NOTAM Manager Training Presentation
Presented to:
Airport Personnel

Presented by:
National Airspace System Integration Support Contract (NISC) Personnel
Pilot’s Bill of Rights Law was passed by Congress and signed by the President August, 2012. Section 3 of this Law Requires FAA to make specific improvements to the NOTAM system:

1. To provide a document that is easily searchable
2. To decrease the overwhelming volume of NOTAMs an airman receives when retrieving airman information prior to flight in the NAS
3. To provide a filtering mechanism similar to that provided by the DOD NOTAMs
4. Make the NOTAMs more specific and relevant to the airman’s route and in a format that is more usable
5. To provide a full set of NOTAM results in addition to specific information requested by airmen
Prerequisite

A Computer with Internet Access

Current web browser: Internet Explorer 9, Mozilla Firefox, Chrome or Safari

Individual email address
NOTAM Manager Training

1. Instruct Airport Personnel on the functionalities of NOTAM Manager
   ✓ Classroom Instruction
   ✓ NOTAM Manager Live Demonstration
   ✓ Hands On Training Exercises
   ✓ Q & A

2. Activate NOTAM Manager
   ✓ Administrators and Issuers will be proficient in performing the functions associated with the NOTAM Manager Application
   ✓ NOTAMs will be submitted directly into the FNS via digital format
NOTAM Policy

- FAA Order JO 7930.2R contains the FAA’s policy on NOTAMs
- Advisory Circular 150/5200-28E provides guidance to Part 139 airports on how to issue NOTAMs
- USNOF is the authority ensuring NOTAM formats. To ensure that the NOTAMs issued are consistent with NOTAM policy, submitters must comply with USNOF personnel directions
Creating An Account
Registering for an account

Select "Airports"

Select “New User Registration”
Note: Administrator accounts are set up prior to training
Registration Approval and Accounts

- Once you submit your registration form your administrator will be notified via email.
- Once your administrator approves your account an email will be sent to you.
- You may then log into the NOTAM Manager Application to access your account with your username and password (username is your full email address).

**Production vs. Demo**
- Production is the live site (controlled by the airport)
- Demo is the training site (controlled by NISC)
Trouble Shooting Failed Log In Attempts

- Five consecutive failed attempts to log into your NOTAM Manager account will cause you to be locked out.
- Your Airport Administrator will have to unlock your account.
Forgot my Password

Digital - AIM | NOTAM - Manager

- Digitally Encode NOTAMS
- Automatic transformation into ICAO and other formats
- Business rules validation
- Traceability
- Information exchange using AIXM 5.1

WARNING WARNING WARNING

This is a U.S. Federal Aviation Administration computer system. Unauthorized access or use is a violation of U.S. law and may result in criminal or civil proceedings. If you cause a technical disruption of the system, you agree to be responsible for the costs of restoration and any civil or criminal penalties. All activity will be monitored to ensure appropriate use. Your continued use constitutes consent to monitoring and the system’s terms of use. If you do not consent to monitoring or the terms of use, you should exit this system.

You will receive an email stating:

‘FNS-NOTAM Manager Password Reset Instructions’

• You must click the link provided in the email and follow the instructions to reset your password

Click “Forgot my Password”

Enter your email address and last name

For Assistance, Please contact AIM Operations
1-800-466-1336 or (540) 422-4188/69
Send Email To: FNS Help Desk
Functionality of NOTAM Manager
Log-on / AIM Operations Helpdesk

Digital - AIM | NOTAM - Manager

- Digitally Encode NOTAMS
- Automatic transformation into ICAO and other formats
- Business rules validation
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- Information exchange using AIM 5.1

WARNING WARNING WARNING

This is a U.S. Federal Aviation Administration computer system. Unauthorized access or use is a violation of U.S. law and may result in criminal or civil proceedings. If you cause a technical disruption of the system, you agree to be responsible for the costs of restoration and any civil or criminal penalties. All activity will be monitored to ensure appropriate use. Your continued use constitutes consent to monitoring and the system’s terms of use. If you do not consent to monitoring or the terms of use, you should exit this system.

For Help Desk contact information click the provided link.
## Airport & Tech Ops

For Account Maintenance assistance, please contact your facility’s Local NOTAM Manager Administrator

All other Technical System related inquiries, please contact the AIM Operations Customer Support Group

1-866-466-1336 or (540)-422-4168/69

Send EMail To: 7-awa-naimes@faa.gov

## DoD

For Account and Application related assistance, please contact the Military NOTAM Coordinators

DSN 510-422-4757/8/9, Commercial 1-540-422-4753/54/55

Military NOTAM Coordinators can be reached Monday-Friday 0700-1700 (Local) EST, After Hours Duty Cell 1-571-318-2735

Send EMail To: Military NOTAM Coordinators usaf.pentagon.af-a3.mbx.a3ojn-dod-notam-workflow@mail.mil
Feature Manager
Used to build groups of Taxiways or Aprons in the drop down menus, allowing for multiple surfaces to be included in a single NOTAM

- Select Taxiway or Apron
- Add designators
- Enter a group name (for internal use only)
- Enter description of group – Optional (for internal use only)
- List of designators will populate here
- Preview of the NOTAM D text
- Save group

Administrative Feature Only
1. Select “Civil Airport NOTAM Report”

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

3. Click Run

4. NOTAM report will populate.

5. Click here to display NOTAMs in an excel spreadsheet

Reports
Enables the User to request archived NOTAMs for a minimum of 1 day to a maximum of 62 days.
User Administration
*For accounts with Administrative functionality only*

1) Approve Users for access

Select “Approve Users”
Find the users name and click “Approve”
### User Administration

*For accounts with Administrative functionality only*

#### 2) Unlock Users

Select "Unlock Users"

Find the users name and click "Unlock"

<table>
<thead>
<tr>
<th>Name</th>
<th>E-Mail</th>
<th>Role, Organization</th>
<th>Contact Information</th>
<th>Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Barth</td>
<td><a href="mailto:aaron.barth@fortworthtexas.gov">aaron.barth@fortworthtexas.gov</a></td>
<td>Airport Manager, FWS</td>
<td>Ph:8173925434</td>
<td>FWS</td>
<td>Unlock</td>
</tr>
<tr>
<td>Adam Williams</td>
<td><a href="mailto:adam.williams@flyjx.com">adam.williams@flyjx.com</a></td>
<td>Operations Duty Officer, JAA</td>
<td>Ph:9047412020</td>
<td>JAX</td>
<td>Unlock</td>
</tr>
<tr>
<td>Amanda Bolte</td>
<td><a href="mailto:amanda.bolte@flyjx.com">amanda.bolte@flyjx.com</a></td>
<td>Duty Officer, JAX</td>
<td>Ph:9047412020</td>
<td>JAX</td>
<td>Unlock</td>
</tr>
<tr>
<td>Ankit Ramchandani</td>
<td><a href="mailto:aramchandani@flphf.com">aramchandani@flphf.com</a></td>
<td>Airport Operations, Peninsula Airport Commiss</td>
<td>Ph:7576042641</td>
<td>PHF</td>
<td>Unlock</td>
</tr>
<tr>
<td>Anson Young</td>
<td><a href="mailto:ansony@duairport.com">ansony@duairport.com</a></td>
<td>Line Service, DuBois Regional Airport</td>
<td>Ph:8143282622</td>
<td>DUJ</td>
<td>Unlock</td>
</tr>
<tr>
<td>Brian Bien</td>
<td><a href="mailto:brianb@mccarran.com">brianb@mccarran.com</a></td>
<td>Operations Coordinator, LAS</td>
<td>Ph:7022615605</td>
<td>LAS</td>
<td>Unlock</td>
</tr>
<tr>
<td>Brian Davis</td>
<td><a href="mailto:briand@mccarran.com">briand@mccarran.com</a></td>
<td>Airport Operations Coordi, KLAS</td>
<td>Ph:7025730220</td>
<td>LAS</td>
<td>Unlock</td>
</tr>
</tbody>
</table>
### User Administration

*For accounts with Administrative functionality only*

#### 3) NOTAM Distribution

To begin populating the distribution list click “NOTAM Distribution”

<table>
<thead>
<tr>
<th>Location</th>
<th>To</th>
<th>Company</th>
<th>EMail/Fax</th>
<th>Active</th>
<th>Cancelled</th>
<th>Auto Distribution</th>
<th>Last Updated At</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCW</td>
<td>Aaron Berry</td>
<td></td>
<td><a href="mailto:aberry@washingtnrc.gov">aberry@washingtnrc.gov</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>10/07/2014 15:59</td>
<td>Aaron Berry</td>
</tr>
<tr>
<td>MDD</td>
<td>Lon Winter</td>
<td>Basin Aviation</td>
<td><a href="mailto:lwinter@basinaviation.com">lwinter@basinaviation.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>04/12/2014 17:31</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Dee Ann Lujan</td>
<td>Deer Horn</td>
<td><a href="mailto:DeeAnnLujan@deerhornaviation.com">DeeAnnLujan@deerhornaviation.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>07/17/2015 15:08</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>James Rose</td>
<td>Southwest Airlines</td>
<td><a href="mailto:james.rose@wnco.com">james.rose@wnco.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>03/10/2014 23:13</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Airport Operations</td>
<td>City of Midland</td>
<td><a href="mailto:opsagent@midlandtexas.gov">opsagent@midlandtexas.gov</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>07/14/2014 00:36</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Aaron Easton</td>
<td></td>
<td><a href="mailto:aeaston@midlandtexas.gov">aeaston@midlandtexas.gov</a></td>
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<tr>
<td>MAF</td>
<td>John Franz</td>
<td>Landmark Aviation</td>
<td><a href="mailto:franz1@landmarkaviation.com">franz1@landmarkaviation.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>02/22/2014 15:16</td>
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</tr>
<tr>
<td>MAF</td>
<td>Kenneth Merrick</td>
<td>Southwest Airlines</td>
<td><a href="mailto:kenneth.merrick@wnco.com">kenneth.merrick@wnco.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>02/22/2014 15:16</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Tony Tomlinson</td>
<td>Southwest Airlines</td>
<td><a href="mailto:tony.tomlinson@wnco.com">tony.tomlinson@wnco.com</a></td>
<td>Y</td>
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</tr>
<tr>
<td>MAF</td>
<td>Nelson Lewis</td>
<td>Deer Horn</td>
<td><a href="mailto:nelson.lewis@deerhornaviation.com">nelson.lewis@deerhornaviation.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>07/14/2014 00:36</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Airport Operations</td>
<td>City of Midland</td>
<td><a href="mailto:opsagent@midlandtexas.gov">opsagent@midlandtexas.gov</a></td>
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<td>Y</td>
<td>Y</td>
<td>07/14/2014 00:36</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Aaron Easton</td>
<td></td>
<td><a href="mailto:aeaston@midlandtexas.gov">aeaston@midlandtexas.gov</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>07/14/2014 00:36</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Connie Chase</td>
<td>Southwest Airlines</td>
<td><a href="mailto:connie.chase@wnco.com">connie.chase@wnco.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>03/05/2014 03:11</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Eric Lumpkin</td>
<td>Southwest Airlines</td>
<td><a href="mailto:eric.lumpkin@wnco.com">eric.lumpkin@wnco.com</a></td>
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<td>Y</td>
<td>Y</td>
<td>03/10/2014 23:13</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>Gary Pool</td>
<td>Air Wisconsin</td>
<td><a href="mailto:gary.pool@airwis.com">gary.pool@airwis.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>05/06/2014 01:26</td>
<td>Aaron Easton</td>
</tr>
<tr>
<td>MAF</td>
<td>David DeFore</td>
<td>Southwest Airlines</td>
<td><a href="mailto:david.defore@wnco.com">david.defore@wnco.com</a></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>03/10/2014 23:14</td>
<td>Aaron Easton</td>
</tr>
</tbody>
</table>

Recipient Information, Fields marked * are mandatory.

- **Fax**
- **Phone**
- **Email**

To: Jane Doe

Company: 

Location: LEW-Auburn/Lewiston Muni

NOTAM Status to transmit:

- Active
- Cancelled
- Automatically Notify

Send Fax/Email: Note: Send Fax/Email will notify all automatic EMail/Fax recipients of any new NOTAMs or canceled NOTAMs since the last on-demand notification.
# User Administration

*For accounts with Administrative functionality only*

## 4) Search

Use the search box to look up existing users. Search by first name, last name or airport identifier.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Role, Organization</th>
<th>Contact Information</th>
<th>Location</th>
<th>Action</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Buob</td>
<td><a href="mailto:aaron.buob@flydenver.com">aaron.buob@flydenver.com</a></td>
<td>Asst Aviation Ops Mgr, Airside Ops</td>
<td>Ph:3033424008</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Adam Stefl</td>
<td><a href="mailto:adam.steffi@flydenver.com">adam.steffi@flydenver.com</a></td>
<td>Airport Operations Mgr, Denver Int'l Airport</td>
<td>Ph:7203463519</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Alec Toillion</td>
<td><a href="mailto:alec.toillion@flydenver.com">alec.toillion@flydenver.com</a></td>
<td>COMMunication Center Supe, City and County of Denver</td>
<td>Ph:3033424020</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Alvin Lorenzo</td>
<td><a href="mailto:alvin.lorenzo@flydenver.com">alvin.lorenzo@flydenver.com</a></td>
<td>AOM, DIA</td>
<td>Ph:3034082083</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Ashley Sykes</td>
<td><a href="mailto:ashley.sykes@flydenver.com">ashley.sykes@flydenver.com</a></td>
<td>Comm Center Supervisor, City and County of Denver</td>
<td>Ph:3033424020</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Benton Smith</td>
<td><a href="mailto:benton.smith@flydenver.com">benton.smith@flydenver.com</a></td>
<td>AOR, DIA</td>
<td>Ph:3033424200</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Branden Baker</td>
<td><a href="mailto:branden.baker@flydenver.com">branden.baker@flydenver.com</a></td>
<td>Operation, Comm. Center</td>
<td>Ph:3033424200</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Brent Hill</td>
<td><a href="mailto:brent.hill@flydenver.com">brent.hill@flydenver.com</a></td>
<td>AOR, OPS/COMM</td>
<td>Ph:3033424200</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Bret Knox</td>
<td><a href="mailto:brett.knox@flydenver.com">brett.knox@flydenver.com</a></td>
<td>AOM, DIA</td>
<td>Ph:3033963144</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Brian Dennis</td>
<td><a href="mailto:bdennis@inaa.com">bdennis@inaa.com</a></td>
<td>Operations Officer, ABE</td>
<td>Ph:6102666000</td>
<td>ABE</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Brooke Beets</td>
<td>brooke <a href="mailto:ctr.beets@faa.gov">ctr.beets@faa.gov</a></td>
<td>Training Specialist, AJV-24</td>
<td>Ph:8163292537</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>C EnnisSr</td>
<td><a href="mailto:cedric.ennis@flydenver.com">cedric.ennis@flydenver.com</a></td>
<td>Aviation Operations Rep. Operations</td>
<td>Ph:3033424200</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
<tr>
<td>Candace Brown</td>
<td><a href="mailto:candace.brown@flydenver.com">candace.brown@flydenver.com</a></td>
<td>Manager, Operations</td>
<td>Ph:3033424020</td>
<td>DEN</td>
<td>Lock</td>
<td>Remove</td>
</tr>
</tbody>
</table>
My Profile

Update/modify user information

Change Password

Click Save
Preferences - Allows NOTAM Issuers to select preferences:

- Check "Show Map" to display a map of your airport.
- View cancelled/expired NOTAMs in the Summary Pane up to 30 previous days.
- A blue circle will appear next to all NOTAMs that will expire.
- Airports that issue NOTAMs for multiple airfields.
Example of the “Show Map” Feature

The selected Designator will turn red on the map.
Submit feedback/comments/questions to the AIM Operations Customer Support Group help desk by typing in the box and clicking “Submit”.
United States Department of Transportation
Federal Aviation Administration

NOTAM MANAGER USER’S GUIDE

AIM Operations Customer Support
1-866-466-1336
Logout - It is important to log off the system once all entries are complete. This protects the integrity of the NOTAM Issuer and helps ensure the accuracy of NOTAMs. When the system is idle for 30 minutes, automatic logout occurs.
### Internet Connection Indicator

A green dot indicates internet connectivity.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Condition</th>
<th>Number</th>
<th>Start Date UTC</th>
<th>End Date UTC</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxiway</td>
<td>ALO TWY A WIP SN REMOVAL 1512281800-1512282300</td>
<td>12016</td>
<td>12/28/2015 1800</td>
<td>12/28/2015 2300</td>
<td>Active</td>
</tr>
<tr>
<td>Runway</td>
<td>ALO RWY 12/30 FICON T4 4 IN DRY SN OVER COMPACTED SN OBSERVED AT 1512281759</td>
<td>12013</td>
<td>12/28/2015 1759</td>
<td>12/29/2015 1759</td>
<td>Active</td>
</tr>
<tr>
<td>Apron</td>
<td>ALO APRON TERMINAL RAMP FICON COMPACTED SN OBSERVED AT 1512281800-1512281800</td>
<td>12014</td>
<td>12/28/2015 1800</td>
<td>12/28/2015 1800</td>
<td>Active</td>
</tr>
<tr>
<td>Apron</td>
<td>ALO APRON ALL SFC MARKINGS OBSC 1512281800-1512312100</td>
<td>12015</td>
<td>12/28/2015 1800</td>
<td>12/31/2015 2100</td>
<td>Active</td>
</tr>
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</table>
Actions Toolbar
## Actions Toolbar

### NOTAM Summary

<table>
<thead>
<tr>
<th>Feature</th>
<th>Condition</th>
<th>Number</th>
<th>Start Date UTC</th>
<th>End Date UTC</th>
<th>Status</th>
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<tbody>
<tr>
<td>Runway</td>
<td>MOY-RWY 10 Rwy End ID LGT OUT OF SERVICE 1512172038-1512172100</td>
<td>12085</td>
<td>12/17/2015 2038</td>
<td>12/17/2015 2100</td>
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<tr>
<td>Runway</td>
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<td>12086</td>
<td>12/17/2015 2039</td>
<td>12/17/2015 2100</td>
<td>Expired</td>
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<tr>
<td>Aerodrome</td>
<td>MOY-SVR PCL ALL OUT OF SERVICE 1512172040-1512172200</td>
<td>12087</td>
<td>12/17/2015 2040</td>
<td>12/17/2015 2200</td>
<td>Expired</td>
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<tr>
<td>Apron</td>
<td>MOY-APRON ALL WIP MAINT 1512172032-1512172200</td>
<td>12089</td>
<td>12/17/2015 2032</td>
<td>12/17/2015 2200</td>
<td>Expired</td>
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<tr>
<td>Obstacle</td>
<td>MOY OBST CRANE (ASN UNKNOWN) 360093N8963112W (1.35NM NE ARCH END</td>
<td>42095</td>
<td>12/17/2015 2019</td>
<td>12/24/2015 1200</td>
<td>Expired</td>
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<tr>
<td>Apron</td>
<td>MOY-APRN WIB RAMP NORTH ACCESS WIP RAMP OUT TO AD HWY</td>
<td>12096</td>
<td>12/25/2015 1034</td>
<td>12/22/2015 1500</td>
<td>Expired</td>
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<tr>
<td>Apron</td>
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<td>42097</td>
<td>12/22/2015 1500</td>
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<tr>
<td>Taxiway</td>
<td>MOY TWY K1 CLSD 1512221140-1512221180</td>
<td>42098</td>
<td>12/22/2015 1830</td>
<td>12/22/2015 1830</td>
<td>Active In Progress</td>
</tr>
<tr>
<td>Runway</td>
<td>MOY-RWY 01-10 RCON PATCHY ICE OBSERVED AT 1512211846-1512211900-1512212040</td>
<td>42099</td>
<td>12/21/2015 1940</td>
<td>12/22/2015 1830</td>
<td>Expired</td>
</tr>
<tr>
<td>Runway</td>
<td>MOY-RWY 01-10 RCON PATCHY ICE OBSERVED AT 1512211902-1512211902</td>
<td>42100</td>
<td>12/22/2015 1902</td>
<td>12/22/2015 1902</td>
<td>Expired</td>
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<tr>
<td>Runway</td>
<td>MOY-RWY 14-22 CLSD 1512221103-1512222000</td>
<td>12101</td>
<td>12/21/2015 1937</td>
<td>12/22/2015 1902</td>
<td>Expired</td>
</tr>
<tr>
<td>Runway</td>
<td>MOY-RWY 14-22 CLSD EXG 2 HR PPR 5154592651-1512211016-1512221800</td>
<td>12102</td>
<td>12/21/2015 1916</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
</tr>
<tr>
<td>Taxiway</td>
<td>MOY-TWY A HLDG PSN SIGN WEST SIDE FOR RWY 1432 NOT LGTD</td>
<td>42103</td>
<td>12/22/2015 1800</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
</tr>
<tr>
<td>Aerodrome</td>
<td>MOY-AP-ADP PNK INDEX AT NOT AWVL AND AP CLSD TO AIR CARRIER GPS</td>
<td>42104</td>
<td>12/22/2015 1800</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
</tr>
<tr>
<td>Taxiway</td>
<td>MOY-TWY A HLDG PSN SIGN RWY 1432 EXG NOT LGTD</td>
<td>42105</td>
<td>12/22/2015 1800</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
</tr>
<tr>
<td>Taxiway</td>
<td>MOY-TWY A HLDG PSN SIGN RWY 1432 LEFT SIDE LGT OUT OF SERVICE 1462014</td>
<td>42106</td>
<td>12/22/2015 1800</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
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<tr>
<td>Taxiway</td>
<td>MOY-TWY A HLDG PSN SIGN RWY 1432 EXG NOT LGTD</td>
<td>42107</td>
<td>12/22/2015 1800</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
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<tr>
<td>Taxiway</td>
<td>MOY-TWY A HLDG PSN SIGN RWY 1432 EXG NOT LGTD</td>
<td>42108</td>
<td>12/22/2015 1800</td>
<td>12/22/2015 1800</td>
<td>Expired</td>
</tr>
<tr>
<td>Aerodrome</td>
<td>MOY-AP-APRN WIB RAMP EDGE LGT OUT OF SERVICE 1512281792</td>
<td>42109</td>
<td>12/26/2015 1745</td>
<td>12/26/2015 1800</td>
<td>Active</td>
</tr>
<tr>
<td>Obstacle</td>
<td>MOY OBST CRANE (ASN UNKNOWN) 36010N08933105W (1.15NM NE ARCH END RWY 10)</td>
<td>12110</td>
<td>12/22/2015 1200</td>
<td>12/28/2015 2000</td>
<td>Expired</td>
</tr>
<tr>
<td>Taxiway</td>
<td>MOY TWY A CLSD 1512281650-1512291200EST</td>
<td>12111</td>
<td>12/26/2015 1056</td>
<td>12/20/2015 1001</td>
<td>Active</td>
</tr>
</tbody>
</table>
New - Initiates the process to create a new NOTAM
Cancel NOTAM - Initiates the process to cancel an existing NOTAM
Replace - Creates a new NOTAM using the content of an Active NOTAM. When submitted, a new NOTAM will automatically be issued and the NOTAM being replaced is cancelled.

Select “Proceed” to continue
**Copy** - Creates a new NOTAM using the content of any NOTAM in the Summary Pane.

Once a NOTAM has been selected to copy, the NOTAM Editor pane will appear and the original content of the NOTAM will be available for modification.
Save As Draft - Allows the Issuer to start a NOTAM then save it in draft form to be completed at a later date.
**Edit** - Allows the Issuer to Edit an existing Draft NOTAM. When the Issuer has completed editing, they may save the NOTAM as a Draft NOTAM or Submit the NOTAM for dissemination.

Select a draft to be edited.
Delete - Allows the Issuer to Delete Draft NOTAMs from NOTAM Manager

Select a Draft from the Summary Pane and click Edit in the Actions toolbar then select delete in order to delete the NOTAM.
**Error Check** - Allows the Issuer to check a NOTAM prior to submission for errors using established NOTAM business rules.
Change Log - Allows the issuer to see the history of a NOTAM

When a NOTAM in the NOTAM Summary Pane is highlighted, all actions that have taken place concerning that particular NOTAM will be displayed. This includes date, time, the activity that took place, identification of the Issuer and any airport specific requirements/comments.
Submit - Sends a NOTAM to the FNS or Flight Services for activation

Confirmation

Do you want to Activate the NOTAM?

LEW XX/XXX LEW TWY B WIP GRASS CUTTING ADJ ALL SIDES 1408012000-1408092000

Reference ID: 10276791
Accountability: LEW
Edited by: Brooke Beets
Job Title: Training Specialist
Contact: 8163292537(Phone)

Comments (optional)

No Yes

Confirm NOTAM activation by selecting “Yes”
Airport Pane
Airport Pane

If the user has access to more than one airport, click the dropdown menu to select the appropriate airfield.

Filter through NOTAMs in the Summary Pane by selecting a particular Keyword or Status.
Airport Pane

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

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

The Status Tool allows the Issuer greater flexibility to filter NOTAMs

Collapse the Airports Pane by clicking on the black lines
NOTAM
Summary Pane
### NOTAM Summary Pane

**Column Headers:**
- NOTAMs can be sorted by double clicking on the individual Column Header.
- NOTAMs identified with a blue circle will expire based on preference selection.
- NOTAMs displaying a pencil have been modified by a third party.
- NOTAMs entered with a start date further out than 72 hrs. will be put into a Queue. Requires manual submission.
- NOTAM was submitted with an Estimated (EST) end time.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Condition</th>
<th>Number</th>
<th>Start UTC</th>
<th>EST End Time</th>
<th>End Time UTC</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerodrome</td>
<td>DEN AD ARTF VEHICLE OUT OF SERVICE NOW INDEX D 13092902413...</td>
<td>08:204</td>
<td>09:20:13092902413</td>
<td>08:204</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Taxiway</td>
<td>DEN TWY A WORK IN PROGRESS CONST 13092002144-13093821230...</td>
<td>09:394</td>
<td>09:20:13092002144</td>
<td>09:394</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Runway</td>
<td>DEN RWY 28 RTHL OUT OF SERVICE 1601201847-1601272100EST...</td>
<td>01:602</td>
<td>01:20:1601201847</td>
<td>01:602</td>
<td>01/27/2016</td>
<td>Active</td>
</tr>
<tr>
<td>Runway</td>
<td>DEN RWY 07 RTHL OUT OF SERVICE 1601061438-1601272100EST...</td>
<td>01:609</td>
<td>01:20:1601061438</td>
<td>01:609</td>
<td>01/27/2016</td>
<td>Active</td>
</tr>
<tr>
<td>Runway</td>
<td>DEN RWY 75G WORK IN PROGRESS INSPECTION 1308290227-1308252300...</td>
<td>08:308</td>
<td>09:20:1308290227</td>
<td>08:308</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Obstruction</td>
<td>DEN AD ABN OUT OF SERVICE 13082902142-1309042412...</td>
<td>08:300</td>
<td>09:20:13082902142</td>
<td>08:300</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Obstruction</td>
<td>DEN OBST TOWER LGT (ASR 1035X05) 3564510.150-1035X05 07/17/2017 0.2NM SSE</td>
<td>08:403</td>
<td>09:20:1035X05</td>
<td>08:403</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Obstruction</td>
<td>DEN AD AIRPORT CLSD 1309061258-1309061900...</td>
<td>09:003</td>
<td>09:20:1309061258</td>
<td>09:003</td>
<td>09/30/2016</td>
<td>Active</td>
</tr>
<tr>
<td>Taxiway</td>
<td>DEN TWY B CON AT STR BARRICADED 1306071818-1306071818...</td>
<td>09:003</td>
<td>09:20:1306071818</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Apron</td>
<td>DEN APRON AE OVERNIGHT PAD EAST CL LGT OBSCL 1306070230-1306070230...</td>
<td>09:003</td>
<td>09:20:1306070230</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Taxiway</td>
<td>DEN TWY A NON-MOVEMENT AREA BTH RWY 17R/35L 1308201424-1308201424...</td>
<td>09:003</td>
<td>09:20:1308201424</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Taxiway</td>
<td>DEN TWY A NON-MOVEMENT AREA 13082012142-13082012142...</td>
<td>09:003</td>
<td>09:20:13082012142</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Apron</td>
<td>DEN APRON AE OVERNIGHT PAD EAST CL LGT OBSCL 1306071818-1306071818...</td>
<td>09:003</td>
<td>09:20:1306071818</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Apron</td>
<td>DEN APRON TERMINAL DE ALLEYWAY CNTRL LGT OTS 1306061302-1306061302...</td>
<td>09:003</td>
<td>09:20:1306061302</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Apron</td>
<td>DEN APRON UAL EAST MAINT RAMP CLSD 1306061250-1306061250...</td>
<td>09:003</td>
<td>09:20:1306061250</td>
<td>09:003</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>
NOTAM Details Pane
NOTAM Details Pane - Hidden until a NOTAM is selected in the NOTAM Summary Pane.
Creating a New Digital NOTAM
Creating a New Digital NOTAM

1. Select “New”
2. Select “Keyword”
3. Select “Designator”
4. Select “Scenario”
5. Select “Create NOTAM”
NOTAM Editor

Select the Properties, Prior Permission or Comments tab

The drop down options in the Properties tab will change depending on the NOTAM being built.

Change the NOTAM scenario by clicking the drop down menu

Click here to enter Lat/Long coordinates to be displayed on a map

Undock Translation Window

Translation Window

Keywords: NOTAM, Editor, Federal Aviation Administration
Period of Validity
Required - Allows the Issuer to specify Start/End Days and Times

The NOTAM start time will reflect the current time of activation
Enter start/end dates/times
Check here to create a recurring schedule

The NOTAM start time will reflect the current time of activation

Check here if the NOTAM end date is permanent
Check here for an estimated NOTAM end time
Compare the UTC time entered to the local time

Check here if the NOTAM is relevant only during specified times within the overall effective period
Check Local Time Feature

- Time Zone: Alaska
  - Start Time: 9/10/13 4:00 AM
  - End Time: 9/14/13 12:00 PM

- Time Zone: Arizona
  - Start Time: 9/10/13 5:00 AM
  - End Time: 9/14/13 1:00 PM

- Time Zone: Central
  - Start Time: 9/10/13 7:00 AM
  - End Time: 9/14/13 3:00 PM

- Time Zone: Eastern
  - Start Time: 9/10/13 8:00 AM
  - End Time: 9/14/13 4:00 PM

- Time Zone: Hawaii
  - Start Time: 9/10/13 2:00 AM
  - End Time: 9/14/13 10:00 AM

- Time Zone: Mountain
  - Start Time: 9/10/13 6:00 AM
  - End Time: 9/14/13 2:00 AM

- Time Zone: Pacific
  - Start Time: 9/10/13 5:00 AM
  - End Time: 9/14/13 1:00 PM

Close
Prior Permission

Enter Prior Permission information to be included in the NOTAM.
Comments will remain internal and will be viewable in the Change Log and NOTAM Archive Report.
Submitting a NOTAM
Submitting a NOTAM

Comments will remain internal and will be viewable in the Change Log and NOTAM Archive Report.

Select “Yes” to confirm NOTAM submittal.
Confirmation Window when a NOTAM is Activated

- NOTAM has been successfully submitted
- A NOTAM number will be assigned immediately
- NOTAMs containing this message will be automatically distributed to the recipients listed in the Distribution List

NOTAM Submission successful!

Note: Automatic NOTAM Distribution is turned on

Reference ID: 13078823
Accountability: SMF
Edited by: Steve Meinders
Job Title: Senior ATCS
Contact: 816-329-2516 (Phone)
Canceling a NOTAM
### NOTAM Summary

<table>
<thead>
<tr>
<th>Feature</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxiway</strong></td>
<td>LEW TWY A BTN RWY 17/35 AND TWY C WIP CONST LGTD AND BARRICADED 1408041600...</td>
</tr>
<tr>
<td><strong>Taxiway</strong></td>
<td>LEW TWY B WIP GRASS CUTTING ADJ ALL SIDES 1408021650-1408022300</td>
</tr>
</tbody>
</table>

*Created by Brooke Beets, (Tel: 8163292537; Fax: ; Radio:)*

#### Status
- **Active:** 4
- **Cancelled:** 5
- **Cancellation In Progress:** 0
- **Draft:** 1
- **Error Activating:** 0
- **Error Cancelling:** 0
- **Expired:** 12
- **Activation Faxed:** 0
- **Cancellation Faxed:** 0
- **In Queue:** 1

### Confirmation

**Do you want to CANCEL the NOTAM?**

- Domestic: LEW 08/001 LEW TWY B WIP GRASS CUTTING ADJ ALL SIDES 1408021650-1408022300

*Created by Brooke Beets, (Tel: 8163292537; 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

**Confirm NOTAM cancellation by selecting “Cancel NOTAM”**

---

**Federal Aviation Administration**

---

Page 60
The NOTAM will show “cancelled” in the Summary Pane with black lines running through it.

Note: Automatic NOTAM Distribution is turned on.
Entering a Free Form NOTAM

- The Free Form NOTAM process is to be used when acceptable scenarios are not available in the NOTAM Manager drop down menus
- Free Form NOTAMs are not digital and are submitted through Flight Service (FS)
Entering a Free Form NOTAM

Select Keyword

Select Free Form in the Designator drop down list

Select the Free Form Scenario

Select "Create NOTAM"
If a scenario cannot be found in the drop down menus, Free Text may be an option to issue the NOTAM. Free Form allows you to enter NOTAM information into the box consistent with NOTAM policy. You can also enter the period of validity by specifying start and end dates (UTC).
Free Form

NOTE: Free Form NOTAMs will be sent to Flight Service for submittal.

Select “Yes” to confirm NOTAM Submittal.
The NOTAM has been sent to Flight Service.

A NOTAM number will be assigned once Flight Service activates the NOTAM.
After Implementation: NOTAM Manager Airport Telcon

• As part of ongoing education, the NOTAM Manager Deployment team conducts a telcon every third Wednesday of the month to provide continuing support to the users.

• The telcon also gives each individual airport an opportunity to provide feedback regarding any issues or suggestions for improvements they might have.

• If applicable, the FAA will deactivate all ENII accounts 60 days after the activation of NOTAM Manager at the Airport.
NOTAM Manager Hands On Training Exercise