

**User's Guide for Submitters – Version 1.7 Change 1**  
**eNOTAM II Version P3.3**

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U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

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## Chapter 1. About the eNOTAM II User's Guide

This user's guide supports individuals using the eNOTAM II System (ENII) to create and submit Notices to Airmen (NOTAMs). This chapter describes the purpose, the intended users, and the contents of this document.

### 1.1 Purpose

This user's guide serves as the primary resource for information regarding the use of ENII. It also represents the primary source for ENII. In the event that you have a question that is not addressed by this user's guide, contact the Federal NOTAM System (FNS) support team by using any of the methods listed in Chapter 2.

### 1.2 Intended Users

This user's guide is designed for individuals tasked with creating, editing, tracking, and submitting NOTAMs using ENII. These individuals are typically airport authority personnel. There are four types of ENII user accounts, each of which has unique privileges: Submitters, Specialists, Supervisors, and both FAA and Flight Service Station (FSS) Administrators. This user's guide is written for Submitters. Submitters can create, edit, replace, and cancel NOTAMs, as well as generate reports for specific facilities or locations depending on their group permissions. These permissions are assigned by FSS Administrators located at the Flight Service Hub locations.

### 1.3 Content Overview

This user's guide provides information about ENII in a series of four chapters, as follows:

- **Chapter 1** describes the purpose of this document, the intended users, and provides an overview of the contents of subsequent chapters.
- **Chapter 2** provides background information on ENII, introduces the four types of user accounts, describes the process of creating an ENII account, and discusses the methods for obtaining technical support for ENII.
- **Chapter 3** provides an overview of the ENII user interface including its components, and describes the purpose of each component.
- **Chapter 4** describes how to perform tasks using ENII.

### 1.4 Navigating This User's Guide

This user's guide is intended to be used in electronic format. The electronic version allows you to search for words or strings of characters using the "Find" function in Adobe Acrobat®. The electronic version also includes embedded hyperlinks. Any time a chapter, section, or figure is referenced in the text, click the name and you will be taken to that location in the document.

Accessing the ENII User's Guide for Submitters Version 1.7 through the *Help* link in ENII (as described in Section 3.2) ensures that you are using the most up-to-date version of the user's guide. Printing this user's guide is not recommended; hard copies will not be provided.

Notes are provided to call attention to important or additional information. Notes—indicated by the word “NOTE” in upper case letters and enclosed in a border—immediately follow the information to which they apply.

## 1.5 Limitations

This is Version 1.7 of this user's guide. This user's guide is written for and supports ENII Version P3.3.

This user's guide contains many figures to help illustrate ENII functions. They were created using sample fictional data and serve only as examples. To make the document easier to read, every effort was made to present the figures on the same page that they are referenced.

This user's guide should not be considered a training document. It does not identify learning objectives, nor does it contain structured practice exercises to assess learning or skill acquisition. However, it does represent a comprehensive source of information about ENII and could be used to guide training for NOTAM Submitters.



## Chapter 2. Introduction to eNOTAM II

This chapter provides a general overview of ENII, including background, user accounts, the concept of groups, access to ENII, points of contact, and what to do in the event of a suspected outage. See Chapter 3 for an overview of ENII features. See Chapter 4 for a more detailed description of how to use the features in ENII to complete tasks.

### 2.1 Background

ENII was developed as a replacement for eNOTAM, which provided NOTAM originators a way to submit NOTAMs electronically to the FSS to be entered into the United States Notices to Airmen System (USNS). ENII also allows NOTAM Submitters to relay NOTAM information to the FSS electronically. A Specialist at a FSS then reviews the NOTAM. If the information provided does not meet all the necessary criteria,<sup>1</sup> the Specialist may reject the NOTAM with comments for correcting the NOTAM. The comments are displayed for any ENII user who has the privilege to view the NOTAM and the submitter will receive email notification of the rejection. Once the NOTAM meets all required criteria, the Specialist approves and activates it in the USNS. Like eNOTAM, ENII can be used to track and manage NOTAMs. However, ENII can only track NOTAMs that were created using ENII.

### 2.2 User Accounts

ENII supports four types of user accounts each with different privileges: Submitter, Specialist, Supervisor, and Administrator. The following list provides a description of each type of account:

- *Submitter*: Submitters can search, create, cancel, copy, and replace NOTAMs for their assigned facilities or locations; view the lifecycle of a NOTAM using the *Change Log Viewer*; and generate *Archive Reports*. Submitters are typically airport authority personnel.
- *Specialist*: Specialists can approve NOTAMs for their assigned Service Area; search, replace, cancel, and create NOTAMs for all Service Areas; and generate *Archive Reports*. Specialists are employed at a FSS.
- *Supervisor*: Supervisors can approve NOTAMs for all Service Areas, control access to NOTAMs created by another user, and generate *Archive Reports*. Supervisors are employed at a FSS.
- *Administrator*: Administrators can be employed by a FSS (FSS Administrator) or the FAA (FAA Administrator). FSS Administrators can update authorized personnel, update coordination information, manage accounts (e.g., approve, unlock, disable, and edit permissions), maintain user groups, control access to NOTAMs created by other users, and generate

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<sup>1</sup> As stated in FAA J.O. 7930.2S and associated notices

*Archive Reports.* The FAA Administrator is your customer support representative.

## 2.3 Groups

NOTAM Submitters are assigned to groups by a FSS Administrator. Submitters may be assigned to more than one group based on their job responsibilities. Your assigned group(s) determines the types of NOTAM keywords that you can create, cancel, and replace. Group permissions also determine the facilities for which you can issue NOTAMs. Questions about group settings should be directed to your FSS Administrator by using the contact methods listed in Section 2.7.

## 2.4 Access to eNOTAM II

To reach ENII directly through your Web browser, use the following URL: <https://notams.aim.faa.gov/en2/>. ENII is designed for use with Microsoft Internet Explorer® v8.0 and higher, Chrome, Mozilla Firefox® v3.0 and higher or Safari® v4.0 and higher.

### 2.4.1 New User Registration

Submitters must register for an ENII account and be approved by a FSS Administrator before they can use the tool. To register for ENII, click the *New User Registration* link on the ENII homepage (see Figure 1 below). Fill in as much information in the registration fields as you can. Fields marked with a red asterisk (\*) are required. You must, at a minimum, provide your first and last names, organization, email address, phone number.

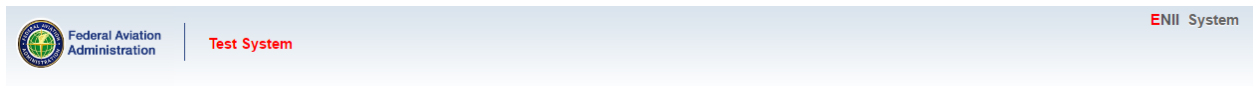
A screenshot of the "User Registration" form. The form title is "User Registration (All fields marked \* are required)". It contains several input fields: Job Title, Organization/Branch, First Name\*, Last Name\*, Email\*, Phone Number\*, Fax, Radio (MHz), Address, Address (Cont'd), City, State (dropdown menu), and Zip Code. There are also Password\* and Retype Password\* fields. A password requirements section lists: "A password must have: 8 Characters or more, At least one Upper Case and Lower Case Letter, At least one Number, At least one special character (e.g., !@#%\*&\*), Both passwords typed must match". At the bottom, there are radio buttons for "FSS Users Only" (Administrator, Supervisor, Specialist) and "Others" (Submitter (Airport Users), NES Users: BLM User, ARTCC User), and a "Reset Roles" button.

Figure 1: User Registration Page

Next, enter the password you want to associate with your username. The password must meet the following complexity requirements:

- At least eight characters
- At least one letter
- At least one number
- At least one special character (e.g., !@#%&\*)

You must enter the password twice to confirm it: once in the *Password* field and again in the *Retype Password* field. These requirements are displayed on the *User Registration* page. Each requirement has an icon to the left. The icons change to indicate whether the password you entered meets each of the four complexity requirements (outlined above). In addition, an icon indicates whether the passwords entered in the *Password* and *Retype Password* fields match. If the password does not meet a requirement, then the indicator will remain a red “X” (✘). If the password meets a requirement, then the indicator will change to a green check mark (✔).

Finally, ensure the *Submitter* radio button next to *Airport Users* is checked, and click *Submit*. Your FSS Administrator will approve your account and assign you to the appropriate group(s). This will complete the New User Registration process.

Please note that passwords will expire every 90 days, according to FAA security policy. Also, you cannot reuse the same password within ten change cycles.

**NOTE: All non-Flight Service personnel should register as a “Submitter”.**

#### 2.4.2 Login

Upon registration, your account will need to be verified against an Authorized User list maintained at each airport or facility. Your local operations manager will need to fax an update list to the FSS supervisor when a new user needs to be added. The fax and phone number of the FSS supervisors can be found in Section 2.7. Once your account has been established and approved, you may log into ENII.

To log into ENII, enter your email and password in the fields provided on the ENII homepage. Click the *Sign In* button. ENII will automatically time out if there is no activity in your ENII session for 30 minutes. In addition, you will be logged out automatically if you close the ENII window in your browser without logging out.

**NOTE: The email address you provide on this form will serve as your username for logging into ENII.**

### 2.4.3 Lockout

For security reasons, your account will be locked after five attempts to log in with the wrong password. You will be locked out of your account until a FSS Administrator unlocks it. To unlock an account, please email the FSS Administrator at [R-FFSP-reg@leidos.com](mailto:R-FFSP-reg@leidos.com)

### 2.4.4 Forgotten Password

If you forget your password, reset it using the *Forgot My Password* link. Click the *Forgot My Password* link on the ENII homepage. This opens a dialogue box that contains two new data entry fields for entering your email address and last name. You must complete both fields. Enter your email address and last name and click *Submit*.

You will receive an email with a link to reset your password. Your new password must meet the same complexity requirements as the password you created during registration.

NOTE: The *Forgot My Password* link will not allow you to reset your password if your account has been locked.

If your account is locked, it must be unlocked by a FSS Administrator, by emailing: [R-FFSP-REG@leidos.com](mailto:R-FFSP-REG@leidos.com)

### 2.4.5 Password Reset

For security reasons, your password will need to be reset every 90 days. If your password expires, you will be prompted to change your password the next time you attempt to login.

## 2.5 Flight Service Station Points of Contact

Your Flight Service Station can provide help in issuing or cancelling a NOTAM if you are unable to log into ENII, unlock your account, and update your airport's Authorized User lists. A table of contact numbers for each issue is located below.

		<b>FTW Facility</b>	<b>DCA Facility</b>
Issue	Hours	<u>FTW</u>	<u>DCA</u>
Phone Help Issuing or Cancelling a NOTAM	24/7	1-877-487-6867 (1-877-4-US-NTMS)	
Unlock Account	24/7	<b>Email:</b> <a href="mailto:R-FFSP-REG@leidos.com">R-FFSP-REG@leidos.com</a>	
Email to Update: Authorized User List (Preferred Method)	24/7	R-FFSP-PPS-CSA@leidos.com	R-FFSP-PPS-ESA@leidos.com
Fax to Update: Authorized User List	M-F Business	1-865-551-6205	1-865-551-6205
Phone to Update: Authorized User List	M-F Business	817-541-3461 817-541-3462	703-723-4588 703-726-4447

**Table 1: Flight Service Station Contact Information**

## 2.6 eNOTAM II Feedback

You can submit comments intended for the development team through the *Feedback* link on the ENII main screen. Click the *Feedback* link in the *Administrative* toolbar located at the top right corner of the main screen to open the *Feedback* pop-up (see Section 3.2 for a description of the *Administrative* toolbar). Enter your comments in the *Feedback* field, and click *Submit* to send your comments (see Figure 2 below).

**NOTE:** The comments you provide help improve ENII. The *Feedback* pop-up is not intended to be used to report issues with the USNS or any NOTAM in particular.

**Figure 2: Feedback Pop-Up**

## 2.7 eNOTAM II Outages and Technical Support

Possible signs of an ENII outage include unresponsive buttons, a change in the *Connection Status* indicator from green to red (see Section 3.9 for a description of the *Connection Status* indicator), or the presentation of connection-related error

messages. If you believe you are experiencing an outage of ENII due to problems with either your facility's systems or ENII, first log out of ENII and then log back in. If this does not work, close your Web browser, reopen it, and try to re-access ENII. Finally, if neither of the previous solutions works, contact your local IT Help Desk.

If you are still experiencing problems, contact the FAA's NAS Aeronautical Information Management Enterprise System (NAIMES) customer support desk, at 1-866-466-1336 or (540) 422-4168/69.

During an ENII outage, you should use your backup standard operating procedures (SOP) or contact Flight Service Station to issue or cancel NOTAMs at 1-877-4-US-NTMS (1-877-487-6867).

## Chapter 3. Overview of eNOTAM II Features

This chapter briefly describes the features of ENII. More specifically, this chapter includes descriptions of the main screen, panes, toolbars, action buttons, and other special features. See Chapter 4 for a detailed description of how to use these features to complete tasks in ENII.

### 3.1 Main Screen

In this section, you will find a brief description of the panes and toolbars found on the ENII main screen. The main screen is displayed after you have logged into your account. Figure 3 below shows the different panes and toolbars within the main screen. These panes and toolbars are described in more detail on the following pages.

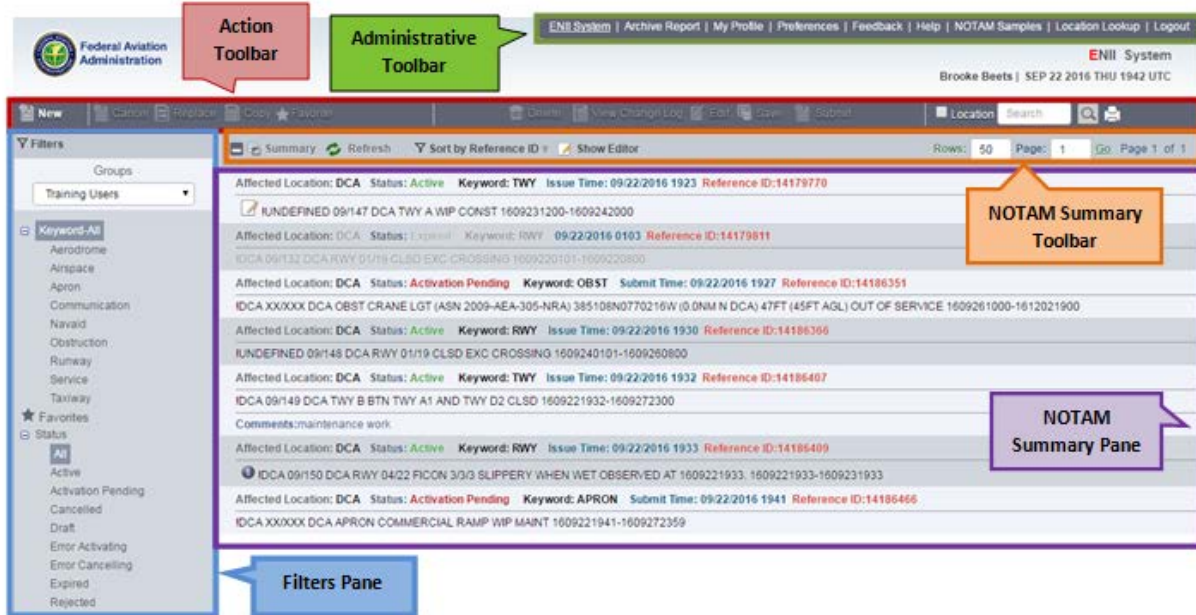


Figure 3: Overview of the Main Screen

### 3.2 Administrative Toolbar

The *Administrative* toolbar is located in the top right corner of the main screen (see Figure 4 below). The options on this toolbar provide access to administrative information and preferences.

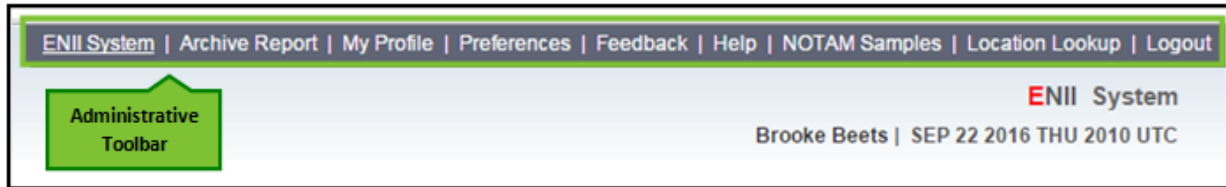


Figure 4: *Administrative* Toolbar

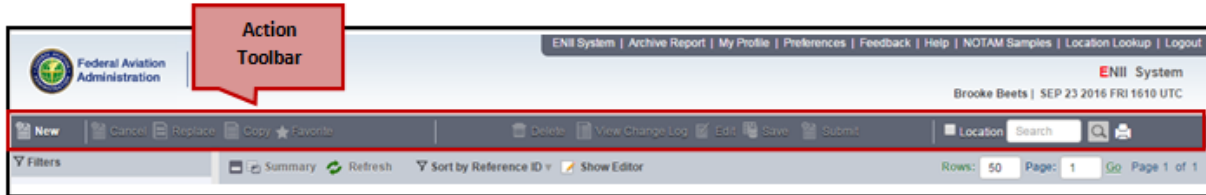
The *Administrative* toolbar contains the following seven options:

- *ENII System* provides access to the main screen.
- *Archive Report* allows you to run reports about NOTAMs.
- *My Profile* allows you to view and update your account information.
- *Preferences* allows you to change your display preferences.
- *Feedback* allows you to submit comments about ENII.
- *Help* provides access to a PDF version of this user's guide.
- *NOTAM Samples* provides a PDF of sample NOTAM formats by keyword.
- *Location Lookup* provides detailed information regarding the entered location.
- *Logout* logs you out of ENII.



### 3.3 Action Toolbar

The *Action* toolbar is located along the top of the *NOTAM Summary* pane (see Figure 5 below).



**Figure 5: Action Toolbar**

The *Action* toolbar contains the following 11 functions:

- *New* allows you to create a new NOTAM.
- *Cancel* allows you to cancel an Active NOTAM.
- *Replace* allows you to replace an Active NOTAM with a new one while cancelling the original NOTAM in one step.
- *Copy* allows you to copy a Cancelled or Expired NOTAM.
- *Favorite* allows you to generate a new NOTAM with the exact information from a current NOTAM.
- *Delete* allows you to delete a Draft, Activation Pending, or Rejected NOTAM or a NOTAM with an error status.
- *View Change Log* displays the *Change Log Viewer* that shows the history of the NOTAM.
- *Edit* allows you to change the details of a Draft, Activation Pending, Error Activating, or Rejected NOTAM.
- *Save* allows you to save a NOTAM as a draft.
- *Submit* allows you to submit a NOTAM for activation.
- *Location Lookup* provides detailed information regarding the entered location.
- *Search* allows you to search for key words and strings of characters in the *NOTAM Summary*.
- *Print* allows you to print the NOTAM information.

### 3.4 Filters Pane

The *Filters* pane is located on the left side of the main screen (see Figure 6 below). The filtering functions can be managed in this pane.

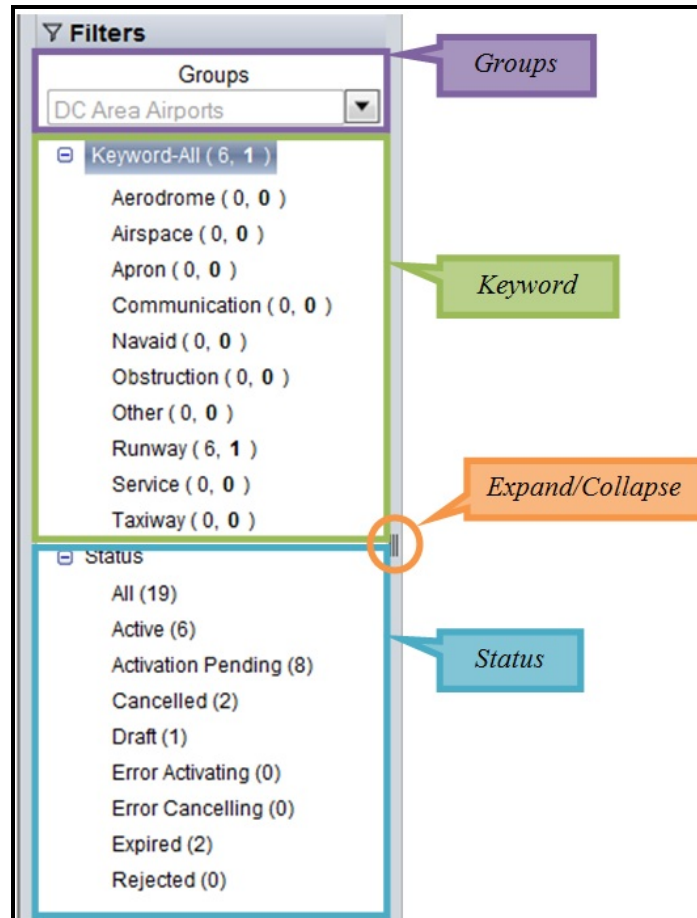


Figure 6: *Filters* Pane and Functions

The *Filters* pane contains the following four functions:

- *Groups* allows you to filter based on your available groups.
- *Keyword-All* allows you to filter NOTAMs based on keyword.
- *Status* allows you to filter NOTAMs based on status.
- *Expand/Collapse* allows you to expand or collapse the *Filters* pane.

### 3.5 NOTAM Summary Pane

The *NOTAM Summary* pane is located to the right of the *Filters* pane in the center of the main screen (see Figure 7 below).

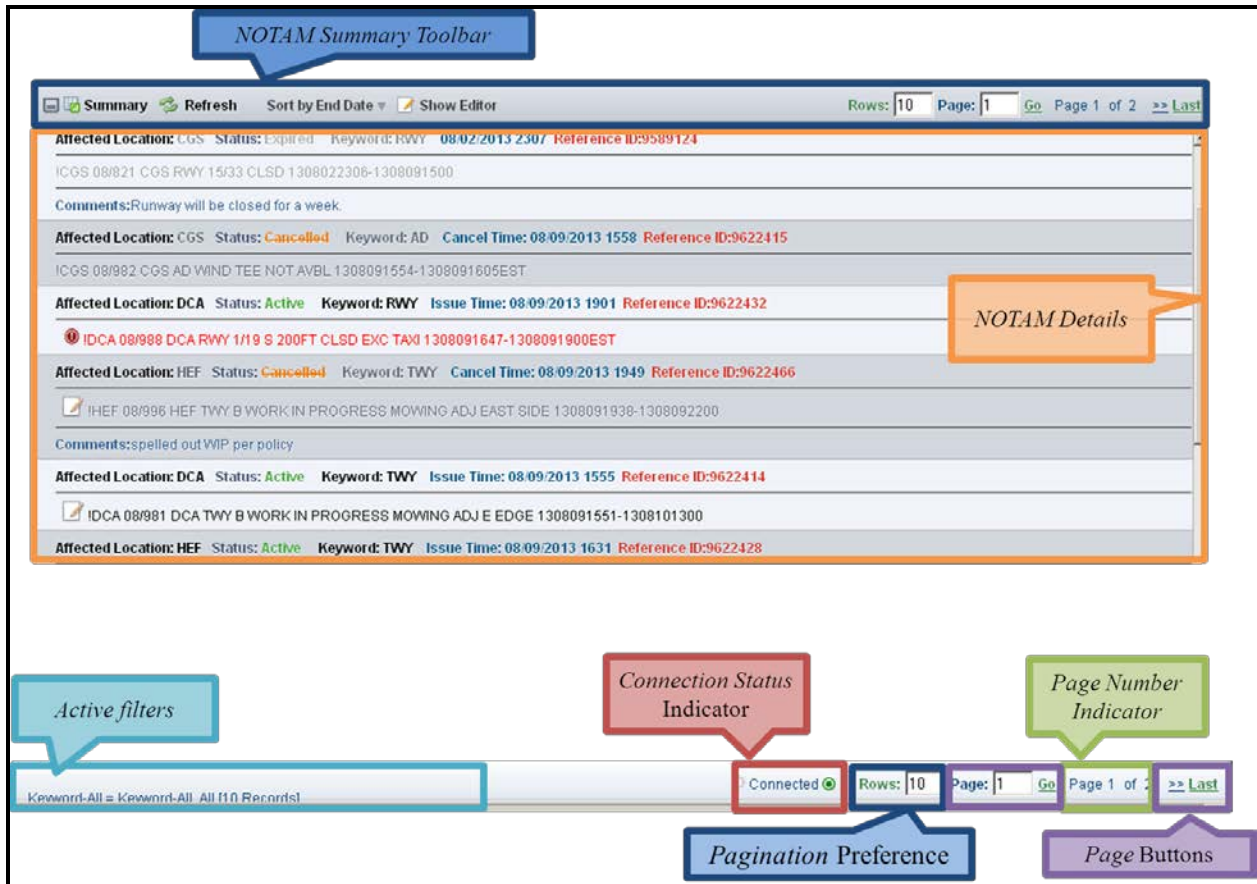


Figure 7: NOTAM Summary Pane and Options

The *NOTAM Summary* pane contains the following six options:

- *NOTAM Summary* toolbar provides the sort functions and access to the *NOTAM Editor*.
- *NOTAM Details* displays the administrative details about the NOTAM, the full NOTAM text, and any comments, which are all displayed in alternately shaded rows.
- *Active filters* identifies which filters are active for the NOTAMs shown in the *NOTAM Summary*.
- *Connection Status* indicator displays your connectivity with the ENII server.
- *Pagination* Preference setting allows you to change the number of NOTAM rows that are displayed.
- *Page Number* indicator displays the current page number and the total number of pages of NOTAMs in the *NOTAM Summary*.

- *Page buttons* allow you to navigate between pages of NOTAMs in the *NOTAM Summary* or jump to the First/Last page.

### 3.6 NOTAM Summary Toolbar

The *NOTAM Summary* toolbar is located along the top of the *NOTAM Summary* pane (see Figure 8 below).



The *NOTAM Summary* toolbar contains four options above the *NOTAM Text* column header:

- *Minimize/Maximize* hides the *Filters* page and enlarges the *NOTAM Summary* screen.
- *Refresh* reloads the *NOTAM Summary*.
- *Sort by* allows you to sort NOTAMs in the *NOTAM Summary* by several different data points. By default, NOTAMs are sorted by *Reference ID*.
- *Show/Hide Editor* allows you to switch between the *NOTAM Editor* and *NOTAM Summary*.
- *Pagination Preference* setting allows you to change the number of NOTAM rows that are displayed.
- *Page Number* indicator displays the current page number and the total number of pages of NOTAMs in the *NOTAM Summary*.
- *Page buttons* allow you to navigate between pages of NOTAMs in the *NOTAM Summary* or jump to the First/Last page.

### 3.7 NOTAM Details

The *NOTAM Details* are located in the *NOTAM Summary* pane (see Figure 9 below).

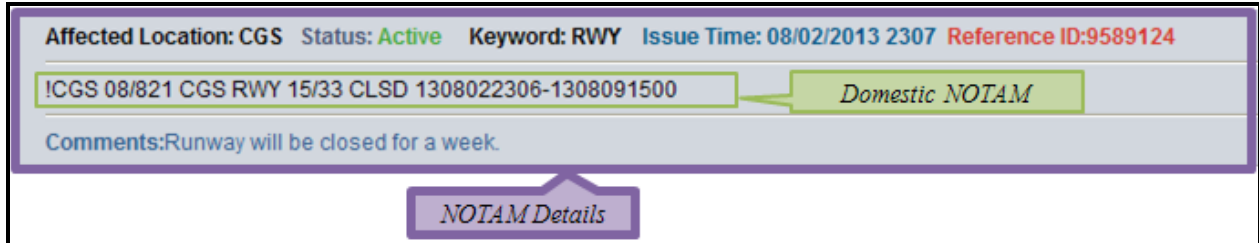


Figure 9: *NOTAM Details*





The *NOTAM Details* displays information in the following three lines:

#### 3.7.1 Line One

- *Affected Location* displays the location affected by the NOTAM.
- *Status* displays the current state of the NOTAM and its relationship to the USNS. The status entries display information about an individual NOTAM through formatting, as follows:
  - Green (**green**) text indicates an Active NOTAM.
  - Red (**red**) text indicates an Activation Pending, Error Activating, Error Cancelling, or Rejected NOTAM.
  - Blue (**blue**) text indicates a Draft NOTAM.
  - Orange (**orange**) text indicates a Cancelled NOTAM.
  - Gray (**gray**) text indicates an Expired NOTAM.
- *Keyword* displays the keyword<sup>2</sup> associated with the NOTAM.
- *Submit/Issue/Last Update/Cancel Time* displays in blue text the time the NOTAM was submitted, issued, last updated, or cancelled.
- *Reference ID* displays in red text the unique identification number assigned to the NOTAM by ENII.

<sup>2</sup> NOTAM keywords are defined in FAA JO 7930.2.

### 3.7.2 Line Two

- *Domestic NOTAM* displays the NOTAM in domestic format. This line displays information about an individual NOTAM through formatting, as follows:
  - Bold (**bold**) font indicates NOTAMs with a Draft status.
  - Normal line weight (normal) indicates a NOTAM with an Active, In Queue or Error Activating status.
  - Dark gray (dark gray) text indicates a Cancelled NOTAM.
  - Light gray (light gray) text indicates an Expired NOTAM.
- An icon  will display when a NOTAM has been edited after submitted.
- An icon () will display when a NOTAM is approaching the estimated expiration time.
- An icon () will display and the NOTAM text will turn red when a NOTAM is active after the estimated expiration time has passed.
- An icon () will display and the NOTAM text will turn red when a NOTAM with an expiration time of PERM has been active for more than two chart cycles, or 112 days.

### 3.7.3 Line Three

- *Comments* displays any internal instruction or information provided regarding the NOTAM, if applicable. This information is transmitted to the Flight Service Specialist as additional information but is not included in the NOTAM.

### 3.8 NOTAM Editor Pane

The *NOTAM Editor* pane is displayed only if it is brought up by clicking the *New* button or *Show Editor* button (see Figure 10 below).

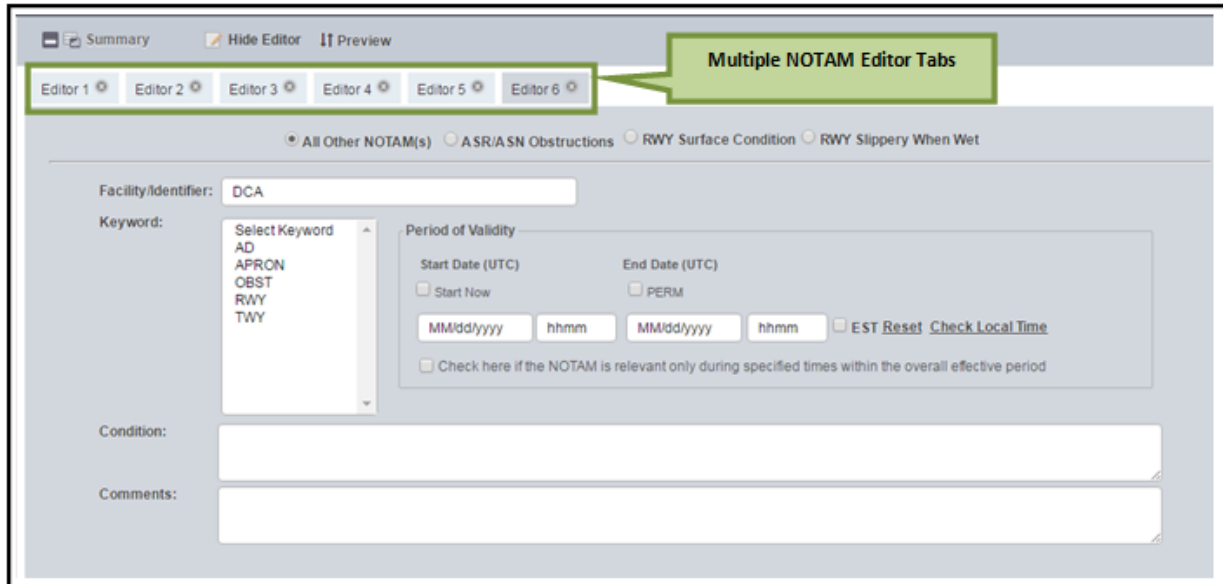


Figure 10: *NOTAM Editor* Pane with Multiple *NOTAM Editor* Tabs

The *NOTAM Editor* pane is displayed in the same location as the *NOTAM Summary* pane. You can switch between the *NOTAM Editor* pane and the *NOTAM Summary* pane without losing the content of either pane. With the appropriate user group keyword and location permission, you can create other types of NOTAMs based on airport, navigational aid (Navaid), or Air Route Traffic Control Center (ARTCC) identifiers using the *NOTAM Editor* pane. You can also create an obstruction NOTAM by entering an Antenna Structure Registration (ASR) number or a radius around latitude and longitude coordinates. Multiple *NOTAM Editor* tabs can be open at the same time. When multiple *NOTAM Editor* tabs are open simultaneously, each Draft NOTAM will be displayed on a different *NOTAM Editor* tab; each will be numbered sequentially from left to right. A maximum of 20 tabs is allowed.

### 3.9 Special Features

ENII has four special features that are accessed from the top right corner under the *Administrative* toolbar (see Figure 11 below).

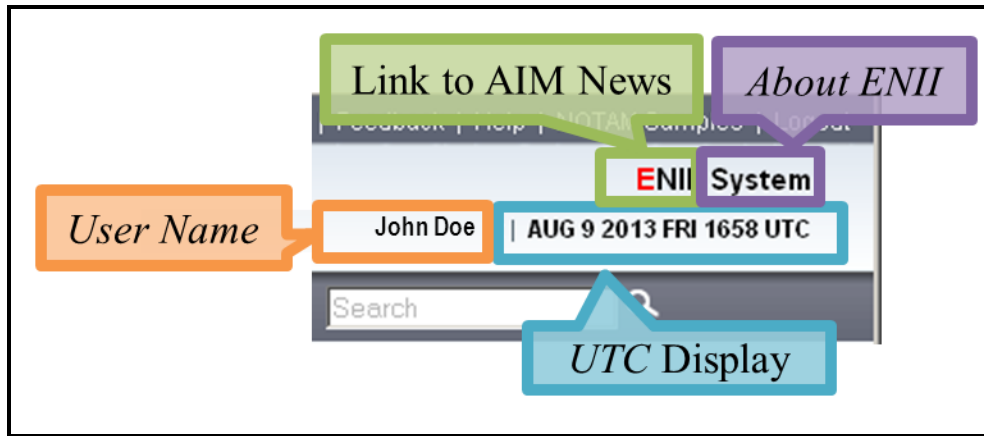


Figure 11: *Special Features*

They are the following:

- *ENII* links to the FAA AIM News & Updates website.
- *System* displays a pop-up containing the ENII version number and the date of the last update.
- *User Name* displays your first and last names.
- *Coordinated Universal Time* displays the current date and time in Coordinated Universal Time (UTC).

### 3.10 Email Notification

ENII will send the NOTAM submitter an email when your NOTAM is published, canceled or rejected by a Flight Service Specialist. You may then forward the activation or cancellation email to a third-party or set up an automatic email distribution list through your email client.



## Chapter 4. Performing Tasks Using eNOTAM II

This chapter provides a detailed description of how to use ENII to complete tasks. This chapter includes instructions for performing three account management (i.e., administrative) tasks and ten common technical tasks using ENII. See Chapter 3 for detailed descriptions of ENII features, including screenshots of whole panes and windows.



### 4.1 Account Management Tasks

You can perform the following three account management tasks in ENII: update your account information, change your password, and update your display preferences. All three of these tasks are initiated from the *Administrative* toolbar. Your account and password information are managed using the *My Profile* page, and display preferences are located in the *Preferences* pop-up.

#### 4.1.1 Update Your Account Information

Click the *My Profile* link on the *Administrative* toolbar to bring up the *My Profile* page (see Figure 12 below). Fields marked with a red asterisk (\*) are required. At a minimum, the *Organization*, *First Name*, *Last Name*, *Email*, *State* and *Phone Number* fields must be populated. You can edit all the information on this page, except for your email address. Click *Save* to save your changes and return to the main screen. Click *Close* to close the page and return to the main screen. Clicking *Close* before clicking *Save* will close the page without saving and return you to the main screen.

Name: John Doe  
Username: john.doe@email.faa  
IP Address: 172.27.122.124

 [Update Account](#)  [Change Password](#)

All fields marked (\*) are required.

Job Title  Organization\*

First Name\*  Last Name\*

Email\*

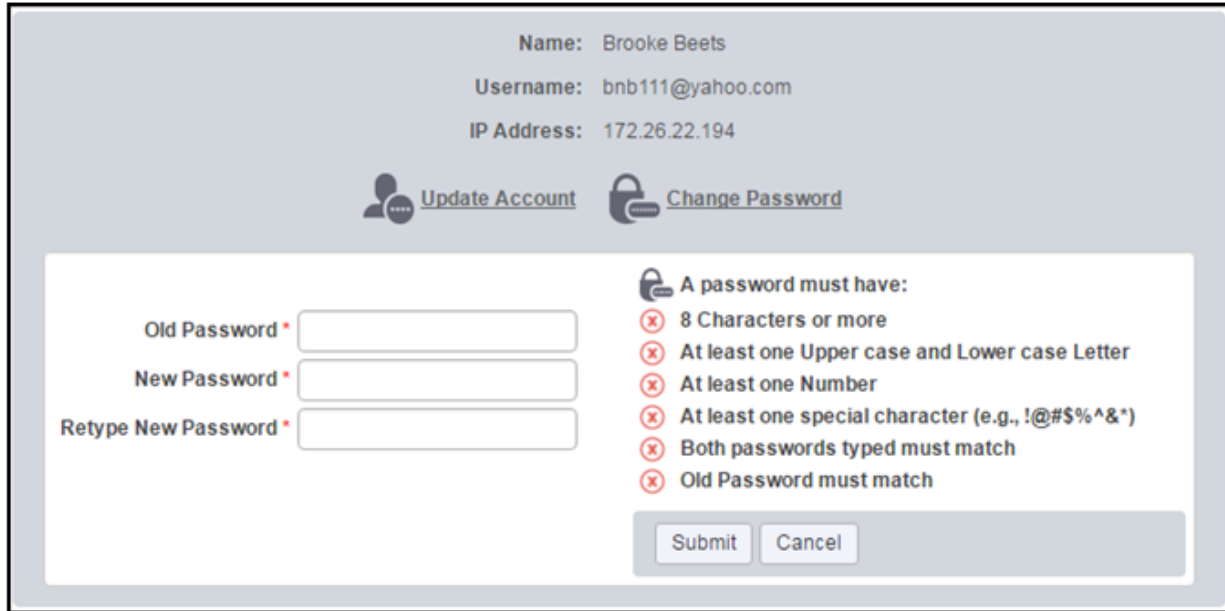
Phone Number\*  Fax  Radio  MHZ

Street 1  Street 2

City  State  Zip Code

#### 4.1.2 Change Password

Click the *My Profile* link on the *Administrative* toolbar. Then click the *Change Password* link to bring up the *Password* page (see Figure 13 below).



The screenshot shows a user profile page with the following information:

- Name: Brooke Beets
- Username: bnb111@yahoo.com
- IP Address: 172.26.22.194

Below the information are two links: [Update Account](#) and [Change Password](#). The [Change Password](#) link is highlighted.

The [Change Password](#) form contains the following fields and requirements:

- Old Password \*
- New Password \*
- Retype New Password \*

The requirements for a password are listed on the right:

- A password must have:
  - 8 Characters or more
  - At least one Upper case and Lower case Letter
  - At least one Number
  - At least one special character (e.g., !@#\$%^&\*)
  - Both passwords typed must match
  - Old Password must match

At the bottom of the form are two buttons: [Submit](#) and [Cancel](#).

Figure 13: *Password* Page

Enter a new password in the *New Password* field. The password must meet the following complexity requirements:

- At least eight characters
- At least one letter
- At least one number
- At least one special character (e.g., !@#\$%^&\*)

You must enter the new password twice: once in the *New Password* field and again in the *Retype New Password* field to confirm it. These requirements are displayed on the *Password* page.

Each requirement has an icon to the left. The icons change to indicate whether the password you entered meets each of the four complexity requirements. In addition, an icon indicates whether the passwords entered in the *New Password* and *Retype New Password* fields match. If the new password does not meet a requirement, then the indicator will remain a red “X” (✘). If the new password meets a requirement, then the indicator will change to a green check mark (✔).

Click *Submit* to save your new password. Click *Cancel* to close the page and return to the main screen. Clicking *Cancel* before clicking *Submit* will close the page without saving. Click *ENII*

*System* in the *Administrative* toolbar to return to the main screen. You will be required to change your password every 90 days, according to FAA password security policy.

#### 4.1.3 Update Display Duration Preferences

Use the *Preferences* pop-up to change the duration for which NOTAMs are displayed in the *NOTAM Summary*, after they have been cancelled or expired and to display an alert for NOTAMs scheduled to expire. Click the *Preferences* link on the *Administrative* toolbar to bring up the *Preferences* pop-up (see Figure 14 below). Enter the number of days for which you want to see cancelled and expired NOTAMs in the *Display NOTAMs Cancelled or Expired within past \_ days* field, up to 30 days. Enter the duration for which you want an icon ( ⓘ ) to appear in the *NOTAM Details*. Click *Save* to save your preferences. Click *Close* to close the pop-up.

**NOTE:** Clicking *Close* in the *Preferences* pop-up will also save your changes but for your current ENII session only. To return to your previous preferences, return to the Preferences pop-up or log out and log back into ENII.

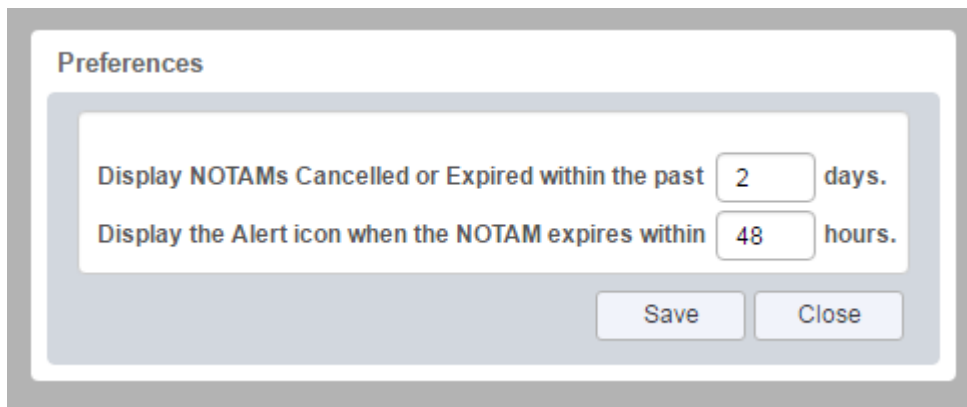


Figure 14: *Preferences* Pop-Up

## 4.2 Technical Tasks

This section of the user's guide explains how to perform 10 common technical tasks using ENII. The tasks are as follows:

- Create a New NOTAM based on an Airport, Navaid, or ARTCC Identifier.
- Create a New ASR/ASN Obstruction NOTAM.
- Utilize the *NOTAM Summary* pane.
- Edit a NOTAM.
- Delete a NOTAM.
- Cancel a NOTAM.
- Replace a NOTAM.
- Copy a NOTAM.
- Use the *Change Log Viewer*.
- Run an *Archive Report*.

These technical tasks are explained below in the order they are most likely to be performed on the job.

### 4.2.1 Create a New NOTAM Based on an Airport, Navaid, or ARTCC Identifier

When creating a new NOTAM based on an airport, Navaid, or ARTCC identifier, populate the *NOTAM Editor* pane following the process below.

**Select a group from the *Groups* drop-down list located in the *Filters* pane (see Figure 15 below). Depending upon the privileges of the group you select, some airports, Navaids, or ARTCCs may not be available while creating a new NOTAM.**

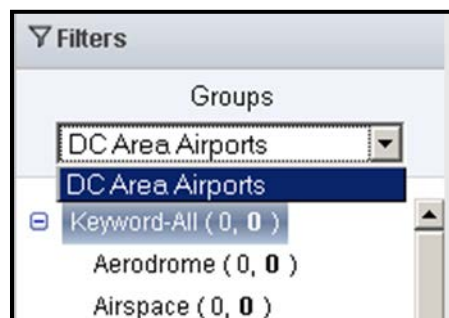


Figure 15: *Groups* Drop-Down List

**Click *New* on the *Action* toolbar to begin creating a new NOTAM. This brings up the *NOTAM Editor* pane.**

**To create a NOTAM based on an airport, Navaid, or ARTCC identifier, click the *All Other NOTAM(s)* radio button (see Figure 16 below) on the *NOTAM Editor* pane.**

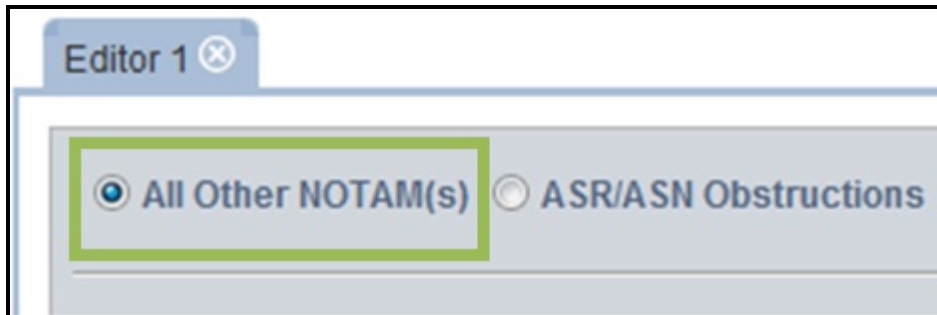


Figure 16: All Other NOTAM(s) Radio Button

Enter the three-character Facility or Airport Identifier associated with this NOTAM in the *Facility/Identifier* field (see Figure 17 below).



Figure 17: Facility/Identifier Field

As you begin to enter information in the *Facility/Identifier* field, ENII will begin searching Facilities and Feature Identifiers that contain the text you have typed. The system will display the results in a drop-down list below the field (see Figure 18 below). Only some facilities and features will be provided in the search results as options depending upon the privileges of the group you selected in the *Filters* pane. Select an option from the drop-down list.

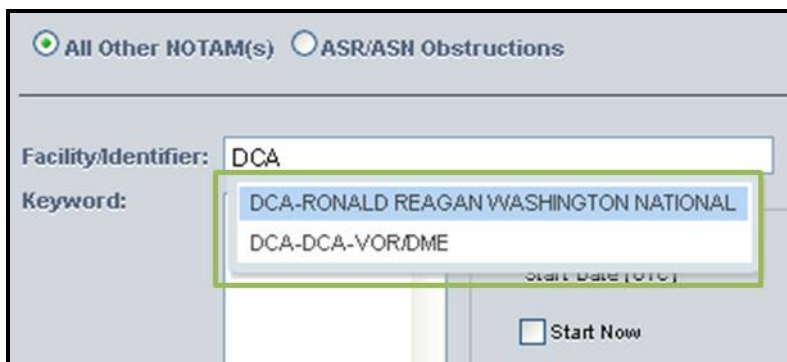


Figure 18: Facility/Identifier Search Results

Select a Keyword from the *Keyword* menu (see Figure 19 below). Depending upon the privileges of the group you selected in the *Filters* pane, some Keywords may be restricted.

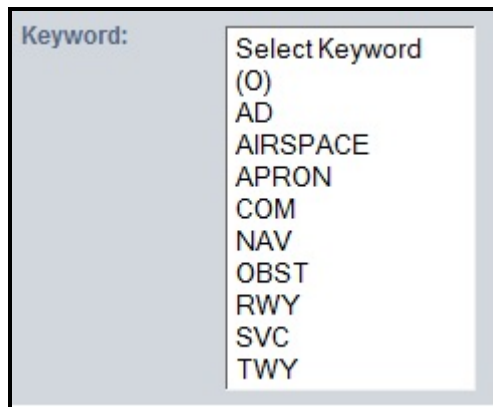


Figure 19: *Keyword* Menu

NOTE: All Keywords are listed in the *Keyword* menu and are enabled (i.e., can be selected). However, due to restrictions associated with the privileges of the group you selected in the *Filters* pane, you may receive an error message when you try to submit the newly created NOTAM. Contact your FSS Administrator if you receive an error message about restrictions.

If Keyword *RWY* is selected in the *Keyword* menu, the *Select Designator* menu will open (see Figure 20 below). Click the affected runway(s).

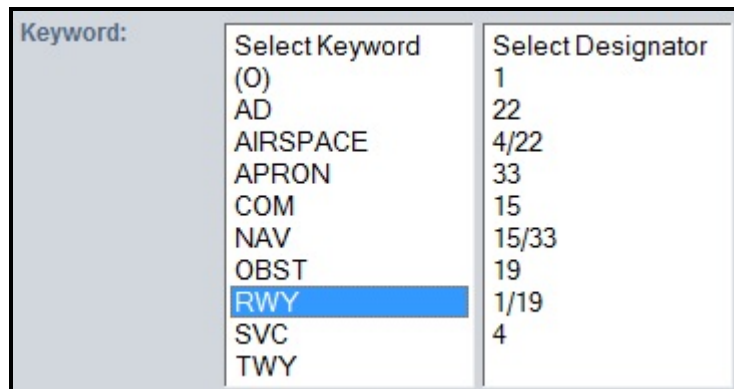


Figure 20: *Select Designator* Menu

Specify the *Period of Validity* (i.e., date and time range) using the *Start Date (UTC)* and *End Date (UTC)* fields as described below (see Figure 21 below). The *EST* checkbox indicates that the expiration date and time is estimated. The *PERM* checkbox indicates that the NOTAM information is permanent and should be published. You are required to enter the *Start Date (UTC)* and either the *End Date (UTC)* or select *PERM* to submit a NOTAM. The *EST* checkbox is optional.

Period of Validity

Start Date (UTC)      End Date (UTC)

Start Now       PERM

MM/dd/yyyy hhmm    MM/dd/yyyy hhmm     EST    [Reset](#)    [Check Local Time](#)

Check here if the NOTAM is relevant only during specified times within the overall effective period

Figure 21: *Period of Validity* Box for Non-obstruction NOTAMs

If desired, click the *Start Now* check box to start the NOTAM immediately. This will auto-populate the *Start Date (UTC)* fields with the current UTC date and time. If a different start date or time is needed, select the date and enter the time desired in the *Start Date (UTC)* fields. Dates cannot be entered manually. You must use the calendar pop-up provided (see Figure 22). Click the *Start Date (UTC)* field labeled “mm/dd/yyyy” to bring up the calendar pop-up. Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired start date. Enter the UTC time in the *Start Date (UTC)* field labeled “hhmm”.

NOTE: If the NOTAM has a start time that is more than seven (7) days in the future, then the NOTAM will be held in the *Activation Pending* queue and automatically submitted to a Specialist at a FSS for approval seven (7) days before activation.

Period of Validity

Start Date (UTC)      End Date (UTC)

Start Now       PERM

MM/dd/yyyy hhmm      MM/dd/yyyy hhmm       EST    [Reset](#)    [Check Local Time](#)

< Aug 2013 >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

is relevant only during specified times within the overall effective period

Figure 22: Start Date (UTC) Calendar Pop-Up

Select the end date and enter the time desired in the *End Date (UTC)* fields, or select *PERM*. Dates cannot be entered manually. You must use the calendar pop-up provided. Click the *End Date (UTC)* field labeled “mm/dd/yyyy” to bring up the calendar pop-up (see Figure 23 below). Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired end date. Enter the UTC time in the *End Date (UTC)* field labeled “hhmm”.

Period of Validity

Start Date (UTC)      End Date (UTC)

Start Now       PERM

MM/dd/yyyy hhmm      MM/dd/yyyy hhmm       EST    [Reset](#)    [Check Local Time](#)

Check here if the NOTAM      is relevant only during specified times within the overall effective period

< Aug 2013 >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Figure 23: End Date (UTC) Calendar Pop-Up

If the NOTAM duration is uncertain, specify the approximate expiration time and select the EST (estimate) box (see Figure 24 below). EST NOTAMs should be cancelled or replaced before the expiration time specified, as the NOTAM will not auto-expire.



**Period of Validity**

**Start Date (UTC)**                      **End Date (UTC)**

Start Now                       PERM

08/14/2013    2203    08/15/2013    2200     EST    [Reset](#)    [Check Local Time](#)

Check here if the NOTAM is relevant only during specified times within the overall effective period

If creating a NOTAM to advertise a permanent condition that will be published in a publication, chart, or database, select the PERM box (see Figure 25 below). When this is selected, the End Date will become unavailable and —PERM will be inserted as the expiration date in lieu of the 10-digit date-time group.

**Period of Validity**

**Start Date (UTC)**                      **End Date (UTC)**

Start Now                       PERM

08/14/2013    2210                                               EST    [Reset](#)    [Check Local Time](#)

Check here if the NOTAM is relevant only during specified times within the overall effective period

Click the *Reset* link to clear all data entered in the *Period of Validity* box.

Click the *Check Local Time* link to see a chart that displays conversions from UTC to local time for some U.S. time zones (see Figure 26 below). The converted times are based on the information you entered in the *Start Date* and *End Date* fields. The calculated times will be displayed in the *Local Time* pop-up. The pop-up is organized by *Time Zone*, *Start Time*, and *End Time*. Click *Close* or click outside the *Local Time* pop-up to return to the *NOTAM Editor* pane.

The screenshot shows a web application interface for a NOTAM Editor. A pop-up window titled 'Local Time' is displayed over the main interface. The pop-up contains a table with the following data:

Time Zone	Start Time	End Time
Alaska	8/14/13 2:16 PM	8/30/13 2:00 PM
Central	8/14/13 5:16 PM	8/30/13 5:00 PM
Eastern	8/14/13 6:16 PM	8/30/13 6:00 PM
Hawaii	8/14/13 12:16 PM	8/30/13 12:00 PM
Mountain	8/14/13 4:16 PM	8/30/13 4:00 PM
Pacific	8/14/13 3:16 PM	8/30/13 3:00 PM
Arizona	8/14/13 3:16 PM	8/30/13 3:00 PM

Below the table, there is a red 'Close' button. The background interface shows the 'Period of Validity' section with the following fields:

- Start Date (UTC): 08/14/2013
- End Date (UTC): 08/30/2013
- Start Time: 2216
- End Time: 2200
- Buttons:  Start Now,  PERM,  EST, Reset, Check Local Time

Click the check box labeled *Check here if the NOTAM is relevant only during specified times within the overall effective period* to bring up the *Time Schedule* box (see Figure 27 below). Click the *Day* drop-down list to select when the NOTAM recurs during the period of validity. The *Start Time* and *End Time* of the schedule must correspond to the *Start Time* and *End Time* of the NOTAM, of you may select sunrise (*SR*) or sunset (*SS*). Click *Add* to add the recurring day to the NOTAM. Repeat until all the recurring days are included in the list.

Click the trash can icon (🗑️) in the *Delete* column to remove a day from the time schedule. Click *Reset* to delete all the days from the time schedule that have been added to the NOTAM.

**Period of Validity**

Start Date (UTC)      End Date (UTC)

Start Now       PERM

08/10/2013 1200    08/16/2013 2200     EST    [Reset](#)    [Check Local Time](#)

Check here if the NOTAM is relevant only during specified times within the overall effective period

**Time Schedule**

Period of Validity: ( 6 day(s) & 10.0 hour(s) ) 08/10/2013 Saturday 1200 to 08/16/2013 Friday 2200

Day	Start Time	End Time	
Daily	1200	2200	<a href="#">Add</a> <a href="#">Reset</a>

Day	Start Time	End Time	Delete
Daily	1200	2200	🗑️

Figure 27: *Period of Validity* Box with *Time Schedule* Box Enabled

ENII will auto-populate the *Condition* box, which is below the *Keyword* box, with items selected in the *Keyword* menu and the *Select Designator* menu. Enter additional NOTAM information into the *Condition* box using free text (see Figure 28 below).

A screenshot of a text input field. The label "Condition:" is on the left side of the field. The field is empty and has a vertical scrollbar on the right side.

Figure 28: *Condition* Box

Enter any internal instruction or information regarding the NOTAM in the *Comments* box (see Figure 29 below), which is below the *Condition* box. Comments will be transmitted to the Specialist at a FSS for review during the NOTAM approval process, but not published in the NOTAM.

A screenshot of a text input field. The label "Comments:" is on the left side of the field. The field is empty and has a vertical scrollbar on the right side.

Figure 29: *Comments* Box

ENII will format the text you entered to create the final NOTAM that will ultimately be submitted to the USNS. The resulting NOTAM is displayed in the box labeled *Final NOTAM Text to be Submitted to NOTAM System* (see Figure 30 below), which is below the *Comments* box.

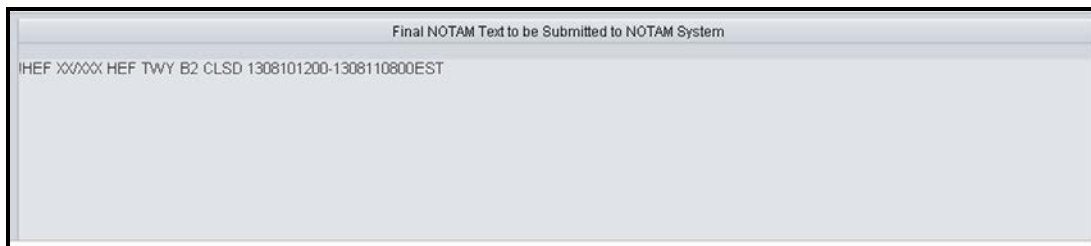
A screenshot of a text box with a title bar that reads "Final NOTAM Text to be Submitted to NOTAM System". The text inside the box is "IHEF XXXXX HEF TWY B2 CLSD 1308101200-1308110800EST".

Figure 30: *Final NOTAM Text* Box

**NOTE:** Before submitting, verify the final text to be submitted for review in the box “Final NOTAM Text to be Submitted to NOTAM System”.

If the NOTAM is not ready for submission, click *Save* on the *Action* toolbar to save the NOTAM as a draft (see Figure 31 below). This will bring up a confirmation box. Click *Yes* to save the NOTAM as a draft. Click *No* to return to the *NOTAM Editor*. A Draft NOTAM can be edited or submitted later.

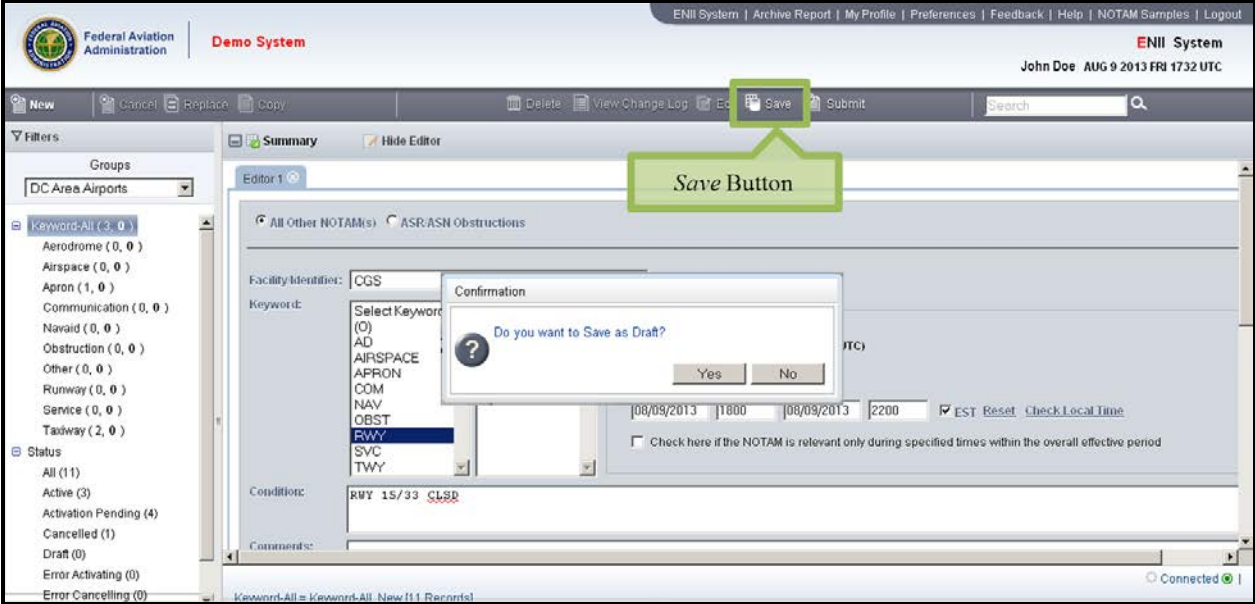


Figure 31: Save Button and Confirmation Box

Once you have populated all applicable fields for the NOTAM, click on the word *Submit* (see Figure 32 below). This will bring up a confirmation box that allows you to review the NOTAM and your contact information. At this point, you can also review and enter any additional comments in the *Comments (optional)* field. Click *Yes* in the confirmation box to submit the NOTAM for review and activation by a Specialist at a FSS. Click *No* in the confirmation box to return to the *NOTAM Editor*.

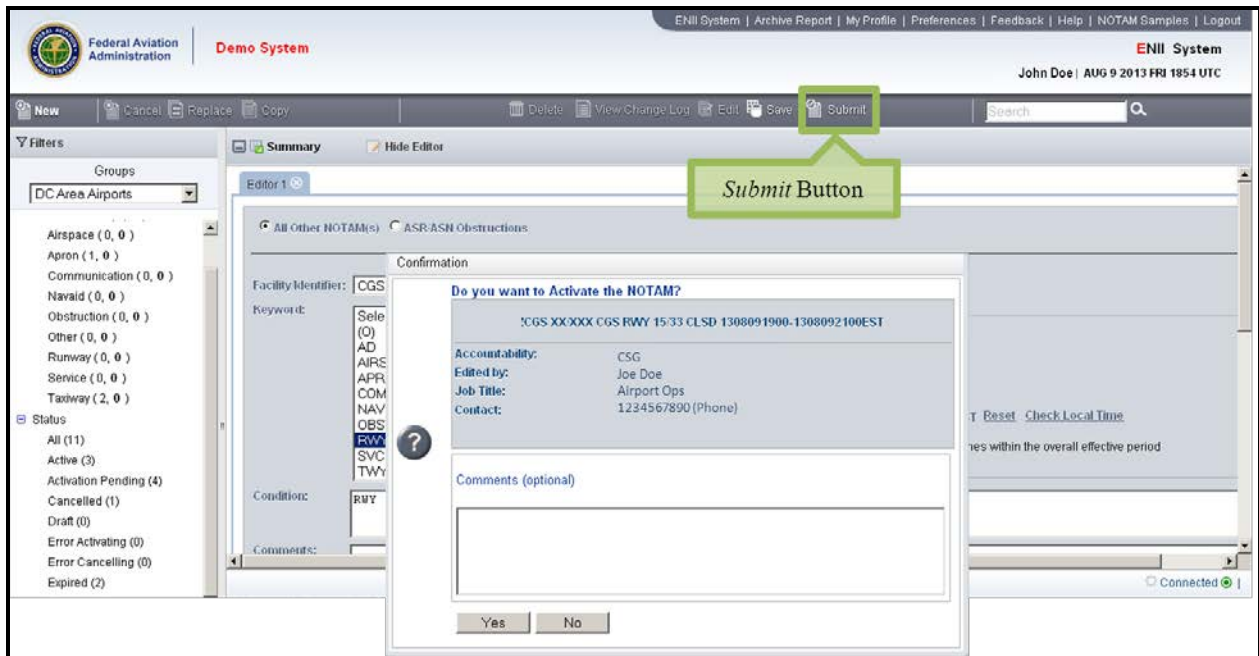


Figure 32: *Submit* Button and Confirmation Box

Your submitted NOTAM will now appear in the folder “Activation Pending”. Once a Flight Service Specialist approves the NOTAM, refresh the screen with the Refresh function and the ENII system will update the NOTAM details with a NOTAM number and the status will change from *Activation Pending* to *Active*.

#### 4.2.2 Create a New ASR/ASN Obstruction NOTAM

When creating a new ASR/ASN Obstruction NOTAM, populate the *NOTAM Editor* pane following the process below.

**Click *New* on the *Action* toolbar to begin creating a new ASR/ASN Obstruction NOTAM. This brings up the *NOTAM Editor* pane.**

**Click the *ASR/ASN Obstructions* radio button (see Figure 33 below) on the *NOTAM Editor* pane.**

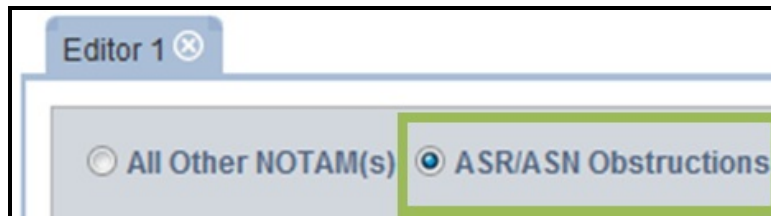


Figure 33: ASR/ASN Obstructions Radio Button

**Click the *by ASR/ASN* radio button to search for an obstruction by the ASR number (see Figure 34). Enter the ASR number in the *ASR* field and click *Search* to search for an obstruction by that ASR. Click *Reset* to clear the search parameters.**

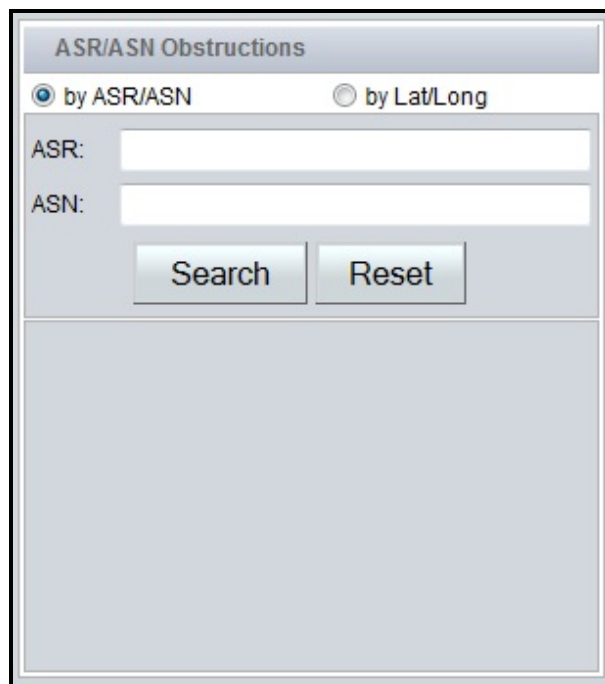


Figure 34: Search by ASR/ASN

The results will be displayed below the *ASR* and *ASN* fields (see Figure 35 below). If your search finds a match, a drop-down list with a single entry and details of the obstruction will be displayed. If your search does not find a match,

then an error message will be displayed that says, “No records found for the search.”

The screenshot shows a web interface titled "ASR/ASN Obstructions". At the top, there are two radio buttons: "by ASR/ASN" (which is selected) and "by Lat/Long". Below these are two input fields: "ASR:" containing the value "1200660" and "ASN:" which is empty. There are "Search" and "Reset" buttons. Below the input fields is a section titled "Select a Feature" with a dropdown menu showing "1200660". Underneath the dropdown, the following details are listed: "ASN:", "ASR: 1200660", "AMSL: 100 feet", "AGL: 50 feet", "Latitude: 38° 49' 50" N", "Longitude: 77° 2' 48" W", "Distance: 1.4 NM", and "(1 of 1 Record)".

Figure 35: Search *by ASR* Results

Click the *by Lat/Long* radio button to search for an obstruction by a radius around latitude and longitude coordinates (see Figure 36 below). Enter the degrees, minutes, and seconds of the obstruction in the *Latitude* and *Longitude* fields. Then select the appropriate cardinal direction (i.e., N, S, E, or W) from the drop-down list. If you do not know the specific latitude and longitude of a point, you can enter the three-character Facility or Airport Identifier in the *Near:* field. Enter a radius around the point in nautical miles (NM), up to 10 NM, to search for obstructions near the point.

NOTE: The *Tower Type* drop-down list provides a search capability for a specific type of obstruction (e.g., antenna tower, building, water tank). However, the “All” category is the only drop-down list category that is functional due to the current limitations of the raw data available for obstructions.



Figure 36: Search by Lat/Long

Click *Search* to search for an obstruction. The results will be displayed below the *Latitude* and *Longitude* fields (see Figure 37 below). If your search finds a match, a list of results will be displayed in a drop-down list labeled *Select a Feature*. Click on one of the results to display an obstruction. If your search yields multiple results, click the drop-down list to select the desired obstruction. If your search does not find a match, then an error message will be displayed that says, “No records found for the search.” The *Reset* button is not functional.

Figure 37: Search by Lat/Long Results

By default, the *Start Now* and *End in 15 day(s)* check boxes located under *Start Date (UTC)* and *End Date (UTC)* are checked. The *Start Date (UTC)* and *End Date (UTC)* fields are populated automatically based on the current time (UTC) shown in the top right corner of ENII.<sup>3</sup> If a different end date is needed, select the start or end date and enter the time desired in the *End Date (UTC)* fields. Dates cannot be entered manually. You must use the calendar pop-up provided. Click the *End Date (UTC)* field labeled “MM/dd/yyyy” to bring up the calendar pop-up (see Figure 39 below). Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired end date. Enter the UTC in the *End Date (UTC)* field labeled “hhmm”.

Figure 38: *Period of Validity* Box for ASR/ASN Obstruction NOTAMs

NOTE: If the NOTAM has a start time that is more than seven (7) days in the future, then the NOTAM will be held in the *Activation Pending* queue and automatically submitted to a Specialist at a FSS for approval seven (7) days before activation.

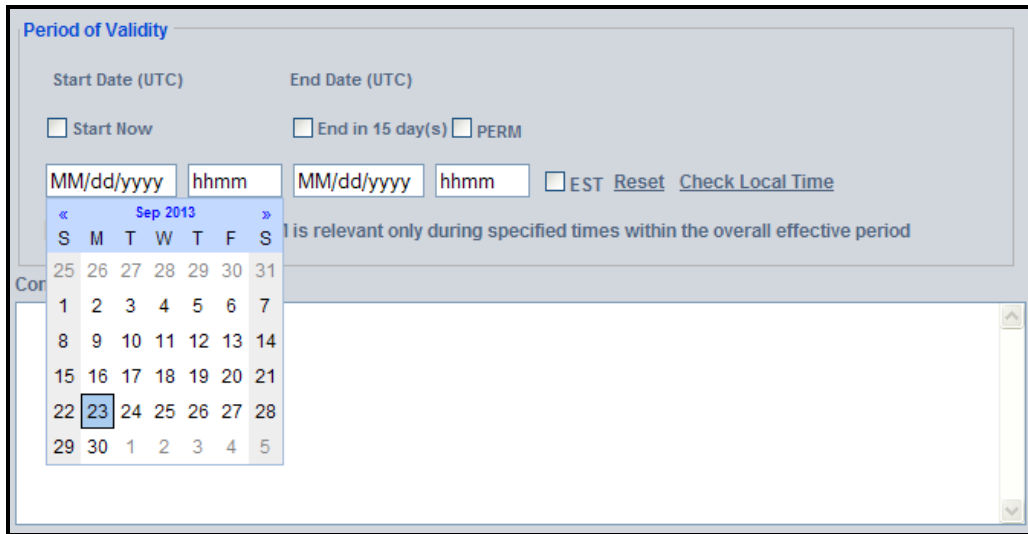


Figure 39: Start Date (UTC) Calendar Pop-Up

Click the **Reset** link to clear all data entered in the **Period of Validity** box.

Click the **Check Local Time** link to see a chart that displays conversions from UTC to local time for some U.S. time zones (see Figure 40 below). The times are based on the **Start Date** and **End Date** fields. The calculated times will be displayed in the **Local Time** pop-up. The pop-up is organized by **Time Zone**, **Start Time**, and **End Time**. Click **Close** or click outside the **Local Time** pop-up to return to the **NOTAM Editor** pane.

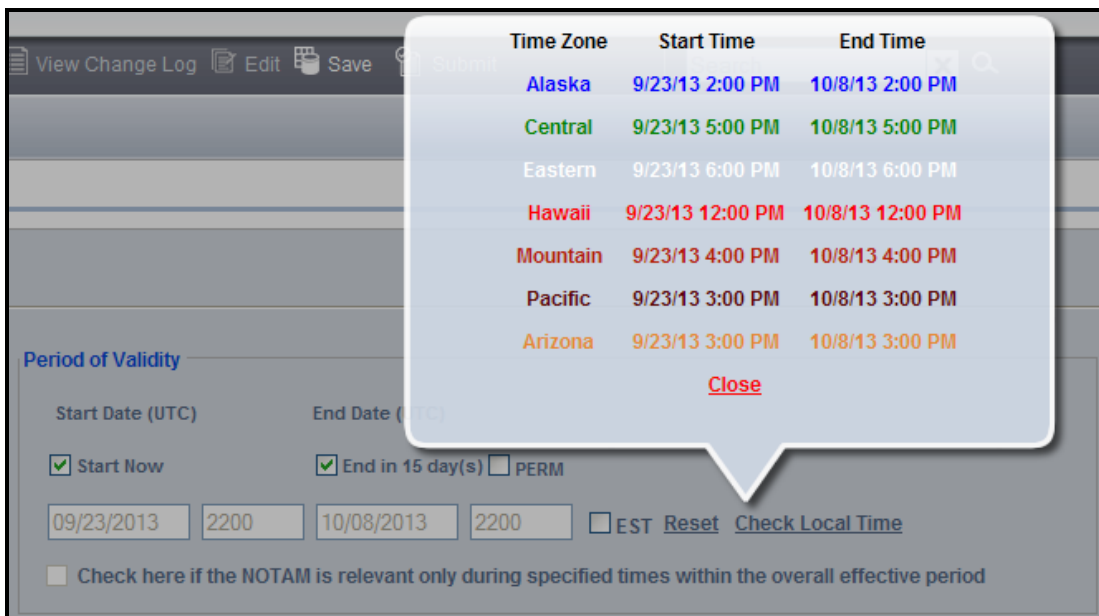


Figure 40: Local Time Pop-Up

The *Check here if the NOTAM is relevant only during specified times within the overall effective period* check box and the associated functionality is for use with non-obstruction NOTAMs only. Information entered in fields associated with this check box will not be included in the obstruction NOTAMs.

Enter any instruction or information regarding the NOTAM that may assist others in the *Comments* box (see Figure 41 below). Comments will be transmitted to the Specialist at a FSS for review during the NOTAM approval process, but they will not be included in the NOTAM.

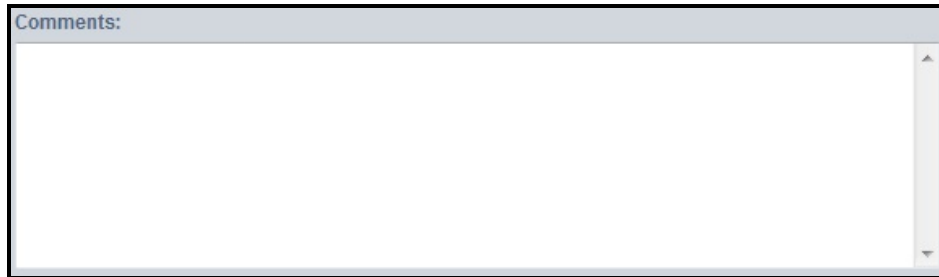


Figure 41: *Comments* Box

ENII will format the text you entered to create the final NOTAM that will be submitted to the USNS. The resulting NOTAM is displayed in the box labeled *Final NOTAM Text to be Submitted to NOTAM System* (see Figure 42 below).

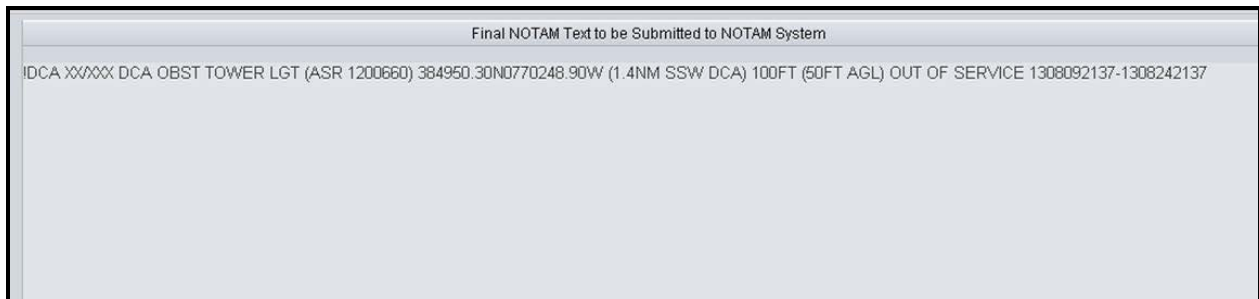


Figure 42: *Final NOTAM Text*

**NOTE:** Before submitting, verify the final text to be submitted for review in the box “Final NOTAM Text to be Submitted to NOTAM System”.

If you are not ready to submit the NOTAM, click *Save* on the *Action* toolbar to save the NOTAM as a draft (see Figure 43 below). This will bring up a confirmation box. Click *Yes* to save the NOTAM as a draft. Click *No* to return to the *NOTAM Editor*. A Draft NOTAM can be edited or submitted later.

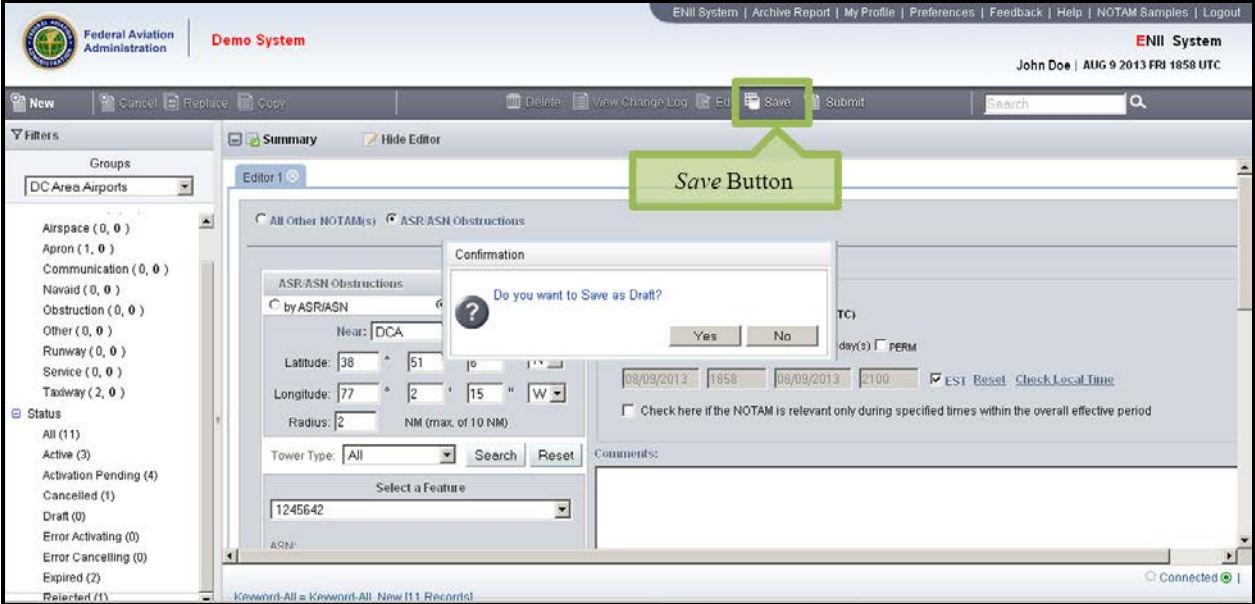


Figure 43: Save Button and Confirmation Box

Once you have populated all applicable fields for the NOTAM, click *Submit* (see Figure 44: below). This will bring up a confirmation box that allows you to review the NOTAM and your contact information. At this point, you can also review and enter any additional comments in the *Comments (optional)* field. Click *Yes* in the confirmation box to submit the NOTAM for activation. Click *No* in the confirmation box to return to the *NOTAM Editor* without submitting the NOTAM.

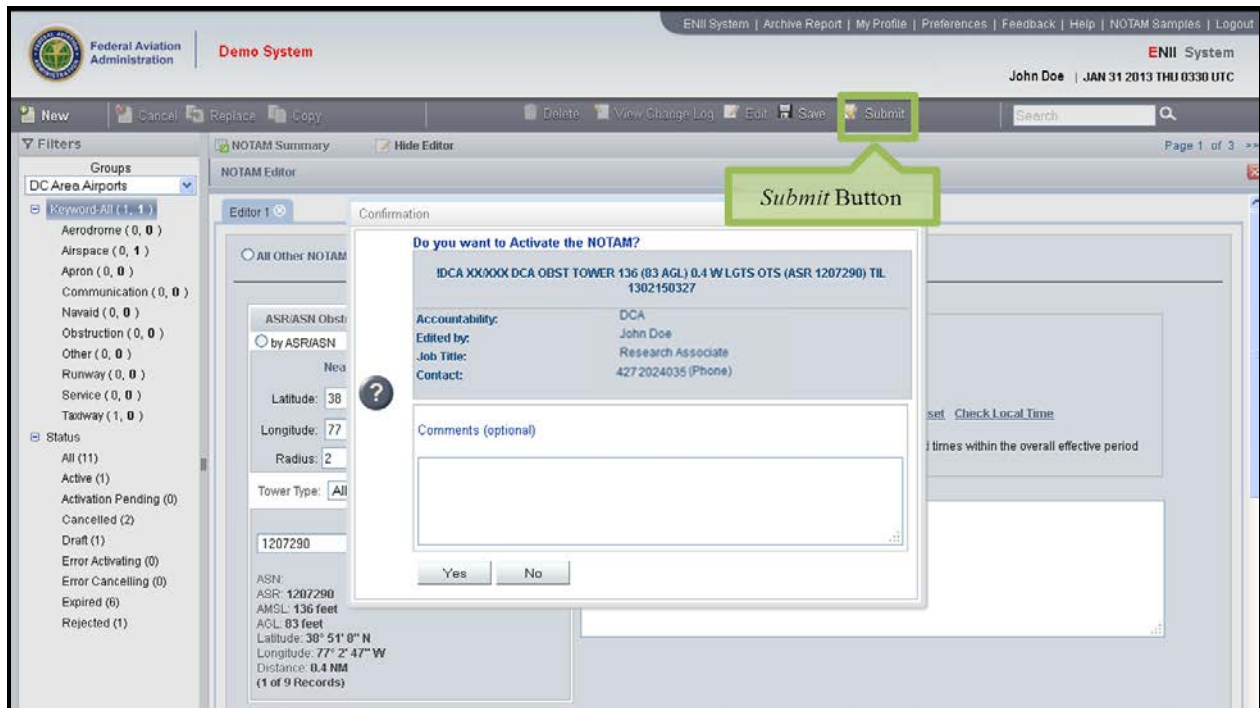


Figure 44: *Submit* Button and Confirmation Box

Your submitted NOTAM will now appear in the folder “Activation Pending”. Once a Flight Service Specialist approves the NOTAM, the ENII system will update the NOTAM details with a USNS NOTAM number and the status will change from *Activation Pending* to *Active*.

#### 4.2.3 Creating a New Runway Surface Condition NOTAM

When creating a new Runway Surface Condition NOTAM, populate the *NOTAM Editor* pane following the process below:

**Click *New* on the *Action* toolbar to begin creating a new Runway Surface Condition NOTAM. This brings up the *NOTAM Editor* pane.**

Click the *RWY Surface Condition* radio button (see Figure 45 below) on the *NOTAM Editor* pane.

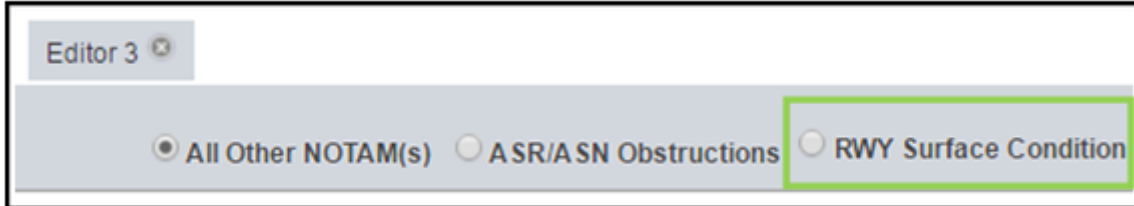


Figure 45: *RWY Surface Condition* Radio Button

Enter the Facility/Identifier and select the directional runway (i.e. 01 or 19). All surface condition NOTAMs default to a 24 hour period of validity. The NOTAM will expire 24 hours from submission. To lessen the valid time uncheck the End Time box and enter an alternate time (see Figures Figure 23 and Figure 24). The End time is not to exceed 24 hours.

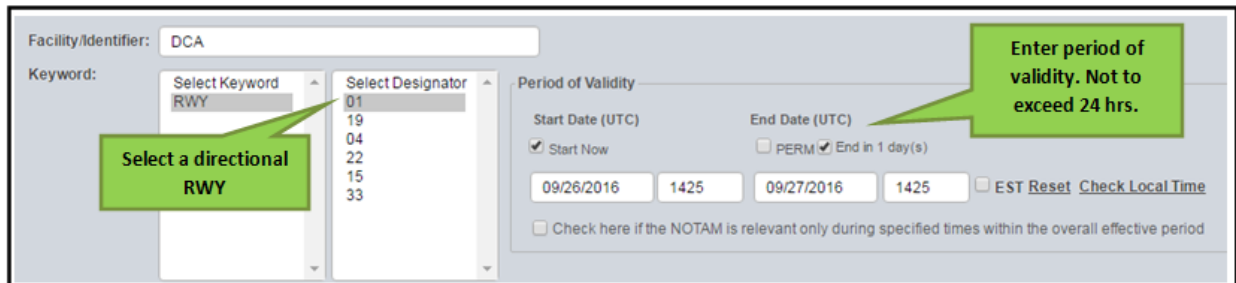


Figure 46: *Surface Condition* NOTAM Designer/Period of Validity

Enter the Runway Conditions: Coverage, Depth and Contaminant (See Figure 47)

Two contaminants can be entered for each third; however, the percentage cannot exceed 100%. The "Copy to MP" button can be used if the TD percentage and contaminate are the same as the MP entries. While the "Copy to RO" button can be used if the RO percentage and contaminate are the same as the MP and/or TD entries.

Figure 47: Runway Conditions

### Creating a New Slippery When Wet NOTAM

When creating a new Slippery When Wet NOTAM, populate the *NOTAM Editor* pane following the process below:

**Click *New* on the *Action* toolbar to begin creating a new Slippery When Wet NOTAM. This brings up the *NOTAM Editor* pane.**

**Click the *RWY Slippery When Wet* radio button (see Figure 48 below) on the *NOTAM Editor* pane.**

Figure 48: Runway Slippery When Wet Radio Button

**Enter the Facility/Identifier and select the full length runway (i.e. 01/19). All Slippery When Wet NOTAMs default to a 24 hour period of validity. The NOTAM will expire 24 hours from submission. To lessen the valid time, uncheck the End Time box and enter an alternate time (see Figures Figure 23 and Figure 24). The End time is not to exceed 24 hours.**



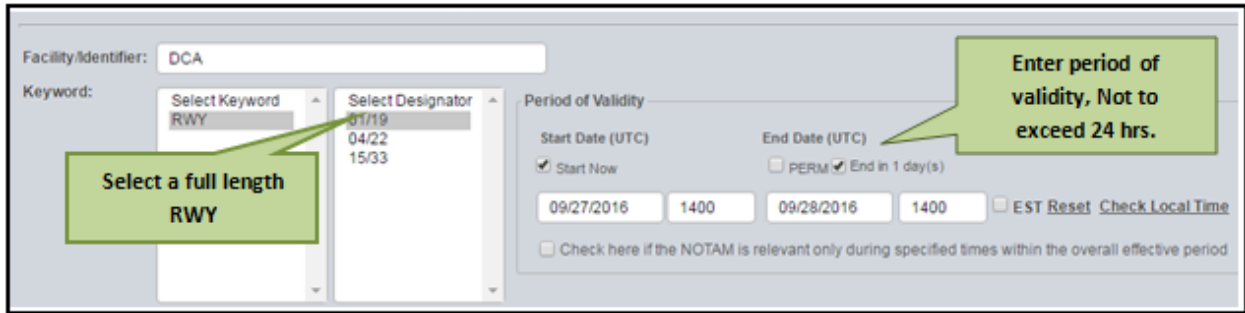


Figure 49: Runway *Slippery When Wet* NOTAM Designator/Period of Validity

A Runway Condition Code (RCC) will automatically populate. Then an observation time needs to be entered. (See Figure 50)

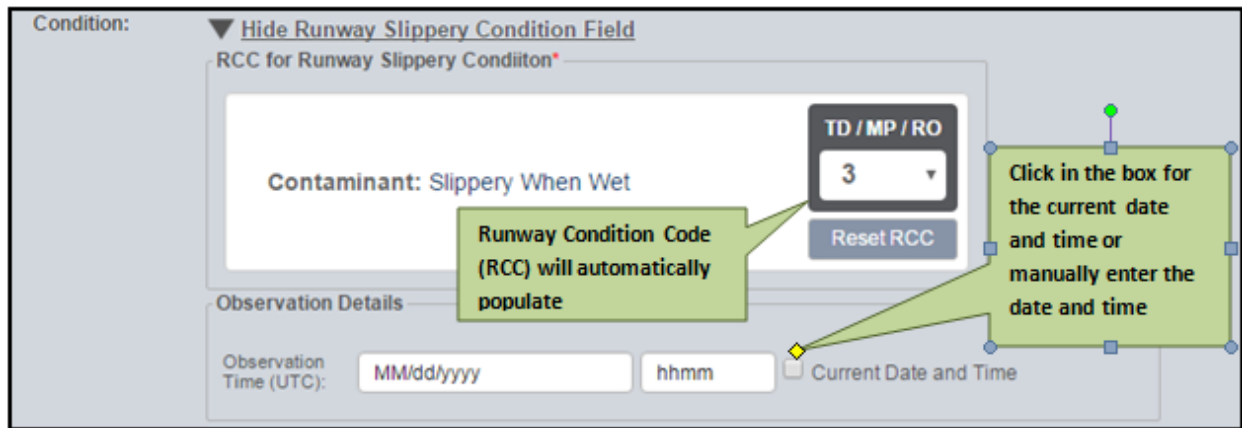


Figure 50: Runway Condition and Observation Time

#### 4.2.4 Use the NOTAM Summary Pane

ENII provides five distinct ways to manipulate the NOTAMs in the *NOTAM Summary* using the *Filters*, *Sort by*, *Search*, and *Refresh* functions. Each of these features is explained in more detail on the following pages.

Use the *Filters* pane to limit the NOTAMs displayed in the *NOTAM Summary*. There are three options for filtering NOTAMs in the *Filters* pane: *Groups*, *Keyword*, and *Status*. The group that is currently active is displayed at the top of the *Filters* pane and is labeled *Groups* (see Figure 51 below). If you are assigned to more than one group, switch between them by clicking the *Groups* drop-down list and selecting another group.

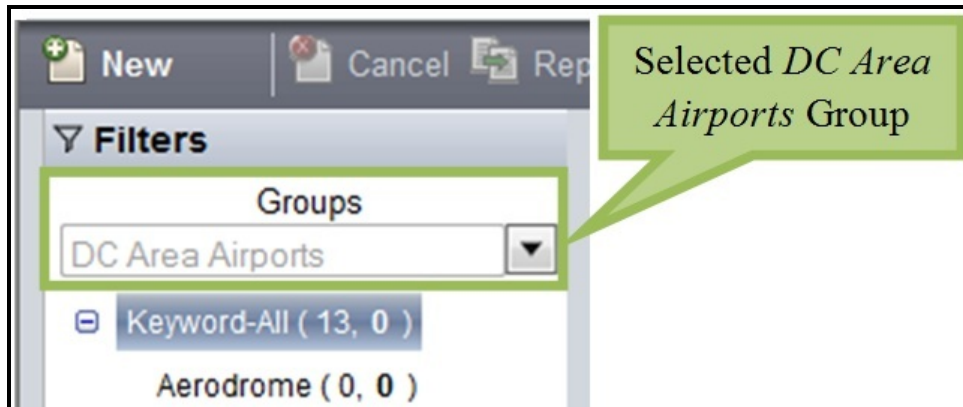


Figure 51: *Groups* Drop-Down List

The *Keyword* and *Status* options can also be used to filter NOTAMs. These options are expanded by default to show all available keywords and statuses. To decrease detail on the *Filters* pane (i.e., hide the specific keywords or statuses), click on the minus sign (⊖) next to the word *Keyword* or *Status*. To show detail again, click the plus sign (⊕) next to the word *Keyword* or *Status*.

There are 10 options to filter by *Keyword*, based on the keywords defined in the FAA's NOTAM Manual (FAA Order 7930.2S). They are: Aerodrome, Airspace, Apron, Communication, Navaid, Obstruction, Other, Runway, Service, and Taxiway. Click on a keyword to display only NOTAMs of that type (see Figure 52 below). To display NOTAMs for all keywords, click the *Keyword-All* label. Each keyword is followed by two numbers separated by a "," (comma). The number to the left of the "," is the number of active NOTAMs for that keyword. The number in bold type (i.e., bold) to the right of the "," is the number of Draft NOTAMs for that keyword.

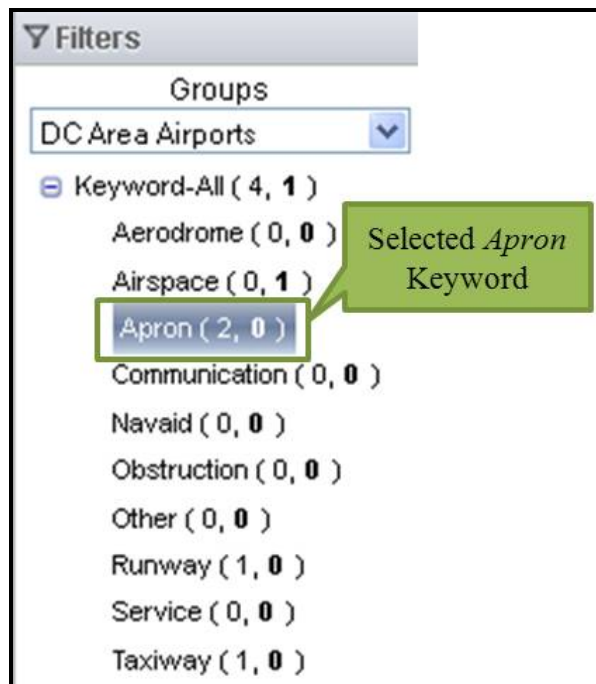


Figure 52: Selected Keyword

When filtering by *Status*, you can select from nine options. Each of these options is listed below.

- All displays all NOTAMs of any status.
- Active displays only NOTAMs that have been submitted to the Specialist at a FSS and have been approved and published in the USNS.
- Activation Pending displays only NOTAMs that have been submitted to the Specialist at a FSS but have not yet been approved. In addition, this status applies to NOTAMs that have a scheduled activation time that is more than seven (7) days in the future. These NOTAMs can be edited or deleted if a Specialist is not currently working on approval.
- Cancelled displays only NOTAMs that have been manually cancelled in ENII.
- Draft displays only NOTAMs that have been created and saved for possible future editing and submission.
- Error Activating displays only NOTAMs with errors that were generated by the USNS when the NOTAM was submitted. These NOTAMs can be edited and re-submitted, or deleted.
- Error Cancelling displays only NOTAMs with errors that were generated by the USNS when the NOTAM was cancelled.
- Expired displays only NOTAMs that are past their effective end date.
- Rejected displays only NOTAMs that have been submitted to the Specialist at a FSS and denied activation. These NOTAMs can be edited and re-submitted, or deleted.

Click on a *Status* label to display only NOTAMs of that status (see Figure 53 below). Each *Status* label is followed by a number in parentheses. The number indicates the number of NOTAMs of that status for the currently selected keyword.

NOTE: Depending on your pagination preferences, the numbers displayed by the Status filters may not match the number of NOTAMs displayed in the *NOTAM Summary*. The numbers to the right of each status will count total NOTAMs, while the count at the bottom of the NOTAM Summary indicates the number of NOTAMs displayed on the current page. Additionally, the numbers to the right of Cancelled and Expired will only include NOTAMs with these statuses that meet the default display preference, which is two (2) days.

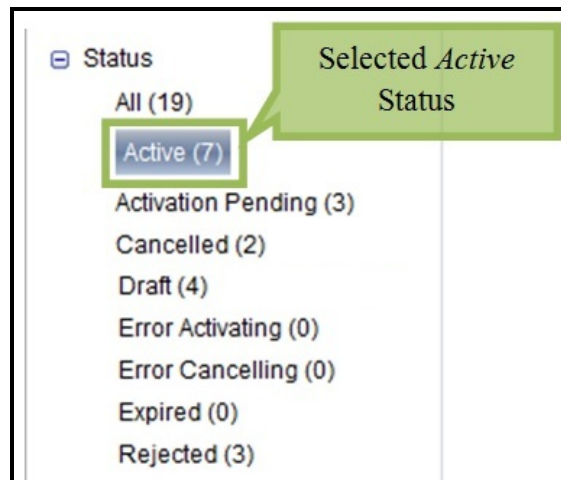


Figure 53: Selected Status

The *NOTAM Summary* can be sorted using nine types of data. They are: *NOTAM Text*, *Status*, *Start Date*, *End Date*, *Keyword*, *Affected Location*, *NOTAM Number*, *Reference ID*, and *Accountable Location* (see Figure 54 below). Click *Sort by [data point]*, and then click the data point by which to sort. Click *Ascending* (e.g., 1, 2, 3, ...; a, b, c, ...) or *Descending* (e.g., ... 3, 2, 1; ... c, b, a) to control the direction of the sort.

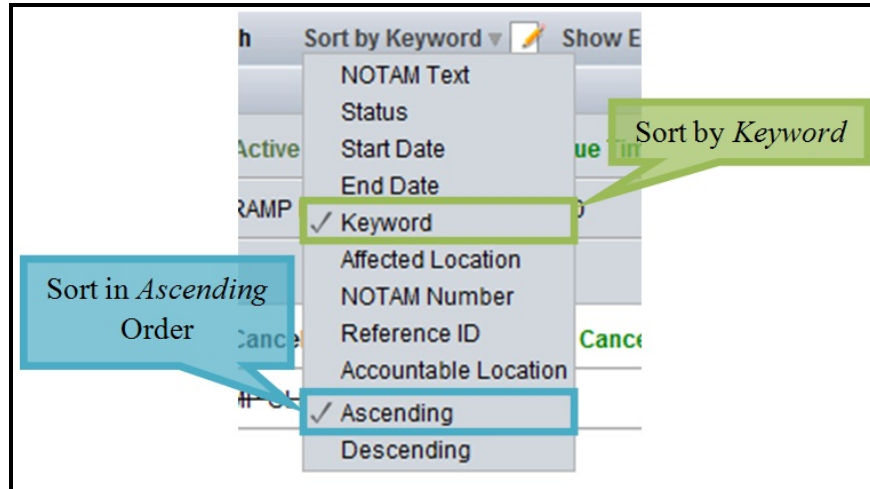


Figure 54: *Sort By* in *NOTAM Summary* Toolbar

The *Search* function allows you to limit the *NOTAM Summary* to display only those NOTAMs containing specific words, contractions, or characters in the *NOTAM Details*. Enter the words, contractions, or characters of interest in the *Search* field, which is located on the *Action* toolbar. Click the magnifying glass icon (🔍) to execute the search. The *NOTAM Summary* will then display the search results. The number of results will be displayed at the bottom of the *NOTAM summary*, but the numbers in the filters section will not change. You can click back on any filter to clear the search results.

The *NOTAM Summary* automatically updates when you select a new *Filter* or after you submit or cancel a NOTAM. To update the contents of the *NOTAM Summary* manually, click *Refresh* on the *Action* toolbar.

NOTE: *Refresh* retains any information you entered in the *Search* field. To reload the *NOTAM Summary* without search criteria enabled, you must clear the *Search* field and then click *Refresh*.

#### 4.2.5 Edit a NOTAM

The only NOTAMs that can be edited are Draft, Activation Pending, Error Activating, and Rejected NOTAMs. Click a Draft, Activation Pending, Error Activating, or Rejected NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected (see Figure 55 below). Click *Edit* on the *Action* toolbar to bring up the *NOTAM Editor* pane. See Section 4.2.1 for a more detailed description of how to use the *NOTAM Editor* pane. If a NOTAM with a status of Activation Pending is locked by a Specialist at a FSS, you will not be able to edit it.

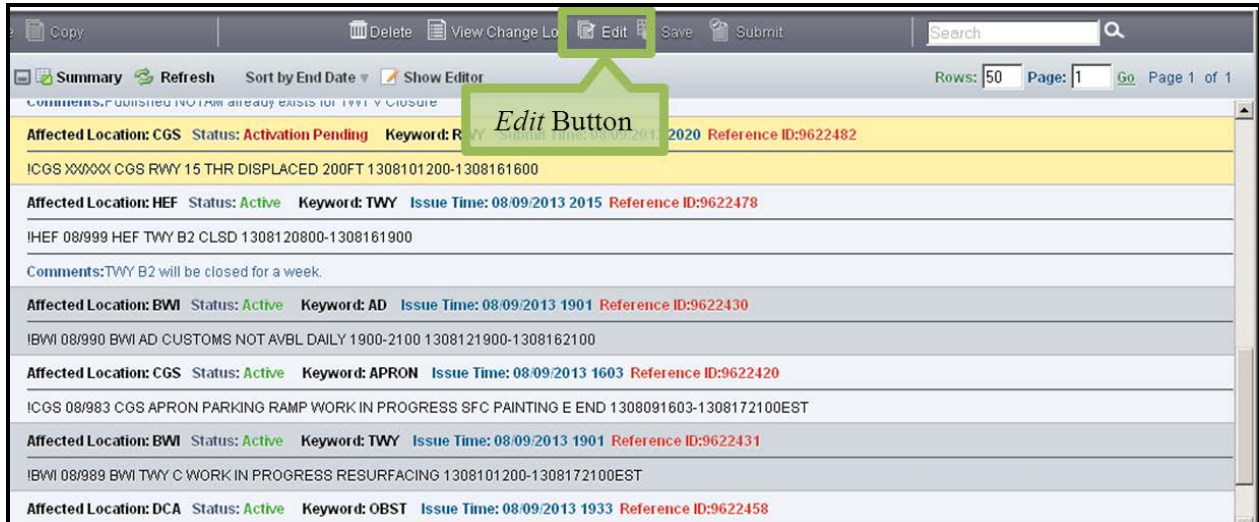


Figure 55: *Edit* Button and Selected NOTAM

#### 4.2.6 Delete a NOTAM

The only NOTAMs that can be deleted are Draft, Activation Pending, and Rejected NOTAMs. Click a Draft, Activation Pending, or Rejected NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *Delete* on the *Action* toolbar. This will bring up a confirmation box, which will ask you to confirm that you want to delete the NOTAM (see Figure 56 below). Click *Delete* to delete the NOTAM. Click *Cancel* to keep the NOTAM, close the confirmation box, and return to the main screen. Depending upon the privileges of the group you select, you may be restricted from deleting some NOTAMs.

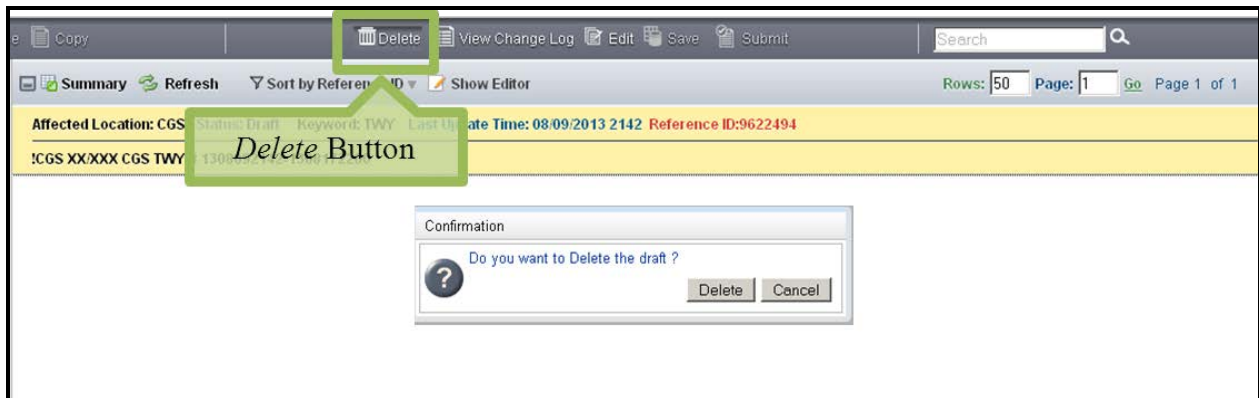


Figure 56: Delete Button and Confirmation Box



#### 4.2.7 Cancel a NOTAM

The only NOTAMs that can be canceled are Active NOTAMs. Click an *Active* NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *Cancel NOTAM* on the *Action* toolbar. This will bring up a confirmation box, which will ask you to confirm that you want to cancel the NOTAM (see Figure 57 below). You must enter a cancellation reason in the *Reason for cancellation* text box. You also can select a reason by clicking *Published* (published in the NTAP - NOTAM Publication) or *Chartered* (included in the Airport/Facility Directory or an aeronautical chart) radio buttons. This will auto-populate the *Reasons for cancellation* text box with your selection. Click *Cancel NOTAM* to cancel the NOTAM. Click *Close* to retain the NOTAM, close the confirmation box, and return to the main screen.

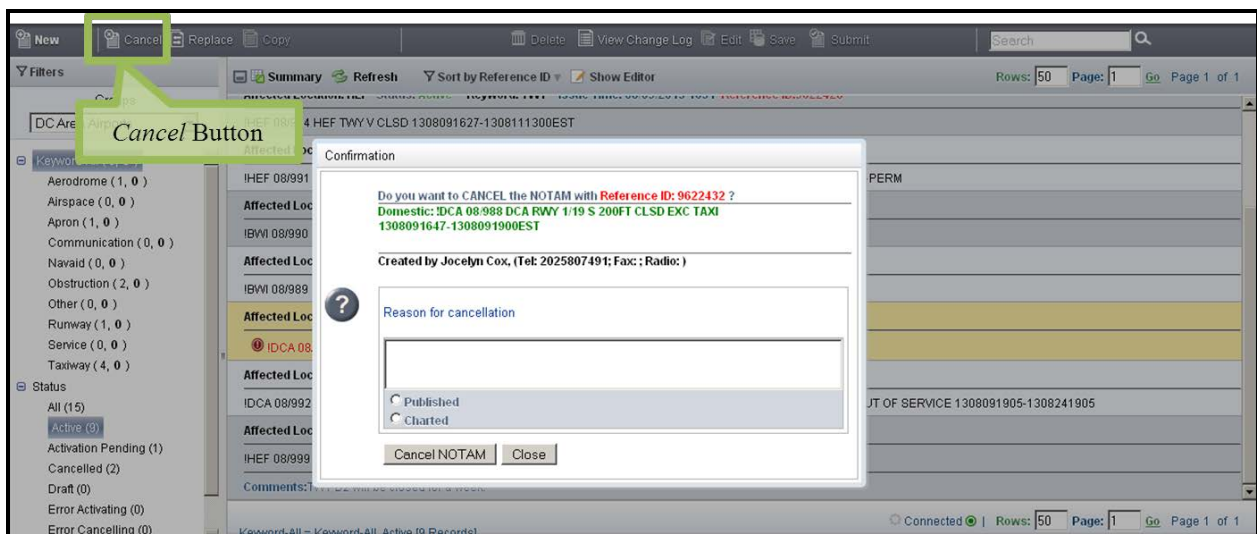


Figure 57: Cancel NOTAM Button and Confirmation Box

#### 4.2.8 Replace a NOTAM

The only NOTAMs that can be replaced are Active NOTAMs. Click an *Active* NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *Replace* on the *Action* toolbar to cancel an Active NOTAM and replace it with a revised NOTAM in a single step. This will bring up a confirmation box, which will ask you to confirm that you want to replace the NOTAM (see Figure 58 below). Click *Proceed with REPLACE* to replace the NOTAM. See Section 4.2.1 for a more detailed description of how to use the *NOTAM Editor* pane. Click *Close* to retain the existing active NOTAM, close the confirmation box, and return to the main screen.

Note that the original NOTAM will not be cancelled until the moment the replacement NOTAM is approved and activated. If the new NOTAM has an effective time of more than seven (7) days in the future, the original NOTAM will not be cancelled until that seven (7) day mark, when the new NOTAM is approved. Therefore, if the intention is to cancel the original NOTAM immediately, then use the *Cancel* function and then click *Copy* to enter the new NOTAM details.

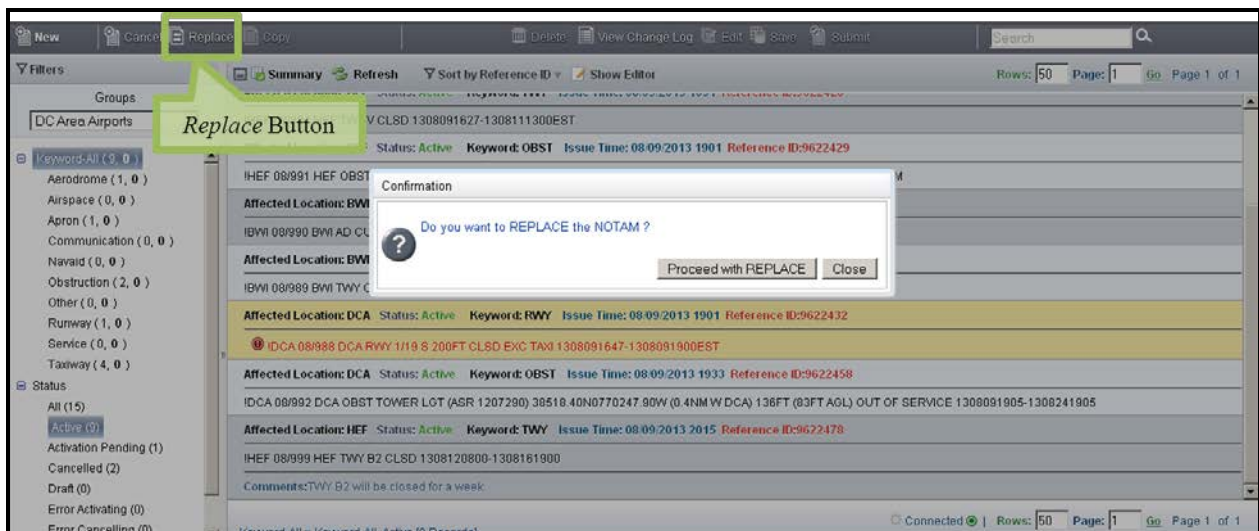


Figure 58: Replace Button and Confirmation Box

#### 4.2.9 Copy a NOTAM

The only NOTAMs that can be copied are Cancelled or Expired NOTAMs that are not ASR/ASN Obstruction NOTAMs. Click a Cancelled or Expired NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected (see Figure 59 below). Click *Copy* on the *Action* toolbar. This will bring up the *NOTAM Editor* pane, which will be initially populated with same data as the old NOTAM. The NOTAM can be edited except for the *Facility/Identifier* field. See Section 4.2.1 for a more detailed description of how to use the *NOTAM Editor* pane.

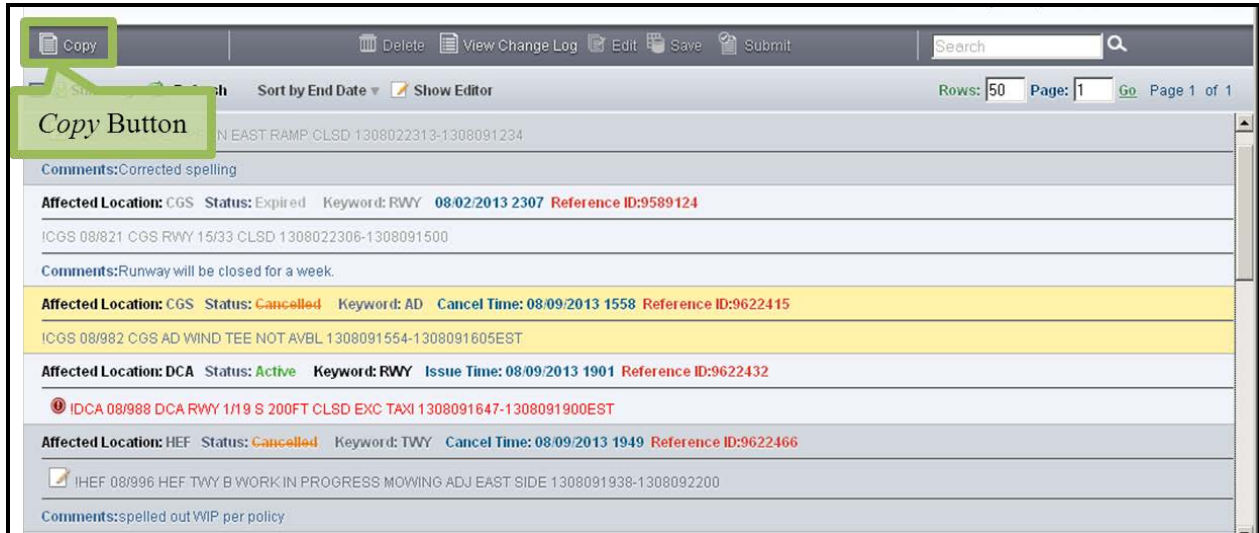


Figure 59: Copy Button and Confirmation Box

#### 4.2.10 Use the Change Log Viewer

The *Change Log Viewer* displays information about the lifecycle of a NOTAM, including the date each activity (e.g., initiated, submitted for review) was performed, the name of the person who performed the activity, the nature of the activity, and any comments associated with the NOTAM at that time (see Figure 60 below). Your *Phone Number* will appear next to your name. This also appears on the Flight Service Specialist Change Log, so the Specialist may call you if there is a question about a NOTAM. If your NOTAM is edited after a Flight Service Specialist has approved it, the original text will appear in the Comments field. You can also use the *Change Log Viewer* to add additional comments to the *Change Log*.

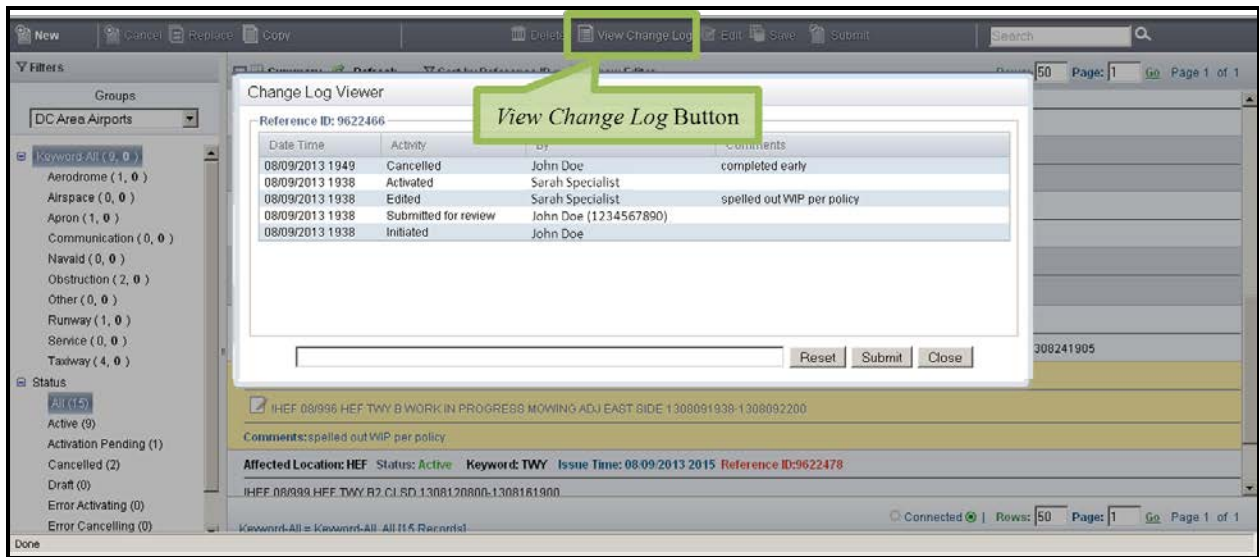


Figure 60: View Change Log Button and Change Log Viewer

Click a NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *View Change Log* on the *Action* toolbar to bring up the *Change Log Viewer*. Click *Close* to close the *Change Log Viewer* and return to the main screen.

Enter any comments you wish to add to the *Change Log Viewer* in the *Comment* data field, which is to the left of *Reset*. Click *Reset* to delete the contents of the *Comment* data field. Click *Submit* to bring up a confirmation pop-up (see Figure 61 below). Click *Yes* to add the comment to the *Change Log*. Click *No* to close the confirmation pop-up and return to the *Change Log Viewer*.

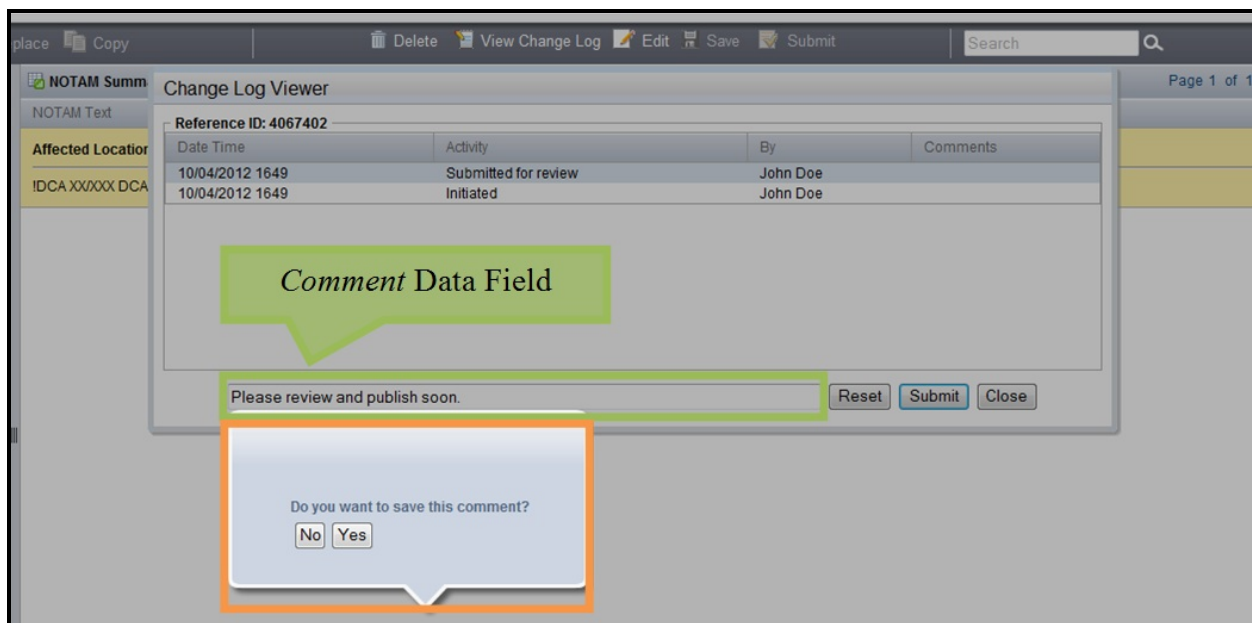


Figure 61: *Comment* Data Field and Confirmation Pop-up

You can use the View Change Log feature to view comments left by Specialists on your NOTAM. The Change Log Viewer will display the comments left by a specialist, if applicable, when a NOTAM is edited, coordinated with Air Traffic Control, and cancelled. If a Specialist replaces a NOTAM, the comments will indicate "NOTAM replaced with MM/XXX". You can then find the new NOTAM in your summary and view the comments, if applicable, associated with the replacement.

Additionally, if changes are made to your NOTAM after a Specialist has approved the NOTAM, the published text will be displayed in your NOTAM Summary and the original text will appear in the Comments field of the change log next to the action Edited by USNS, such as in Figure 62.

Change Log Viewer

Reference ID: 9622466

Date Time	Activity	By	Comments
08/09/2013 1949	Cancelled	John Doe	completed early
08/09/2013 1938	Activated	Sarah Specialist	
08/09/2013 1938	Edited	Sarah Specialist	spelled out WIP per policy
08/09/2013 1938	Submitted for review	John Doe (1234567890)	
08/09/2013 1938	Initiated	John Doe	

Reset Submit Close

IDCA 08/988 DCA RWY 119 S 200FT CLSD EXC TAXI T308091047-T308091900EST

Affected Location: HEF Status: **Cancelled** Keyword: TWY Cancel Time: 08/09/2013 1949 Reference ID:9622466

IHEF 08/996 HEF TWY B WORK IN PROGRESS MOWING ADJ EAST SIDE 1308091938-1308092200

Figure 62: Change Log Displaying NOTAM Comments

#### 4.2.11 Run an Archive Report

Click the *Archive Report* link in the *Administrative* toolbar to access the *Archive Report* page (see **Error! Reference source not found.** below). ENII will provide reports of archived NOTAMs based on the following criteria:

- *Group* (required field)
- Current *NOTAM Status* (required field)
- Start Date (UTC) Range
- End Date (UTC) Range
- Keyword

Blue text indicates the filter is optional and red text indicates the filter is required.

Referenc...	NOTAM No	Start Date...	End Date...	Cancellati...	Status	NOTAM Text	Keyword	Created By	Cancelled...	Comments	Group
10225651	07/104	07/08/2014...	07/23/2014...		Active	IDCA 07/104 DCA OBST TOWER LGT (AS...	OBST	Rebecca G...		test	global
10225652	07/011	07/09/2014...	07/17/2014...		Expired	ISAD 07/011 IAD COM TESTNG TESTNG T...	COM	Rebecca G...		test	global
10225702	07/026	07/11/2014...	07/18/2014...		Active	IACY 07/026 ACY COM TEST 140711200...	COM	Narmada S...		test	global
10225702	07/026	07/11/2014...	07/18/2014...		Active	IACY 07/026 ACY COM TEST 140711200...	COM	Narmada S...		test	ACY_JAD
10225703	07/021	07/10/2014...	07/23/2014...		Active	IACY 07/021 ACY (O) TEST 1407102012-...	(O)	Narmada S...			global
10225703	07/021	07/10/2014...	07/23/2014...		Active	IACY 07/021 ACY (O) TEST 1407102012-...	(O)	Narmada S...			ACY_JAD
10276205	07/140	07/17/2014...	08/01/2014...		Active	IDCA 07/140 DCA OBST TOWER LGT (2.0...	OBST	Narmada U...			Group_258
10276205	07/140	07/17/2014...	08/01/2014...		Active	IDCA 07/140 DCA OBST TOWER LGT (2.0...	OBST	Narmada U...			global
10276205	07/140	07/17/2014...	08/01/2014...		Active	IDCA 07/140 DCA OBST TOWER LGT (2.0...	OBST	Narmada U...			ACY_JAD
10276210	07/001	07/17/2014...	07/23/2014...		Active	ISDA 07/001 SDA AIRSPACE CLSD 14071...	AIRSPACE	Narmada U...			Group_258
10276210	07/001	07/17/2014...	07/23/2014...		Active	ISDA 07/001 SDA AIRSPACE CLSD 14071...	AIRSPACE	Narmada U...			global
10276210	07/001	07/17/2014...	07/23/2014...		Active	ISDA 07/001 SDA AIRSPACE CLSD 14071...	AIRSPACE	Narmada U...			ACY_JAD
10276212	07/141	07/17/2014...	07/23/2014...		Active	IDCA 07/141 ANP RWY 12/30 CLSD 1407...	RWY	Narmada U...			ACY_JAD
10276212	07/141	07/17/2014...	07/23/2014...		Active	IDCA 07/141 ANP RWY 12/30 CLSD 1407...	RWY	Narmada U...			Group_258

Figure 63: Archive Report

At a minimum, select the desired search parameters regarding *Group* and *NOTAM Status*. Click in the column called Filter Value next to the Filter Name column. To view the filter options, click on the calendar or the drop down icons to select the appropriate values for the filter, shown in Figure 64.

Filter Name	Filter Value
Date Range (Start)	
Date Range (End)	
Status	<input type="checkbox"/> Active <input type="checkbox"/> Cancelled <input type="checkbox"/> Expired
Group	
Keyword	

Figure 64: Archive Report Filters

If you elect to search for *Cancelled* or *Expired* NOTAMs, you must specify *Start Date (UTC)* and *End Date (UTC)*. These fields are optional when only *Active* NOTAM Status is selected. The *Active* NOTAM search will provide all currently active NOTAMs, filtered by the additional criteria selected. Selecting *Cancelled* or *Expired* NOTAMs indicates that the resulting NOTAMs are currently canceled or expired and had a start date that falls between the *Date Range (Start)* and *Date Range (End)* selected.

You can also filter your search by checking *Keywords*. By not selecting a subset of keywords, the report will return all keywords. Click *Run* to generate the *Archive Report*. Archive reports are generated in csv format. You will have the option to open the file and save it to a specified location on your local computer, see Figure 65.

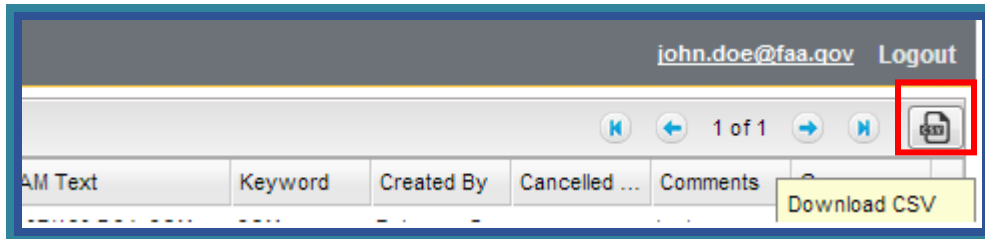


Figure 65: *Archive Report* CSV Download

The resulting report will provide a list of NOTAMs matching the search criteria, as well as the Reference ID, NOTAM Number, Start Date UTC, End Date UTC, Cancel Date UTC, Status, NOTAM Text, Keyword, Created By, Cancelled By, Comments and Group for each NOTAM.