NOTICE

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

N JO 7930.111

Effective Date:
September 12, 2022

Cancellation Date:
September 12, 2023

SUBJ: Change to FAA Order 7930.2S, Notices to Air Missions (NOTAM), Chapter 5. NOTAM Criteria, Section 5. Services NOTAMs

1. Purpose of This Notice. This Notice transmits changes to Order 7930.2S, Notices to Air Missions (NOTAM), Paragraph 5-5-1, Paragraph 5-5-3, and Appendix A. Paragraph 5-5-3.

2. Audience. Audience for this Notice is any office responsible for originating NOTAMs and those who use aeronautical information.

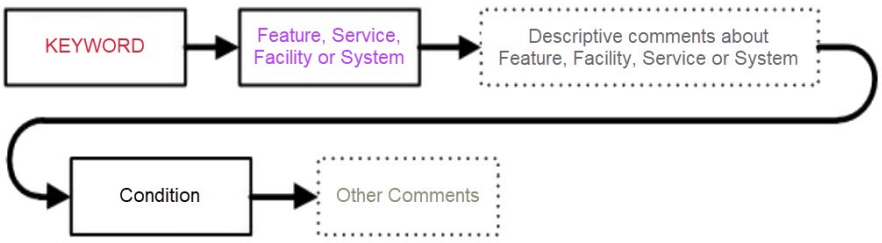
3. Where Can I Find This Notice? This notice is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications website at http://www.faa.gov/air_traffic/publications/.

4. Explanation of Policy Change. This notice amends paragraph 5-5-1 to update the NOTAM example only; FIG 5-5-1 and the remainder of the paragraph are unchanged. This notice also amends paragraph 5-5-3, which clarifies NOTAM criteria for changes in the hours of operation of an air traffic control facility, and Appendix A, section 5-5-3, NOTAM examples.

5. Procedures/Responsibilities/Action. Amend Order 7930.2S by changing the following paragraphs to read as follows:

5−5−1. GENERAL

FIG 5−5−1
Services



… SVC XXX TWR CLSD TWR XXX.XX NOW CTAF CTC XXXXXXXX FOR CLR DELIVERY AT XXX-XXX-XXXX …

a. Technical Operations personnel must ensure the origination of NOTAM D concerning the malfunction or degradation of FAA maintained systems and/or equipment.

b. When notified, Technical Operations and Air Traffic personnel must ensure the origination of NOTAM D concerning changes to air traffic services and capabilities for which they are responsible.

c. Services provided by air traffic control (such as surveillance approaches, practice instrument approaches and practice low approaches) do not meet NOTAM criteria as a standalone condition.

5−5−3. HOURS OF OPERATION

Any change of published hours of operation to ATC facilities, including contingency situations, must be submitted as an SVC NOTAM, ensuring not to duplicate published or charted data. When submitting NOTAMS, ARTCCs and approach controls must use the associated ARTCC as the location identifier. Approach controls located within multiple ARTCCs must have a separate NOTAM for each ARTCC. Air traffic control towers must use the airport as the location identifier. FSS with a small flight plan area of 5 nautical miles or less must use the airport as the location identifier. FSS covering a large flight plan area must use the ARTCC as the location identifier. Flight plan areas located within multiple ARTCC airspace must have a separate NOTAM for each ARTCC. Spell out facility names when used in the body of the NOTAM.

Disseminate the following conditions as NOTAMs:

a. Change in the hours of operation of an air traffic control facility or published service. Closed (CLSD) is the appropriate term for events when an air traffic facility is unstaffed, but does not result in a total failure of the facility (pandemic events, closing early, shortage of staffing, etc.). Unserviceable (U/S) is the appropriate term for complete system outages/total failure of a facility. Provide a NOTAM as stated in the following, ensuring not to duplicate published or charted data:

1. Air Route Traffic Control Center (ARTCC).

(a) Originate NOTAM D with a condition of CLSD or U/S.

(b) As necessary, provide additional information within an FDC NOTAM with the ARTCC as the affected location.

2. Approach control.

(a) Originate NOTAM D with a condition of CLSD or U/S.

(b) Provide which air traffic control services are or are not available, and who to contact.

(c) Include language that identifies the air traffic control facility overlying the Class B or Class C airspace that will provide communications and separation services to aircraft.

3. Air traffic control tower.

(a) Originate NOTAM D with a condition of CLSD or U/S.

(b) Include language that provides Common Traffic Advisory Frequency (CTAF).

(c) Provide contact for clearance delivery if other than published.

(d) Include language that identifies the air traffic control facility overlying the Class B or Class C surface airspace that will provide communications and separation services to aircraft.

(e) Issue two NOTAMs, one for the ATCT closure and one for the approach closure, during an event closure with a combined, full-time ATCT/TRACON that the overlying ARTCC is unable to provide Class B or Class C services.

4. Flight service station. Originate NOTAM D with a condition of CLSD or U/S.

b. Establishment of a temporary air traffic control tower. Specify the frequency(ies) to be used and, if necessary, the control position associated with each frequency (e.g., local, ground). A temporary control tower does not change classification of airspace unless done through rulemaking.

c. At times, air traffic facilities temporarily extend their hours of operation. When this occurs, substitute (OPN) as the condition and include, if requested, the control position (e.g., local, ground) and the associated frequency(ies).

d. Traffic Management Program Alerts.

1. When requested by the associated arrival ARTCC TMU, issue an alerting NOTAM for each airport where an arrival/departure reservation is required. NOTAMs should be in the self−canceling format whenever possible.

2. When a flow control message (for example, arrival delays, ground stops, ground delays, airborne holding, etc.) is received from the Air Traffic Control System Command Center (ATCSCC), the tie−in FSS for the affected airport(s) must issue a NOTAM(s) in the self−canceling format.

Appendix A. Examples

5−5−3. HOURS OF OPERATION

a. Change in hours of operation.

NOTE−
Spell out facility names when used in the body of the NOTAM.

1. Air Route Traffic Control Center (ARTCC).

EXAMPLE−
...SVC XXXXXX ARTCC CLSD...

NOTE−
Closed (CLSD) is the appropriate term for events when an air traffic facility is unstaffed, but not resulting in a total failure of the facility.

EXAMPLE−
...SVC XXXXXX ARTCC U/S...

NOTE−
Unserviceable (U/S) is used with complete system outages/total failure of a facility.

2. Approach control.

EXAMPLE−
...SVC XXXXXX APP CLSD CLASS C VFR OPS NOT PERMITTED EXC MEDEVAC AND LAW ENFORCEMENT CTC XXXXXX ARTCC FOR CLASS C ARR COM ON XXX.XX, FOR CLR DELIVERY AT XXX-XXX-XXXX...

NOTE−
When the condition includes a limitation or an exception, follow the condition with "TO" or "EXC."

3. Air traffic control tower.

EXAMPLE−
...SVC TWR CLSD TWR XXX.XX NOW CTAF CLASS B SER AVBL CTC XXXXXX APP FOR CLASS B VFR DEP AND IFR CLR DELIVERY AT XXX-XXX-XXXX...

NOTE−
Class B stand-alone ATCT with operational overlying TRACON. Class B VFR separation services remain.

EXAMPLE−
...SVC TWR CLSD TWR XXX.XX NOW CTAF CLASS B SER AVBL CTC XXXXXX APP FOR CLASS B VFR DEP AND IFR CLR DELIVERY ON XXX.XX...

NOTE−
Class B combined ATCT/TRACON with operational overlying TRACON. Class B VFR separation services remain.

EXAMPLES−
...SVC TWR CLSD TWR XXX.XX NOW CTAF CLASS B VFR OPS NOT PERMITTED EXC MEDEVAC AND LAW ENFORCEMENT. CTC XXXXXX ARTCC FOR CLASS B ARR ON XXX.XX, FOR CLR DELIVERY ON XXX.XX...

...SVC XXXXXX APP CLSD CLASS B VFR OPS NOT PERMITTED EXC MEDEVAC AND LAW ENFORCEMENT. CTC XXXXXX ARTCC FOR CLASS B ARR ON XXX.XX, FOR CLR DELIVERY AT XXX-XXX-XXXX...

NOTE−
Combined ATCT/TRACON both with overlying ARTCC that is unable to provide Class B separation service. Two NOTAMs must be issued, one for the ATCT closure and one for the approach closure.

EXAMPLE−
...SVC TWR CLSD TWR XXX.XX NOW CTAF CLASS C SER AVBL CTC XXXXXX APP FOR CLASS C VFR DEP AND IFR CLR DELIVERY AT XXX-XXX-XXXX...

NOTE−
Stand-alone, full-time ATCT (no published CTAF) with operational overlying TRACON (Class C VFR separation services remain). No Class C arrival communication information necessary because frequency is published.

EXAMPLE−
…SVC TWR CLSD MNT CTAF XXX.XX CLASS C SER AVBL CTC XXXXXX APP FOR CLASS C VFR DEP AND IFR CLR DELIVERY AT XXX-XXX-XXXX…

NOTE−
Stand-alone, part-time ATCT (published CTAF) with operational overlying TRACON (Class C VFR separation services remain). No Class C arrival communication information necessary because frequency is published.

EXAMPLES−
…SVC TWR CLSD TWR XXX.XX NOW CTAF CLASS C VFR OPS NOT PERMITTED EXC MEDEVAC AND LAW ENFORCEMENT CTC XXXXXX ARTCC FOR CLASS C ARR COM ON XXX.XX, FOR CLR DELIVERY AT XXX-XXX-XXXX…

…SVC XXXXXX APP CLSD CLASS C VFR OPS NOT PERMITTED EXC MEDEVAC AND LAW ENFORCEMENT CTC XXXXXX ARTCC FOR CLASS C ARR COM ON XXX.XX, FOR CLR DELIVERY AT XXX-XXX-XXXX…

NOTE−
Combined, full-time ATCT and TRACON (no published CTAF) with overlying ARTCC that is unable to provide Class C VFR services. Two NOTAMs must be issued, one for the ATCT closure and one for the approach closure.

EXAMPLE−
…SVC TWR CLSD TWR XXX.X NOW CTAF CTC XXXXXX ARTCC FOR CLR DELIVERY AT XXX-XXX-XXXX…

NOTE−
Class D full-time ATCT (no published CTAF).

EXAMPLE−
…SVC TWR CLSD MNT CTAF XXX.X CTC XXXXXX ARTCC FOR CLR DELIVERY AT XXX-XXX-XXXX…

NOTE−
Class D part-time ATCT (published CTAF).

4. Flight service station.

EXAMPLES−
…SVC XXXXXX FSS CLSD…
…SVC XXXXXX FSS CLSD…
…SVC XXXXXX FSS CLSD LOCAL AP ADVISORY SER NOT AVBL…

b. Establishment of temporary air traffic control tower.

EXAMPLE−
…TEMPO TWR LOCAL CTL 121.0, GND CTL 121.7…

NOTE−
Frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s), and 121.7 will be used for controlling taxiing aircraft.

c. Extended hours of operation.

EXAMPLE−
…SVC TWR OPN…

d. Traffic Management Program Alerts.

EXAMPLES−
…SVC TFC MANAGEMENT PROGRAM ALERT SEE DOMESTIC NOTICES RESERVATION REQUIRED…
…SVC TFC MANAGEMENT PROGRAM ALERT SEE TFC MANAGEMENT MSG RESERVATION REQUIRED…

NOTE−
Details of each traffic management program are published in Domestic Notices or included in a special traffic management program advisory message.

EXAMPLE−
…SVC TFC MANAGEMENT PROGRAM ALERT SEE ATCSCC MSG…

6. Distribution. This notice is distributed to selected offices in Washington headquarters, service area offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic operations field offices and facilities.

JOSE A ALFONSO
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