

## **INSTRUCTIONS FOR THE NOTAM ENTRY SYSTEM**

**7/27/05**

The NOTAM ENTRY SYSTEM (NES) was created by the FAA in order to enable authorized users the opportunity to input Temporary Flight Restrictions (TFRs) using a web browser and a drop down menu which will create a draft TFR that is sent to the appropriate ARTCC and then to the US NOTAM office.

- The NOTAM Entry System (NES) is an FAA program designed by the US NOTAM Office to simplify and expedite the TFR request process.
- By requesting a "Certificate" from the US NOTAM office, registered users will be able to access a secured FAA website to enter a TFR request to their local ARTCC

### **GETTING A CERTIFICATE FROM THE FAA**

- 1) You must obtain and import a NES client certificate in your web browser in order to access the NOTAM Entry System.
- 2) Use Microsoft Explorer and go to <https://www.nescert.notams.faa.gov>
- 3) Phil Vigil from the US NOTAM office (703-904-4557) will assist you in completing the certificate request. You must specify the following:
  - a) Certificate Point of Contact (POC)
  - b) Phone Number
  - c) Address of facility
  - d) Job Title of POC
  - e) Branch – such as USFS NW
- 4) You will need to create a password that has 3 upper case, 3 lower case, 3 numbers and NO SPECIAL CHARACTERS. The FAA may indicate a different structure for your password.
- 5) When using your password, three failed attempts will result in being "locked" out and you will have to have the US NOTAM office reset your password.
- 6) Do NOT sign up for your certificate as either "Admin" or "FS Set Up" as it would require using that sign in for future use of the NES.

### **WHAT DOES NES DO?**

Once you have a certificate you may do the following:

- 1) Create a NOTAM draft
- 2) Preview a NOTAM draft
- 3) Print a NOTAM draft
- 4) Clear the information for a NOTAM Draft
- 5) Delete a NOTAM draft
- 6) Preview your TFR as a TFR graphical depiction on a sectional
- 7) Submit your NOTAM draft.

## REGISTERING USERS

You can register additional users:

- 1) By using a desk where the certificate is already loaded:
- 2) Go to the website via favorites or <https://nes.notams.faa.gov>
- 3) DO NOT SIGN ON
- 4) Click on the left hand side where it says Log In
- 5) Click on "Register User"
- 6) Enter your name or the name you wish to register.
- 7) Enter Initials to match the name to be registered.
- 8) To select a password – Follow FAA directions which is currently 2 Capital letters, 3 lower case letters and 3 numbers (NO SPECIAL CHARACTERS – despite what the website says – this is to "throw off" hackers)
- 9) After entering the information, click on register.
- 10) You will be given a message that you have to call the US NOTAM office at either the 1-888 number listed or you can use 1-703-904-4557. Ask for Mr. Phil Vigil and he will approve the names you have registered.

## IMPORTING THE CERTIFICATE TO AN ADDITIONAL COMPUTER

Once you have the certificate on a floppy disk, you may choose to set up a total of five computers within your center. Insert the floppy disk (or CD) that has the NES Certificate into the selected computer.

- 1) Click on Internet Explorer
- 2) Click on Tools
- 3) Click on Internet Options
- 4) Click on Content Tab
- 5) Click on Certificate Button
- 6) Click on Import Button
- 7) When prompted for the location of the certificate, click on the browse button and select the floppy disk drive ("A" usually)
- 8) Click next when prompted
- 9) When asked for a password – type in "nesadmin"
- 10) Keep clicking "next" until the certificate is imported.
- 11) Do NOT use FS Admin or FS Set Up when you import or load your certificate or you will have to continue using that profile.
- 12) Go to the NOTAM Entry System website at <https://www.nes.notams.faa.gov> and save it as a favorite.

## ENTERING A TFR REQUEST

- 1) Usually, the NOTAM Entry System will be under your favorites – if not go to <https://www.nes.notams.faa.gov>
- 2) Sign on with the initials assigned to your certificate and the password.
- 3) Note – Some users have noticed that you have to "sign on" twice
- 4) NOTE – you can NOT USE THE BACK Button when in the NES. You have to use the menu selections on the left hand side.
- 5) Select 91.137
- 6) Select 91.137 (a) 2
- 7) Enter Reason for TFR (i.e. Firefighting Aircraft Operations) or use drop down menu and select "fire fighting"

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- 8) Enter Name of Fire incident i.e. Grassy Knob Fire. Be sure to add the word "fire" to the Incident name as this will be published in the TFR NOTAM.
- 9) Select ARTCC that will process the TFR request. If you do not know the Center, you may go to the "Decode" selection on the menu and type in the 3 letter designator of the airport and the chart will indicate which ARTCC is involved.

## LOCATION

- 10) Select State where the incident is located (NOTE – this is not necessarily the state where the ARTCC is located – it is slightly misleading)
- 11) Type in the General Location where the incident is located. Use a landmark that pilots may be familiar with such as a local airport, city, town or mountain. NOTE – You must add the State to the General Location such as "Mt. St. Helens, WA." Be sure to put a comma after the city or location before you indicate the state.

## TIME RANGE

- 12) Indicate Time Range for TFR. Generally TFR's are Immediate and Until Further Notice. Click on "Get Time Range". Click on Step 2 and it will load "Immediately and Until Further Notice". Click on Step 3 to save the time range selection.

## CREATING A CIRCULAR TFR WITH A LATITUDE/LONGITUDE

- 13) Plotting a Circular TFR:
  - a) You may select either a circle or a polygon. (Note – only Presidential TFRs are allowed to create corridors)
  - b) Select the radius of the circle i.e. 5 NM
  - c) Enter the latitude and longitude of the Center point of the TFR circle. You MUST use the FAA US NOTAM Lat/Long format which is degrees minutes seconds with no punctuation. Use zero's if you do not have the seconds. You MUST add "N" or "W" to complete the lat/long. The FAA computer will not add the "N" or "W".
  - d) Use the "Find Nav Aid" and select the closest Nav Aid.
  - e) Do NOT use a TVOR or an NDB Nav Aid. NES will notify you if it is a TVOR (Airport VOR) or a NDB (Non Directional Beacon Code).
  - f) Click on "Save Circle".

## CREATING A CIRCULAR TFR FROM A NAV AID BEARING AND DISTANCE

- 14) 14) You may select creating a circular TFR with a NAV Aid if you do not have a latitude/longitude in degrees, minutes and seconds. Click on the grey highlighted area called "Define by Navigation Aid".
  - a) Enter the name of the Nav Aid (for example Missoula would be MSO)
  - b) Enter the radial (for example 030 degrees)
  - c) Enter the Distance (for example 24 Nautical miles)
  - d) NES will provide you with the appropriate latitude/longitude.
  - e) Click on the blue highlighted lat/long and it will populate the Description box for the NOTAM.

## ALTITUDE

Select Altitude – All Wildland fire TFR's must be MSL. The FAA will not convert for you.

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## **ADDITIONAL INFORMATION**

- 15) Type in the Agency in Charge and the 24 hour phone number for the NOTAM point of contact.  
Note – this will be the agency and phone number published in the NOTAM. For some areas, this is the GACC, in other regions, it is the local unit.
- 16) Type in the Air to Air Frequency.

## **AUTHORS COMMENTS FIELD**

- 17) This is where you enter additional information that is not part of the NOTAM text. When you send the draft to the US NOTAM office, the work number, author and author's branch are appended to the NOTAM text as comments but not published in the NOTAM.
  - a) Type in "For TFR Coordination please contact (your name) at the GACC/Dispatch Center at (your phone number). This will NOT be published in the NOTAM – it is internal information between you and the FAA.
  - b) Type in the Resource Order Number and the Request Number.
  - c) This is where you document what MTR segments or SUA's are impacted. For example "TFR will affect IR 346 Segments J-K. NOTE – this will NOT be published in the NOTAM – this is internal information between you and the FAA.
- 18) Do not put any comments under USNOF – this is reserved for the US NOTAM office.

## **CREATING A POLYGON TFR**

- 1) Under Affected Area, Select Polygon
- 2) Enter Latitude/Longitude of first point. You MUST use the FAA US NOTAM Lat/Long format which is degrees, minutes, seconds with no punctuation. You MUST add "N" or "W" to complete the lat/long. The FAA computer will not add the "N" or the "W". Click on Nav Aid and select closest Nav Aid that is not a TVOR or NDB.
- 3) The lat/long screen will then clear.
- 4) Enter Point Number 2 (repeat selecting the closest Nav Aid)
- 5) Enter Point Number 3 (repeat selecting the closest Nav Aid, etc as necessary).
- 6) Note – a 4 point polygon may require five entries but has been done with only 4 points.
- 7) You must click on "Save" first which will return you to the main screen.
- 8) Complete your TFR information (altitude, etc)
- 9) You can then preview your TFR draft and your TFR map.

NOTE – if you want to edit the polygon, be aware that any edits you make in the text block will not update or generate new nav/aid descriptions. If you need to edit – you must delete and reenter all points of the polygon.

## **REVIEW PROCEDURE**

- 1) Review your TFR Draft by selecting "Draft Preview"
- 2) Click on TFR map and preview the TFR.
- 3) You may opt to send the DRAFT TFR map to the TFR originator using either power point or a word document (Control P will usually print the picture. To save it, you can right click on the picture and save it as a .jpg picture.
- 4) This provides you documentation to attach to the resource order. You may also choose to fax or e-mail the TFR picture to the TFR originator (be sure to label it "DRAFT")
- 5) If you want to zoom into the sectional when looking at the TFR, select "zoom" and then click on the TFR map where you wish to zoom.

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- 6) Click on "Submit" when you have completed the form.
- 7) Your NOTAM draft will be assigned a work number when you enter the draft into the NES. The work number is the format of yy-nnnnnn. The work number is NOT the NOTAM number. The work number is only used internally by the FAA.
- 8) NOTE – Look for the NOTAM in the work list. If it has not been accepted and you submit it – you WILL LOSE it. You must read the messages (such as incorrect frequency) and fix the corrections before you submit it.
- 9) When you click on "Save" or "Preview" button, the NES will automatically validate the format of the data you entered. NES will display any errors that it finds and ask you to correct them. A draft containing errors will not be saved. A valid draft will be saved and assigned a work number.

## **PRINTING**

- 1) 1) You can only print a NOTAM draft from the Draft NOTAM preview page. Click on the Preview button. Click on the Print button.
- 2) 2) If you wish to mail a copy of the draft TFR map to your requester/originator you can select "Print Screen". Open a Word document and "paste" the map into the document. You can then e-mail or fax the preview map to the requester for verification or clarification of location. NOTE – be sure to label your map DRAFT!!!

## **SUBMITTING A NOTAM DRAFT TO THE ARTCC**

- 1) Once you submit a NOTAM draft to the ARTCC, you can no longer edit the draft. You need to be sure that you use the "Save as draft" button whenever you made modifications until you are sure you have made all the necessary changes. Once you submit a NOTAM draft, you can only view or delete the draft.
- 2) The ARTCC will designate who is the Flight Service Station Management Facility.
- 3) **REMEMBER – YOU MUST PLACE A PHONE CALL TO YOUR ARTCC and notify them that a TFR has been placed in the NES.**

## **ENCODE/DECODE AIRPORT FEATURES**

The NES provides the following functions to look up location information.

- 1) The NES provides the following functions to look up location information. You may encode a location or decode a location identifier.
- 2) Encoding a location: Click on Location Lookup – Encode link on the navigation bar on the left side of the screen. You may look up airports, navigation aids, weather stations and flight service stations. Browse alphabetically for the location you want to encode.
- 3) If you wish to decode a location identifier, click on location look-up Decode link on the navigation bar on the left side of the page. Type the domestic or International Civil Aviation Organization (ICAO) location ID in the Location ID field. Click on the find location
- 4) NOTE – you can not go in and out of Encode/Decode while you inputting a TFR draft. You will lose all data – so the best plan is to use Encode or Decode before or after inputting a TFR form.

Please feel free to call Julie Stewart , USFS National Airspace Program Manager (503-808-6728 or 503-780-0097) or Mr. Phil Vigil (FAA US NOTAM Office) 703-904-4557 if you have any questions. Thanks.

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