

NOTAM DATA QUALITY REQUIREMENTS FOR AUSTRALIAN DEFENCE FORCE

NOTAM Data Quality Requirements for Australian Defence Force

C-MAN0282

Version 6

Effective 05 December 2024

Endorsed: AIS QA Safety & Service Improvement Manager

Approved: Aeronautical Information Services (AIS) Manager
Network Operations Manager

Change summary

Version	Date	Change description
6	05 December 2024	<ul style="list-style-type: none"> • General editorial updates throughout the document • Section 2.3 – Mailing Address updated • Section 3.3 – Information not to be included in NOTAM updated • Section 6 – Requesting a NOTAM updated • Section 7.1 – Facility Availability updated • Section 7.5 – Cross Referencing updated • Section 10.5 – NOTAM Type (PDF only) updated • Section 10.12 – Item F) – Lower Limit and Item G) – Upper Limit table updated • Section 12.1 – NOTAM Subject and Status updated • Section 12.2.1 – Instrument Landing System (ILS) table updated • Section 12.6.2.2 – Multiple SUA Areas updated • Section 13 – Definitions table updated

This document was created using Generic Document Template C-TEMP0047 Version 11.

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1 Purpose

The purpose of this document is to establish the aeronautical data and information exchange protocols between the *Australian Defence Force (ADF)* and the *NOTAM Office (NOF)* for the issuance, replacement, and cancellation of NOTAM as part of the Integrated Aeronautical Information Package (IAIP).

This document is designed to assist ADF personnel with providing aeronautical information and data that is published via NOTAM in a controlled and standardised manner.

This document has been developed to assist with the promulgation of Australian Defence Force specific NOTAM. For assistance with NOTAM relating to aerodrome operations, refer to [NOTAM Data Quality Requirements for Aerodrome Operators \(C-MAN0276\)](#).

2 NOTAM Office Contact Details

2.1 Advice of Errors

Notify the NOTAM Office of corrections or suggestions to this specification via email to: nof@airservicesaustralia.com.

2.2 Email, Telephone, and Fax

Email (preferred): nof@airservicesaustralia.com

Telephone: 02 6268 5063

Fax: 02 6268 5044

2.3 Mailing Address

ATTN: NOTAM Office

Airservices Australia National Operations Management Centre

Airservices Australia, Tower Road

Melbourne Airport, VIC 3045

3 NOTAM Issuance

As per ICAO Doc 10066 – Procedures for Air Navigation Services Aeronautical Information Management (PANS-AIM) and ICAO Annex 15 – Aeronautical Information Services, a NOTAM is *a notice distributed by means of telecommunications 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.*

NOTAM should be originated, issued, and distributed promptly when:

- information is of a temporary nature, unplanned, and of short duration
- operationally significant permanent changes, or temporary changes of long duration, are made at short notice.

Information that is of short duration, but which contains extensive text and/or graphics, is to be published as an AIP Supplement (AIP SUP).

As per *CASR Part 175.B Aeronautical Information Management – AIS Providers*, the NOTAM Office is required to promulgate NOTAM on behalf of Aeronautical Data Originators in the following circumstances:

- the request meets any of the circumstances mentioned in *Annex 15 – Aeronautical Information Services* (refer [3.1 NOTAM Promulgation Criteria](#))
- it is required by Australian law
- it is deemed necessary in the interest of aviation safety.

3.1 NOTAM Promulgation Criteria

As per *Annex 15 – Aeronautical Information Services*, NOTAM should be originated in and issued when concerning the following information:

- establishment, closure, or significant changes in operation of aerodrome(s) or heliport(s) or runways
- establishment, withdrawal, or significant changes in operation of aeronautical services (aerodromes, AIS, ATS, communications, navigation, and surveillance (CNS), meteorology (MET), search and rescue (SAR), etc.)
- establishment, withdrawal, or significant changes in operational capability of radio navigation and air-ground communication services. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any radio navigation and air-ground communication services or limitations of relay stations including operational impact, affected service, frequency and area
- unavailability of back-up and secondary systems, having a direct operational impact
- establishment, withdrawal, or significant changes to visual aids
- interruption of or return to operation of major components of aerodrome lighting systems

- establishment, withdrawal, or significant changes to procedures for air navigation services
- occurrence or correction of major defects or impediments in the manoeuvring area
- changes to and limitations on availability of fuel, oil, and oxygen
- major changes to search and rescue facilities and services available
- establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation
- presence of hazards which affect air navigation (including obstacles, military exercises, displays, fireworks, sky lanterns, rocket debris, races, and major parachuting events outside promulgated sites)
- planned laser emissions, laser displays and search lights if pilots' night vision is likely to be impaired
- erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip.
- establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas
- establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required
- allocation, cancellation or change of location indicators
- presence or removal or, or significant changes in, hazardous conditions due to snow, slush, ice, radioactive material, toxic chemicals, volcanic ash deposition or water on the movement area
- implementation of short-term contingency measures in cases of disruption, or partial disruption, of ATS and relayed supporting services.

3.2 Non-NOTAMable Circumstances

As per *Annex 15 – Aeronautical Information Services*, the following information should not be notified by NOTAM:

- routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft
- runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary
- temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft
- partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations
- partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative
- the lack of apron marshalling services and road traffic control
- the unavailability of location, destination, or other instruction signs on the aerodrome movement area
- unavailability of back-up and secondary systems if these do not have an operational impact

- limitations to airport facilities or general services with no operational impact
- national regulations not affecting general aviation
- announcement or warning about possible/potential limitations, without any operational impact
- general reminders on already published information
- availability of equipment for ground units without containing information on the operational impact for airspace and facility users
- information about laser emissions without any operational impact and fireworks below minimum flying heights
- closure of movement area parts in connection with planned work locally coordinated of duration or less than one hour
- closure or unavailability of, or changes in, operation of aerodrome(s)/heliport(s) operational hours
- other non-operational information of a similarly temporary nature.

3.3 Information not to be included in NOTAM

A NOTAM should not contain information that:

- relates to an aerodrome or heliport and its vicinity, but does not affect its operational status
- is not of direct operational significance
- does not impact the safe operation of aircraft
- is not likely to influence a pilot's or operator's decision to divert a flight.

4 Aeronautical Information Regulation and Control (AIRAC)

As specified in the Data Product Specification, aeronautical data and information is managed and published in a controlled manner through the internationally adopted Aeronautical Information Regulation and Control (AIRAC) system to determine a series of common dates and associated publication procedures for effective coordination of amendments.

Airservices utilises a quarterly amendment calendar for the updating and production of the IAIP and aeronautical chart products. This requires that aeronautical data and information is submitted to Airservices in a timely manner to ensure that changes can be processed and published in the appropriate products for the required effective date.

Cut-off dates for the submission of data or information for each production cycle can be found at the following link: <https://www.airservicesaustralia.com/industry-info/aeronautical-information-management/document-amendment-calendar/>.

4.1 Permanent Changes

As per *ICAO Doc 8126 – Aeronautical Information Services Manual*, operationally significant changes to published aeronautical information and data are to be made using the AIRAC system.

Permanent changes that are deemed to be operationally significant must be published as an AIRAC AIP amendment (either as a permanent NOTAM or AIP SUP).

Permanent changes that are not considered to be significant to flight operations are to be processed as an AIP amendment only, which is published on the next available AIRAC date, and is not subject to NOTAM promulgation.

4.2 Permanent NOTAM

When information to be disseminated is of permanent nature and is considered operationally significant (refer [3.1 NOTAM Promulgation Criteria](#)), the AIP Responsible Person or AIP Nominee should issue a permanent (PERM) NOTAM to notify industry that the content is to be incorporated into the IAIP.

PERM NOTAM will only be accepted from the AIP Responsible Person or AIP Nominee for the listed Subject Owner / Custodian (refer to the [Aeronautical Data Originators Custodians](#) document).

Note: Only AIS-AF is the AIP Responsible Person for the Australian Defence Force.

PERM NOTAM should not be issued with an immediate start time (exceptions apply) and should instead provide sufficient notification to industry (refer [6.1 Notification Times](#)).

PERM NOTAM will remain valid until it is incorporated into the appropriate documentation, after which it will be cancelled by the NOTAM Office. No further notification from the originator is required.

For further guidance on the issuance of permanent NOTAM, including advice on what permanent changes are deemed to be operationally significant and therefore may be the subject of a PERM NOTAM, refer to the PERM NOTAM section in the [Aeronautical Data Originators Custodians](#) document or contact the NOTAM Office.

4.3 Permanent Data Change Requests not subject to NOTAM

Aeronautical Data Originators (ADO) should not use permanent NOTAM to initiate changes that are not considered to be significant to flight operations.

Instead, a Data Change Request (DCR) should be submitted to Airservices AIS via the [ADO Portal](#) as per the Data Product Specification issued for ADF.

5 NOTAM Originators

5.1 NOTAM Authorised Persons

NOTAM requests will be accepted from any individual that provides a defence email address in the originators contact details (e.g. joe.bloggs@defence.gov.au). The exception is that NOTAM for special use airspace (SUA) and aerodromes must be raised/managed by the appropriate authority (Controlling Authority for airspace and Aerodrome Operator for aerodromes). Controlling Authorities and Aerodrome Operators are listed in the Designated Airspace Handbook (DAH) and the En Route Supplement Australia (ERSA) respectively, unless otherwise nominated in AIP SUP. Authorised persons who can raise NOTAM on behalf of these authorities are identified and managed by using the NOTAM Group function.

NOTAM may be submitted using either the NOTAM Web Service (NWS) available through NAIPS Internet Service (NIS), or via an emailed webform.

NOTAM that permanently amend aeronautical data or information published in the IAIP may only be submitted by AIS-AF (refer [4.2 Permanent NOTAM](#)).

5.2 NOTAM Authorised Persons Verification

NOTAM Group management has been established as a method for the NOTAM Office to confirm that a NOTAM request has been submitted by an authorised NOTAM originator. The NOTAM Group is a data field on both the NOTAM request form (pdf, submitted via email) and NOTAM Web Service online form.

The NOTAM originator must ensure that their email address, and NOTAM Group name when applicable, is recorded on all emailed NOTAM request forms (refer [5 NOTAM Originators](#)).

NOTAM submitted via the NWS are automatically linked to the NOTAM Group attached to the user's account. However, the contact details of the NOTAM originators must be recorded in the Originating Authority section.

The nominated Group Manager is responsible for ensuring that the NOTAM Group details remain up to date with all current authorised NOTAM originators. This list is updated by contacting the NOTAM Office.

6 Requesting a NOTAM

NOTAM Requests are to be submitted via the NWS (preferred method), or on the latest version of the NOTAM Request Form available on the Airservices website: <http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf>.

NOTAM will only be accepted over the phone when the matter is urgent, or in an emergency.

Note: Access to the NWS can be arranged by contacting NWS@airservicesaustralia.com.

6.1 Notification Times

When requesting a NOTAM, the following times should be allowed (where practicable) for the NOTAM to be processed and issued by the NOTAM Office:

- immediately in emergency situations
- eight hours for airspace published in *Designated Airspace Handbook* (DAH) and by AIP SUP e.g., military exercises
- 48 hours from receipt by the NOTAM Office for information regarding scheduled maintenance or changes to a facility, service, or aerodrome.

Non-urgent NOTAM will be processed in order of effective time (see [10.7 Item B\) – Start Period](#)). This may at times result in delays during periods of high workload in the NOTAM Office.

6.2 Verifying Information

The NOTAM Office will contact the NOTAM originator in the following situations:

- if a NOTAM is to be published with substantive differences from the way it was requested. This does not include minor changes such as abbreviations or changing the order of the information for standardisation purposes.
- where the information or the intent of a NOTAM request differs from or cannot be verified within an official document
- when the request comes from an unauthorised originator
- when there are errors in the NOTAM request, including but not limited to, incorrect abbreviations, lack of detail, mismatched time periods, duplicated information, and typos.

Note: It is the responsibility of the NOTAM originator to be available to verify the above information if required.

6.3 Checking NOTAM

It is the responsibility of the NOTAM originator to ensure that information promulgated by the NOTAM Office is correct. All NOTAM will be available via NIS after publication and any discrepancies must be raised with the NOTAM Office, by phone as soon as the error has been discovered.

6.4 NOTAM Duplication or Confliction

It is the responsibility of the originating NOTAM Authorised Person to ensure that NOTAM requests do not cause duplication or confliction of already published NOTAM.

Active NOTAM can be viewed via NIS, either in the Active NOTAM Directory (for users with access to the NWS) or via a Location Briefing.

Location Briefings will only provide NOTAM that are active during the specified validity period (maximum of 336 hours).

The NOTAM Office can provide guidance on published NOTAM commencing more than 14 days (336 hours) in the future.

7 NOTAM Conventions

7.1 Facility Availability

A facility should be referred to as either U/S (unserviceable), CLOSED, or NOT AVBL as per the below table:

UNSERVICEABLE (U/S)	CLOSED	NOT AVBL
<ul style="list-style-type: none"> Navigation or landing aids Lighting facilities Communication and surveillance facilities Aerodrome devices/equipment VOLMET ATIS Obstacle lights 	<ul style="list-style-type: none"> Aerodrome/Heliport/Helipad Tower Movement areas Taxiway Runway/Runway turning bay Parking area Apron RWY strip/shoulder Aircraft stands Stopway Rapid exit taxiway 	<ul style="list-style-type: none"> Oxygen Aircraft de-icing Meteorological service Oils and fuel Customs/immigration GNSS operations Flight information service (FIS) Aerodrome FIS (AFIS) Upper advisory service Air Traffic Procedures

For a facility that is permanently withdrawn from service (refer [4.2 Permanent NOTAM](#)), the phrase DECOMMISSIONED is to be used instead of NOT AVBL.

7.2 Abbreviations

A list of permitted abbreviations to be used in NOTAM is available in the *AIP GEN 2.2 General and Meteorological Abbreviations*.

Abbreviations marked with ‘●’ must not be used in NOTAM which are promulgated internationally. If you are unsure of your aerodrome’s distribution status, please contact the NOTAM Office.

The list of abbreviations is updated every three months and should be checked on a regular basis.

7.3 Latitude and Longitude

Any latitude and longitude positions used in a temporary or permanent NOTAM are required in degrees, minutes and seconds, followed by a cardinal point.

Example: 324620S 1382405E.

If more precision is required, such as for ICAO data accuracy and resolution requirements, seconds will be followed by a decimal and tenths or hundredths of seconds.

Example: 324620.2S 1382405.1E or 324620.27S 1382405.15E.

7.4 Units of Measurement

Units of Measurement commonly required in NOTAM are as follows:

- Horizontal Distance:
 - Nautical Miles (NM) - for distances greater than 2NM
 - Shorter distances: metres (M)
- Vertical distance (altitudes, elevations, and heights): feet (FT)
- Bearings (from an AD or navaid): degrees magnetic (MAG)
- Weight (Mass): Metric tonnes or kilograms (KG).

7.5 Cross Referencing

To avoid the publication of erroneous information, a NOTAM will not be issued containing a reference to another NOTAM, AIC or SUP number (except in circumstances outlined in section [12.6.2.3 Partial activations](#) and section [12.6.2.5 Temporary Restricted Area \(TRA\), Temporary Danger Area \(TDA\) and Temporary Military Operating Areas \(TM\)](#)). This is to avoid situations where the original NOTAM, AIC or SUP is reviewed or cancelled, which amends the original number, resulting in the associated NOTAM referencing an incorrect NOTAM, AIC or SUP number.

Where cross-referencing between NOTAM is deemed necessary, the phrase 'SEPARATE NOTAM REFERS' will be used.

NOTAM will not be issued containing a reference to a date and/or page number of the En Route Supplement Australia (ERSA) or the Designated Airspace Handbook (DAH) as these documents are replaced in full when an updated version is published, so date/page references will no longer be accurate.

NOTAM may be issued with date and/or page reference for Departure and Approach Procedures (DAP) and Aeronautical Information Publication (AIP) as these are updated on a page-by-page basis.

7.6 Distribution Criteria

All domestic NOTAM issued will be held in the Australian NOTAM database and can be accessed via NIS.

Certain NOTAM will also be distributed to international NOTAM offices and accessed by international pilots flying to or through Australian airspace.

NOTAM sent internationally are as follows:

- SUA higher than FL245 or below FL245 if affecting international routes
- international aerodromes or international alternate aerodromes (as per *AIP GEN 2. Designated International Airports - Australia*)
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per *AIP GEN 2. Designated International Airports - Australia*)
- NAVAIDS which are used on international routes.

7.7 Timing Conventions

All NOTAM are published in UTC (Zulu) time. UTC is the preferred convention as it decreases the likelihood of errors during the conversion process.

UTC is the only time convention available in the NWS. Local time can be converted to UTC using the Time Zone Converter, available within the NOTAM form on the NWS.

If an emailed NOTAM Request is submitted using local time (not preferred), this must be clearly marked on the NOTAM Request Form, including which time zone has been used. If a different time convention has been used on the NOTAM Request Form, the NOTAM Office will convert it to UTC before issuing.

Note: Extra care should be taken during daylight savings periods. Refer [Appendix A Time Conversion Chart](#).

7.7.1 Time format

The ICAO NOTAM format specifies that the timing convention used to indicate Item B) and Item C) (refer [10 NOTAM request form](#)) is a ten-digit date-time group in 24-hour format (year, month, day, hours, and minutes i.e., YYMMDDHHMM).

There are multiple time formats that may be used for Item D) (refer [10.10 Item D\) – hours of activation](#)).

Days of the week are referenced in Australian NOTAM as the 'Local Day using UTC Time' e.g., MON-WED 2300-0900 means the NOTAM is active for three days (MON, TUE, and WED) from 2300 UTC in the morning until 0900 UTC in the afternoon on each day.

The beginning of the day is specified as 0000 UTC and the use of the times xx59 and xx01 in NOTAM can create an anomaly within the Air Traffic Control systems.

For example, a NOTAM that finishes at 2359 UTC will be removed from the ATC systems at 2359 and 01 second, not at 2359 and 59 seconds. Where possible, the times xx59 and xx01 should be avoided, and rounded up/down to xx00.

7.7.2 NOTAM validity

A NOTAM is valid when it is published (i.e., date and time of NOTAM origination), whereas it is active and comes into force at the date-time specified in Item B) (refer [10.7 Item B\) – Start Period](#)).

7.7.3 NOTAM duration

A temporary NOTAM must never be active for more than three months.

NOTAM with an estimated end time that unexpectedly exceeds the maximum three-month period may be extended for a further period of up to three months.

If it is expected that the extension is to exceed a period of three months, an AIP SUP shall be issued instead.

Temporary changes of long duration (exceeding three months) must be published as an AIP SUP. When required, a temporary NOTAM may be issued to bridge the period between required notification and AIP SUP publication.

Permanent changes require the relevant IAIP section to be amended, with an appropriate permanent NOTAM to bridge the period between notification and incorporation into the IAIP (refer [4.2 Permanent NOTAM](#)).

Note: NOTAM regarding crane operations are exempt from the above requirements and may be continually reviewed in three-month increments.

7.7.4 Daylight Saving Time

Daylight Saving Time is observed in the Australian summer in certain Eastern and Central time zones.

Care must be taken to ensure that times are correct for NOTAM that will be active over the time change.

8 NOTAM Types

NOTAM types are identified by the following suffixes: 'N' (New), 'R' (Replacement) and 'C' (Cancellation) and the resulting identifier appears after the reference number as follows:

- NOTAMN (New NOTAM)
- NOTAMR (Replacement NOTAM)
- NOTAMC (Cancellation NOTAM)

Example: C0123/22 NOTAMN

C0124/22 NOTAMR C0123/22

C0125/22 NOTAMC C0124/22.

8.1 NOTAMN

A NOTAMN is when a NOTAM is first issued. A NOTAMN should be requested if the NOTAM is regarding an event for which there is no current NOTAM.

8.2 NOTAMR

A NOTAMR allows an existing NOTAM to be amended. A NOTAMR immediately replaces the previous NOTAM.

Item B) of a NOTAMR must be the actual date-time group that the NOTAMR is created. The NOTAMR will take effect immediately, and no future coming into force is permitted. This is to avoid potential misinterpretation about further changes or existence of multiple NOTAM.

When requesting a NOTAMR, the following conditions apply:

- if the condition described in an active NOTAM is to remain valid for a period before being changed, then a NOTAMR shall be issued for the period up to the intended date and time of the change. This NOTAMR shall immediately replace the existing NOTAM and shall notify the same conditions but with a changed finish time. A NOTAMN detailing the intended change in condition shall then be issued with a future date and time in Item B).
- if the NOTAM to be replaced is not active at the time of replacement, the NOTAM is to be cancelled WIE and a NOTAMN is to be issued with amended information and commencement time.

For further guidance, refer to [8.4 Determining NOTAM Type](#).

Note: At the time of publication, the above rules do not apply to airspace activation/deactivations.

8.3 NOTAMC

NOTAMC allows an existing NOTAM to be cancelled. Any NOTAM which is no longer required must be cancelled with a NOTAMC.

A NOTAM can only be cancelled with immediate effect and no future cancellation of NOTAM is permitted.

If you require a NOTAM to finish at a future end period, the NOTAM should instead be replaced (NOTAMR) with a confirmed finish time in Item C).

8.4 Determining NOTAM Type

The below table should be used to determine the correct procedure and NOTAM type required for the following circumstances:

Circumstances	Required action
NOTAM is currently active with the conditions to cease now and resume in the future	The current NOTAM is to be cancelled with immediate effect and a new NOTAM issued with the amended start time
NOTAM is currently active with conditions to stay in effect but change in the future	The current NOTAM is to be reviewed to amend the finish time and a new NOTAM is to be issued specifying the new conditions
NOTAM is not yet in effect, but conditions are now commencing at a different time (including WIE)	The current NOTAM is to be cancelled and a new NOTAM issued with the amended commencement time

Circumstances	Required action
NOTAM not yet in effect, subject and start time remain the same but conditions change (e.g., RWY WIP changes to RWY NOT AVBL)	The current NOTAM is to be cancelled and a new NOTAM issued with the new conditions
NOTAM within the current period of activity, conditions to cease now and resume in the future	The current NOTAM is to be cancelled and a new NOTAM issued with the amended start time
Any changes to a NOTAM which has already been in effect but is outside of a period of activity	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings
Changes to a NOTAM that is outside a period of activity and has not yet been in effect	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings

9 NOTAM Locations

9.1 Aerodrome

NOTAM regarding aerodrome facilities, or events and hazards that have a direct impact on aerodrome operations, are issued by the NOTAM Authorised Persons nominated by the ADO for the aerodrome.

However, relevant Airservices staff may originate a NOTAM regarding aerodrome facilities or operations if the originating authority is not available, and the information is essential for flight safety and/or conduct of flight operations.

9.1.1 Certified aerodromes

A NOTAM service is provided for certified aerodromes, military aerodromes, certain other aerodromes regulated under *CASR Part 139 – Aerodromes*, and specialised helicopter operations with published terminal instrument flight procedures regulated under *CASR Part 173 – Instrument Flight Procedure Design*.

A NOTAM will be issued on an aerodrome if it is about a facility, event or hazard that has a direct effect on aerodrome operations (within 5NM of an aerodrome with a NOTAM service), on the ground, or within the airspace associated with that aerodrome.

9.1.2 Uncertified aerodromes

Limited information is published in the En Route Supplement Australia (ERSA) for some aircraft landing areas (ALAs) and a NOTAM service is not provided except for the following circumstances:

Subject	Events or Hazards	Responsible entity
Aerodrome	<ol style="list-style-type: none"> 1. Certification status changes 2. Contact detail - limited to phone number change 3. Closure – permanent 	<ol style="list-style-type: none"> 1. CASA 2. Aerodrome * 3. CASA
Aerial works	<ul style="list-style-type: none"> • Aerobatics • Air displays • Flight inspections • Ocular hazards • Surveying 	CASA, or approved NOTAM originators
Flight procedures	Limited to circuit direction changes for safety reasons	CASA
Communication	<ol style="list-style-type: none"> 1. Limited to frequency changes (CTAF with or without an AFRU) 2. UNICOM 	<ol style="list-style-type: none"> 1. CASA 2. Aerodrome *
Instrument Flight Procedures	Any changes to instrument flight procedure	Certified Procedure Designers, under CASR Part 173
Lighting facilities	Limited to frequency changes (PAL)	Aerodrome *
Meteorological services	Limited to TAF changes	BoM
Navaid	Unserviceable or frequency changes	Airservices, or navaid owner
Sports aviation	<ul style="list-style-type: none"> • Balloons • Gliders • Model rockets • Parachuting 	CASA
Unmanned aircraft activities	<ol style="list-style-type: none"> 1. Model aircraft 2. RPAS 	<ol style="list-style-type: none"> 1. CASA 2. CASA, or approved NOTAM originators
Other activities	<ol style="list-style-type: none"> 1. Blasting 2. Fireworks 3. Gas plumes 4. Laser light displays 	<ol style="list-style-type: none"> 1. CASA 2. CASA, or approved NOTAM originators 3. CASA 4. CASA, or approved NOTAM originators

Note: * Only for those Aerodromes with a Data Product Specification (DPS) in place with Airservices AIS.

9.2 Special Use Airspace (SUA) Area

A NOTAM will be issued on an individual Special Use Airspace (SUA) Area (e.g., R522, D378, M334) if that area is not associated with a Military Airspace Group and if that area is being:

- activated
- deactivated (if published H24)
- there is a hazard occurring within it.

These NOTAM must only be requested by the Airspace Controlling Authority. Temporary Restricted Areas (TRA), Temporary Danger Areas (TDA) or Temporary Military Operating Areas (TM) requests must be authorised by CASA Office of Airspace Regulations (OAR) before submission to the NOTAM Office.

9.3 Military Airspace Group

A NOTAM will be issued on a Military Airspace Group (e.g., AMX, ESX) if a Restricted Area, Military Operating Area or Danger Area within that group is being:

- activated
- deactivated
- there is a hazard occurring within it.

Note: These NOTAM must only be requested by the Airspace Authority.

9.4 FIR (YBBB or YMMM)

A NOTAM will be issued on a single FIR if it refers to a:

- hazard occurring more than 5NM from an aerodrome
- hazard for which an aerodrome NOTAM has already been issued, but the hazard extends to a height or distance from the aerodrome which may affect pilots overhead or nearby not using the aerodrome. This need is determined by CASA or Airservices.

9.5 Dual FIR (YMMM/YBBB)

A NOTAM will be issued as a dual FIR NOTAM if:

- the conditions for an FIR NOTAM are fulfilled
- the hazard or facility extends across the FIR boundary
- the affected QNH areas are shared by the boundary.

Note: If required, contact the NOTAM Office for guidance on QNH areas and FIR boundaries.

9.6 Multiple FIR (YMMM and YBBB)

A NOTAM will be issued on both FIR if:

- the conditions for an FIR NOTAM are fulfilled
- the hazard or facility extends across the FIR boundary
- the affected QNH areas are **not** shared by the boundary.

Note: If required, contact the NOTAM Office for guidance on QNH areas and FIR boundaries.

9.7 Head Office

A NOTAM will be issued on Head Office location (YSHO) if it refers to procedures, rules, or updates relevant to all pilots in Australian airspace.

Head Office NOTAM are requested by Airservices and AF-AIS only.

10 NOTAM Request Form

Refer below for detailed instructions on completing the NOTAM Request Form. Where applicable it is clearly identified if the instructions are relevant to NOTAM submitted through NWS or the emailed NOTAM Request Form.

Refer to the [NOTAM Web Service User Guide](#) for detailed guidance on NOTAM submission using the NWS.

10.1 Mandatory Fields

NOTAM type	Mandatory fields
NOTAMN	Items A), B), C) and E)
NOTAMR	Items A), B), C) and E)
NOTAMC	Items A), B) (WIE), and E)

10.2 Group Name

Select the required NOTAM Group for the ADO from the drop-down box on the NWS or annotate the Group Name and NIS username of the NOTAM originator at the bottom of the NOTAM Request PDF form.

Refer to [5.2 Authorised NOTAM Originators Verification](#) for more information regarding NOTAM Groups.

10.3 Contact Details

Provide the name and contact number of the NOTAM originator.

Contact details are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM.

Refer to [5 NOTAM Originators](#) and [6.2 Verifying Information](#) for further information.

10.4 NOTAM Summary (NWS only)

Provide a short (maximum fifty characters) summary of the purpose of the NOTAM.

NOTAM summaries are to be as concise as possible as certain briefing products available via NIS (e.g., SPFIB and AVFAX) will only display the summary line for any NOTAM that has been active for more than seven days (i.e., commencement DTG is more than seven days in the past).

If unable to specify the exact contents of the NOTAM in the summary, provide a general description. This must include a general location of the subject of the NOTAM if issued under the FIR.

Ensure that the summary line contains enough information so pilots can easily determine if the NOTAM is relevant to their operations.

Examples of NOTAM summaries can be found in [12 NOTAM Examples](#).

10.5 NOTAM Type (PDF only)

NOTAMN, NOTAMR or NOTAMC.

Refer [8 NOTAM Types](#) for more information on which type of NOTAM you require depending on the desired outcome.

Note: If NOTAMR or NOTAMC is selected, include the NOTAM number that is to be replaced or cancelled.

10.6 Item A) – Location

This is the location under which the NOTAM will be issued.

Refer [9 NOTAM Locations](#) for more information.

10.7 Item B) – Start Period

Item B) specifies the beginning of the occurrence or activity in a ten-digit date-time group (YYMMDDHHMM).

The time in Item B) must be WIE or in the future. NOTAM cannot be issued retrospectively.

If a NOTAM is required immediately, or as soon as possible, WIE may be selected instead of specifying a start period. In this instance, the NOTAM Office will process the NOTAM request as soon as practicable, and the published NOTAM will list the publication time in Item B).

Care must be taken to ensure that NOTAM requests do not cause duplication or confliction of currently published NOTAM (refer to [6.4 NOTAM Duplication or Confliction](#)).

Note: Item B) for NOTAMC will have a default stamp of the date and time group that the NOTAMC was created and cannot be amended (refer [8.3 NOTAMC](#)).

10.8 Item C) – End Period

Item C) specifies the end of the occurrence or activity in a ten-digit date-time group (YYMMDDHHMM).

If the information is of a permanent nature (refer [4.2 Permanent NOTAM](#)), then the abbreviation PERM is inserted instead of the ten-digit date-time group.

If the end period of the NOTAM is uncertain, or the NOTAM duration is for a period exceeding three months, an approximate end period within three months must be indicated, followed by the abbreviation EST (refer [7.7.3 NOTAM duration](#)).

Refer [10.9 Item C\) - Estimated End Period](#) for more information regarding NOTAM with an estimated finish time.

10.9 Item C) – Estimated End Period

NOTAM with an estimated (EST) end period must be replaced or cancelled prior to the finish time.

It is the responsibility of the NOTAM originator to contact the NOTAM Office to extend or cancel an EST NOTAM, and a minimum of one hour notice is appreciated.

Refer below to determine if the dates specified in Item D) are permitted to have an EST finish time:

- NOTAM with specific dates in Item D) (i.e., 1808150100 to 1808150200), an EST finish time is not permitted.
- NOTAM with daily periods in Item D) (i.e., DAILY 0100-0200, HJ, HN), an EST finish time is permitted.

10.10 Item D) – Hours of Activation

This field should only be used if the NOTAM will not be active continuously from the start period to the end period e.g., if the NOTAM will only apply during daylight hours.

The first date-time group in Item D) should correspond to the date-time group in Item B). The last date-time group in Item D) should correspond to the date-time group in Item C).

These periods of activity could be in any of the following formats:

- date/time periods in the format YYMMDDHHMM e.g., 1808020200 to 1808021400
- the same time each day e.g., DAILY 0200-0400 for the period of the NOTAM
- combination of several time frames on various days of the week. e.g., MON TUE FRI 0900-1300 1400-1430, WED THU 1000-1100 1230-1300 or MON-FRI 2000-2200, SAT SUN 2300-0500
- night-time hours (HN) for the period of the NOTAM
- daytime hours (HJ) for the period of the NOTAM.

10.11 Item E) – NOTAM Text

Item E) specifies the text of NOTAM, including the Subject, Status, and any additional information, in plain language complemented, where necessary, by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, and digits.

The text in Item E) should be kept as short as possible, containing all the essential information needed for the safe conduct of flight.

For guidance on NOTAM formatting requirements, refer to [12 NOTAM Examples](#).

Refer to [3 NOTAM Issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM.

10.12 Item F) – Lower Limit and Item G) – Upper Limit

These fields are used to indicate the lower and upper limits of airspace affected by the NOTAM and are mandatory for NOTAM regarding navigation warnings and airspace restrictions.

Item F) is the lower limit expressed as an altitude either in metres (M) or feet above mean sea level (AMSL), a height above ground level (AGL), a flight level (FL), or surface level (SFC).

Item G) is the upper limit expressed as an altitude either in M, AMSL, AGL, FL, or as unlimited (UNL) if applicable.

Items F) and G) are mandatory for the following NOTAM:

NOTAM subject	
Balloon release – meteorological or helium	PJE
Exercises	Aerobatics
Air Refuelling	Sport Flying
Fireworks	Air Display
Blasting	Model Flying
Demolitions	Mass Movement of Aircraft
Banner Towing	Formation Flying
Rockets	Hot Air Ballooning
Burning/blowing gas	Obstacle/Obstacle Lighting
UA Ops	Ocular Hazard
CTR and CTA activations/deactivations	SUA area activations/deactivations

11 NOTAM Format

NOTAM are presented in NIS in either the ICAO format or the NAIPS briefing format.

11.1 ICAO Format

The ICAO format presents all fields with the corresponding letter (as outlined in [10 NOTAM Request Form](#)).

- Item A)** YSRI
- Item B)** 22 06 12 2330
- Item C)** 22 06 17 0400
- Item D)** DAILY 2330-0400
- Item E)** UA (1.4 KG MULTI-ROTOR) OPS WILL TAKE PLACE
WI 500M PSN 333755S 1504626E (SOUTH WINDSOR)
BRG 178 MAG 3082M FM ARP
OPR IN CTC WITH ATC OPR CTC TEL: **** * ** *
- Item F)** SFC
- Item G)** 400FT AGL

11.2 Briefing Format

The NAIPS briefing format presents NOTAM in the following format:

RICHMOND (NSW) (YSRI)

C0227/24

UA (1.4 KG MULTI-ROTOR) OPS WILL TAKE PLACE
WI 500M PSN 333755S 1504626E (SOUTH WINDSOR)
BRG 178 MAG 3082M FM ARP
OPR IN CTC WITH ATC OPR CTC TEL: **** * ** *
SFC TO 400FT AGL
FROM 06 122330 TO 06 170400
DAILY 2330-0400

12 NOTAM Examples

The following are examples of how to compose Item E) of a NOTAM.

This document has been developed to assist with the promulgation of Australian Defence Force specific NOTAM. For assistance with NOTAM relating to aerodrome operations, refer to [NOTAM Data Quality Requirements for Aerodrome Operators \(C-MAN0276\)](#).

Contact the NOTAM Office if you would like to see a specific example included.

12.1 NOTAM Subject and Status

The subject and status of a NOTAM refer to the subject for the which the NOTAM is required and the status and/or condition of that subject (refer [3.1 NOTAM Promulgation Criteria](#) and [10.11 Item E\) – NOTAM Text](#)).

The NOTAM examples below do not form an exhaustive list of NOTAM subjects and statuses. A complete list of NOTAM subjects and statuses is available in ICAO Doc 8126 Aeronautical Information Services Manual.

Subjects	Status
<ul style="list-style-type: none"> • ILS/GBAS • ILS GP/DME • NDB/VOR/DME/TACAN • UA/MODEL ACFT OPS • LJR • CTR/CTA/SUA • ATS • A/G FAC • RUNWAY ARRESTING GEAR (<i>specify RWY</i>) • MISSILE/GUN/ROCKET FIRING • MIL PJE OPS • AD FREQ RESPONSE UNIT (AFRU) • ATIS • MIL HEL OPS/LOW LEVEL OPS • MIL HIGH INTENSITY FLYING TRAINING • HIGH SEAS FIRING BY NAVAL FORCES 	<ul style="list-style-type: none"> • NOT AVBL • U/S • CLOSED • ON TEST, DO NOT USE • SUBJ TO INTRP • ACTIVATED • DEACTIVATED • WILL TAKE PLACE (<i>specify</i>) • HOURS AMD • PILOT MNT • OPR FREQ CHANGED TO (<i>specify</i>) • IDENT/RADIO CALLSIGN CHANGED TO (<i>specify</i>) • LIMITED TO (<i>specify</i>) • INTERFERENCE FROM (<i>specify</i>) • MIL OPERATIONS ONLY • UNDERGOING FLTCHK

12.2 Navigation and Landing Aids

The following criteria apply for NOTAM regarding navigation aids (NAVAIDS) and precision approach and landing aids:

- If the NAVAID is co-located with an aerodrome, the NOTAM will be issued on the aerodrome
- If the NAVAID is not co-located with an aerodrome, the NOTAM will be issued on the relevant FIR.

12.2.1 Instrument Landing System (ILS)

The description of unavailability of an ILS or ILS component should be as follows:

If:	Item E) Format
The entire ILS is affected	ILS 'IDENT' {FREQ} {RWY} U/S
The Localiser is not available, but the rest of the ILS components are	ILS LOC 'IDENT' {FREQ} {RWY} U/S
A co-sited DME is not available, but the rest of the ILS components are	ILS DME 'IDENT' {FREQ} {RWY} U/S
The Glide Path is not available, but the rest of the ILS components are	ILS GP 'IDENT' {FREQ} {RWY} U/S
The GBAS is not available	GROUND BASED AUGMENTATION SYSTEM (GBAS) U/S

Note: If a Localiser that is associated with a Glide Path is not available, the entire ILS facility should be taken as not available.

12.2.2 Navigation aids (NAVAID)

The below information is required for promulgation of NOTAM regarding NAVAID availability:

NAVAID	Required Information	Example
NDB	Type, ident, frequency, range	NDB 'NWA' 359
DME	Type, ident, frequency, channel, and runway	DME 'INA' 108.5/22X RWY 21
VOR	Type, ident, frequency	VOR 'AD' 116.4
VOR/DME	Type, ident, frequency, channel	VOR/DME 'TL' 114.1/88X
TACAN	Type, ident, frequency, channel	TAC 'EDN' 114.7/94X
LOC/DME	Type, ident, frequency, channel, and runway	DME/LOC 'ICN' 109.5/32X RWY 33

Note: The NDB range will not be published in Item E) of a NOTAM but must be provided to the NOTAM Office to ensure the correct radius is applied.

12.2.3 ILS/NAVAID NOTAM examples

UNSERVICEABLE	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	U/S
Additional Info	<i>(If applicable)</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' U/S

UNSERVICABLE – REQ PN	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	U/S

UNSERVICABLE – REQ PN	
Additional Info	EXC WITH 60MIN PN FOR OPR RQMNTS <i>(if applicable)</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' U/S EXC WI 60MIN PN

ON TEST – NOT TO BE USED	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	ON TEST, DO NOT USE
Additional Info	FALSE INDICATIONS POSSIBLE <i>(if applicable)</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' ON TEST, DO NOT USE

UNDERGOING FLTCK	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	UNDERGOING FLIGHT CHECK, DO NOT USE
Additional Info	FALSE INDICATIONS POSSIBLE <i>(if applicable)</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' UNDERGOING FLTCHK

OPR NIL IDENT/IDENT 'XP'	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	OPR WO IDENT or IDENT 'XP'
Additional Info	<i>*If applicable</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' OPR WO IDENT or IDENT 'XP'

SUBJ TO INTRP	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	SUBJ TO INTRP
Additional Info	FALSE INDICATIONS POSSIBLE <i>(if applicable)</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' SUBJ TO INTRP

PILOT MNT	
Subject	NAVAID/ILS 'IDENT' 'FREQ'
Status	PILOT MNT
Additional Info	<i>*If applicable</i>
Summary	NAVAID/ILS 'IDENT' 'FREQ' PILOT MNT

GBAS U/S	
Subject	GROUND BASED AUGMENTATION SYSTEM (GBAS)

GBAS U/S	
Status	U/S
Additional Info	DUE CONSTELLATION AVAILABILITY <i>(if applicable)</i>
Summary	GND BASED AUGMENTATION SYSTEM (GBAS) U/S

12.3 ATS NOTAM

ATS - HOURS OF SERVICE	
Subject	ATS
Status	HOURS OF SERVICE ARE NOW
Additional Info	MON 2230-0630 AND 0830-1230 TUE 2230-0630 AND 0830-1230 WED 2230-0630 AND 0830-1230 THU 2230-0630 AND 0830-1230 FRI 2230-0630 ACTIVATION TIMES MAY VARY, CHECK ATIS FOR AIRSPACE STATUS
Summary	ATS HOURS OF SERVICE AMD

TWR – HOURS OF SERVICE	
Subject	TWR
Status	HOURS OF SERVICE AMD
Additional Info	MON-FRI 2000-1200
Summary	TWR HOURS OF SERVICE AMD

CTR ACTIVATED			
Subject	CTR		
Status	ACT		
Additional Info	MAY BE ACTIVATED/DEACTIVATED AT SHORT NOTICE PILOT RESPONSIBILITY TO CHECK CURRENT STATUS WITH ATS		
Item F)	SFC	Item G)	8500FT AMSL
Summary	CTR ACT		

CTA ACTIVATED (raised on FIR)			
Subject	WILLIAMTOWN CTA C1		
Status	ACT		
Additional Info	MAY BE ACTIVATED/DEACTIVATED AT SHORT NOTICE PILOT RESPONSIBILITY TO CHECK CURRENT STATUS WITH ATS		
Item F)	2000FT AMSL	Item G)	8500FT AMSL
Summary	WLM CTA C1 ACT		

ATIS AMD FREQ	
Subject	ATIS
Status	OPR FREQ CHANGED TO 135.8
Additional Info	<i>*If applicable</i>
Summary	ATIS OPR FREQ CHANGED TO 135.8

ATIS U/S	
Subject	ATIS FREQ 135.8
Status	U/S
Additional Info	<i>*If applicable</i>
Summary	ATIS FREQ 135.8 U/S

12.4 Low Jet Route NOTAM

As per AIP Gen 2.2 Definitions and Abbreviations, a *Low Jet Route (LJR)* is a route, or part of a route, at or below 5,000FT AGL used by *Military Low Jet (MLJ)* aircraft for low-level, high-speed operations.

Low Jet Route (LJR) NOTAM will be issued as an FIR NOTAM (or dual-FIR/multiple FIR if necessary). LJR NOTAM will not be issued on an aerodrome or restricted area and will not be promulgated internationally.

The LJR NOTAM will only include the portion of the flight which is conducted below 5000FT, and which is outside of controlled or restricted airspace.

A LJR NOTAM is not required if the MLJ is operating within a Danger or Restricted Area established for that purpose.

Waypoints should be written as follows:

- place names in full - GYMPIE (not YGYM)
- bearing and distance from place names - GYMPIE 117005
- latitude and longitude - 260550S 1521100E.

LJR WITHOUT AVM			
Subject	LJR SE QUEENSLAND/N NEW SOUTH WALES		
Status	WILL TAKE PLACE		
Additional Info	MIL F18 JET ACFT OPR BELOW 5000FT AGL ON THE FLW RTE: LISMORE 232028 (DESCENT) / GLEN INNES 036039 / GLEN INNES 349031 / GLEN INNES 301040 / GLEN INNES 310045 / AMBERLEY 215092 (ASCENT)		
Item F)	SFC	Item G)	5000FT AGL
Summary	LJR OPR SE QUEENSLAND/N NEW SOUTH WALES		

LJR WITH AVM			
Subject	LJR OPR SE QUEENSLAND/N NEW SOUTH WALES		
Status	WILL TAKE PLACE		
Additional Info	MIL F18 JET ACFT OPR BLW 5000FT AGL ON THE FLW RTE: LISMORE 232028 (DESCENT) / GLEN INNES 036039 / GLEN INNES 349031 / GLEN INNES 301040 / GLEN INNES 310045 / AMBERLEY 215092 (ASCENT) AVM UP TO 9000FT AGL GLEN INNES 301040		
Item F)	SFC	Item G)	5000FT AGL
Summary	LJR OPR SE QUEENSLAND/N NEW SOUTH WALES		

Note: LJR with abrupt vertical manoeuvres (AVM) will have the AVM level published in Item E).

12.5 NAV NOTAM

NAV category NOTAM can be issued on:

- a specific aerodrome (when the hazard is within 5NM of that aerodrome)
- an FIR (when the hazard occurs more than 5NM from an aerodrome with a NOTAM service)

In addition to an FIR NOTAM, consideration must be given to issuing a NOTAM on the aerodrome if it affects flights arriving or departing that aerodrome. When issuing a NOTAM on the aerodrome, ensure the NOTAM refers to the information relevant to aerodrome operations only and is not a duplicate of the FIR NOTAM.

12.5.1 Exercises

MIL HEL Low Level Ops			
Subject	MIL HEL LOW LEVEL OPS WI LEYBURN AREA		
Status	WILL TAKE PLACE		
Additional Info	OPR IN AN AREA BOUNDED BY [LAT/LONG] / [LAT/LONG] / [LAT/LONG] / [LAT/LONG] LEYBURN AREA AND TRANSIT BTN AREA AND OAKEY. NO COM		
Item F)	SFC	Item G)	4500FT AMSL
Summary	MIL HEL LLO WILL TAKE PLACE WI LEYBURN AREA		

MIL HEL OPS			
Subject	MIL HEL OPS WI 200NM OF BRISBANE AD (YBBN)		
Status	WILL TAKE PLACE		
Additional Info	FORMATION ACFT USING LGT ENHANCING DEVICES AND MAY NOT DISPLAY EXTERNAL VISUAL LGT		
Item F)	SFC	Item G)	4500FT AMSL
Summary	MIL HEL OPS WILL TAKE PLACE WI 200NM OF YBBN		

MIL HIGH INTENSITY FLYING			
Subject	MIL HIGH INTENSITY FLYING TRAINING WI AMBERLEY CTR (YAMB) AND R625D		
Status	WILL TAKE PLACE		
Additional Info	WILL RESULT IN CLEARANCES IN THIS AREA SUBJ TO RESTR		
Item F)	SFC	Item G)	FL150
Summary	HIGH INTENSITY FLYING WI YAMB CTR AND R625D		

PJE OPS			
Subject	MIL PJE OPS		
Status	WILL TAKE PLACE		
Additional Info	WI 25NM RADIUS OF COROWA AIRFIELD (YCOR) ACFT CS 'SNOWBIRD 3' WILL BCST 2MIN PRIOR TO DROP MELBOURNE CENTRE FREQ 125.2 AND YCOR CTAF FREQ 132.45		
Item F)	SFC	Item G)	FL180
Summary	MIL PJE OPS WILL TAKE PLACE WI 25NM RADIUS YCOR		

12.5.2 High Seas Firing (HSF) NOTAM

Item A): Select FIR, YMMM or YBBB, based on plotted position and dimensions. Where it encompasses both FIR, two NOTAM must be raised.

Item B) and Item C): Insert the effective/activation times. It is recommended a 30-minute buffer be applied before and after the scheduled live firing is to occur.

Item D): Not required unless there will be significant breaks in activity (more than 1 hour), using the same lateral and vertical dimensions.

Item E): See table below for wording examples.

- Dimensions: The dimensions must encompass the entire lateral and vertical weapons traces of the activity, inclusive of safety buffers. Course and speed is no longer required, as the defined dimension already encompasses the affected area.
 - Lateral Dimensions may be defined as either a polygon, or as a circle by using a single coordinate and radius (nautical miles).
- An assessment must be conducted to ensure firing remains outside of ATS routes IAW buffers stipulated in relevant Defence policy.
- A NOTAM for High Seas Firing cannot instruct civil aircraft to comply with a direction nor otherwise change the underlying class of airspace and conditions; the NOTAM is advisory only. The only way to change the underlying class and conditions is by obtaining temporary airspace (TRA or TM).

The heights of the activity are to be expressed as the following:

- Item F) as SFC (surface)
- Item G) – specified upper limit level and datum (AGL, AMSL, or FL).

HIGH SEAS FIRING			
Subject	HIGH SEAS FIRING BY NAVAL FORCES		
Status	WILL TAKE PLACE		
Additional Info	PSN: [INSERT CENTRE OR POLYGON COORDINATE/S] RADIUS: **NM [IF SHAPE IS A CIRCLE] LIVE FIRING ACTIVITIES ARE OCCURRING WITHIN THESE DIMENSIONS. FIRINGS WILL NOT TAKE PLACE INSIDE 10NM OF KNOWN AIR ROUTES OR AIR ACTIVITY. SHIP NOT EQUIPPED WITH HEIGHT FINDING RADAR. CIVIL AIRCRAFT OPR IN THIS AREA ARE REQUESTED TO OPR THEIR TRANSPONDER, WX RADAR AND RADIO ALTIMETER CONTINUOUSLY. CIVIL ACFT ARE ALSO REQUESTED TO MAINTAIN A CONTINUOUS LISTENING WATCH ON EMERG FREQ 121.5MHZ AND RESPOND TO REQUESTS FOR IDENTIFICATION.		
Item F)	SFC	Item G)	FL***
Summary	HIGH SEAS FIRING BY NAVAL FORCES WILL TAKE PLACE		

12.5.3 Unmanned aircraft

The term UA (Unmanned Aircraft) must be used in NOTAM as the abbreviations 'RPA', 'RPAS' and 'UAV' are currently not approved by ICAO.

UA NOTAM will be issued on either:

- an AD - if the UA activity will be occurring within the lateral confines of the CTR
- the Brisbane FIR (YBBB) or Melbourne FIR (YMMM), or both, if the UA activity is occurring outside of the lateral confines of the CTR but remains within the controlling authorities published airspace limits.

Activation times should be as specific as possible, so that inactivity is not included. This reduces the impact to other airspace users (refer [10.10 Item D\) – Hours of Activation](#)).

The text of the NOTAM in Item E) will need to include the following:

- the maximum all up weight and type (multirotor, fixed wing etc.) of the UA (to allow other airspace users an indication of the size)
- any specific identifying characteristics e.g., strobe, high visibility markings, fluorescent paint, reflective surfaces etc.
- the area of operations expressed as either:
 - a radius from a position or
 - a distance either side of a line between two positions
- details of broadcasts to be made (if required) and/or frequencies that will be monitored
- the operator's identification and contact number (for ATC and other airspace users who may have enquiries or need to de-conflict).

The heights of the UA activity are to be expressed as the following:

- Item F) – SFC
- Item G) – specified upper limit level and datum (AGL, AMSL, or FL).

Note: Larger UA's can operate in block levels, for example F120-F150.

Positions should be expressed both as a latitude/longitude and as a bearing and distance from a defined position that can be found in ERSA, e.g., an AD, a NAVAID, or a VFR waypoint.

The most useful points for pilots are those that are identified on charts. Smaller ALA or HLS sites which are defined in ERSA but not on charts are not recommended. If possible, reference to a registered HLS or ALA would be preferable.

12.5.3.1 UA operating within a radius of position (preferred)

UA OPS - FIR			
Subject	UA OPS (MULTIROTOR BLW 3KG)		
Status	WILL TAKE PLACE		
Additional Info	OPR WI 0.5NM RADIUS OF PSN [LAT/LONG] BRG 042 MAG 25NM FM WILLIAMTOWN AD (YWLM). OPR WILL BCST ON FREQ ***.* 15MIN PRIOR TO LAUNCH AND AT 15MIN INTERVALS WHILST AIRBORNE OPR CTC TEL: ****		
Item F)	SFC	Item G)	450FT AMSL
Summary	UA OPS BRG 042 MAG 25NM FM YWLM		

UA OPS – AD			
Subject	UA OPS (MULTIROTOR BLW 3KG)		
Status	WILL TAKE PLACE		
Additional Info	OPR WI 600M RADIUS OF PSN [LAT/LONG] BRG 270 MAG 3.9NM FM ARP OPR WILL MNT TOWER FREQ ***.* OPR CTC TEL: ****		
Item F)	SFC	Item G)	450FT AMSL
Summary	UA OPS BRG 270 MAG 3.9NM FM ARP		

12.5.3.2 UA operating within defined points

UA OPS - FIR			
Subject	UA OPS (FIXED WING BLW 2KG, RED AND YELLOW STRIPES)		
Status	WILL TAKE PLACE		
Additional Info	OPR WI 1.5NM EITHER SIDE OF A LINE BTN PSN [LAT/LONG] BRG 135 MAG 7.5NM REDCLIFFE AD (YRED) AND [LAT/LONG] BRG 225 MAG 9NM FM YRED OPR WILL BCST ON CTAF ***.* OPR CTC TEL: ****		
Item F)	SFC	Item G)	450FT AMSL
Summary	UA OPS BTN BRG 135-225 MAG 7.5-9NM FM YRED		

UA OPS - AD			
Subject	UA OPS (MULTIROTOR BLW 20KG)		
Status	WILL TAKE PLACE		
Additional Info	OPR WI 500M EITHER SIDE OF A LINE BTN PSN [LAT/LONG] BRG 135 MAG 1.5NM FM ARP AND [LAT/LONG] BRG 225 MAG 3NM FM ARP OPR WILL MNT TWR FREQ ***.* OPR CTC TEL: ****		
Item F)	SFC	Item G)	450FT AMSL
Summary	UA OPS BTN BRG 135-225 MAG 1.5-3NM FM ARP		

12.5.4 NAVAID Flight Inspection

FIR			
Subject	NAVAID FLT INSPECTION OPS		
Status	WILL TAKE PLACE		
Additional Info	WI 30NM OF [AD NAME (CODE)] FLT INSPECTION OPS INCLUDE RANDOM LOW ALT MANOEUVERING AND FLT COUNTER TO TFC FLOW IN ASSOCIATED CIRCUIT AREAS ACFT TYPE: [TYPE] CALLSIGN: [AUSCALX]		
Item F)	SFC	Item G)	3500FT AMSL
Summary	NAVAID FLT INSPECTION OPS WILL TAKE PLACE WI 30NM OF YXXX		

AD			
Subject	NAVAID FLT INSPECTION OPS		
Status	WILL TAKE PLACE		
Additional Info	WI 30NM OF AD SEPARATE FIR NOTAM REFERS		
Item F)	SFC	Item G)	3500FT AMSL
Summary	NAVAID FLT INSPECTION OPS WILL TAKE PLACE WI 15NM OF AD		

12.6 SUA NOTAM

The term Special Use Airspace (SUA) is used for airspace volumes designated for specific operations that may impose limitations on airspace access or use for non-participating aircraft. SUA includes Prohibited, Restricted, Danger and Military Operating Areas (MOA or M), and airspace reservations.

SUA NOTAM are subject to the below criteria:

- NOTAM for activation and deactivation of SUA areas will only be accepted if the request is received from the appropriate listed airspace Authority as per the En Route Supplement Australia (ERSA) and the Designated Airspace Handbook (DAH).
- Temporary Restricted Areas (TRA), Temporary Danger Areas (TDA) and Temporary Military Operating Areas (TM) must be submitted by, or with approval from, the CASA Office of Airspace Regulation (OAR).
- If it is an existing Restricted Area (RA), Danger Area (DA) or Military Operating Area (MOA) listed in the DAH/ERSA, it may be issued on Military or Civil airspace without specific OAR instrument.
- The boundaries of a SUA may be temporarily amended to within the existing boundaries only (i.e., to make the area smaller). These are to be raised as a 'PARTIAL' NOTAM, and may affect either the lateral limits, vertical limits, or both.

Note: A 'PARTIAL' vertical activation NOTAM is not required when the affected vertical limit is defined as 'NOTAM' in DAH/ERSA (refer [12.6.2.3 Partial Activations](#) for examples). ADF personnel are advised to contact the Military OAR Liaison if amending boundaries to ensure the appropriate buffers have been applied.

- Times **59 and **01 should not be used in NOTAM. Refer [7.7.1 Time format](#) for further information.
- Information entered in Item D) (refer [10.10 Item D\) – hours of activation](#)) and Item E) must be in the correct format as this information is used to create the Restricted Area Briefing available via NAIPS.
- When activating an area for multiple time periods with the same levels and information, the preferred procedure is to request one NOTAM with multiple activation periods rather than a separate NOTAM for each period of activity.
- All SUA NOTAM require Item F) and Item G) to be entered and all heights must be specified in Feet AMSL or Flight Levels.

12.6.1 SUA and Public Holidays

SUA activations that refer to public holidays, i.e., MON-FRI EXC PH will only refer to the national holidays as specified in AIP GEN.

Event	Public Holiday Dates
New Year's Day	1st January
Australia Day	26th January
Good Friday	Friday before Easter Sunday
Easter Monday	Monday after Easter Sunday
ANZAC Day	25th April
King's Birthday	According to the published date for relevant State/Territory
Christmas Day	25th December
Boxing Day	26th December

When New Year's Day, Australia Day, Christmas Day or Boxing Day falls on a Saturday or Sunday, the next working day is declared the Public Holiday. In these instances, both the actual day and the following declared Public Holiday are considered Public Holidays for SUA purposes.

Airspace closures due to Local Council or State Public Holidays must be deactivated by NOTAM.

12.6.2 SUA activation/deactivation NOTAM examples

12.6.2.1 Single SUA Area

If a NOTAM is to be issued on an individual Restricted or Danger Area (refer [9.2 SUA Area](#)), that area will be listed as the location in Item A) and then referred to again in Item E).

If a NOTAM is to be issued on a Restricted or Danger Area which is part of an Airspace Group (refer [9.3 Military Airspace Group](#)), the Airspace Group will be listed as the location in Item A), and the individual area referred to in Item E).

SINGLE SUA AREA – NO AIRSPACE GROUP			
Item A)	R289B		
Subject	R289B		
Status	ACT (RA3)		
Additional Info	DUE MIL NON-FLYING		
Item F)	2500FT AMSL	Item G)	7000FT AMSL
Summary	R289B ACT (RA3) DUE MIL NON-FLYING		

SINGLE SUA AREA – NO AIRSPACE GROUP			
Item A)	M334		
Subject	M334		
Status	ACT		
Additional Info	DUE MIL FLYING		
Item F)	SFC	Item G)	7000FT AMSL
Summary	M334 ACT DUE MIL FLYING		

SINGLE SUA AREA – AIRSPACE GROUP			
Item A)	SBX		
Subject	R680		
Status	ACT (RA2)		
Additional Info	DUE MIL FLYING		
Item F)	SFC	Item G)	FL120
Summary	R680 ACT (RA2) DUE MIL FLYING		

SINGLE SUA AREA – AIRSPACE GROUP			
Item A)	WEX		
Subject	M550A		
Status	ACT		
Additional Info	DUE MIL FLYING		
Item F)	SFC	Item G)	FL600
Summary	M550A ACT DUE MIL FLYING		

12.6.2.2 Multiple SUA Areas

If multiple Restricted or Danger Areas which are part of the same Airspace Group (refer [9.3 Military Airspace Group](#)) are to be activated via NOTAM, they will need to be issued as separate NOTAM, as above, unless:

- they share the same lateral dimensions and are immediately on top of each other
- their lateral boundaries are adjoining, and they have the same upper and lower limits.

These areas will have the same restricted or danger area number, but with multiple letters, e.g., R265ABCD.

In these cases, they may be activated by the one NOTAM listing all the areas activated, with the lowest level of the lowest area as the lower limit in Item F) and the highest level of the highest area as the upper limit in Item G).

MULTIPLE SUA			
Item A)	LNX		
Subject	R146ABC		
Status	ACT (RA2)		
Additional Info	DUE MIL FLYING		
Item F)	SFC	Item G)	FL600
Summary	R146ABC ACT (RA2) DUE MIL FLYING		

12.6.2.3 Partial activations

Individual Restricted, Danger or Military Operating Areas can be partially activated with amended lateral and/or vertical specifications, if they remain within the current limits published in the ERSA and DAH. Any variations beyond the published criteria must be approved by the OAR.

- **Partial Lateral Limits:** The new lateral dimension must be defined within the NOTAM, except when the dimensions are published via an AIP SUP. In this instance, a reference to the published AIP SUP reference number and title must be included.
- Lateral limits must include the revised coordinates in total; or clearly otherwise define the area by reference to an aerodrome, navaid or line of latitude/longitude.
- **Partial Vertical Limits:** Both lower and upper limits must be stipulated in the NOTAM.

SUA – LATERAL PARTIAL ACTIVATION WITHOUT AIP SUP			
Item A)	PEX		
Subject	R155A		
Status	PARTIAL ACT (RA2) DUE MIL FLYING		
Additional Info	WI 10NM RADIUS YPEA		
Item F)	SFC	Item G)	FL700
Summary	R155A PARTIAL ACT (RA2) DUE MIL FLYING WI 10NM RAD YPEA		

SUA – LATERAL PARTIAL ACTIVATION WITHOUT AIP SUP			
Item A)	TSX		
Subject	M442D		
Status	PARTIAL ACT DUE MIL FLYING		
Additional Info	EAST OF THE LINE OF LONGITUDE 15046E.		
Item F)	SFC	Item G)	FL125
Summary	M442D PARTIAL ACT DUE MIL FLYING		

SUA – LATERAL AND VERTICAL PARTIAL ACTIVATION WITH AIP SUP			
Item A)	DSX		
Subject	R264EFG		
Status	PARTIAL ACT (RA2) DUE MIL FLYING		
Additional Info	REFER TO AIP SUP H42/19 'MILITARY EXERCISE DIAMOND STORM 2019'		
Item F)	FL200	Item G)	FL600
Summary	R264EFG PARTIAL ACT (RA2) DUE MIL FLYING REFER TO AIP SUP H42/19		

SUA – VERTICAL AND LATERAL PARTIAL ACTIVATION WITHOUT AIP SUP			
Item A)	DSX		
Subject	R264EFG		
Status	PARTIAL ACT (RA2) DUE MIL FLYING		
Additional Info / Item E)	134618S 1282100E - 124436S 1301824E THEN ALONG THE COUNTERCLOCKWISE ARC OF A CIRCLE OF 40.00NM RADIUS CENTRED ON 122524S 1305423E (DN/DME) TO 125549S 1302738E - 143432S 1290013E THEN ALONG THE CLOCKWISE ARC OF A CIRCLE OF 170.00NM RADIUS CENTRED ON 122524S 1305423E (DN/DME) TO 134618S 1282100E		
Item F)	FL200	Item G)	FL600
Summary	R264EFG PARTIAL ACT (RA2) DUE MIL FLYING		

SUA – VERTICAL PARTIAL ACTIVATION WITHOUT AIP SUP			
Item A)	YBBB		
Subject	R224A		
Status	PARTIAL ACT (RA2) DUE MIL FLYING/NON-FLYING		
Additional Info / Item E)			
Item F)	SFC	Item G)	FL120
Summary	R224A PARTIAL ACT (RA2) DUE MIL FLYING/NON-FLYING		

12.6.2.4 Airspace Reservations

AIRSPACE RESERVATION – ACTIVATION			
Item A)	YMMM		
Subject	AIRSPACE RESERVATION 'PUCKAPUNYAL'		
Status	ACT		
Additional Info	LATERAL LIMITS: 370130S 1444930E - 365240S 1444930E - 365000S 1445600E - 365230S 1445600E - 365235S 1450345E - 365500S 1450530E - 370130S 1445900E - 370130S 1444930E CONTROLLING AUTHORITY: ARMY RCO PUCKAPUNYAL CTC TEL: 03 5735 7768		
Item F)	FL200	Item G)	FL230
Summary	AIRSPACE RESERVATION 'PUCKAPUNYAL' ACT		

12.6.2.5 Temporary Restricted Area (TRA), Temporary Danger Area (TDA) and Temporary Military Operating Areas (TM)

Format requirements:

- TEMPO must be used as an abbreviation of TEMPORARY in NOTAM.
- The TRA/TDA or TM name, when given, must be quoted in single quotation marks only. No hyphens are to be used. The name must be included in the Subject Line.
- TRA must include RA status. RA status must be bracketed.
- Status must include the purpose: e.g. MIL FLYING, MIL NON-FLYING, PJE OPERATIONS, MIL FLYING/NON-FLYING, etc.

TEMPO RESTRICTED AREA – ACTIVATION WITH AIP SUP			
Item A)	YBBB		
Subject	TEMPO RESTRICTED AREA 'SCHERGER'		
Status	ACT (RA2) DUE MIL FLYING		
Additional Info	REFER AIP SUP H36/23 MILEX 'TALISMAN SABRE' SCHERGER/WEIPA 22 JULY – 04 AUGUST 2023		
Item F)	SFC	Item G)	4000FT AMSL
Summary	TRA 'SCHERGER' ACT (RA2) DUE MIL FLYING		

TEMPO MILITARY OPERATING AREA – ACTIVATION WITH AIP SUP			
Item A)	YBBB		
Subject	TEMPO MILITARY OPERATING AREA 'STINGRAY ABCDEF'		
Status	ACT DUE MIL FLYING/NON-FLYING		
Additional Info	REFER AIP SUP H34/23 MILEX 'TALISMAN SABRE' PROSERPINE TO ROCKHAMPTON 21 JULY – 04 AUGUST 2023		
Item F)	SFC	Item G)	FL320
Summary	TM 'STINGRAY ABCDEF' ACT DUE MIL FLYING/NON-FLYING		

TEMPO RESTRICTED AREA – ACTIVATION WITHOUT AIP SUP			
Item A)	YBBB		
Subject	TEMPO RESTRICTED AREA 'MACROSSAN'		
Status	ACT (RA2) DUE PJE OPERATIONS		
Additional Info	<p>WITHIN THE CONFINES OF 194940S 1462145E – 195056S 1463353E – 195239S 1463341E – 200500S 1463300E – 200500S 1462205E – 194940S 1462145E</p> <p>SAR, MED, FFR, POL ACFT CAN EXPECT CLEARANCE.</p> <p>CONTROLLING AUTHORITY: 3 BRIGADE TACTICAL AIR CONTROL PARTY 'TACP', CTC PRI XXX.XXMhz SEC 04XX XXX XXX.</p>		
Item F)	SFC	Item G)	6000FT AMSL
Summary	TRA 'MACROSSAN' ACT (RA2) DUE PJE OPERATIONS		

13 Definitions

Within this document, the following abbreviations will be used:

Term	Definition
AD	Aerodrome
ADF	Australian Defence Force
ADO	Aeronautical Data Originator
AFIS	Aerodrome Flight Information Service
AFRU	Aerodrome Frequency Response Unit
AGL	Above Ground Level
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIP SUP	AIP Supplement
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
AIS-AF	Aeronautical Information Service – Air Force
ALA	Aircraft Landing Area
AMSL	Above Mean Sea Level
ARP	Aerodrome Reference Point
ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
ATS	Air Traffic Services
AVFAX	Aviation Facsimile
AVM	Abrupt Vertical Manoeuvres
BRG	Bearing
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CNS	Communications, Navigation and Surveillance
CTA	Controlled Airspace
CTC	Contact
CTR	Control Zone
DAH	Designated Airspace Handbook
DPS	Data Product Specification
DTG	Date Time Group
DAP	Departure and Approach Procedures

Term	Definition
DME	Distance Measuring Equipment
ERSA	En Route Supplement Australia
EST	Estimated
EXC	Except
FIR	Flight Information Region
FIS	Flight Information Service
FL	Flight Level
GBAS	Ground Based Augmentation System
GNSS	Global Navigation Satellite System
GP	Glide Path
HJ	Hours of Day
HLS	Helicopter Landing Site
HN	Hours of Night
HSF	High Seas Firing
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
LJR	Low Jet Route
LOC	Localiser
MAG	Magnetic
MET	Meteorology
MOA	Military Operating Area
NAIPS	National Aeronautical Information Processing System
NAV	Navigation
NAVAID	Navigation Aids
NDB	Non-Directional Radio Beacon
NIS	NAIPS Internet Service
NOF	NOTAM Office
NOTAMC	NOTAM Cancellation
NOTAMN	NOTAM New
NOTAMR	NOTAM Replacement
NWS	NOTAM Web Service
OAR	Office of Airspace Regulation

Term	Definition
OPS	Operations
PANS-AIM	Procedures for Air Navigation Services Aeronautical Information Management
PERM	Permanent
PH	Public Holiday
PJE	Parachute Jumping Exercises
PSN	Position
RNAV	Area Navigation
SAR	Search and Rescue
SFC	Surface
SPFIB	Special Pre-Flight Information Bulletin
SUA	Special Use Airspace
TACAN	UHF Tactical Air Navigation Aid
TM	Temporary Military Operating Area
TRA	Temporary Restricted Area
UA	Unmanned Aircraft
UNL	Unlimited
U/S	Unserviceable
UTC	Coordinated Universal Time
VOLMET	Meteorological information for aircraft in flight
VOR	VHF Omnidirectional Radio Range
WIE	With Immediate Effect
XP	For newly installed NDBs or experimental facilities, not available for navigation, the identifier XP will be used

Appendix A Time Conversion Chart

STANDARD TIME				DAYLIGHT SAVINGS		
	EST	CST	WST		EDT	CDT
UTC	QLD, NSW VIC, ACT TAS	NT, SA	WA	UTC	NSW, VIC, ACT, TAS	SA
0000	1000	0930	0800	0000	1100	1030
0100	1100	1030	0900	0100	1200	1130
0200	1200	1130	1000	0200	1300	1230
0300	1300	1230	1100	0300	1400	1330
0400	1400	1330	1200	0400	1500	1430
0500	1500	1430	1300	0500	1600	1530
0600	1600	1530	1400	0600	1700	1630
0700	1700	1630	1500	0700	1800	1730
0800	1800	1730	1600	0800	1900	1830
0900	1900	1830	1700	0900	2000	1930
1000	2000	1930	1800	1000	2100	2030
1100	2100	2030	1900	1100	2200	2130
1200	2200	2130	2000	1200	2300	2230
1300	2300	2230	2100	1300	0000	2330
1400	0000	2330	2200	1400	0100	0030
1500	0100	0030	2300	1500	0200	0130
1600	0200	0130	0000	1600	0300	0230
1700	0300	0230	0100	1700	0400	0330
1800	0400	0330	0200	1800	0500	0430
1900	0500	0430	0300	1900	0600	0530
2000	0600	0530	0400	2000	0700	0630
2100	0700	0630	0500	2100	0800	0730
2200	0800	0730	0600	2200	0900	0830
2300	0900	0830	0700	2300	1000	0930