

Instruction for filing a NOTAM and verifying weather conditions.

Filing a NOTAM (Notice to Airmen)

A **Notice to Airmen (NOTAM)** is a notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

1. Call **Leidos NOTAM Desk (877-487-6867)**
2. The automated voice will ask what state are you filing a NOTAM for, you say Kentucky.
3. A live person will come on the phone.
4. You will need to give the latitude and longitude, height of the crane, dates and times the crane will be in operation and type of obstruction marking on top of the crane (examples, white strobe light, red light, flag and medium dual obstruction lights).
5. Once the crane work is complete on the job site, call **Leidos NOTAM Desk (877-487-6867)** and cancel the NOTAM.

Verifying weather conditions.

The construction equipment (crane) must be operated in VFR (Visual Flight Rules) weather condition. VFR weather is ceiling (clouds) greater than 1,000 feet AGL (Above Ground Level) and visibility greater than 3 statute miles, when the weather conditions are less then VFR conditions, the crane must be lowered to ground.

1. Call **Leidos Flight Services (800-992-7433)**
2. The automated voice will give several options; you will need to say BREIFER.
3. The automated voice will ask, what state are you departing from; you say Kentucky
4. A live person will come on the phone.
5. You will tell Leidos Flight Services that you are getting ready to operating a crane near, say Airport Name or City Name and you're checking to see if the weather conditions are VFR.

NOTE: You may have to call Leidos Flight Services several times in a day as weather condition change to verify weather conditions are VFR.