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SECRETARY OF THE AIR FORCE,  
ARMY, AND NAVY**

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**Flight Operations**

**DEPARTMENT OF DEFENSE NOTICE TO  
AIRMEN (NOTAM) SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction is governed by FAAO JO 7930.2, *Notices to Airmen*, and implements AFD 11-2, *Aircraft Flight Rules and Procedures*. This is an inter-service publication that applies to individuals at all levels including Air Force Reserve and Air National Guard (ANG) with the Air Force as the lead service. The Air Force is the single manager of the DoD NOTAM System. The DoD NOTAM System disseminates information to aircrews and flight operations personnel regarding the establishment, condition, or change in any aeronautical facility, service, procedure or hazard of which the timely knowledge may be critical to safe DoD flight operations. It also provides DoD agencies the capability to create NOTAMs via the Internet. The Defense Internet NOTAM Service (DINS) is the only authorized site for DoD NOTAM creation and retrieval. Records Disposition for Air Force units: Maintain and dispose of records created by prescribed processes in accordance with AFRIMS and AFMAN 33-363 and disposed of in accordance with services' records disposition process – in the case of the Air Force in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcsss-af61a/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847 from the field through the appropriate chain of command.

**SUMMARY OF CHANGES**

This document is substantially revised and shall be reviewed in its entirety. Major changes include: Chapter 1: Chief and Deputy Chief requirements. Chapter 2: "X" Series NOTAMS,

Graphical NOTAMS, Domestic and International NOTAMS. Chapter 3: Connectivity and Processing Capability. Backup facility requirements. Chapter 4: Information Specifications, Authorized Delays, Operations and Firings over the High Seas, Controlled Airspace Outside of the US and Bare-Bases Operations, Contingency Operations, Digital Aeronautical Flight Information File (DAFIF) Verification. Chapter 5: Online Resources. Minor changes were made throughout and include reference updates and editing errors.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

**1.1. General Information.** The USAF is the executive agent for the DoD NOTAM System. The DoD NOTAM Cell (HQ AF/A3O-BN) is located at the FAA Air Traffic Control System Command Center (ATCSCC) in Warrenton, VA. It is responsible for overall management of the DoD NOTAM System. The DoD NOTAM Cell represents the services in all NOTAM related issues.

#### **1.2. Roles and Responsibilities.**

**1.2.1. Chief, DoD NOTAM Cell.** The Cell Chief shall be a rated AF officer in the grade of at least Colonel (O-6) or civilian (GS15) as agreed on by sister services and appointed by HQ AF/A3O-B. Specific responsibilities include:

1.2.1.1. Manages the DoD portion of the United States NOTAM System (USNS).

1.2.1.2. Coordinates directly with domestic, international, and military NOTAM offices, as well as aeronautical information services (AIS) offices in order to meet DoD NOTAM requirements.

1.2.1.3. Corresponds with the FAA NOTAM Manager and USNS contractor to protect and represent the DoD position.

1.2.1.4. Ensures the NOTAM system complies with pertinent DoD regulations and requirements.

1.2.1.5. Co-chairs the FAA/DoD Configuration Control Board (CCB), serving as a final voting member.

1.2.1.6. Approves DoD NOTAM system modification requests.

1.2.1.7. Establishes policy and guidance to maintain NOTAM system integrity.

1.2.1.8. Ensures standardization of NOTAM products through training, field conferences, and briefings.

1.2.1.9. Exercises operational control of the DoD NOTAM system through management of the military coordinators at FAA's ATCSCC and the DoD European NOTAM Liaison Office at Ramstein AB, Germany.

1.2.1.10. Provides interface for resolution of DoD NOTAM issues.

1.2.1.11. Implements "flag to deny" procedures when directed by competent authority, thereby restricting DoD NOTAM data distribution only to DoD facilities.

1.2.1.12. Relays critical information to the FAA NOTAM specialists through the FAA NOTAM Manager.

1.2.1.13. Coordinates and monitors furnished communications circuits as required.

**1.2.2. DoD NOTAM Cell HQ AF/A3O-BN.** Each service provides senior enlisted personnel to serve as military coordinators in the DoD NOTAM Cell. The Deputy Chief of the Cell shall be a rated AF officer in the grade of at least Lieutenant Colonel (O-5) or

civilian (GS13/14). The Deputy Chief shall fill all roles and responsibilities of Chief, DoD NOTAM Cell in his/her absence.

1.2.2.1. DoD NOTAM Cell. Collocated with the FAA's US NOTAM Office (USNOF), DoD NOTAM Cell's specific responsibilities include:

1.2.2.1.1. Ensures 24-hour NOTAM support to all DoD customers.

1.2.2.1.2. Responsible to and receives direction from the Chief, DoD NOTAM Cell.

1.2.2.1.3. Serves as the operational liaison between FAA specialists and DoD users.

1.2.2.1.4. Creates and maintains DoD tables in the USNS database.

1.2.2.1.5. Develops DoD unique Q-codes.

1.2.2.1.6. Establishes new DINS user accounts.

1.2.2.1.7. Issues and manages DINS system security certificates.

1.2.2.1.8. Troubleshoots DINS operations and certificate installations.

1.2.2.1.9. Publishes DoD NOTAMs as directed or required by competent DoD authority.

1.2.2.1.10. Monitors military NOTAMs, performs monthly quality assurance checks, and provides guidance to NOTAM Authorities and users.

1.2.2.1.11. Conducts Staff Assistance Visits (SAVs) and comprehensive training, briefings, and workshops as required or directed by the Chief, DoD NOTAM Cell.

1.2.2.1.12. Maintains statistical data on DoD related NOTAM activity. Prepares and submits activity reports to appropriate agencies as required.

1.2.2.1.13. Provides DoD representation on CCBs.

1.2.2.1.14. Monitors contractor performance, conducts USNS test and acceptance procedures, identifies inaccuracies and malfunctions, and suggests performance enhancements when warranted.

1.2.2.1.15. Initiates, reviews, and validates NOTAM system test data.

1.2.2.1.16. Maintains and updates office FLIP publications as required.

1.2.2.2. **DoD European NOTAM Liaison Office (HQ AF/A30-BNE).** Stationed at Ramstein AB, Germany and collocated with National Geospatial-Intelligence Agency (NGA) Europe representatives (providers of Host Nation aeronautical data), the DoD European NOTAM office is the in-theater point of contact for all European DoD NOTAM-related issues. Specific responsibilities include:

1.2.2.2.1. Ensures 24-hour coverage for European DoD NOTAM customers.

1.2.2.2.2. Responsible to and receives direction from the Chief, DoD NOTAM Cell.

1.2.2.2.3. Serves as the DoD's centralized European, Southwest Asia (SWA), and African NOTAM Authority, entering NOTAMs into the USNS as required.

1.2.2.2.4. Acts as the operational liaison between theater NOTAM Authorities, FAA specialists, and international civil and military NOTAM offices.

1.2.2.2.5. Recommends DoD tables pertaining to OCONUS stations.

1.2.2.2.6. Trains in-theater NOTAM Authorities on operations, procedures, and NOTAM formats.

1.2.2.2.7. Performs quality control checks of all NOTAM and products pertaining to European area of responsibility (AOR).

1.2.2.2.8. Monitors the distribution of international military NOTAM information over authorized communication circuits. Identifies problems, proposes solutions, and coordinates implementation with the Chief, DoD NOTAM Cell.

1.2.2.2.9. Conducts Staff Assistance Visits (SAVs) and comprehensive training, briefings, and workshops as required or directed by the Chief, DoD NOTAM Cell.

1.2.2.2.10. Produces and distributes exercise and contingency NOTAM products when required under the direction of the Chief, DoD NOTAM Cell.

1.2.2.2.11. Maintains statistical data on DoD related NOTAM activity. Prepares and submits activity reports as required to appropriate agencies.

1.2.2.2.12. Maintains and updates office FLIP publications as required.

### 1.2.3. US Army (USA) Operations.

1.2.3.1. US Army Aeronautical Services Agency (HQ USAASA). Located at Fort Belvoir, VA, HQ USAASA serves as the Army's responsible officer for the NOTAM system and central coordinating authority, providing specific policy and guidance to Army units on NOTAM matters worldwide. HQ USAASA determines Army specific NOTAM requirements and coordinates with other services and government agencies in the operation of the NOTAM system. HQ USAASA provides the Army representative to the DoD NOTAM office.

1.2.3.2. US Army Aeronautical Services Detachment – Europe (USAASD-E). Located at Heidelberg, Germany, USAASD-E is a regional extension for operations in Europe, Africa, and the Middle East. Specific responsibilities include:

1.2.3.2.1. Provides technical assistance on airspace, ATC, aeronautical information, and NAVAIDs.

1.2.3.2.2. Responsible for all US Army instrument procedures and NOTAM authority for Procedural NOTAMs ("V" Series) within AOR.

1.2.3.2.3. Official Army liaison and representative to the FAA in Europe.

1.2.3.3. Army Flight Operations Detachment (AFOD). Located at Heidelberg, Germany, AFOD NOTAM Section serves as the Army's centralized European NOTAM Authority. Specific responsibilities include:

1.2.3.3.1. The AFOD NOTAM section submits flight safety NOTAMs for U.S. AAF/AHP into the USNS through the German Military NOTAM Office. AFOD local NOTAMs are entered directly into the USNS.

1.2.3.3.2. NOTAM request for Army Special Use Airspace in Germany will be handled by AFOD NOTAM section.

1.2.3.3.3. Produces US Army-Europe unique NOTAMs and non-NOTAM aeronautical information products that can be viewed on the European Theater section of DINS Query website.

1.2.3.3.4. Under National Agreement 127 (NAT-127), the FAA provides Instrument Procedure development services to the Army. Contact USAASA/IP or USAASD-E with Instrument Procedure requests or questions.

1.2.4. **National Geospatial-Intelligence Agency (NGA).** Located at Mail Stop L-27 3838 Vogel Road, Arnold, MO 63010-6238, NGA uses a combination of military directives, host country Aeronautical Information Publications (AIP) and imagery to produce Flight Information Publications (FLIP) for the DoD. Specific responsibilities include:

1.2.4.1. Processes DoD requirements for new or modified FLIP products.

1.2.4.2. Evaluates navigational and related operational data submissions to determine if NOTAM action is required.

1.2.4.3. Publishes “W” Series NOTAMs to maintain the accuracy of DAFIF and/or FLIP products when out of cycle changes are made by an official Aeronautical Information Service or NOTAM Office.

1.2.4.4. Provides one copy of DAFIF to DINS through early distribution.

1.2.4.5. Notifies the NOTAMs Division of any errors or omissions in NOTAM data.

1.2.5. **Pacific Theater (USAF).** Within the Pacific theater, each USAF Numbered Air Force (NAF) with an Airfield Operations (AO) Subject Matter Expert (SME) will handle NOTAM-related issues within their respective AOR. If a NAF does not have an AO SME, contact HQ PACAF/A3OA.

1.2.6. **Service Lead Organizations.** USAF (HQ AF/A3O-AA), USA (HQ USAASA), USN (CNO, N887). Specific responsibilities include:

1.2.6.1. Coordinates service specific NOTAM requirements with other services and government agencies.

1.2.6.2. Acts as central coordinating authority and provides service specific guidance to its respective units on NOTAM matters.

1.2.6.3. Responsible for NOTAM system personnel requirements.

1.2.6.4. Establishes, develops, and manages NOTAM system procedures and operations at its locations.

1.2.7. **Component Commanders.** Component Commanders shall coordinate with the proper agencies to ensure the INO issues NOTAMs concerning increased or unusual air or surface-to-air activities associated with military exercises or operations over the high seas, international airspace, or host nation airspace.

1.2.8. **Major Commands.** MAJCOMs (USAF), ACOMs (USA), MARFORs (USMC), and TYCOMs (USN). Specific responsibilities include:

1.2.8.1. Ensures aircrews have NOTAM access.

1.2.8.2. Coordinates NOTAM requirements with each service through HQ AFFSA, HQ USAASA, or CNO (N887) as needed. Ensures NOTAM processing is always accessible.

1.2.8.3. Issues NOTAM requests to INOs of affected area(s) when military operations, exercises, or maneuvers are not under the jurisdiction of a component commander.

1.2.8.4. Ensures each aviation commander complies with this instruction by ensuring aircrews have access to current NOTAM material and DINS website.

1.2.8.5. USAF processes FAA Chart Change Procedure (CCP) NOTAMs for FAA Instrument Procedures developed for the USAF IAW FAAO 8260.32.

1.2.8.6. The respective Service Terminal Instrument Procedures (TERPS) branch will submit and maintain NOTAMs for Foreign Terminal Instrument Procedures (FTIP) published in DoD FLIP (Terminal).

1.2.9. **Airfield Facility Manager.** Airfield Manager (USAF); post, installation, garrison, airfield (AAF), or heliport commander (AHP) (USA); Airfield Operations Officer (USMC); and Air Operations Officer (USN). Specific responsibilities include:

1.2.9.1. Ensures NOTAM Authorities receive the funding necessary to perform their duties and that aircrews can access NOTAM data.

1.2.9.2. Ensures knowledgeable personnel are available to assist aircrews with NOTAMs.

1.2.9.3. Ensures NOTAMs are drafted, transmitted, and coordinated according to applicable instructions.

1.2.9.3.1. Joint-use aerodromes:

1.2.9.3.1.1. Collaborates with civilian counterparts to establish a letter of agreement (LOA) that specifies NOTAM authoring, handling, and coordination responsibilities (see 4.7.4). Attachment 3 shows a sample LOA.

1.2.9.3.1.2. Ensures all NOTAMs are submitted and coordinated in accordance with procedures established in the LOA.

1.2.9.3.2. OCONUS stations:

1.2.9.3.2.1. Tenant on host nation military aerodromes. Ensures a LOA with host nation is on file that specifically grants DoD the authority to create DINS NOTAMs and delineates coordination responsibilities. **Note:** AIPs, status of forces agreements, host nation agreements, and/or LOAs establish host nation NOTAM procedures. In most cases, host nation retains safety NOTAM authority for aerodromes.

1.2.9.3.2.2. Ensures host nation military or civil NOTAM offices are informed of station's current DINS NOTAMs.

1.2.9.3.2.3. Shall crosscheck and validate host nation and DINS NOTAMs to identify and correct discrepancies. **Note:** Host nation NOTAMs may not display in DINS (see 5.3). For distribution problems and other issues that require host-nation coordination, contact the DoD European NOTAM Office or DoD NOTAM Cell.



1.2.9.4. Coordinates with the air traffic control (ATC) facility chief/officer on procedures for issuing NOTAMs on NAVAIDs or facilities that ATC controls or monitors.

1.2.9.5. Ensures NOTAMs are classified IAW Chapter 4, e.g., “M” Series: Flight Safety, “L” Series: Local, and “V” Series: Procedural NOTAMs.

1.2.9.6. Establishes and maintains connectivity to the USNS.

1.2.9.6.1. Takes necessary actions to accurately process and publish NOTAMs.

1.2.9.6.2. Establishes and maintains a LOA with another DoD installation to provide backup NOTAM support.

1.2.9.7. Monitors all NOTAMs, military and civil, that correspond to airfields and airspace under their jurisdiction for accuracy and validity.

1.2.9.8. Reviews and determines accuracy of base specific publications, charts, and other products for their area of responsibility, correcting discrepancies via NOTAM.

1.2.9.9. Retains base specific and other associated NOTAM data in accordance with applicable service regulations following aircraft accidents or incidents.

1.2.9.10. Contacts the DoD NOTAM Cell to resolve problems with NOTAM procedures. Contact information can be located on the DINS website (<https://www.notams.jcs.mil>).

1.2.9.11. Periodically checks DINS website for system and procedural changes (<https://www.notams.jcs.mil>).

1.2.10. **NOTAM Authority.** NOTAM Authorities are units or offices that are authorized to originate NOTAMs. Specific responsibilities include:

1.2.10.1. Drafts, transmits, and coordinates NOTAMs according to applicable instructions.

1.2.10.1.1. Joint-use aerodromes: Submits and coordinates NOTAMs in accordance with procedures established in the LOA.

1.2.10.1.2. OCONUS station:

1.2.10.1.2.1. Tenant on host nation military aerodromes. Host nation authorities are the NOTAM Authority for safety NOTAMs unless a LOA is on file that allows DoD to issue safety NOTAMs.

1.2.10.1.2.2. Informs host nation military or civil NOTAM offices of station’s current DoD NOTAMs.

1.2.10.1.2.3. Crosschecks and validates host nation and DINS NOTAMs to identify and correct discrepancies.

1.2.10.2. Contacts DoD NOTAM Cell to resolve problems with NOTAM procedures. **Note:** For NOTAM assistance, forward deployed Army units in Europe, Africa, and Middle East should contact USAASD-E at DSN: (314) 373-5600 or the DoD European NOTAM Office at DSN: (314) 480-8092/7257 or email: [europ.notam@ramstein.af.mil](mailto:europ.notam@ramstein.af.mil); all other OCONUS based Army units should contact DoD NOTAM Cell: DSN: (510) 422-4757/58/59.

1.2.10.3. Cancels active NOTAMs when the condition no longer exists or NGA publishes the information in the FLIP.

1.2.10.4. Ensures disposition and accuracy of authored NOTAMs.

1.2.10.5. Monitors all NOTAMs—military and civil—that correspond to airfields, NAVAIDs and radars, and airspace under their jurisdiction for accuracy and currency.

1.2.10.6. Ensures NOTAMs are classified correctly, e.g., “M” Series: Flight Safety, “L” Series: Local, and “V” Series: Procedural NOTAMs.

1.2.10.7. Establishes and maintains connectivity to the USNS.

1.2.10.8. Verifies the accuracy of Graphical NOTAMs when DAFIF information changes.

1.2.10.9. Checks DINS website for system and procedural changes prior to assuming NOTAM Authority duties; notifies the Airfield Facility Manager of applicable changes.

## Chapter 2

### NOTAM CLASSIFICATIONS

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

**2.2. NOTAM Classifications.** NOTAMs are classified as Military, Domestic, International, and FDC:

#### 2.2.1. Military NOTAMs.

2.2.1.1. DESC NOTAM (“F” Series). Defense Energy Support Center issues “F” Series NOTAMs for OCONUS locations concerning fuel availability for DoD users.

2.2.1.2. Local NOTAM (“L” Series). Local NOTAMs usually promulgate non-critical related information. Airfield Facility Manager shall establish the parameters for classifying local NOTAMs.

2.2.1.3. Flight Safety NOTAM (“M” Series). Flight Safety NOTAMs promulgate safety related information that is critical for safety of flight, such as aerodrome closures, runway closures, or changes in NAVAID availability.

2.2.1.4. Procedural NOTAM (“V” Series). Procedural NOTAMs promulgate information concerning published instrument procedures, such as Standard Instrument Approach Procedure (SIAPs), Standard Instrument Departure (SID), Standard Terminal Arrival Route (STAR), and Departure Procedure (DP).

2.2.1.5. DAFIF and/or FLIP Change NOTAMs (“W” Series). DAFIF and/or FLIP Change NOTAMs promulgate changes in DoD FLIP products that provide data/digital data for worldwide flight operations.

2.2.1.6. “X” Series. Reserved for DoD NOTAM Cell use only.

2.2.1.7. Graphical NOTAMs. Graphical NOTAMs allow NOTAM Authorities to create “M” and “L” Series NOTAMs that disseminate like existing NOTAMs and also depict NOTAM information graphically on the airport diagram. **Note:** At OCONUS locations, the Graphical NOTAM tool is only available at locations that have host nation approval to process NOTAMs through DINS.

2.2.1.8. Attention Notices. DoD NOTAM Cell and select other agencies, under the direction of competent military authority, promulgate regulatory and advisory Attention Notices by theater or under the general "ALL" category, i.e., ATTA (All), ATTC (Caribbean), ATTE (European), ATTN (North America), and ATTP (Pacific).

#### 2.2.2. Domestic NOTAMs (Civil).

2.2.2.1. NOTAM D. FAA issued NOTAMs that promulgate flight safety information concerning the NAS, NAS NAVAIDs, as well as all public use airports, seaplane bases, and heliports listed in the Airport/Facility Directory.

2.2.2.2. Pointer NOTAM. FSS issued NOTAMs that highlight or “point out” other, potentially obscure NOTAMs, e.g., FDC or PJE NOTAMs. Pointer NOTAMs assist users in cross-referencing important information that may not be found under an airport or NAVAID identifier.

**2.2.3. International NOTAMs (Civil).**

2.2.3.1. International NOTAM (“A” Series). USNOF issues international NOTAMs to partner INOs concerning NOTAM D information at major international airports; OMEGA, LORAN, and GPS systems; and certain airspace NOTAMs; e.g., ARTCC and CARF altitude reservations (ALTRVs) and warning area information. In addition, USNOF issues international NOTAMs for select overseas locations and NAVAIDs when directed by competent authority.

2.2.3.2. International NOTAM from Foreign Sources. INOs issue NOTAMs to the USNOF using guidance published in the general section of each country’s AIP. OCONUS stations may be required to provide and review specific country NOTAM Series.

**2.2.4. FDC NOTAM (Civil).** USNOF issues FDC NOTAMs, which promulgate regulatory information. Examples of FDC NOTAMs include: interim IFR flight procedures, Instrument Approach Procedure (IAP) changes, temporary flight restrictions, flight restrictions in the proximity of the President and other parties, 14 CFR Part 139 certificated airport condition changes, snow conditions affecting glideslope operation, air defense emergencies, emergency flight rules, substitute airway routes, special data, US Government charting corrections, and laser activity.

## Chapter 3

### COMMUNICATION REQUIREMENTS

**3.1. USNS.** In 1988, FAA and DoD combined the NOTAM systems into a single infrastructure that receive, store, and display military, international, and domestic NOTAMs. Today, this system is called the USNS.

3.1.1. FAA. The FSSs and ARTCCs access NOTAMs through FAA Domestic NOTAM Systems.

3.1.2. DoD accesses the USNS through DINS, which allows authorized users the ability to Create, Cancel, or Replace (CCR) NOTAMs via NIPRNet and lets all users query NOTAM data via the NIPRNet/Internet. The DoD NOTAM Cell is only responsible for DINS NOTAM data.

**3.2. Connectivity.** DINS is the only authorized DoD avenue for military NOTAM creation and the primary means of NOTAM retrieval. In addition to DINS Query, all DoD base and flight operations facilities shall have the ability to CCR NOTAMs.

3.2.1. NOTAM Accounts and Passwords. In order to create NOTAMs, units shall establish an authority account and request a certificate from the DoD NOTAM Cell. NOTAM Authorities shall ensure the security of the assigned username and password required to CCR NOTAMs.

3.2.2. Encryption Certificates. DoD NOTAM Cell issues encryption certificates in order to prevent unauthorized access to USNS databases. Certificates are valid for one year. Airfield Facility Managers should limit certificates to those who regularly author NOTAMs. DINS CCR Training Guide details the certificate requisition and installation process.

**3.3. Processing Capability.** After system connectivity is established, units may connect to either DINS primary or secondary site via their primary or secondary computer, or by using a non-LAN dependent computer.

3.3.1. Primary and Secondary DINS Query sites (<https://www.notams.jcs.mil> and <https://www.notams.faa.gov>) allow users and NOTAM Authorities to query NOTAMs, link to CCR sites, request and install NOTAM certificates, download DINS CCR Training Guide and instruction, view DINS updates, as well as link to various FAA and DoD-related websites.

3.3.2. Primary and Secondary DINS CCR sites (<https://www.dinsccr.notams.jcs.mil/ccr/> and <https://www.dinsccr.notams.faa.gov/ccr/>) allow NOTAM Authorities to CCR NOTAMs.

3.3.3. Alternate Computer. Units should have a second computer with the appropriate encryption certificate available for NOTAM processing.

3.3.4. Backup Facility Procedures: Units shall have a LOA on file with a backup facility to act as NOTAM Authority surrogate in case of extended outages or facility closures, thereby allowing for uninterrupted NOTAM coverage. Any DoD service may act as a backup facility; Airfield Facility Managers should choose a backup facility that is in different geographic

location and accessible around the clock. USNOF should only be used as an emergency back up. Attachment 2 shows a sample LOA.

3.3.5. Processing Difficulty. Units experiencing NOTAM processing difficulty should attempt the following troubleshooting steps:

3.3.5.1. Ensure user's browser has a valid certificate.

3.3.5.2. Attempt accessing both primary and secondary sites, using a secondary computer if necessary.

3.3.5.3. Contact the base communication help desk to ensure base network is functioning correctly, e.g., LAN is available, firewall settings have not been modified, etc.

3.3.5.4. If DINS connectivity is lost for an untenable amount of time, units shall coordinate with their designated backup facility to process NOTAMs as required (see [3.3.4](#)).

3.3.5.5. If DINS is the only website that is down and if the preceding steps do not provide resolution, contact the DoD NOTAM Cell.

## Chapter 4

### STANDARD OPERATING PROCEDURES

**4.1. System Integrity.** The following requirements are essential for information integrity and optimal performance of the DoD/FAA's NOTAM system; compliance is mandatory.

**4.2. DoD NOTAM Qualifications.** NOTAMs shall be:

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

**4.3. Information Specifications.**

- 4.3.1. Q-Codes are used to standardize format of NOTAMs and, with the exception of "L" Series, shall be used when drafting NOTAMs.
- 4.3.2. NOTAMs shall not exceed 20 lines or 1500 characters in one part.
- 4.3.3. Instrument and Microwave Landing Systems. Always use runway designation when transmitting ILS and MLS system NOTAMs. Do not NOTAM changes of 0.2 degrees or less from the published glideslope.
- 4.3.4. Airfield Lighting Facilities. Follow appropriate service guidelines for issuing airfield lighting NOTAMs.
- 4.3.5. Service Facilities. NOTAM servicing delays only if Airfield Facility Manager determines that such delays would impact operations significantly. If sent, NOTAMs should specify service and extent of delay.
- 4.3.6. Explanations. Reasons as to why a NOTAM condition exists are optional and at the discretion of the Airfield Facility Manager.

**4.4. Use of Numbers.**

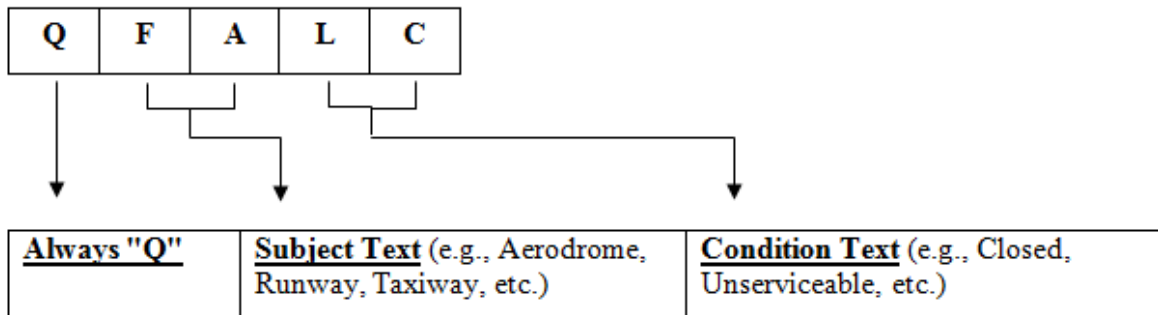
- 4.4.1. Altitude shall be expressed in feet or established flight level (FL) relative to mean sea level (MSL), e.g., 1700 MSL, FL70, and FL550. Specify AGL only when MSL altitudes are not known or available, e.g., 500 AGL.
- 4.4.2. Latitude and longitude coordinates shall be expressed in degrees and, if necessary, minutes, e.g., 39N077E or 3910N07751E.

**4.5. Time.** NOTAM times shall be expressed in coordinated universal time (UTC) and indicated to the nearest minute. The day begins at 0000 hours and ends at 2359 hours. "With Immediate Effect (WEF or WIE)" and "Until Further Notice (UFN)" shall not be used as

condition effective/expiration times in DINS. Similarly, 0000 is not a valid condition expiration time.

**4.6. Q-Codes.** The Q-Code is a five-letter NOTAM code that standardizes subject and condition text by converting the respective codes into plain language. If a Q-Code exists for a specific subject and condition being addressed in a Flight Safety NOTAM, use it (see example below). When the subject/condition text does not exist/apply, complete the Q-code text with "QXXXX." DINS and CCR web sites both have comprehensive Q-Code listings.

**Figure 4.1. Q-Codes Example:**



**Note:** If "XX" is used frequently in subject or condition texts, Airfield Facility Managers should forward the condition to the DoD NOTAM Cell for possible Q-Code inclusion.

**4.6.1. Additional Condition Text.** In order to increase clarity, NOTAM Authorities should use amplifying information to augment Q-Codes, such as geographical coordinates, frequencies, and runways. **Note:** When using free text, NOTAM Authorities should use both plain language and ICAO approved contractions outlined in FAAO JO 7340.2 to clearly express NOTAM conditions. NOTAM Authorities shall not use contractions in a way that undermines readability or causes confusion.

**4.6.2. Derived Q-Codes.** The Derived Q-Code function allows units to select predefined Q-Code combinations to populate the NOTAM Q-line. Q-Code static listing may be used as a guideline to determine NOTAM classification.

**4.6.3. Smart Agents.** Computer "smart agents" query the NOTAM system for specific conditions, Q-Codes, or NOTAM Series. Accordingly, units shall use correct Q-Codes and NOTAM Series to classify their condition.

#### **4.7. Duplication Avoidance.**

4.7.1. Do not issue NOTAMs to advertise data already published or charted correctly in such media as FLIPS or the FAA Notice to Airmen Publication (NTAP).

4.7.2. Use the NOTAM system to obtain, format, and disseminate unanticipated or temporary changes to airfield or airspace hazards.

4.7.3. Publish a NOTAM when changes occur rapidly and time does not permit issuing notice via FLIP chart or appropriate publication. NOTAMs should display temporary conditions which should be corrected before the next FLIP publishing date.



4.7.4. At joint-use aerodromes, Airfield Facility Managers shall collaborate with civilian counterparts to establish a LOA that specifies NOTAM authoring, handling, and coordination responsibilities. The LOA should direct that NOTAM conditions that affect both civil and military users (e.g., RWY and TWY closures, NAVAID outages, changes to Aerodrome status, etc.) be issued as civil NOTAMs. Conversely, NOTAM conditions that affect only military users (e.g., OLS outages, drag chute operations, LOX availability, etc.) should be issued via DINS and coordinated with the civilian Airport Manager. All told, duplication of NOTAMs shall be avoided as much as possible. (A sample LOA is contained at Attachment 3.)

4.7.5. When necessary, TERPS Authorities shall collaborate with appropriate sister service and civilian counterparts to ensure that NOTAM authoring, handling, and coordination responsibilities are clearly delineated for joint use and overseas locations.

**4.8. Timeliness.** Timeliness of NOTAM information is critical to flight safety. New NOTAM information with an immediate effectiveness shall be coordinated and submitted within 15 minutes of receipt or discovery. **Exception:** TERPS personnel may require additional time to safely coordinate procedural NOTAMS.

4.8.1. **NOTAM Transmission.** NOTAMs shall be submitted no earlier than 3 days prior to the expected condition.

4.8.2. **Authorized Delays.** NOTAM Authorities may delay transmitting NOTAMs concerning NAVAIDs for up to 1 hour and radars for up to 30 minutes, provided the aerodrome meets the following conditions:

4.8.2.1. During daylight hours.

4.8.2.2. At least 3000 foot ceiling.

4.8.2.3. At least 5 statute miles visibility.

**4.9. Preventative Maintenance Schedules.** Preventative maintenance schedules normally should be promulgated via FLIP. Airfield Facility Managers shall coordinate preventative maintenance schedules affecting NAVAIDs and radars that are a part of the National Airspace System (NAS) with the appropriate FSS and affected facilities with at least 5 hours prior notice.

**4.10. Specific NOTAM Conditions and Criteria.** Conditions affecting the NAS shall be promulgated to civilian and DoD users via the appropriate NOTAM system. FAAO JO 7930.2 details NOTAM origination and coordination responsibilities for NOTAMs that fall outside of DINS' purview. The following procedures shall be adhered to:

4.10.1. **Special Operations.** Special operations, such as Aerial Refueling, Parachute Jumping/Sky Diving (PJE), Lights Out/Night Vision Device (NVD) Operations in a MOA, Unmanned Aircraft Operations, and flight demonstrations, shall be issued by the appropriate FAA facility IAW FAAO JO 7930.2.

4.10.2. **Special Use Airspace (SUA).** FAAO JO 7400.2, *Procedures for Handling Airspace Matters*, describes the various types of SUA in the NAS and FAAO JO 7400.8, *Special Use Airspace*, details the legal definition of all SUA. NOTAMs for SUA shall be processed IAW FAAO JO 7930.2.

4.10.3. **NAS NAVAIDs.** Changes in the status of NAVAIDs that make up the NAS shall be promulgated through the FAA via civil NOTAMs. Airfield Facility Managers, at locations with NAVAIDs and radars that are part of the NAS, shall coordinate civil NOTAM issuance with the tie-in FSS IAW FAAO JO 7930.2. If necessary, a replicating “M” Series NOTAM may also be issued via DINS.

4.10.4. **Surface Area Hours of Operation.** For facilities whose surface area is listed as part time in the Airport/Facility Directory (AFD) (e.g., Class D part of the time; Class G another), changes in the hours of operation of surface areas require a civil NOTAM. Airfield Facility Managers shall coordinate civil NOTAM issuance with tie-in FSS IAW FAAO JO 7930.2. **Example:** The normal operating hours for NAS Key West, FL (KNQX) are 1200-0300 UTC. In order to accommodate aircraft operations, the aerodrome and Class D surface area will remain open an additional two hours. This scenario requires sending two NOTAMs. First, a DINS “M” Series NOTAM shall be sent stating “AERODROME HOURS OF SERVICE ARE...” (Q-Code: QFAAH). Second, a civil NOTAM changing the hours of the Class D surface area from 0300 to 0500 UTC shall be sent via the FSS. **Note:** Continuously active surface areas (e.g., Class D is always active) cannot be changed by NOTAM action, only rulemaking.

#### 4.11. Overseas Operations.

4.11.1. **Host Nation Territory.** In order to request NOTAM issuance for activities within non-DoD controlled international airspace, using agencies shall submit NOTAM requests to the ATS/controlling agency (e.g., ACC/FIR) for the affected airspace at least two weeks prior to the scheduled activity. This lead time permits timely promulgation of information in accordance with the provisions of ICAO Annex 15. INOs normally issue NOTAMs 48 to 72 hours prior to the activity.

4.11.2. **Operations and Firings over the High Seas.** Activities that present a hazard to air navigation and safety of nonparticipants require coordination with the appropriate ATS and/or controlling agency for potential deconfliction and, if necessary, NOTAM issuance. Component Commanders shall ensure proper coordination is accomplished (see 1.2.7). DoD FLIP General Planning and DODINST 4540.01 detail policy and procedures for “Operations and Firings over the High Seas.” Specific NOTAM requirements are as follows:

4.11.2.1. Activities occurring within correctly scheduled SUA parameters (time and boundaries) do not require NOTAM issuance.

4.11.2.2. Activities occurring outside scheduled SUA parameters (time and boundaries) require NOTAM issuance. Using agencies shall coordinate NOTAM issuance with the affected ATS/controlling agency. **Note:** Using agencies should coordinate with appropriate Component Commander if the ATS/controlling agency coordination procedures in either 4.11.1 or 4.11.2 are not clear.

4.11.3. **Controlled Airspace Outside of the US and Bare-Base Operations.** Coordinate with HQ AF/A3O-BNE for European Theater operations, as appropriate, to establish the temporary authorization to process NOTAMs for locations listed in the enroute supplement but are not covered by the USNS, or for unpublished locations (aerodromes, highways used for landing, perforated steel planking strips, etc.).

4.11.3.1. The European NOTAM office hours are Monday – Friday, 0500Z – 1500Z+1(+2DT). Standby personnel process NOTAMs on weekends and holidays.

4.11.3.2. Locations requiring international dissemination of NOTAMs as directed by HQ AF/A3O-BNE shall coordinate NOTAMs as follows:

4.11.3.2.1. During European NOTAM Office Duty Hours (for Urgent and Non-Urgent NOTAMs): Units shall provide the following NOTAM information to the European NOTAM Office via DSN (314) 480-8092/7257 or email at [europ.notam@ramstein.af.mil](mailto:europ.notam@ramstein.af.mil):

4.11.3.2.1.1. Four-Letter ICAO Identifier.

4.11.3.2.1.2. Start Date and Time (UTC).

4.11.3.2.1.3. Expiration Date and Time (UTC).

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

4.11.3.2.1.5. NOTAM Text, e.g., “TWY F CLOSED DUE TO CONSTRUCTION,” or “RWY 7/25 CLOSED DUE TO NUMEROUS HOLES ON THE RWY.”

4.11.3.2.1.6. Additional information as appropriate.

4.11.3.2.1.7. Requestor’s name and telephone number.

4.11.3.2.2. During European NOTAM Office Non-Duty Hours (for Urgent NOTAMs): Units shall e-mail the USNOF with the NOTAM information indicated in paragraph [4.11.3.2.1.1](#) – [4.11.3.2.1.7](#) at [9-awa-notams@faa.gov](mailto:9-awa-notams@faa.gov); verify e-mail receipt at commercial: (540) 422-4260/61/62/63 or DSN: (510) 422-4757/58/59.

4.11.3.2.3. During European NOTAM Office Non-Duty Hours (for Non-Urgent NOTAMs): Units shall transmit NOTAM via DINS and email the NOTAM information indicated in paragraph [4.11.3.2.1.1](#) – [4.11.3.2.1.7](#) to the European NOTAM Office.

4.11.3.2.4. The European NOTAM Office and/or the USNOF will issue an “A” Series NOTAM. **Note:** Once the “A” Series NOTAM appears under the location’s ICAO within DINS, units shall cancel corresponding “M” Series NOTAM.

4.11.4. **Contingency Operations.** During contingency operations, the Task Force Commander (US Army) takes overall control over operations and subsequent NOTAM issuance. Task Force Commanders may delegate control over air assets and pertinent NOTAM issuance to the Combined Forces Air Component Commander (CFACC [USAF]). Working together, these authorities shall designate NOTAM authorities necessary to issue NOTAMs on foreign airfields, airspace, and territory.

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

4.12.1. Promulgate procedural changes only through “V” Series NOTAMs and under the direction of TERPS personnel.

4.12.2. When TERPS office is detached from the Airfield Facility Manager, TERPS personnel shall coordinate “V” Series NOTAMs with the Airfield Facility Manager so that appropriate local coordination can be accomplished.

4.12.3. Publish instrument procedures for aerodromes covered by the DoD NOTAM system only when waiting for the normal FLIP publication cycle would negatively impact flight operations. Instrument procedures shall meet the requirements of AFI 11-230, AR 95-2, or OPNAVINST 3722.16.

4.12.4. Procedural changes made to published approaches shall be more restrictive than existing procedures, necessary for safety, and meet criteria set forth in FAAO 8260.3 or appropriate service TERPS directive.

4.12.5. “V” Series NOTAMs shall identify the exact procedure by name. If two or more minima values change in any aircraft category, the NOTAM shall state the entire minima

**4.13. NOTAM Disposition.** Airfield Facility Managers shall retain NOTAM transmission forms for 15 days after NOTAM expiration. If an accident or incident occurs, retain forms with the same disposition as historical documents.

**4.14. DAFIF Verification.** When DAFIF data is changed, which occurs on a 28-day cycle, NOTAM Authorities shall verify the accuracy of graphical NOTAMs to ensure their validity. CCR Guide details proper verification procedures.

## Chapter 5

### ADDITIONAL INFORMATION

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

**5.2. NOTAM Briefings.** USNS Specialists, which include both DoD Coordinators and FAA personnel, do not provide aircrew NOTAM briefings. Likewise, aircrews do not receive FAA Notice to Airmen Publication information or military NOTAMs from FSS briefers unless specifically requested during weather and NOTAM briefings.

**5.3. International NOTAM Exchange.** USNOF exchanges NOTAM data with partner INOs throughout the world. While DINS pulls and promulgates all NOTAMs received by the USNS, DINS users need to be aware that USNS may not have received all NOTAMs for a specific location, which—in turn—could affect DINS coverage. Accordingly, users should check host nation for supplementary NOTAM information to better ensure complete NOTAM coverage.

**5.4. GPS.** GPS availability NOTAMs, e.g., “GPS ONLY NPA NOT AVBL FROM 29 MAY 1500 TIL 29 MAY 1520,” appear under location identifiers where GPS approaches are currently available. GPS NOTAMs are computer generated, self-canceling, and require no action from Airfield Facility Managers.

**5.5. Coordination.** Submit aeronautical data affecting FAA publications or airspace to the FAA through the responsible military authority.

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

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Deputy Chief of Staff, Operations, Plans and  
Requirements

DEBORAH A. RICHARDSON, Col, USA  
USAASA Commander

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Chief Naval Airspace and Air Traffic Control

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**ACC**—Area Control Center

**AFFSA**—Air Force Flight Service Agency

**AFOD**—Army Flight Operations Detachment

**AFRIMS**—Air Force Records Information Management System

**ALTRV**—Altitude Reservation

**ARTCC**—Air Route Traffic Control Center

**ATC**—Air Traffic Control

**ATS**—Air Traffic Services

**ATTA**—Attention All

**ATTTC**—Attention Caribbean

**ATTE**—Attention Europe

**ATTN**—Attention North America

**ATTP**—Attention Pacific

**ATZ**—Aerodrome Traffic Zone

**AUTODIN**—Automatic Digital Network

**CARF**—Central Altitude Reservation Function

**DAFIF**—Digital Aeronautical Flight Information File

**DESC**—Defense Energy Support Center

**DINS**—Defense Internet NOTAM Service

**DoD**—Department of Defense

**DP**—Departure Procedures

**FAA**—Federal Aviation Administration

**FDC**—Flight Data Center

**FIR**—Flight Information Region

**FLIP**—Flight Information Publication

**FSS**—Flight Service Station

**GP**—General Planning

**GPS**—Global Positioning System

**IAP**—Instrument Approach Procedure

**IAW**—In Accordance With

**ICAO**—International Civil Aviation Organization

**IFR**—Instrument Flight Rules

**INO**—International NOTAM Office

**LOA**—Letter of Agreement

**LORAN**—Long Range Aid to Navigation

**ACOM**—US Army Major Command

**MAJCOM**—Major Command

**MARFOR**—US Marine Corps Forces

**MOA**—Military Operating Area

**NAS**—National Airspace System

**NAVAID**—Navigational Aid

**NAVFIG**—Naval Flight Information Group

**NGA**—National Geospatial-Intelligence Agency

**NOTAM**—Notice to Airmen

**NTAP**—FAA Notice to Airmen Publication

**OCONUS**—Outside Continental United States

**OPNAVINST**—Chief of Naval Operations Instruction

**SIAP**—Standard Instrument Approach Procedure

**SID**—Standard Instrument Departure

**TERPS**—Terminal Instrument Procedures

**TYCOM**—Type Commander

**UFN**—Until Further Notice

**US**—United States

**USA**—US Army

**USAADE**—E United States Army Aeronautical Services Detachment - Europe

**USAASA**—United States Army Aeronautical Services Agency

**USAF**—US Air Force

**USAREUR**—US Army Europe

**USMC**—US Marine Corps

**USN**—US Navy

**USNOF**—US NOTAM Office

**USNS**—US NOTAM System

**UTC**—Coordinated Universal Time

**VASI**—Visual Approach Slope Indicator

### *Terms*

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

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

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

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

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

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

**United States NOTAM Office (USNOF)**—The FAA office that operates the US NOTAM system. It is a Cell within the National Flight Data Center (NFDC). HQ AF/A3O-BN is collocated with the USNOF.



**Attachment 2****SAMPLE NOTAM AUTHORITY BACKUP LETTER OF AGREEMENT**

4 May 10

LETTER OF AGREEMENT (LOA) FOR LANGLEY AFB AND NAS LEMOORE NOTAM  
AUTHORITIES

## SUBJ: LETTER OF AGREEMENT

1. Purpose: This LOA establishes backup procedures between Langley AFB Airfield Management Operations and NAS Lemoore Base Operations so that each base may transmit NOTAMs for each other if either location is unable to access DINS for extended periods.
2. Instruction: AFI 11-208/OPNAVINST 3721.20D, Paragraph **3.3.4**
3. Policy: This agreement allows Langley AFB Airfield Management Operations and NAS Lemoore Base Operations to coordinate with each other via DSN or e-mail in order to transmit NOTAMs when DINS CCR access is interrupted for either base. The backup base will need the originating base's username and password in order to provide DINS CCR interface. All required coordination shall be accomplished by the originating base. Upon receipt, the backup base shall fax or e-mail the comeback copy to the originating base (Langley AFB FAX: xxx-xxxx, E-Mail: KLFI\_AMO@LANGLEY.AF.MIL, NAS Lemoore FAX: xxx-xxxx, E-mail: KNLC\_BASEOPS@NAVY.MIL).
4. This agreement is effective until further notice or until both parties mutually agree to terminate the agreement.
5. This letter supersedes previous letters, same subject.

John Doe, Rank, USAF  
Langley AFB, VA

Jane Smith, Rank, USN

**Attachment 3****SAMPLE JOINT-USE NOTAM AUTHORITY LETTER OF AGREEMENT**

## LETTER OF AGREEMENT (LOA) FOR CHARLESTON AFB AND CHARLESTON INTERNATIONAL AIRPORT NOTAM AUTHORITIES

## SUBJ: LETTER OF AGREEMENT

1. **Purpose:** This LOA establishes responsibilities and procedures for reporting outages or closures, and processing NOTAMs for Charleston AFB and Charleston International Airport, Charleston, South Carolina.

2. **Cancellation:** Letter of Agreement between Charleston Air Traffic Control Tower and Charleston AFB dated May 21, 2001; same subject.

3. **Scope:** This LOA applies to all system and movement areas at Charleston AFB and Charleston International Airport that are subject to NOTAM action in according with (IAW) FAA JO 7930.2, *Notices to Airmen (NOTAM)*.

## 4. Responsibilities:

Charleston AFB Base Operations.

Shall report outages/closures as per paragraph 5 and issue civil NOTAMs via Washington FSS for the following movement areas:

All runways (including runway conditions).

All taxiways except A and B.

All ramps except Ramp 1 and 2.

Emergency equipment capability.

Primary and secondary air traffic control radar systems.

All radar approach control and emergency frequencies.

Shall report outages/closures as per paragraph 5 and issue DINS NOTAMs for the following movement areas:

Taxiway A and B.

Ramp 1 and 2.

Optical Landing System (OLS).

Charleston Air Traffic Control Tower (ATCT) shall report outages as per paragraph 5 and issue civil NOTAMs via Washington FSS for the following:

Instrument Landing System (ILS)

Airport and approach lighting systems or aids (except OLS).

All tower frequencies.

5. Coordination: All outages/closures shall be coordinated with the following:

Charleston AFB Airfield Manager

Charleston International Airport Manager

Charleston Control Tower

Washington Hub (FSS)

Washington ARTCC

6. This agreement is effective until further notice or until both parties mutually agree to terminate the agreement.

John Doe, Rank, USAF  
Charleston AFB, SC

Jane Smith  
Air Traffic Manager  
Charleston Air Traffic Control Tower