

How to file NOTAMs in Autodialer Pro



1. What is a NOTAM?

A NOTAM (Notice to Airmen) is a written notification issued to pilots, advising them of circumstances related to the state of flying. When a tower lighting system is not working properly a NOTAM must be issued for that site (tower) within 30 minutes. For more information on FAA regulations on light outage reporting (NOTAMs) see the “Light Outage Reporting” page in the iNOCC Information & Instruction binder.

2. Two Methods of Filing NOTAMs

eNOTAMs

An eNOTAM is a NOTAM that is filed electronically in Autodialer Pro. Autodialer Pro connects with the FAA’s website and files the NOTAM with no further human interaction. To file an eNOTAM in ADP the site must have an ASR (Antenna Structure Registration) number and there must be no other NOTAM currently filed on the site. **It is always best to file an eNOTAM before a Manual NOTAM if the site has an ASR number.**

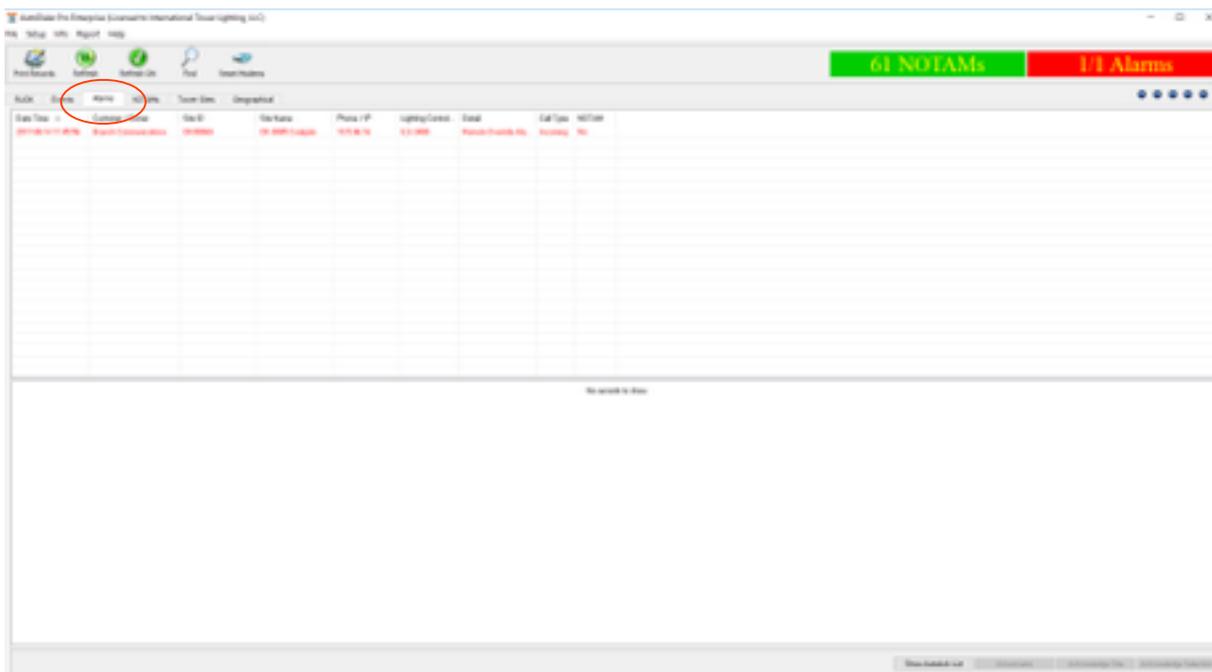
Manual NOTAMs

A manual NOTAM requires calling the FAA (1-877-487-6867) and giving a Flight Data Specialist the required information to file the NOTAM. **A manual NOTAM should only be filed if it is not possible to file an eNOTAM.** Manual NOTAMs can be filed on sites that do not have ASRs.

3. Two different methods for filing eNOTAMs

Filing eNOTAMs from the Alarm Tab

1. Double click on the alarm drop to connect to the site.

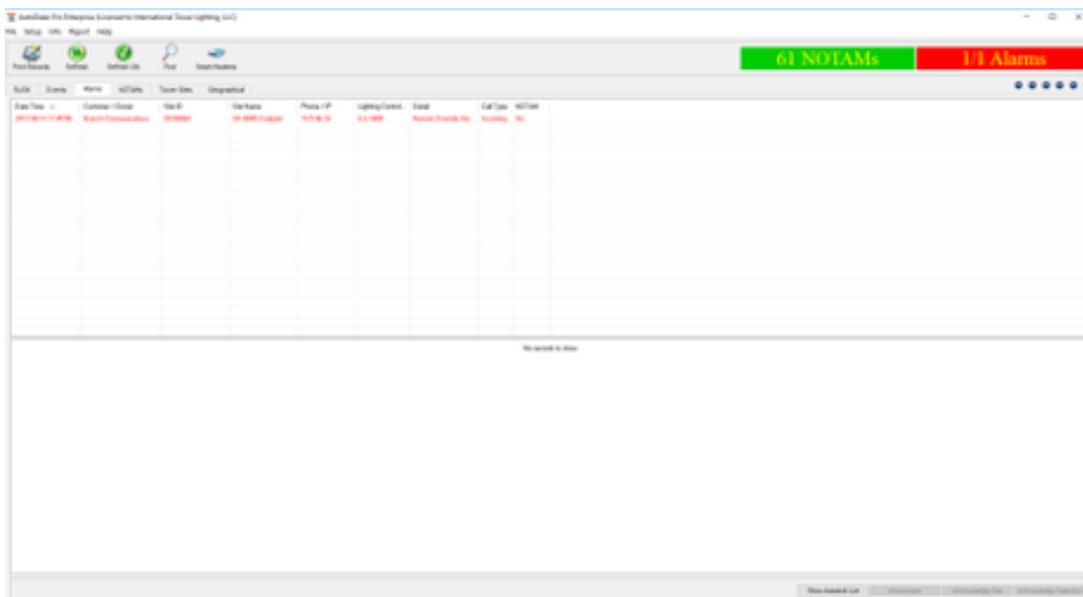


2. Click the “Reset Alarms” button to reset the current alarm.

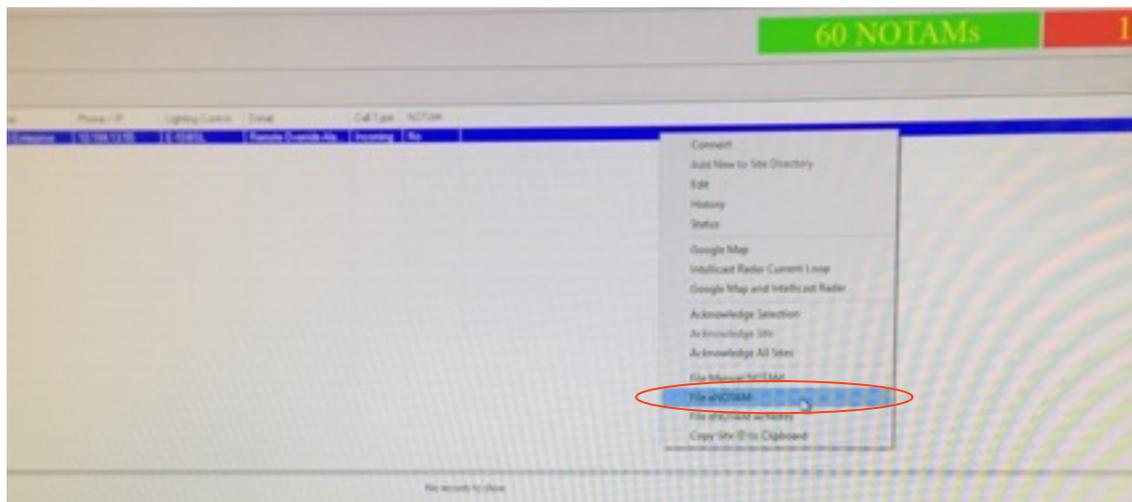


3. After resetting the alarm(s) wait 10 seconds then hit the “Manual Refresh” button. If the alarm is still present then continue to step 4. **If the alarm has cleared and the timestamp is no longer present then the alarm can be acknowledged and a NOTAM is not required.**

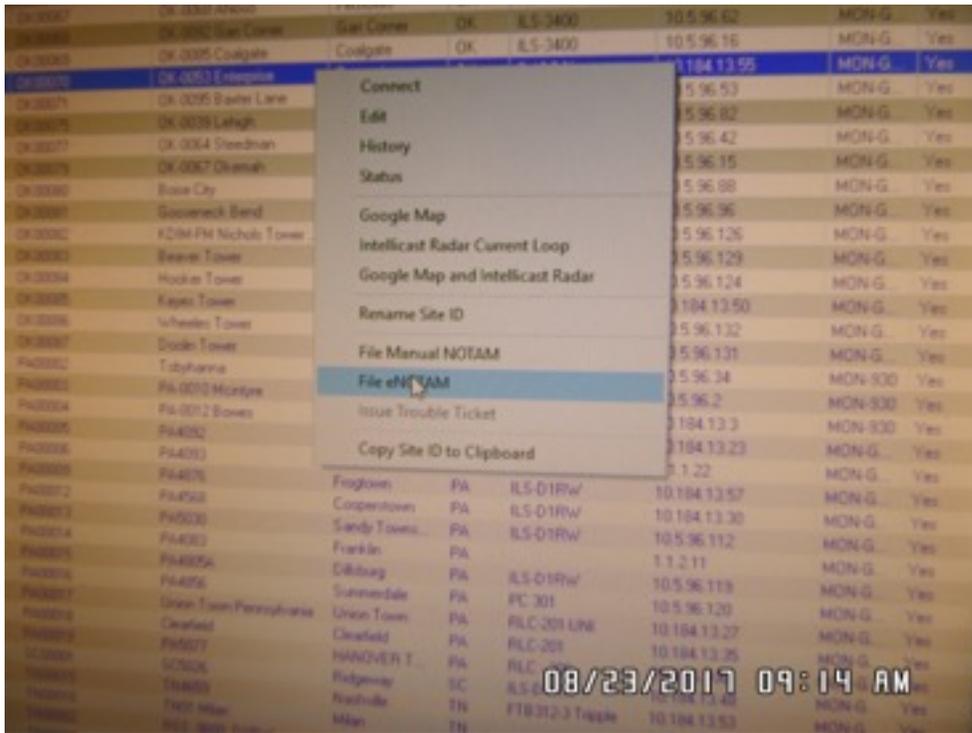
4. If the alarm does not clear then right click on the alarm that has dropped in the **top** section of the Alarms Tab in Autodialer Pro. The alarm will appear red and will require a NOTAM to be filed on it.



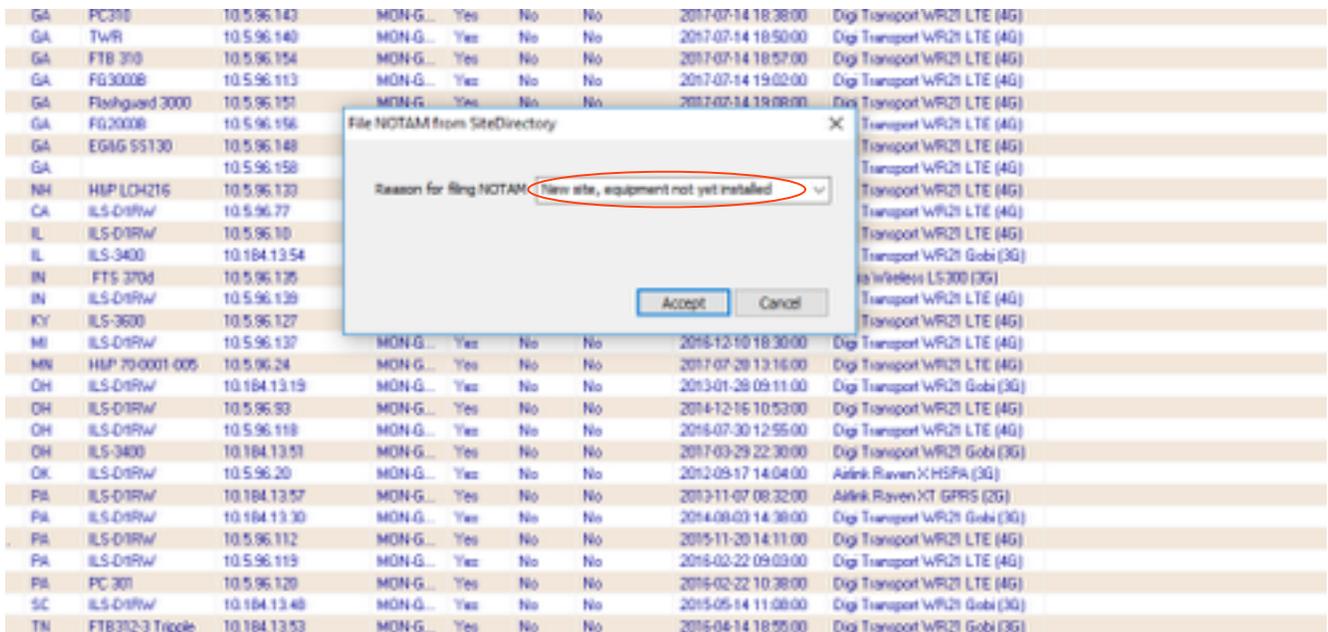
5. Choose “File eNOTAM” on the drop down menu.



1. Right click on the site that you wish to file an eNOTAM on in the Site Directory Tab.



2. Type in the reason you are filing a NOTAM on the site (Example: I1: White Strobe Alarm) in the “Reason for filing NOTAM” box. Be mindful of spelling and punctuation, the customers will see this entry in their daily iNOCC Email Report.

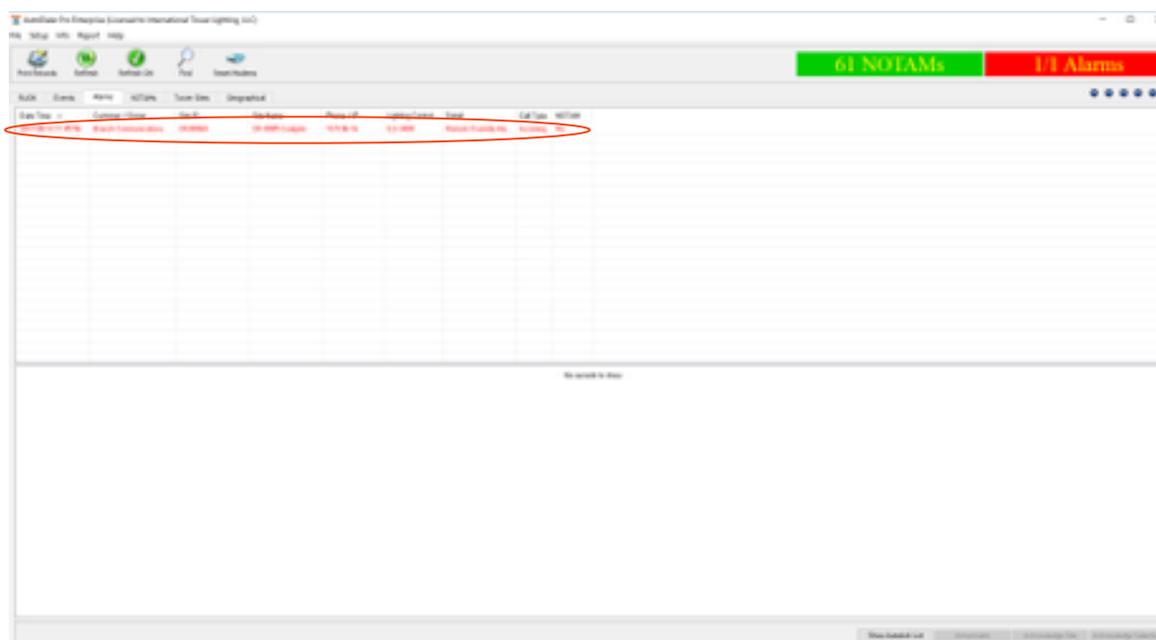


2. Click the “Reset Alarms” button to reset the current alarm.

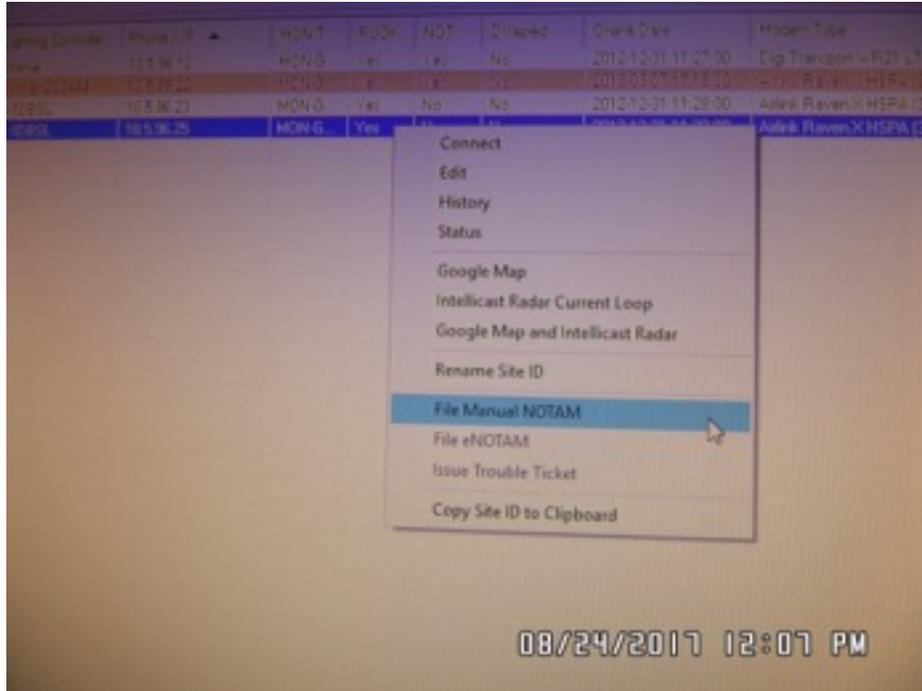


3. After resetting the alarm(s) wait 10 seconds then hit the “Manual Refresh” button. If the alarm is still present then continue to step 4. **If the alarm has cleared and is no longer present then the alarm can be acknowledged and a NOTAM is not required.**

4. If the alarm does not clear then right click on the alarm that has dropped in the **top** section of the Alarms Tab in Autodialer Pro. The alarm will appear red and will require a NOTAM to be filed on it.



5. If the “File eNOTAM” option is grayed out or the eNOTAM function is not working then click “File Manual NOTAM” in the drop down menu.

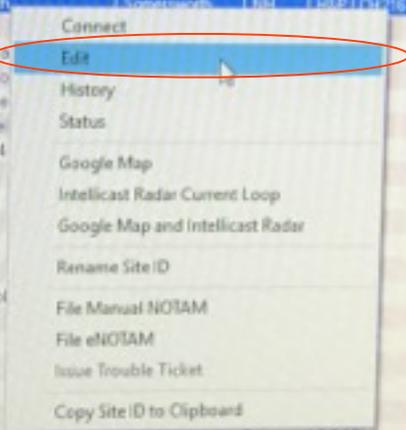


6. The screen pictured below will pop up and you will need to call the FAA at **1-877-487-6867**.

A screenshot of a 'File New NOTAM' form titled 'Light Outage Reporting Information - NOTAM (Notice To Airman) Management'. The form contains several input fields for customer information, site details, and filing information. The 'FAA Phone Number' field is circled in red and contains the value '1-877-687-6867'. Other fields include 'Customer / Owner' (Alstate Tower, Inc), 'Site ID' (K000004), 'Site Name' (Haverhill ZSD-3 #271), 'Latitude' (37-53-44.13 N), 'Longitude' (86-41-53.52 W), 'AGL Height [ft]' (290), 'MSL Height [ft]' (677), 'Nearest Airport' (TEL), 'FAA Tech / Transact. ID', 'FAA Issued NOTAM #', 'NOCC Technician', 'NOTAM Filed Date' (August 14, 2017), 'Return To Service Date' (September 13, 2017), and 'Extension' (0). A 'Notes' section at the bottom contains the text '08/14/17 NOTAM Filed. Alarm: Remote Override Alarm'. 'Save' and 'Cancel' buttons are at the bottom right.

7. When calling the FAA you will be prompted to say the State that the site is located in. You can determine what state the site is located in based off of the Site ID. The first two letters of the site ID is the State abbreviation for State that the site is located in.
8. Once you have informed them of the State that the site is located in you will be transferred to a Flight Data Specialist.
9. When they answer the phone state the following: **“Hello. I would like to file a NOTAM on a tower please.”**
10. At this point they will ask you for an ASR (Antenna Structure Registration) number. You can find this number in the “FCC ASR” field in the “File New NOTAM” box.
11. If the site has a “-1” in the “FCC ASR” field in the “File New NOTAM” box then the site does not have an ASR and you will need to provide Flight Data Specialist with the following information.
 1. Latitude (Found in the “File New NOTAM” box)
 2. Longitude (Found in the “File New NOTAM” box)
 3. AGL Height (Found in the “File New NOTAM” box)
 4. AMSL Height (Found in the “File New NOTAM” box)
 5. Distance and direction from the nearest Airport. To find this:
 - a. Right click on the site and click on “Edit” in the drop down menu.

Airnet Tower, Inc	KY00004	Haverhill Z82-3 #271	Haverhill	KY	Ulna	10.5.96.80	
Airnet Tower, Inc	KY00005	Henderson Island #17 #68	Henderson	KY	E-1D8SL	10.5.96.23	
Airnet Tower, Inc	KY00006	Dogtown #17 #68	Henderson	KY	E-1D8SL	10.5.96.25	
Subcarrier Communicato	KY00007	KY1563	Campbellburg	KY	ILS-3600	10.5.96.127	
Vertical Bridge Holdings	KY-5023	WDM AM US-KY-5023	-1	KY	ILS-3600	10.5.96.56	
Branch Communications	LA00002	LA-0010 Kerwood	Kerwood	LA	E-1D8SL	10.5.96.29	
Louisiana Radio	LA00003-1	Heurlevant	Sulphur	LA	ILS-3600	10.5.96.26	
Cleanview Towers	MD00003	MD15 Wards	Whaleyville	MD		10.5.96.31	
Subcarrier Communicato	MI00001	MI1239	Ida	MI	ILS-D1RW	10.5.96.137	
Subcarrier Communicato	MN00001	MN15079	Wilna	MN	H&P 200001-005	10.5.96.24	
Subcarrier Communicato	MS00003	MS4882	Southaven	MS	ILS-D1RW	10.184.13.59	
Airnet	MT00001-1	Hains	Hains	MT		10.5.96.06	
RLD Trust	NH00001	Somersworth	Somersworth	NH	ILS-D1RW	10.5.96.133	MC
Airnet	NJ00002	Widewood				10.5.96.90	MC
Branch Communications	NM00001	NM-0022				10.184.13.37	MC
Branch Communications	NM00002	NM-0021				10.5.96.68	MC
Branch Communications	NM00003	NM-0019				10.184.13.40	MC
Branch Communications	NM00005	NM-0020				10.184.13.39	MC
Branch Communications	NM00006	NM-0010				10.184.13.47	MC
Airnet	NM00012	Las Cruces				10.5.96.05	MC
Bravo Mic Communicato	NM00013	Rincon				10.5.96.28	MC
Airnet	NV00002	Fallon				10.5.96.07	MC
Intelwave	OH00001	Saline				10.5.96.4	MC
Subcarrier Communicato	OH00002	OH4700				1.11.111.11	MC
Branch Communications	OH00003	OH-0010				10.184.13.4	MC
Subcarrier Communicato	OH00004	OH4879				10.184.13.19	MC
Subcarrier Communicato	OH00007	OH4993				10.0.0.4	MC
Subcarrier Communicato	OH00008	OH4943				10.5.96.93	MC
Subcarrier Communicato	OH00010	OH598				10.5.96.118	MC
Subcarrier Communicato	OH00011	OH629				10.184.13.51	MC
Subcarrier Communicato	OK00002	OK534	Sand Springs	OK	ILS-D1RW	10.5.96.20	MC
Branch Communications	OK00004	OK-0025	Clawford	OK	ILS-3400	10.5.96.54	MC
Branch Communications	OK00007	OK-0038	Sayre	OK	ILS-3400	10.184.13.13	MC
Branch Communications	OK00008	OK-0037	Strong City	OK	E-1D8SL	10.184.13.33	MC
Branch Communications	OK00009	OK4778	Sapulpa	OK	ILS-3400	1.1.1.19	MC

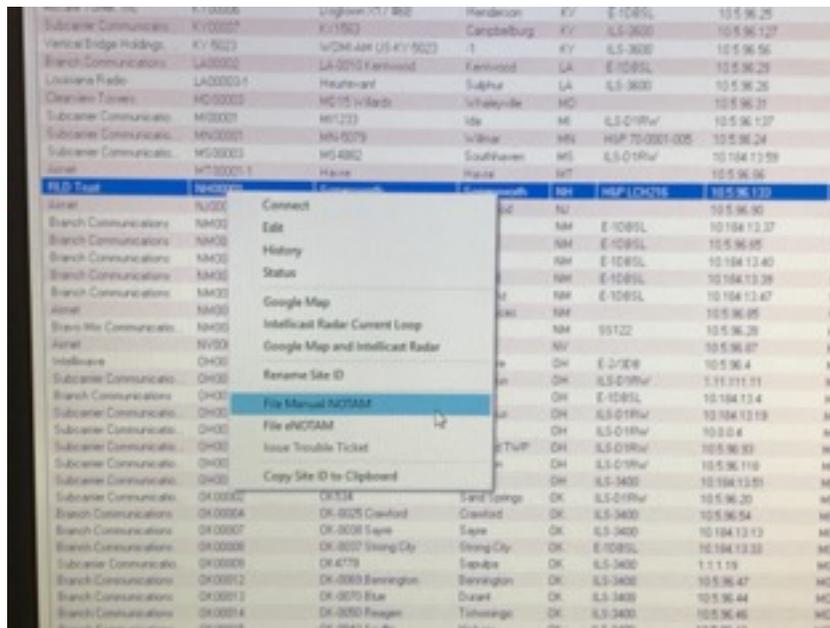


14. The flight data specialist will typically ask for your initials also. They will expect this to be given to them phonetically (alpha, bravo, charlie, etc.).

15. Verify that the site that you filed a Manual NOTAM on is now in the **top section** of the “NOTAMS” tab.

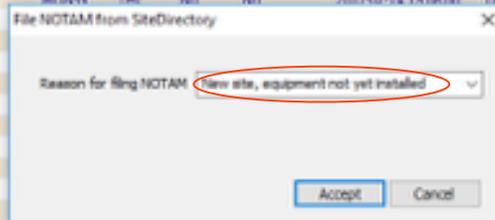
Filing Manual NOTAMs from the Site Directory

1. Right click on the site that you wish to file a Manual NOTAM on in the Site Directory Tab.



2. Type in the reason you are filing a NOTAM on the site (Example: I1: White Strobe Alarm) in the “Reason for filing NOTAM” box. Be mindful of spelling and punctuation, the customers will see this entry in their daily iNOCC Email Report.

GA	PC310	10.5.96.143	MON-G...	Yes	No	No	2017-07-14 18:28:00	Digi Transport WR25 LTE (4G)
GA	TWR	10.5.96.140	MON-G...	Yes	No	No	2017-07-14 18:50:00	Digi Transport WR25 LTE (4G)
GA	FTB 370	10.5.96.154	MON-G...	Yes	No	No	2017-07-14 18:57:00	Digi Transport WR25 LTE (4G)
GA	FG3000B	10.5.96.113	MON-G...	Yes	No	No	2017-07-14 19:02:00	Digi Transport WR25 LTE (4G)
GA	Flashguard 3000	10.5.96.151	MON-G...	Yes	No	No	2017-07-14 19:08:00	Digi Transport WR25 LTE (4G)
GA	FG2000B	10.5.96.156						Transport WR25 LTE (4G)
GA	EGAG 55130	10.5.96.148						Transport WR25 LTE (4G)
GA		10.5.96.158						Transport WR25 LTE (4G)
NH	HMP LCH216	10.5.96.130						Transport WR25 LTE (4G)
CA	ILS-D1RW/	10.5.96.77						Transport WR25 LTE (4G)
IL	ILS-D1RW/	10.5.96.10						Transport WR25 LTE (4G)
IL	ILS-3400	10.184.13.54						Transport WR25 Gobi (3G)
IN	FTS 370d	10.5.96.135						Transport WR25 LTE (4G)
IN	ILS-D1RW/	10.5.96.139						Transport WR25 LTE (4G)
KY	ILS-3600	10.5.96.127						Transport WR25 LTE (4G)
MI	ILS-D1RW/	10.5.96.137						Transport WR25 LTE (4G)
MN	HMP 70-0001-005	10.5.96.24	MON-G...	Yes	No	No	2015-12-10 18:30:00	Digi Transport WR25 LTE (4G)
OH	ILS-D1RW/	10.184.13.19	MON-G...	Yes	No	No	2017-07-20 13:16:00	Digi Transport WR25 LTE (4G)
OH	ILS-D1RW/	10.5.96.93	MON-G...	Yes	No	No	2013-01-29 09:11:00	Digi Transport WR25 Gobi (3G)
OH	ILS-D1RW/	10.5.96.93	MON-G...	Yes	No	No	2014-12-16 10:53:00	Digi Transport WR25 LTE (4G)
OH	ILS-D1RW/	10.5.96.118	MON-G...	Yes	No	No	2016-07-30 12:55:00	Digi Transport WR25 LTE (4G)
OH	ILS-3400	10.184.13.51	MON-G...	Yes	No	No	2017-03-29 22:30:00	Digi Transport WR25 Gobi (3G)
OK	ILS-D1RW/	10.5.96.20	MON-G...	Yes	No	No	2012-09-17 14:04:00	Airtek Raven XHSFA (3G)
PA	ILS-D1RW/	10.184.13.57	MON-G...	Yes	No	No	2017-11-07 08:32:00	Airtek Raven XT GPRS (2G)
PA	ILS-D1RW/	10.184.13.30	MON-G...	Yes	No	No	2014-08-03 14:38:00	Digi Transport WR25 Gobi (3G)
PA	ILS-D1RW/	10.5.96.112	MON-G...	Yes	No	No	2015-11-20 14:11:00	Digi Transport WR25 LTE (4G)
PA	ILS-D1RW/	10.5.96.119	MON-G...	Yes	No	No	2016-02-22 09:03:00	Digi Transport WR25 LTE (4G)
PA	PC 301	10.5.96.120	MON-G...	Yes	No	No	2016-02-22 10:28:00	Digi Transport WR25 LTE (4G)
SC	ILS-D1RW/	10.184.13.48	MON-G...	Yes	No	No	2015-05-14 11:08:00	Digi Transport WR25 Gobi (3G)
TN	FTB372-3 Triple	10.184.13.53	MON-G...	Yes	No	No	2016-04-14 18:55:00	Digi Transport WR25 Gobi (3G)



3. Follow steps 6 to 15 in the “Filing Manual NOTAMs from the Alarm Tab” Section.