

**United States Department of Transportation
Federal Aviation Administration**

**NOTAM MANAGER USER'S GUIDE
Version 3.0**

September 2021

**AIM Operations Customer Support
1-866-466-1336**

Hours: 24 hours, 7 days a week

Disclaimer: The NOTAM Manager System is subject to periodic upgrades. Therefore, functions may be added or modified that will require updates to this guide.

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NOTAM Manager User's Guide Document Change Log

| Version | Date | Changes |
|----------------------|-----------------|---|
| NM R1.3 | 10/01/10 | 1. "Save as Draft" and "Error check" tabs switched |
| | | 2. Feature Manager access enabled to System Administrators only |
| | | 3. Feature Manager enhanced to delete "Groups" created |
| | | 4. Third party NOTAM distribution expanded to all airports |
| | | 5. Email notification added to NOTAM Distribution |
| | | 6. NOTAM Archive Report function added |
| NM R1.4 | 12/31/10 | 1. Specific Password Reset Instructions |
| | | 2. Password required to be changed every 180 days |
| | | 3. Minimum Browser Requirements |
| | | 4. NOTAM Distribution – Automatic or On-Demand NOTAM Distribution can be selected |
| | | 5. Maximum of 20 fax recipients/unlimited email |
| | | 6. Update to Archive Report – Ability to generate report of all active NOTAMs |
| | | 7. Indication when NOTAM has been edited by Third Party |
| | | 8. Feature Manager functionality expanded to both Issuer and Administrator |
| NM R1.5 | 02/25/11 | 1. Additional status option for Temporary Obstacle |
| | | 2. Braking Action added to Runway (both directions) and Taxiway |
| | | 3. Archive Report now has comment section |
| | | 4. Runway Safety Area added |
| | | 5. Change log for Free Form will include FSS initials |
| NM R1.6 | 04/22/11 | 1. Ability to submit NOTAMs into Queue beyond 72 hours in advance |
| | | 2. Active and Cancelled NOTAMs can be printed individually from NOTAM Summary Pane |
| | | 3. All users can access and print from NOTAM Archive Report Function |
| NM R1.7 | 06/22/11 | 1. The NOTAM expires icon setting has changed to allow notification from 2-168 hrs. |
| NM R1.8 | 08/17/11 | 1. Help Desk Number and hours updated |
| | | 2. Archive Report change (added FICON only) |
| NM R1.9 Patch | 11/11/11 | 1. NOTAM text changed from PAEW to WORK IN PROGRESS |
| | | 2. SURFACE PAINTED HOLD SIGN available in TWY Ground Marking Status scenario |
| NM R1.10 | 12/07/12 | 1. IRREGULAR SURFACE warning added to Construction Status Scenario |
| | | 2. Aircraft weight over and below was added to restrictions and exceptions |
| | | 3. Ground Marking Status templates updated |
| | | 4. Ability to change ARFF status added |
| | | 5. Free Form Templates updated |
| | | 6. Archive Reports changed to 13 months |
| | | 7. System start time allows for 20 minutes in the past |
| NM R1.11 | 02/08/12 | 1. Fax Distribution reduced to one fax per NOTAM |

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| | | 2. Arresting Gear Status Template added to directional RWYS |
| | | 3. Ground Lighting Scenarios updated |
| | | 4. Added Wind Direction Indicator options |
| NM R1.11 Patch | 03/13/12 | 1. New Field Condition Scenario for reporting FICON NOTAMs |
| | | 2. End Times are no longer required for FICON NOTAMs |
| | | 3. SA is spelled out as SANDED in NOTAM text |
| | | 4. NAC Friction Measuring Device is spelled out as NEUBERT AERO CORP |
| | | 5. Update to directional RWY Ground Lighting Status Scenario |
| NM R1.12 | 04/04/12 | 1. Directional RWY scenarios updated |
| | | 2. Temporary Obstacle Status updated to include full 16 point direction |
| | | 3. Ability to NOTAM an obstruction reference the distance off the APCH END or ARP |
| | | 4. Undock Translation window now available in Preferences |
| | | 5. Ability to add additional airports in My Profile |
| | | 6. Option to Issue Closure "EXCEPT FOR PARKING" |
| | | 7. WORK IN PROGRESS drop down options rearranged |
| | | 8. Construction Status drop down options rearranged |
| | | 9. Lighted Sign Status Scenario updates and Location Description box added |
| NM R1.12 Patch | 04/30/12 | 1. Added CUSTOMS Scenario |
| | | 2. Added REIL Status Scenario |
| NM R1.13 | 06/06/12 | 1. Feature Manager options expanded for Administrators |
| | | 2. Update to NOTAM Distribution, Details Pane and Archive Report for third party non-automatic notification |
| | | 3. ILS Hold Short Line option added |
| | | 4. Temporary Obstacle Status UNKN contraction translation corrected |
| | | 5. Ground Marking, Ground Lighting and Lighted Sign Status scenario options updated |
| | | 6. User Lockout Notification: Administrators receive email notification |
| | | 7. Tail Height option added for CLOSURE Scenario |
| | | 8. Added Friction Measuring Device Status under AD Keyword |
| | | 9. Warning message if Temporary Obstacle height entered is over 500 Feet |
| | | 10. User Administration tab updated |
| NM R1.14 | 08/01/12 | 1. NOTAM Summary pane updated |
| | | 2. NOTAM Details pane updated with Reference ID and "Previous", "Next" tabs |
| | | 3. My Profile tab updated |
| | | 4. "*" added for required fields |
| | | 5. Free Form TWY and Free Form Apron updated |
| | | 6. Ability to copy an active NOTAM added |
| | | 7. "Lighted" added to Temporary Obstacle Status |
| | | 8. "Sign Description" free text box removed from Lighted Sign Status, value of 1000 FT increments added |
| NM R1.15 | 09/26/12 | 1. Free Form Scenario Template search box and Contractions |

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| | | Look up search box removed |
| | | 2. Comments entered when submitting a NOTAM are now populating in the Archive Report |
| NM R1.15 Patch | 10/18/12 | 1. Ability to Replace a Free Form NOTAM added |
| NM R1.16 | 11/16/12 | 1. Runway Intersection Hold Sign was renamed LASHO |
| | | 2. Changes to Ground Marking Status found under all Keywords |
| | | 3. “Free Form” scenario available under the Keyword Aerodrome |
| | | 4. Feature Manager options updated (TWY ALL, TWY ALL BTN and TWY ALL EXC) |
| | | 5. Decimals may no longer be entered in the “sec” box found within the “Temporary Obstacle Status” scenario |
| | | 6. “Ground Marking Status” scenario “Marking Type” options have been updated |
| | | 7. “Lighted Sign Status” scenario “Sign Type” options have been updated |
| | | 8. “Ground Lighting Status” scenario “Type” options have been updated |
| | | 9. “Obscured” has been added to the “Status” drop down menu for “Ground Lighting Status” scenario for directional and non-directional runways |
| | | 10. “Partially Obscured” removed from “Ground Marking Status” scenario for taxiways, directional and non-directional runways |
| | | 11. “Reset” button has been added to the Start/End date fields. |
| | | 12. “WATERLANE” will now translate without a space in between the two words |
| | | 13. The naming convention for HELIPADs has been modified |
| | | 14. Users with access to the NOTAM Manager Distribution List can now enter email addresses with apostrophes |
| NM R1.17 | 9/30/13 | 1. WEF is no longer included before the effective and expiration times |
| | | 2. PERM is now an optional End Time |
| | | 3. The End Time can be designated as estimated (EST) |
| | | 4. Sunrise (SR) and Sunset (SS) are now options that can be selected as start and end times within a schedule |
| | | 5. When multiple non-consecutive days are selected for a schedule, they are displayed individually in the NOTAM with a space separating them (i.e. THU SAT MON) |
| | | 6. When multiple (three or more) consecutive days are selected, a hyphen is used instead of listing out all days (i.e. THU-SAT) |
| | | 7. A search box has been added to the NOTAM Summary Pane in order to perform a free text search |
| | | 8. Contractions have been added to match the ICAO-accepted contractions listed in the JO7340.2D |
| | | 9. Cardinal directions will be spelled out when used in Taxiway NOTAMs |
| | | 10. When creating a NOTAM to change the declared distances for a RWY, all 4 lengths must be included in the NOTAM. The text “Declared Distance” will now be spelled out in the NOTAM |

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| | | 11. Pilot Controlled Lighting (PCL) and Frequency Change Status scenarios will now populate with the Keyword SVC |
| | | 12. Lat/Long coordinates are now required for a Temporary Obstacle Status |
| | | 13. “Field Condition” scenario has been removed from the scenario drop down menu. “Surface Condition” scenario remains |
| | | 14. The Surface Condition scenario has been changed to 19 pre-determined options |
| | | 15. 1/8 inch and less than 1/8 inch have been added to the “depth” drop down menu in the Surface Condition scenario. THIN is now defined as less than 1/8 inch. |
| | | 16. “Dry” and “Wet” have been added to the list of conditions in the Surface Condition scenario |
| | | 17. An Observation Time must now be included with all Surface Condition (FICON) NOTAMs |
| | | 18. Partial Runway Surface Condition NOTAMs are now available |
| | | 19. Breaking Action NOTAMs are now “FICON” NOTAMs |
| | | 20. Friction Measurement NOTAMs are now “FICON” NOTAMs |
| | | 21. ARFF, Fuel Availability and Friction Measuring Device Status will now populate with the Keyword AD |
| | | 22. An email will be sent to the NOTAM Originator when a Free Form NOTAM is edited, rejected, cancelled or replaced by a Flight Service Specialist |
| NM R1.19 | 8/1/2014 | 1. NOTAM Archive Report tab has a new location (for Administrators – now located in the Administrative tool bar) |
| | | 2. NOTAM Archive Report will generate in a new browser screen called “FNS – Reports” |
| | | 3. Construction scenario has been removed from the Scenario Selector page. Construction can now be found by selecting the “Work In Progress” scenario |
| | | 4. The Lighted Sign Status scenario now includes Sign Description for up to 16000FT |
| | | 5. TORA, TODA, ASDA, and LDA values are now allowed to be greater or equal to zero “0” |
| | | 6. Work In Progress translation is updated to “WIP” |
| | | 7. Condition options found in the Surface Condition scenario are now listed in alphabetical order |
| NM R2.7 | 12/18/2015 | 1. Contractions have been added to match the ICAO-accepted contractions listed in the JO7340.2E |
| | | 2. “EST” NOTAMs will expire at their end dates |
| | | 3. Added additional reportable contaminants |
| | | 4. Leading zeros added to Runways – RWY 03 instead of RWY 3 |
| | | 5. Date/Time groups changed to generic DDHHMM for consistency |
| | | 6. Reportable Depth Measurement 1/8 in or less = “Thin” |
| | | 7. Contaminant depth required on Apron and Taxiway |
| | | 8. The use of the NOTAM Manager “Threshold Displacement” Scenario to enter a new or temporary TORA, TODA, ASDA, and LDA values; this scenario can |

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| | | only be used if the values have been previously reported on the FAA 5010 (Airport Master Record) form |
| | | 9. In the “Closure” Scenario, Crossing has been added to the Operations field for Restrictions and Exceptions |
| | | 10. In the Apron and Taxiway Keyword for the Closure Scenario, Direction and Length have been added to the NOTAM Condition Field |
| | | 11. In the “Closure” Scenario in the Apron and Taxiway Keyword the Protective Barrier field has been removed |
| | | 12. Controlled Burn Heavy Smoke for the Work In Progress (WIP) scenario has been removed |
| | | 13. Direction and Length have been added to the NOTAM Condition Field for the Work in Progress (WIP) scenario |
| | | 14. Beacon Status in the Aerodrome Keyword the following condition fields have been removed: Intermittent, Obscured, On Continuous, Not Rotating (included color and direction) |
| | | 15. Hydrant has been added to the Delivery Method Field for Fuel Availability under the Aerodrome Keyword |
| | | 16. Surface Conditions Not Reported scenario has been added to the Aerodrome Keyword |
| | | 17. The following drop downs for the Wind Indicator Status scenario under the Aerodrome keyword have been removed: unavailable, unlighted, and not rotating and Out of Service has been added |
| | | 18. Flagged and Unlighted have been removed from the Obstacle Status scenario for the ASN/ASR Known and ASN Unknown in the Obstruction Keyword |
| | | 19. Moored Balloon and Kite Obstacle scenario has been reinstated (with updated policy requirements) for the Obstruction Keyword |
| | | 20. On Continuous has been removed from the Runway (Directional) keyword for the Approach Lighting System Status scenario |
| | | 21. Lights Obscured Scenario has been removed from the Runway Keyword |
| | | 22. Position has been removed from the Runway (Directional) Keyword for the Visual Approach Lighting Systems (PAPI/VASI) scenario |
| | | 23. All Taxiway Lights and Runway Entrance Light have been added to the Ground Lighting Status scenario under the Taxiway Keyword |
| NM R2.8 | 10/1/2016 | 1. Temporary Feature Manager Group can be created when selecting “NEW” to create a NOTAM |
| | | 2. RCAM has been added to the Directional Runway Keyword in the Surface Condition Scenario |
| | | 3. Slippery When Wet has been added to the Scenarios when choosing the full length runway |
| | | 4. Surface Defects Scenario has been added to the Scenarios when choosing the full length runway |
| | | 5. Surface Defects Scenario has been added to the Taxiway Keyword |
| | | 6. Surface Defects Scenario has been added to the Apron Keyword |

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| | | 7. Surface Conditions Not Reported has been added to the Aerodrome Keyword |
| NM R2.9 | 8/2/2019 | 1. Increased In Queue status from 3 days to 7 days in advance |
| | | 2. Prior Permissions Tab allows both Radio Frequency and Phone Number to be entered |
| | | 3. Ground Lighting Status Scenario for LGT ALL changed to LGT |
| | | 4. Lighted Sign Status Scenario for SIGNS ALL changed to SIGNS |
| | | 5. Patchy was added to Taxiway, Heliport, and Apron Surface Condition Scenarios |
| | | 6. Conditions Not Monitored has calendar to input the date versus typing in the date in correct format |
| | | 7. Updated the heliport descriptor to AD HLP and Seaplane Base descriptor to AD SEAPLANE BASE from AD AP |
| | | 8. In the Lighted Sign Status scenario for the Taxiway keyword removed “Unlighted” as an option in the status dropdown |
| | | 9. “NATIONAL” is changed to “NTL” in the ICAO and Domestic NOTAM translations for the Closure scenario for all keywords |
| NM R3.0 | Sept 2021 | 1. Closure/Restriction Notice Tab added |
| | | 2. Preview Closure/Restriction Notice button added |
| | | 3. Closure/Restriction Notice Diagram added to NOTAM Summary Screen |
| | | 4. CND option added to Distribution List parameters |

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NOTAM MANAGER

User's Guide

CHAPTER 1: INTRODUCTION TO NOTAM MANAGER

1. Purpose

The purpose of this document is to serve as a resource for users of NOTAM Manager in support of their responsibility to create, modify, and manage Notices to Airmen (NOTAMs).

Access to NOTAM Manager is only provided to approved NOTAM Manager Administrators and Issuers. Follow the steps outlined in Chapter 2 to acquire access.

2. Content

This guide provides information on the features of the NOTAM Manager, its functionality, and the processes required for creating, modifying, and tracking NOTAMs. The guide includes examples of NOTAM screenshots and processes designed to help the user understand how various NOTAM tasks may be performed.

3. Intended users

This guide is intended for use by individuals authorized by an appropriate Airport Authority to operate as an Administrator or an Issuer in NOTAM Manager.

4. NOTAM Manager User's Guide

The NOTAM Manager User's Guide can be accessed by selecting the Help tab. (For details, see **Page 23**)

CHAPTER 2: OVERVIEW OF NOTAM MANAGER

1. NOTAM Manager

NOTAM Manager can be accessed at:

Production: <https://notams.aim.faa.gov/dnotam/>

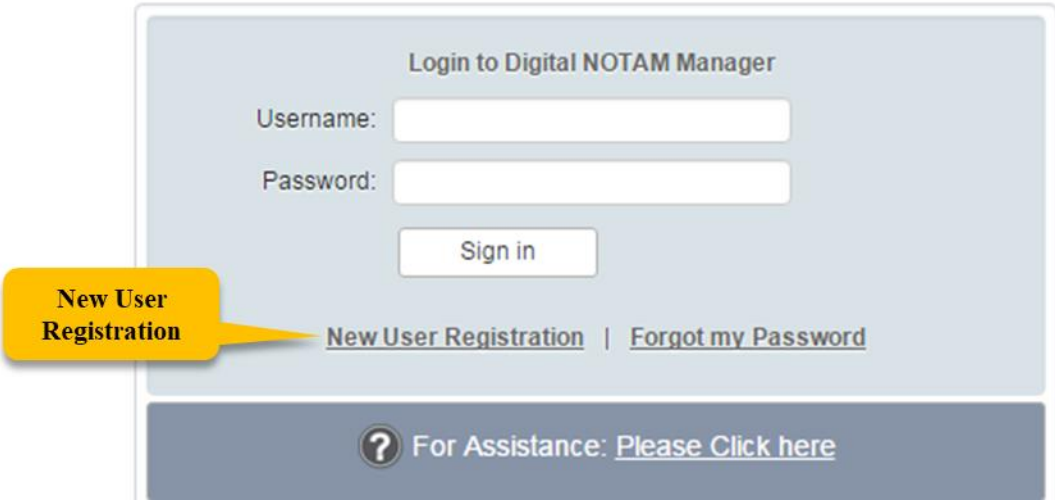
Demo: <https://notamdemo.nas.faa.gov/dnotam/>

2. Access to NOTAM Manager

Follow the steps outlined in this section to acquire access.

To register your user name and password click **New User Registration** and select User Type such as Airports, Towers, OCC, SOC, Flight Inspection, or DOD.

Figure 1: New User Registration



NOTE: NOTAM Manager Administrators:
To maintain an accurate NOTAM user list, provide National Airspace Integration Support Contract (NISC) with updated lists when additions/deletions occur (call 816-329-2550 or email NOTAMMGRHELPDESK@faa.gov).

3. Fill out the appropriate fields and select Submit.

Figure 2: Select Submit

The image shows a 'User Registration Form' with the following fields and callouts:

- Domestic Airport Designator (Example: DEN, JFK, BWI):*** A text input field with a callout: "Enter FAA Airport 3-character Designator".
- Job Title***, **Organization***, **First Name***, **Last Name***, **Rank**, **Email***, **Phone***, **Fax**, **Radio** (with a numeric input and "MHz" label), **Address***, **Address...**, **City***, **State*** (with a dropdown menu), and **Zip Code*** are all text input fields.
- Password*** and **Retype Password*** are text input fields. To their right are five validation requirements, each with a red 'X' icon:
 - 8 Characters or more
 - At least one Letter
 - At least one Number
 - At least one special character (e.g., !@#\$%^&*)
 - Both passwords typed must match
- At the bottom right are **Submit** (green) and **Cancel** (orange) buttons. A callout "Submit" points to the green button.

A note at the top left of the form states: "All fields marked (*) are required."

4. Email Notification

Once the user's access has been approved, the user will be notified via email of the approval. You can then login to the NOTAM Manager site. Your username will be the email address you entered on the registration form.

NOTE: Passwords are required to be changed every 90 days.

Figure 3: Select Sign in

Login to Digital NOTAM Manager

Username:

Password:

Sign In

[New User Registration](#) | [Forgot my Password](#)

For Assistance: [Please Click here](#)

NOTE: User will be locked out if five unsuccessful login attempts are made. NOTAM Manager Administrator(s) will receive an email notification regarding the locked out user.

5. Forgot Password

In case of forgotten password, select “Forgot my Password.”

Figure 4: Forgot Password

Login to Digital NOTAM Manager

Username:

Password:

Forgot My Password

[New User Registration](#) | [Forgot my Password](#)

For Assistance: [Please Click here](#)

Figure 5: Password Reset

Login to Digital NOTAM Manager

Username:

Password:

[New User Registration](#) | [Forgot my Password](#)

Enter following information to reset your password

Email: Required

Last Name: Required

[? For Assistance: Please Click here](#)

Figure 6: Password Reset Instructions

Confirmation

Instructions for resetting the password will be sent to your email:
jane.doe@flyairport.com

FNS-NOTAM Manager Password Reset Instructions

“Hello

Here are the instructions for resetting your password to access the FNS NOTAM Manager application.

Please click the link below OR copy and paste the link into a web-browser like Firefox or IE.

<http://notamdemo.aim.nas.faa.gov/dnotam/index.html?PR=1927695511288287406249>

FAA FNS Team”

6. NOTAM Manager Outage

In the event NOTAM Manager is unavailable, Flight Services remains as the back-up.

7. Reporting Outage

If NOTAM Manager is out of service and it is NOT a known scheduled outage; for assistance please contact:

AIM Operations Customer Support: 1-866-466-1336

Hours: 24 hours, 7 days a week

8. NOTAM Manager Uses

NOTAM Manager can be used to:

- Quickly and accurately input digital NOTAM data
- Display digital information in the US NOTAM System
- Submit NOTAMs via the Internet
- Track NOTAMs
- View NOTAMs in multiple formats (Domestic, International Civil Aviation Organization (ICAO) and Plain language)
- View data in graphical format
- Draft NOTAMs
- Replace NOTAMs
- Cancel NOTAMs

9. Digital Structure

NOTAM Manager requires adherence to a specific digital structure such as:

- NOTAMs are formatted in United States NOTAM System (USNS) compliant format, to include specific content and format for items such as dates, times, and airfield nomenclature.

10. Digital Scenarios/Templates

Digital templates have been developed to help Users enter NOTAMs based upon the policy and business rules outlined in Appendix 2, FAA Order JO 7930.2S – Notices to Airmen (NOTAM); Appendix 3. Advisory Circular 150/5200-28F; and Appendix 4. Advisory Circular 150/5200-30D.

11. Digital Scenarios/Templates Concept

Templates are contained within NOTAM Manager for the development of correctly formatted NOTAM data.

Through the use of these templates, options are linked to keywords, such as Taxiway or Apron. This creates a list of properly formatted attributes about that keyword which a NOTAM might include. For example, when the keyword Apron is selected, a list of Aprons or Ramps at the airport appears that is accompanied by a list of conditions for each Apron or Ramp to include: closure, lights out of service, work in progress, etc.

12. Digital Scenarios/Templates Benefits

NOTAM Issuers benefit from the use of templates. These include:

- Auto formatting
- Increased accuracy of the NOTAM
- Inclusion of all required fields that must be populated
- Reduces the requirement to remember contractions

13. Free Form NOTAMs

In rare cases, it will be necessary to enter NOTAMs for which a template does not exist. In these cases, the Free Form NOTAM process needs to be used.

- a. Free Form NOTAMs will not be sent directly to the US NOTAM System, but instead go through Flight Service for validation and transmission. The time period from submission to publication will be increased with the use of Free Form NOTAMs.
- b. A Free Form NOTAM is not a digital NOTAM.

14. System Connectivity

NOTAM Manager is connected to the USNS via the Internet. Minimum browser requirements for NOTAM Manager are Mozilla Firefox® or Chrome.

System users can access NOTAM Manager via their Personal Computer (PC). Connectivity to NOTAM Manager via the Internet is indicated on the NOTAM Manager page by a green dot in the lower right corner next to the words “Connected to NOTAM Manager”. When connectivity has been lost, the green dot turns red with an X in the center.

15. Coordinated Universal Time

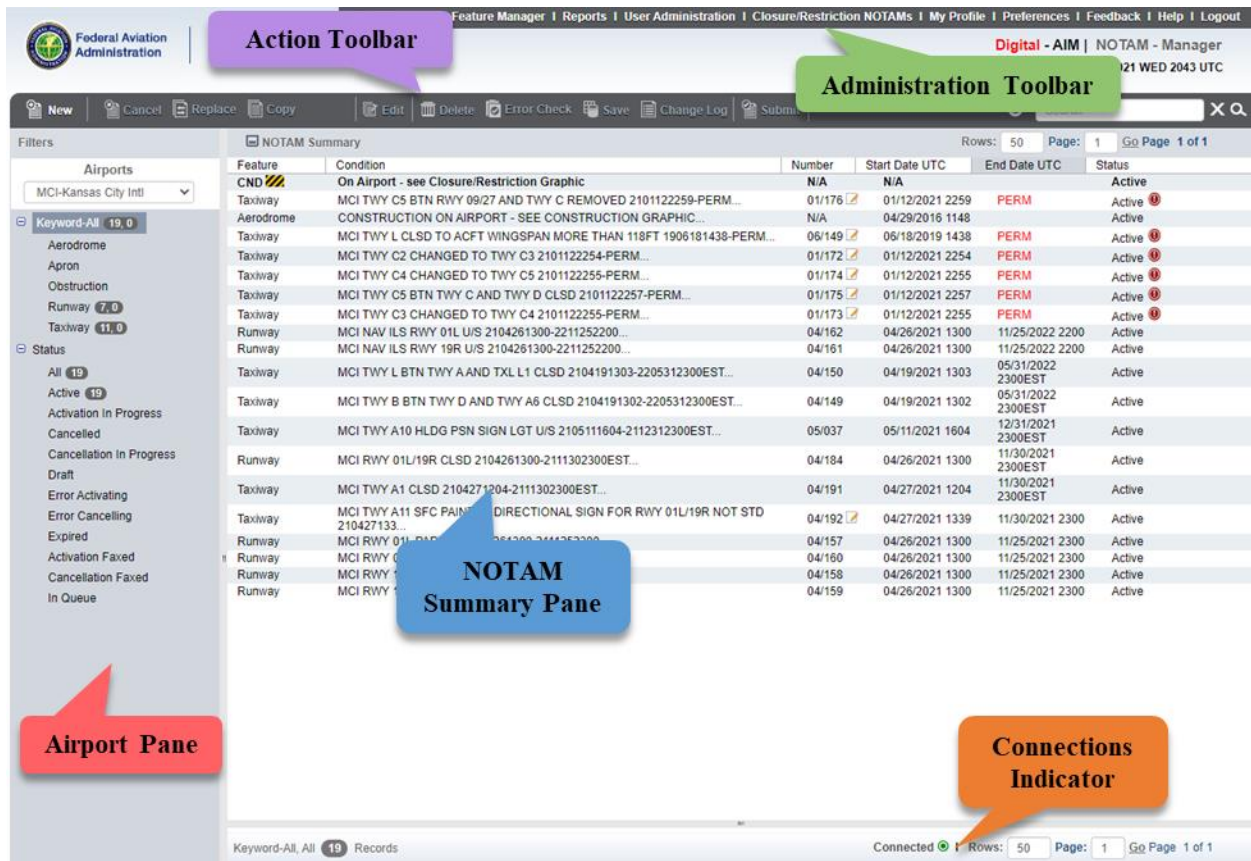
Coordinated Universal Time (UTC) is the required time format when issuing a NOTAM. UTC is standard across all time zones and areas, and the current UTC time is displayed on the NOTAM Manager page in the upper right-hand corner below the words “NOTAM Manager.”

CHAPTER 3: NOTAM MANAGER HOME PAGE AND COMPONENTS

1. NOTAM Manager Home Page

The NOTAM Manager Home page window is the first window to open after the login screen. This section describes what the user will see when NOTAM Manager is first opened.

Figure 7: Primary NOTAM Window



2. Administration (Admin) Toolbar

The Admin Toolbar is located on the upper right side of the NOTAM Manager Home page. It contains NOTAM Manager, Feature Manager, User Administration (only available to the System Administrator(s)), Closure/Restriction NOTAMs (only available to the System Administrator(s)), Reports, My Profile, Preferences, Feedback, Help, and Logout. The Admin Toolbar is used to modify your account and provide feedback. Use the My Profile tab to change your password or personalized information. The Preferences tab is used to change the way the application works with your account.

Figure 8: NOTAM Manager

- a. *NOTAM Manager* Tab – Returns the User to the NOTAM Manager Home Page.

Figure 9: Feature Manager

- b. *Feature Manager* Tab – Feature Manager provides the ability to create a group of features for Taxiways and Apron/Ramps and issue a NOTAM on them as a group. This group will appear in the list of features when creating a new NOTAM.

For example, **ALL TWYS WEST OF RWY 18/36**, and **TWY A, B, C, TWY D BTN TWY C AND TWY A**. This feature is accessible to both NOTAM Issuer and Administrator. It enables the Issuer the capability to create multi-segment NOTAMS.

Figure 10: Feature Manager (Create Group)

The screenshot shows the 'Feature Manager' interface for creating a group. The form includes the following elements:

- Feature Type:** A dropdown menu set to 'Taxiway'.
- Group name:** A text input field with a callout: 'Enter a Group name (for internal use only)'. Below it, a note says 'Select the check box to use "Between" Drop-downs:'.
- Designators:** A list of designators including TWY AN SPOT 3W, TWY AS, TWY AS SPOT 2E, TWY AS SPOT 2W, and TWY R. A callout points to this list: 'Add Designators'. To the right, a table shows a list of designators (TWY A, TWY AA, TWY AN, TWY AS) with 'Delete' buttons. A callout points to this table: 'List of designators will populate here'.
- Between:** A dropdown menu set to '--Select Value--'.
- And:** A dropdown menu set to '--Select Value--'.
- Add:** A checkbox labeled 'Add designators with a single click' and an 'Add' button.
- Enter Description:** A text input field containing 'North End Snow Removal'. A callout points to this field: 'Enter description of group – Optional (for internal use only)'.
- Preview of the NOTAM D text:** A section showing the text 'US FAA (This will be the text added to NOTAM): !DEN XXXXX DEN TWY A, AA, AN, AS'. A callout points to this section: 'Preview of the NOTAM D text'.
- Save group:** A callout points to the 'Save' button at the bottom right.
- Buttons:** 'Reset US FAA', 'Update US FAA', 'Cancel', 'Delete', 'Save', and 'New' buttons are located at the bottom.

NOTE: The saved group will appear in the TWY or APRON Designator list when creating a new NOTAM.

NOTE: If your airport is trained and authorized to use automated Closure/Restriction Notices, be aware that the notice will only display groups containing full taxiways.

Figure 11: Feature Manager (Delete Group)

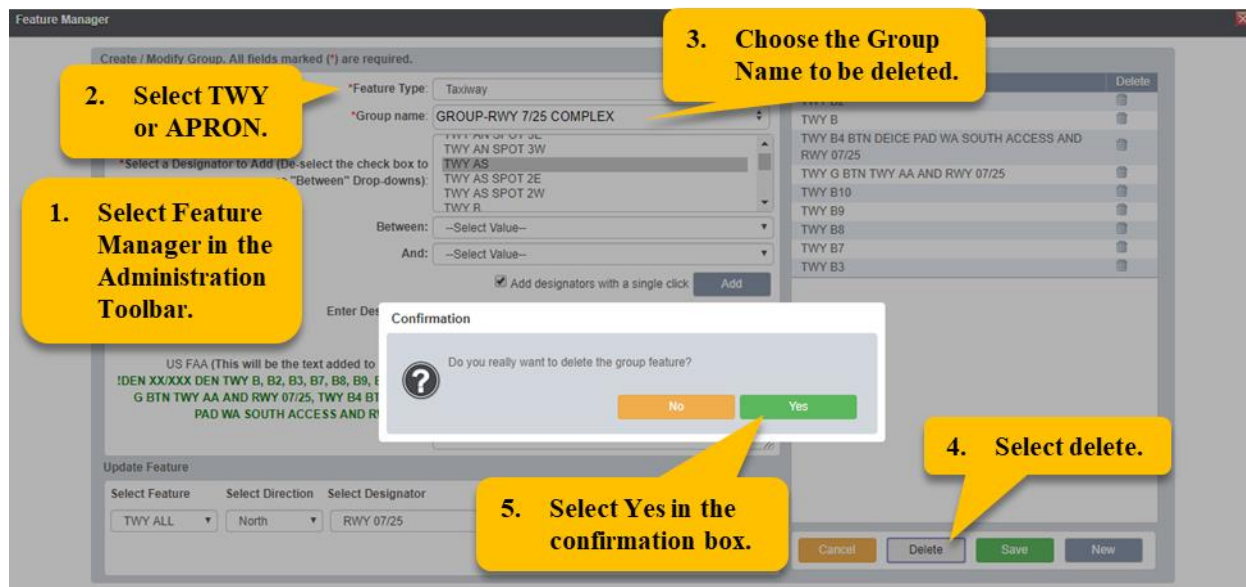
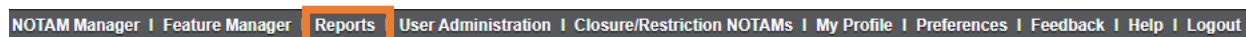


Figure 12: Reports



- c. **Reports** tab – Enables the User to request archived NOTAMs (issued, cancelled, and expired) from the past 13 months, but can only retrieve 62 days at a time. The User can also request additional reports sorted by NOTAM originator, activation date/time, expiration time, NOTAM keyword and Field Condition (FICON only). These reports can be downloaded for immediate utilization, saved, or printed. The User can also request a report for just NOTAMs that were created in NOTAM Manager.

NOTE: The NOTAM Coordination Report will also display in an Excel® spreadsheet format. It will display any coordination recorded within the “Notify” list.

Information provided in Archive reports includes Reference ID, NOTAM number, Keyword, Start/End Dates UTC, Issue Date, Status, NOTAM Text, NOTAM Originator, Cancelled by, Cancellation Date, and Cancellation/Activation Notes.

Figure 13: NOTAM Archive Report

3. Click Run

4. NOTAM report will populate

1. Select type of report

5. Click here to display NOTAMs in an Excel spreadsheet

2. Click in the empty space found under the Filter Value columns. Options will then appear for each filter.

| Referenc... | NOT... | Ke... | Start Date... | End Date... | Issue Dat... | Status | Cancelled... | Cancelat... | Ar... | tion ... | |
|-------------|--------|-------|---------------|---------------|--------------|---------|-------------------------------|--------------|-----------------|--------------|--------------|
| 53002713 | 03/736 | RWY | 04/01/201... | 11/15/2019... | 03/29/201... | Canc... | U FK 03/736 JFK RWY 13L/31... | James Cic... | James Cic... | 03/29/201... | Replac... |
| 53002740 | 03/737 | RWY | 04/01/201... | 11/15/2019... | 03/29/201... | Canc... | U FK 03/737 JFK RWY 13L/31... | James Cic... | James Cic... | 03/29/201... | Replac... |
| 53002801 | 03/738 | RWY | 04/01/201... | 11/15/2019... | 03/29/201... | Active | U FK 03/738 JFK TWY YA BTN... | James Cic... | | | |
| 53002869 | 03/745 | TWY | 04/01/201... | 06/21/201... | 03/29/201... | Canc... | U FK 03/739 JFK TWY UA CL... | James Cic... | | | |
| 53002874 | 03/746 | TWY | 04/01/201... | 08/25/201... | 03/29/201... | Active | U FK 03/740 JFK TWY U CLS... | James Cic... | | | |
| 53002890 | 03/747 | TWY | 04/01/201... | 05/27/201... | 03/29/201... | Canc... | U FK 03/741 JFK TWY U WIP... | James Cic... | | | |
| 53002833 | 03/743 | TWY | 04/01/201... | 06/28/201... | 03/29/201... | Canc... | U FK 03/742 JFK TWY C BTN... | James Cic... | | | |
| 53002849 | 03/744 | TWY | 04/01/201... | 06/21/201... | 03/29/201... | Canc... | U FK 03/743 JFK TWY Y BTN... | James Cic... | | | |
| 53002869 | 03/744 | TWY | 04/01/201... | 06/21/201... | 03/29/201... | Canc... | U FK 03/744 JFK TWY DB BT... | James Cic... | | | |
| 53002869 | 03/745 | TWY | 04/01/201... | 06/21/201... | 03/29/201... | Canc... | U FK 03/745 JFK TWY D BTN... | James Cic... | James Cic... | 06/20/201... | Replac... |
| 53002874 | 03/746 | TWY | 04/01/201... | 08/25/201... | 03/29/201... | Active | U FK 03/746 JFK TWY C BTN... | James Cic... | | | |
| 53002890 | 03/747 | TWY | 04/01/201... | 05/27/201... | 03/29/201... | Canc... | U FK 03/747 JFK TWY C BTN... | James Cic... | James Cic... | 04/22/201... | Replac... |
| 53002913 | 03/748 | TWY | 04/01/201... | 05/27/201... | 03/29/201... | Canc... | U FK 03/748 JFK TWY C BTN... | James Cic... | Roberto Fr... | 04/01/201... | Replac... |
| 53002934 | 03/749 | TWY | 04/01/201... | 07/15/201... | 03/29/201... | Canc... | U FK 03/749 JFK TWY W BTN... | James Cic... | James Cic... | 06/20/201... | Replac... |
| 53002939 | 03/750 | TWY | 04/01/201... | 08/25/201... | 03/29/201... | Active | U FK 03/750 JFK TWY CB BT... | James Cic... | | | |
| 53002947 | 03/751 | TWY | 04/01/201... | 05/27/201... | 03/29/201... | Canc... | U FK 03/751 JFK TWY C BTN... | James Cic... | James Cic... | 05/24/201... | Replac... |
| 53002947 | 03/751 | TWY | 04/01/201... | 05/27/201... | 03/29/201... | Canc... | U FK 03/752 JFK TWY C BTN... | James Cic... | James Cic... | 04/24/201... | Replac... |
| 53002947 | 03/751 | TWY | 04/01/201... | 05/27/201... | 03/29/201... | Active | U FK 03/759 JFK RWY 13L/31... | James Cic... | | | |
| 53002947 | 03/751 | TWY | 04/01/201... | 11/16/2019... | 03/29/201... | Active | U FK 03/760 JFK RWY 13L/31... | James Cic... | | | |
| 53002947 | 03/751 | TWY | 04/01/201... | 04/01/201... | 03/31/201... | Canc... | U FK 03/775 JFK RWY 13R/31... | Matthew ... | Alton Willia... | 03/31/201... | Hazard no... |
| 53002947 | 03/751 | TWY | 04/01/201... | 04/01/201... | 03/31/201... | Canc... | U FK 03/776 JFK RWY 04R/22... | Matthew ... | Nancy Torres | 04/01/201... | |
| 53002947 | 03/751 | TWY | 04/01/201... | 04/01/201... | 03/31/201... | Expired | U FK 03/777 JFK TWY K4 BTN... | Matthew ... | | | |
| 53002947 | 03/751 | TWY | 04/01/201... | 11/17/2019... | 04/01/201... | Active | U FK 04/001 JFK RWY 31R AL... | MARC BE... | | | |
| 53016712 | 04/002 | TWY | 04/01/201... | 06/21/201... | 04/01/201... | Canc... | U FK 04/002 JFK TWY ZA CLS... | Nancy Torres | James Cic... | 06/20/201... | Replac... |
| 53018376 | 04/003 | SVC | 04/01/201... | 11/17/2019... | 04/01/201... | Active | U FK 04/003 JFK RWY 31R RV... | MARC BE... | | | |

Figure 14: User Administration

NOTAM Manager | Feature Manager | Reports | **User Administration** | Closure/Restriction NOTAMs | My Profile | Preferences | Feedback | Help | Logout

- d. **User Administration Tab (only available to NOTAM Manager Administrator Roles)** – This tab is used to approve Users for Access, to Lock and Unlock Users out of the system, when appropriate, to Search Users, and for Third Party NOTAM Distribution.

Figure 15: Approve Users for Access

1. Select Approve Users.

2. Click Approve or Reject in the action column(s).

| Name | Email | Role, Organization | Contact Information | Location | Action | Action |
|----------|-------------------|--------------------|---------------------|----------|---------|--------|
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | NKT | Approve | Reject |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | TLH | Approve | Reject |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | 09I | Approve | Reject |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | VPS | Approve | Reject |
| | email@airport.com | Airport Manager | Ph:1234567890 | LSV | Approve | Reject |
| | email@airport.com | Airport Manager | Ph:1234567890 | CRW | Approve | Reject |
| | email@airport.com | Airport Manager | Ph:1234567890 | DEN | Approve | Reject |
| | email@airport.com | Airport Manager | Ph:1234567890 | MLU | Approve | Reject |
| | email@airport.com | Airport Manager | Ph:1234567890 | CEF | Approve | Reject |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | COF | Approve | Reject |

Figure 16: Unlock Users

1. Select Unlock Users.
2. Click Unlock or Remove in the action column(s).

| Name | EMail | Role, Organization | Contact Information | Location | Action | Action |
|----------|-------------------|--------------------|---------------------|----------|--------|--------|
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | INL | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | PHX | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | 3MY | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | PIA | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | PGD | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GPI | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | SFF | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GEG | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | RIW | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | RIW | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | 3N8 | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GCN | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | JAX | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GGW | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | GSO | Unlock | Remove |

Figure 17: Search Users

**Search Users:
 Enter Airport/FAA 3-Letter ID or individual name.**

| Name | EMail | Role, Organization | Contact Information | Location | Action | Action |
|----------|-------------------|--------------------|---------------------|----------|--------|--------|
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | 3MY | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | PIA | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | PGD | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GPI | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | SFF | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GEG | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | RIW | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | RIW | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | 3N8 | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GCN | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | JAX | Unlock | Remove |
| Jane Doe | email@airport.com | Airport Manager | Ph:1234567890 | GGW | Unlock | Remove |
| John Doe | email@airport.com | Airport Manager | Ph:1234567890 | GSO | Unlock | Remove |

Figure 18: NOTAM Distribution: Third Party Notification

The screenshot shows the 'NOTAM Distribution' interface. At the top, there's a 'User Admin Navigator' and 'NOTAM Distribution' header. Below the header is a table titled 'NOTAM Distribution List (Select entry below to edit / delete information:)' with columns: Location, To, Company, EMail/Fax, New CND, Active, Cancelled, Auto Distribution, Last Updated At, and Updated By. The table contains several rows of data for 'CVG' location, with 'Jane Doe' and 'John Doe' as recipients from 'Airport Admin'. Callout 1 points to the table header. Callout 2 points to the first row. Callout 3 points to the 'Active' and 'Cancelled' checkboxes in the 'NOTAM Status' section. Callout 4 points to the 'New CND' checkbox. Callout 5 points to the 'Save' button. Callout 6 points to the 'Updated By' column in the table.

1. Populate by filling out all appropriate fields.

2. Third Party will receive an email and must accept the link provided in order to validate acceptance of NOTAM Distribution.

3. Check "Active" and "Cancelled" boxes.

4. Check CND Notifications, if desired.

5. Click Save

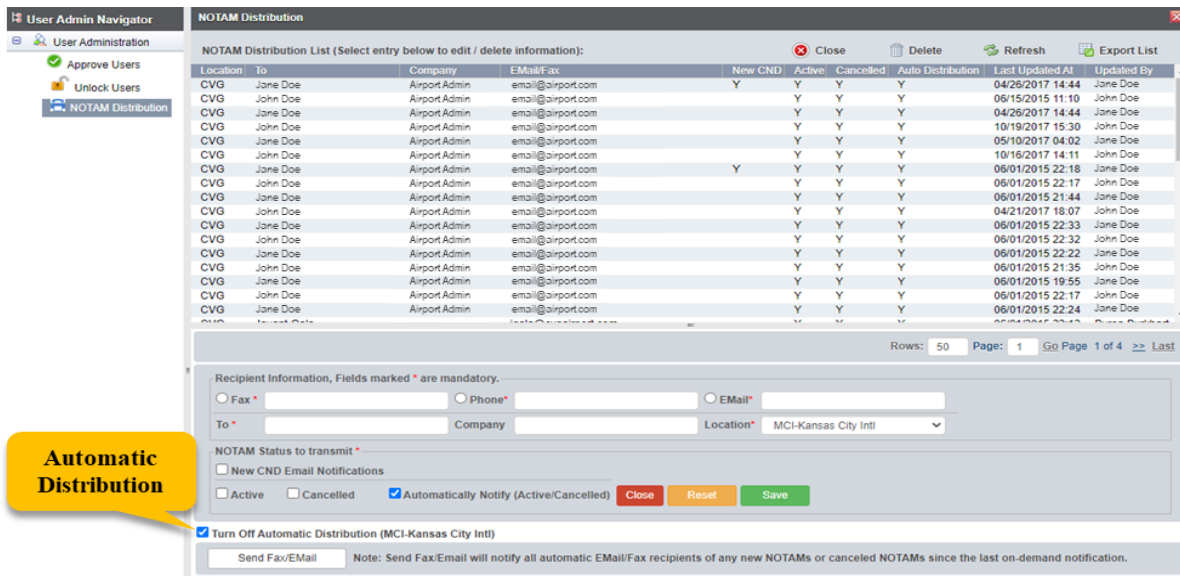
6. Once Third Parties have accepted the sent requests, their names will populate in the distribution list.

NOTE: "NOTAM Status to Transmit" is used for Third Party notification of NOTAM Activation and Cancellation. NOTAM Manager will generate a fax (maximum of one fax number) or email (unlimited) to Third Parties after a NOTAM number is assigned and the NOTAM status is "Active." The information will include:

1. Airport Name
2. User Name
3. User Phone Number
4. User fax number (if available)
5. NOTAM number
6. Domestic NOTAM Text
7. Comments (if applicable)
8. Date and time of transmission

NOTE: Only your Airport's Distribution List will be accessible to you.

Figure 19: NOTAM Distribution Automatic/On-Demand Option



Automatic Distribution

The Administrator can select between an automatic and on-demand distribution option. The default option is Automatic, which means a separate fax or email is sent out by the system automatically each time a NOTAM is issued or cancelled. If you prefer this option, make sure the “Turn Off Automatic Distribution” is **unchecked**.

When using the On-Demand option, fax/email will not be sent out automatically. Instead, it will be collected and stored until the Administrator manually presses the “Send Fax/Email button”. If you prefer this option, make sure the “Turn Off Automatic Distribution” is **checked**. The benefit of using the On-Demand option is that in place of sending one fax/email per NOTAM, the system will combine all the NOTAMs that have not been distributed and include them in one fax/email. This has the potential to reduce the number of faxes/emails the user receives.

NOTE: Once you make a selection between Automatic vs On-Demand, that option will remain in place until the Administrator changes the selection.

When the “New CND Email Notifications” box is checked, the user will receive an email when a new CND is created that states:

“New Closure/Restriction Diagram is now available for XXX.

Mail generated from: <https://notamsmo.aim.faa.gov/dnotam>

Please note: This email has been auto-generated by the Digital-NOTAM system and the replies to this email are not tracked by any individual.”

The user will also receive an email when the CND is expired or cancelled in NOTAM Search.

Figure 20: NOTAM Distribution: Automatically Notify

The screenshot shows the 'NOTAM Distribution' window. On the left is a 'User Admin Navigator' with options like 'Approve Users', 'Unlock Users', and 'NOTAM Distribution'. The main area contains a table of recipients and a form below it.

| Location | To | Company | E-Mail/Fax | New CND | Active | Cancelled | Auto Distribution | Last Updated At | Updated By |
|----------|----------|---------------|-------------------|---------|--------|-----------|-------------------|------------------|------------|
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 04/26/2017 14:44 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/15/2015 11:10 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 04/26/2017 14:44 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 10/19/2017 15:30 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 05/10/2017 04:02 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 10/16/2017 14:11 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:18 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:17 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 21:44 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 04/21/2017 18:07 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:33 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:32 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:22 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 21:35 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 19:55 | Jane Doe |
| CVG | John Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:17 | John Doe |
| CVG | Jane Doe | Airport Admin | email@airport.com | Y | Y | Y | Y | 06/01/2015 22:24 | Jane Doe |

Below the table is a form for 'Recipient Information'. It includes fields for 'To *', 'Company', and 'Location*'. Under 'NOTAM Status to transmit *', there are checkboxes for 'New CND Email Notifications', 'Active', 'Cancelled', and 'Automatically Notify (Active/Cancelled)'. The 'Automatically Notify' checkbox is checked. There are 'Close', 'Reset', and 'Save' buttons.

A yellow callout box with the text 'Automatically Notify' points to the checked checkbox.

When populating the NOTAM Distribution list the Administrator has the option to select “Automatically Notify” for each recipient. This will ensure that each recipient is sent an email or fax once the NOTAM has been issued or cancelled.

If the recipient does not want to be automatically notified each time a NOTAM is submitted or cancelled, **uncheck** the “Automatically Notify” box when entering the recipient’s information. The information for all third parties that do not automatically receive the NOTAMs will be stored in a list and will be available in the NOTAM Details Pane of each NOTAM.

Figure 21: NOTAM Distribution: Automatically Notify

The screenshot shows the NOTAM Manager interface. On the left is a 'Filters' sidebar with categories like 'Airports' (M54-Lebanon Muni), 'Keyword-All' (2.0), 'Aerodrome' (1.0), 'Apron', 'Obstruction', 'Runway', 'Taxiway' (1.0), and 'Status' (All, Active, etc.). The main area displays a 'NOTAM Summary' table with columns for Feature, Condition, Number, Start Date UTC, End Date UTC, and Status. Below this is the 'NOTAM Details' pane for Reference ID: 52701973, showing the status as 'ACTIVE'. A 'Notify' section is highlighted with a yellow callout box containing the text: 'Once the NOTAM has been issued, the Notify list will appear in the NOTAM Details pane. Comments can be made in the boxes provided.' The 'Notify' section includes a table with columns for Organization, Name, Phone/Email, and Action, with a 'Save' button. Below the table is a 'Domestic' section with the text: 'Domestic: !BNA 07/021 M54 TWY A1 BTN TERMINAL APN AND TWY A CLSD 1907172057-1907270100'. The 'ICAO Format' and 'Plain Text' sections provide detailed information about the NOTAM, including the issuing airport, number, effective time frame, beginning and ending times, affected areas, taxiway, and operating status.

Figure 22: Closure/Restriction NOTAMs

NOTAM Manager | Feature Manager | Reports | User Administration | **Closure/Restriction NOTAMs** | My Profile | Preferences | Feedback | Help | Logout

- e. **Closure/Restriction NOTAMs tab** (only available to NOTAM Manager Administrator Roles) – Used to manage Closure/Restriction Notice Diagrams (CNDs).

If you are an administrator for multiple airports, you will see a screen listing all of the available airports.

The screenshot shows the 'Airport Closure/Restriction NOTAM Diagram' page. The breadcrumb trail is 'FNS / NOTAM Manager / Airport Closure/Restriction NOTAMs'. The page title is 'Airport Closure/Restriction NOTAMs'. Under the 'CND MANAGER' section, there is a list of airports with a 'Manage' button next to each: BWI - Baltimore/Washington Intl Thurgood Marshall, CVG - Cincinnati/Northern Kentucky Intl, DEN - Denver Intl, EFD - Ellington, FAI - Fairbanks Intl, IAD - Washington Dulles Intl, JFK - John F Kennedy Intl, LAX - Los Angeles Intl, LHD - Lake Hood, MCI - Kansas City Intl, STL - St Louis Lambert Intl, and SWF - New York Stewart Intl. Below this is the 'Automated CNDs' section, which states: 'The following airports have automated CNDs that show existing construction related activities:' followed by a list item: 'CVG - CINCINNATI/NORTHERN KENTUCKY INTL'.

Save settings and select Download PDF to review the airport's closure/restriction NOTAM.

NOTAM Search CND URL: Auto-Generated with configurations below | Manual | Off

| | | | | | | | |
|-----------|-------|------------|--------------------------------------|------------|-------------|------|--------------|
| Map Scale | 40000 | Map Center | [-94.7138888888889,39.2976111111111] | PDF Layout | Landscape ▾ | Save | Download PDF |
|-----------|-------|------------|--------------------------------------|------------|-------------|------|--------------|

Select the desired airport, and click Manage. This will generate a window that allows you to download a copy of the PDF, change the Map Scale, Map Center, and PDF Layout orientation. There are also three options for the NOTAM Search CND URL setting:

1. “Auto-Generated with configurations below” will cause CNDs to be auto-generated by the system and a link to the automated CND to be published in NOTAM Search. Do not use this setting until you have been trained and authorized to do so.
2. “Manual” is the default setting for FNS Release 2.18, which links NOTAM Search to a manually-generated CND created by the Airport Construction Advisory Council (ACAC), when applicable. Note that the manual CND is a Construction Notice Diagram, not a Closure/Restriction Notice Diagram. “Manual” should no longer be used after your airport has been trained and authorized to use automated CNDs.
3. “Off” will deactivate CND links in NOTAM Search entirely. This is only for use by airports that have been trained and authorized to use automated CNDs.

WARNING: Do not change the CND URL setting until you have been trained and authorized to use CNDs in NOTAM Manager.

NOTE: Remember to hit “Save” after changing the Map Scale, Map Center, or PDF Layout orientation.

Figure 23: My Profile

NOTAM Manager | Feature Manager | Reports | User Administration | Closure/Restriction NOTAMS | **My Profile** | Preferences | Feedback | Help | Logout

- f. **My Profile tab** – Used to set up the User’s profile, which is attached to any actions that the User performs. (The grayed out boxes can only be changed by the programmers).

Name: Brooke Beets | User ID: brooke.ctr.beets@faa.gov | IP Address: XXX.XX.XXX.XX | [Change Password](#)

All fields marked (*) are required.

Job Title* Organization*

First Name* Last Name*

Rank Email*

Phone Number* Fax Radio MHz

Street 1* Street 2

City* State* Zip Code*

Assign Locations: *

Change Password

Used to update the following fields:

- (a) Job title
- (b) Organization
- (c) First and Last Name
- (d) Phone number and Fax Number
- (e) Work Address
- (f) Add location(s) for NOTAM issuance

Figure 24: Change Password

Change Password

A password must have:

- 8 Characters or more
- At least one Letter
- At least one Number
- At least one special character (e.g., !@#\$%^&*)
- Both passwords typed below must match

New Password*

Retype New Password*

To Change Password:

- (a) User enters new password twice.
- (b) Password must be 8 characters or longer; must contain one letter, one number, and one special character (e.g. !@#\$ %^&*).
- (c) Click Submit.

Figure 25: Preferences

g. **Preferences** Tab – When selected, Preferences Pane will appear.

The screenshot shows a 'Preferences' dialog box with the following settings:

- Show Map
- Display NOTAMs Cancelled or Expired within the past days.
- Display the Alert icon when the NOTAM expires within hours.
- Set default Location:
- Undock Translation window by default
- Collapse Filters

Buttons: Close (orange), Save (green)

- (1) Show Map – Displays an airport diagram and highlights in red, the surface (aerodrome, runway, taxiway, etc.) that User selects to issue a NOTAM for.
- (2) Display NOTAMs Cancelled/Expired – User may select the number of days by which cancelled or expired NOTAMs will be displayed in the NOTAM Summary Pane. For example, if the User chooses to view a NOTAM that was cancelled 10 days ago and the User is not currently viewing any cancelled NOTAMs, the User can change this setting to a number greater than 10 and the cancelled NOTAM will then be displayed. Cancelled/ Expired NOTAMs may be displayed up to a maximum of 30 days.
- (3) Display the Alert icon – An alert icon will display in the NOTAM Summary Pane for NOTAMs expiring within 2-168 hours.
- (4) Set Default Location – If responsible for issuing NOTAMs on multiple airfields, you may select which airfield will display when logging into NOTAM Manager.
- (5) Undock Translation Window – When creating a New NOTAM a translator window displays on the right hand side. If this box is **unchecked** the translator window can be moved around the page (See Figure 30: NOTAM Editor Pane).

NOTE: Pagination is now set on the Summary Pane page. Maximum of 100 NOTAMs per page.

Figure 26: Feedback

- h. **Feedback** – suggestions or concerns about the NOTAM Manager application can be submitted to the programming/development and deployment/training team. The feedback is reviewed and a response is forwarded to the user via telephone or email.

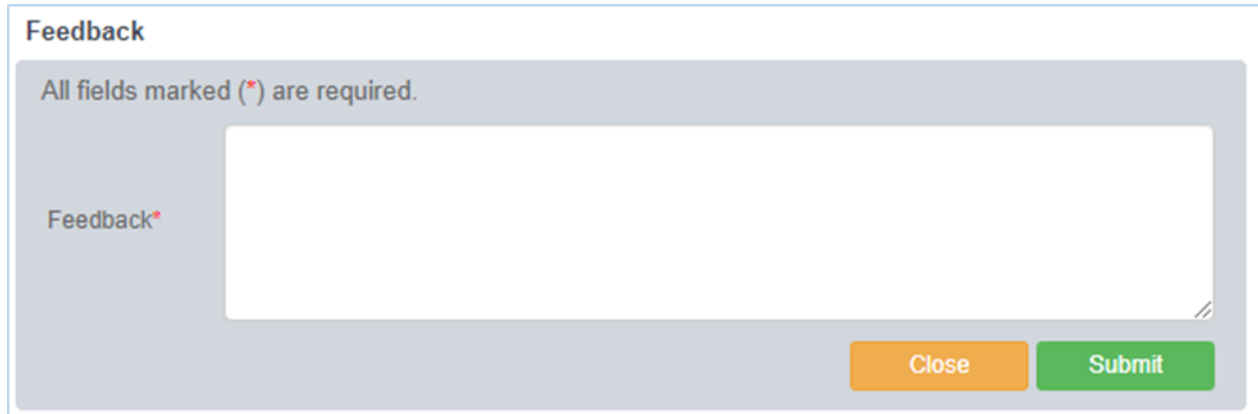
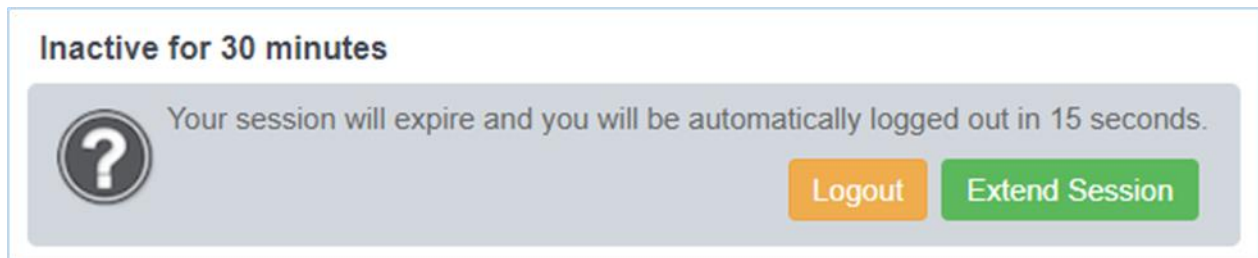


Figure 27: Help

- i. **Help** Tab– When selected, this Online User’s Manual will be displayed.

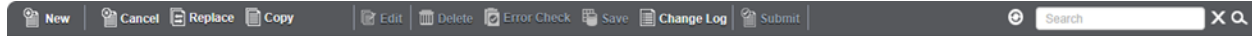
Figure 28: Logout

- j. **Logout** Tab – Select **Logout** of the Application after the User’s work has been completed. This should be done each time the User leaves assigned work area to ensure that no one else enters a NOTAM using their Profile. After 30 minutes of idle time, the system will automatically log off. Before logging the User off, the system will generate a 60 second warning. To extend the session, select “Extend Session”, or select “Logout” to end the session.



CHAPTER 4: ACTION TOOLBAR

Figure 29: Action Toolbar



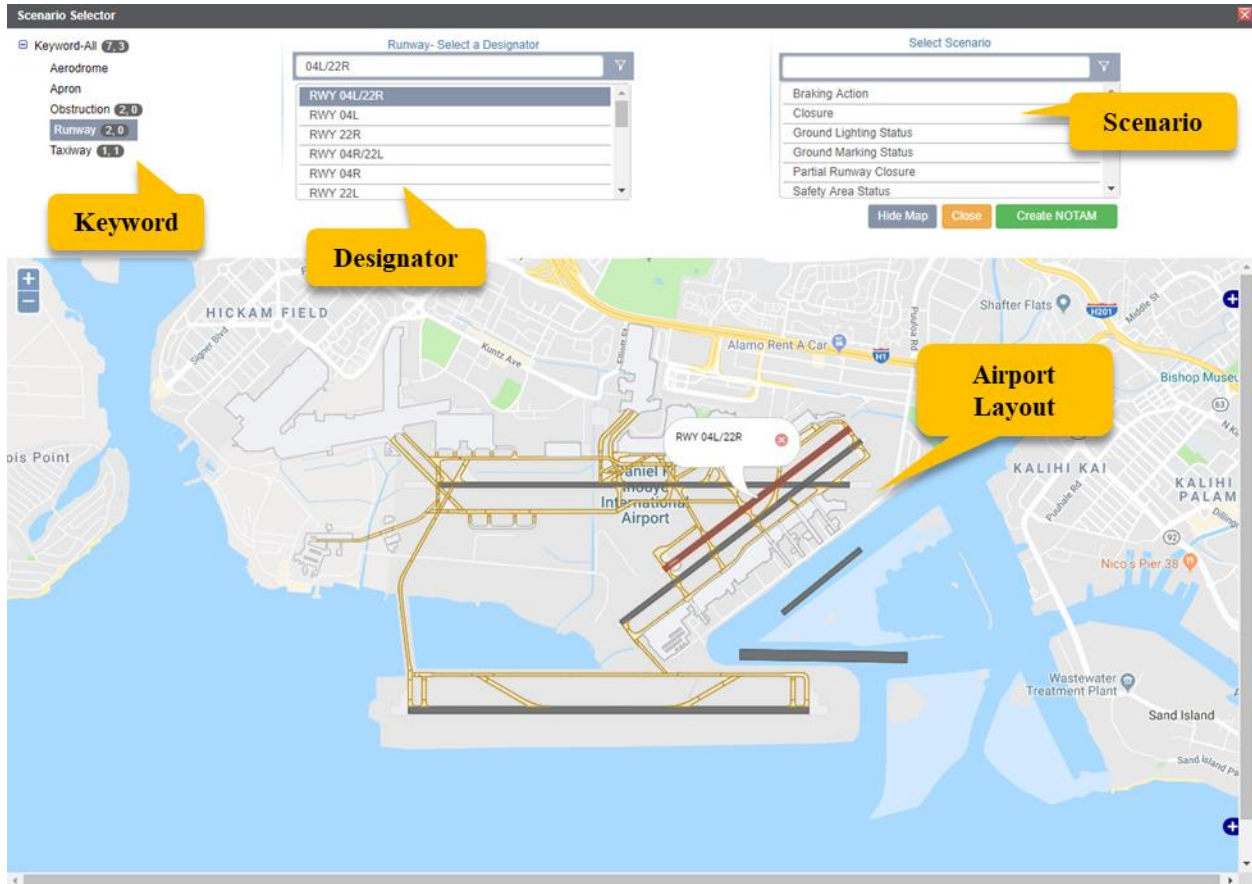
1. Action Toolbar

The Action Toolbar is located above the NOTAM Summary and Airport Pane(s). The tabs are horizontally placed across the pane and their background is a dark grey.

The action tabs are presented in groups that are separated by a pipe (|). The groupings are based on the status of the NOTAM to which the action tab applies (i.e. published or draft NOTAMs).

The *New* action tab can be used to create a new NOTAM. The *New* tab is located on the far left side of the Action Toolbar. To begin creating a new NOTAM, click the *New* tab. The resulting pop-up window, called the Options Screen, contains three columns and displays the Airport Layout below the three columns (Show Map: previously checked in Preferences).

Figure 30: Options Screen



The three columns allow selection of the Keyword, Designator, and Scenario of the NOTAM the User is creating.

Once the User has selected a Keyword, Designator, and Scenario, User selects **Create NOTAM**. This will open the NOTAM Editor Pane. Populate the necessary NOTAM information in the fields provided. The window on the right (translation window) will display the NOTAM the User is creating as the information is entered. The translation window allows the User to display the NOTAM in three formats: Domestic (FAA legacy), ICAO, and Plain Language. The current selected format is highlighted in grey.

Figure 30: NOTAM Editor Pane



NOTE: The fields provided in the NOTAM Editor Pane will vary based on the scenario selected. Scenario allows the User to create a NOTAM more efficiently by limiting the data entry fields to only those relevant to that particular NOTAM event.

NOTE: When a keyword in the options screen is selected, NOTAM Manager automatically populates with specific features associated with the selected keyword.

2. The *Cancel, Replace, and Copy* tabs

The *Cancel, Replace, and Copy* tabs apply only to published (Active, Expired, or Cancelled) NOTAMs.

- a. The *Cancel* action tab is used to cancel an existing active NOTAM. To cancel an active NOTAM, select the appropriate active NOTAM in the NOTAM summary and select *Cancel*. The resulting pop-up *Confirmation* Pane asks the User to confirm the cancellation and as an option, to enter a reason. To proceed with the cancellation of the selected NOTAM, click the *Cancel NOTAM* tab. To discontinue the cancellation, click the *Close* tab.

| |
|--|
| NOTE: If NOTAM is in “Activation in Progress” status, it cannot be cancelled. |
|--|

- b. The *Replace* action tab is used to replace an existing NOTAM by cancelling a NOTAM and creating a new one in its place with a new NOTAM number, all in one step. The *Replace* tab is used to replace only active NOTAMs. To replace a NOTAM, select an active NOTAM in the NOTAM Summary. Click the *Replace* tab. The resulting pop-up *Confirmation* Pane allows the User to continue with the replacement or return to the NOTAM Summary. To replace the NOTAM, click the *Proceed* tab. To return to the NOTAM Summary without replacing the NOTAM, click the *Close* tab.
- c. The *Copy* action tab is used to create a new NOTAM from an active, cancelled or, expired NOTAM. To copy a NOTAM, select the NOTAM in the NOTAM Summary and click the *Copy* tab. This creates a copy of the NOTAM that can be modified, discarded, saved, checked for errors, or submitted to the USNS. To return to the NOTAM Summary without action, click the red X in the upper right hand corner.

3. The *Edit, Delete, Error Check, Save and Submit* tabs

- a. The *Edit* action tab is used to edit a Draft or In Queue NOTAM. To edit a Draft or In Queue NOTAM, select the NOTAM from the NOTAM Summary, click *Edit* and make the desired changes.
- b. The *Delete* action tab can only be used to delete a draft NOTAM. To delete a NOTAM draft, select the draft in the NOTAM Summary and click the *Edit* tab. Select *Delete* and a confirmation window will appear. Select *Delete* to continue or *cancel* to allow for additional edits.
- c. The *Error Check* tab reviews the draft or New NOTAM for errors against established business rules. For example, the *Error Check* function not only checks the start and end time, but all required pieces of the NOTAM – most importantly status. A NOTAM is automatically sent through error check before submitting to the USNS. To check a draft for errors, first open the draft then click the *Edit* tab. Once the *NOTAM Editor* window opens, click the *Error Check* tab. If the draft is free of errors in logic, a *Confirmation*

Pane will pop-up saying, “No Errors found!” To return to the *NOTAM Editor*, click the *Close* tab. The NOTAM remains draft until “Submit” is selected.

NOTE: NOTAM will not be accepted into the Federal NOTAM System until errors are corrected.

- d. The *Save* tab works for new NOTAMs that are in the process of being built. Once Save is selected the NOTAM will be saved as a Draft.
- e. *Change Log* allows the user to view all actions that have taken place concerning a particular NOTAM. By selecting a NOTAM in the Summary Pane and clicking the *Change Log* tab, an information box will display changes including date, time, what activity took place and who initiated the action and any comments created for that NOTAM. The *Change Log* tab can be utilized to view changes for all NOTAMs.
- f. *Submit* action tab is used to submit NOTAMs to the USNS for activation. The tab is available and works when the NOTAM Editor is open. The *Submit* tab also performs the same error checking as the *Error Check* tab before allowing for submission of the NOTAM. A *Confirmation* window allows the User to continue with submission and activation or to return to the *NOTAM Editor*. To return to the NOTAM Editor, click the *No* tab. To continue with submission and activation click the *Yes* tab. A second *Confirmation* pop-up will appear with the resulting NOTAM and contact information for the NOTAM Issuer.
- g. *Page* displays the number of pages of NOTAMS that are available. When there is more than one page of NOTAMS, arrow heads are used to page forward or back.
- h. *Refresh* action tab refreshes a NOTAM Summary Pane.
- i. *Search* allows the user to perform a free text search of the NOTAM Summary Pane for a particular keyword, NOTAM number, scenario etc.

CHAPTER 5: AIRPORT PANE

1. Airport Pane

The Airport Pane is located on the left side of the NOTAM Manager window.

Figure 31: Airport Pane

Two numbers are shown in parentheses. The first represents Active and the second represents Draft NOTAMs that are associated with that specific keyword.

When selecting to view a particular Keyword (e.g. Taxiway), highlight the Keyword and all other NOTAMs will be filtered out.

The Status tool allows the Issuer greater flexibility to filter NOTAMs.

Collapse the Airports Pane by clicking on the black lines

| Keyword | End Date UTC | Status |
|---------|-----------------|--------|
| Taxiway | 07/26/2019 0559 | Active |
| Taxiway | 07/27/2019 2359 | Active |
| Taxiway | 07/31/2019 2359 | Active |
| Taxiway | 07/31/2019 2300 | Active |
| Taxiway | 08/31/2019 2300 | Active |
| Taxiway | 08/31/2019 2300 | Active |
| Taxiway | 08/31/2019 2300 | Active |
| Taxiway | 08/31/2019 2359 | Active |
| Taxiway | 09/01/2019 2359 | Active |
| Taxiway | 09/13/2019 1300 | Active |
| Taxiway | 09/13/2019 2359 | Active |
| Taxiway | 09/13/2019 2359 | Active |
| Taxiway | 09/15/2019 2300 | Active |
| Taxiway | 09/15/2019 2218 | Active |

2. Airport selection

The Airport Pane allows the User to choose the selected airport and sort NOTAMs in the NOTAM Summary Pane.

The only airports that are provided as choices are those for which the User has official NOTAM Issuer responsibilities. The Airport Pane can also be used to filter the NOTAMs in the NOTAM Summary by keyword. If a particular Keyword is selected, the NOTAM Summary Pane will display only those NOTAMs with that particular Keyword (i.e. Runway NOTAMs), making it easier to find a specific NOTAM. The user can also sort the NOTAMs by Status (i.e. Active or Cancelled).

3. Contents

Each Keyword is followed by two numbers separated by a “,”. The number to the left of the “,” (comma) is the number of active NOTAMs for that keyword at the selected airport. The **bold** number on right of the “,” (comma) is the number of draft NOTAMs for that keyword at the selected airport.

4. Using Airport Pane

Users with NOTAM Issuer rights to multiple airports may change the airport for which NOTAMs are displayed by selecting the desired airport from the drop down list.

To hide the Airport Pane, click the bars on the divider between the Airport Pane and the NOTAM Summary in the middle of the page (II). This will collapse the Airport Pane on the left side of the screen. To unhide the Airport Pane, click the bars on the left again.

The Airport Pane is expanded by default to show all available keywords for the selected airport. To decrease detail on the Airport Pane (i.e., hide all the keywords), click on the “minus” sign next to the word Keyword or Status. To show the keywords again, click the “plus” sign next to the word Keyword or Status.

5. NOTAM Status Tool

(The Status of a NOTAM will be displayed in both the Airport Pane and the NOTAM Summary Pane)

The *Status* column indicates the current state of a NOTAM and its relationship to the USNS. The list below describes possible entries in the Status column. This feature gives the User greater flexibility in filtering NOTAMs.

- “ALL” indicates the total number of NOTAMs.
- “Active” status indicates a NOTAM is currently in effect in the USNS.
- “Activation in Progress” status indicates a NOTAM is in the queue to be activated by FSS. This will occur only for Free Form NOTAMs.
- “Cancelled” status indicates a NOTAM has been manually de-activated or removed from the USNS prior to its end time by a NOTAM Issuer.
- “Cancellation in Progress” status indicates a NOTAM is in the queue to be cancelled by the FSS. This will occur only for Free Form NOTAMs.
- “Draft” status indicates a NOTAM has been created but has not yet been submitted to the USNS for activation.
- “Error Activating” status indicates there was an error generated by the USNS or FSS when the NOTAM was submitted. The User must correct the error and submit the NOTAM again.
- “Error Cancelling” status indicates there was an error generated by the USNS or FSS when the NOTAM was cancelled. The User must cancel the NOTAM again.
- “Expired” status indicates a NOTAM that was active until its end time, at which time the NOTAM was automatically deactivated both by the NOTAM Manager Application and by the USNS.

- “In Queue” status indicates NOTAM has been submitted with a start time beyond 7 days, and the NOTAM has been put in Queue, requiring manual submission when start time is within 7 days.

NOTE: For Alaska only for Free Form NOTAMs:

- “Activation in Progress” status indicates a NOTAM is in the queue to be faxed to an Alaskan FSS.
- “Activation Faxed” status indicates a fax was delivered to an Alaskan FSS requesting submission of a NOTAM to USNS.
- “Cancellation in Progress” status indicates a NOTAM is in the queue to be faxed to an Alaska FSS.
- “Cancellation Faxed” status indicates a fax was delivered to an Alaskan FSS requesting cancellation of a NOTAM.

NOTE: CNDs will always have a status of “Active” – the CND is generated on-demand, and expired or cancelled CNDs are not archived in the NOTAM Summary pane.

CHAPTER 6: NOTAM SUMMARY PANE

1. Purpose

The *NOTAM Summary* serves two functions:

- As a managing tool, it provides a status of Active, Draft, Cancelled, and Expired NOTAMs on which the User can take action.
- As a navigation tool, allowing the User to open a NOTAM to view details, or to find a NOTAM by using the sorting function.

Figure 32: NOTAM Summary Pane



2. Content

The *NOTAM Summary* lists the active, draft, cancelled, and expired NOTAM data for the selected airport in six columns, as well as the automated Closure/Restriction Notice Diagram (CND), if applicable. NOTAMs can be sorted by any one of the columns; the CND will always remain in the top row, regardless of sorting.


3. Column Headers

The column headers at the top of the NOTAM Summary are labels that explain the information in that column. The six columns are:

- Feature
- Condition
- Number
- Start Date UTC
- End Date UTC
- Status

The *Feature* column contains the keyword associated with the NOTAM, and is based on the keywords as defined in FAA Order Appendix 2. JO 7930.2S - Notices to Airmen (NOTAM).


The *Condition* column contains the NOTAM text in domestic format.

The *Number* column contains the NOTAM Number after being assigned by the USNS. This symbol  may appear following the NOTAM number indicating the NOTAM has been edited by a Third Party (See Figure 33).

The *Start Date UTC* column contains the effective date/time of the NOTAM (when it begins), and is listed in UTC time. This field may be blank for draft NOTAMs.

The *End Date UTC* column contains the expiration date/time of the NOTAM and is listed in UTC. This field may be blank for draft NOTAMs.

The *Status Column* (utilized by both the NOTAM Summary and the Airports Pane), indicates the current state of a NOTAM in the Summary and its relationship to the USNS.

- Active NOTAMs are displayed in normal text.
- The automated CND will be at the top with diagonal lines in the symbol .
- Draft NOTAMs are displayed in **bold** type.
- Cancelled NOTAMs are displayed with a horizontal line through the text.
- Expired NOTAMs are displayed in light gray text with a horizontal line through the text.




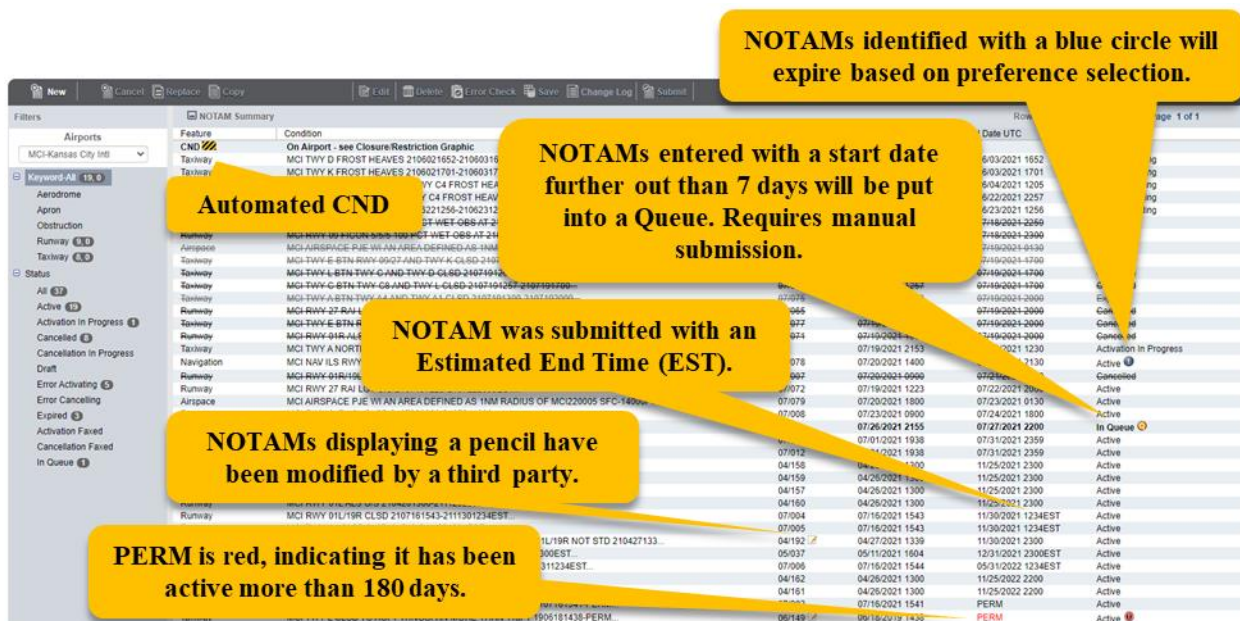
- Free Form NOTAMs will have “Activation in Progress”, “Activation Faxed”, “Cancellation in Progress”, or “Cancellation Faxed when there is intervention by the FSS.
- NOTAMs that will expire within 2-168 hours are displayed with a blue circle with an exclamation point . (NOTE: The circle will appear based on the hours you have set in your “Preferences” tab.)
- **In Queue**  will appear indicating NOTAM start time is within 7 days and the NOTAM can be manually activated.
- NOTAMs submitted with an estimated time (EST) will display with EST immediately after the indicated end time. When the estimated time has lapsed the EST NOTAM will self-cancel.
- NOTAMs submitted with a Permanent End Time (PERM) will remain in the NOTAM summary pane indefinitely. After 112 days the word PERM will turn red . In order to remove the NOTAM from the Summary Pane it will need to be cancelled (NOTAM will not expire).

Figure 33: NOTAM Alert Icons



Automated CND

NOTAMs entered with a start date further out than 7 days will be put into a Queue. Requires manual submission.

NOTAM was submitted with an Estimated End Time (EST).

NOTAMs displaying a pencil have been modified by a third party.

PERM is red, indicating it has been active more than 180 days.

NOTAMs identified with a blue circle will expire based on preference selection.

This formatting helps the User analyze the overall status of NOTAMs at a glance. Also, alternating NOTAM entries are highlighted in blue to help guide the User across a single NOTAM line.

NOTE: The CND link in the Summary Pane will always generate an automated CND, even if the automated version is not what is published in NOTAM Search. The CND link will be available even if CND is set to “Off” or “Manual” in the Closure/Restriction NOTAMs tab.

NOTE: It is possible to have blank fields in the NOTAM Summary. Blank fields are most likely to be found in draft NOTAMs as drafts are not required to have start or end dates. Also, a NOTAM that has not been activated will not have a NOTAM Number. An active NOTAM will have an entry in each field.

CHAPTER 7: HOW TO USE NOTAM SUMMARY PANE

1. Sorting to find NOTAMs in NOTAM Summary Pane

To sort the list of NOTAMs in the NOTAM Summary Pane, click on the column header and the application will sort by that column. The selected column header will turn blue and display an arrow indicating the direction the NOTAMs are sorted.

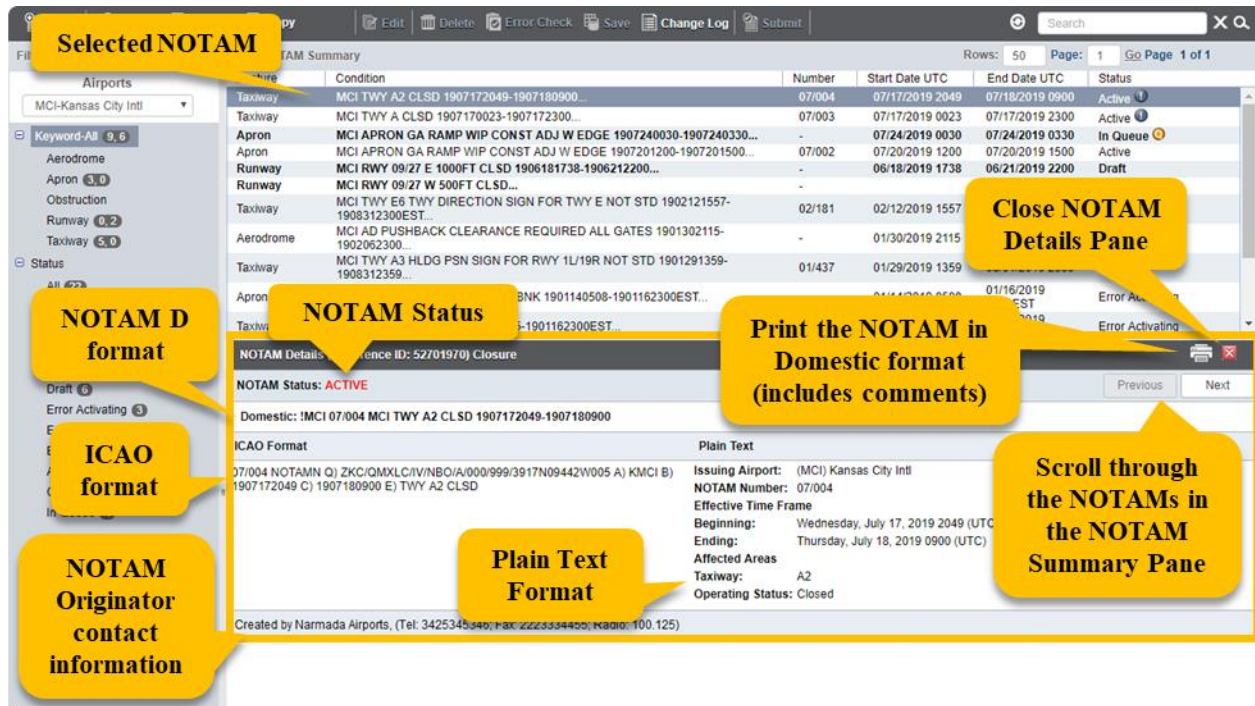
2. Opening the NOTAM Details Pane

To display a specific NOTAM on the NOTAM Details Pane, select the NOTAM of interest from the NOTAM Summary Pane.

Selecting the NOTAM will display additional details about the NOTAM based on that NOTAM's Status. Selecting an Active, Cancelled, or Expired NOTAM will open the NOTAM Details Pane. Selecting a draft NOTAM opens the NOTAM Editor Pane.

3. NOTAM Details Pane

Figure 34: NOTAM Details Pane



The NOTAM Details Pane allows the User to view and print details of an Active, Cancelled, or Expired NOTAM.

NOTE: The NOTAM Details Pane will not display for Draft NOTAMs.

4. Contents

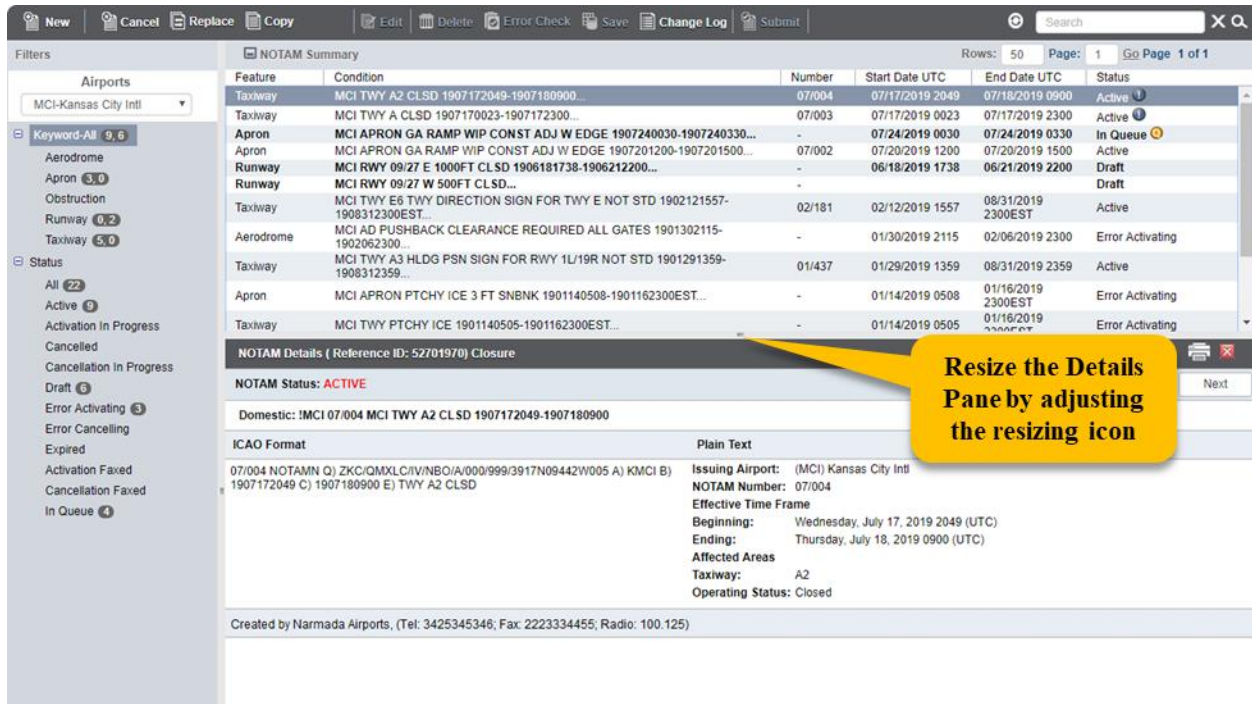
The NOTAM Details Pane shows the status of the NOTAM (i.e. Active, Cancelled, or Expired), as well as the text of the NOTAM in three different formats. These formats are:

- Domestic (FAA legacy) at the top of the NOTAM Details Pane.
- ICAO on the lower left side of the pane.
- Plain Language on the lower right side of the pane.

The bottom of the NOTAM Details Pane displays the name and contact information of the person who created the NOTAM.

The NOTAM Details Pane can be resized using the dot in the pane separator between the Details Pane and the NOTAM Summary. Click the dot to grab it, and drag to resize the pane. To close the NOTAM Details Pane click the “X” at the top right of the pane.

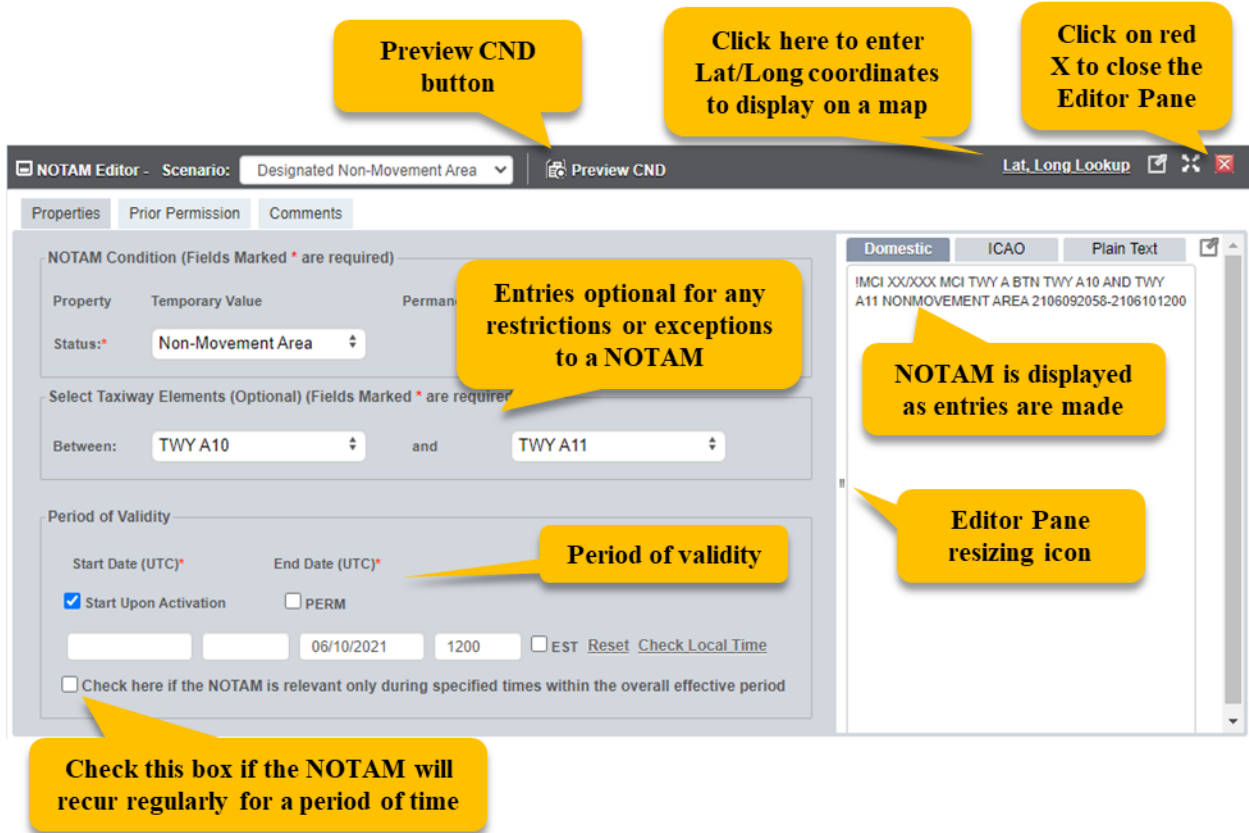
Figure 35: Resizing lines in pane separator



5. NOTAM Editor Pane

The NOTAM Editor Pane opens when a New NOTAM is being created. It will also open below the NOTAM Summary Pane when a draft NOTAM is selected.

Figure 36: NOTAM Editor Pane



NOTE: Once trained and authorized to use automated CNDs, issuers become responsible for clicking the Preview CND button and reviewing the Closure/Restriction Notice Diagram prior to issuing the NOTAM. The Preview CND button will be grayed out if it is not applicable to that scenario.

6. Purpose

The NOTAM Editor Pane is used to populate NOTAM information when creating a New NOTAM and for editing draft NOTAMs. When clicking a Draft NOTAM in the NOTAM Summary, a “read only” version of the NOTAM Editor Pane will open. In order to make changes to the “read only” version of the Draft NOTAM, the User must first click the Edit tab to enable editing.

7. Using the NOTAM Editor Pane

The NOTAM Editor Pane contains data entry fields organized by tabs at the top where the User can enter new information (New NOTAM) or edit existing NOTAM information (Draft NOTAM). On the right side of the screen the NOTAM is displayed in Domestic (FAA Legacy), ICAO, or Plain Language format as it is being built. The current display format is highlighted in blue.

The NOTAM Editor Pane can be resized using the dot in the divider between the translation window and the NOTAM Summary. Click the dot to grab it, and drag to resize the pane. To close the NOTAM Editor Pane click the “X” at the top right of the pane.

CHAPTER 8: CREATING A NEW NOTAM

New NOTAMs are created when there is NOTAM information that needs to be published that does not already exist in the NOTAM System. New NOTAMs are built using drop down menus. However, if the NOTAM cannot be entered using the existing drop down menu choices, the NOTAM information can be submitted using the Free Form template. (See CHAPTER 10: DRAFT NOTAMs)

1. Creating a New NOTAM

To create a new NOTAM:

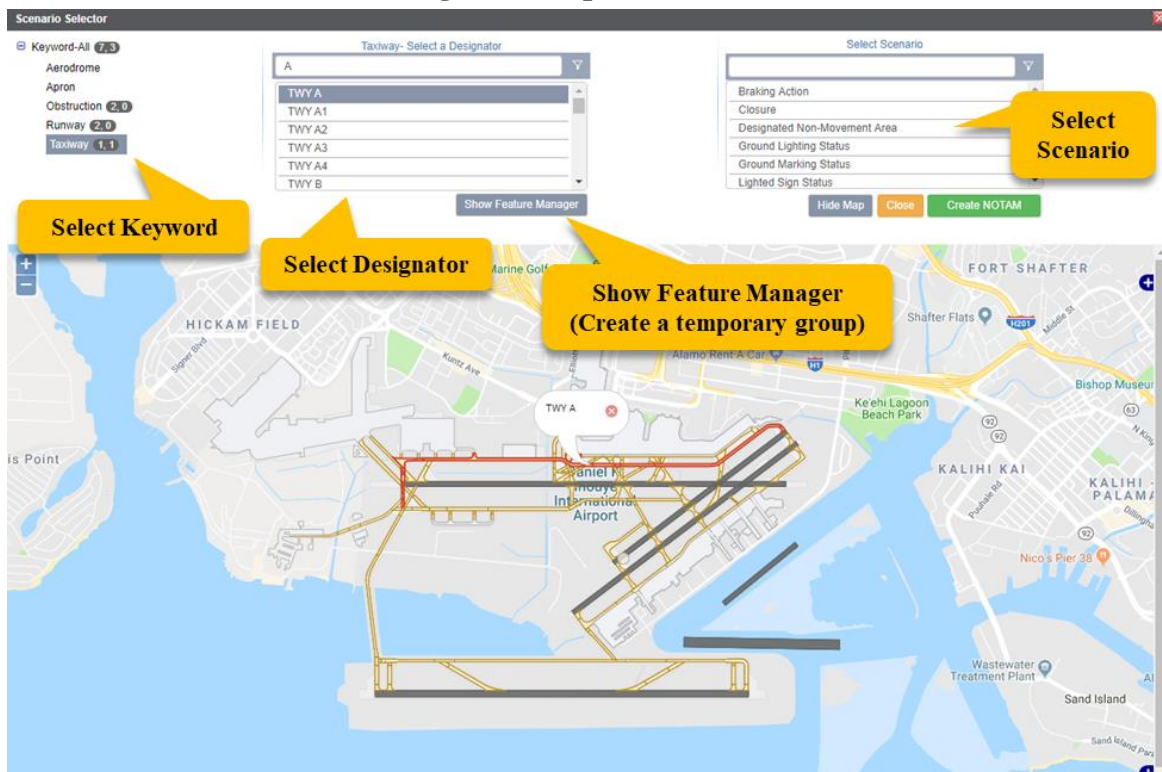
- a. Click the *New* Action tab

Figure 37: New Action tab



- b. When the *New* action tab is clicked, the *Options* screen will appear. If the User has selected the Show Map feature in preferences, a map of the airport will be displayed.

Figure 38: Options Screen



- c. The Keyword Menu will appear. The possible selections are: Aerodrome; Apron/Ramp; Obstruction; Runway; and Taxiway
- d. Select a Keyword from the list. The User's selection is highlighted in blue.
- e. Select a specific Feature from the "Select a Designator" dropdown box. The User's selection will be highlighted in red on the map.
 - (a) An alternative to "Selecting a Designator" is the option to create a temporary Feature Manager Group by clicking on "Show Feature Manager". The two differences between this Feature Manager and the version in the Administration Tool Bar (see Page 11) are:
 - 1. That the "Show Feature Manager" group is saved as a number and there is no ability to give it a name
 - 2. The "Show Feature Manager" group is temporary and will disappear from the Designator options once the NOTAM it is used for is either cancelled or it expires.
- f. Select a scenario from the "Select Scenario" dropdown box. The User's selection will be highlighted in blue.
- g. Click **Create NOTAM**. The Editor Pane will appear on the screen.

2. Editor Pane

The Editor Pane provides only the data fields necessary for the User to complete the NOTAM based on the scenario selected. This filtering happens automatically in the background.

- First, along the top, the User will see a drop down menu that shows the Scenario selected.
- Second, the User will see a bar with three tabs: Properties, Prior Permission and Comments.

Figure 40: Editor Pane

The screenshot shows the NOTAM Editor interface. At the top, the title bar reads "NOTAM Editor - Scenario: Lighted Sign Status" and "Preview CND". Below the title bar are three tabs: "Properties", "Prior Permission", and "Comments". The "Properties" tab is active and contains several sections:

- NOTAM Condition (Fields Marked * are required)**:
 - Sign Type*: Holding position sign
 - Direction: --Select Value--
 - Status*: Lights Unserviceable
- Location (Fields Marked * are required)**:
 - Between: --Select Value-- and --Select Value--
 - For: TWY G
- Additional Information (Fields Marked * are required)**:
 - Location Description: (ex: RWY 13/31)
- Period of Validity**:
 - Start Date (UTC)*: 06/10/2021
 - End Date (UTC)*: 2200
 - EST: EST
 - Reset Check Local Time
 - Check here if the NOTAM is relevant only during specified times within the overall effective period

On the right side, there is a preview pane with tabs for "Domestic", "ICAO", and "Plain Text". The "Domestic" tab is selected, showing the following text:

```
IMCI XX/XXX MCI TWY A HLDG PSN SIGN FOR TWY G  
LGT U/S 2106092109-2106102200
```

a. Properties Tab

The dropdown menus change based on the NOTAM being developed. Drop downs may include restrictions, exceptions, construction status, warning barriers, etc.

- b. Period of Validity:** This information must be filled out. All NOTAMs require an end date and time. Time must be entered as UTC.

Figure 39: Period of Validity

The screenshot shows the 'Period of Validity' form. Callouts point to the following elements:

- Start Date (UTC)***: 07/22/2019
- End Date (UTC)***: 07/27/2019
- Start Time**: 1600
- End Time**: 0100
- EST**:
- Reset** and **Check Local Time** buttons.
- Check here if the NOTAM is relevant only during specified times within**:
- Time Schedule**: Period of Validity: (4 day(s) & 9 hour(s) 0 min(s)) 07/22/2019 Monday 1600
- Day**: Daily
- Start Time**: SR
- End Time**: SS
- Add** and **Reset** buttons.
- Table**:

| Day | Start Time | End Time | Delete |
|-------|------------|----------|--------|
| Daily | SR | SS | |

Check Local Time allows the user to compare the UTC time that has been entered to the local time.

If a NOTAM is active only during a specified time frame, check the corresponding box below the date and time boxes. The start and end times will automatically populate.

The options under Day are:

- Daily
- Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

Sunrise (SR) and Sunset (SS) are also available as options for start and end times.

Selecting option Daily **does not require/allow** the User to select an end day. The other options Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday require selection of an end day.

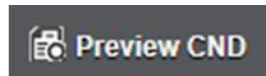
When multiple non-consecutive days are selected for a schedule, they are now displayed individually in the NOTAM with a space separating them (i.e., THU SAT MON).

When multiple (three or more) consecutive days are selected, a hyphen is used between the first and last day (i.e., THU-SAT).

NOTE- CAUTION: The schedules of intermittent NOTAMs **MUST** fall within the activation time frame of the NOTAM, otherwise the NOTAM is never considered “active.”

c. Preview CND

Figure 40: Preview CND



If your airport has not yet been trained and authorized to use automated CNDs, you may disregard this button. If your airport is authorized and using automated CNDs, click this button prior to submitting the NOTAM to preview the CND. It is important to make sure the CND is correctly depicting the NOTAM before submitting it.

d. Prior Permission Tab

The prior permission tab is for situations where an airfield may be closed, unless the pilot receives prior permission. An example of this is an air show. These events often close runways and have special procedures for landing based on prior permissions. This tab is the same no matter what scenario the User has chosen.

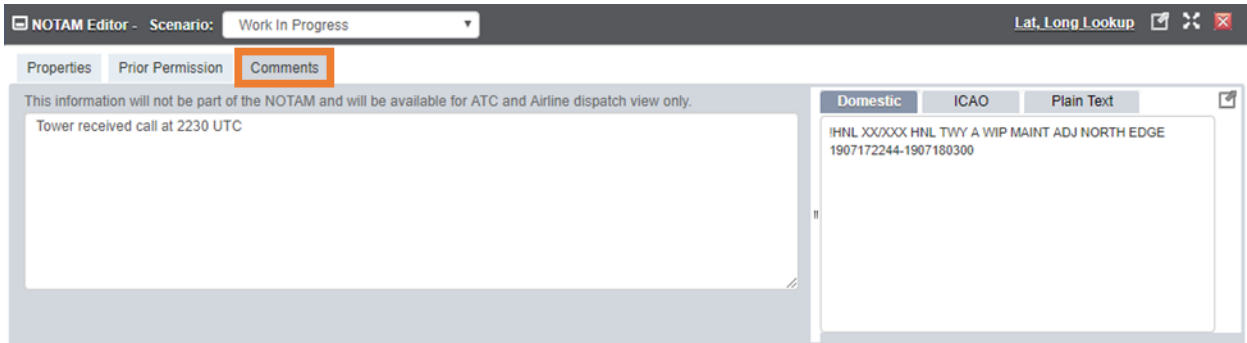
Figure 41: Prior Permission Tab



e. Comments Tab

The Comments Tab may be used for internal purposes at the discretion of the User. This information is not disseminated with the USNS NOTAM. It is only viewable by NOTAM Manager users and NOTAM recipients as identified on the distribution list. Comments are stored and can be viewed in the Change Log and the NOTAM Archive Report.

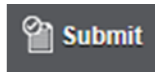
Figure 42: Comments Tab



3. NOTAM Submission and Confirmation

When the Submit tab is selected on the Action Toolbar, a confirmation message is received confirming that activation is intended. The message box contains the NOTAM and the User's contact information. By selecting "Yes" a confirmation message that the NOTAM was submitted appears.

Figure 43: Submit NOTAM



The *Submit* Tab will error check the NOTAM before submission. If it fails, an error message will be displayed. If no errors are found, the NOTAM is submitted.

Figure 44: Confirmation Message

Confirmation

Do you want to Activate the NOTAM?

!MCI XX/XXX MCI TWY C CL LGT U/S 1907180005-1908011500

| | |
|-----------------|----------------------|
| Accountability: | MCI |
| Edited by: | Amy Kynard |
| Job Title: | GIS Specialist |
| Contact: | 816-329-2550 (Phone) |

Comments (optional)

No Yes

When the NOTAM is issued and receives a NOTAM number, a Confirmation Message Box appears. The NOTAM shows up highlighted on the NOTAM Summary Pane and the NOTAM Details Pane opens displaying the NOTAM with the assigned USNS number.

Figure 45: Submission Notice

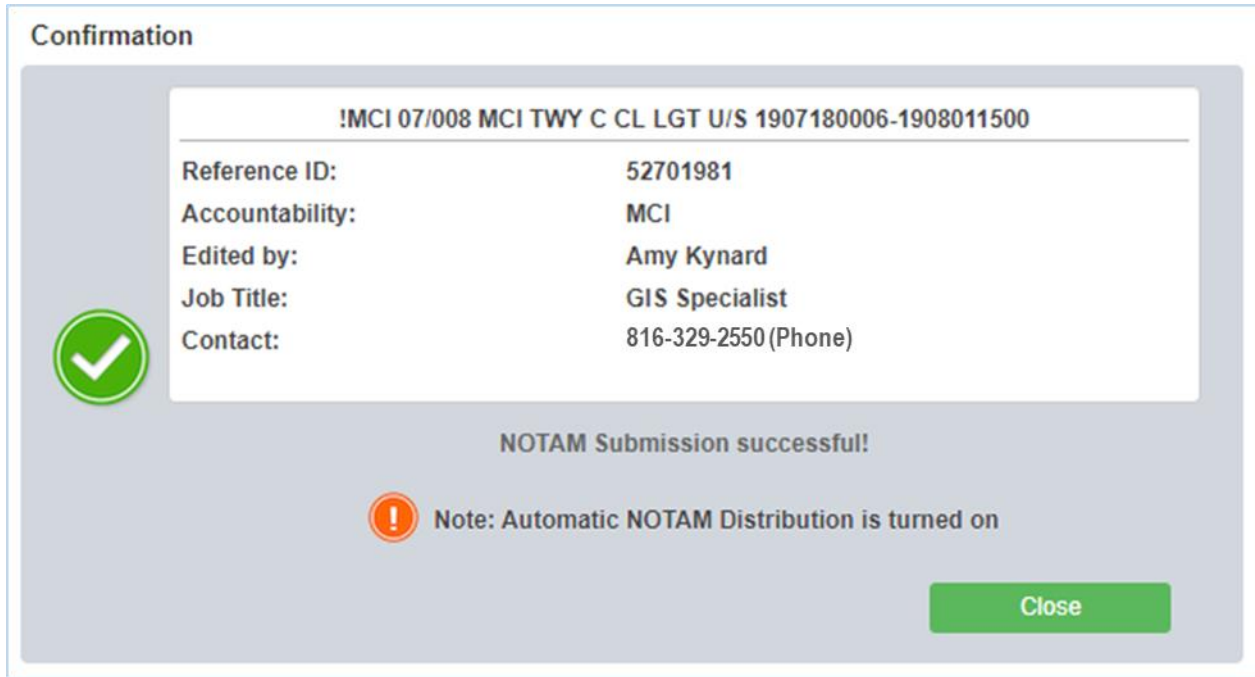
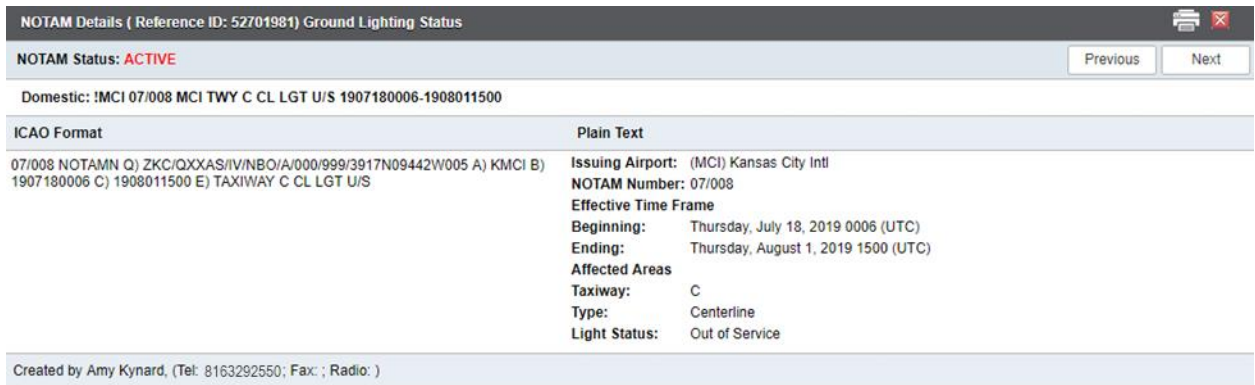


Figure 46: Format of final NOTAM



NOTE: NOTAMs Submitted beyond 7 days will be placed “In Queue.”

Figure 47: Error message generated

The screenshot shows the NOTAM Manager interface. At the top, there is a navigation bar with the Federal Aviation Administration logo and the text "Production". A system message banner at the top right reads: "As per policy 7930.2, start time cannot be later than 7 days from now, Which is '06/16/2021 2112' | Close". Below this, a yellow callout bubble points to the message with the text "System Message".

The main interface is titled "NOTAM Editor - Scenario: Closure". It contains several input fields for aircraft specifications: Operations, Aircraft Type, Wingspan (Greater/Less Than), Tail Height (Greater/Less Than), and Aircraft Weight Blw. There are "Reset" and "Add" buttons. Below these is a table for "Exceptions (Taxiway Open For)" with a "Delete" button and "No Records" listed.

A yellow callout bubble on the left side of the interface contains the text: "NOTAM will be put 'In Queue' because chosen start date is more than 7 days from current time." This bubble points to a calendar widget showing the month of June 2021. The date 06/23/2021 is selected in the calendar. Below the calendar, there are input fields for "Start Date (UTC)", "End Date (UTC)", and "PERM". The start date field contains "06/23/2021", the end date field contains "06/30/2021", and the "PERM" checkbox is unchecked. There are also time zone options for "EST" and "Reset Check Local Time".

Figure 50: In Queue Confirmation Box

Confirmation

Per Policy this NOTAM cannot be published as the begin time is beyond 7 days.
This can be put in Queue, requiring MANUAL submission later

!HNL XX/XXX HNL TWY B CLSD 1907260400-1908061800

| | |
|-----------------|----------------------|
| Accountability: | HNL |
| Edited by: | Amy Kynard |
| Job Title: | GIS Specialist |
| Contact: | 816-329-2550 (Phone) |

Comments (optional)

No Yes

NOTE: The NOTAM is placed in “In Queue” and will have to be manually submitted later.

Figure 48: NOTAM will have to be manually submitted

Confirmation

!HNL XX/XXX HNL TWY B CLSD 1907260400-1908061800

Reference ID: 52701977

Accountability: HNL

Edited by: Amy Kynard

Job Title: GIS Specialist

Contact: 816-329-2550 (Phone)

Please **MANUALLY** submit this NOTAM when begin time is within 7 days

Close

Figure 49: NOTAM start time now within 7 days, ready for manual submission

| NOTAM Summary | | Number | Start Date UTC | End Date UTC | Status |
|---------------|---|--------|-----------------|--------------------|-----------------------|
| Taxiway | MCI TWY A2 CLSD 1907172049-1907180900... | 07/004 | 07/17/2019 2049 | 07/18/2019 0900 | Active |
| Taxiway | MCI TWY A CLSD 1907170023-1907172300... | 07/003 | 07/17/2019 0023 | 07/17/2019 2300 | Expired |
| Apron | MCI APRON GA RAMP WIP CONST ADJ W EDGE 1907240030-1907240330... | - | 07/24/2019 0030 | 07/24/2019 0330 | In Queue |
| Apron | MCI APRON GA RAMP WIP CONST ADJ W EDGE 1907201200-1907201500... | 07/002 | 07/20/2019 1200 | 07/20/2019 1500 | Active |
| Runway | MCI RWY 09/27 E 1000FT CLSD 1906181738-1906212200... | - | 06/18/2019 1738 | 06/21/2019 2200 | Draft |
| Runway | MCI RWY 09/27 W 500FT CLSD... | - | - | - | Draft |
| Taxiway | MCI TWY E6 TWY DIRECTION SIGN FOR TWY E NOT STD 1902121557-1908312300EST... | - | - | - | Active |
| Aerodrome | MCI AD PUSHBACK CLEARANCE REQUIRED ALL GATES 1901302115-1902062300... | - | - | - | 2300 Error Activating |
| Taxiway | MCI TWY A3 HLDG PSN SIGN FOR RWY 1L/19R NOT STD 1901291359-1908312359... | - | - | - | 2359 Active |
| Apron | MCI APRON PTCHY ICE 3 FT SBNK 1901140508-1901162300EST... | - | - | - | Error Activating |
| Taxiway | MCI TWY PTCHY ICE 1901140505-1901162300EST... | - | 01/14/2019 0505 | 01/16/2019 2300EST | Error Activating |
| Apron | MCI APRON TXL A9 BTN TWY B AND TERMINAL A APN CLSD 1809251509-PERM... | 09/112 | 09/25/2018 1509 | PERM | Active |
| Apron | MCI APRON TXL G BTN TWY B AND TXL G1 CLSD 1806082006-PERM... | 06/045 | 06/08/2018 2006 | PERM | Active |
| Taxiway | MCI TWY F IRREGULAR SFC 1806161409-2011272359... | 06/077 | 06/16/2018 1409 | 11/27/2020 2359 | Active |
| Aerodrome | CONSTRUCTION ON AIRPORT - SEE CONSTRUCTION GRAPHIC... | N/A | 04/29/2016 1148 | - | Active |

When the orange circle appears, the NOTAM can be manually submitted.

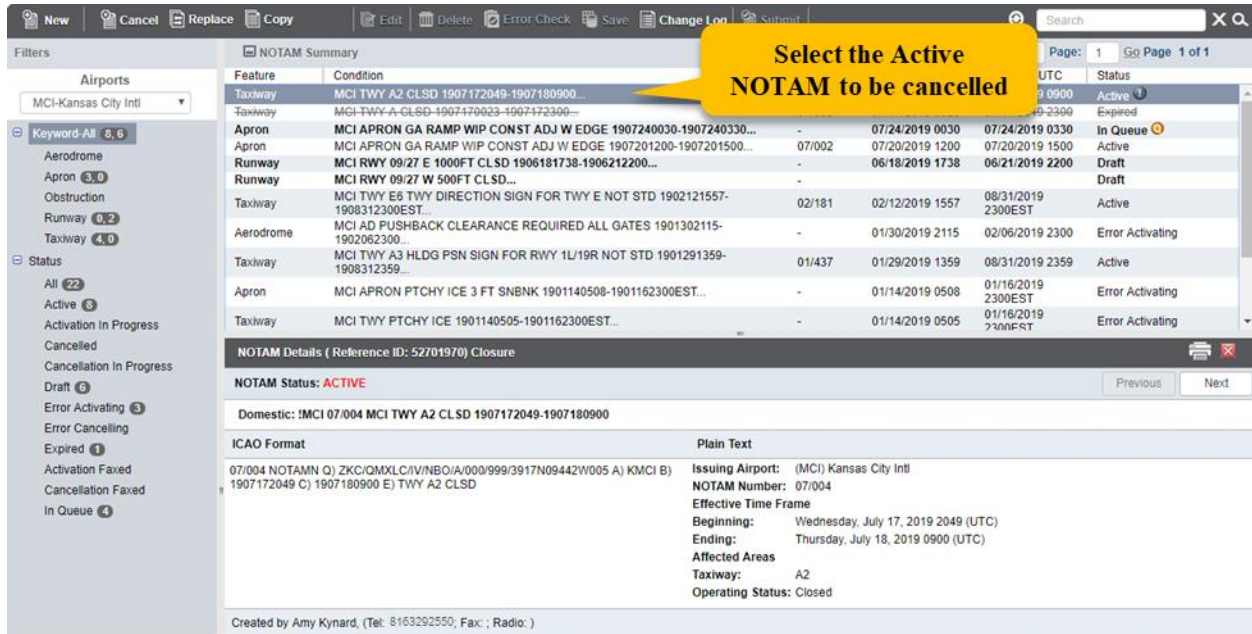
NOTE: The NOTAM will remain “In Queue” until it is either manually activated or deleted.

CHAPTER 9: CANCELLING, REPLACING AND COPYING NOTAMS

1. Cancelling a NOTAM

- a. The Cancel action tab is used to cancel an active NOTAM before its end time.

Figure 50: Existing NOTAM



- b. Select the Active NOTAM to be cancelled. The selected NOTAM will be highlighted and NOTAM Details Pane will be displayed.

NOTE: Only NOTAMs created in NOTAM Manager can be cancelled through NOTAM Manager.

NOTE: To cancel a CND, you must cancel the relevant NOTAM(s) – the CND itself cannot be cancelled.

- c. Select **Cancel**.

Figure 51: Cancel

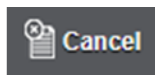



Figure 52: Cancel Confirmation

Confirmation

Do you want to CANCEL the NOTAM ?

Domestic: !MCI 07/004 MCI TWY A2 CLSD 1907172049-1907180900

Created by Amy Kynard, (Tel: 816-329-2550; Fax: ; Radio:)

 Reason for cancellation (optional)

- Hazard no longer exists.
- Details of Hazard have changed. A new NOTAM will be issued.
- Issued NOTAM is incorrect.
- Other

After selecting Cancel, a confirmation box will appear confirming the intent to cancel the selected NOTAM. Entering the reason for the cancellation is optional. Not entering a reason will not affect the cancellation process. The “Reason for cancellation” comments will appear in the NOTAM Archive Report.



NOTE: To disregard the request to cancel the NOTAM, Close must be selected.

d. Cancellation Confirmation

Figure 53: Cancellation Notice

Confirmation

NOTAM successfully cancelled!

 Note: Automatic NOTAM Distribution is turned off 

After receiving Confirmation, the NOTAM is now cancelled. This NOTAM will appear in the NOTAM Summary Pane as a cancelled NOTAM.

Figure 54: NOTAM Summary Pane

| NOTAM Summary | | | | | | Rows: 50 | Page: 1 | Go Page 1 of 1 |
|---------------|---|--------|-----------------|--------------------|------------------|----------|---------|----------------|
| Feature | Condition | Number | Start Date UTC | End Date UTC | Status | | | |
| Apron | MCI APRON GA RAMP WIP CONST ADJ W EDGE 1907201200-1907201500... | 07/002 | 07/20/2019 1200 | 07/20/2019 1500 | Cancelled | | | |
| Taxiway | MCI TWY A2 CLSD 1907172049-1907180900... | 07/004 | 07/17/2019 2049 | 07/18/2019 0900 | Cancelled | | | |
| Taxiway | MCI TWY A CLSD 1907170023-1907172300... | 07/003 | 07/17/2019 0023 | 07/17/2019 2300 | Cancelled | | | |
| Apron | MCI APRON GA RAMP WIP CONST ADJ W EDGE 1907240030-1907240330... | - | 07/24/2019 0030 | 07/24/2019 0330 | Cancelled | | | |
| Runway | MCI RWY 09/27 E 1000FT CLSD 1906181738-1906212200... | - | 06/18/2019 1738 | 06/21/2019 2200 | Cancelled | | | |
| Runway | MCI RWY 09/27 W 500FT CLSD... | - | 06/18/2019 1738 | 06/21/2019 2200 | Cancelled | | | |
| Taxiway | MCI TWY E6 TWY DIRECTION SIGN FOR TWY E NOT STD 1902121557-1908312300EST... | 02/181 | 02/12/2019 1557 | 08/31/2019 2300 | Active | | | |
| Aerodrome | MCI AD PUSHBACK CLEARANCE REQUIRED ALL GATES 1901302115-1902062300... | - | 01/30/2019 2115 | 02/06/2019 2300 | Error Activating | | | |
| Taxiway | MCI TWY A3 HLDG PSN SIGN FOR RWY 1L/19R NOT STD 1901291359-1908312359... | 01/437 | 01/29/2019 1359 | 08/31/2019 2359 | Active | | | |
| Apron | MCI APRON PTCHY ICE 3 FT SBNK 1901140508-1901162300EST... | - | 01/14/2019 0508 | 01/16/2019 2300EST | Error Activating | | | |
| Taxiway | MCI TWY PTCHY ICE 1901140505-1901162300EST... | - | 01/14/2019 0505 | 01/16/2019 2300EST | Error Activating | | | |
| Apron | MCI APRON TXL A9 BTN TWY B AND TERMINAL A APN CLSD 1809251509-PERM... | 09/112 | 09/25/2018 1509 | PERM | Active | | | |
| Apron | MCI APRON TXL G BTN TWY B AND TXL G1 CLSD 1806082006-PERM... | 06/045 | 06/08/2018 2006 | PERM | Active | | | |
| Taxiway | MCI TWY F IRREGULAR SFC 1806161409-2011272359... | 06/077 | 06/16/2018 1409 | 11/27/2020 2359 | Active | | | |
| Aerodrome | CONSTRUCTION ON AIRPORT - SEE CONSTRUCTION GRAPHIC... | N/A | 04/29/2016 1148 | | Active | | | |

Cancelled NOTAMs will have a line through them.

2. Replacing an Active NOTAM

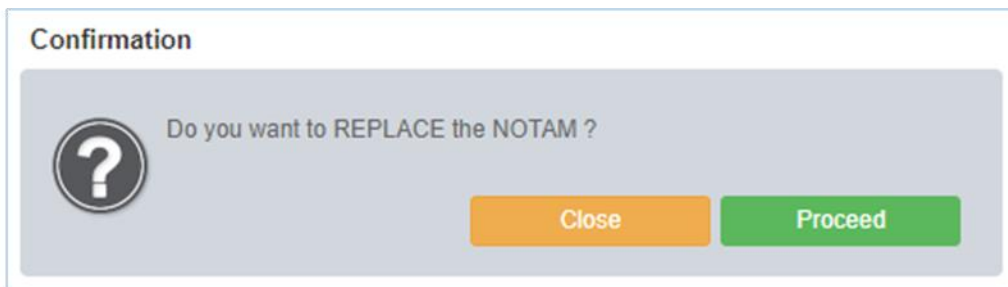
Figure 55: Replace



The **Replace** action tab is used to cancel an active NOTAM and replace it with a similar NOTAM.

- Select an active NOTAM.
- Select Replace.
- Select Proceed with REPLACE Confirmation Pop-up.

Figure 56: Replace Confirmation Message



- Change the appropriate fields.
- Click the Submit tab when finished.
- Click yes in the Confirmation Message.
- Click Close in the Replacement Notice.

Figure 60: Replacement Confirmation Message

Confirmation

Do you want to Activate the NOTAM?

Please note NOTAM 07/005 will be cancelled.

!MCI XX/XXX MCI RWY 09/27 CLSD 1907201300-1907211800

| | |
|-----------------|----------------------|
| Accountability: | MCI |
| Edited by: | Amy Kynard |
| Job Title: | GIS Specialist |
| Contact: | 816-329-2550 (Phone) |

Comments (optional)

Figure 61: Replacement Notice


Confirmation

NOTAM 07/005 is cancelled.

!MCI 07/006 MCI RWY 09/27 CLSD 1907201300-1907211800

| | |
|-----------------|----------------------|
| Reference ID: | 52701978 |
| Accountability: | MCI |
| Edited by: | Amy Kynard |
| Job Title: | GIS Specialist |
| Contact: | 816-329-2550 (Phone) |

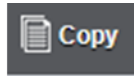
NOTAM Submission successful!

 Note: Automatic NOTAM Distribution is turned on

NOTE: The initial NOTAM will **not** cancel until the replacement NOTAM is activated.

3. Copying an Active, Cancelled or Expired NOTAM

Figure 57: Copy



The **Copy** tab is to be used to mimic the data in an active, cancelled or expired NOTAM.

- a. Select the active, cancelled or expired NOTAM in the NOTAM Summary Pane.
- b. Change the appropriate fields.
- c. Click the Submit tab when finished.

CHAPTER 10: DRAFT NOTAMs

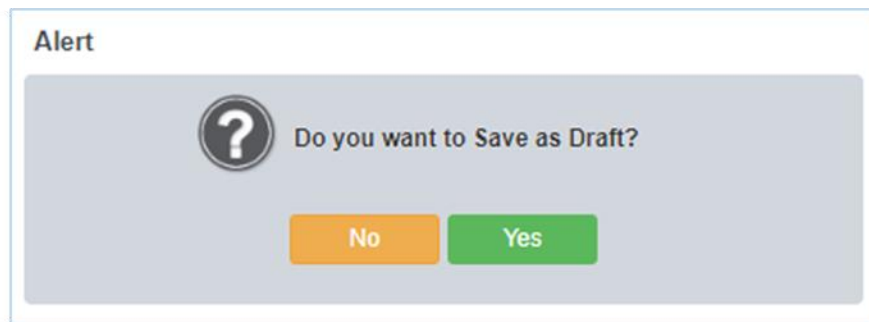
1. Saving and Editing a NOTAM as a Draft

Figure 58: Save



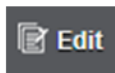
- a. To create a draft NOTAM, populate the NOTAM information as if creating a new NOTAM and select *Save*. This will save the draft NOTAM in the NOTAM Summary Pane.

Figure 59: Save as Draft Confirmation Message



- b. Editing an existing Draft or In Queue NOTAM:
 - (a) To edit a Draft or In Queue NOTAM, select the NOTAM from the NOTAM Summary Pane and click the *Edit tab*.

Figure 60: Edit Tab



- (b) Make the appropriate changes.
- (c) Select *Save* or *Submit*.

2. Deleting a draft NOTAM

The delete function is to be used to delete a draft NOTAM. This only works for draft NOTAMs. It will **not** work for existing NOTAMs.

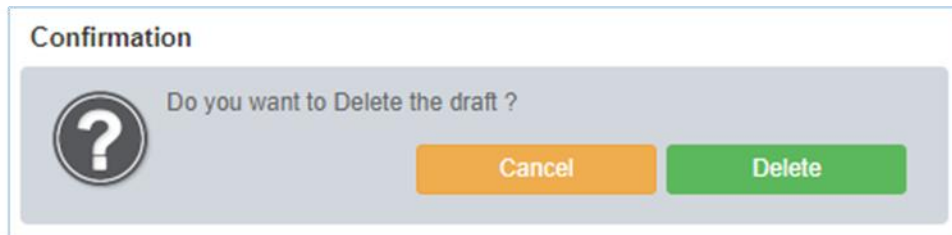
Figure 61: Delete Tab



NOTE: Once deleted, the Draft NOTAM information cannot be accessed.

- a. To delete a draft NOTAM click on the draft NOTAM in the NOTAM Summary Pane.
- b. Select the Edit tab, which will enable the Delete tab.

Figure 62: Deletion Confirmation Message

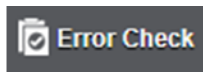


- c. The draft NOTAM has been deleted.

3. Error-checking a Draft NOTAM or a NOTAM not yet submitted

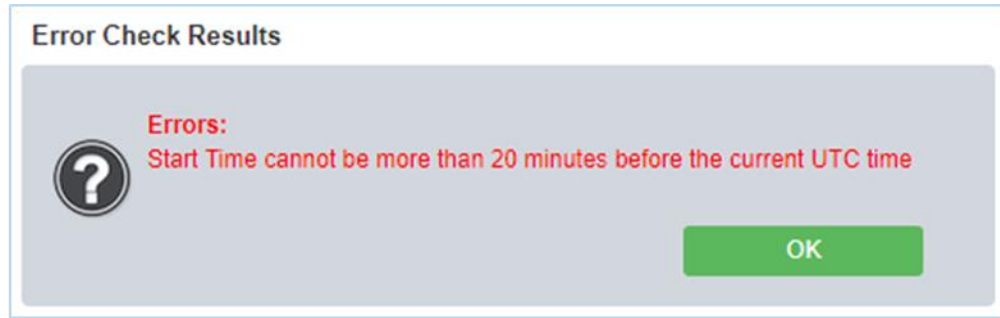
The **Error Check** tab may be used on draft NOTAMs and NOTAMs being created before submission. This will validate the NOTAM against all business rules, but it will **not** activate the NOTAM.

Figure 63: Error Check Tab



- a. Click the **Error Check** tab.
- b. Any missing or erroneous fields will be highlighted. The Error Check will indicate whether the NOTAM passes all the proper validation rules. If errors are noted, correct the NOTAM before submitting.

Figure 64: Error Message

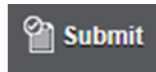


If no errors are identified, the NOTAM is now validated and may be submitted.

4. Submit NOTAM

To activate the NOTAM, click *Submit*.

Figure 70: Submit NOTAM Tab



To submit a NOTAM start from a *New* NOTAM or a draft NOTAM. Whether a *New* NOTAM or a draft NOTAM, make sure all data entered is correct.

The *Submit* Tab will error check the NOTAM before submission. If it fails, an error message will be displayed. If no errors are found, the NOTAM is submitted.

Figure 71: Confirmation Message

Confirmation

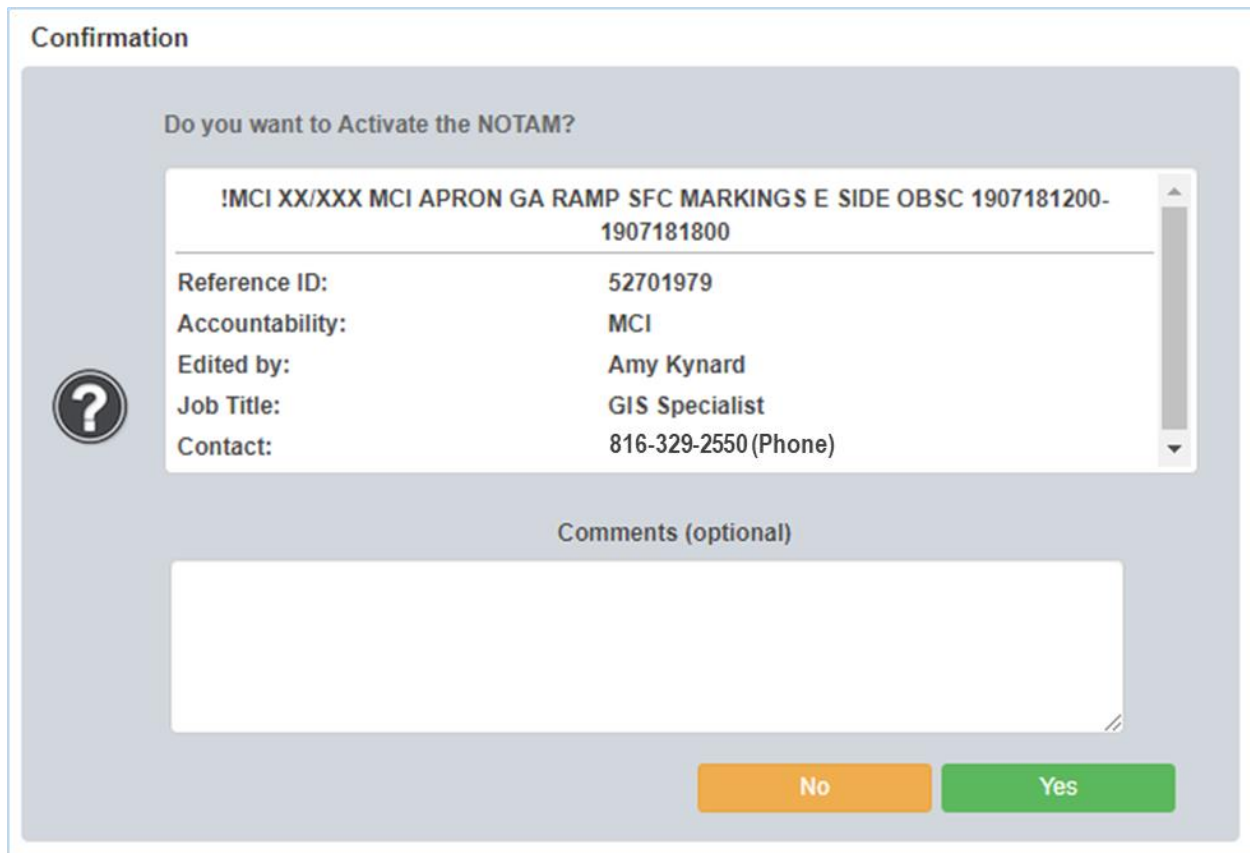
Do you want to Activate the NOTAM?

!MCI XX/XXX MCI APRON GA RAMP SFC MARKINGS E SIDE OBSC 1907181200-1907181800

| | |
|-----------------|----------------------|
| Reference ID: | 52701979 |
| Accountability: | MCI |
| Edited by: | Amy Kynard |
| Job Title: | GIS Specialist |
| Contact: | 816-329-2550 (Phone) |

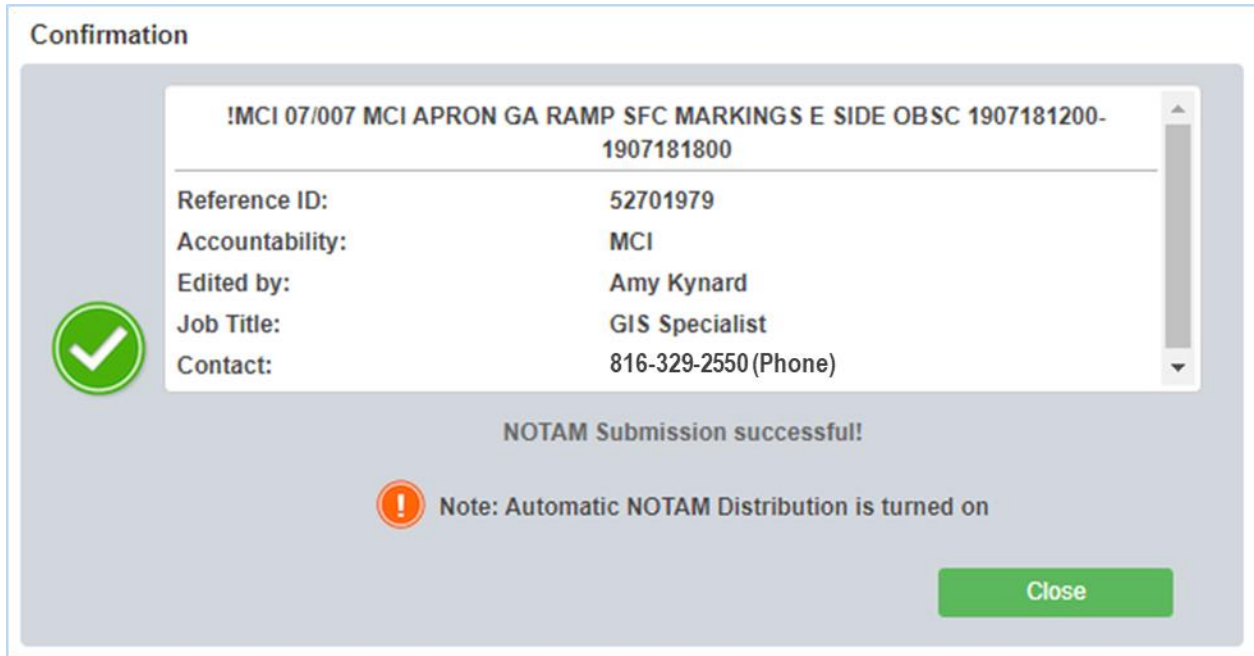
Comments (optional)

No Yes

A screenshot of a 'Confirmation' dialog box. The title bar says 'Confirmation'. The main content area has a light gray background. At the top, it asks 'Do you want to Activate the NOTAM?'. Below this is a white box containing a NOTAM message: '!MCI XX/XXX MCI APRON GA RAMP SFC MARKINGS E SIDE OBSC 1907181200-1907181800'. Underneath the message is a table with five rows of metadata: Reference ID (52701979), Accountability (MCI), Edited by (Amy Kynard), Job Title (GIS Specialist), and Contact (816-329-2550 (Phone)). To the left of this table is a circular icon with a question mark. Below the table is a text area labeled 'Comments (optional)'. At the bottom right, there are two buttons: an orange 'No' button and a green 'Yes' button.

- Double check the *Confirmation message* to ensure NOTAM validity.
- Select **Yes** on the Confirmation Message.

Figure 65: Submission Notice



- c. The Confirmation message will display after the NOTAM has been assigned a NOTAM number. The NOTAM is now active. Select “**Close**” to close the Submission Notice confirmation box. This NOTAM will be displayed on the NOTAM Summary Pane.

CHAPTER 11: ENTERING A FREE FORM NOTAM

1. Creation of Free Form NOTAMs

On occasion, there may be a NOTAM that has to be issued and a scenario is not available in the drop down menu. If this occurs, the Free Form option is available. This allows the User to type the scenario via Free Form. When the NOTAM is submitted, it is routed to Flight Service to be processed. Free Form should not be used unless the desired NOTAM has the two following characteristics: the NOTAM does not fit in any of the other templates and the NOTAM falls under the airport's authority.

- Click on New.
- Select Keyword.
- Select Designator. If none available, select Free Form TWY or Apron as appropriate.
- Scroll down and Highlight "Free Form" in the Scenario list.
- Select Create NOTAM.

Figure 66: Free Form

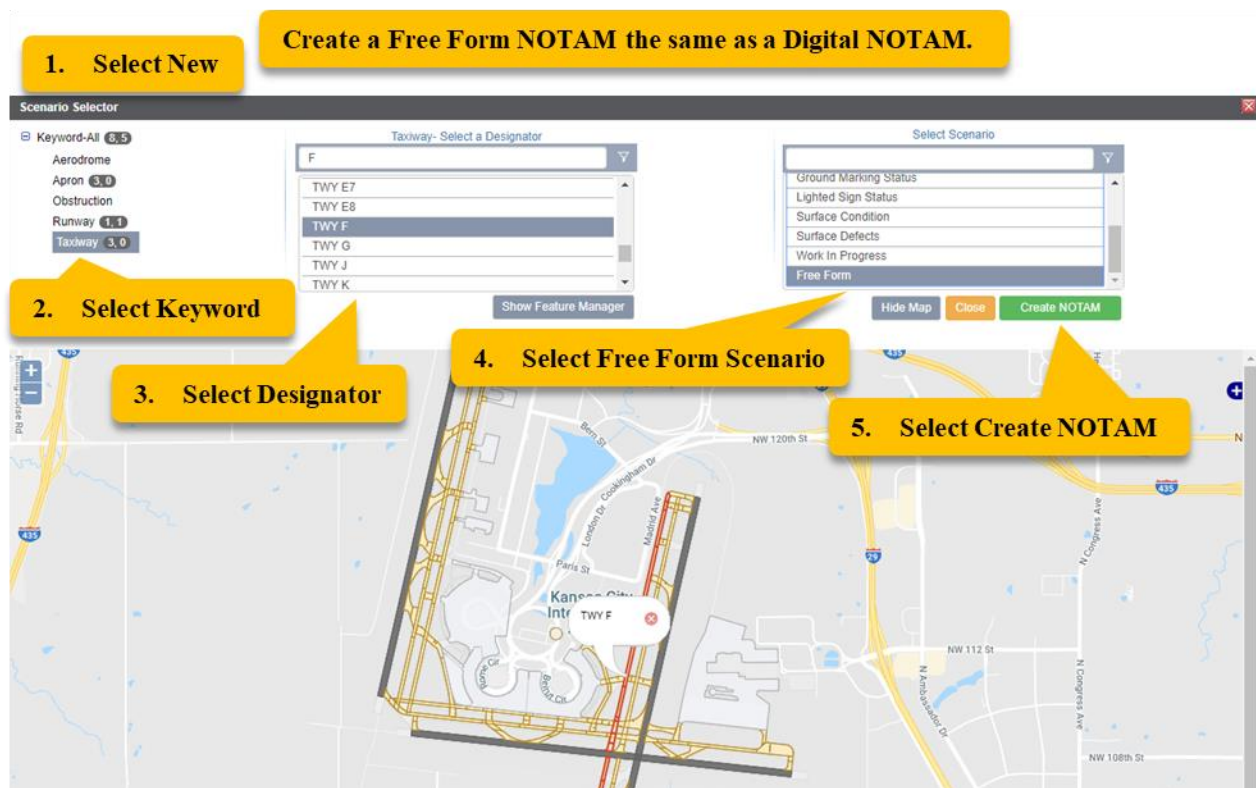
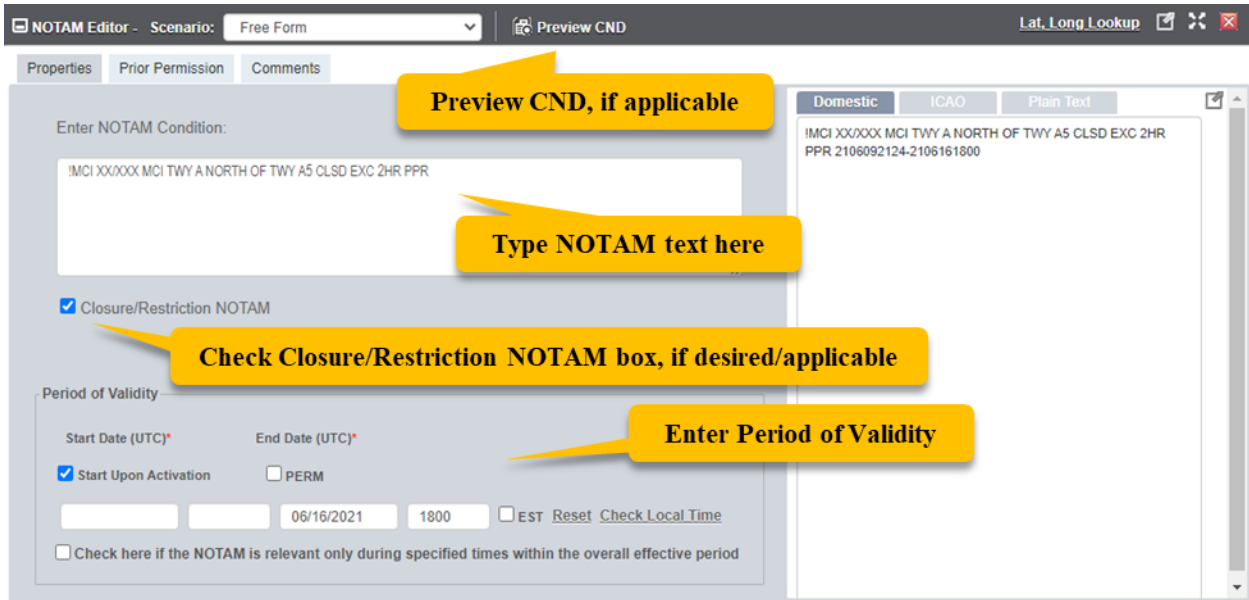


Figure 67: Free Form NOTAM Template



- f. Type in your NOTAM text – ensure information entered is consistent with business rules.
- g. If your airport is authorized to use automated CNDs and you want the NOTAM to appear on the Closure/Restriction Notice Diagram, check the Closure/Restriction NOTAM box. If your airport is not yet authorized to use automated CNDs, please disregard this checkbox.
- h. Enter the Start and Stop Dates and Times.
- i. If you checked the Closure/Restriction NOTAM box, preview the CND.
- j. Click on Submit.

Figure 68: Confirmation Message

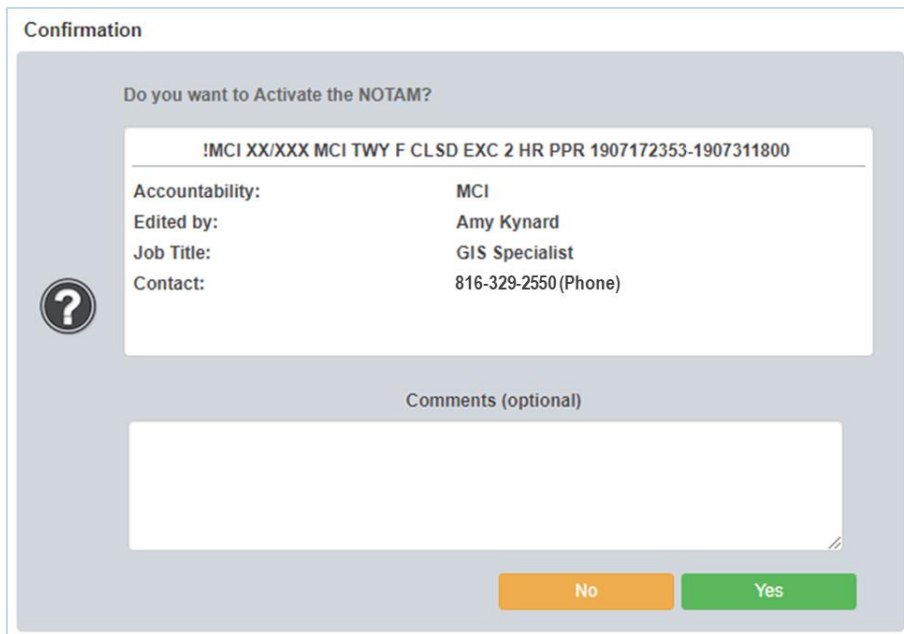
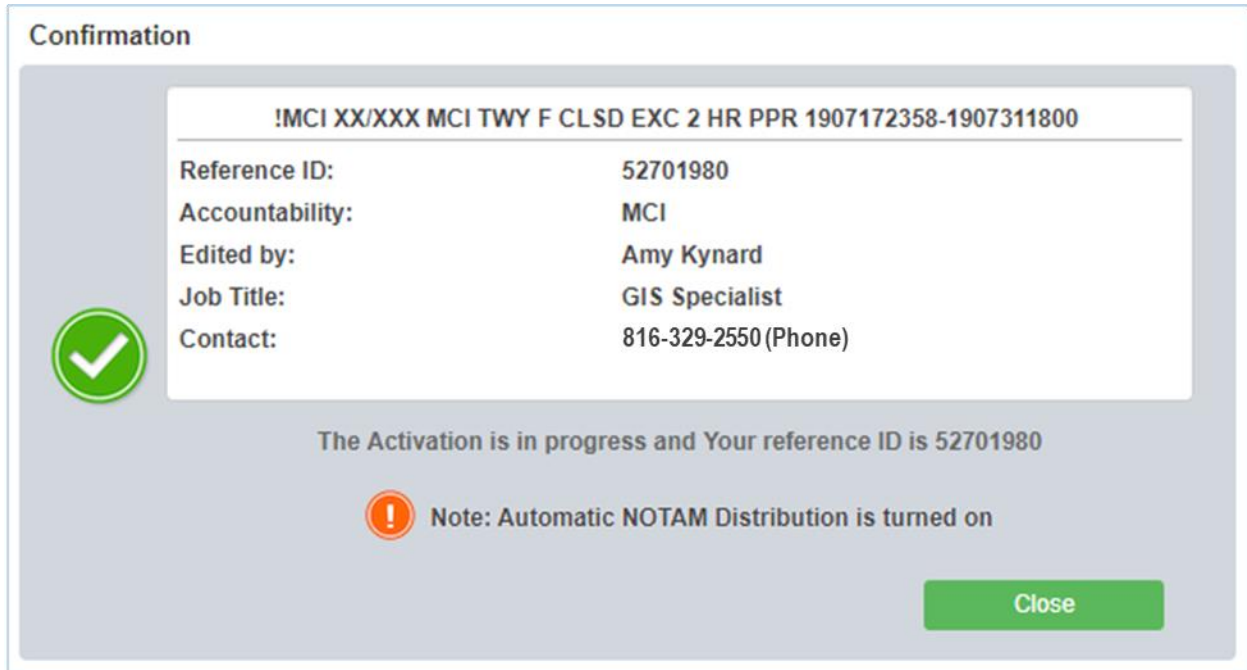


Figure 69: Activation Confirmation Message



CONTINENTAL US AND HAWAII:

Upon receipt of Confirmation pop-up, a NOTAM is sent to the appropriate Flight Service Station. The NOTAM appears in the NOTAM Summary Pane without a NOTAM number and with "Activation in Progress" in the Status column.

A Flight Service specialist will enter the NOTAM into the NOTAM System.

When the NOTAM is received back from the USNS, the NOTAM number is inserted and the status changes to "Active" in the NOTAM Summary Pane. If a change has been made to the Free Form NOTAM, the edited NOTAM will replace the original NOTAM.

Figure 70: Free Form NOTAM Activation in Progress

| NOTAM Summary | | Rows: 50 | Page: 1 | Go Page 1 of 1 | |
|---------------|---|----------|-----------------|--------------------|------------------------|
| Feature | Condition | Number | Start Date UTC | End Date UTC | Status |
| Apron | MCI APRON GA RAMP WIP CONST ADJ W EDGE 1907201200-1907201500... | 07/002 | 07/20/2019 1200 | 07/20/2019 1500 | Cancelled |
| Apron | MCI APRON TXL G BTN TWY B AND TXL G1 CLSD 1806082006-PERM... | 06/045 | 06/08/2018 2006 | PERM | Active |
| Runway | MCI RWY 09/27 CLSD 1907201000-1907211800... | 07/005 | 07/20/2019 1000 | 07/21/2019 1800 | Cancelled |
| Runway | MCI RWY 09/27 | - | 06/18/2019 1738 | 06/21/2019 2200 | Draft |
| Runway | MCI RWY 09/27 | 07/006 | 07/20/2019 1300 | 07/21/2019 1800 | Active |
| Taxiway | MCI TWY A3 HL 1908312359... | 01/437 | 01/29/2019 1359 | 08/31/2019 2359 | Active |
| Taxiway | MCI TWY PTCH | - | 01/14/2019 0505 | 01/16/2019 2300EST | Error Activating |
| Taxiway | MCI TWY A-CLSD | 07/003 | 07/17/2019 0023 | 07/17/2019 2300 | Expired |
| Taxiway | MCI TWY A2 CLSD 1907172049-1907180000... | 07/004 | 07/17/2019 2049 | 07/18/2019 0000 | Cancelled |
| Taxiway | MCI TWY F CLSD EXC 2 HR PPR 1907172358-1907311800... | - | 07/17/2019 2358 | 07/31/2019 1800 | Activation In Progress |
| Taxiway | MCI TWY E6 TWY DIRECTION SIGN FOR TWY E NOT STD 1902121557-1908312300EST... | 02/181 | 02/12/2019 1557 | 08/31/2019 2300EST | Active |
| Taxiway | MCI TWY F IRREGULAR SFC 1806161409-2011272359... | 06/077 | 06/16/2018 1409 | 11/27/2020 2359 | Active |

| NOTAM Details (Reference ID: 52701980) Free Form | | NOTAM Activation in Progress |
|---|--|------------------------------|
| NOTAM Status: ACTIVATION IN PROGRESS | | Previous Next |
| Domestic: !MCI XX/XXX MCI TWY F CLSD EXC 2 HR PPR 1907172358-1907311800 | | |

Created by Amy Kynard, (Tel: 8163292550 Fax: ; Radio:)

NOTE: For locations served by an AFSS using the OASIS system (Currently all of Alaska), in place of an E NOTAM being generated, a fax will be sent to the AFSS with the Free Form NOTAM information. The AFSS will then use the legacy process for submitting the NOTAM to the US NOTAM System.

- The NOTAM will appear on the NOTAM Summary Pane briefly with a status of “Activation in Progress.”
- When the Fax is successfully delivered to the AFSS, the status changes to “Activation Faxed.”
- The AFSS will then enter the NOTAM into the USNS.
- When NOTAM Manager receives the numbered NOTAM from USNS, an additional entry will appear in the NOTAM Summary Pane. It is the official numbered NOTAM which will have an “Active” status.
- At this point, there will be two entries in the NOTAM Summary. The official numbered NOTAM which will be in “Active” status, and the original Free Form request which will be in “Activation Faxed” status. The request will not have a NOTAM number.
- At this stage, the User may choose to delete the original Free Form request from the summary as it will no longer be needed.

NOTE: The NOTAM will not appear on the CND (if applicable) until it has been approved by Flight Services.

2. Cancellation of Free Form NOTAMs

- a. Select the Active NOTAM and select ***Cancel NOTAM*** from the Action bar.
- b. The Active NOTAM will then show “Cancellation in Progress.”
- c. When the Fax is successfully delivered to the AFSS, the NOTAM status changes to “Cancellation Faxed.” (Alaska Only)
- d. When the cancellation is delivered by USNS, the numbered NOTAM will reflect a “Cancelled” status with a horizontal line through the entire NOTAM.
- e. If the NOTAM expires, the status will change to “Expired” and a horizontal line through the NOTAM will be observed.

CHAPTER 12: HELP

1. AIM Operations Customer Support

AIM Operations Customer Support is available during the following hours:

- Hours: 24 hours a day, 7 days a week.
- Telephone Number: 1-866-466-1336

2. Help Desk

The Help Desk will assist with the following functions:

- Use of NOTAM Manager software
- Administrator password reset
- System troubles
- Recommendations for system improvements

Appendix 1. [JO 7340.2K - Contractions](#)

This order contains the approved word and phrase contractions used by personnel of the Federal Aviation Administration (FAA). It is also used by other agencies that provide air traffic control, communications, weather, charting, and associated services.

Appendix 2. [JO 7930.2S - Notices to Airmen \(NOTAM\)](#)

This order prescribes procedures used to obtain, format, and disseminate information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System (NAS) until the associated aeronautical charts and related publications have been amended. The NOTAM system is not intended to be used to advertise data already published or charted.

Appendix 3. [Advisory Circular 150/5200-28F](#)

Notices to Airmen for Airport Operators:

This advisory circular (AC) provides guidance on using the NOTAM system for airport condition reporting.

This material is intended primarily for airport operators, or their agents, who monitor and manage the day-to-day operation of the airport and who may also have operational responsibility for certain airport-related facilities.

Appendix 4. [Advisory Circular 150/5200-30D](#)

Airport Winter Safety and Operations:

This advisory circular provides guidance to assist airport operators in developing a snow and ice control plan, conducting and reporting runway friction surveys, and establishing snow removal and control procedures.