Defense Internet NOTAM Service (DINS)
CCR Application User Training Manual

Version 2.1

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Revision History

CR#	Document Version #	Approval Date	Modified By	Section, Page(s)and Text Revised
DINS PR 480	1	CR approval on 10/17/2005	Dave Belko	Original.
DINS PR 559	1.1	03/31/2006	J. Francis	Section 2.3 How to Create a NOTAM Added insert of header text to E field for F, V and W series NOTAMs, and refresh of create NOTAM page when series is changed.
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CQ 6441	1.4	3/15/2009	D Belko	Section 2.3 How to Create a NOTAM: Field C modified.
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CQ 7119	2.1	2/04/2010	C. Nori	Updated DINS Certificate Server Access views with new screens and documentation.

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1. DINS System Functionality

In order to Create, Cancel or Replace military NOTAMs using the U.S. Defense Internet NOTAM Service (DINS), users must first install either a Microsoft IE or Firefox browser, establish a user account and password with the DoD NOTAM Office and request/install a digital certificate.

1.1 Preferred Web Browsers

The approved browser versions are either Microsoft IE 6.x or 7.x, or Firefox 3.x or above.

1.2 Establish a User Account and Password

First time users must contact the DoD NOTAM Office to establish a User ID and password to access the DINS CCR site prior to requesting a certificate. Airfield Managers or a designated representative will ensure the security of the assigned User ID and password. This User ID and password is required to log onto the DINS to create, cancel and replace NOTAMs. Contact the DoD NOTAM Office to change the password whenever the password is compromised, when there is a change in personnel, and/or after repeatedly having a backup unit input NOTAMs as backup for the primary facility. Although NOTAM inputs are traceable, changing the password prevents unauthorized use of the DINS CCR web site. The DoD NOTAM Office cannot look up users passwords if forgotten; they can however issue a new password. For security purposes, the DoD NOTAM staff follows a strict password policy when issuing a password. All passwords will be 8 or more characters.

1.3 Request and Install a DINS Certificate

All CCR users (authorized to create, cancel and replace NOTAMs for air facilities) must acquire a DINS certificate approved by the Military NOTAM specialists. These certificates expire one year from the approval date and must be installed 48hrs upon receiving the approval e-mail. The certificate server Uniform Resource Locator (URL) is https://dinscert.notams.jcs.mil. Users can find instruction listed in paragraph 1.4. or on the Certificate Server page. If you have problems. contact a DoD NOTAM specialist for more information. Note: The DoD NOTAM Office recommends users request multiple certificates for their location; staggering certificate effective dates will ensure NOTAM transmission capability is not interrupted due to certificate expiration.

1.4 DINS Certificate Server

To request a DINS certificate start one of the preferred browsers mentioned in section 1.1. and go to the DINS certificate server at https://dinscert.notams.jcs.mil. Note: When your certificate is approved, you must install the certificate using the same PC and browser used to request the certificate.

Figure 1-1 Certificate System Services Page

- Click on the "Request Certificate (User)" link.

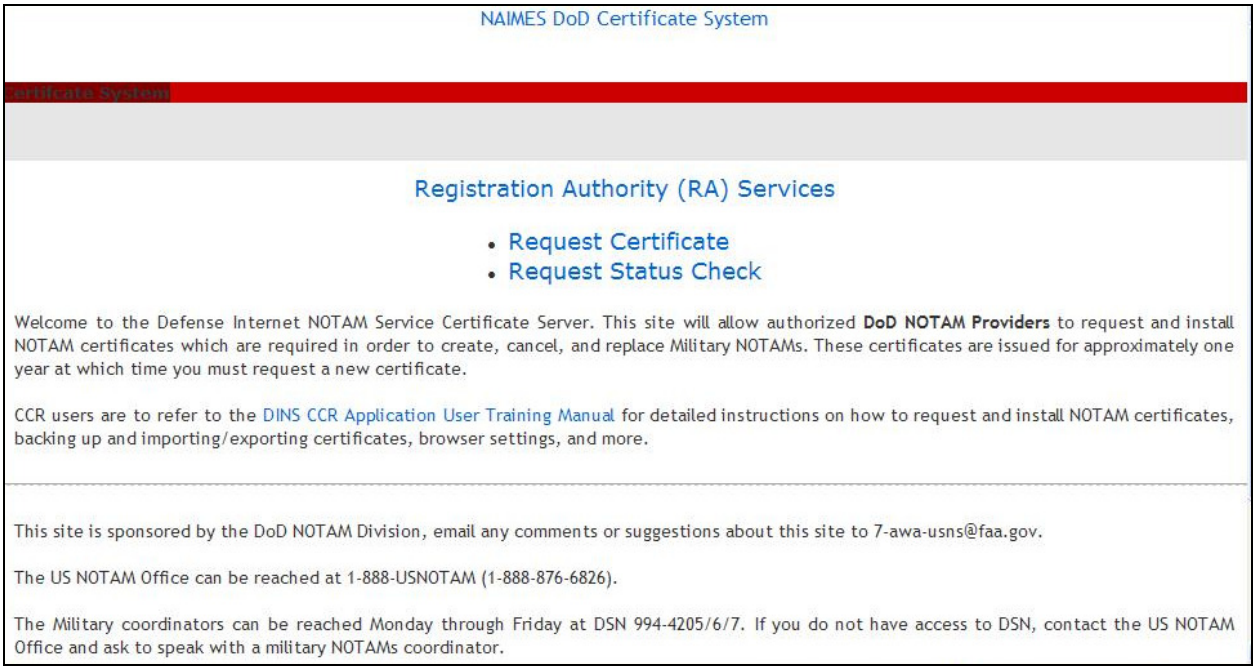

Figure 1-2 Registration Authority (RA) Services

- Click on the “Request Certificate” link.
- Click on the “Request Status Check” link to retrieve a certificate after a request has been approved.

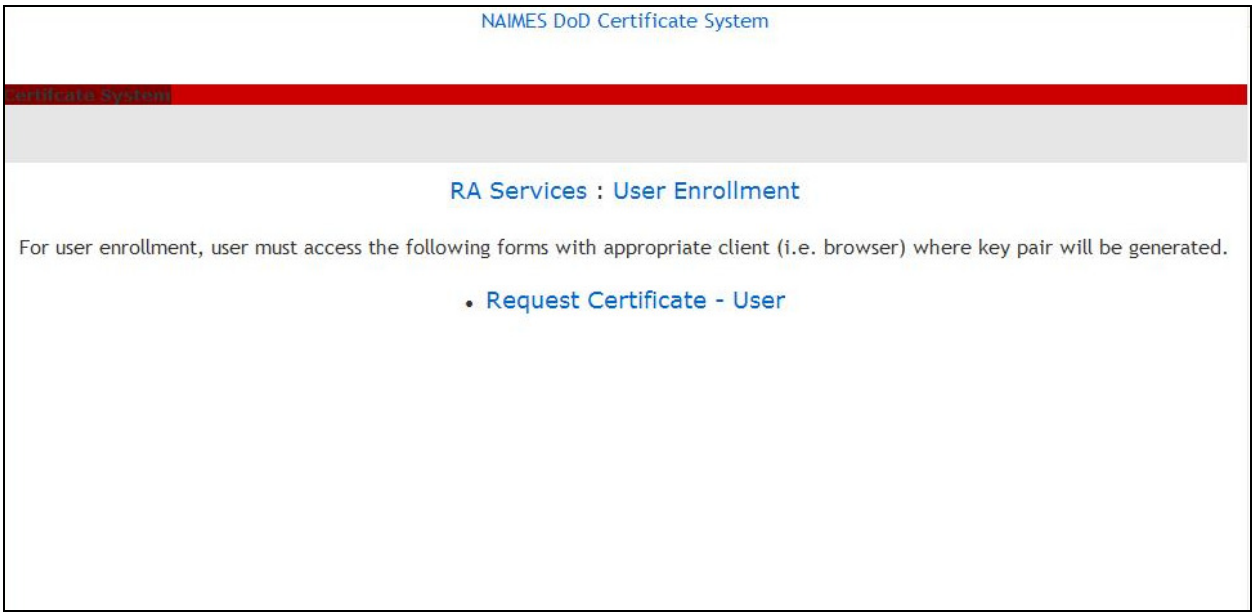

Figure 1-3 RA Services: User Enrollment

- Click on the "Request Certificate – User" link.

NOTE: In the future this page will have an additional link that allows a user to request "renewal" of an existing certificate.

- Complete ”all” fields on the form (see below) and click “Submit” at the end of the form to create a certificate request.

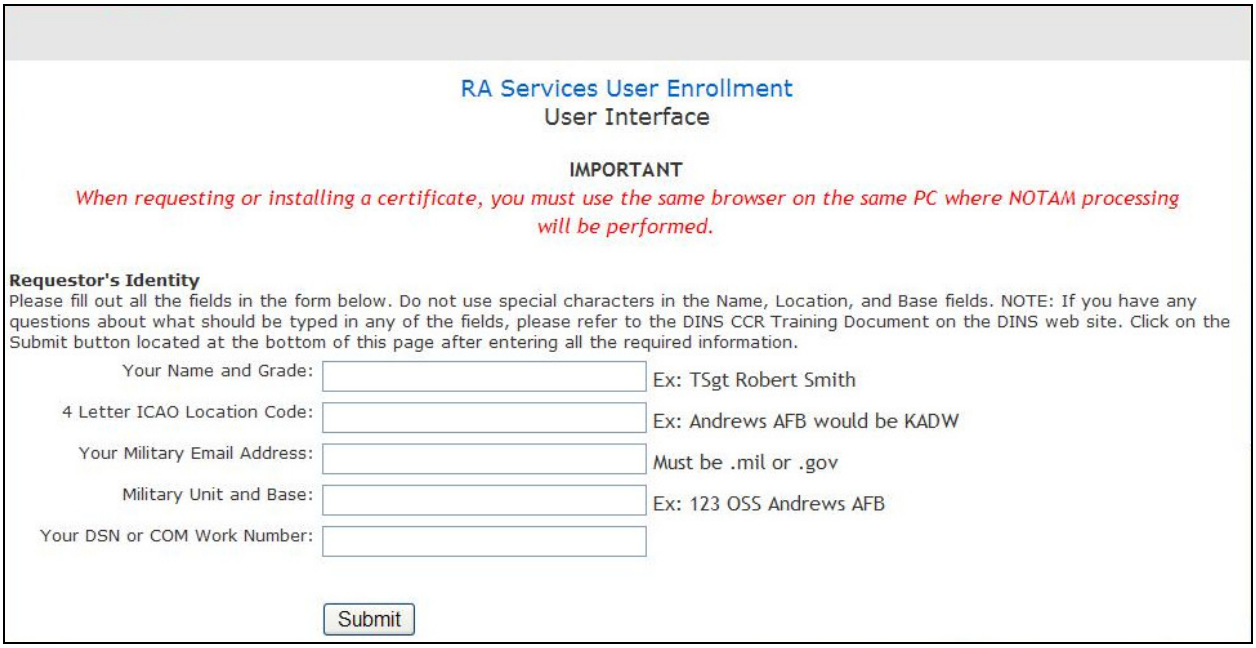

Figure 1-4 Certificate Server Request Form

Follow the instruction below when filling out the Certificate request form. **Users are to ensure that none of the fields contain commas.**

- Do not use any punctuation except in the email address.
- The User's Name can be a facility name or the name of the individual user. The information in this field will not change your assigned login user name or password.
- Enter the ICAO location code of your airfield. (Ex. KADW is the ICAO location code for Andrews AFB.)
- Enter the E-mail address of the person requesting the certificate. Note: the E-mail address must end with .mil or .gov. If this is not correct, your approval code cannot be sent to you.
- Enter your DSN or Commercial Phone Number. If there are problems with the approval process, the DoD NOTAM specialists must be able to contact the requestor.

- When finished, click on "Submit" and the following will be displayed. (See Figure 1-5)

NOTE: Please keep track of the Request ID number displayed as it will be used later to retrieve your certificate on the Certificate System Request Status page.

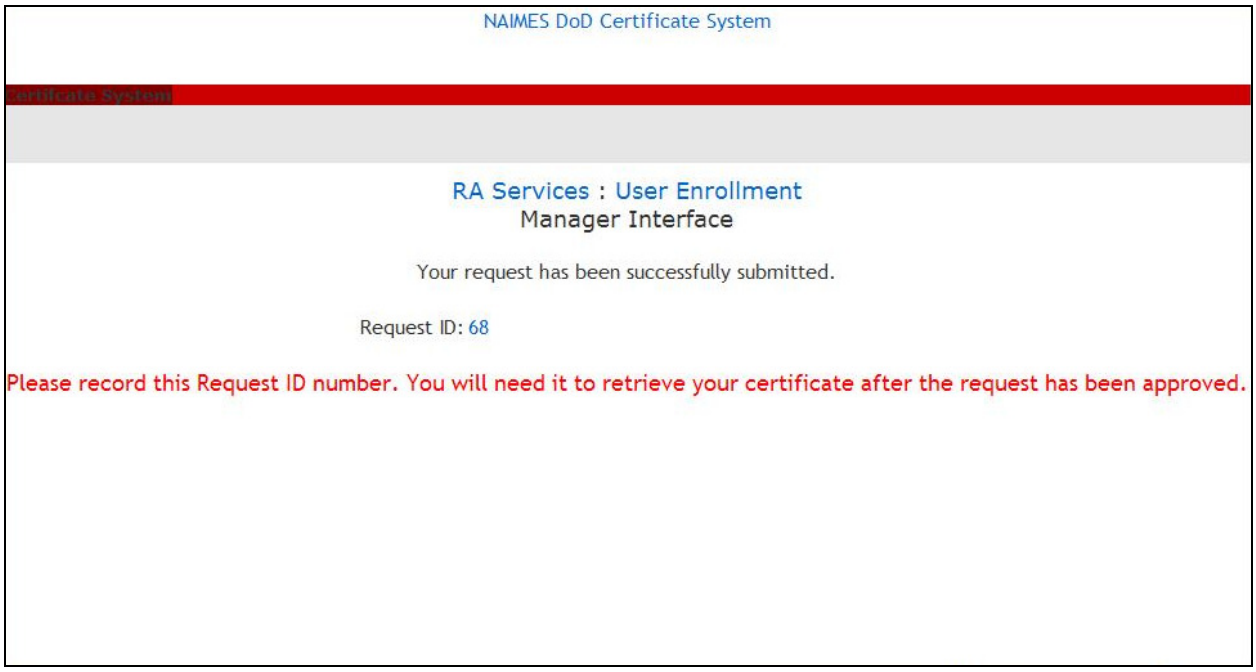

Figure 1-5 Example of Successful Submit Request

- Once the DoD NOTAM Office approves your certificate request, you will receive an e-mail. If you have not received an e-mail within 24 hours of your request, contact a Military NOTAM Coordinator (Monday-Friday).

NOTE: You must download and install your approved certificate within 48 hours of the transmission date/time of the approval email, or your certificate is void.

- Using the same PC and browser that you used to request the certificate, go to the DINS certificate server at https://dinscert.notams.jcs.mil to view the status of your request and to obtain your Import Certificate number.
- Click on the “Request Certificate (User)” link.
- Click on the “Request Status Check” link.
- Enter the “Request ID” number displayed when the certificate request was submitted to see if the request has been approved (and a certificate has been generated).

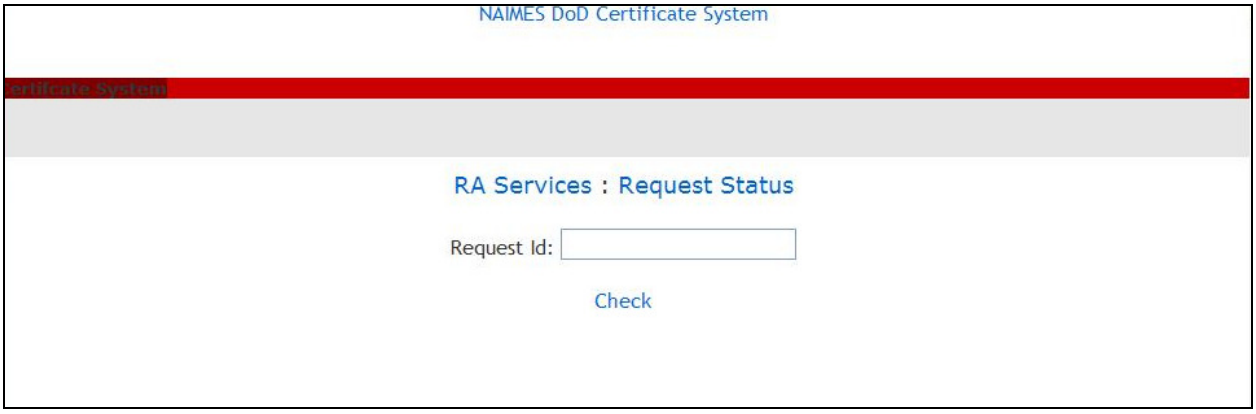

Figure 1-6 Request Status

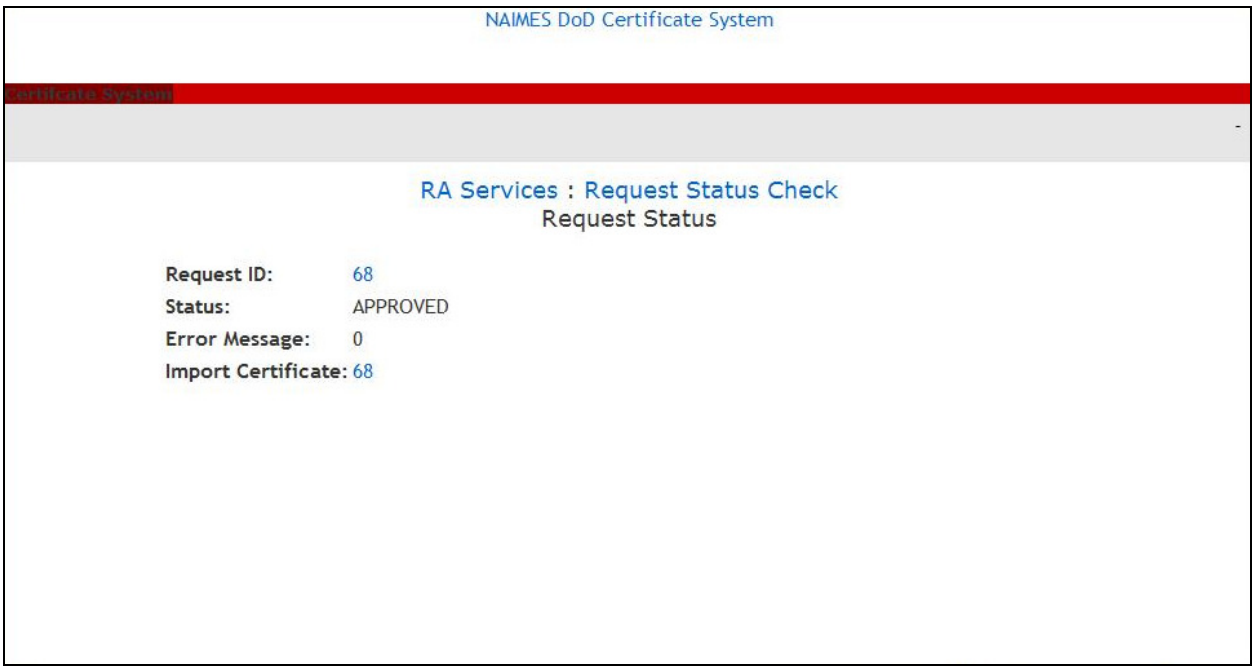

Figure 1-7 Example of Request Status Result

- When the status is “APPROVED”, select the number link next to the “Import Certificate” tag to display the certificate. (Per the example in Figure 1-7 above, you would click on the “**68**” next to Import Certificate.)

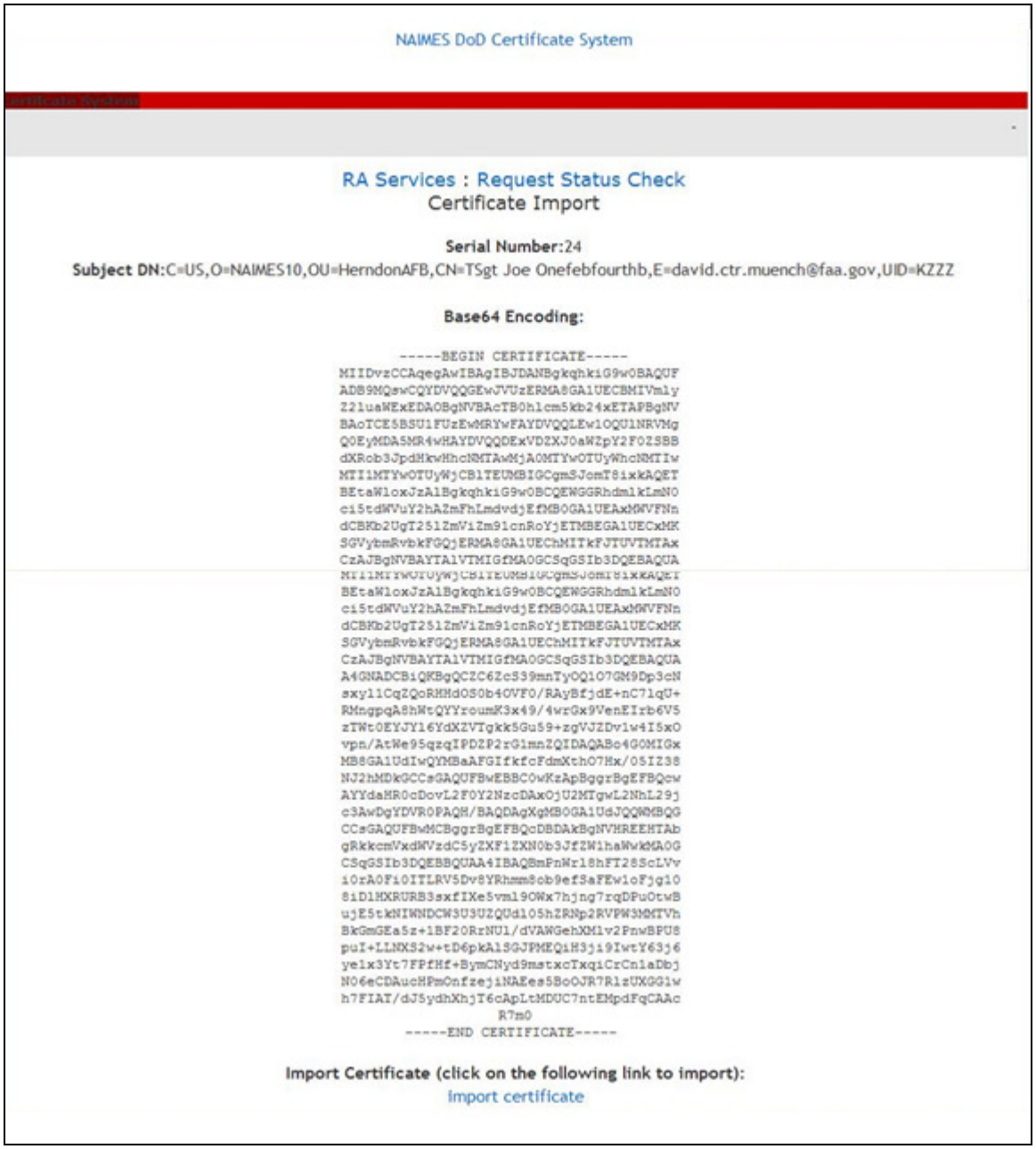

Figure 1-8 Importing your DINS Certificate

- Select the “Import Certificate” link to download a new certificate.

One version of the following Windows dialog boxes is displayed when a user selects the "Import Certificate" link on the CS Certificate Import page.

Select the "Open" or "Save" button to install the new certificate on your PC.

The version that is displayed depends on the browser settings on the client machine:

- Users who receive **Version A** can select the **Open** button to invoke the certificate installation process.
- Users who receive **Version B** must select the **Save** button, select and save the file to a locally accessible location, then use that file to invoke the certificate installation process.

Version A

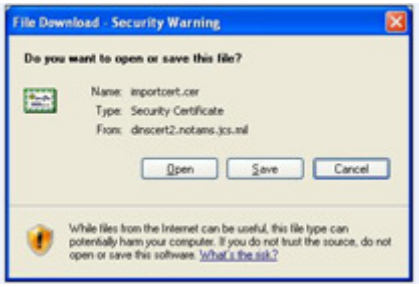

Figure 1-9 File Download Dialog Box - A

Version B

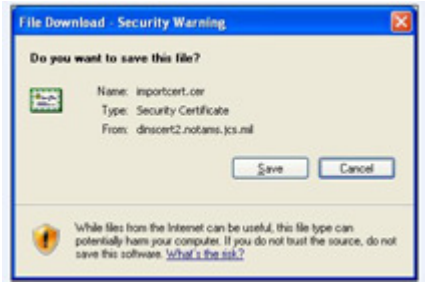

Figure 1-10 File Download Dialog Box - B

Once you receive a message indicating "your certificate was successfully imported", close your browser prior to accessing the CCR Home Page.

2. DINS CCR Home Page features

2.1 CCR Home Page

To create, cancel or replace Military NOTAMs, open the web browser with an active certificate and go to the primary DINS CCR web page (https://www.dinsccr.notams.jcs.mil). Then, enter your user id and password. Note: Both fields are case sensitive. Should the primary network circuit have problems, the DINS CCR backup site is https://www.dinsccr.notams.faa.gov. If you cannot get to either site, contact a DoD NOTAM coordinator. The primary and backup sites function exactly the same and it will not be necessary to request and install a separate certificate in order to utilize the backup system.

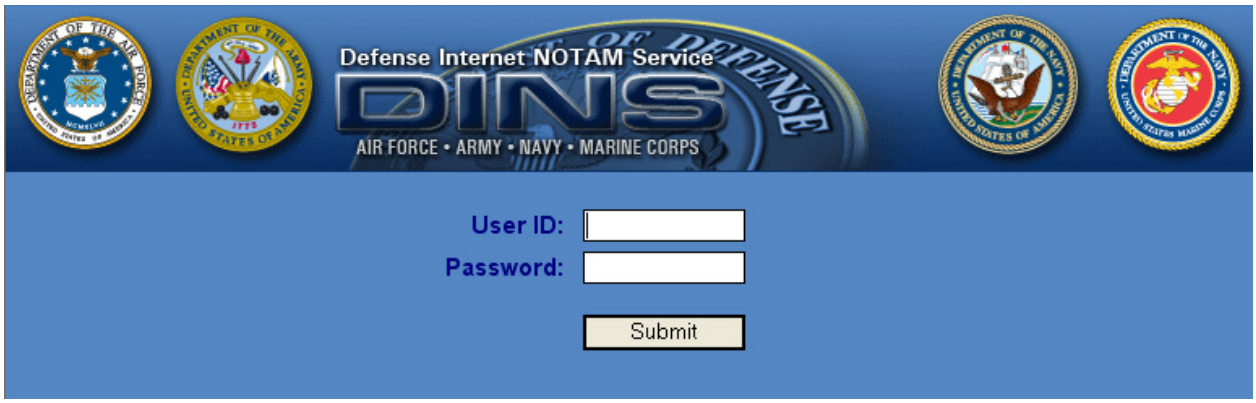

Figure 2-1 CCR Home Page.

The following example shows the main page for user id KADWTEST.

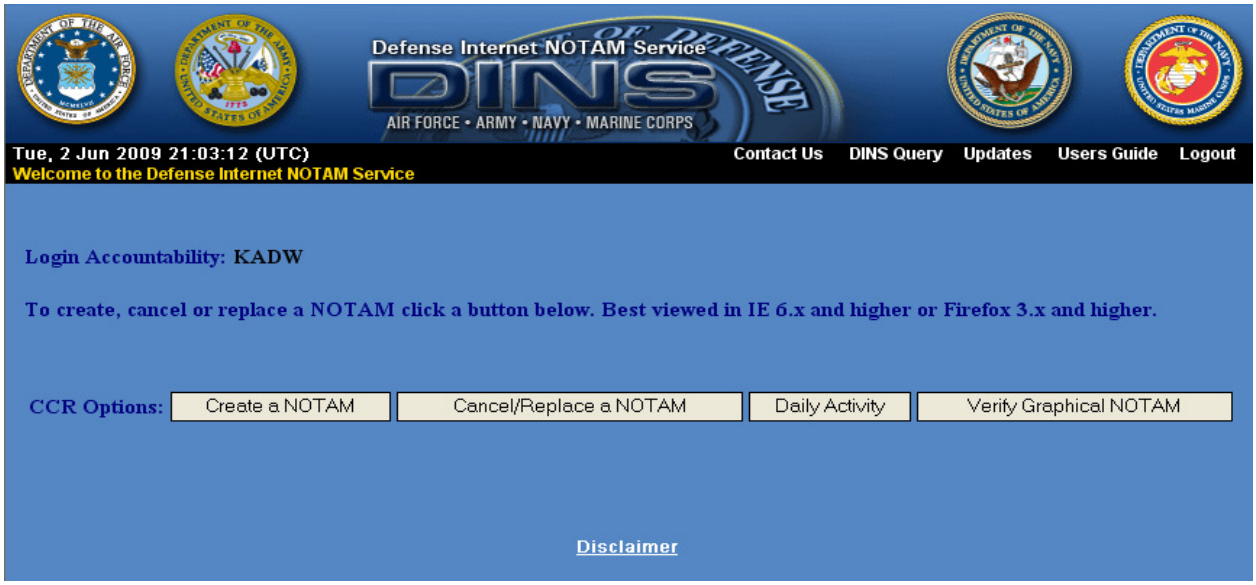

Figure 2-2 Sample Home Page for KADW.

2.2 The CCR Home page has several features:

- A customized header that determines user capabilities.
- The user's "Login Accountability" is displayed.
- A "Message of the Day" that informs users when upgrades and scheduled downtimes and other info will occur.
- Create a NOTAM.
- Cancel/Replace a NOTAM.
- A daily activity report that details all NOTAM activity based on your accountability.
- Verify Graphical NOTAM. (This button will only be displayed for the Login Accountability that is responsible for an airport.)

2.3 How to Create NOTAMs.

All DINS CCR NOTAM activity is based on the first four characters of the user id and is displayed on the main page as the "Login Accountability". The DINS CCR application will use this accountability to determine which ICAO location(s) and NOTAM series can be created with your user id. Accountabilities responsible for more than one location will receive an intermediary page that will allow from one to ten selectable locations before accessing the "Create a NOTAM" page. The following scenarios describe both situations:

The following is a description of the "Create a NOTAM" Form.

- For convenience, the current UTC time is displayed in the upper left corner of the web page.

- Line 1 contains two non-changeable fields.
  - The users "Accountability".
  - The NOTAM action. NOTAMN for new NOTAM.

- Line 2 is the NOTAM identifier. The drop down box contains the NOTAM series allowed for a specific location. The web application automatically determines which series a user can select by using a combination of the user-id and ICAO. Please note that not all series will be available to all locations. Most users will only be able to create a series of 'L','M', and 'V'. A complete list and description of military series identifiers is listed below.

Note: The NOTAM identifier should be selected before any other NOTAM data is entered on the form. If the NOTAM identifier is changed, all data entered on the NOTAM create page will be erased. This is a safety feature built into the system.

- F Series - Used by the Defense Energy Supply Center for fuel related problems.
- L Series - Generally used to report non-safety of flight related issues.
- M Series - Used to disseminate critical safety of flight related information.
- V Series - Used to change the terminal procedures in the Flight Information Publications(FLIP). Facility managers and required TERPS personnel will input procedural NOTAMs under the "V" series.
- W Series - DAFIF and/or Flip Change. Issued by the National Geospatial Intelligence Agency (NGA) for the Digital Aeronautical Flight Information File (DAFIF).

- Field A contains the ICAO location(s). This field is not changeable.

- Field B contains the Effective Date and Time fields.
  - The effective date and time fields default to the Universal Time Coordinated (UTC). This is the time the event will take place.
  - Users can manually update this field using a format of 'dd mmm yyyy' (Ex. 21 Mar 2009) or using the popup calendar by clicking on the calendar image button.
  - The time field must be four digits in length and can range from 0001 to 2359. Note: UFN, WIE, 0000 and 2400 are not authorized.
  - A NOTAM cannot be created more than three days into the future.
  - The effective date and time cannot be more than 10 minutes in the past.

- Field C contains the Expiration Date and Time fields.
  - The Expiration date and time fields must be Universal Time Coordinated (UTC).
  - Users can manually update this field using a format of 'dd mmm yyyy' (Ex. 21 Mar 2009) or using the popup calendar by clicking on the calendar image button.
  - The time field must be four digits in length and can range from 0001 to 2359. Note: UFN, WIE, 0000 and 2400 are not authorized.
  - With the exception of the 'V' series, the expiration date cannot be more than 90 days from the effective date. Users will receive an alert prompt notifying them that they exceeded 90 days. For 'V' series NOTAMs the maximum duration date cannot exceed 120 days.

- Field D is for the 'Time Schedule'.

- This field will not be displayed when selecting 'L' series.
- Data entered here will display after the text of all other fields.
- This field is restricted to 75 alpha-numeric characters.
- Example data: 'Mon – Fri, 0900 – 0930 Daily'.
- Avoid the use of open and close parentheses. .

- Field Q is the Q-Code.
  - This field will not be displayed when selecting 'L' series, all other series requires a Q-Code.
  - Before using QXXXX, try finding the corresponding second and third letters in the Q-Code listing to identify the condition. Add "XX" as the fourth and fifth letters to complete the Q-Code.
  - Users can enter a Q-Code manually or use the "Derive Q-Code" feature to ensure a valid and proper Q-Code combination is entered.
  - After entering the Q-Code manually, tab or click elsewhere on the form. Doing so will allow the web application to validate the Q-Code and enter the Q-Code description into Field E. (This may take a couple of seconds)
  - If the Q-Code is invalid, an error prompt will display and the Q-Code field is "blanked out". Note: If you go back and change your Q-Code, all data in Field E will be erased.

- Field E has the following characteristics:
  - For V series NOTAMS, the header text of "[DOD PROCEDURAL NOTAM]" will be automatically inserted. Do not alter the header text.
  - For F series NOTAMs created by DESC, the header text of "[DEFENSE ENERGY SUPPORT CENTER]" will be automatically inserted. Do not alter the header text.
  - For W series NOTAMs created by KQZC, the header text of "[DAFIF AND/OR FLIP CHANGE]" will be automatically inserted. Do not alter the header text.
  - The Q-Code automatically expands into plain text in this field when entered correctly.
  - If the Q-Code is changed, all data entered into the 'E' field will be erased and the user will have to retype everything. This is a safety feature built into the system.
  - Use "Notepad" for cutting/copying and pasting text into CCR. This field has a max length around 1200 alpha-numeric characters. If necessary, the system will allow a user to create up to ten parts with 1200 characters each.
  - Users are to avoid using parentheses ( ) within this field. However, brackets [ ] may be used to isolate desired text.

- Extra spaces and lines can be used for better formatting and will count towards the 1200 max characters.
- If using contractions, use the examples listed with the "Contractions" button to ensure only authorized NOTAM contractions are entered in this field.

- Field F and G contain the Upper and Lower Limits.
  - These fields have no defaults.
  - The fields can contain up to 15 alpha-numeric characters each.

- Click "View Existing Graphical NOTAM" button to view all active graphical NOTAMs for the ICAO location. This button is disabled when Field A contains more than one ICAO locations or the location does not have an airport diagram.

- Click "Create Graphical NOTAM" button to draw graphical depiction of the NOTAM being created on an airport map. This button is enabled when Field A contains only one location, NOTAM Identifier is M or L, and the location has an airport diagram. The user can create a graphical NOTAM only after entering data for all required fields.

- Click "Send to USNS" when you have checked over all fields. Users should review the entered NOTAM to confirm that the NOTAM verbiage is accurate. CCR users are responsible for the data they enter into the NOTAM database.

- Click "Close Window" to close this window.

2.3.1 An Accountability with one location.

When only one location is assigned to an Accountability, and a user clicks on "Create a NOTAM", the following NOTAM form will be displayed:

Figure 2-3 NOTAM Create Form.

The entire contraction is listed on the DINS web site and can also be found on the FAA web site at http://www.faa.gov/atpubs/NTM/index.htm, Appendix 5.

CONTRACTIONS	DECODE	SOURCE
ABN	Airport Beacon	ICAO
ABV	Above	ICAO
ACC	Area Control Center (ARTCC)	ICAO
ACCUM	Accumulate	FAA
ACFT	Aircraft	ICAO
ACR	Air Carrier	FAA
ACT	Active	ICAO
ADJ	Adjacent	FAA
ADZD	Advised	ICAO
AFD	Airport Facility Directory	FAA
AGL	Above Ground Level	ICAO
ALS	Approach Lighting System	ICAO
ALT	Altitude	ICAO
ALTM	Altimeter	FAA
ALTN	Alternate	ICAO
ALTNLY	Alternately	FAA
ALSTG	Altimeter Setting	FAA
AMDT	Amendment	ICAO

Figure 2-4 Sample NOTAM Contractions Listing.

2.3.2 Create Graphical NOTAM

When the user creates a M or L series NOTAM for a single location, the user has an option to create a graphical NOTAM for the NOTAM being created. By creating a graphical NOTAM, the user can depict the NOTAM graphically on a airport map.

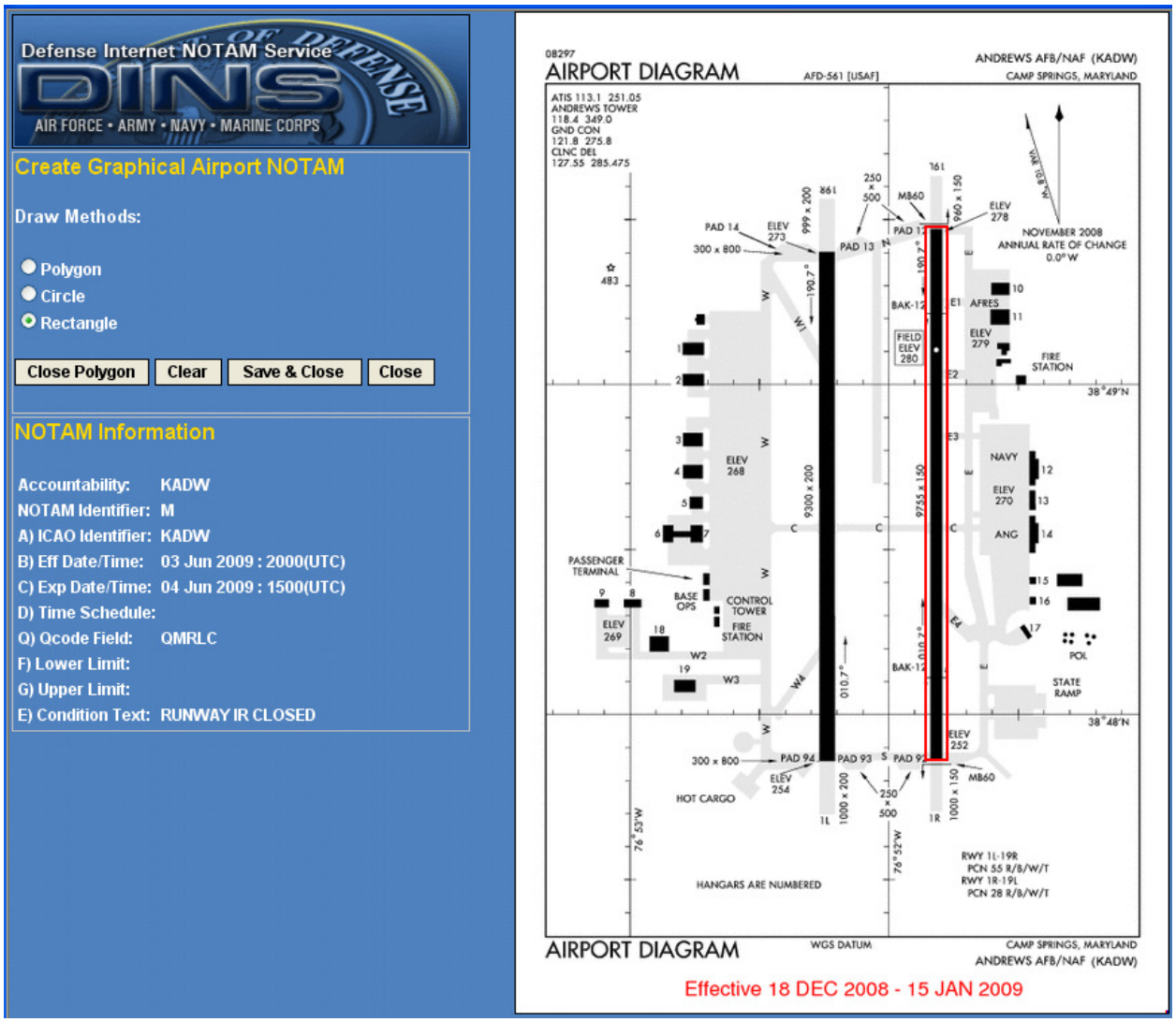

Figure 2-5 Create Graphical NOTAM Form

Before creating a graphical NOTAM, the user must decide on a draw method from the left side of the window (Polygon, Circle, or Rectangle). Creating a graphical NOTAM means depicting the textual NOTAM graphically on an airport map using a different draw method (or shape). The textual NOTAM information entered on the Create Form is displayed on the left hand side of the window for assistance.

Three draw methods are supported: Polygon, Circle (default), and Rectangle. Regardless of a draw method, the user draws a shape on the airport map by clicking the left mouse button twice or more. The user must let go the button after clicking – do not hold the button down and drag.

- To draw a polygon on an airport map, click the Polygon radio button, then on the airport map, left mouse click on a starting point of a polygon, click on the next point of the polygon, and continue to do that until you are ready to close the polygon. To close polygon just click on the "Close Polygon" button on the left hand side. This will automatically close the polygon for you.

- To draw a circle, click the circle radio button, then on the airport map, left mouse click on a starting point of a circle and expand the circle by moving the mouse. When you are satisfied with the size of the circle and the area it is covering, left mouse click again to finish drawing.

- To draw a rectangle, click the rectangle radio button, then on the airport map, left mouse click on one corner of the rectangle and expand the rectangle by moving the mouse. When you are satisfied with the size of the rectangle and the area it is covering, left mouse click again to finish drawing.

Click "Clear" button to remove the shape drawn on a map. The Clear button will erase any drawn graphically depicted NOTAM.

Click "Save and Close" button to save any changes you made on the map and close this window. After you click "Save and Close" you will return to the Create a NOTAM page.

Click "Close" button to close this window. If the user made any change on the map and clicks "Close" button, the system will prompt the user if it is ok to close the window without saving the change. Clicking the "Close" button will not save the graphically depicted NOTAM.

2.3.3 View Existing Graphical NOTAM

When the user clicks "View Existing Graphical NOTAM" button, the Graphical Airport NOTAM Viewer window opens with all active graphical NOTAMs depicted on the airport map. This viewer contains only the NOTAMs that contain graphical depiction for the selected location as stated under Disclaimer.

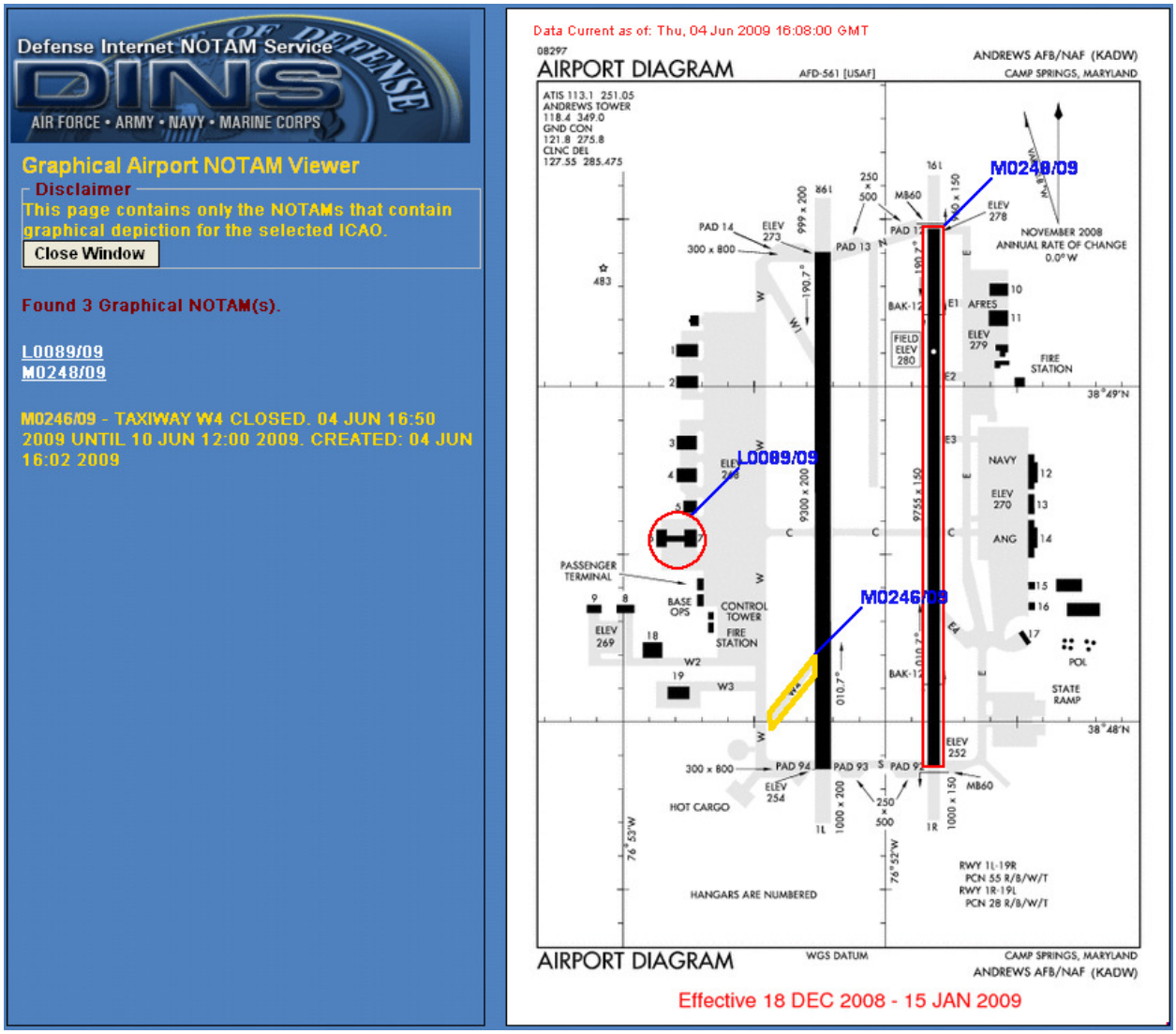

Figure 2-6 Graphical Airport NOTAM Viewer

NOTAM numbers of graphical NOTAMs are listed on the left side of the window. When the user moves the mouse over the NOTAM number, the NOTAM text is displayed and a matching graphic (graphical NOTAM) is highlighted on the map. When the user moves the mouse over a graphic on a map, the NOTAM text is displayed in a box next to the cursor and the NOTAM text is highlighted on the left side.

3. Multi-part NOTAMs

Some Accountabilities may have the need to create multi-part NOTAMs. The DINS CCR system determine when a user has reached the max character limitation and will issue an alert prompt (Figure 3-1) to inform the user that they are about to create another part until a maximum of ten unique parts are created. Note: An 'L' series NOTAM is limited to one part.

Figure 3-1 Multi-part NOTAMs – Alert Prompt.

The following page will display after clicking OK to the Alert prompt. NOTE: Users should be aware that spaces are considered data and are counted toward the field length. Please be careful not to unnecessarily add extra spaces, and therefore, an additional NOTAM part.

Figure 3-2 Multi-part NOTAMs – Second window for Part 2.

3.1 Accountabilities with Multiple Locations (Create and Cancel/Replace Options)

When an Accountability is responsible for multiple locations, users will be allowed to choose which location(s) are to be placed in the ICAO ID field when creating a NOTAM (See Figure 3-3). When generating the Cancel/Replace listing, location(s) will only be displayed that contain active NOTAMs.. In either case, when the Location Selection page is displayed, users can either type in the location(s) up to 10, or select them from the system generated ICAO listing. When finished, click on the OK button. This page may take several seconds to load if the "Accountability" has several hundred locations.

Figure 3-3 Location Selection (Multiple).

3.2 Canceling or Replacing active NOTAMs

To replace or cancel a military NOTAM, click on the Cancel or Replace NOTAM button located on the DINS CCR Home page. Users with multiple locations may have an intermediary selection page displayed first as previously described in Figure 3-3. The following is a sample display for the accountability KADW:

ICAO ID	NOTAM Number	Effective	Expiration	Text	Func.
KADW	M0167/09	06 MAR 2009 1244	30 JUN 2009 2359	CAUTION: RUNWAY 01L/19R SOUTH END UNDERRUN/OVERRUN UNUSABLE DUE TO PAVEMENT DEGRADATION	Replace Cancel
KADW	M0173/09	09 MAR 2009 1242	09 JUN 2009 2359	OBSTRUCTION LIGHTS (RED) ON TOP OF THE BALLPARK LIGHT POLES ALONG THE WEST RAMP OTS	Replace Cancel
KADW	M0175/09	09 MAR 2009 1444	30 JUN 2009 2359	ASR APPROACHES NOT AVAILABLE	Replace Cancel
KADW	M0229/09	29 MAY 2009 1855	30 MAY 2009 1500	MINIMUM ALTITUDE CHANGED	Replace Cancel
KADW	M0232/09	29 MAY 2009 1947	30 MAY 2009 1500	CLASS B, C, D OR E SURFACE AREA (ICAO-CONTROL ZONE) MILITARY OPERATIONS ONLY CHANGED	Replace Cancel
KADW	M0235/09	02 JUN 2009 1313	02 JUN 2009 1413	RUNWAY CLOSED	Replace Cancel

Figure 3-4 Cancel/Replace a NOTAM.

- This page contains only active military NOTAMs a user is authorized to cancel or replace.
- Data can be sorted by NOTAM number, effective date, or expiration date by using the ‘Sort By’ feature located in the upper right hand side of the display.
- All active graphical NOTAMs for the selected location can be viewed by clicking “View Existing Graphical NOTAM” button.

3.3 Replace NOTAM Form

When a NOTAM is selected for replacement, the web application pre-fills many fields with the original data from the USNS database. Users should be aware that the main reason for replacing a NOTAM is generally to modify the dates or make a slight change in the wording. To Replace a NOTAM, click on the replace link to the right of the NOTAM. Users should note that:

- The NOTAM Action, ID, Number, ICAO Identifier, and Q-Code are pre-filled from the original NOTAM and are not changeable.
- If the Q-Code listed is incorrect, users shall cancel the original NOTAM and create a new NOTAM instead of replacing the original.
- Change the 'B', 'C', and 'D' fields appropriately.
- Modify the 'E' field accordingly but remember not to modify the expanded Q-Code description.
- When the user replace a NOTAM, the system does not automatically replace the graphical NOTAM.
- If the NOTAM being replaced contains a graphical NOTAM,
  - a message is displayed at the bottom of the form saying "This NOTAM has a Graphical NOTAM." (see Figure 3-5)
  - to replace the graphical NOTAM, the user must click the "Create Graphical NOTAM" button. The Create Graphical NOTAM Form displays the airport map with the graphic of the original NOTAM already drawn. The user can click "Save and Close" to accept the original graphic. Or the user can click "Clear" and redraw new graphic and click "Save and Close".

Figure 3-5 NOTAM Replace Form.

***** ATTENTION *****

When users need to replace a NOTAM that was originally created using the old CCR web application, the beginning part of the E field may need to be slightly modified. For example, if the Q-Code (i.e. QXXXX, QMRLC, etc), is in the beginning part of the 'E' field as shown below, users should **not** remove the Q-Code from the 'E' Field before submission. In the example below, QXXXX should **not** be removed from the 'E' field condition text prior to submission.

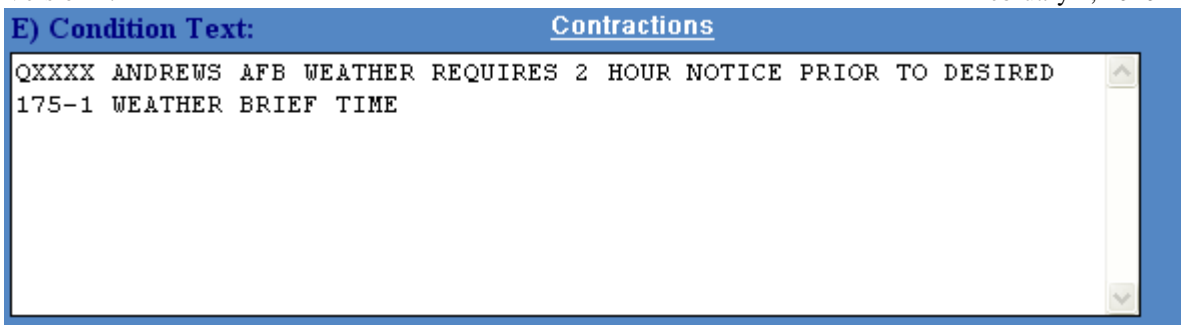

Figure 3-6 NOTAM Replace Form Example.

In the second example, 'KADW/' should be removed but not 'QXXXX' before submitting the replacement NOTAM. If you have any questions, please contact a DoD NOTAM coordinator prior to submission.

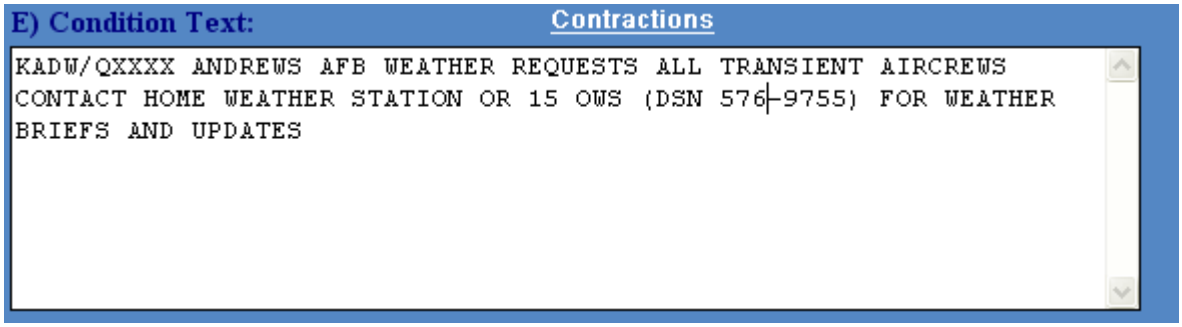

Figure 3-7 NOTAM Replace Example.

3.4 Canceling NOTAMs.

To cancel a NOTAM click on the 'Cancel' link located on the far right of the NOTAM under the function column. A prompt warning will display, with the NOTAM number to ensure you selected the correct NOTAM. Click 'OK' to cancel the NOTAM or 'Cancel' to cancel the request. Figure 3-8 shows the warning prompt when clicking on the Cancel link. If you cancel a NOTAM that has a graphical NOTAM, the system will automatically cancel the graphical NOTAM.

ICAO ID	NOTAM Number	Effective			Func.
KADW	L0086/09	02 JUN 2009 133			Replace Cancel
KADW	L0089/09	04 JUN 2009 160			Replace Cancel
KADW	M0167/09	06 MAR 2009 1244	30 JUN 2009 2359	CAUTION: RUNWAY 01L/19R SOUTH END UNDERRUN/OVERRUN UNUSABLE DUE TO PAVEMENT DEGRADATION	Replace Cancel
KADW	M0173/09	09 MAR 2009 1242	09 JUN 2009 2359	OBSTRUCTION LIGHTS (RED) ON TOP OF THE BALLPARK LIGHT POLES ALONG THE WEST RAMP OTS	Replace Cancel
KADW	M0175/09	09 MAR 2009 1444	30 JUN 2009 2359	ASR APPROACHES NOT AVAILABLE	Replace Cancel
KADW	M0229/09	29 MAY 2009 1855	30 MAY 2009 1500	MINIMUM ALTITUDE CHANGED	Replace Cancel

Figure 3-8 Cancel/Replace a NOTAM.

3.5 The Comeback Copy

A Comeback Copy will be generated each time a user creates, cancels or replaces a NOTAM. Users can enter information on the form and then print it out for tracking purposes. Note: If you want to print the Comeback Copy, do not close the comeback window until the Comeback Copy is printed because the form can not be retrieved at a later time. The comeback copy is a very important part of the NOTAM submission.

- It verifies that the DINS system successfully processed your NOTAM request, numbered it and added it to the database.
- The key components of the comeback copy are the time stamp indicating the date and time the NOTAM was added to the NOTAM database, the NOTAM number, the submitted NOTAM text, and lastly, the coordination log.

The following figure is a Comeback Copy after clicking on 'OK' to cancel a NOTAM. It shows that M0064/09 successfully cancelled NOTAM M0062/09.

Figure 3-9 Comeback Copy A.

When canceling a multi-part NOTAM, the web application will automatically cancel all other NOTAM parts, see below:

Figure 3-10 Comeback Copy B.

Figure 3-11 Comeback copy from a Create NOTAM with Graphical NOTAM request, 1 part.

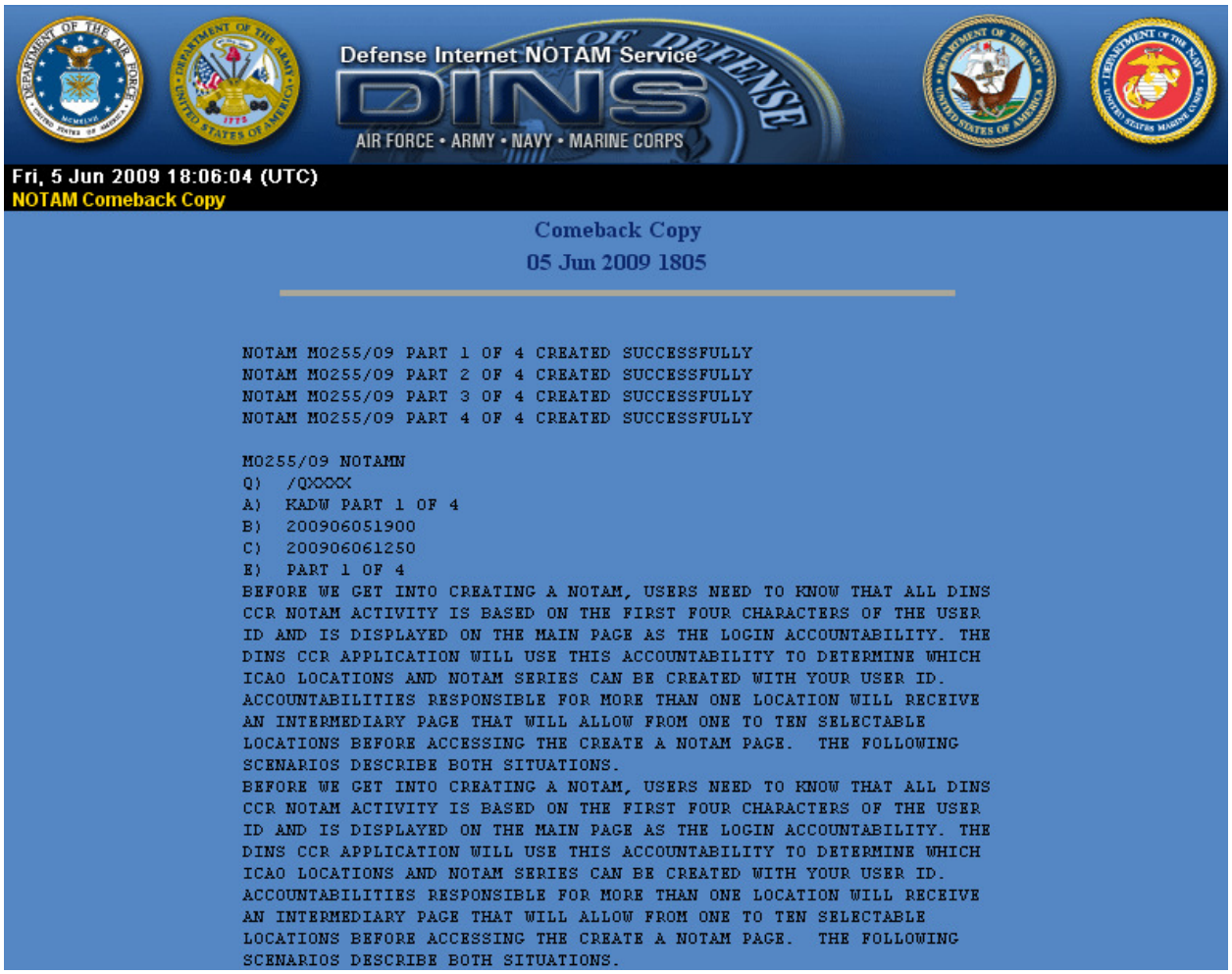

Figure 3-12 Comeback copy from a Create NOTAM request, 4 parts.

3.6 Daily Activity Report

A Daily Activity Report is available to all users that are authorized to perform CCR duties. This report will display all activity preformed by an "Accountability", (including canceled NOTAMs) starting from 0001 UTC up to the time of the request. The report can also be used as a recap to see NOTAM activity performed by others with a logon ID that has the same accountability.

Using the sample report below, any user with a logon ID that starts with KADW will be able to generate this report.

Figure 3-13 Daily Activity Report.

3.7 Derive Q-Code Feature

- The DINS CCR Q-Codes are from ICAO document 8126, Annex 15 and Military suggested combinations. If a combination does not exist for your situation, contact a military NOTAM coordinator and request that a new combination be considered.
- The Derive Q-Code feature allows users to select a pre-defined Q-Code combination to populate Field Q when creating a new NOTAM. Q-Codes are not changeable when replacing a NOTAM. If the Q-Code no longer applies or is wrong, the old NOTAM should be cancelled and a new NOTAM created.
- To use the Derive Q-Code feature, click on the Derive Q-Code button when creating a new NOTAM. The Q-Code request form may take a few seconds to load. First, find and click on the single-digit Subject Category. Second, find and click on the two-digit subject code (2nd and 3rd letter in the Q-Code) from the listing under the selected subject category. Last, select the next two-letters (4th and 5th letter) combination that best describe your condition from the list.
- After selecting the condition code, the entire Q-Code combination will automatically insert into the Q-Code field on the Create web page. Do not duplicate the Q-Code or its plain language translation in the "E" field.

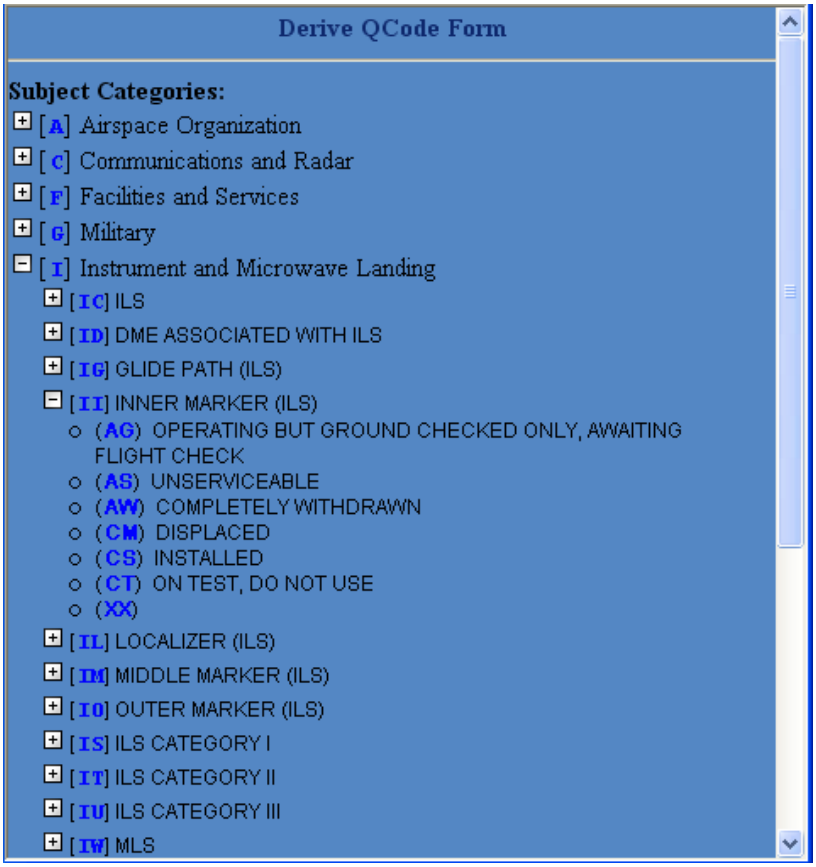

Figure 3-14 The Derive Q-Code Feature.

3.8 Verify Graphical NOTAM

Military airport diagrams (maps) used for graphical NOTAM capability are updated based upon the Digital Aeronautical Flight Information File (DAFIF) update cycle (currently every 28 days). When the new airport diagrams become effective, the user needs to verify all graphical NOTAMs for his/her location. This can be done by clikcking "Verify Graphical NOTAM" button from the CCR home page.

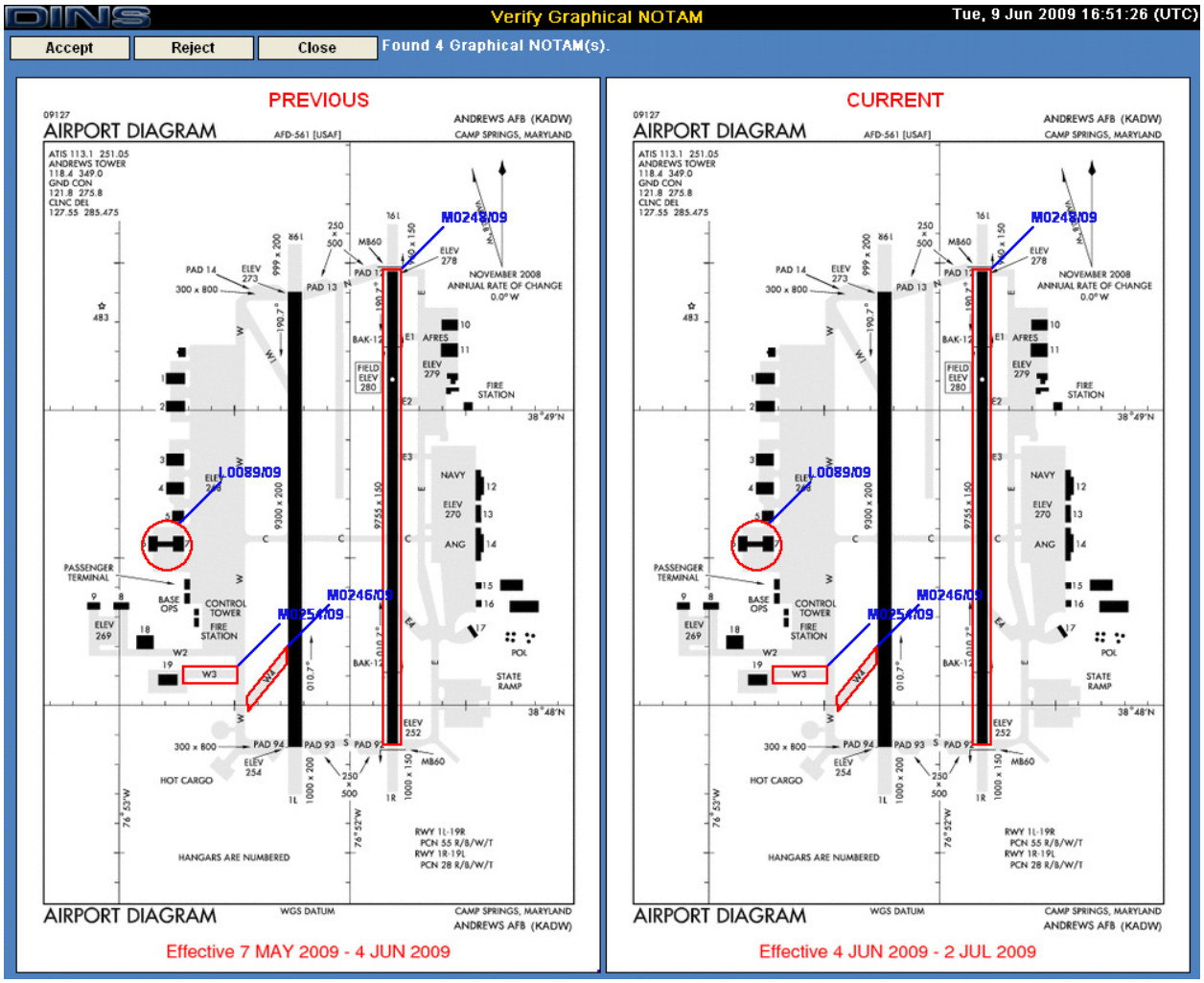

Figure 3-15 Verify Graphical NOTAM Form

Until the user verifies graphical NOTAMs after new airport diagrams become effective, these graphical NOTAMs will not be viewable through DINS Query web application. Verifying graphical NOTAMs simply mean that placements of graphical NOTAMs looks good on a newly effective airport diagram. Most of the time this should be the case unless there are major changes at the airport.

The Verify Graphical NOTAM form displays the previous diagram that the user used to create those graphical NOTAMs that are depicted on the diagram. On the right side, it displays current newly effective diagram with the same graphical NOTAMs.

The user clicks "Accept" button when all graphical NOTAMs look good on the current diagram. Or the user clicks "Reject" button if any of the graphical NOTAM is not depicted correctly on the diagram. If the user rejects graphical NOTAMs, none of those graphical NOTAMs created based on the previous airport diagram will be displayed through DINS Query web application. The Figure 3-16 shows the comeback screen after the user clicked "Accept" button.

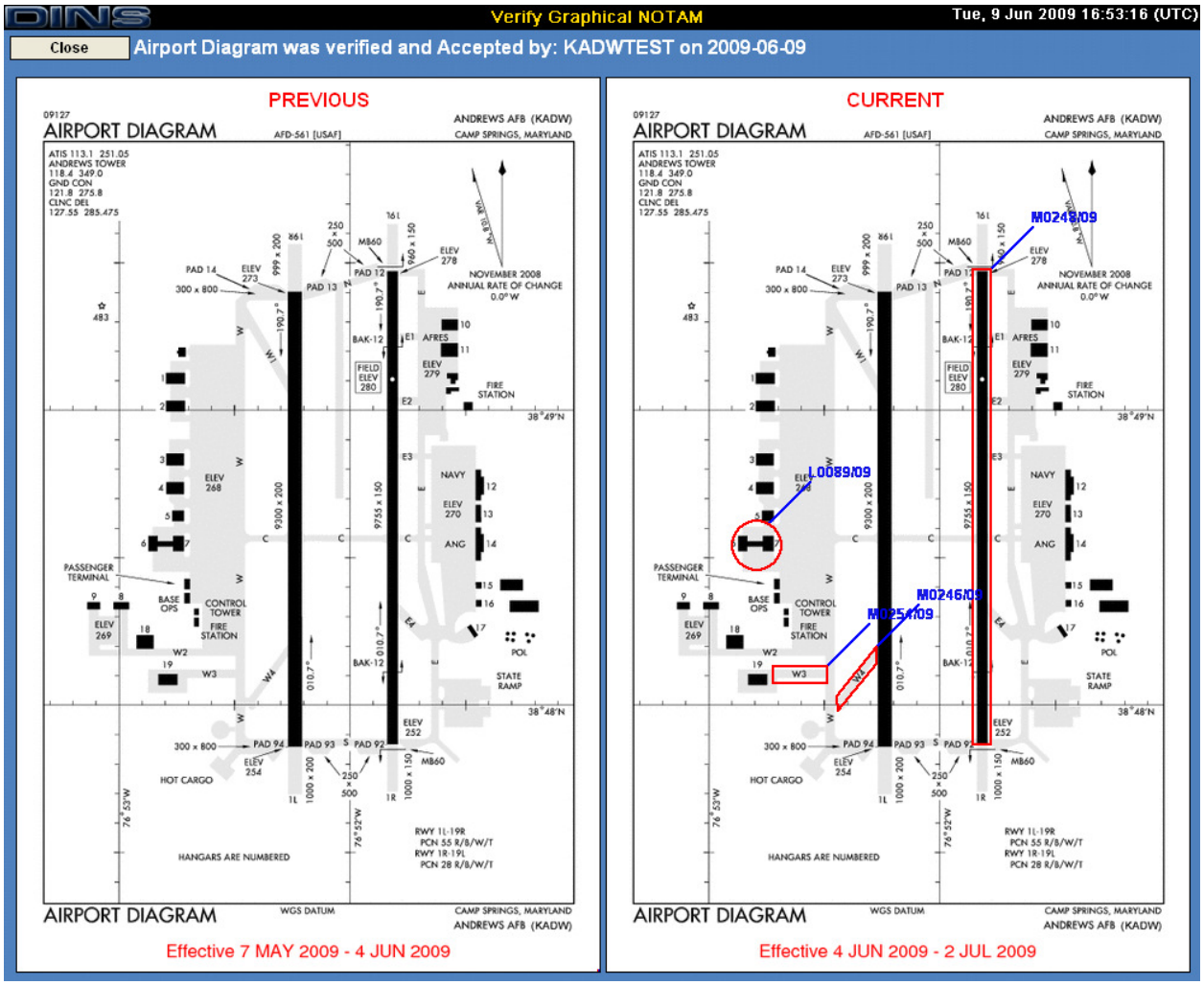

Figure 3-16 "Accepted" Verify Graphical NOTAM From

Once the user completed verification by accepting or rejecting, the user cannot verify graphical NOTAMs again. The following form (Figure 3-17) will be displayed if the user clicks "Verify Graphical NOTAM" button again after graphical NOTAMs are already accepted.

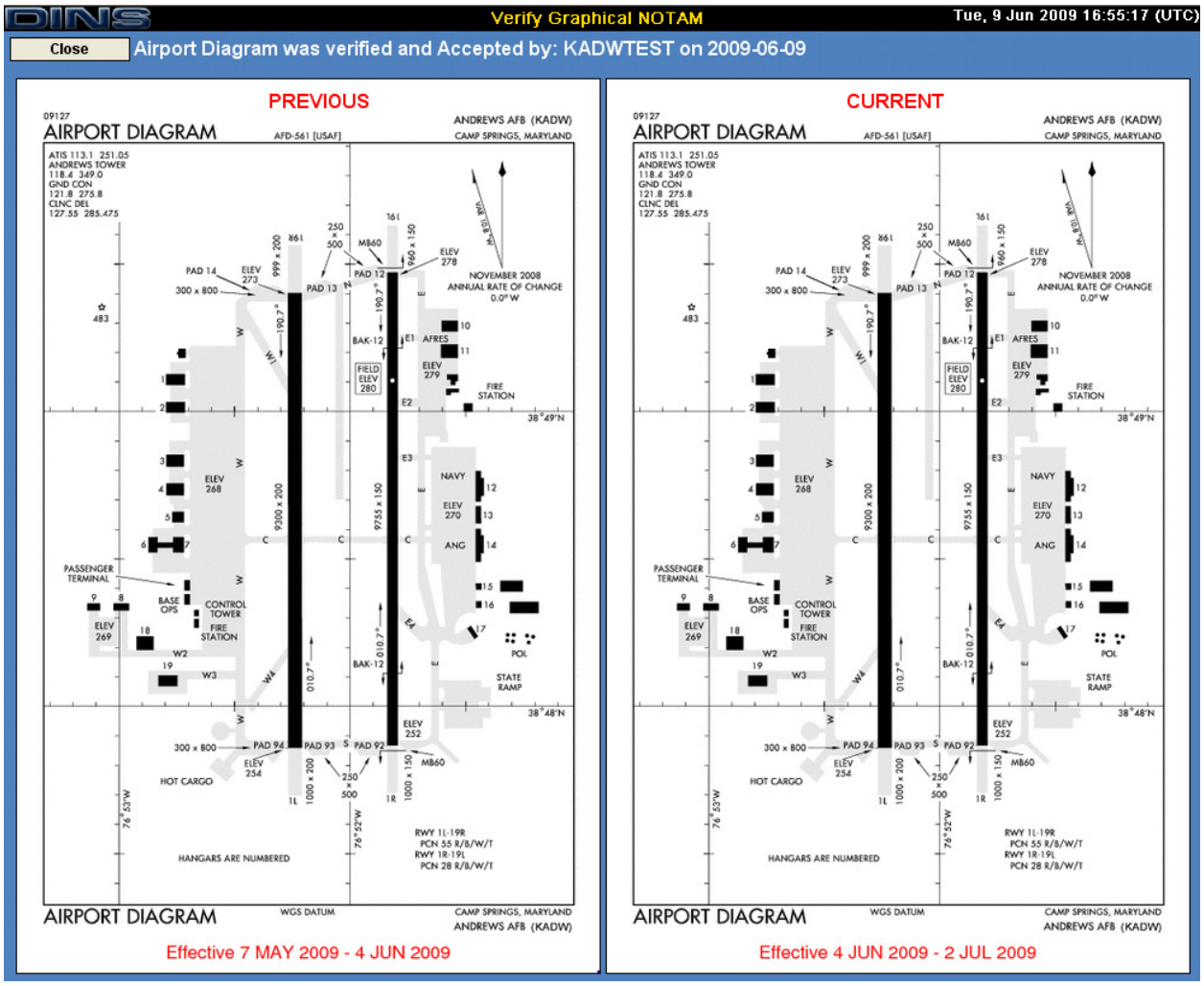

Figure 3-17 Already Accepted Verify Graphical NOTAM Form