

NOTAM GROUP MANAGEMENT

USER GUIDE

NOTAM Group Management User Guide

ATS-GUIDE-0040

Version 8

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Endorsed: AIS QA Safety & Service Improvement Lead

Approved: Network Operations Manager

Change summary

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1 Introduction

[CASR Part 175](#) requires Airservices, as the AIS provider, to verify that aeronautical data or information is submitted to the provider from a registered Aeronautical Data Originator (ADO). In order to achieve this, Airservices has created functionality within NAIPS for ADOs to manage their NOTAM Authorised Person/s through the creation of a NOTAM Group.

The [ADO Registration Form](#) provides ADOs with the ability to nominate a NOTAM Group Manager who will have the responsibility of managing the NOTAM Group to add and/or remove NOTAM Authorised Person/s who are responsible for requesting Airservices to issue, review or cancel a NOTAM.

NOTAM Groups are created exclusively by the NOTAM Office in order for the correct protocols to be applied. After your group has been created, the NOTAM Office will forward the group details to the nominated Group Manager. Upon confirmation from the NOTAM Office, it becomes the responsibility of the Group Manager to maintain the NOTAM Authorised Persons listed within the NOTAM Group.

The following document details how Group managers can add and/or remove NOTAM Authorised Persons, and how to assign or remove manager access to any member of the group.

Note: A NAIPS Internet Service (NIS) account is required and the username is to be provided to Airservices AIS for creation of a NOTAM Group.

2 NOTAM Office Contact Details

After your NOTAM Group is created, queries relating to management of the NOTAM Group should be directed to the NOTAM Office.

Email: nof@airservicesaustralia.com

Telephone: 03 9235 7519

3 Registering for NAIPS Access

To access the NAIPS Internet Service, you must register a username and password and provide your contact details. Your username and password must be protected by you from disclosure to unauthorised individuals.

Register to use NAIPS at <https://www.airservicesaustralia.com/naips/Account/Register>.

Note: For assistance in completing most data fields, hover the cursor or pointer over an item, without clicking it, and a tool tip will appear.

4 NAIPS Password Security

A password reset is required every 180 days for NAIPS access, and accounts may be expired/purged when unused for 365 days. Regular changing of passwords protects our Air Traffic Control system from unauthorised intrusion and maintains security from cyber threats. Users may change passwords at any time or when prompted to change it.

Airservices recognises possible inconvenience of regular password changes however security of our Air Traffic Control systems is our aim for the benefit of Australian aviation.

For help with NAIPS Account access, call the Airservices NAIPS Helpdesk (available 24 hrs a day, seven days a week) on 1800 801 960.

5 Accessing your NOTAM Group

1. Login to NAIPS <https://www.airservicesaustralia.com/naips>
2. In **Account Management**, select **Create and Manage Groups**, then select the appropriate group from your **Groups** list.

The screenshot displays the NAIPS Internet Service Group Management interface. The top navigation bar includes the 'airservices' logo, the text 'NAIPS Internet Service', and a 'Logout' button. The main content area is titled 'Group Management' and includes a 'Select a group name (from the group list) to view the group details:' prompt. Below this, there are buttons for 'Create Group', 'Delete Group', and 'Refresh'. The 'Groups' section shows a list of groups, with 'TESTING_GROUP (NOU)' highlighted by a red box and a red '3' next to it. The 'Group Details' panel on the right shows fields for 'Name', 'Description', 'NOTAM Origination', and 'Privileges'. A table below these fields lists 'Managers' and 'Members' with columns for 'User Name', 'Is Manager', and 'Delete'. The sidebar on the left contains a list of navigation options, with 'Account Management' and 'Create and Manage Groups' highlighted by red boxes and red '1' and '2' respectively.

airservices NAIPS Internet Service

Home (Welcome GPMNGT_TEST) UTC Date Time: 21 07 08 0551 Logout

Group Management

Select a group name (from the group list) to view the group details:

Create Group Delete Group Refresh

Groups

Managed by GPMNGT_TEST

TESTING_GROUP (NOU) 3

Group Details

Name:

Description: *

NOTAM Origination

Privileges:

Managers Members

User Name	Is Manager	Delete
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3. Once selected, you will be presented with your **Group Details** and a list of **Managers** and **Members** shown in two tabs.

Group Management

Select a group name (from the group list) to view the group details:

Create GroupDelete GroupRefresh

Groups
Managed by GPMNGT_TEST
TESTING_GROUP (NOU) 1

Group Details

Name: TESTING_GROUP
Description: *
TEST GROUP FOR NOTAM
GROUP MANAGEMENT USER
GUIDE
Update Description
NOTAM Origination Privileges: Yes 2
Locations:

3
ManagersMembers

User Name	Is Manager	Delete
GPMNGT_TEST	✓	

Add Manager

Note: Leave the description unchanged unless the Group Manager changes. As Groups may have multiple managers the main AIP/NOTAM responsible person (generally the aerodrome manager) will be identified in the description for contact purposes.

6 Add a Group Manager

1. Select the **Managers** tab, then **Add Manager**.

Group Management

Select a group name (from the group list) to view the group details:

Create Group Delete Group Refresh

Groups

Managed by GPMNGT_TEST

TESTING_GROUP (NOU)

Group Details

Name: TESTING_GROUP

Description: * TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE

Update Description

NOTAM Origination Yes

Privileges:

Locations:

1 **Managers** Members

User Name	Is Manager	Delete
GPMNGT_TEST	✓	

Add Manager 2

2. Enter the **NAIPS User Name** of the individual you wish to add and select **Add**.

Group Management

Select a group name (from the group list) to view the group details:

Create Group Delete Group Refresh

Add Group Manager

Enter a User Name and click the Add button to add as a new group manager.

User Name: *

1

* The user will not see the group until the next time they log in or refresh their groups.

2 **Add** Cancel

7 Add a Group Member

1. Select the **Members** tab, then **Add Member**

Group Management

Select a group name (from the group list) to view the group details:

The screenshot shows the 'Group Management' interface. At the top, there are three buttons: 'Create Group', 'Delete Group', and 'Refresh'. Below these, there is a 'Groups' section on the left with a list of groups. The 'TESTING_GROUP (NOU)' group is selected. To the right, the 'Group Details' section is displayed. It includes fields for 'Name' (TESTING_GROUP), 'Description' (TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE), 'NOTAM Origination Privileges' (Yes), and 'Locations'. Below these fields, there is a tabbed interface with 'Managers' and 'Members' tabs. The 'Members' tab is selected, and it shows a table with columns 'User Name', 'Is Manager', and 'Delete'. Below the table, there is an 'Add Member' button. The 'Members' tab and the 'Add Member' button are highlighted with red boxes and labeled with '1' and '2' respectively.

2. Enter the **NAIPS User Name** of the individual you wish to add and select **Add**

The screenshot shows the 'Add Group Member' dialog box. It has a title bar with 'Add Group Member' and a close button. The main text says 'Enter a User Name and click the Add button to add as a new group member.' Below this, there is a 'User Name: *' label and a text input field. The input field is highlighted with a red box and labeled with '1'. Below the input field, there is a note: '* The user will not see the group until the next time they log in or refresh their groups.' At the bottom of the dialog, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red box and labeled with '2'.

8 Upgrade an Existing Member to Manager Access

1. Select the **Members** tab, and tick the empty box in the **Is Manager** column.

Group Management

Select a group name (from the group list) to view the group details:

Create GroupDelete GroupRefresh

Groups

Managed by GPMNGT_TEST

TESTING_GROUP (NOU)

Group Details

Name: TESTING_GROUP

Description: *

TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE

Update Description

NOTAM Origination Privileges: Yes

Locations:

ManagersMembers

User Name	Is Manager	Delete
NISTESTER1	<input type="checkbox"/>	Delete

Add Member

2. You will receive a confirmation prompt. Select **OK** to confirm upgrade.

www.airservicesaustralia.com says

Are you sure you want to make this group member "NISTESTER1" a Group Manager

OK

Cancel

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9 Remove Manager Access

1. Select the **Managers** tab, and untick the box in the **Is Manager** column

[Group Management](#)

Select a group name (from the group list) to view the group details:

Create Group Delete Group Refresh

Groups

Managed by GPMNGT_TEST

TESTING_GROUP (NOU)

Group Details

Name: TESTING_GROUP

Description: * TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE

Update Description

NOTAM Origination Yes

Privileges:

Locations:

Managers Members

User Name	Is Manager	Delete
GPMNGT_TEST	<input checked="" type="checkbox"/>	Delete
NISTESTER1	<input type="checkbox"/>	Delete

Add Manager

2. You will receive a confirmation prompt. Select **OK** to confirm removal of Manager access. The individual will now appear in the **Members** tab.

www.airservicesaustralia.com says

Are you sure you want to make this group manager "NISTESTER1" only a Group Member

OK Cancel

10 Delete a Manager/Member

1. Select the appropriate **Managers** or **Members** tab, and select the delete option against the User Name of the individual you wish to remove

Group Management

Select a group name (from the group list) to view the group details:

Create GroupDelete GroupRefresh

Groups

Managed by GPMNGT_TEST

TESTING_GROUP (NOU)

Group Details

Name: TESTING_GROUP

Description: *

TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE

Update Description

NOTAM Origination Yes

Privileges:

Locations:

ManagersMembers

User Name	Is Manager	Delete
NISTESTER1	<input type="checkbox"/>	<div>Delete</div>

Add Member

2. You will receive a confirmation prompt. Select **OK** to confirm removal from the Group

www.airservicesaustralia.com says

Are you sure you want to delete this group member "NISTESTER1"

OK

Cancel

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