



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

22 Jul 2009

MEMORANDUM FOR Personnel deployed to Afghanistan and Iraqi Airfields

FROM: HQ USAF A30-AYIN (DoD NOTAM office)
13600 EDS Dr, Suite 100
Herndon, VA 20171-3233

SUBJECT: Notice to Airmen (NOTAM) OEF/OIF Training and Policy Letter

Summary of changes: This document is substantially revised and must be completely reviewed. Major changes include: NOTAM processing procedures, NOTAM criteria explained, elimination of abbreviations/phraseology, and change of verbiage for urgent NOTAM requests.

Supercession: This policy letter supercedes "Notice to Airmen (NOTAM) OEF/OIF Training and Policy Letter," dtd 1 May 08.

1. This NOTAM policy letter supports NOTAM policy IAW the Regional Air Movement Control Center (RAMCC) and the Combined Air Operations Center (CAOC) AMD/A3, CENTAF (Al Udied) and the Airfield Operations branch. It is intended to educate deployed airfield personnel about NOTAM criteria and simplify the process for dissemination. It defines NOTAMs according to the International Civil Aviation Organization (ICAO 8126 and Annex 15), gives a sampling of NOTAM conditions and criteria, details procedures to follow when you have a request, and provides a URL address to check NOTAMs for a given location. **These procedures apply to ALL deployed United States Army, Air Force, Navy and Marine locations, as well as all multi-national/coalition forces locations. Functional Managers please ensure widest dissemination.**
2. NOTAM definition: An unclassified notice, distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
3. NOTAM must meet the following criteria:
 - Concern a hazard to flight safety or may limit military flight operations.
 - Be published or qualify for publication in Flight Information Publication (FLIP).
 - Be more restrictive than the information published in FLIP.
 - Be under the jurisdiction of the NOTAM authority.

- Be temporary in nature, 90 days or less. NOTE: The Airfield Manager or designated representative must ensure indefinite NOTAM requests, and NOTAM expected to exceed 90 days, are coordinated for FLIP update through the appropriate agency. Consult FLIP General Planning Booklet, Chapter 11 for further information.
4. NOTAM material includes, but is not limited to, the following conditions:
- Aerodrome conditions
 - Fire fighting and Rescue capability
 - Approach control system (ILS, PAR, ASR, etc)
 - Fuel availability
 - Wind direction indicator
 - Aircraft maintenance status
 - Airfield lighting systems (approach lights, PAPI, edge lights, SFL, etc)
 - Aerodrome beacon
 - Movement/landing area status (runway, taxiways, ramps, aircraft stands, helo pads)
 - Airfield obstructions to aircraft (antennas, towers, equip)
 - Construction activity (men and equipment)
 - Navigational aid facilities condition (TACAN, DME, VOR, etc)
 - *Aircraft approach and departure procedures
- * Units must coordinate NOTAM regarding approach and departure procedures through their respective United States Air Force, Army, and Navy TERPs personnel.**
5. The primary authority for NOTAM processing in the OIF/OEF AORs is the DoD European NOTAM Liaison Office, located on Ramstein AB, GE. The European NOTAM office normal operating hours are Monday – Friday, 0500Z– 1500Z+1(+2DT). On Saturdays, Sundays, and Holidays, e-mail and voice messages are checked several times a day for pertinent information.
6. If you do not have access to an e-mail account, or for general NOTAM procedural questions call DSN 314-480-8092. If Airfield Managers only have SIPR e-mail access, NOTAM information should be forwarded to their appropriate Service POC (or higher headquarters, if applicable) who will coordinate posting the NOTAM with the DoD European NOTAM Liaison Office.
7. OEF/OIF NOTAM procedures: The timeliness of the NOTAM (routine or urgent) **and** NOTAM office hours will determine the process for submitting the NOTAM for dissemination.
- a. For Routine requests during European NOTAM office hours:** Routine requests pose no immediate safety of flight concerns. E-mail all NOTAM requests to the DoD European NOTAM office at: europ.notam@ramstein.af.mil.

Additionally, e-mail requests to: Felicia.Shropshire@ramstein.af.mil and Calvernette.Chevere@ramstein.af.mil. This will lessen the chance of a request being missed. Please include your ICAO ID on the e-mail "Subject" line. This is essential for the rapid identification and efficient processing of the NOTAM requests. Please include your name and telephone number with all requests. The European NOTAM office will input the request into the international system as an "A" series NOTAM. Use plain text when coordinating NOTAM requests, as abbreviations, phraseology, and military jargon cause confusion and delay and should be avoided.

NOTE: DO NOT call the US NOTAM Office in Herndon, VA for "routine" requests.

b. For urgent NOTAM and After European office hour requests/office cannot be contacted: Urgent requests are emergencies, or information which the Airfield Manager (designated representative) deems urgent and poses an operational concern to the airfield.

The Airfield Manager will:

- Obtain and maintain Defense Internet NOTAM Service (DINS) CCR capabilities (NOTAM user ID/password and certificates) for processing NOTAMs via backup procedures.
 - Submit the NOTAM as an "M" series via DINS, if the capability exists. Utilize procedures outlined in the DINS CCR Training Document and DINS CCR Web Based Training Guide at <https://www.notams.jcs.mil> or <https://www.notams.faa.gov/>. Prerequisite for use is an installed NOTAM certificate and assigned user ID/password.
 - Forward the NOTAM request to the European NOTAM office for "A" series dissemination in accordance with paragraph "a" above.
 - Cancel the corresponding "M" series NOTAM previously entered into DINS once the NOTAM displays as an "A" series NOTAM under the respective ICAO.
 - Contact the U.S. NOTAM Office in Herndon, Virginia at DSN 994-4205/6/7 or 1-888-USNOTAM to have the NOTAM disseminated as an "A" series NOTAM if you do not possess the capability to process NOTAM through DINS. **NOTE:** All requests processed by the U.S. NOTAM office in Herndon, Virginia must also be emailed to the European NOTAM Office in accordance with paragraph "a" above for master database update.
8. For assistance with NOTAM accounts/passwords or certificates, contact the DoD European NOTAM office during office hours. After European NOTAM office hours, contact a Military Coordinator at the DoD NOTAM Division in Virginia, Monday-Friday 1100-2100Z at DSN 994-4205/6/7.
 9. Follow the recommended format when submitting requests to the European office via e-mail:
 - ICAO ID – Airport name
 - START DATE AND TIME (always use ZULU times)

- EXPIRATION DATE AND TIME (always use ZULU times; **do not use “UFN”**)
 - SCHEDULE (if applicable) – For example 0400-1800 DAILY; FEB 08 10 and 12; Every FRI
 - NOTAM TEXT – Use plain text language. For example, “TAXIWAY FOXTROT CLOSED DUE TO CONSTRUCTION” or “RUNWAY 30/12 CLOSED FOR MAINTENANCE”
 - ADDITIONAL INFORMATION AS APPROPRIATE
 - REQUESTOR’S NAME
 - TELEPHONE NUMBER
10. Once your request is processed, it can be viewed via DINS at <https://www.notams.jcs.mil/> or <https://www.notams.faa.gov/>.
11. Redeployment Actions. To maintain continuity, it is recommended for Airfield Managers to supply their replacement’s name and contact information to the European NOTAM office prior to redeploying.
12. If you have any concerns or questions about processing NOTAMs from your location, contact the European NOTAM Liaison Office via e-mail address europ.notam@ramstein.af.mil or phone DSN 314-480-8092.

/signed/

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