

**NOTAM ENTRY SYSTEM HANDBOOK (10/29/09)**  
**Accompanied by NES PowerPoint presentation**  
(Revising the 7/27/05 directions)

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.
- A certificate is considered a “passport” to a secured website that allows you entry from your government computer. You may not use the NOTAM Entry System from your personal computer at home.

**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 request as a TFR graphical depiction on a sectional
- 7) Preview your TFR request in a NOTAM format
- 8) Submit your NOTAM draft

**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 to go <https://www.nescert.notams.faa.gov>
- 3) The US NOTAM office 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 requesting facility
  - d. Job Title of POC
  - e. Branch name – such as USFS NW
- 4) You will need to create a “complex” password. Previous instructions from the FAA indicated no “special characters” but recent passwords have been accepted with special characters.
- 5) When using your password, three failed attempts will result in being “locked” out and you will have to ask the US NOTAM office to reset your password.
- 6) Do NOT sign up for your certificate as either “Admin” or “FS Set up” as it would require using the “Admin” or “FS Set Up” sign in for future use of the NES.

## **IMPORTING THE CERTIFICATE TO AN ADDITIONAL COMPUTER**

Once you have the certificate on a CD, you may choose to set up a total of five computers within your center. Insert the disk that has your 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 CD disk drive.
- 8) Click next when prompted
- 9) When asked for a password – type in nesadmin or the password associated with the user name.
- 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://nes.notams.faa.gov> and save it as a favorite.

## **REGISTERING ADDITIONAL OR NEW USERS**

- 1) Use a computer where the certificate is already loaded
- 2) Go the NES website <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 to create a complex password.
- 9) After entering the information, click on register
- 10) You will be given a message that you need to call the US NOTAM office at 703-904-4557. Ask the FAA employee who answers if they could activate your

- password. You will need the exact initials of the people you are registering and your NES Unit name (aka Branch name) such as BLM-WMC, USFS NW, etc.
- 11) The FAA will then activate your new users – it is quick process.

## ENTERING A TFR REQUEST

- 1) Usually, the NOTAM Entry System will be listed in your internet favorites – if not, go to <https://www.notams.faa.gov>.
- 2) Sign on with the initials you registered to your certificate and your password.
- 3) Nothing usually happens after the first sign in, Click on “Log In” a second time.
- 4) Log in a second time with your initials and password.
- 5) Note – you can NOT USE the “BACK” button when you are in NES. You have to use the menu selections on the left hand side.
- 6) Click on “91.137 form” from the left side of the selections
- 7) Choice 91.137 (a) 1 TFR is the NES default.
  - a. Fire TFRs are 91.137 (a) 2.
  - b. You must select 91.137 (a) 2 to complete a fire TFR.
- 8) Choose the highlighted “select” option to input the reason for the TFR.
  - a. A drop down menu appears.
  - b. Choose “Firefighting”. (This choice will generate the box for entering the Fire/Incident name.)
  - c. Click on “Reason for the TFR” – the words “Firefighting” will populate the reason block.
  - d. Add the words “Aircraft Operation” after “firefighting” so that the reason reads as follows; “Firefighting Aircraft Operations”.
- 9) Enter name of the Fire/Incident i.e. **“The Grassy Knob Fire Aircraft Desk”**.
  - a. Be sure to add the word “fire” to the incident name as this will be published in the TFR NOTAM. (NOTE – Pilots may not know what an “incident” is but they do know what a “fire” is).
  - b. **To make the NOTAM coherent, add the words “Aircraft Desk” after the name of the fire so pilots know who they are calling.**
- 10) Select the ARTCC that will process the TFR request.
  - a. If you do not know the Center’s 3 letter designator, use the drop down menu.
- 11) Easy tip – If you do not know which Center is involved and you have an airport name, click on “Decode” on the left hand side, type in the 3 letter designator of the airport and the chart will indicate which ARTCC is involved. Use the FAA’s abbreviations –do not free style or create your own abbreviations as they will not work.
- 12) If you are still in question which ARTCC is involved – input the entire TFR until you have a previewed graphic.
  - a. Once you have the graphic – zoom out until you see the ARTCC boundary lines.
  - b. At this point, you can determine which ARTCC the TFR is located in.
  - c. Return to the ARTCC selection point and input the appropriate ARTCC.

## LOCATION

- 1) Select the State where the incident is located. NOTE – this is DECEPTIVE as the box follows the ARTCC – so the human inclination is to type in the state where the ARTCC is located – for example – ZSE (Seattle) and then WA for Washington. This won't work if the incident/fire is actually in Oregon.
- 2) Type in the General Location where the incident is located.
  - a. Topo USA can give you an exact measurement in Nautical Miles for example 17 NM NW of Redding, CA.
  - b. Use a landmark that pilots may be familiar with such as a local airport, city, town or mountain.
  - c. NOTE – you MUST add the State to the General Location such as “Mt St Helens, WA or Steamboat, OR.
  - d. Be SURE to add the comma. This enables the shape files to map the TFR.

## TIME RANGE

- 1) To indicate Time Range for a 24 hour TFR.
- 2) Click on “Time Ranges”
- 3) Click on “Get Time Range”
- 4) Click on Step 2 and it will populate the time range box with the words “Immediately and Until Further Notice”
- 5) Click on Step 3 “Save new time range”
- 6) Click on Exit.

## HOW TO CREATE TFRs with SPECIFIC HOURS

The FAA recently gave us permission to request “daylight” hours TFRs however **we may NOT use words such as “daylight”, “sunrise” or “Sunset” in the NOTAM.** Instead, we must request hours of operation to be **specific.**

- 1) Follow Steps one through 6 as listed above in Time Range.
- 2) After Exiting the “The Time Range” Box
- 3) Click after the words “Effective Immediately and Until Further Notice”
- 4) Type in the hours of operation using BOTH UTC and LOCAL time.
- 5) For example:
  - a. “Effective immediately Until Further Notice 1300-0400 UTC DLY (0600 – 2100 L)”
  - b. Which means “1300-0400 Greenwich Mean Time Daily or 0600 – 2100 Local”
  - c. Another example:
  - d. “Effective immediately Until Further Notice 1200 – 0430 UTC DLY (0600-2100 L)

## CREATING A CIRCULAR TFR WITH A LATITUDE/LONGITUDE

1. You may select either a circle or a polygon. (Note- only Presidential TFRs are authorized to create “corridors” for motorcades.)
2. Enter the radius of the circle i.e. 5 NM
3. Enter the latitude and longitude of the Center point of the TFR circle. You MUST use the FAA US NOTAM latitude/longitude format which is degrees, minutes, seconds with no punctuation. Use zero's if you do not have seconds.

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For revisions or questions – please contact Julie Stewart at 503-808-6728 or [Julie\\_stewart@blm.gov](mailto:Julie_stewart@blm.gov)

4. You MUST add an “N” at the end of the latitude and a “W” at the end of the longitude. The FAA computer will NOT add the “N” or “W”.
5. After entering the Latitude/longitude – click on “find the nearest navigation aid
6. Click on the nearest Navigation Aid
7. Do NOT use a TVOR or a NDB Navigation Aid. NES will notify you if it is a TVOR (Airport VOR) or an NDB (Non Directional Beacon Code).
8. Click on “Save Circle”

**(Alternate method)**

**CREATING A CIRCULAR TFR FROM A NAVIGATIONAL AID BEARING AND DISTANCE**

You may select “creating a circular TFR with a NAV Aid” if you do not have a latitude/longitude in degrees, minutes, seconds. Click on the grey highlighted area called “Define by Navigation Aid”

1. Enter the name of the Nav Aid (For example Missoula would be MSO)
2. Enter the radial (for example 030 degrees)
3. Enter the Distance (for example 24 Nautical Miles)
4. Click on “Find Latitude/Longitude”.
5. Click on the blue highlighted latitude/longitude that is the closest NAVAid and it will populate the Description box for the NOTAM.
6. Do not use TVORs or NDB VORs (they will be noted)
7. At this point you may view your graphic and save the circle.

**CREATING A POLYGON TFR**

1. Under affected area, select Polygon
2. Enter Latitude/Longitude of the first point. You must use the FAA US NOTAM Latitude/Longitude format which is degrees, minutes, seconds with no punctuation. Remember to add “N” and “W” to complete the latitude/longitude.
3. Latitudes and Longitudes must be entered in a clockwise direction.
4. Click on the Nav/Aid and select the closet Nav/Aid that is not a TVOR or NDB.
5. The lat/long screen will then clear.
6. Enter Point Number 2 (repeating selecting the same Nav Aid).
7. Enter Point Number 3 (repeat selecting the same Nav Aid, etc as necessary).
8. Before you click on “SAVE”, preview your polygon by clicking on View graphics.
9. If the polygon graphics are OK, Click on “Save” which will return you to the main screen.
10. Complete your TFR information (altitude, etc)
11. NOTE – if your polygon turns into a “bow-tie” or an “x” shape – you must reconfigure your latitude longitudes into a clockwise order. Do NOT expect or ask the FAA to make the changes for you.
12. NOTE – a polygon can be three, four or more points. Enter points as needed.

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.

## **ALTITUDE**

1. Select Altitude - All Wildland fire TFR's must be MSL.
2. The FAA will not convert AGL to MSL so you must input the altitude for the ceiling of the TFR into MSL.

## **AGENCY IN CHARGE**

1. Type in the Agency in Charge.
2. Do NOT use 3 or 4 letter codes.
3. Be Specific! This is how a pilot requesting permission to enter the TFR (Life Flight, Law Enforcement, and Media) will locate you – so leave them a trail of how to reach you.
4. For example: This is not specific: “US Forest Service” or “PSICC”
5. This is better: “Puget Sound Interagency Communication Center Aircraft Desk”

## **24 HOUR PHONE NUMBER**

1. You must publish a 24 hour contact number for the TFR unless it is effective during specific hours.
2. Use hyphens nnn-xxx-xxxx.
3. Do not use 1-800 phone numbers.

## **FREQUENCY**

1. Type in the Air To Air Frequency.
2. You may choose to use your Initial Attack Frequency and later replace the frequency with an acquired air to air frequency assigned to the incident.
3. Keep the frequencies current in the NOTAM.
4. If you replace the frequency, you must cancel the TFR and repeat the above process to request and issue a new TFR.
5. Do not use a frequency above 136.000 as there are older general aviation radios that can not access frequencies higher than 136.00.

## **AUTHORS COMMENT FIELD**

This is where you enter additional information that is not part of the NOTAM text. It will not be published. 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 are not published in the NOTAM. Consider this “text messages” between yourself and the FAA.

- 1) Type in “For TFR coordination, please contact (your name) at (GACC name/Dispatch name) at xxx-xxx-xxxx (your phone number).
- 2) You may also choose to type in the Resource order number and request number for tracking purposes.
- 3) This is where you document impacted Military Training Routes (MTRs) and Special Use Airspace (MOA's, Restricted Areas, Alert Areas, Warning Area's, etc). For example

- a. TFR will impact IR 346, Segments J- K. (Note – this info is not published in the NOTAM but assists the FAA in their vetting process.
- 4) Do not put any comments under USNOF – this is reserved for the US NOTAM office.

### **ADDING TEXT TO THE NOTAM (Complex TFR)**

Sometimes you have to add additional information in the body of the TFR NOTAM. This is possible through the following steps.

- a) Complete the entire TFR process as described above.
- b) Go to Preview. Highlight and copy the NOTAM text.
- c) From the left hand menu, click on “Draft NOTAM”
- d) Paste the NOTAM text into the Draft NOTAM box. You may delete the first line template “FDC NOTAM number” as it will be in the NOTAM text.
- e) Now that you have the entire NOTAM in the text box, you may add additional information regarding the TFR such as “The Sanderson Airport is not closed” or specific squawk information or directions for hurricane entry to TFRs, etc.
- f) There is no need for you to copy or enter the author’s notes as it will be entered when you submit.
- g) Submit as usual and call the ARTCC and notify of the additional language.

### **PREVIEW PROCEDURE**

1. Review your TFR Draft by selecting “Draft Preview”.
2. Click on TFR map and preview the TFR graphic.
3. You may opt to send the DRAFT TFR map to the unit who requested the TFR either by using 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.) Be sure to label it DRAFT.
4. This provides you documentation to attach to the TFR request form (and/or Resource Order).
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.
6. What are the blue/purple/red circles? There are two different circles (one for the latitude/longitude and one for the bearing/distance). The graphic calculates the difference between the two. There is generally no reason to change the calculation to 100% as the FAA accepts the NES difference as nominal.
  - 1) Click on Save when you have completed the form.
  - 2) Click on Submit to submit the request to the associated ARTCC.
  - 3) Your NOTAM draft will be assigned a work number when you enter the draft into the NES. The work number is in the format of yy-nnnn. The work number is NOT the NOTAM number. The work number is only used internally by the FAA.
  - 4) NOTE – Look for the NOTAM in the work list. If it has not been accepted and you submit it – you will LOSE it.

## **ERROR MESSAGES**

1. This is the point where you read the error messages before submitting. This is where you will see a RED ERROR message across the top of the screen.
2. Many versions of NES do not allow you to put in the fire/incident name UNTIL you get the error message. At this point, you can type in the fire/incident name.
3. When you click on “Save” or “Preview” button, the NES will automatically validate the format of the data you have entered.
4. NES will display any errors that it finds and ask you to correct them.
5. A draft containing errors will not be saved.
6. A valid draft will be saved and assigned a work number.

## **PRINTING**

- 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) If you wish to mail a copy of the draft TFR to your requestor/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.
- 2) Once you submit a NOTAM draft you can only view or delete the draft.
- 3) The ARTCC will designate who is the FAA Coordinating Facility. When you look at your draft TFR, it will be “TBA” (To Be Announced) which is the template that you do not have and the FAA ARTCC has. They will populate the block with their name and phone number as the FAA Coordination Facility.
- 4) Finally – Place a phone call to your ARTCC and tell them you have submitted a TFR. You MUST call the ARTCC. You may have to give them the internal NES Work number.

## **WORK LISTS**

- a) Once your TFR has been submitted, it will appear on the work list.
- b) Click on work lists from the selection menu on the left hand side.
- c) The following will happen.
- d) When the ARTCC “Picks up” your TFR request, the work list will reflect this by adding the initials after the NOTAM number.
- e) After a preliminary review, the ARTCC will forward the TFR request to the US NOTAM office and the TFR will drop down to the next line.
- f) While the US NOTAM office is reviewing the TFR request, it will show the initials of the reviewer.

- g) When the TFR requests drops completely from view in the work list, it is now available to print from DINS (DOD Internet NOTAM System).

#### **IF YOUR ASSIGNED NES CERTIFICATE HAS EXPIRED:**

- 1) Go to <https://www.nescert.notams.faa.gov>
- 2) Click on Request Manager (on the left hand side of the screen)
- 3) Type in EXACTLY your existing Branch Name for example FS-UT or BLM-ELY)
- 4) Type in your Office name (from the Spread Sheet), your city and State
- 5) Follow instructions given on your computer (select "Microsoft encryption etc...")
- 6) Write down the "Request number" after hitting the submit button)
- 7) Click Submit and call the US NOTAM office at 703-903-4557
- 8) BE PREPARED and have your BRANCH NAME and Office name exactly as you typed it in.
- 9) The Office may be busy so you might have to call back repeatedly until someone can walk you through the process.
- 10) Block off some time for this next step - once you have established contact with the US NOTAM desk, you will be importing a certificate and downloading it onto your computer.
- 11) If you do NOT know what you are doing - it might be beneficial to have a computer type person with you while you are doing this.
- 12) Go back to the "Install Page" and enter the "request" number you previously wrote down and hit the submit button again. This will bring up a window that says "approved or complete".
- 13) Next is to click on the number after the "Issued Certificate:" and a new page will open up.
- 14) Scroll down to the bottom and then click on the "Import Certificate" button and the import wizard will open from here.
- 15) Add it to your "personal" folder...
- 16) Now you should be finished.

#### **IF YOUR ASSIGNED PASSWORD HAS EXPIRED**

- 1) Call the FAA US NOTAM office at 703-904-4557.
- 2) Be Prepared and have the name of your Certificate (for example, USFS-MYL)
- 3) Ask the FAA to reset your password.
- 4) Once you get your password, go to the NES website.
- 5) Login with your password and proceed to change it.
- 6) You may have to call the FAA back and have them reapprove you as a user with your new password.

#### **WHAT IF YOU HAVE LOGGED ON INCORRECTLY THREE TIMES AND YOU ARE LOCKED OUT:**

- 1) Call the FAA US NOTAM office at 703-904-4557
- 2) Have the name of your branch certificate (for example USFS – NWC)
- 3) Ask them to reset your password.

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- 4) Log onto NES with your temporary password.
- 5) Create your new password and proceed to change it.
- 6) Once changed, you may have to contact the FAA and have them approve you as a user.

### **Acquiring your TFR from the FAA's NOTAM Website**

- a) Go to <https://www.notams.faa.gov> or <https://www.notams.jsc.mil>
- b) (Note – the websites are “mirrored” and are the same)
- c) The website is located at the US NOTAM office
- d) The website published both the text and graphics simultaneously when the NOTAM is issued.
- e) In the center of options, click on grey bar called “ARTCC TFRs” in which you are seeking TFRs:
- f) You will now receive a listing of all current TFRs in the nation as issued by the US NOTAM office.
- g) From the location line – click on the ARTCC in which you want to review TFRs

### **ARTCC ABBREVIATIONS**

KZSE – Seattle	KZMP – Minneapolis
KZOA – Oakland	KZOB – Cleveland
KZLC – Salt Lake City	KZTL - Atlanta
KZLA – Los Angeles	PAZA – Anchorage
KZAB – Albuquerque	PHZH – Honolulu
KZAU – Chicago	TJJS – Puerto Rico
KZBW - Boston	KZKC – Kansas City
KZDC – Washington DC	KZNY – New York
KZDV – Denver	KZID – Indianapolis
KZFW – Dallas Ft Worth	KZHU – Houston
KZJX – Jacksonville	KZMA – Miami
KZME – Memphis	

- a) The cursor will be moved to the chosen ARTCC.
- b) As you read the ARTCC's TFRs, you can click on the left hand box to select the TFRs.
- c) After selecting the TFR's you are interested in, scroll down to the bottom of the page and
- d) Click on display Selected TFRs.
- e) The list will then be truncated to only the TFRs you have selected.
- f) Next, click on “map it”. This will bring up the US NOTAM office TFR graphic.
- g) You can then choose to zoom in, zoom out, etc.

**Questions??**

**For further assistance, contact USFS National Airspace  
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