

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

N JO 7930.91

**Effective Date:**  
June 30, 2011

**Cancellation Date:**  
June 29, 2012

**SUBJ:** Format Changes to Notices to Airmen (NOTAM)

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- 1. Purpose of This Notice.** This notice amends FAA Order JO 7930.2, Notices to Airmen, with new procedures for formatting NOTAMs.
- 2. Audience.** The primary audience for this notice is any office responsible for originating NOTAMs. The secondary audience is those who utilize aeronautical information.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Cancellation.** This notice will be cancelled with the publication of FAA Order JO 7930.2M Change 2, Notices to Airmen.
- 5. Explanation of Policy Change.** Several changes are being made in the formatting of notices to airmen to become compatible with systems already in use to originate and disseminate NOTAMs. New keywords ODP, SID, STAR, CHART, DATA, IAP, VFP, ROUTE, and SPECIAL are added. This change also specifies that NOTAMs relating to SIDs, graphic ODPs, and STARs are issued as Flight Data Center (FDC) NOTAMs. The keyword RAMP will no longer be used, and ramp NOTAMs will appear under the keyword APRON. Components of an Instrument Landing System (ILS) in a NOTAM are distinguished by preceding the component with "ILS" followed by "RWY" and the runway number. Friction Measuring Device NOTAMs for reporting the friction measuring device out of service must not contain the name of nomenclature of the device. Wind shear detection systems LLWAS, TDWR, and WSP are described in NOTAMs as a microburst/wind shear detection system.
- 6. Procedures.**
  - a.** Amend Paragraph 1-2-1, Policy, as follows:  
**1-2-1. POLICY**

Authorized personnel assigned to facilities that collect and/or disseminate NOTAMs must be familiar with the provisions of this order that pertain to their operational responsibilities.

Subparagraphs a through d, no change.

    - e.** NOTAMs must have one of the following keywords as the first part of the text:  
RWY, TWY, APRON, AD, OBST, NAV, COM, SVC, AIRSPACE, ODP, SID, STAR, CHART, DATA, IAP, VFP, ROUTE, SPECIAL, or (O).

Subparagraphs e1 through e2, no change.

3. APRON (Apron/Ramp).

**EXAMPLES-**

*!ATL ATL APRON NORTH TWY L3 APRON CLSD*

*!BNA BNA APRON NORTH APRON CLSD*

*!DSM DSM APRON SOUTH CARGO RAMP CLSD*

Subparagraphs 5 through 10, renumber to 4 through 9.

10. ODP (Obstacle Departure Procedure).
11. SID (Standard Instrument Departure).
12. STAR (Standard Terminal Arrival).
13. CHART (Chart).
14. DATA (Data).
15. IAP (Instrument Approach Procedure).
16. VFP (Visual Flight Procedure).
17. ROUTE (Route).
18. SPECIAL (Special).

**NOTE-**

*Examples of keywords (ODP, SID, STAR, IAP, ROUTE, and SPECIAL) relating to instrument flight procedures are shown in Chapter 7.*

19. (O) – Other Aeronautical Information. Aeronautical information received from any authorized source that may be beneficial to aircraft operations and does not meet defined NOTAM criteria. Any such NOTAM will be prefaced with “(O)” as the keyword following the location identifier.

**EXAMPLE-**

*!LOZ LOZ (O) CONTROLLED BURN OF HOUSE 8 NE AER RWY 23 WEF 0910211300–0910211700*

**NOTE-**

*Keyword (O) should be used for NOTAMs pertaining to aircraft operations greater than 5 SM from an aerodrome.*

f. (U) – Unverified. (U) is used preceding a keyword. For use only where authorized by letters of agreement. Movement area or other information received that meets NOTAM criteria and has not been confirmed by the airport manager (AMGR) or designee. If Flight Service is unable to contact airport management, Flight Service must forward (U) NOTAM information to the USNS. Subsequent to USNS distribution of a (U) NOTAM, Flight Service will inform airport management of the action taken as soon as practical.

**EXAMPLE-**

*!ORT 6K8 (U) RWY 7/25 ABANDONED VEHICLE*

g. Any NOTAM associated with “Personnel and Equipment Working” (PAEW), will be associated with RWY, TWY, AD, or APRON and a direction from the associated movement area, as appropriate.

No further changes to paragraph.

b. Amend Paragraph 5-1-3, NOTAM (D) Movement Area Information, follows:

**5-1-3. NOTAM (D) MOVEMENT AREA INFORMATION**

Title through c4(a) EXAMPLES, no change.

**NOTE-**

1. A MU value of 40 indicates 40 or greater.

Notes 2 and 3, no change.

(b) Equipment status.

**EXAMPLE-**

*!MSP MSP SVC FRICTION MEASURING DEVICE OTS WEF 1109141000*

No further changes to paragraph.

c. Amend Paragraph 5-3-7, NOTAM (D) NAVAID, as follows:

**5-3-7. NOTAM (D) NAVAID**

Title through d, no change.

e. Instrument Landing Systems (ILS). Distinguish components of an ILS from nonprecision approach NAVAIDs by preceding the component with “ILS” followed by “RWY” and the runway number (including single ILS airports).

**EXAMPLES-**

*!SHV SHV NAV ILS RWY 32 110.3 CMSN*

(Insert “ILS” between NAV and RWY in the remaining examples.)

No further changes to paragraph.

d. Amend Paragraph 5-5-6, Low Level Windshear Alert System (LLWAS), as follows:

**5-5-6. MICROBURST/WIND SHEAR DETECTION SYSTEM**

Issue a NOTAM if a system failure rendering the microburst/wind shear detection system (for example, LLWAS, TDWR, and WSP) unusable is reported. NOTAMs are not issued for failure of individual system components, such as a remote sensor(s).

**EXAMPLE-**

*!IAD IAD SVC MICROBURST/WINDSHEAR DETECTION SYSTEM OTS WEF 1112010930-1112021700*

e. Amend Paragraph 7-1-1, FDC NOTAM Categories, as follows:

**7-1-1. FDC NOTAM CATEGORIES**

FDC NOTAMs refer to information that is normally regulatory in nature and includes, but is not limited to, the following:

a through a1, no change.

2. Instrument flight procedure changes to include special and standard instrument approach procedures, textual and graphic obstacle departure procedures (ODPs), standard instrument departures (SIDs), and standard terminal arrivals (STARs).

No further changes to paragraph.

f. Amend Paragraph 7-1-4, Interim IFR Flight Procedures, as follows:

**7-1-4. INTERIM IFR FLIGHT PROCEDURES**

These procedures are originated by FAA flight operations and flight inspection and procedures personnel and are transmitted to USNOF. When these revisions cannot be published in advance of their effective dates, USNOF transmits them as FDC NOTAMs. Changes to airways will be issued as an FDC Center Area NOTAM. The applicable keyword (ODP, SID, STAR, CHART, DATA, IAP, VFP, ROUTE, and SPECIAL) will be included immediately following the “FI/T” or “FI/P” designator.

Subparagraphs a through c, replace “AIRWAY” with “ROUTE” in the EXAMPLES:

**EXAMPLE-**

*!FDC x/xxxx ZFW OK. FI/T ROUTE ZFW ZKC. VI40 SAYRE (SYO) VORTAC, OK TO TULSA (TUL) VORTAC, OK MEA 4300.*

d. Standard Instrument Approach Procedure (SIAP) and Special Instrument Flight Procedure format:

*!FDC x/xxxx PSB FI/T IAP MID-STATE PHILIPSBURG, PA  
ILS RWY 16 AMDT 5...  
NDB RWY 16 AMDT 5...  
VOR RWY 24 AMDT 14...*

*ADD NOTE: WHEN LCL ALSTG NOT RECEIVED, USE UNIVERSITY PARK ALSTG AND INCREASE ALL DH/MDAS 100 FT; PROC NA AT NIGHT; ALTN MINS NA*

(Insert “IAP” after “FI/T” for remaining examples.)

**7. Background.** The FAA is transitioning to a NOTAM that is more compliant with the standards of the International Civil Aviation Organization to enable more global consistency in NOTAMs. As the new Federal NOTAM System (FNS) policy is developed, software changes are being made in the U. S. NOTAM System to enable a smoother transition to the FNS.

**8. Distribution.** This notice is distributed to the following ATO service units: Terminal, En Route and Oceanic, System Operations, and Mission Support; ATO Safety; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.



Elizabeth L. Ray  
Vice President, Mission Support Services  
Air Traffic Organization

*May 31, 2011*  
Date Signed