

NOTAM Task Force Charter

1 Introduction

1.1 Background

The Notices to Airmen (NOTAM) Task Force Charter is established to address stakeholder concerns with regard to the creation, issuance, replacement, and cancelation of NOTAMs. The prevalence of several Air Traffic Safety Action Program reports concerning the lack of effective coordination of NOTAMs from the originator to the end user has necessitated the Federal Aviation Administration (FAA) to identify this as an Air Traffic Organization (ATO) Top 5 program initiative. The NOTAM Task Force is a product of the Top 5 Safety Risk Management (SRM) / Corrective Action Plan (CAP) development panel charged with assessing the hazards associated with the Fiscal Year 2017 Top 5 hazard identified as, “Lack of, untimely, or inappropriate NOTAM in the system.”

1.2 Goal

The purpose of the NOTAM Task Force is to improve NOTAM policy, management, and training and to jointly address changes that will improve timely NOTAM coordination and dissemination (e.g., equipment/processing). The NOTAM Task Force will continue to convene as a committee beyond the delivery of the final gap analysis to address corrective actions using a phased approach by fiscal year.

1.3 Scope

The scope of the NOTAM Task Force is limited to concerns articulated during the ATO Top 5 SRM / CAP development panel. These concerns pertain to the following:

- 1.3.1. Items (a) through (d) of the final NOTAM Issuance/Cancelation CAP:
 - 1.3.1.1. Develop a draft charter and assemble NOTAM Task Force members,
 - 1.3.1.2. Hold initial meetings to review and finalize the draft charter,
 - 1.3.1.3. Perform a gap analysis to understand existing policy and training shortfalls and review recommendations from Top 5 CAP development Panel on additional work, and
 - 1.3.1.4. Deliver the final gap analysis report.
- 1.3.2. The five recommendations listed on the NOTAM Panel Recommendations to NOTAM Task Force document:
 - 1.3.2.1. Identify, coordinate, and expedite efforts underway to transition to the International Civil Aviation Organization NOTAM System.
 - 1.3.2.2. Identify an office or organization that could potentially provide oversight for NOTAM originators to:

- Determine and cancel NOTAMs for conditions no longer present in the National Airspace System (NAS),
 - Validate and verify information contained within NOTAM system, and
 - Coordinate incorporation of NOTAM information into permanent publications (e.g., decommissioned NDBs, permanent NOTAMs).
- 1.3.2.3. Identify information currently published via the NOTAM system that is not necessary for the safe operation of aircraft. House that information outside of the NOTAM system and allow users to access the information, as needed, or provide more specific guidance on what should be issued as a NOTAM by modifying the appropriate Advisory Circular.
- 1.3.2.4. Explore the feasibility of adding a requirement to FAA Order JO 8260.19, *Flight Procedures and Airspace*, to mandate a start time that is a minimum of one hour prior to the beginning of the activity (e.g., cranes) for FDC NOTAMs concerning Instrument Flight Procedures for all airports.
- 1.3.2.5. Reconcile policy gaps between FAA Order 6000.15, *General Maintenance Handbook for National Airspace System (NAS) Facilities*; FAA Order 7930.2, *Notices to Airmen (NOTAM)*; and FAA Order 7210.3, *Facility Operation and Administration*, on timeliness of reporting planned and unplanned equipment outages:
- Incorporate requirements of FAA Order JO 7930.2Q, Paragraph 5-3-7, NAVAID CONDITIONS, into the appropriate paragraphs in FAA Order 6000.15.
 - Incorporate requirements of FAA Order 6000.15, Chapter 3, Paragraphs 5a and 6, into appropriate paragraphs in FAA Order JO 7390.2.
 - Incorporate policy from both orders into FAA Order JO 7210.3.

Note: NOTAM prioritization, filtering, and training unrelated to NOTAMs are considered outside the scope of the NOTAM Task Force.

1.4 Business Impact

The estimated financial and/or operational benefits of the NOTAM Task Force include:

- 1.4.1. Improving the effectiveness and efficiency of the NOTAM system from originator to end-user by:
- 1.4.1.1. Reducing operational impacts (e.g., reducing emissions, fuel, and environmental costs by reducing instances of go-arounds, missed approaches, etc.) through ensuring accuracy of NOTAMs in the system.
 - 1.4.1.2. Reducing workload for operational personnel/NAS users who must read and consider the impact of all pertinent NOTAMs.

- 1.4.1.3. Aligning system user expectations.
- 1.4.1.4. Increasing and enhancing safety through improving airport operators' knowledge of NOTAM processing and system user impact.
- 1.4.2. Increasing knowledge of the work flow related to a NOTAM, thus ensuring more realistic expectations. This will be accomplished by:
 - 1.4.2.1. Training NAS users to improve standardization and ensure originators are fully aware of their responsibilities (e.g., to request changes in publications for “permanent” {PERM} NOTAMs, etc.).
 - 1.4.2.2. Improving understanding of NOTAM policy expectations to facilitate the appropriate use of PERM, “estimated” (EST), and “With Effect From” (WEF).
- 1.4.3. Improving origination, processing, and distribution of NOTAMs to system users. This will be accomplished by:
 - 1.4.3.1. Increasing stakeholder education on NOTAM types and usage (e.g., how airport movement area closures affect air traffic facilities providing approach control to that airport).
 - 1.4.3.2. Increasing stakeholder awareness of updated (improved/enhanced) tools available (i.e., NOTAM Search and NOTAM Manager).

2 Task Force Team

Executive Champion		Executive Sponsors		Project Sponsor		Chairmen	
Teri L. Bristol Chief Operating Officer ATO (AJO-0)		Michael C. Artist Vice President System Operations Services (AJR-0) Glen A. Martin Vice President Air Traffic Services (AJT-0)		Steve Villanueva Director Flight Service (AJR-B) Tony Mello Director Operations- Headquarters (AJT-2)		Lynette McSpadden (Jamison) (AJR-B11) Philip Russ (AJI-15)	
Subject Matter Experts							
Alaska Flight Service		National Transportation Safety Board					
US Army Aeronautical Services Agency		National Weather Service					
Stakeholders (CAP Personnel)							
Flight Services, AJR-B		Air Traffic Systems, AJM-2					
Safety Services Group, AJI-15		Enterprise Services, AJM-3					
Operations Support, AJW-1		National Air Traffic Controllers Association (NATCA) –					
Operations Headquarters, AJT-22		ATCT/ARTCC/FSS/USNOF					
Airspace Services, AJV-1		Professional Airway System Specialists (PASS)					
Aeronautical Information Services, AJV-5		National Association of Government Employees (NAGE)					
Air Traffic Procedures, AJV-8		US NOTAM Office (USNOF)					
Runway Safety Group, AJI-14		Air Line Pilots Association (ALPA)					
Technical Training, AJI-2		Department of Defense (DoD)					
Safety and Operations Division, AAS-300		Airline Dispatch Federation (ADF)					
Flight Technologies and Procedures Division, AFS-400		American Association of Airport Executives (AAAE)					
National Business Aviation Association (NBAA)		Airports Council International –North America (ACI-NA)					
ERIDS Adaptation Manager		Airlines for America (A4A)					
Aircraft Owners and Pilots Association (AOPA)							

3 Responsibilities

3.1 Sponsor (Executive and Project) Responsibilities

- 3.1.1. Approve the NOTAM Task Force Charter.
- 3.1.2. Provide guidance/direction to the NOTAM Task Force.
- 3.1.3. Review and approve corrective actions, implementation plans, and reports.

3.2 NOTAM Task Force Responsibilities

- 3.2.1. Fulfill administrative responsibilities.
- 3.2.2. Provide a semi-annual report of activities regarding recommended revisions.
- 3.2.3. Provide internal NOTAM Task Force briefings on the project on an as-needed basis.
- 3.2.4. Coordinate with stakeholders to capture their operational priorities and determine applicable courses of action.

3.3 Supporting Organization (Team) Responsibilities

- 3.3.1. Provide resources throughout lifecycle of the NOTAM Task Force.
- 3.3.2. Select organizational representation for the NOTAM Task Force. To ensure continuity, each organization is encouraged to appoint a primary and alternate NOTAM Task Force representative.
- 3.3.3. Coordinate with respective organizations to obtain the current status of initiatives (e.g., Notice to Airmen Publication, SRM panel, PERM NOTAMs to National Flight Data Center {NFDC}) affecting the issuance and cancelation of NOTAMs.

Note: External technical experts may be invited by the Task Force to participate, as needed, to ensure the successful accomplishment of objectives.

4 Schedule and Milestones

4.1 Period of Performance

The NOTAM Task Force is charged with improving NOTAM policy, management, and training and jointly addressing changes that will improve timely NOTAM coordination and dissemination. In addition to performing a gap analysis to understand existing policy and training shortfalls, the NOTAM Task Force is charged with reviewing several recommendations from the Top 5 CAP development panel.

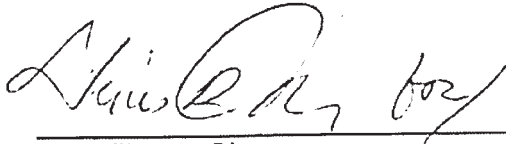
- 4.1.1. The NOTAM Task Force will convene weekly during the month of May 2017 (Tuesdays from 12:00–2:00 PM). Subsequent meetings will be scheduled, as needed, by the Task Force.
- 4.1.2. Ad hoc groups may be required to fulfill the gap analysis requirement.

4.2 Initial Deliverables to Project Sponsor

Deliverable	Due Date
Finalized NOTAM Task Force Charter	July 31, 2017
NOTAM Task Force Timeline	July 31, 2017
Recommendations for Corrective Action	July 31, 2017


5. Project Commitment/Approval

Signatures below denote commitment/approval to proceed with project as described in this Charter.



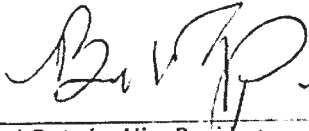
Steve Villanueva, Director
Flight Service, AJR-B

16-JUN-17
Date



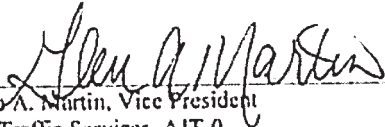
Tony Mello, Director
Operations-Headquarters, AJT-2

6/9/17
Date



Michael C. Artist, Vice President
System Operations Services, AJR-0

6/23/17
Date



Glen A. Martin, Vice President
Air Traffic Services, AJT-0

6/13/17
Date



Teri L. Bristol, Chief Operating Officer
Air Traffic Organization AJO-0

7/5/17
Date