APPENDIX D

FORMAT FOR NHOP/NWSOP FLIGHT INFORMATION FOR INTERNATIONAL AND DOMESTIC NOTAM ISSUANCE

Flight information shall be sent to the NOTAM office *via facsimile* for dissemination as an International and Domestic NOTAM in the following format (Note: The request is made for a domestic NOTAM which will then automatically makes its way into the international NOTAM system):

Header
Request a Domestic NOTAM be Issued

A.   Affected Center(s). This field will include all affected ARTCCs in 3-letter identifier format; e.g., ZNY, ZOA, ZAN. Synoptic track flights will probably utilize more than one ARTCC, and any adjacent ARTCC should be included when the flight track is within 100 miles of the adjacent center's airspace. Flights that are flying in the storm environment will utilize the ARTCC whose airspace is mostly affected.

B.   Start Time (YYMMDDZZZZ). For example, 0006011600. This time would correspond to the entry time on a reconnaissance track or time at the storm fix latitude/longitude.

C.   Ending Time (YYMMDDZZZZ). This would be the completion time of reconnaissance track or the time exiting the storm environment.

E.*   Text. This field is free form and should include the following information: route of flight for the mission portion (latitude/longitude, fixes, airways), type of activity (laser, dropsonde, etc.), frequency/location of deployment, broadcast frequencies, any other pertinent information that may concern other flights. *Include a unit/agency phone number and point of contact for possible questions*.

F.   Lower Altitude (during mission). Use "Surface" since the dropsonde is the "reason" for the NOTAM as much or more so than the aircraft altitude.

G.   Upper Altitude (during mission). For example, FL450.

If only one altitude is to be used, then F and G may be combined. If altitude is going to vary throughout the mission, utilize "see text" and the information can be inserted there and the altitudes may be explained in field E.

* Note that there is no paragraph "D". It is reserved for FAA use.

NOTES:
1. Only ICAO approved contractions may be used.
2. Using this format will help ensure timely and accurate information dissemination.