

NATS

**NOTAM
Submission and
Retrieval**



Dear AFPEX User,

We have produced this downloadable document in addition to the guidance available on the myafpex.co.uk website to provide the information available there in another format. To ensure conformity between the two sources most of this content is taken direct from the web pages and therefore some of the guidance referring to menus or other text boxes will only be clear on the web version of this guide. Although the information is predominantly aimed at VFR flying, most of the advice applies to IFR flights as well. We hope you find the guide useful but as ever our 24hr helpline will be happy to help should you have any further queries.

Best regards,

The AFPEX Team

Helpline numbers: 0845 6010483
 01489 612792

CONTENTS

Using AFPEX to submit a NOTAM.....	3
To raise a NOTAM proposal	3
Using AFPEX to request a NOTAM or NOTAMs	5
Using AFPEX to retrieve a NOTAM or ASP	6
Using AFPEX to submit an ASP	8
To raise an ASP	8
To print an ASP	12

Using AFPEX to submit a NOTAM

Notices to Airmen (NOTAM) cover short-duration, temporary or short notice permanent changes. NOTAMs contain information concerning the establishment, condition or change in an aeronautical facility, service, procedure or hazard; the timely knowledge of which is essential to personnel concerned with flight operations.

When a unit decides to raise a NOTAM, a NOTAM Proposal message is to be sent to the NOTAM office where the details are checked, any changes are made and it is issued a NOTAM number. The NOTAM Office will send a 'The NOTAM Proposal Has Been Used' message back to the originating unit and then the NOTAM is published.

AFPEX provides certain users (predominantly ATS providers) with the facility to raise NOTAM proposals to the NOTAM office and receive reply messages.

To raise a NOTAM proposal

From the AFPEX **NOTAM** menu select **NOTAM proposal...**

Note: If this option is greyed out, you do not have sufficient permissions to access this functionality. Please [Contact the AFPEX Helpdesk](#) if you believe you should have access.

The NOTAM proposal form will be displayed, which should be filled in as follows ([see below for an example](#)):

- Leave the priority (Prio.) as **GG**.
- Check the **NOF Addressees** box to automatically add the NOTAM office addressees.
- The NOTAM Type may be selected - **N** for a New NOTAM, **C** to Cancel a NOTAM, **R** to Replace a NOTAM.
- The **Reference NOTAM ID** will only be active in the case of Cancelling or Replacing a NOTAM, and should be filled in appropriately.
- Leave the Q Line section, as this will be used by the NOTAM office.
- In field **A**, enter the ICAO designator(s) for those Aerodromes or FIRs affected. For example: EGLL (Heathrow) or EGTT (London FIR).
- In fields **B**) and **C**), enter the date and time that the NOTAM becomes effective and ceases to be effective respectively. These fields are in the

format YYMMDDhhmm, for example 13th February 2011 at 09:00 is entered as: 1102130900. If the time entered in field C is an estimate, add the suffix EST.

- If the status or condition is active during only certain periods, they are specified in field **D**). For example to indicate that the NOTAMed information is only active on April 3rd, 7th, 12th, 21st, 24th and 28th between the hours of 07:30 and 15:00, enter: APR 03 07 12 21 24 AND 28 0730 TO 1500.
- In field **E**), enter a clear and concise description of the hazard, status or condition in plain text.
- If the NOTAM contains the details of a Navigation Warning, then fields **F**) and **G**) should be used to provide details of the lower and upper limits of the affected airspace. For example: SFC, 2000 FT MSL, FL 100.

Once the form has been filled in, typing **Ctrl-E** will verify that the information entered is valid. If any red crosses remain, the details of the invalid data should be shown at the top of the screen. Hovering the mouse over a red cross against a specific field should pop up information on how to fill in that field.

Click the **Send** button at the top left to submit the NOTAM proposal to the NOTAM office.

Send - NOTAM Proposal

File View Edit Help NATS

Send+Close Load Store Print

✘ Missing time when the NOTAM should go out of force [YYMMDDhhmm (EST), PERM]

Prio. Addressees
 GG EUECYYP |

Filing Time Originator NOF Addressees Extended Header
 EGGGTEST

Type NOTAM Office Reference NOTAM ID
 (NOTAM N PROPOSAL EGGN / /)

FIR	Code	Tfc	Purpose	Scope	Lower	Upper	Coordinates	Radius
<input type="checkbox"/> Q	/	Q	/	/	/	/		

A) ✘ Affected Aerodromes or FIRs B) 1209201409 C) ✘ To

D) [Empty text area]

E) ✘ [Empty text area]

Lower Limit Upper Limit
 F) [Empty text area] G) [Empty text area]

Filed By TEST_PILOT.TEST_PILOT Group TEST_PILOT User TEST_PILOT

Using AFPEX to request a NOTAM or NOTAMs

From the AFPEX **ATS** menu select **Free Text ATS Message**

Leave the priority (Prio.) as **GG**.
Enter **EUECYIYN** into first addressees field.

To request a single NOTAM;

Enter **RQN EGGN AXXXX/YY** into the text field

RQN: Request NOTAM

EGGN: the NOTAM Office responsible for the FIR concerned. Change this if you require a different Region's NOTAM

A: the Series, this can be changed to match the series that you are requesting.

XXXX: the NOTAM number

YY: is the year the NOTAM was raised

To request several NOTAMs with continuous number;

Enter **RQN EGGN AXXXX/YY-AXXXX/YY** into the text field

To request several NOTAMs with discontinuous number;

Enter **RQN EGGN AXXXX/YY AXXXX/YY AXXXX/YY AXXXX/YY** into the text field.

To request a list of active NOTAMs in a region;

Enter **RQL EGGN A** into the text field

RQL: Request List

A: A is the Series, this can be changed to match the series that you are requesting.

Once the form has been filled in, click the Send button at the top left to submit the request to the NOTAM office.

When the NOTAM office, have dealt with your request a new message will be sent to your Pending Message box. The message will either be a RQR message which will contain, as below, the information you requested or an automated response from the NOTAM office stating that the request you made was invalid and giving examples of the correct message format.

Example RQR message in response to your RQL;

```
GG EGIHZZZY
281307 EUECYIYN
RQR EGGN A
YEAR=2010 1034 1036 1037 2962 3927
YEAR=2011 0040 0041 0043 0080 0119 0149 0161 0163
```

Using AFPEX to retrieve a NOTAM or ASP

The Retrieval Specification Setup form will be displayed. There are many different ways to use this form to search for NOTAMs and ASPs.

The screenshot shows the 'Retrieval Specification Setup' window in the AFPEX application. The window has a menu bar with 'File', 'View', and 'Help'. Below the menu bar is a toolbar with icons for 'Retrieve+Close', 'Load', 'Store', 'Check', and 'Reset'. The main area is divided into several sections:

- Recording Timestamp:** Includes radio buttons for 'Absolute' and 'Relative'. The 'Relative' option is selected. Below are fields for 'Start' and 'End' with options for 'First Record' or 'Last Record' and 'Time' or 'UTC'. The 'Time' option is selected for both. The 'Start' time is set to 2012.09.21 00:00:00 UTC, and the 'End' time is set to 2012.09.22 00:00:00 UTC. There are also fields for days, hours, and minutes.
- Filing Time:** Includes 'From' and 'To' input fields.
- AFTN:** Includes 'Originator' and 'Addressee' input fields.
- Transmission ID:** Includes 'Start' and 'Stop' input fields.
- Message-Related:** Includes a table with 'Group' and 'Types' columns. The 'Group' column has 'All Types', 'FPL-related', 'IFPS', and 'NOTAM'. The 'Types' column is empty. Below the table is a 'Selected types: All' label.
- Free Text:** A large text input field.
- System-Related:** Includes checkboxes for 'Incoming' and 'Outgoing', both of which are checked.
- User-Related:** Includes radio buttons for 'All Messages', 'My Allowed Mailboxes', and 'My Monitored Mailboxes'. The 'My Monitored Mailboxes' option is selected.

The status bar at the bottom right shows 'TEST_PILOT/TEST_PILOT A R'.

This guide will show the most straight forward way of searching, but there are others methods. To complete a retrieval you need to include several pieces of information, the period the message was sent or received and details of the message itself.

- **Recording Timestamp.**

Two search options are available to search by time. The quickest and easiest option is to use Relative, in the d (day) h (hour) and m (minute) fields enter the period the NOTAM or ASP was raised.

- **Filing Time/Transmission ID**

These fields can be used for searching but are not recommended for a fast search.

- **AFTN**

The Originating Address or the Addressee of the message can be entered into these fields.

- **Message-Related**

Using the Group, Types and Free Text field, you have the ability to be very precise about the type of message that you are searching for.

Again there are two ways to search in this field;

Select All, FPL or IFPS from the group list, these will then populate the Types list. 'All': contains both ASP and RQN/RQP. This will allow you to search for ASP, RQN (NOTAM) or RQP (NOTAM Proposal) messages.

Or

In the Free Text field enter ASP/RQN or RQP or part of the message such as a NOTAM number. This field allows you to be much more precise in your search.

- **System-Related**

You may specify if the message that you are retrieving is was Incoming into your Mailbox or Outgoing from your Mailbox as removing ticks can limit your searches it is probably best to leave both boxes ticked.

- **User-Related**

Leave **All Messages** Selected.

Example ASP Retrieval; In Relative 2 days and 1 hour has been entered, this will retrieve a message sent within the last 2 days and 1 hour of the retrieval being set up.

In the Free Text field ASP has been entered, this will retrieve any message with ASP in the text.

When these two fields are combined they will search for any ASP message sent or received in the last 2 day and 1 hour.

Once the retrieval is ready, press the Execute Specification button (Two Cogs) at the top left of the page. This will start the retrieval process, the process may take some time if a lot of information is being search. The following is the result of the above search.

Using AFPEX to submit an ASP

Airfield Status Page (ASP) covers the meteorological conditions, status of the Airfield runway, status of Airfield equipment and status of Airfield safety equipment. ASPs are produced every hour unless there is a change to the Airfield Status when an additional ASP is produced.

AFPEX provides certain users with the facility to raise ASP messages.

To raise an ASP

From the AFPEX **Message** menu select **Airfield Status Page (ASP)**

Note: If this option is greyed out, you do not have sufficient permissions to access this functionality. Please [submit an enquiry](#) if you believe you should have access.

The ASP form will be displayed, which should be filled in as follows;

Leave the priority (Prio.) as **FF**.

The address **EGZZASPS** or **EGZMASPS** should be added to the first Addressees field. The address used will depend upon your original instructions.

Location field

This is your home Airfield Location Indicator, unless you are sending an ASP for another Airfield this should not be changed.

Time and Date

When a new ASP page is opened these will be automatically populated, with the current time and date.

Info Code

This marks the daily progression of ASPs, every hour a new ASP is generated with a new Info Code; A-Z excluding I, O, Q and Z. A new ASP is also raised when there is a change in the Airfield status.

Runway

Used to show the current runway in use. Colour State: the two drop downs are used to show the current runway colour state.

Surface Wind

There are two options to enter the correct information; where there is no vector the Surface Wind drop down should be used, this includes CALM and L+V (Light and variable) or entering Direct, Speed and Gust. If CALM or L+V are not selected then Direction and Speed are mandatory.

Visibility

Current airfield visibility. Using the drop down you are able to select KM (Kilometres) or M (Metres).

Weather

Add description of current weather, for example; Fog Patches, Haze, Mist or Nil. Up to 21 alphanumeric characters may be used.

Reported Cloud

There are two options to enter the correct information; where it is CAVOK, SKY OBSCURED or SKY CLEAR the first drop down should be used, if they are utilised then the remaining fields in Reported Cloud will be greyed out and can not be used. For other cloud information use the two columns of drop downs. The first column is used for the FEW, SCT, BKN and OVC and the second column is for CB's or TCU if any are present. The height of the cloud is entered into the Height field.

QFE

The barometric altimeter setting, in hPa, that will cause an altimeter to read zero when at the reference datum of a particular airfield (in general, a runway threshold). In ISA temperature conditions the altimeter will read height above the datum in the vicinity of the airfield.

QNH

The barometric altimeter setting, in hPa, that will cause the altimeter to read airfield elevation when on the airfield. In ISA temperature conditions the altimeter will read altitude above mean sea level in the vicinity of the airfield

Air Temperature

Used to show the current Air Temperature, a '+' or '-' symbol should be added depending on temperature.

Dew Point

Used to show the current Dew point, a '+' or '-' symbol should be added in front of the figures, depending upon the temperature.

Aids

The current state of all Runway Aids is shown here. Each drop down includes 5 options; S (serviceable), U (unserviceable), M (maintenance), R (restricted) and O (aid not fitted). To show that all Aids are Fully Serviceable, then all the Aid States must be 'S' or 'O' .

Barrier

The current state of the Barrier is shown here. The drop down includes 5 options; S (serviceable), U (unserviceable), M (maintenance), R (restricted) and O (aid not fitted).

Approach Cable

The current state of the Approach Cable is shown here. The drop down includes 5 options; Up (cable up), Down (cable down), Drig (de-rigged), U (unserviceable) O (aid not fitted).

Overrun Cable

The current state of the Overrun Cable is shown here. The drop down includes 5 options; Up (cable up), Down (cable down), Drig (de-rigged), U (unserviceable) O (aid not fitted).

Remarks

Any remarks pertinent to the Airfield Status should be entered here.

Crash Category

The current Airfield Crash Category is shown here. The drop down includes 16 options; ranging from 1to 7, 1A to 6a and H1A to H3A.

Once the form has been filled in, typing **Ctrl-E** will verify that the information entered is valid. If any red crosses remain, the details of the invalid data should be shown at the top of the screen. Hovering the mouse over a red cross against a specific field should pop up information on how to fill in that field.

Click the **Send** button at the top left to submit the ASP.

Example of Completed ASP:

File View Edit Help NATS

Send+Close Load Store Print

Prio. Addressees
 FF EGZZASPS EGZMASPS

Filing Time Originator Extended Header
 EGGGTEST

Location Time Date Info Code Runway Color State
 EGGG 1000 21 SEP U 26 LH BLU

Surface Wind
 CALM Direction Speed Gust

Visibility Present Weather
 35 KM NIL

Reported Cloud
 SCT Height 5000
 OVC Height 12000
 Height
 Height

QFE QNH Air Temperature Dew Point
 1003.0 hPa 29.61 inc 1012.0 hPa 29.88 inc +10 +08

AIDS SRE SSR PAR ILS TAC VOR DME NDB UDF VDF UHF VHF
 FS

Barrier Approach Cable Overrun Cable
 DRIG DRIG

Remarks Crash Category
 5A

Filed By TEST_PILOT.TEST_PILOT Group TEST_PILOT User TEST_PILOT

Message format once the ASP has been sent:

```

FF EGZZASPS
281106 EGXWZGZX
(ASP-EGGGB101330 DEC
20
CALM
BLU
15KM
RAIN SHOWER
FEW 1200
BKN 1600

```

101329.61
101229.88
+7+7
FS000000000000DRIGDRIG

NIL
0)

To print an ASP

If an ASP is printed in the same way as a Flight Plan message, it can be very hard to decode. As can be seen from the above example;

To print an ASP, take a screen shot, following the instructions below:

- Select the ASP message you wish to print from the Pending Messages, via the Message folders or through a Retrieval.
- When the ASP has been located, double click to bring up the full ASP page. All the fields in the ASP will be grey.
- On your keyboard press Print Scrn, this will take a Screen Shot of the whole screen.
- On the Start bar at the bottom of your screen, select the Mil-EAMS (Menu ver 3.4) button. This will bring up the Mil-EAMS kiosk.
- Select Wordpad
- Either select Edit and Paste or Right Click the mouse in the middle of the page and select Paste. The screen shot will appear.
- When happy with the result, select File and Print, then press OK.

You will now have a print off, of the full ASP with Field Titles.