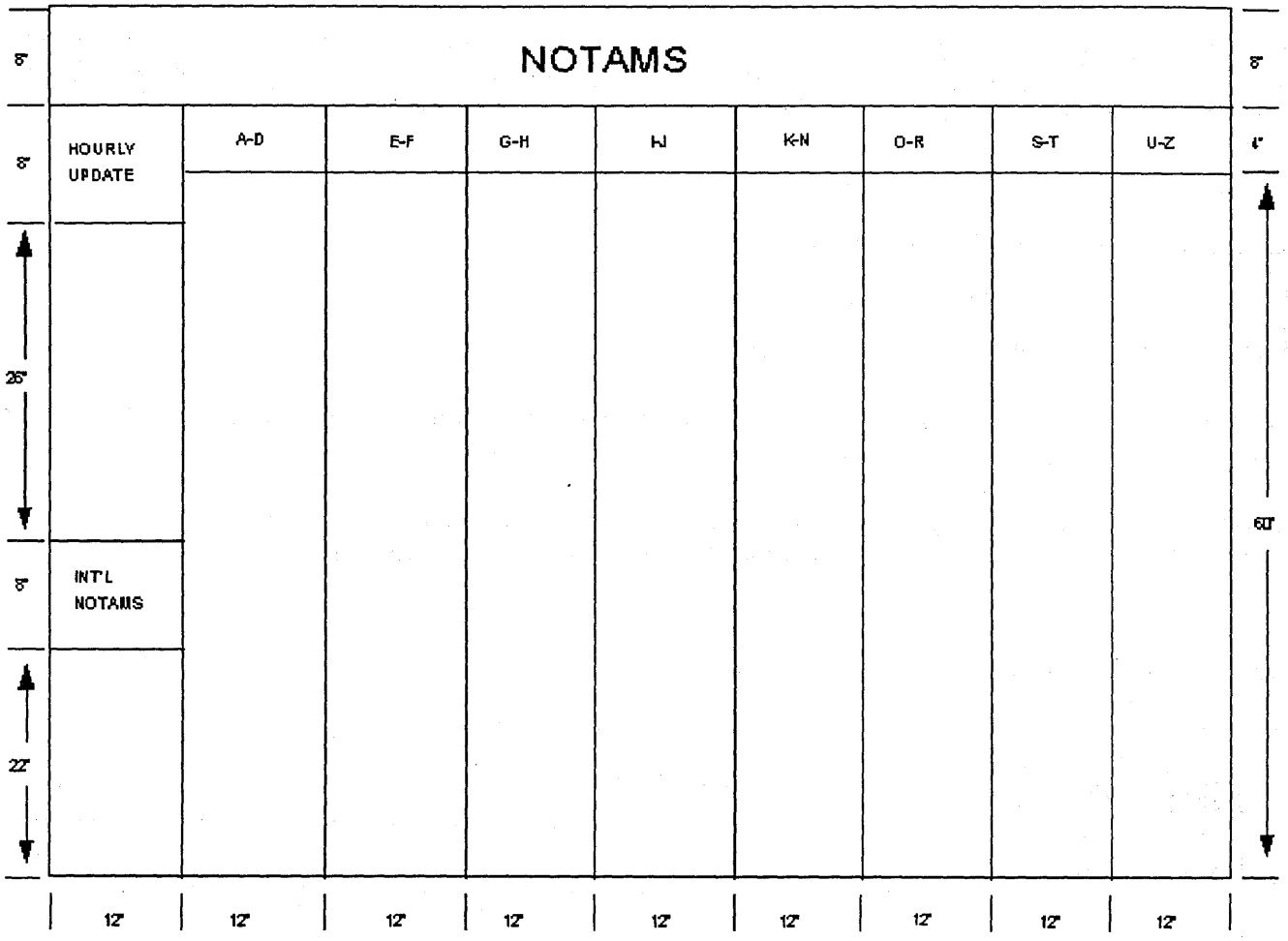


Figure 6.3. PACSUM Display Board.

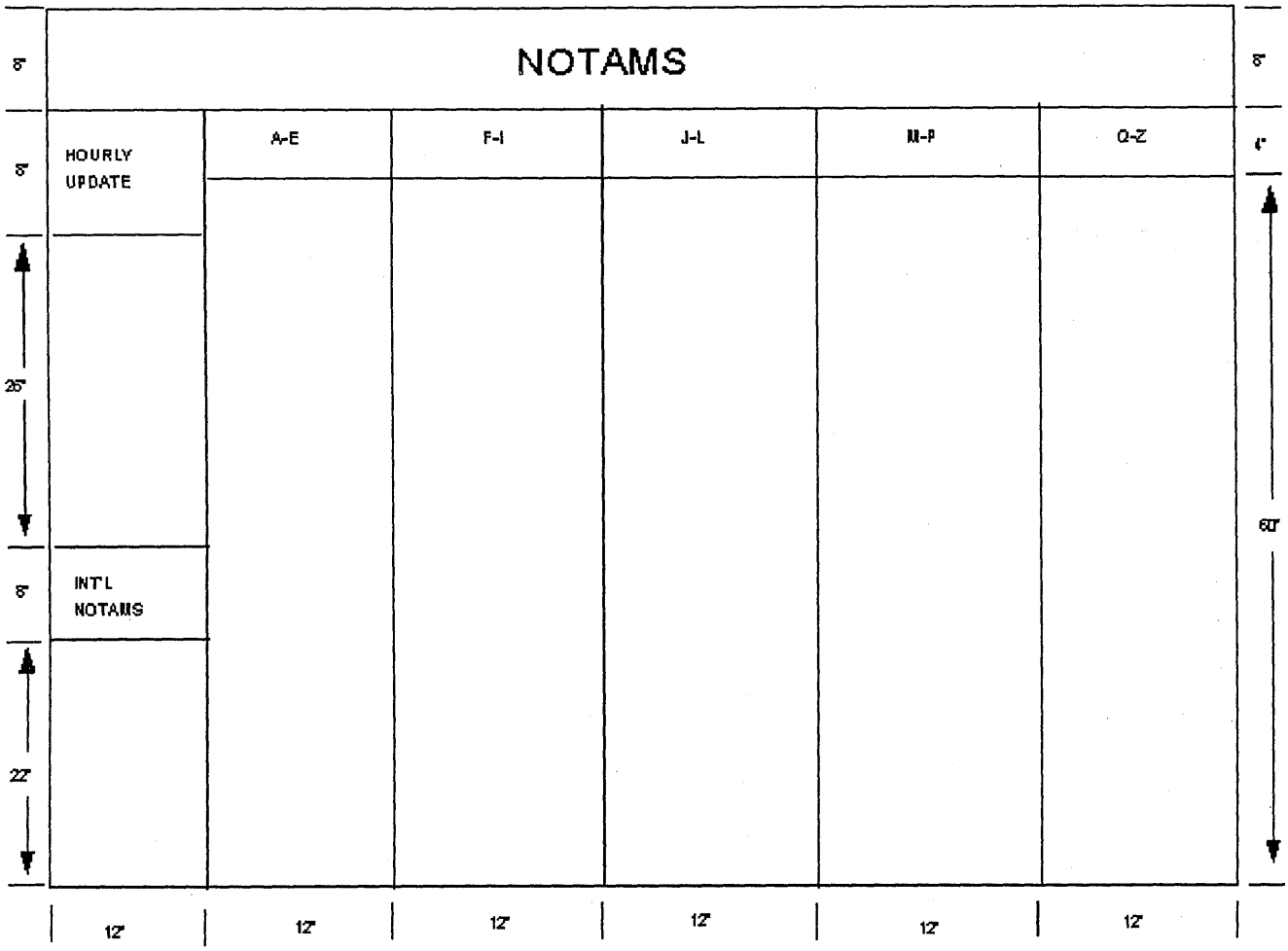


Figure 6.4. CSASUM Display Board.

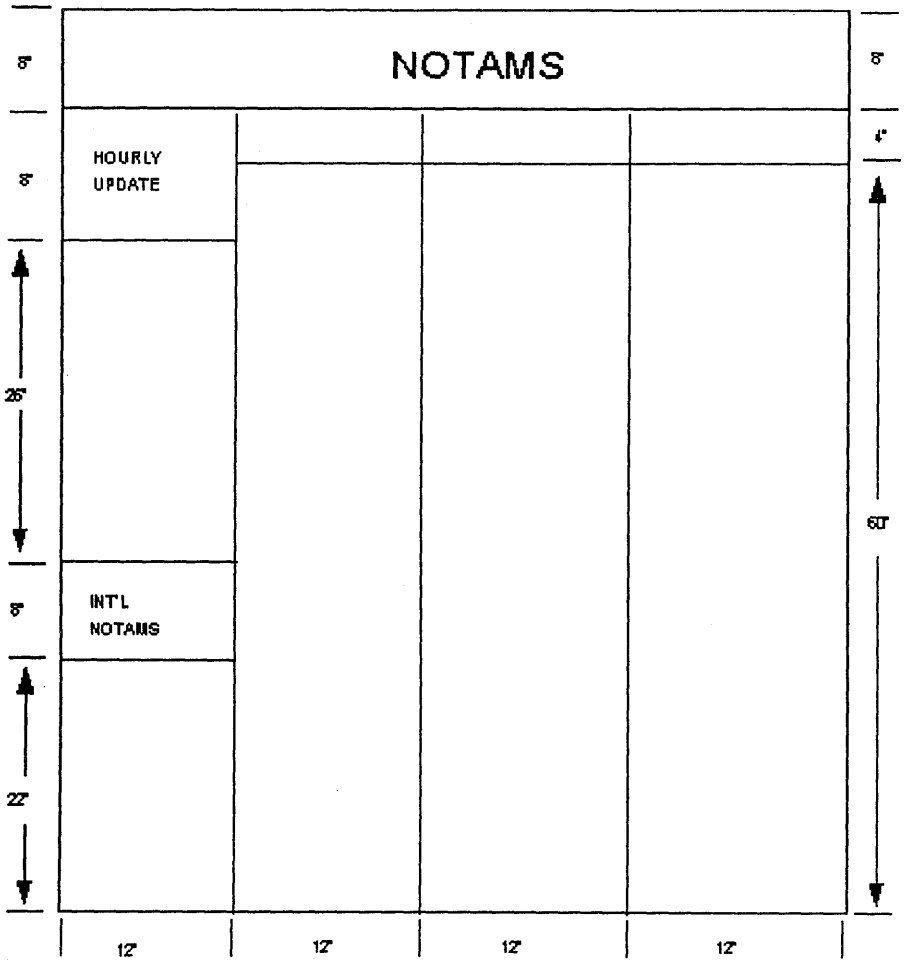


Figure 6.5. Out-of-Theater Summary Display.

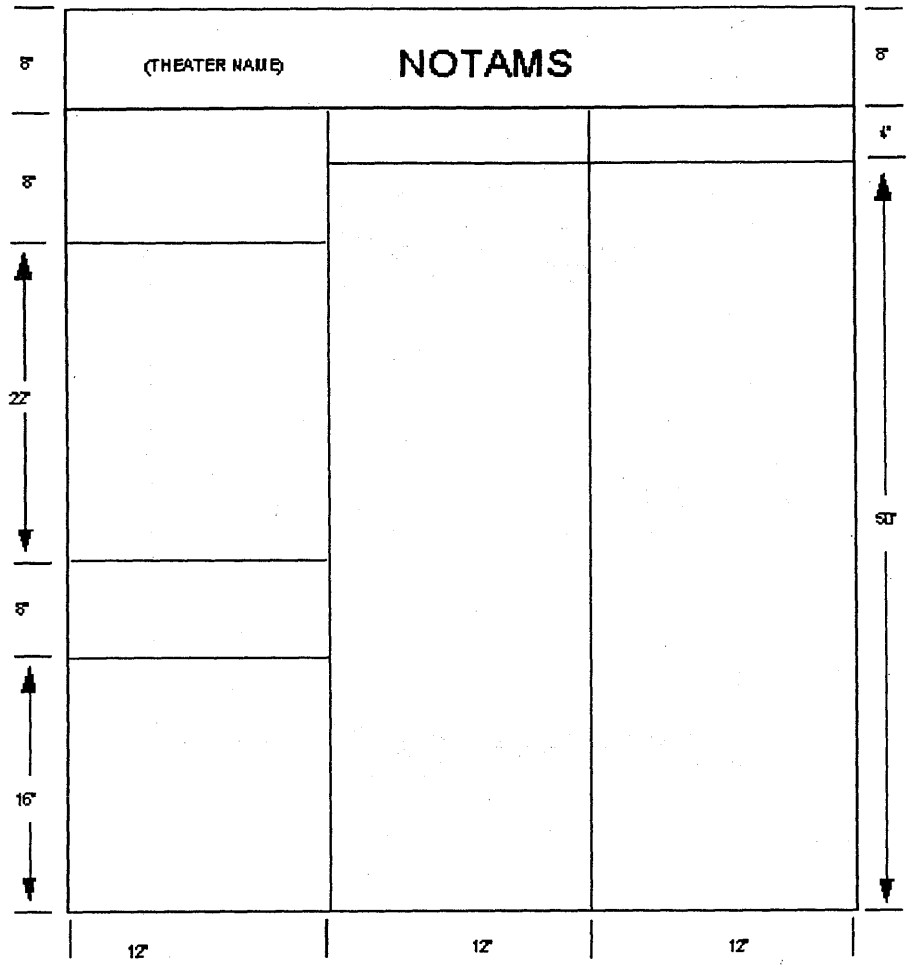
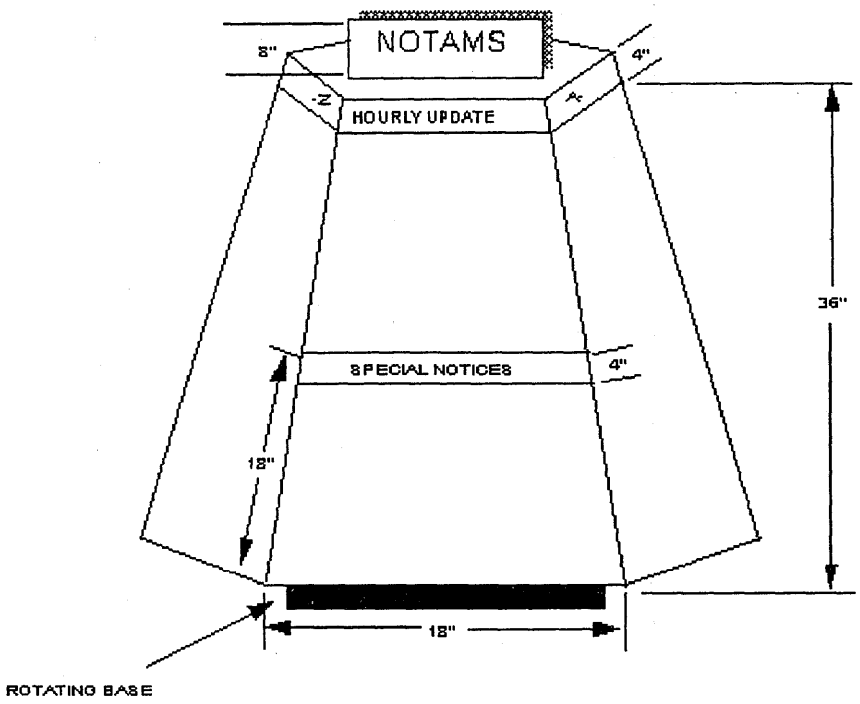


Figure 6.6. Alternate NO TAM Display Board.



6.6. US Army NOTAM Display Board Requirements. US Army NOTAM displays are based on CONUS and OCONUS requirements to display Local NOTAMs and Flight Information Bulletin data.

NOTE: All alphabetical columns are labeled differently from standard NOTAM displays shown in earlier figures.

6.6.1. CONUS Requirements. CONUS NOTAM Display Boards will be constructed to dimensions specified at figure 6.7. Permanently letter the following notice directly above the hourly update and special notices columns:

NOTICE:

WHEN FILING INTO A CIVIL AIRPORT,

CONSULT FAA NOTAMS. OBTAIN

L-SERIES NOTAMS FROM THE FSS

SERVING THE DESTINATION AIRPORT.

6.6.2. OCONUS Requirements. OCONUS NOTAM Display Boards will be constructed to dimensions specified at figure 6.8.

Figure 6.7. US Army CONUS Display Board.

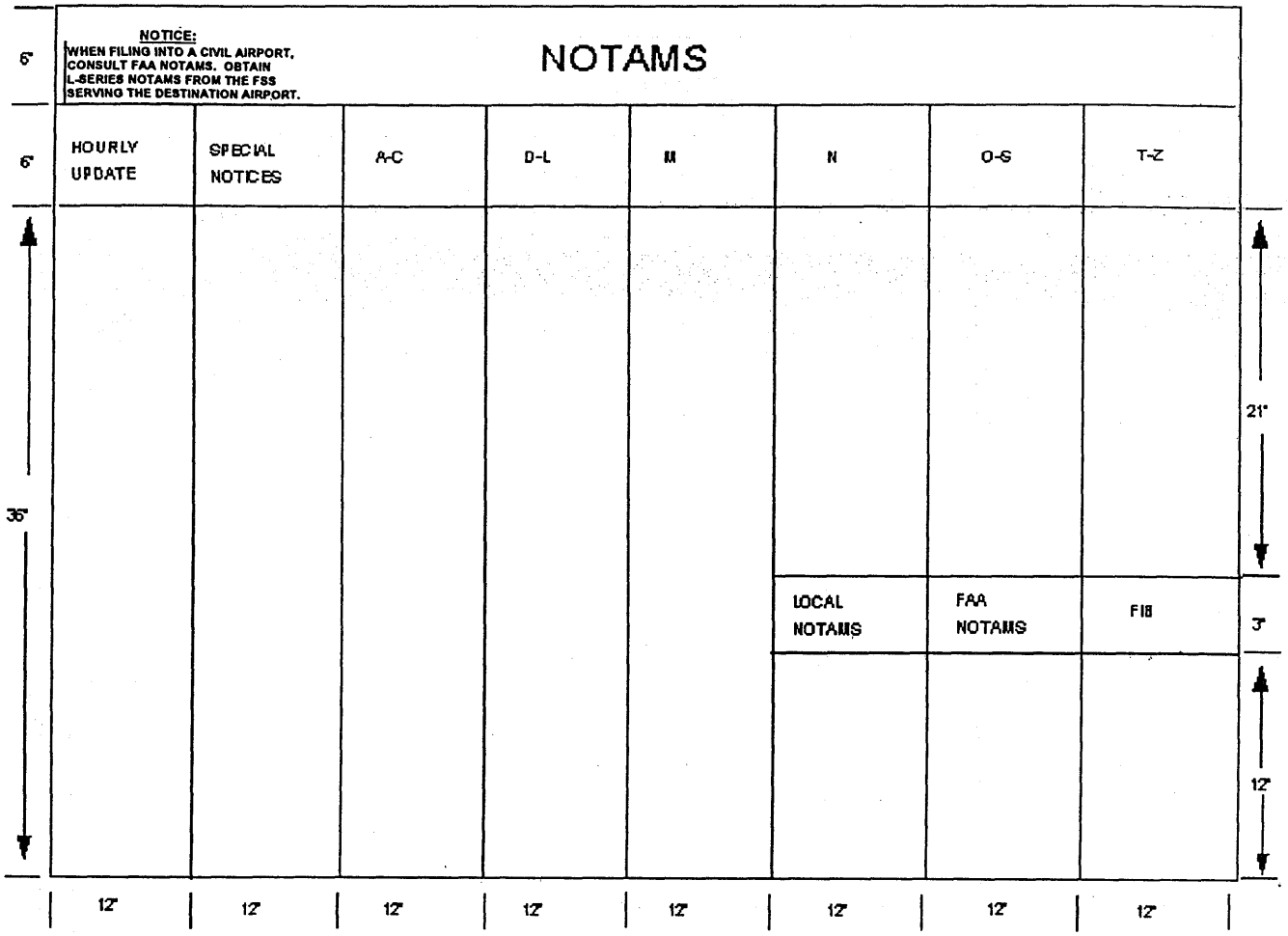
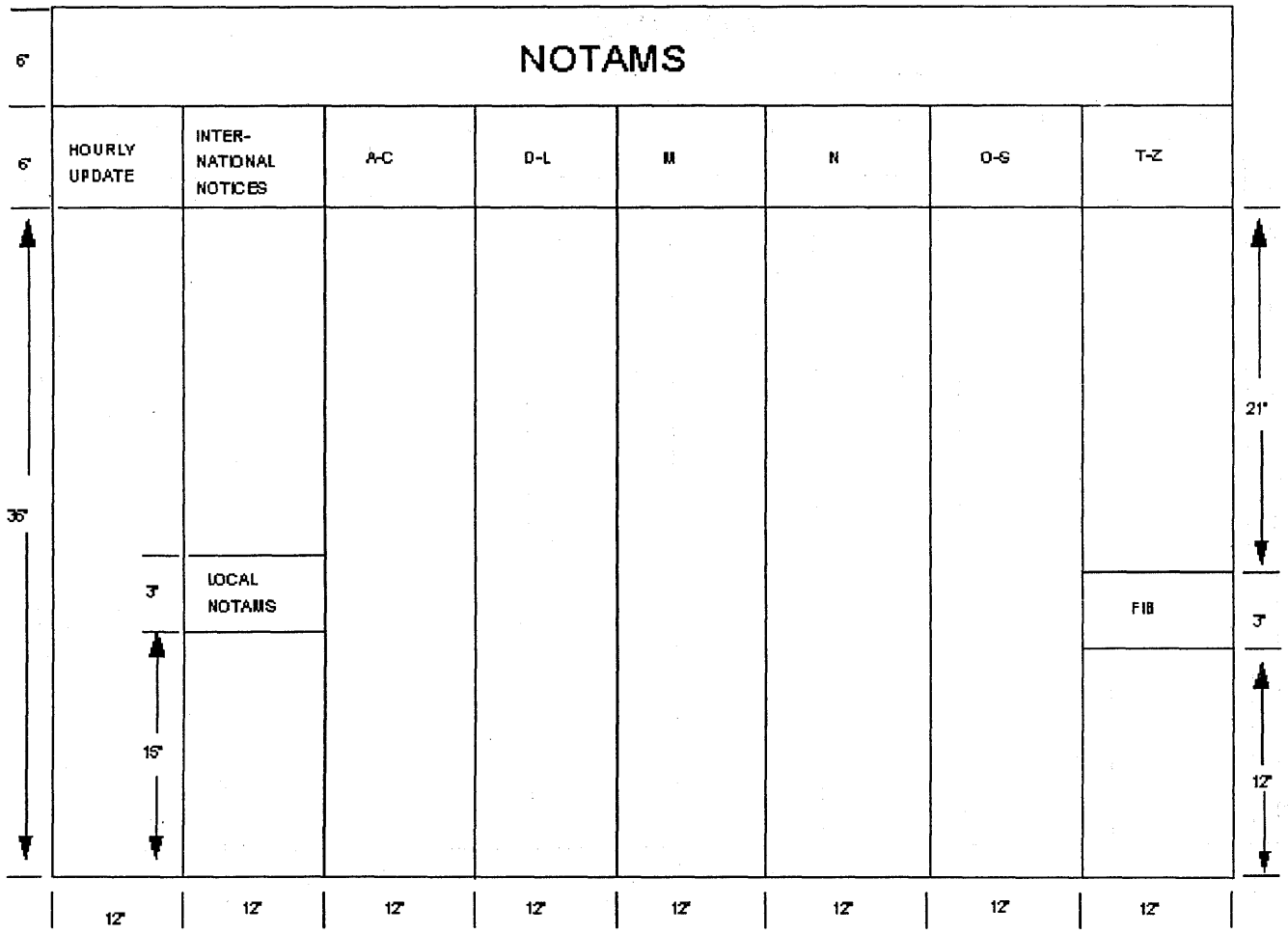


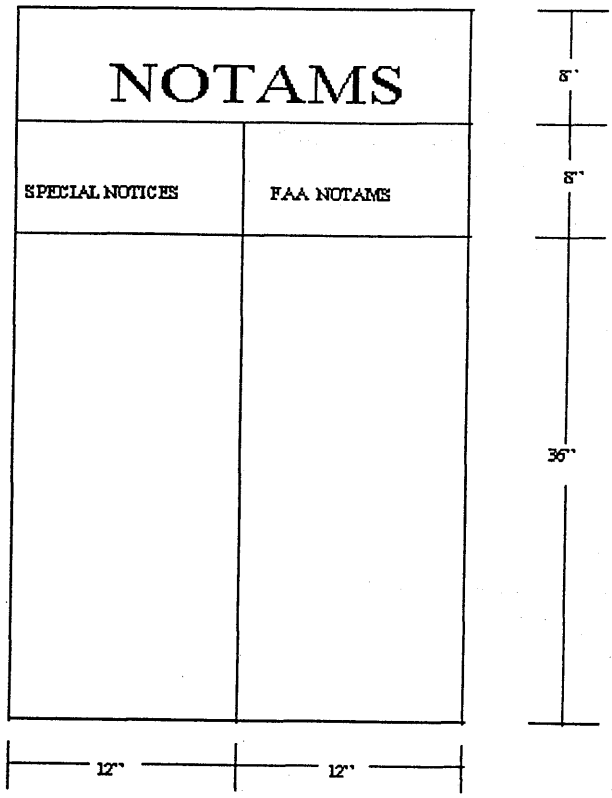
Figure 6.8. US Army OCONUS Display Board.



6.7. Alternate AWDS Only NOTAM Display Board Requirements. Local installation Commanders may elect to make NOTAMs available via the AWDS PC in the flight planning area, foregoing the use of the standard or US Army NOTAM Display Boards. Operating this way still requires displaying the North American Special Notices Summary (NAM SPCL NTCSUM), if printed and the FAA Notices to Airmen Publication (NTAP). NAM SPCL NTCSUM Display Board requirements are as depicted in figure 6.9.

6.8. Form Prescribed. This manual prescribes DD Form 2349, **NOTAM Contol Log**.

Figure 6.9. AWDS NAM SPCL NTCSUM.



JOHN P. JUMPER, Lt General, USAF
DCS/Plans and Operations

Togo D. West, Jr.
Secretary of the Army

J. L. JOHNSON, Admiral, United States Navy
Chief of Naval Operations

J. S. MOBLEY, Rear Admiral, United States Navy
Director, Navy Staff

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

ACC–Area Control Center
ACFT–Aircraft
ACLS–Automatic Carrier Landing System
ADWS–Automatic Digital Weather Switch
AFFSA–Air Force Flight Service Agency
AFMEDS–Air Force Meteorological Dissemination System
AFSIR–Air Force Spectrum Interference Resolution
AFTN–Aeronautical Fixed Telecommunication Network
AIRAD–Airmen Advisory
ALS–Approach Lighting System
APCH END–Approach End
APP CON–Approach Control
ARQ–Automatic Response to Query
ASR–Airport Surveillance Radar
–Area Surveillance Radar
ATC–Air Traffic Control
ATIS–Automatic Terminal Information Service
ATS–Air Traffic Service (Route)
AUTODIN–Automatic Digital Network
AWDS–Automated Weather Distribution System
AWN–Automated Weather Network
AWS–Air Weather Service
AWY–Airway
AZ–Azimuth
CAT–Category
CINCUSAREUR–Commander in Chief US Army Europe
CLSD–Closed
CONUS–Continental United States
CSASUM–Caribbean and South America Summary
DEP END–Departure End
DH–Decision Height
DMA–Defense Mapping Agency
DME–Distance Measuring Equipment
DOD–Department of Defense
DSN–Defense Switching Network (formerly AUTOVON)
DTG–Date-Time-Group
EURSUM–European Summary
F/W–Fixed Wing
FAA–Federal Aviation Administration
FIR–Flight Information Region
FIS–Flight Information Service
FLIP–Flight Information Publication
FSS–Flight Service Station
GCA–Ground Control Approach
GCCS–Global Command and Control System
GP–General Planning
GPS–Global Positioning System
GS–Glide Slope
HF–High Frequency
HIRL–High Intensity Runway Lights
IAP–Instrument Approach Procedure
ICAO–International Civil Aviation Organization

IFR–Instrument Flight Rules
ILS–Instrument Landing System
IM–Inner Marker
INO–International NOTAM Office
LGT–Light
LOA–Letter of Agreement
LOC–Localizer
LOGAIR–Logistics Aircraft
LOM–Locator Outer Marker
MAJCOM–Major Command
MDA–Minimum Descent Altitude
MIN–Minimum or Minute
MLS–Microwave Landing System
MM–Middle Marker
MOA–Military Operating Area
NA–Nonapplicable
NAM–North America
NAM SPCL NTCSUM–North America Special Notice Summary
NAMSUM–North American Summary
NAS–National Airspace System
NAVFIG–Naval Flight Information Group
NAVAID–Navigational Aid
NCO–Noncommissioned Officer
NDB–Nondirectional Radio Beacon
NM–Nautical Mile
NOTAM–Notice to Airmen
OAC–Oceanic Area Control Center
OCA–Oceanic Control Area
OCE–Officer Conducting Exercise
OCONUS–Outside Continental United States
ODALS–Omnidirectional Approach Lighting System
OFFL BUS ONLY–Official Business Only
OLS–Optical Landing System
OM–Outer Marker
OPR–Office of Primary Responsibility
PACSUM–Pacific Summary
PAPI–Precision Approach Path Indicator
PAR–Precision Approach Radar
PN–Prior Notice
PPR–Prior Permission Required
PSP–Perforated Steel Planking
PVGSI–Pulsating Visual Glide Slope Indicator
RCLS–Runway Center Line Lights
RCR–Runway Condition Reading
REIL–Runway End Identifier Lights
RSC–Runway Surface Condition
SFA–Single Frequency Approach
SFL–Sequenced Flashing Lights
SID–Standard Instrument Departure
SIF–Selective Identification Feature
SM–Statute Mile
SSB–Single Sideband
SSR–Secondary Surveillance Radar
TACAN–Tactical Air Navigation
TAR–Terminal Area Surveillance Radar
TDZL–Touchdown Zone Lights

TERPS–Terminal Instrument Procedures
THLD–Threshold
THLD LGT–Threshold Lights
TWR–Tower
UAC–Upper Air Control (Center)
UFN–Until Further Notice
UHF–Ultra High Frequency
UIR–Upper Flight Information Region
US–United States
USA–United States Army
USAADE Europe–United States Army Aeronautical Services Detachment,
USAASA–United States Army Aeronautical Services Agency
USAF–United States Air Force
USDAO–United States Defense Attache Office
USMC–United States Marine Corps
USN–United States Navy
USNOF–United States NOTAM Office
USNS–United States NOTAM System
UTC–Coordinated Universal Time
VASI–Visual Approach Slope Indicator
VFR–Visual Flight Rules
VHF–Very High Frequency
VOR–VHF Omnirange
VORTAC–VOR or TACAN Facilities (Collocated)
WIE–With Immediate Effect

Terms

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

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

Air Force Meteorological Dissemination System (AFMEDS)—AFMEDS is the primary dissemination system for distributing weather alphanumeric data and NOTAM information to DoD units worldwide not equipped with AWDS.

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

Automatic Digital Network (AUTODIN) —A worldwide DoD high speed communications network designed to transmit and receive teletypewriter and data communications. The base telecommunications center is normally the local access point for the AUTODIN system.

Automatic Response to Query (ARQ) —A procedure whereby specific NOTAM data may be requested, using the proper ICAO identifier. The terms ARQ and Request/Reply are interchangeable.

Automated Weather Distribution System (AWDS) —A computerized USAF system that will allow base and flight operations personnel to automatically receive, process, store, and disseminate NOTAM information in support of their customers.

Automated Weather Network (AWN) —The AWN is a global communications network used for collecting and distributing alphanumeric environmental/weather data and Notices to Airmen (NOTAMs). It consists of: two overseas Automatic Digital Weather Switches (ADWSs) which are linked to Air Force Global Weather Central (AFGWC) via high-speed communications circuits through a hub ADWS at Tinker AFB, OK, and the Communications Front End Processor (CFEP) at Offutt AFB, NE; three overseas Weather Intercept Concentrator Units, and their supporting circuits; and the circuitry and interfaces interconnecting the ADWSs with other DoD, federal, and foreign meteorological and aviation facilities. The AWN is the data source for AFMEDS, alphanumeric AWDS, and USAF NOTAM systems. Weather data collected and received via the AWN are automatically edited and distributed in accordance with customer requirements. ADWSs exist at Tinker AFB, OK, Hickam AFB, HI, and RAF Croughton, UK. The Tinker ADWS is the AWN's hub and serves the CONUS, Alaska, the North Atlantic,

and the Caribbean. The Hickam ADWS serves all of the Pacific/Asian area, while the Croughton ADWS serves Europe, the Mediterranean, Africa, the Middle East, and the Azores. HQ AFGWC is responsible for the day-to-day management of AWS AWN matters.

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

Base Accountability Number—A NOTAM series (usually "M"), a four-digit number, a virgule (slash), and a two-digit year. The United States NOTAM System (USNS) computer usually assigns these accountability numbers. NOTAM numbers run through 9999 or 31 December, whichever is first.

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

Hourly Update—A cumulative listing of changes to the current NOTAM summary.

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

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

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

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

Special Notice—A NOTAM that may apply to each aircrew regardless of the base of departure or intended destination.

Summary—A list of all active NOTAMs within a theater.

Unpublished Base NOTAM—An active NOTAM transmitted by a base, but which has not yet appeared on the hourly update or daily summary.

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

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B2E --Defense Mapping Agency Components and Elements

B5-- U.S. Coast Guard

21A-- Fleet Commanders in Chief

22A-- Fleet Commanders, Force Commanders, Type Commanders

23--Force Commanders

24--Type Commanders

26A --Amphibious Group

26F-- Operational Test and Evaluation Force

26G-- FBM Operational Test Support Unit

26JJ-- Fleet Area Control and Surveillance Facility

27G --Support Force Antarctica

28A-- Carrier Group

28C-- Surface Group and Force Representative

28L-- Aircraft Carrier (CV), (LCC)

29D--Aircraft Carrier (CU), (LCU)

31A-- Amphibious Command Ship (LCC)

31B-- Amphibious Cargo Ship (LKA)

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

42-- Naval Aviation

46--Fleet Marine Force--Aviation

FA6-- Air Station LANT

FB6--Air Facility PAC

FB7-- Air Station PAC

FB10-- Station PAC

FB34-- Fleet Activities

FC4 --Air Facility NAVEUR

FC5-- Support Activity NAVEUR

FC7--Station NAVEUR

FD1--Meteorology and Oceanography Command

FD3--Fleet Numerical Meteorology Oceanograpy Center

FD5--Overseas Meteorology and Oceanography Centers

FD6--Overseas Meteorology and Oceanography Facility

FE5--Safety Center

FG1--Computer and Telecommunications Command

FG2--Computer and Telecommunications Stations

FKA1A--Air Systems Command

FKA1B--Space amd Naval Warfare Systems Command

FKA1C--Facilities Engineering Command

FKR1A--Air Station NAVAIRSYSCOM

FKR1B--Aviation Depot

FKR6A--Air Warfare Center Aircraft Division (Warminster, Patuxent River, only)

FR5--Air Reserve

FT1--Chief of Naval Education and Training

FT2--Chief of Naval Air Training

FT6--Air Station CNET

FT10--Aviation Schools Command

FT12--Air Maintenance Training Group

V3--Marine Corps Air Base Commander

V4--Marine Corps Air Facility

V5--Marine Corps Air Station

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