Federal Aviation Administration

# FEDERAL AVIATION ADMINISTRATION

# OE/AAA®

## OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

# EXTERNAL USER GUIDE

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.

Version Control Table

| Version No. | Date | Purpose / Changes | Author |
|---|---|---|---|
| 1.0 | 09/30/2010 | First version | CGH Technologies Inc. |
| 2010.4.0 | 01/17/2011 | 4Q10 Changes | CGH Technologies Inc. |
| 2011.1.0 | 03/31/2011 | 1Q11 Changes | CGH Technologies Inc. |
| 2011.1.1 | 04/04/2011 | 1Q11.1 Changes | CGH Technologies Inc. |
| 2011.2.0 | 06/23/2011 | 2Q11.0 Changes | CGH Technologies Inc. |
| 2011.2.1 | 07/11/2011 | 2Q11.1 Changes | CGH Technologies Inc. |
| 2011.3.0 | 09/29/2011 | 3Q11.0 Changes | CGH Technologies Inc. |
| 2012.1.0 | 03/29/2012 | 1Q12.0 Changes | CGH Technologies Inc. |
| 2012.2.0 | 06/28/2012 | 2Q12.0 Changes | CGH Technologies Inc. |
| 2012.3.0 | 09/27/2012 | 3Q12.0 Changes | CGH Technologies Inc. |
| 2012.4.0 | 01/03/2013 | 4Q12.0 Changes | CGH Technologies Inc. |
| 2013.1.0 | 03/28/2013 | 1Q13.0 Changes | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | 2Q13.0 Changes | CGH Technologies Inc. |
| 2013.3.0 | 09/26/2013 | 3Q13.0 Changes | CGH Technologies Inc. |

Version Control Table (cont.)

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| Version No. | Date | Purpose / Changes | Author |
|---|---|---|---|
| 2014.1.0 | 01/30/2014 | 1Q14.0 Changes | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | 2Q14.0 Changes | CGH Technologies Inc. |
| 2014.3.0 | 08/01/2014 | 3Q14.0 Changes | CGH Technologies Inc. |
| 2014.4.0 | 10/30/2014 | 4Q14.0 Changes | CGH Technologies Inc. |
| 2015.1.0 | 01/29/2015 | 1Q15.0 Changes | CGH Technologies Inc. |
| 2015.2.0 | 04/30/2015 | 2Q15.0 Changes | CGH Technologies Inc. |
| 2015.3.0 | 04/30/2015 | 3Q15.0 Changes | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | 2Q16.0 Changes | CGH Technologies Inc. |
| 2016.3.0 | 07/28/2015 | 3Q16 Changes | CGH Technologies Inc. |
| 2016.4.0 | 10/27/2016 | 4Q16 Changes | CGH Technologies Inc. |
| 2017.3.0 | 07/27/2017 | 3Q17 Changes | CGH Technologies Inc. |
| 2017.4.0 | 11/16/2017 | 4Q17 Changes | CGH Technologies Inc. |
| 2018.1.0 | 04/12/2018 | 1Q18 Changes | CGH Technologies Inc. |
| 2018.1.3 | 08/2018 | 1Q18.1.3 Changes | CGH Technologies Inc. |

| | | | |
|---|---|---|---|
| 2018.2.0 | 12/2018 | 2Q18 Changes | CGH Technologies Inc. |
| 2018.2.1 | 03/28/19 | 2Q18.2.1 Changes | CGH Technologies Inc. |
| 2020-DEC.2 | 01/12/2021 | 2020.2 Changes | CGH Technologies Inc. |
| 2021-SEP.2 | 10/06/2021 | 2021-SEP 2020.2 Changes | CGH Technologies Inc. |
| 2022-AUG | 08/18/2022 | 2022-AUG Changes | CGH Technologies Inc. |
| 2022-NOV | 11/17/2022 | 2022-NOV Changes | CGH Technologies Inc. |

Change Control Table

| Version No. | Date | Purpose / Changes | Author |
|---|---|---|---|
| 2010.4.0 | 01/17/2011 | Added Case Management Tools | CGH Technologies Inc. |
| 2010.4.0 | 01/17/2011 | Modified -2 As Built supplemental notice | CGH Technologies Inc. |
| 2010.4.0 | 01/17/2011 | Added Interim information | CGH Technologies Inc. |
| 2011.1.0 | 03/31/2011 | Added info to airports search | CGH Technologies Inc. |
| 2011.1.0 | 03/31/2011 | Modified Respond to Add letter | CGH Technologies Inc. |
| 2011.1.1 | 04/04/2011 | Modified Support Desk Hours | CGH Technologies Inc. |
| 2011.2.0 | 06/23/2011 | Added info on General FAQs | CGH Technologies Inc. |
| 2011.2.0 | 06/23/2011 | Added info on Wind Turbine FAQs | CGH Technologies Inc. |
| 2011.2.0 | 06/23/2011 | Various text modifications | CGH Technologies Inc. |
| 2011.2.1 | 07/11/2011 | Updated text with regards to submitting On Airport case. | CGH Technologies Inc. |
| 2011.3.0 | 09/29/2011 | Updated screen shots | CGH Technologies Inc. |
| 2011.3.0 | 09/29/2011 | Added info for cases due to expire | CGH Technologies Inc. |
| 2011.3.0 | 09/29/2011 | Added info on web services | CGH Technologies Inc. |
| 2011.4.0 | 01/05/2012 | Added Subscription Preferences | CGH Technologies Inc. |

Change Control Table (cont.)

| Version No. | Date | Purpose / Changes | Author |
|---|---|---|---|
| 2011.4.0 | 01/05/2012 | Added Off Airport Batch PDF Upload | CGH Technologies Inc. |
| 2012.1.0 | 03/29/2012 | Added E-filed Case Transfer | CGH Technologies Inc. |
| 2012.1.0 | 03/29/2012 | Micro Siting Validation | CGH Technologies Inc. |
| 2012.1.0 | 03/29/2012 | Updated Frequent Asked Questions | CGH Technologies Inc. |
| 2012.2.0 | 06/28/2012 | Added - State Aviation Contacts Link to the Submit Off Airport Case to FAA | CGH Technologies Inc. |
| 2012.2.0 | 06/28/2012 | Updated – Create a New Case (Off Airport) | CGH Technologies Inc. |
| 2012.2.0 | 06/28/2012 | Updated – My Case Transfer History | CGH Technologies Inc. |
| 2012.2.0 | 06/28/2012 | Added – Useful Links | CGH Technologies Inc. |
| 2012.2.0 | 06/28/2012 | Deleted - Competition for the Sky | CGH Technologies Inc. |
| 2012.3.0 | 09/27/2012 | Added – 7460-2 Duplicate Validation | CGH Technologies Inc. |
| 2012.4.0 | 01/03/2013 | Added – Nacelle Height | CGH Technologies Inc. |
| 2012.4.0 | 01/03/2013 | Added – N/A Proposed Structure | CGH Technologies Inc. |
| 2012.4.0 | 01/03/2013 | Added – Current AGL | CGH Technologies Inc. |
| 2012.4.0 | 01/03/2013 | Added – Aerial Photography Opacity (Photo Overlay) | CGH Technologies Inc. |

| Change Control Table (cont.) | | | |
|---|---|---|---|
| **Version No.** | **Date** | **Purpose / Changes** | **Author** |
| 2012.4.0 | 01/03/2013 | Added – Latitude and Longitude Labels (Air Traffic Areas of Responsibility Map) | CGH Technologies Inc. |
| 2013.1.0 | 03/28/2013 | Removed – Fax Documents | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | Add/Revised Instructional Text For E-filers to Complete 7460-2 Forms | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | Added Deviation To lighting Standards Options to the M/L dropdowns | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | Added E-mail Notification Language to Off Airport E-filer Confirmation Screen | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | Added Temporary Structure Letter Link to the Off Airport Portal Page | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | Automated NOTAM request, Extension and Cancelation from E-filers. | CGH Technologies Inc. |
| 2013.2.0 | 06/27/2013 | Added Business Rule to Prevent E-filers from selecting 7460-2 Parts 1 and 2 for Cases in DET-TMP status. | CGH Technologies Inc. |
| 2013.3.0 | 09/27/2013 | Added E-filer Clone of Submitted Cases | CGH Technologies Inc. |
| 2014.1.0 | 01/30/2014 | Revised 7460-2 Part I & II references | CGH Technologies Inc. |

| Change Control Table (cont.) | | | |
|---|---|---|---|
| **Version No.** | **Date** | **Purpose / Changes** | **Author** |
| 2014.2.0 | 03/24/2014 | Added Clone Frequencies | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | Added Search Results Toggle Arrows | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | Added Crane / Construction Equipment Max Operating Heights (AGL) | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | Added “Instructions Page” to display Desk Reference Guides | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | Added Desk Reference Guides | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | Added Clone Prior ASN Frequencies | CGH Technologies Inc. |
| 2014.3.0 | 08/01/2014 | Added NOTAM Temporary Structure Notification FDC NOTAM section and FAQ | CGH Technologies Inc. |
| 2014.3.0 | 08/01/2014 | Added Specific Frequencies “Lighting Study” Note | CGH Technologies Inc. |
| 2014.3.0 | 08/01/2014 | Added Circularized Case Notification section | CGH Technologies Inc. |
| 2014.2.0 | 03/24/2014 | Added Desk Reference Guides Reference | CGH Technologies Inc. |

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|---|---|---|---|
| 2014.4.0 | 10/30/2014 | Added E-filing with Frequency Overlap | CGH Technologies Inc. |
| 2014.4.0 | 10/30/2014 | Added Prior ASN Auto-Population | CGH Technologies Inc. |
| 2015.1.0 | 01/29/2015 | Added Waiting Status for WT/Met Tower cases | CGH Technologies Inc. |
| 2015.2.0 | 04/30/2015 | Added Batch Print / Download Correspondence | CGH Technologies Inc. |
| 2015.3.0 | 07/30/2015 | Updated Max to Min Operating Height (AGL)<br>Various text modifications | CGH Technologies Inc. |
| 2015.3.0 | 07/30/2015 | Various text modifications | CGH Technologies Inc. |
| 2015.4.0 | 10/31/2015 | E-filer Mapping | CGH Technologies Inc. |
| 2015.4.0 | 10/31/2015 | E-Supplemental AGL Height Validation | CGH Technologies Inc. |
| 2016.1.0 | 01/30/2016 | Added Airport Operations Contact and FDC NOTAMs | CGH Technologies Inc. |
| 2016.1.0 | 01/30/2016 | Removed NPH Letter from External (Not Logged in Account View). Added NPH Letter Attachment to Notification Email | CGH Technologies Inc. |
| 2016.1.0 | 01/30/2016 | Added 7460-2 Part 1 and Part 2 submission instructions | CGH Technologies Inc. |

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|---|---|---|---|
| 2011.4.0 | 01/05/2012 | Added Subscription Preferences | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | Added Traverseway Height Adjustment / Unadjusted Structure Height (AGL) / Total Structure Height (AGL) | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | Added Aircraft Detection Lighting System" (ADLS) | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | Added 7460-2 Part 1 and Part 2 ADLS submission instructions | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | Updated Subscription Preferences – Structure Types | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | Added Marking/Lighting FAQs section and link | CGH Technologies Inc. |
| 2016.2.0 | 04/28/2016 | ADD Marking/Lighting Types and information | CGH Technologies Inc. |
| 2016.3.0 | 07/28/2015 | Added E-file Project via Import Spreadsheet | CGH Technologies Inc. |
| 2016.4.0 | 10/27/2016 | Added E-filer Correspondence Archive | CGH Technologies Inc. |
| 2016.4.0 | 10/27/2016 | Revised Wind Turbine E-filer Requirements for Document Upload Prior to Filing | CGH Technologies Inc. |
| 2016.4.0 | 10/27/2016 | Added On-Airport Landing Area Proposal (LAP) | CGH Technologies Inc. |

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|---|---|---|---|
| 2016.4.0 | 10/27/2016 | Removed Wind Turbine/Met Tower Micro-siting. | CGH Technologies Inc. |
| 2017.2.0 | 04/28/2017 | Added Form 7480-1 Electronic Submission Language to the Home Page and Portal Page | CGH Technologies Inc. |
| 2017.3.0 | 07/27/2017 | Added Proposed Frequency Language to the 7460-1 Electronic Submission for On and Off Airport | CGH Technologies Inc. |
| 2017.3.0 | 07/27/2017 | Updated Frequency Band Labels Micro Siting Validation | CGH Technologies Inc. |
| 2017.3.0 | 07/27/2017 | Removed Micro Siting Validation and Nacelle Height References | CGH Technologies Inc. |
| 2017.4.0 | 11/16/2017 | Added reference to ADD Letter Follow Up Email | CGH Technologies Inc. |
| 2017.4.0 | 11/16/2017 | Added Add Multiple Cases (Off Airport) to replace Add New Project (Off Airport) along with Associated changes | CGH Technologies Inc. |
| 2017.4.0 | 11/16/2017 | Added NED Site Elevation Validation | CGH Technologies Inc. |
| 2018.1.0 | 04/12/2018 | Updated Home Page Images | CGH Technologies Inc. |
| 2018.1.3 | 08/2018 | Updated OE Structure Type from 'Met Tower' to 'Met Tower (w/WT Farm)' | CGH Technologies Inc. |
| 2018.1.3 | 08/2018 | Added three new OE Structure Types for OE Cases - Barge Crane, Met Tower (non-WT Farm) and Building w/Wind Turbine | CGH Technologies Inc. |

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|---|---|---|---|
| 2018.1.3 | 08/2018 | Updated e-filers Add Multiple Cases (Off Airport) function to include proposed frequencies/powers | CGH Technologies Inc. |
| 2018.2.0 | 12/2018 | 2Q18 Changes | CGH Technologies Inc. |
| 2018.2.1 | 03/28/2019 | Added new OE Structure Type for OE Cases – WT-Barge Crane | CGH Technologies Inc. |
| 2020-DEC.2 | 01/12/2021 | Added Name change for NPH letter to NPF | CGH Technologies Inc. |
| 2021-SEP.2 | 10/06/2021 | Removed DoD Preliminary Screening and Wind Turbine Build Out tools | CGH Technologies Inc. |
| 2022-AUG | 08/18/2022 | Removed Internet Explorer browser reference | CGH Technologies Inc. |
| 2022-NOV | 11/17/2022 | Added reference to On-Airport Component Types Part 77 and Advanced Air Mobility | CGH Technologies Inc. |

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# Welcome

Thank you for using the Obstruction Evaluation and Airport Airspace Analysis (OE/AAA) System. *OE/AAA* is a public Web site provided by the Aeronautical Information Management (AIM) Division of the Federal Aviation Administration (FAA) at https://oeaaa.faa.gov .

The *OE/AAA* Web site enables individuals and organizations engaged in sponsoring the construction and/or alteration of potential obstructions both on location at airports (On Airport) and external to the airport periphery (Off Airport) to easily notify the FAA of their intent and activities. This, in turn, allows the FAA to efficiently evaluate and determine the impacts of these activities on compliance with Airports Programs and the National Airspace System (NAS) under Title 14 of the Code of Federal Regulations (CFR) part 77.

The OE/AAA® External User Guide is a tool designed to facilitate the use of the online OE/AAA Web site for individuals and organizations seeking to adhere to FAA regulations on navigational airspace, and who have or will be submitting proposals, i.e., form 7460-1 *Notice of Proposed Construction or Alteration,* or from 7460-2 *Notice of Actual Construction or Alteration*, to the FAA. This guide will enable sponsors to manage and monitor their cases more effectively by using the OE/*AAA* Web site. The Guide provides instructions for how to log on and log off the system, quickly self-evaluate planned activities, and file applications to, and receive notification from, the FAA. Information on how to supply additional documentation, how to update and self- administer sponsor information, and how to use other related tools and information on managing your cases online, is also contained in this document.

# *Getting Started*

## *Desk Reference Guides*

Desk Reference Guides (DRG) are a compilation of instructions of specific site activities to aid users' complete topic task. Users can access DRGs from the OE/AAA Account section of the website via the sidebar link labeled "Instructions".

The link is available to users whether logged in or not. When not logged in, the link is displayed after New User Registration. When logged in, the link is displayed between What's New and Change Password. The External User Guide and Desk Reference Guides are intended to improve user site experience.

## *Computer*

To use the *OE/AAA* System, you need to have a suitable computer with necessary software installed and properly configured.

- Hardware processing speed no less than 1GB of RAM.
- Internet connection (dial-up is not recommended).

Some smart phones can run the OE/AAA System, but may not be able to access all the functions.

## Software

- Adobe Acrobat Reader is required to view letters issued by the FAA on the OE/AAA website.

## Browser

Microsoft Edge, Mozilla Firefox, or other popular browsers are suitable with the *OE/AAA* Web site. Some browser/computer combinations, however, might require special configurations.

### Clearing Browser Cache

Please clear your computer cache.
In order to speed up web browsing, web browsers are designed to download web pages and store them locally on your computer's hard drive in an area called "cache". The cache contains a kind of travel record of the items you have seen, heard, or downloaded from the Web, including images, sounds, Web pages, even cookies. Typically, these items are stored in the Temporary Internet Files folder of your computer.

When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. This sometimes results in less than current versions of web pages being displayed. If you're experiencing problems like long waits while your computer boots up, or long waits in calling up web pages, it may be because you need to clear your Temporary Internet Files.

## Pop-up Windows

The OE/AAA System uses pop-up windows for some feature functionality. The site uses pop-ups to provide more details and to allow users to take full advantage of the additional feature data available. We do not recommend permanently turning off your pop-up blocker. We recommend you add the OE/AAA site (https://oeaaa.faa.gov) to the "white list" of sites for which your browser will always allow pop-ups.

# Using the OE/AAA System

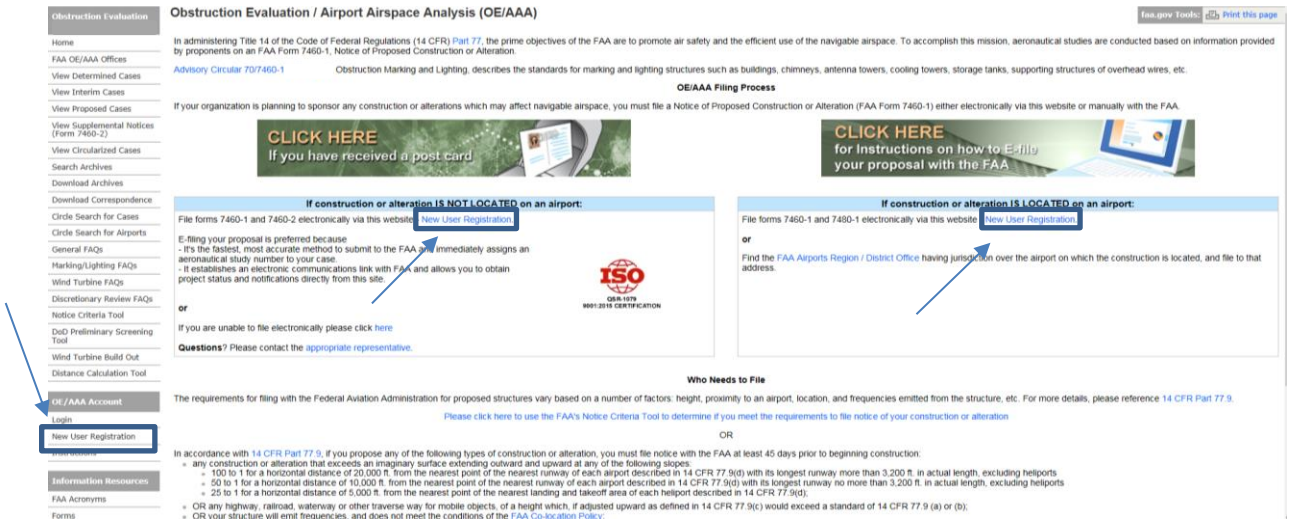
## Registering a First Time User

- You must register to have an account created in the *OE/AAA* System.

- When registered, the following can be filed online to the FAA:
  - 7460-1, *Notice of Proposed Construction or Alteration*
  - 7460-2, *Notice of Actual Construction*
  - 7480-1 Airport Landing Area Proposal (LAP)

Below, step-by-step instructions are given to register as a new OE/AAA user and create an online e-File account:

- Go to https://oeaaa.faa.gov .
- Click the link "New User Registration" on the left side of the page under OE/AAA Account.



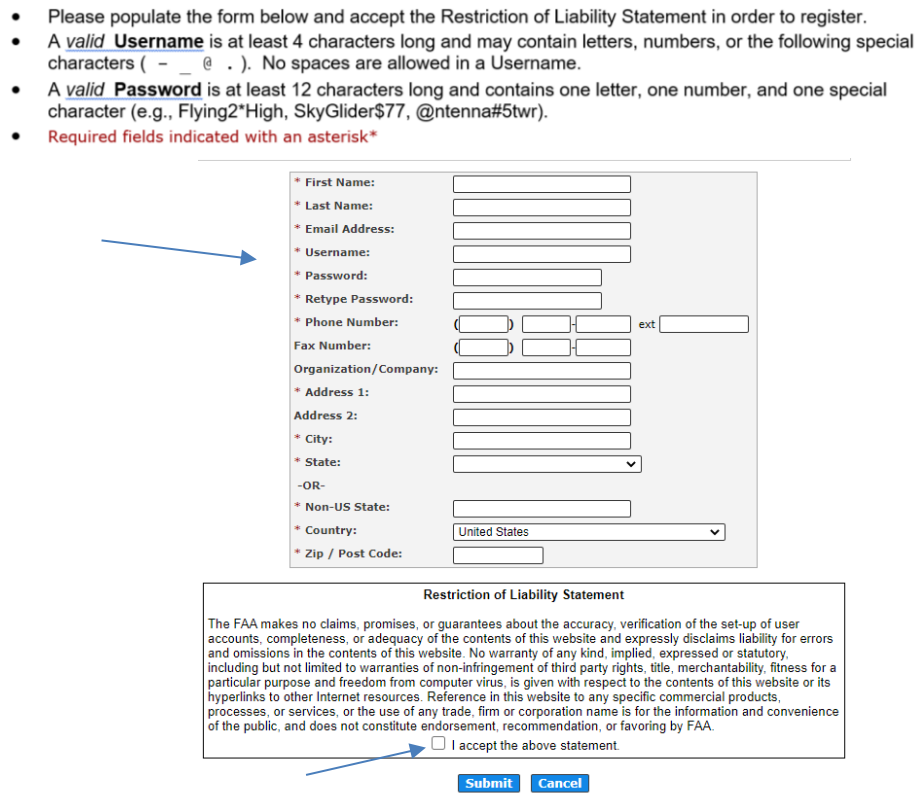
- Follow the instructions to fill in all required information to create an OE/AAA e-File account, **"OE/AAA Login."**

**NOTE:** when registering or creating a new account you <u>must:</u>

- **Create a Valid User Name:** A *valid* username is at least 4 characters long and may contain letters, numbers, or the following special characters ( - _ @ . ) and "spaces" are allowed in a username.

- **Create a Valid Password:** A *valid* password is at least 12 characters long and contains one letter, one number, and one special character (e.g., bu1lder!town, con$truct1on, @ntenna5tower).

## <u>New User Registration</u>

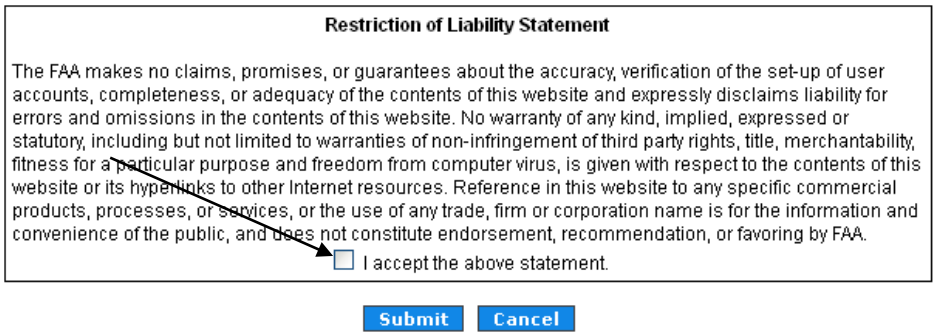


- **Understand and Accept the Restriction of Liability Statement:** At the bottom of the page, read and accept the mandatory Restriction of Liability Statement.

Follow these steps:

➢ Click **Submit** to accept the Statement. The *Successful Registration Confirmation* page opens to confirm the registration.

➢ After registration, you can begin using the OE/AAA site, click **Submit** to go to the OE/AAA Portal.



## *Existing Users*

Below, step by step instructions to manage your accounts are given:

- Click Login to enter the OE/AAA system.
- Click the Logout link to Log Off.
- Enter your *OE/AAA* system Username and Password.
- Click **Submit** to go to the *OE/AAA Portal* page.

### *Forgot Your Username*

If you forget your username, select the **Forgot My Username** link. Enter your email address and last name and then select the **Submit** button.
The system will send you an email with your username so you can regain access to the system.

### *Forgot Your Password*

If you forget your password, select the **Forgot My Password** link. Enter your username and last name and then select the **Submit** button. The system will send you an email with password reset instructions so you can create a new password and regain access to the system.

Federal Aviation Administration

***Help***

If you need assistance using the system, please contact the Support Desk at (202) 580-7500, or via email: oeaaa_helpdesk@cghtech.com

## *OE/AAA Portal Page*

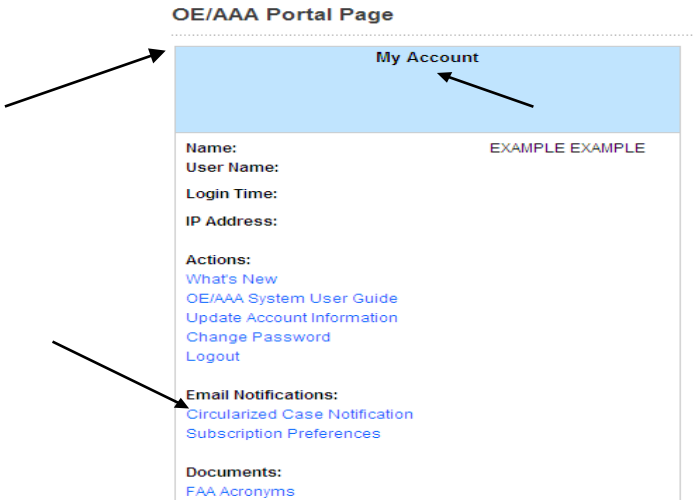
### OE/AAA Portal Page Layout

Each time you login to https://oeaaa.faa.gov, the *OE/AAA Portal* page appears. The *OE/AAA Portal* page shows all your cases in one clear and concise layout that makes it easy for you to file and manage your cases.

## *Circularized Case Notification*

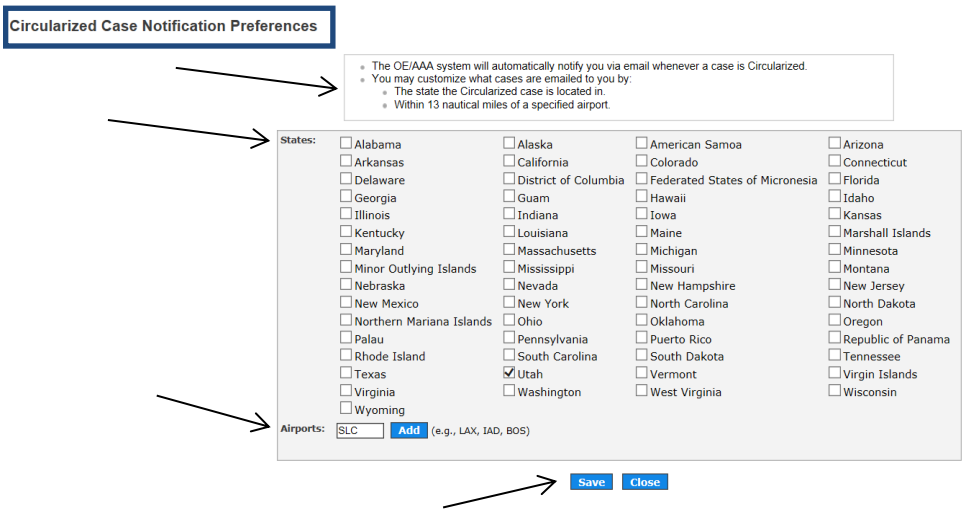
In lieu of manually searching for cases currently being circularized by state, the Circularized Case Notification page allows you to register for email notification. This feature allows a user to select specific states or airports for which they want notification. Then whenever a new case is circularized or a previously circularized case is determined for the selected states and/or airports the user will receive an email message notification.

To register for this option login to your account on your Portal Page, in the My Account column, under the Email Notifications header, select the blue "Circularized Case Notification" link to begin setup.




## *Email Notifications*

On the Circularized Case Notification Preferences screen, select the States and Airports you're interested in receiving notification about and then select the Save] button. For Airports, you must select the three or four digit Airport Identifier.




**Circularized Case Notification Preferences Screen**

The OE/AAA system will automatically notify you of Circularized Cases via email based on the State(s) and Airport(s) selected.

## Subscription Preferences

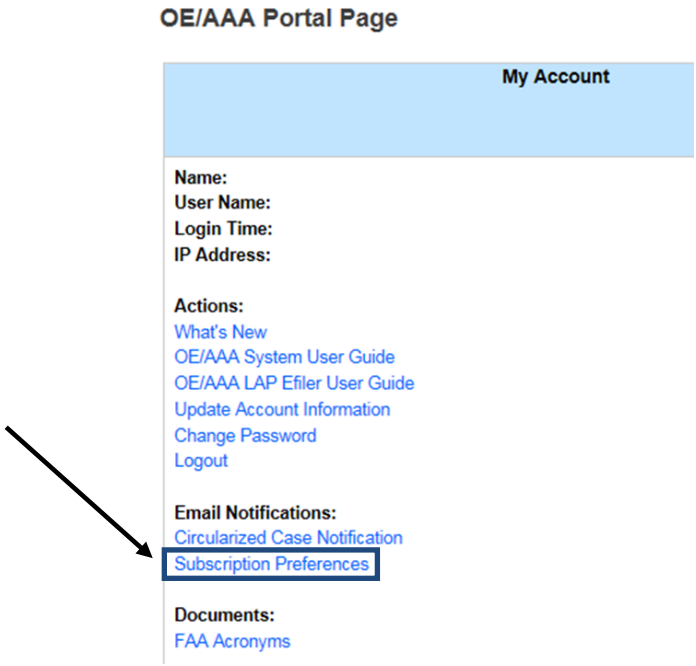
Registered OE/AAA users can set up subscription(s) for the FAA to provide **e- mail notification of Off Airport aeronautical studies** conducted for obstacles in locations and/or statuses that are of interest to you.

Subscriptions are only available to registered users through the public OE/AAA website. Cases sent to you that fall within your preferences are those in a valid public status i.e. Proposed (WRK, EVL), CIR, Interim (NPF), or Determined.

*Cases in NEW, ADD and TER status are not returned in the subscription distribution. On Airport cases are not included in the subscription functionality.

To setup Subscription Preferences to receive e-mail notification of cases you've asked the FAA to inform you of (Subscription Preferences), follow these steps:

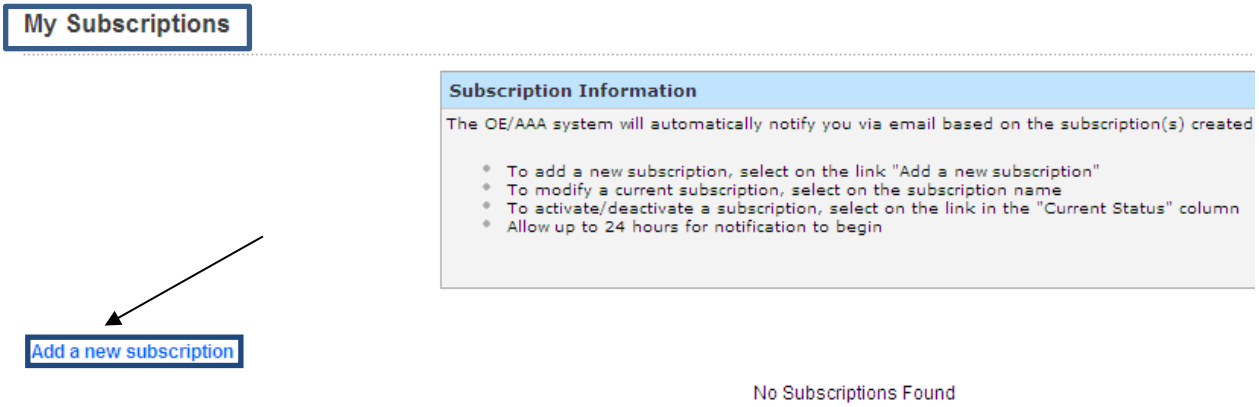
Login to your account; on your Portal Page, in the My Account column, under the Email Notifications header, select the blue "**Subscription Preferences**" link to begin setup.




## My Subscriptions screen

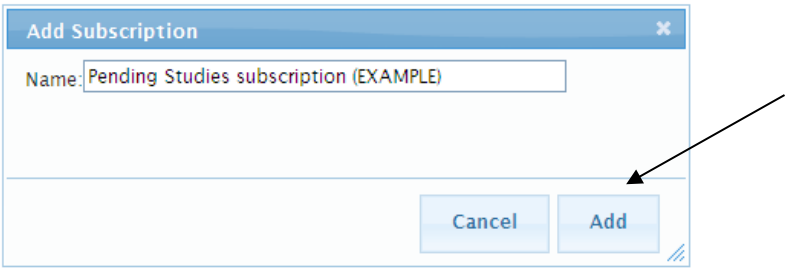
The OE/AAA system will automatically notify you via email based on the subscription(s) created.

1. To add a new subscription, select on the link "Add a new subscription"
2. To modify a current subscription, select on the subscription name
3. To activate/deactivate a subscription, select the link in the "Current Status" column
4. Allow up to 24 hours for notification to begin

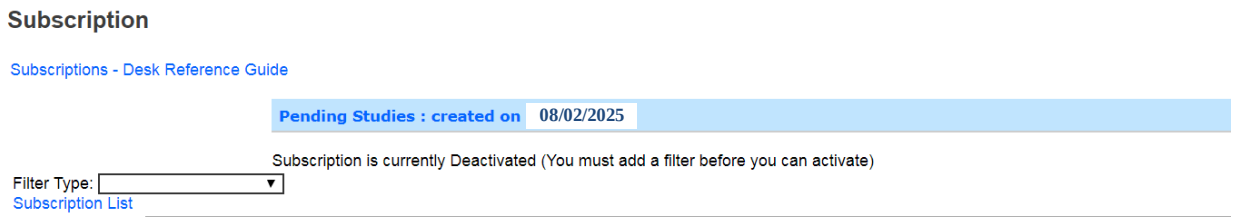



- **Enter a name for your subscription**

- **Select the 'Add" button (after entering a subscription name)**



**Your subscription is now created (but deactivated); it's ready for you to add Subscription Filters.**

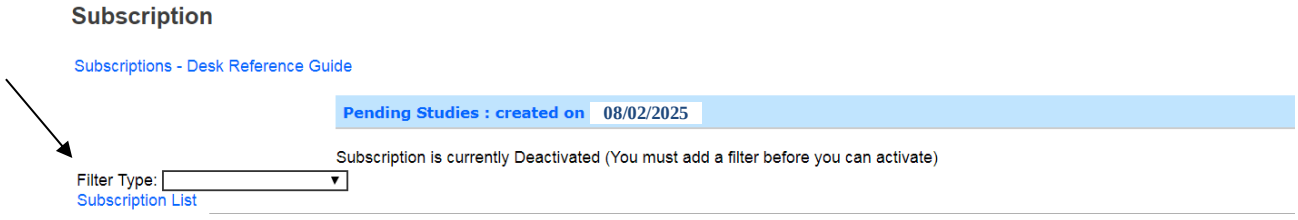



- **Add Subscription Filters based on the following criteria:**

Subscription Information

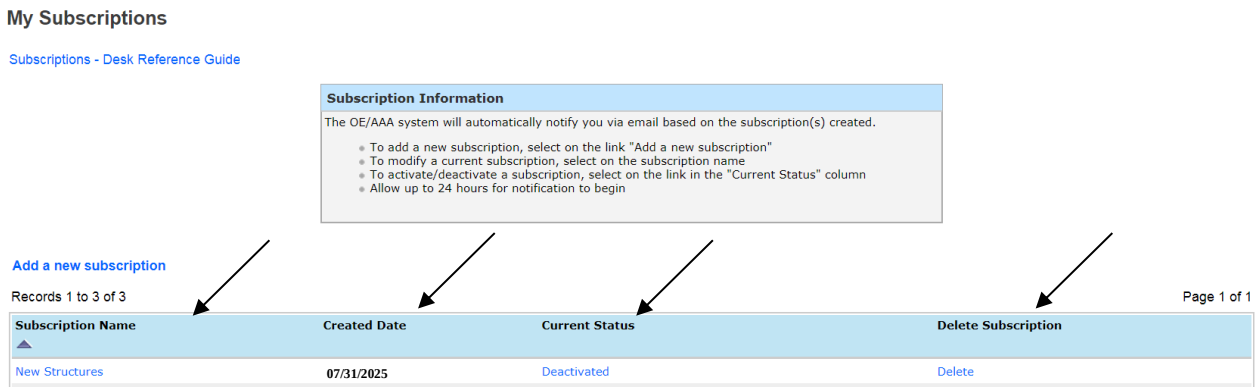
Airport(s)

1. Duration Type
2. Latitude/Longitude Coordinates (for a point and a straight line)
3. OE Case(s)
4. Polygon
5. State(s)
6. Status
7. Structure Heights (AGL)
8. Structure Heights (AMSL)
9. Structure Types

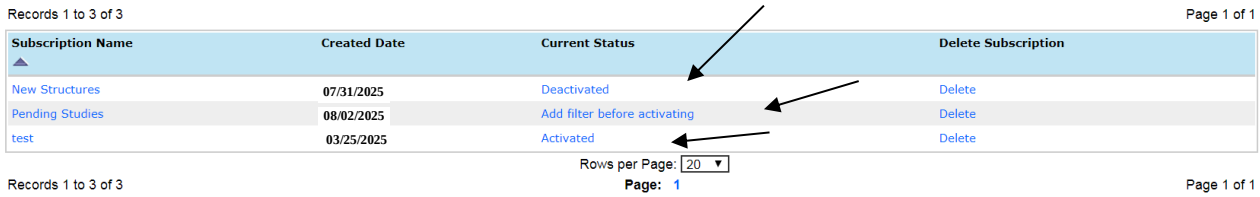


- **The subscription List link displays your "My Subscriptions" screen. This is where you can view the created subscriptions in your account; by Name, Creation date and Current Status.**

- **The ability to delete individual subscriptions is also available.**




- **As desired, use the Subscription Name, Filter Type and Subscription List link to continue adding other Subscription Filters to meet your criteria.**



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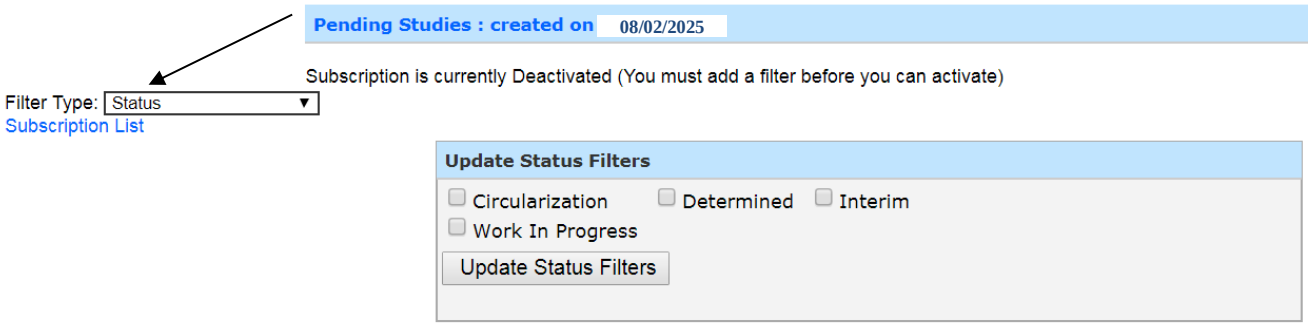
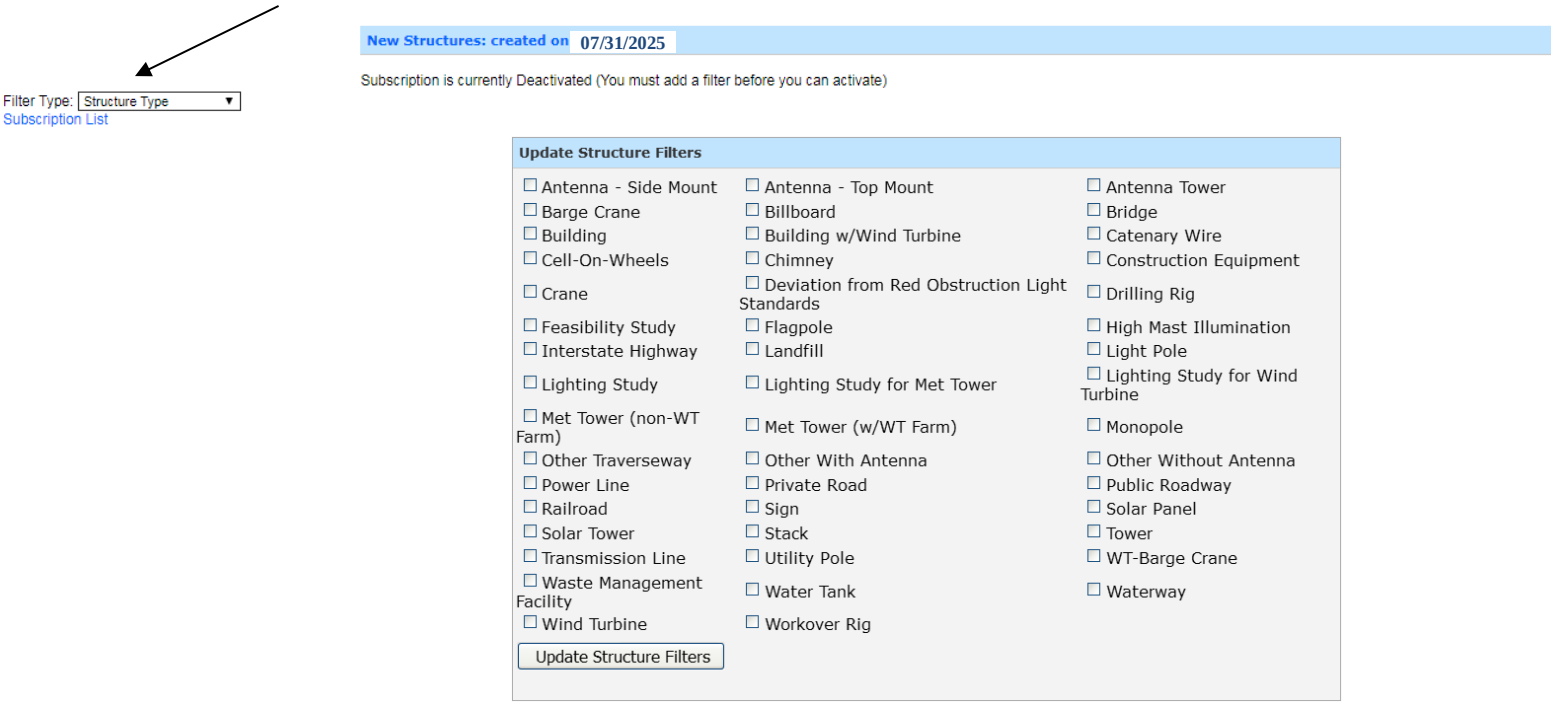
## Filter Type example #1:

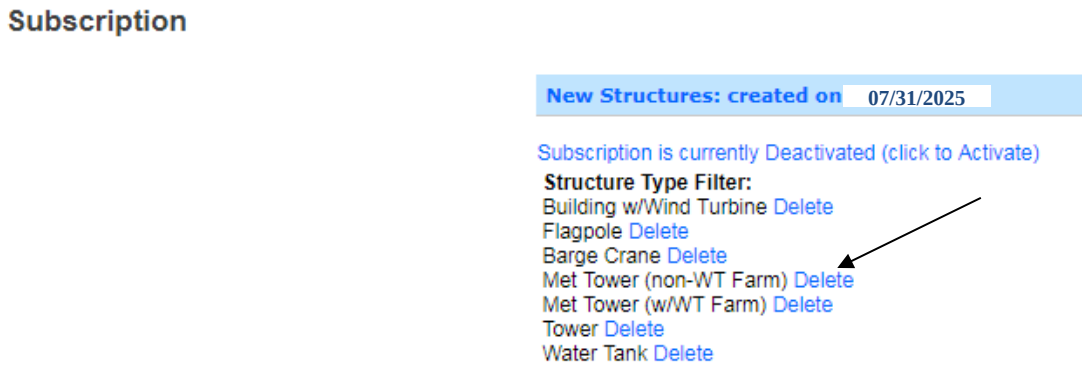
### Subscription



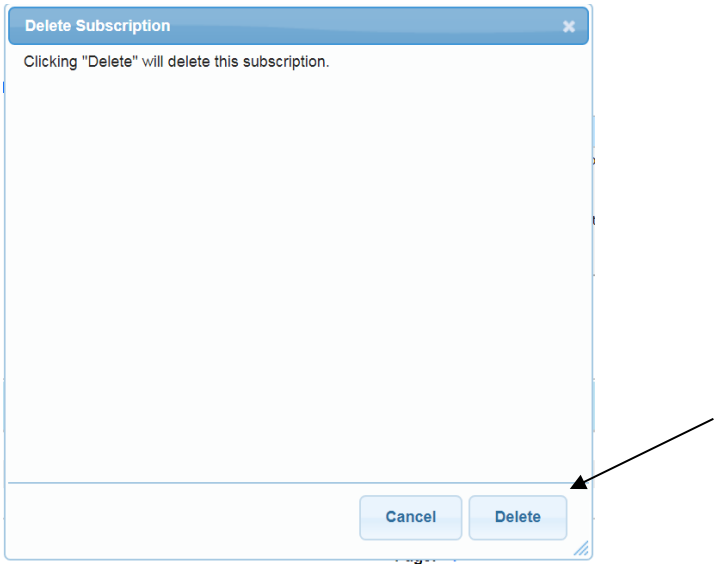

## Filter Type example #2:



**To "Delete" a subscription, select the "Delete" link next to the applicable Structure Type Filter.**

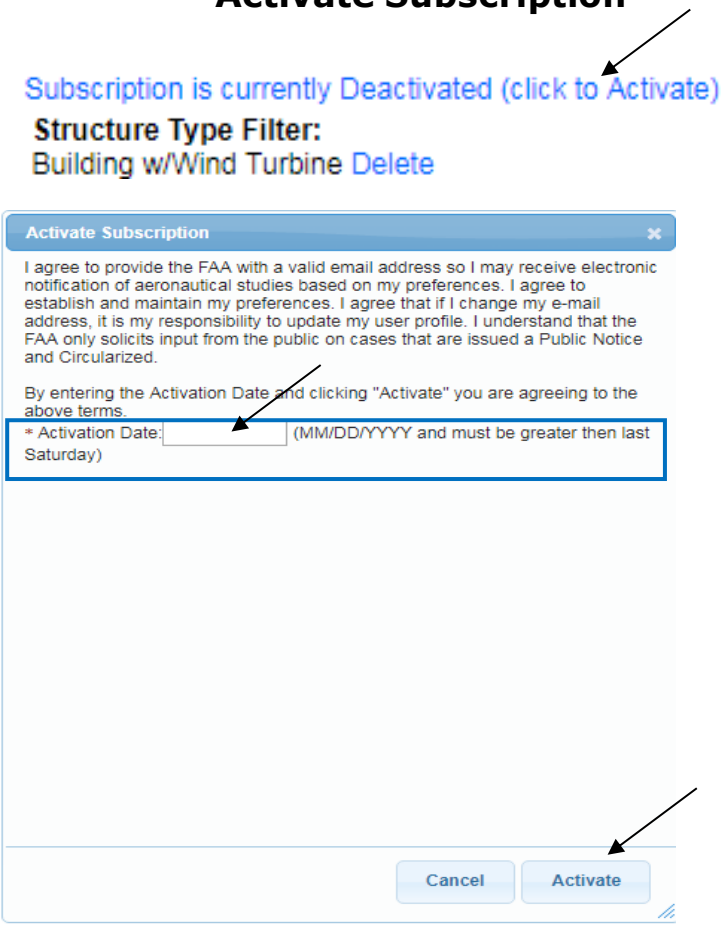



- **Select the "Delete" button to delete the selected subscription.**



Federal Aviation Administration

## Activate Subscription




By entering the **Activation Date and clicking "Activate"** you are agreeing to the following terms.

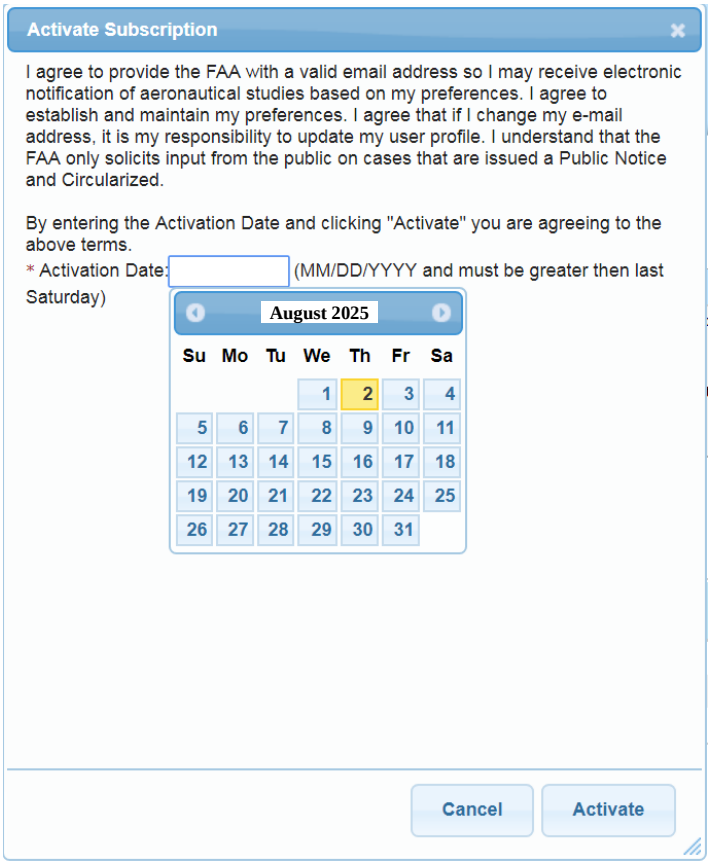
1. I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences.

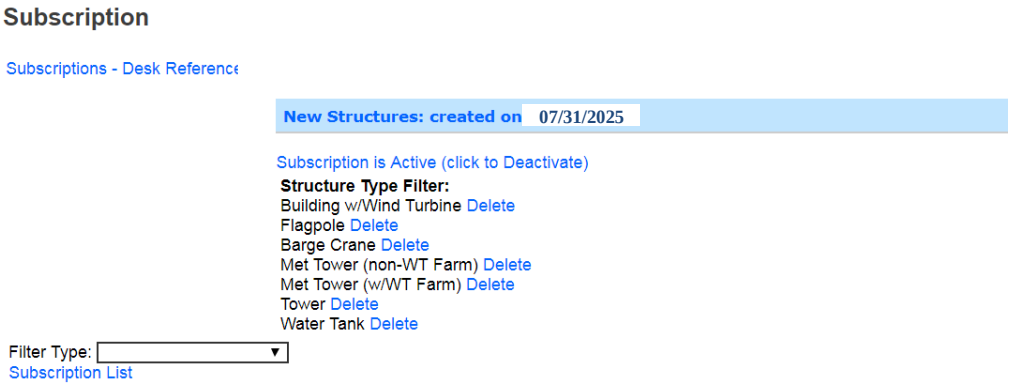
2. I agree to establish and maintain my preferences.

3. I agree that if I change my e-mail address, it is my responsibility to update my user profile.

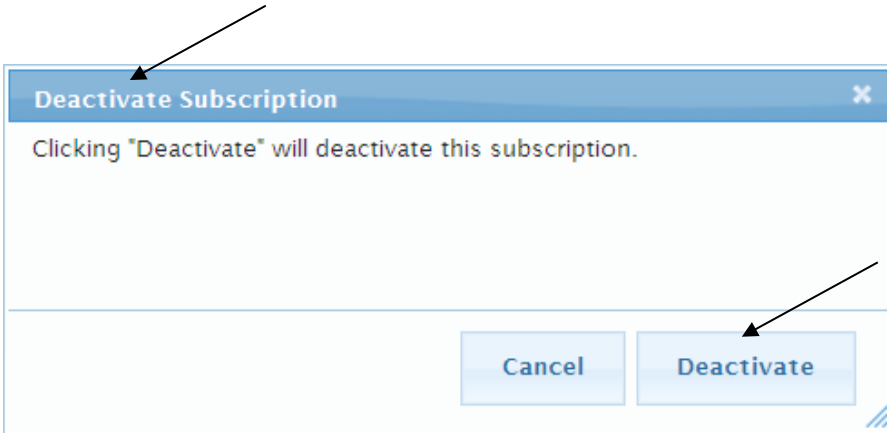
4. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

*** The Activation Date: (MM/DD/YYYY must be greater than last Saturday)**



- **Select the "Deactivate" button to deactivate the selected subscription.**




The OE/AAA System will automatically notify you via email based on your Subscription Preferences when an Off Airport case is updated by the FAA and falls within your selected filters.

You will only receive updates when a subscription is activated and the FAA updates cases that fall within your preferred Subscription Filters.

Listed below are OE/AAA cases that are recently changed and belong to your "SFO" Subscription:

| ASN | Status | Structure | Duration | City | State | Latitude | Longitude | Elevation | AGL |
|---|---|---|---|---|---|---|---|---|---|
| 2025-AWP-9322-OE | Determined | Transmission Line | Permanent | San Bruno | CA | 37° 38' 47.33" N | 122° 24' 15.63" W | 9 | 70 |
| 2025-AWP-12426-OE | Work In Progress | Crane | Temporary | Half Moon Bay | CA | 37° 30' 14.53" N | 122° 29' 24.37" W | 7 | 75 |
| 2025-AWP-12461-OE | Work In Progress | Crane | Temporary | San Bruno | CA | 37° 38' 47.33" N | 122° 24' 15.63" W | 9 | 105 |
| 2025-AWP-12473-OE | Work In Progress | Crane | Temporary | Redwood City | CA | 37° 31' 19.59" N | 122° 15' 27.46" W | 8 | 220 |

4 total case(s)

## Navigation Sidebar

The navigational system Sidebar is located on the left side of all screens within your account. The Sidebar provides links to help you go directly to some frequently used system functions. Sidebar links are grouped under three categories:

1. Obstruction Evaluation links help you file and manage your cases.
2. OE/AAA Account links help you manage your OE/AAA.
3. Information Resources provide some further information to help you understand the obstruction evaluation process.

A detailed description of each of these links is provided later in this Guide.

## Sponsor

The sponsor is the owner/operator of the structure you are requesting the FAA to study. This is the name and address that will be reflected on all FAA correspondence generated regarding this site. If you are the owner/operator, please enter your own information to proceed.

### Add New Sponsor

Before filing a case, you must have a minimum of one sponsor. As a first time user, you're required to enter a sponsor before you can submit a new case (7460-1 or 7480-1). This is only required for your first account filing, and is optional thereafter. Example: In case other filings have different sponsors.

## Instructions:

1. Select the "**Add New Sponsor**" link on your portal screen to add a sponsor.

The Add A New Sponsor link is used to open the My Sponsors Page to add a new sponsor.

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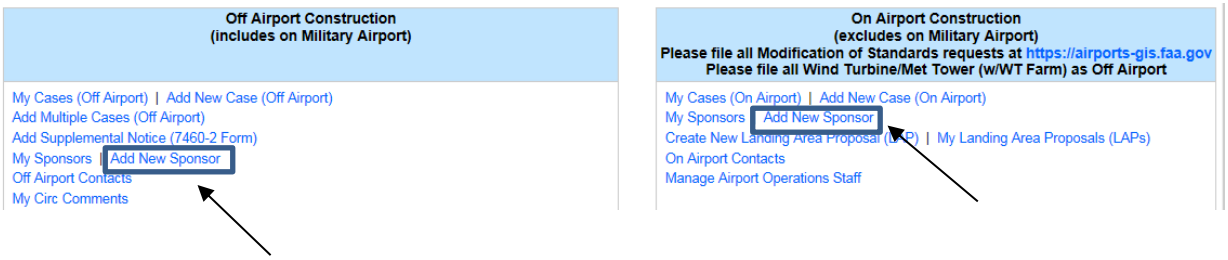
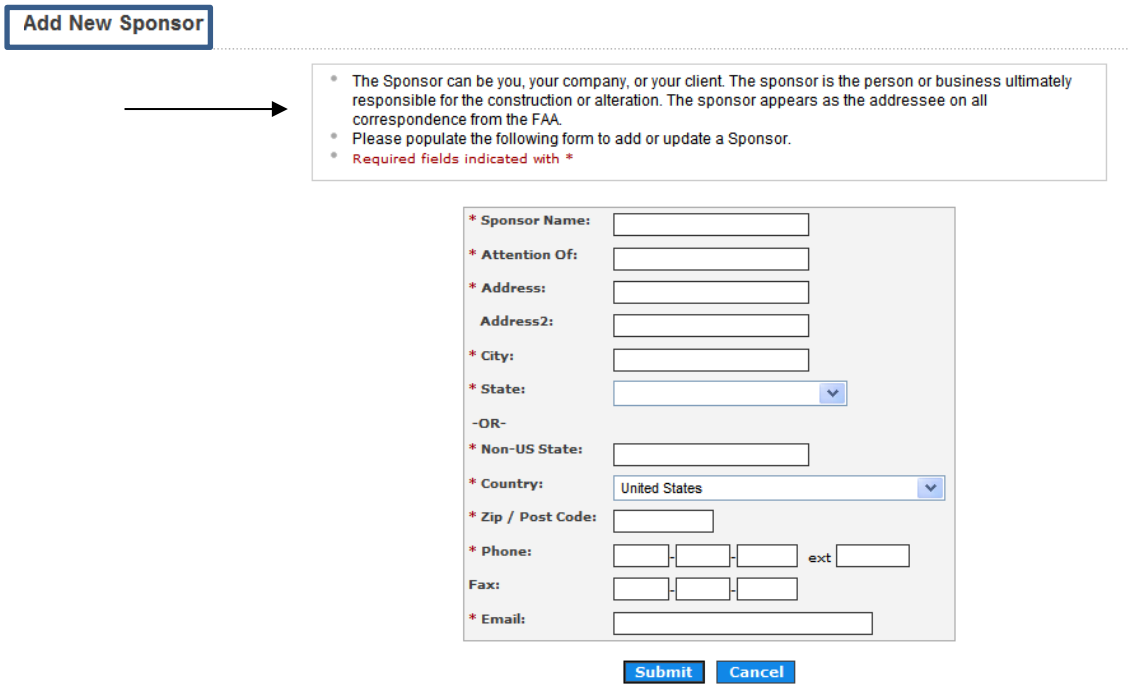



**Example:** Add New Sponsor Screen




## Instructions:

1. Enter your name in the "attention of" field
2. Enter the sponsors address information
3. Then, select the [Submit] button
4. Return to your portal screen and select the "Add New Case" link to see the 7460-1 form for completion.

Federal Aviation Administration

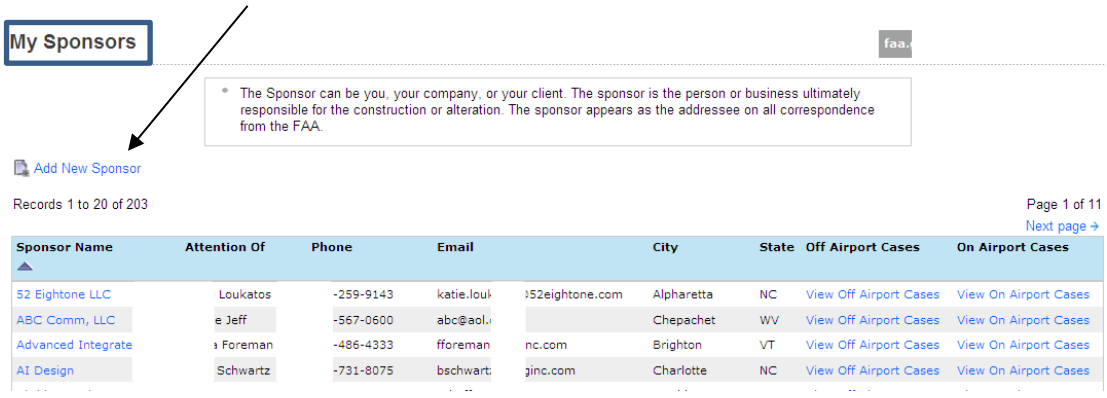
## View My Sponsors

- Click the **My Sponsors** link on your Portal Page to move to the **My Sponsors** screen that lists your sponsors.
- Sort the list: sponsor name, attention of, phone, email, city, state, View Off Airport Cases or View On Airport Cases.

## My Sponsors Screen

From the My Sponsors screen, additional sponsors can be added, and existing sponsor profiles can be updated or deleted.

**Example:** My Sponsors Screen



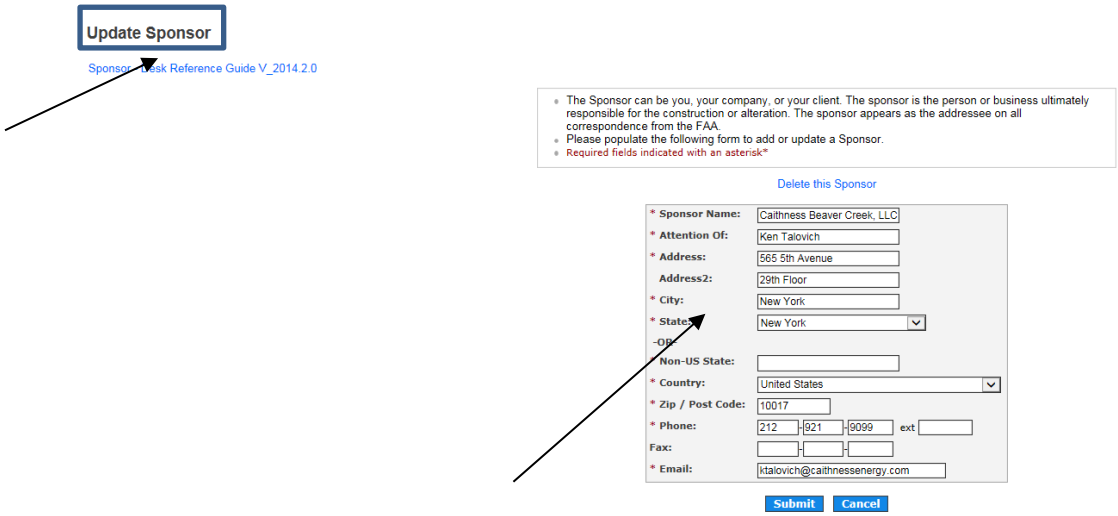
## Update Sponsor

Change and update information in your existing sponsor profile(s):

### Instructions:

5. Selecting the applicable sponsor from the Sponsor name list
6. Change the sponsor data as needed on the update Sponsor screen
7. Then, select the **[Submit]** button

**Example:** My Sponsors - Update Sponsor Screen – ***Update Sponsor***



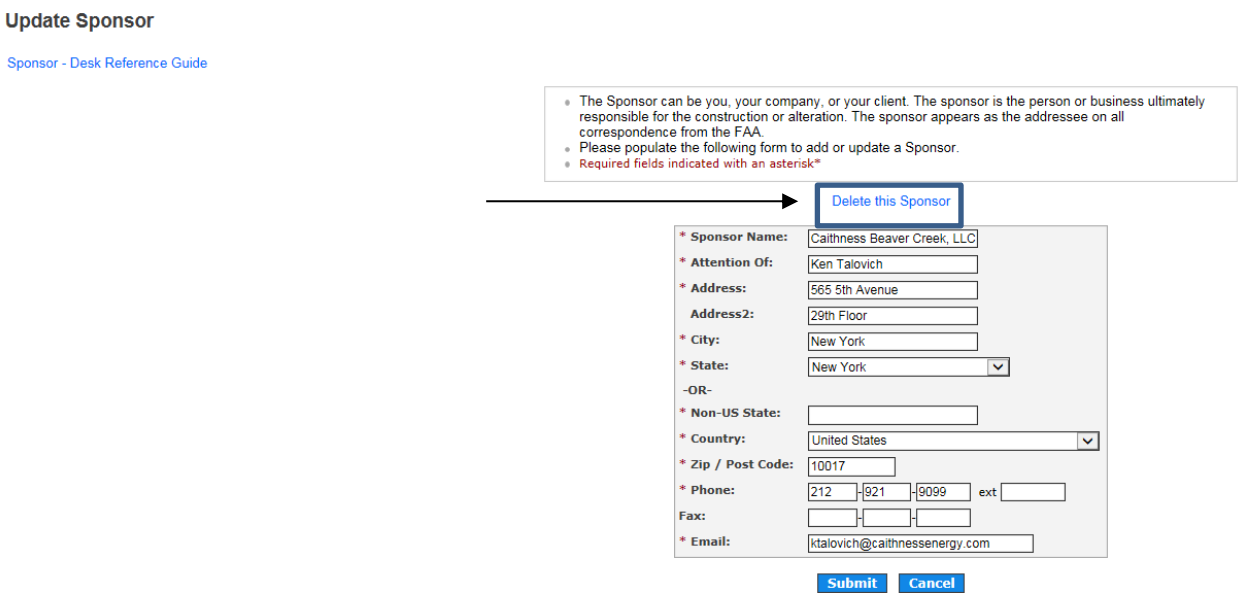
Federal Aviation Administration

# Delete a Sponsor Profile

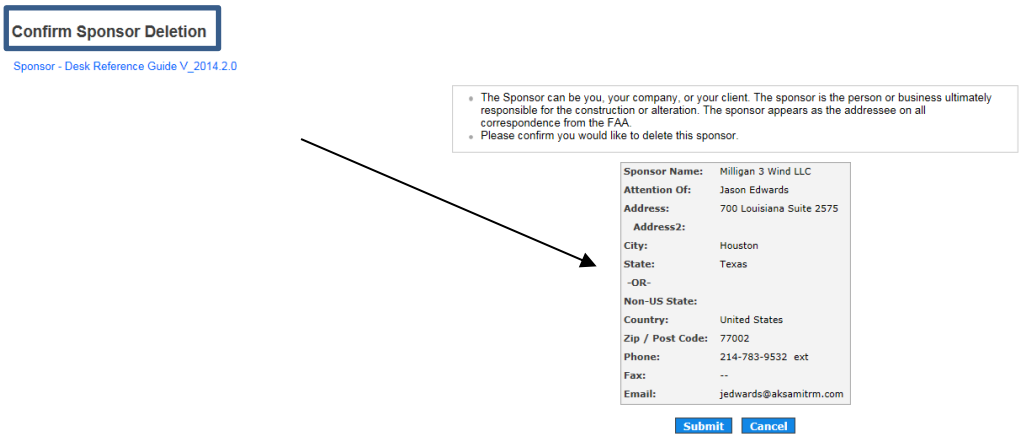
## Instructions:

1. Select the sponsor name from the list on the My Sponsors screen
2. Select the **Delete this Sponsor** link on the Update Sponsor screen
3. Select the **[Submit]** button on the Confirm sponsor Deletion screen

**Example:** My Sponsors - Update Sponsor Screen – ***Delete this Sponsor***



**Example:** My Sponsors - Update Sponsor Screen – ***Confirm Sponsor Deletion***

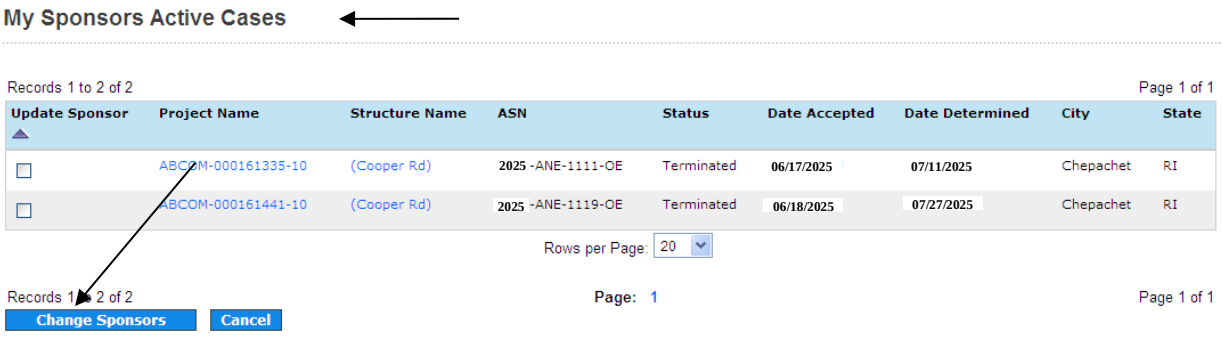



## Change Sponsors

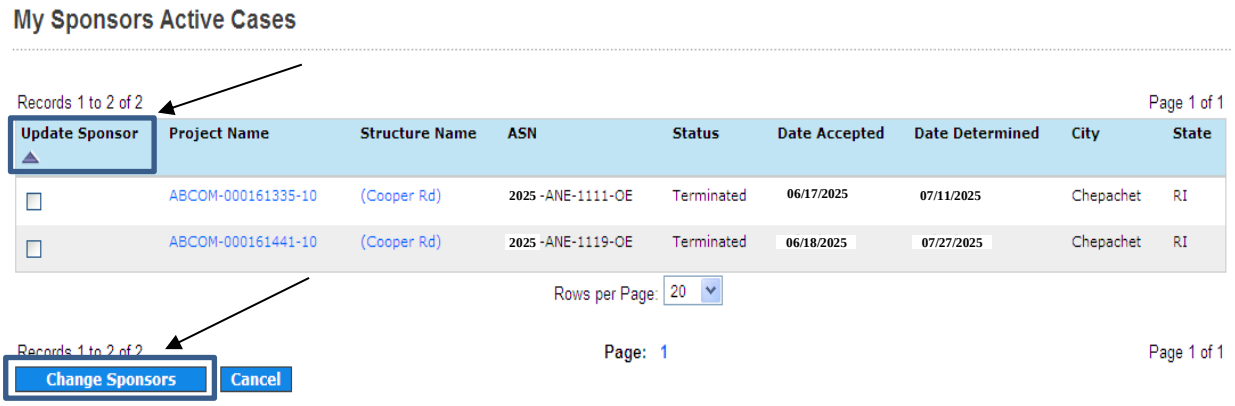
Links on the **My Sponsors** screen ("View Off Airport Cases" and "View On Airport Cases") places you on the **My Sponsors Active Cases** screen.

From the **My Sponsors Active Cases** screen, sponsors can be changed.

**Example:** My Sponsors - *My Sponsors Active Cases Screen* - ***Change Sponsor*** Off Airport

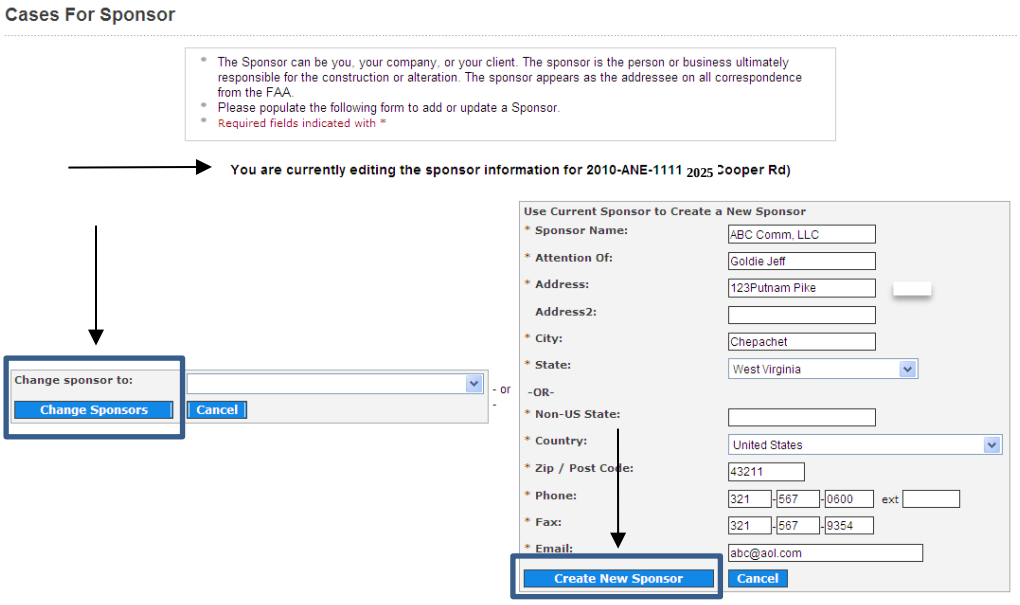


**Example:** My Sponsors - *My Sponsors Active Cases Screen* - ***Change Sponsor*** (On Airport)

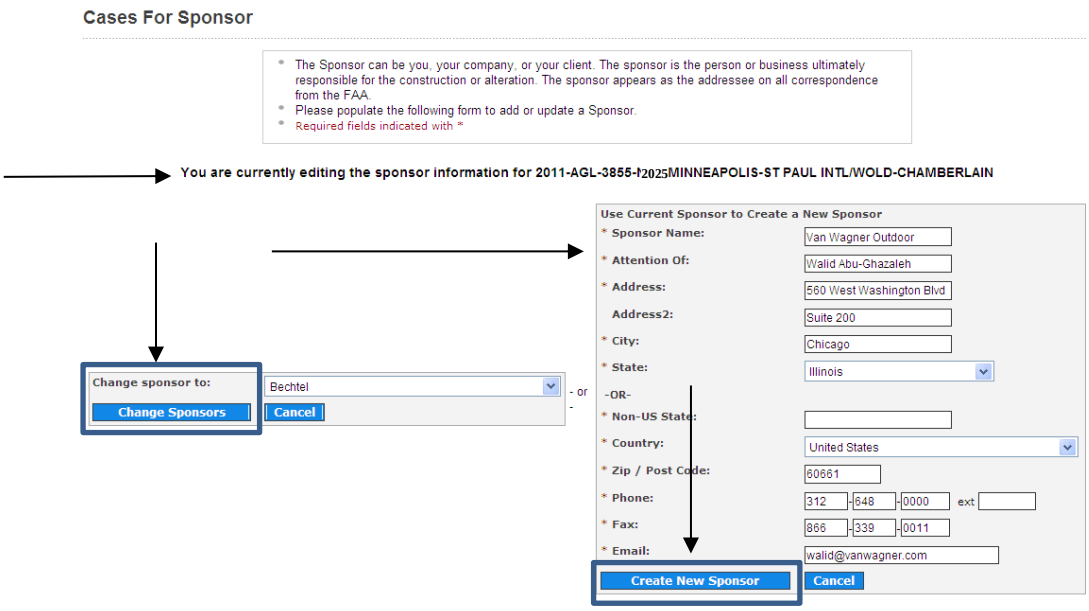



Use the current sponsor to create a new sponsor or choose an existing sponsor from the "change sponsor to" dropdown.

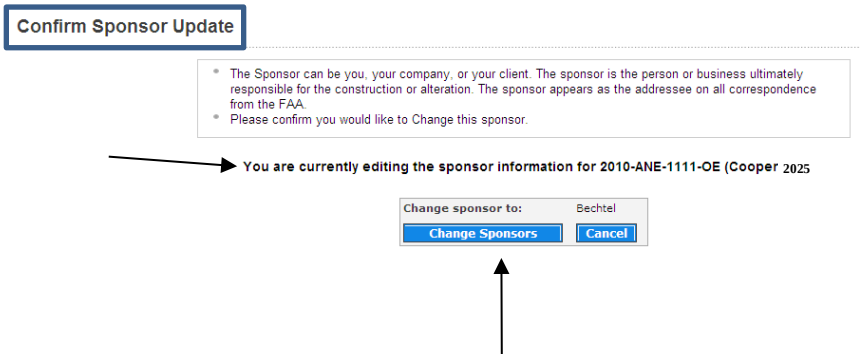
**Example:** My Sponsors - *Cases For Sponsor Screen* - **Change Sponsor** (Off Airport)



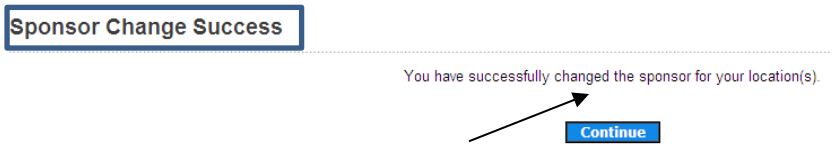
## **Example:** My Sponsors - *Cases For Sponsor Screen* - Change Sponsor (On Airport)




## **Example:** My Sponsors - *My Sponsors Active Cases Screen* – Change Sponsor (Off Airport)



**Example:** My Sponsors - *Sponsor Change Success Screen* - Off Airport




-- ADDITIONALLY --

**My Sponsors Active Cases** screen features are available for currently assigned sponsors.

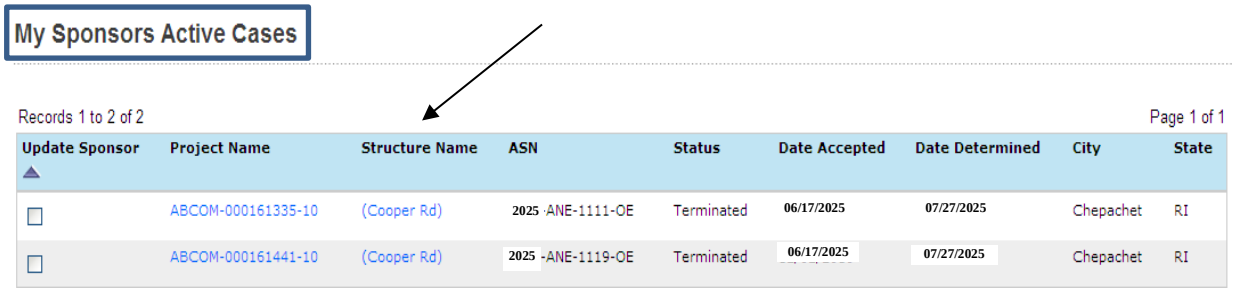
The following case features are available via the **Project Name** link on the My Sponsors Active Cases screen:

- Project Summary screen
- Link to Details for Case screen
- Show saved map
- Clone the case
- Upload a PDF / Upload a PDF to the Project
- View the (most recent) Latest letter

From the **My Sponsors Active Cases** screen, the following case features are available via the **Structure Name** (Off Airport) or **Airport** (On Airport) link. Details for case)

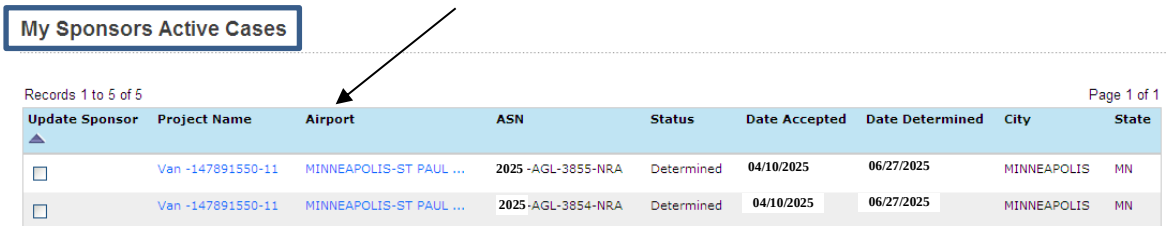
- View 7460-1 information
- View all letters issued for a case
- View all documents uploaded to a case (e-filed)

**Example:** My Sponsors - *My Sponsors Active Cases Screen* - ***Structure Name***
Off Airport




| Update Sponsor | Project Name | Structure Name | ASN | Status | Date Accepted | Date Determined | City | State |
|---|---|---|---|---|---|---|---|---|
| ☐ | ABCOM-000161335-10 | (Cooper Rd) | 2025 -ANE-1111-OE | Terminated | 06/17/2025 | 07/27/2025 | Chepachet | RI |
| ☐ | ABCOM-000161441-10 | (Cooper Rd) | 2025 -ANE-1119-OE | Terminated | 06/17/2025 | 07/27/2025 | Chepachet | RI |

**Example:** My Sponsors - *My Sponsors Active Cases Screen – **Airport***
On Airport



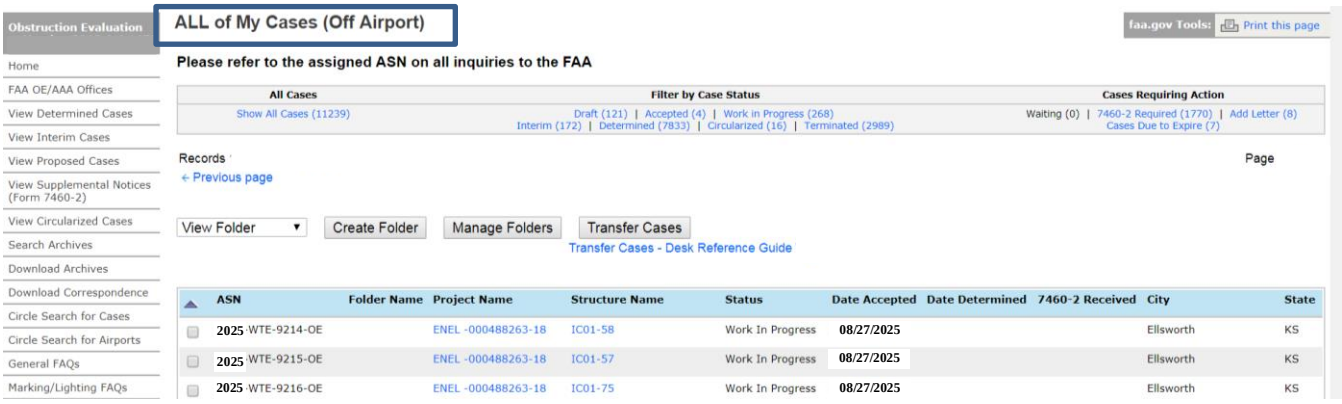

| Update Sponsor | Project Name | Airport | ASN | Status | Date Accepted | Date Determined | City | State |
|---|---|---|---|---|---|---|---|---|
| ☐ | Van -147891550-11 | MINNEAPOLIS-ST PAUL ... | 2025 -AGL-3855-NRA | Determined | 04/10/2025 | 06/27/2025 | MINNEAPOLIS | MN |
| ☐ | Van -147891550-11 | MINNEAPOLIS-ST PAUL ... | 2025 -AGL-3854-NRA | Determined | 04/10/2025 | 06/27/2025 | MINNEAPOLIS | MN |

# Off Airport Construction Case

The primary mission of the OE/AAA System is for users to file construction cases for the FAA to review. This section describes in detail the main OE/AAA system functionalities related to filing construction cases for Off Airport and On Airport construction cases.

## *Off-Airport Construction Case Functionality*

The Off Airport Construction area on the OE/AAA Portal page provides quick links to some of the most frequently used functionalities for off-airport construction cases. You can also access these functionalities from *My Cases (Off Airport)* page by clicking the **My Cases (Off Airport)** link from the Sidebar.




### *My Cases (Off Airport)*

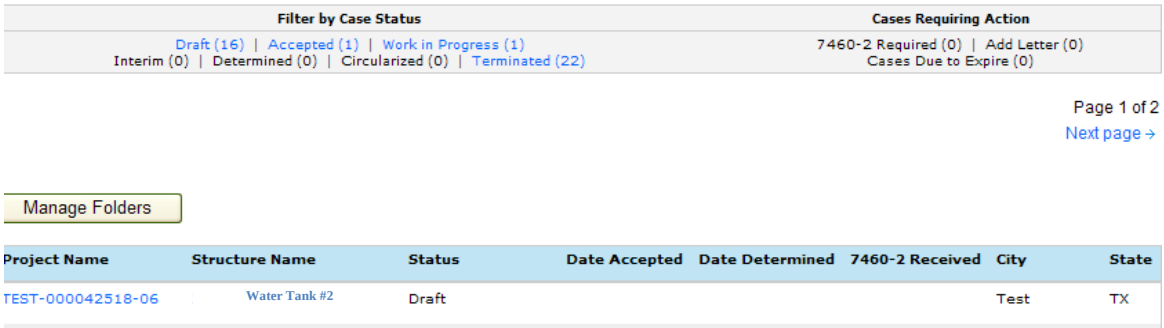
The **My Cases (Off Airport)** link takes you to the All My Cases page that lists all Off Airport cases filed using your account, according to their status. Table 4 provides a list of the types of status for each Off Airport cases.

| Type of Off Airport | Status of the Case |
|---|---|
| Draft | Cases that have been saved by the user but have not been submitted to the FAA. |
| Waiting | Wind Turbine/Met Tower cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach specific documents. |
| Accepted | Cases that have been submitted to the FAA. |
| ADD Letter | Cases that have been reviewed by the FAA, and require additional information from the user. |
| Work In Progress | Cases that are being evaluated by the FAA. |
| Interim | Cases that have been reviewed by the FAA and require additional information from the user. |
| Determined | Cases that have a completed aeronautical study |
| 7460-2 Required | Cases that have been determined by the FAA and that require a Notice of Actual Construction or Alteration to be filed.<br>*only visible when required |

| | |
|---|---|
| Circularized | Cases that have been distributed for public comment. |
| Cases Due to | Cases due to expire within the next 30 days. |
| Terminated | Cases that are no longer valid. |

## Filtering Cases (Off Airport)

If you have too many cases showing in the *My Cases (Off Airport)* page, you may hide some of them by filtering. To do this, choose a status under Filter by Case Status or by items requiring attention under Cases Requiring Action.




## Case or Project Details

"Case or Project Details", shows the **Project Name** for each case listed is a hyperlink to the *Project Summary* page for that project. The **Structure Name** is a hyperlink into the *Case Data* page which has the detailed case information. Your cases can be sorted by project name, structure name, aeronautical study number (ASN), status, date accepted, date determined, city, or state.

## Managing Case Archives.

The system allows user to organize cases into different folders from the *My Case (Off Airport) page*.

## Create Folder

Select the [Create Folder] button and in the pop-up **Add Folder** enter in the folder name then select [Create Folder].

## Moving Cases to Folders

To move cases into your folders, select on the check box on the right side of the page, then at the bottom of the page, in the drop down select the folder you want to move the cases to, the system will then mark the case to that folder name. To remove cases from a folder, select the case and then select on the [Remove cases from folder] button.

## Manage Folders

To delete/change a folder, select on the [Manage Folders] button at the top of the page. From the **Manage Folders** page you can change the name of the folder by moving your curser over the Folder Name, then entering in the new name. At the bottom of this page, user have the ability to either remove the cases from the folder or remove cases and delete the folder depending on the button selected.

If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

The OE/AAA electronic filing (e-file) system allows you to:

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) as they move through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are completed by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

## E-Filing

The OE/AAA electronic filing (e-file) system allows you to:

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) as they move through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc..., as they are issued by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

## Add a New Case (Off Airport)

If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

**Note1:** Exit this section if you are filing an Off Airport Notice of Proposed Construction or Alteration for Wind Turbine /Met Tower (with WT Farm) or WT-Barge Crane structures.

**Note2:** Use this section to Add a New Case (Off Airport) to include:

- E-file a crane mounted on a barge vessel for construction - Barge Crane.
- E-file a Met Tower, not associated with a wind turbine farm, select structure type 'Met Tower (non-WT Farm).
- E-file a building with an auxiliary wind turbine mounted on a building or structure attached to a building, not associated with a wind turbine farm; select 'Building w/Wind Turbine'.
- For a wind turbine associated with a wind turbine farm, select "Wind Turbine."

**Note3:** To e-file **Wind Turbine /Met Tower (w/WT Farm) / WT Barge Crane** structure types, refer to the "Add a New **Case** (Off Airport) for Wind

Turbine /Met Tower (w/WT Farm) / WT Barge Crane**"** section of this guide or the **"**Add Multiple Cases (Off Airport) for Wind Turbine /Met Tower (w/WT Farm) / WT Barge Crane" section of this guide.

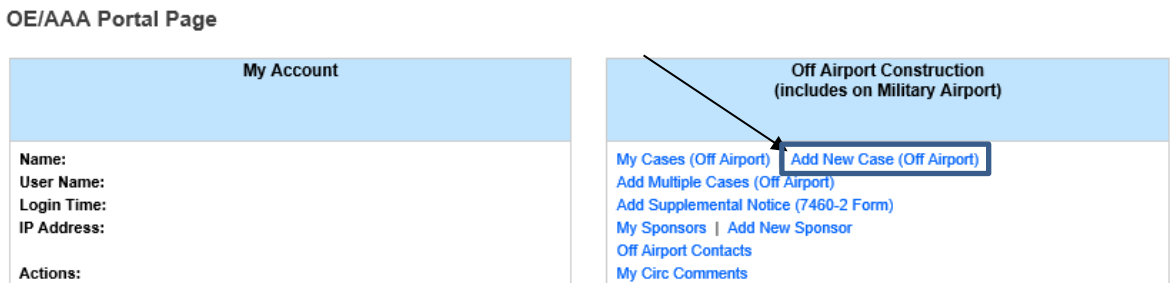
**Note4:** If you're e-filing a **large Off Airport project** with the following eligible Structure Types:

- Antenna Tower
- Barge Crane
- Billboard
- Bridge
- Building
- Building w/Wind Turbine
- Catenary Wire
- Cell-On-Wheels
- Chimney
- Drilling Rig
- Feasibility Study
- Flagpole
- High Mast Illumination
- Landfill
- Light Pole
- Lighting Study
- Met Tower (non-WT Farm)
- Monopole
- Other w/Antenna
- Other w/o Antenna
- Power Line
- Sign
- Solar Panel
- Solar Tower
- Stack
- Tower
- Transmission Line
- Utility Pole
- Waste Management Facility
- Water Tank
- Workover Rig

**Review the "Add Multiple Cases (Off Airport)" section of this guide to consider e-filing via the OE/AAA "Data Import" feature.**

## Add a New Case (Off Airport)

To add (create) a new case, click the **Add New Case (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.




Important: You must complete all required fields (indicated with an asterisk *) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.

Federal Aviation Administration

# Notice of Proposed Construction or Alteration - Off Airport

**Sponsor (person, company, etc. proposing this action)**

* Sponsor:

**Construction / Alteration Information**

* Notice Of:

* Duration:

*if Temporary :* Months: Days:

Work Schedule - Start: (mm/dd/yyyy)

Work Schedule - End: (mm/dd/yyyy)

**For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.*

State Filing:

**Structure Details**

* Latitude: ° ' " N

* Longitude: ° ' " W

* Horizontal Datum: NAD83

* Site Elevation (SE): (nearest foot)

* Structure Height (AGL): (nearest foot)

* Current Height (AGL): (nearest foot)
** For notice of alteration or existing provide the current AGL height of the existing structure. Include details in the Description of Proposal*

Minimum Operating Height (AGL): (nearest foot)
** For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.*

* Requested Marking/Lighting: None

*Other :*

Aircraft Detection Lighting System(ADLS): ☐ Yes
** Only check this box if you are proposing the installation and use of an Aircraft Detection Lighting System*

* Current Marking/Lighting: Select One

*Other :*

* Nearest City:

* Nearest State:

* Description of Location:
*On the Project Summary page upload any certified survey.*

* Description of Proposal:

**Additional Location(s)**

Add New Location(s)

**Structure Summary**

* Structure Type:

* Structure Name:

NOTAM Number:

FCC Number:

Prior ASN: - - - OE Validate Prior

**Proposed Frequency Bands**

Select any combination of the applicable frequencies/powers identified in the Colo Void Clause Coalition, Antenna System Co-Location, Voluntary Best Practices, effective 21 Nov 2007, to be evaluated by the FAA with your filing. If not within one of the frequency bands listed below, manually input your proposed frequency(ies) and power using the Add Specific Frequency link.

Add Specific Frequency

| | Low Freq | High Freq | Freq Unit | ERP | ERP Unit |
|---|---|---|---|---|---|
| ☐ | 6 | 7 | GHz | 55 | dBW |
| ☐ | 6 | 7 | GHz | 42 | dBW |
| ☐ | 10 | 11.7 | GHz | 55 | dBW |
| ☐ | 10 | 11.7 | GHz | 42 | dBW |
| ☐ | 17.7 | 19.7 | GHz | 55 | dBW |
| ☐ | 17.7 | 19.7 | GHz | 42 | dBW |
| ☐ | 21.2 | 23.6 | GHz | 42 | dBW |
| ☐ | 21.2 | 23.6 | GHz | 55 | dBW |
| ☐ | 698 | 806 | MHz | 1000 | W |
| ☐ | 806 | 901 | MHz | 500 | W |
| ☐ | 806 | 824 | MHz | 500 | W |
| ☐ | 824 | 849 | MHz | 500 | W |
| ☐ | 851 | 866 | MHz | 500 | W |
| ☐ | 869 | 894 | MHz | 500 | W |
| ☐ | 896 | 901 | MHz | 500 | W |
| ☐ | 901 | 902 | MHz | 7 | W |
| ☐ | 929 | 932 | MHz | 3500 | W |
| ☐ | 930 | 931 | MHz | 3500 | W |
| ☐ | 931 | 932 | MHz | 3500 | W |
| ☐ | 932 | 932.5 | MHz | 17 | dBW |
| ☐ | 935 | 940 | MHz | 1000 | W |
| ☐ | 940 | 941 | MHz | 3500 | W |
| ☐ | 1670 | 1675 | MHz | 500 | W |
| ☐ | 1710 | 1755 | MHz | 500 | W |
| ☐ | 1850 | 1910 | MHz | 1640 | W |
| ☐ | 1850 | 1990 | MHz | 1640 | W |
| ☐ | 1930 | 1990 | MHz | 1640 | W |
| ☐ | 1990 | 2025 | MHz | 500 | W |
| ☐ | 2110 | 2200 | MHz | 500 | W |
| ☐ | 2305 | 2360 | MHz | 2000 | W |
| ☐ | 2305 | 2310 | MHz | 2000 | W |
| ☐ | 2345 | 2360 | MHz | 2000 | W |
| ☐ | 2496 | 2690 | MHz | 500 | W |

Clone Prior ASN frequencies

**Note: Selecting this link will only add frequency (ies)/power from the prior ASN listed in Structure Summary. Additional frequency (ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.*

☐ I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.

Save Cancel

A. ***Sponsor**: Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.

B. ***Notice Of**: Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and/or lighting, a change to power and/or frequency, or a change to the height.
Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing structure that has never been studied by the FAA.

C. ***Duration**: If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.

D. **Work Schedule**: *(Not a Required Field)* Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.

E. **State Filing**: *(Not a Required Field)* Indicate if the case has been filed with the state.

F. ***Structure Type**: Select the type of structure from the Structure Type drop down list. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

G. ***Structure Name**: Enter a name for the structure (e.g. 50 Ton Crane, Hotel, Tower, etc...)

H. **FCC Number**: *(Not a Required Field)* If this is an existing tower that has been registered with the FCC, enter the Antenna Structure Registration number.

I. **Prior ASN**: *(Not a Required Field)* If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number.

Prior ASN data can be pre-populated into the Notice of Proposed Construction or Alteration-Off Airport form data fields. When the e-filer confirms the Prior ASN data, the following data fields are available for pre- population:

- Latitude/Longitude
- Site Elevation
- Above Ground Level Height (determined AGL from valid prior ASN)
- Marking/Lighting (Recommended Marking /Lighting from valid prior ASN
- to requested Marking /Lighting)

J. *__Latitude/Longitude__: Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).

K. *__Horizontal Datum__: Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.

L. *__Site Elevation__: Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12). This data should match the ground contour elevations for the site.

- Add New Case (Off Airport) – **Single e-file case entry**:
  The OE/AAA system validates the Sight Elevation (SE) of e-filer's entered location; if it passes the National Elevation Data (NED) terrain elevation validation check, the System takes the e-filer to the Map verify step. E-filers are alerted if the SE does not Pass the NED check. If this occurs, you must either adjust the SE or check the "SE comments provided in Additional Info" checkbox and provide SE comments in the Additional Info text box to explain the discrepancy.

- Add New Case (Off Airport) - **Additional Location(s) - Batch e-file entry**:
  The OE/AAA system validates the SE entered on all Rows added when Save is selected; if they all pass the NED terrain elevation validation check, the system takes the e-filer back to the external e-Filing Form to certify their data entry and move to the Map verify step. The System validates all of the rows entered and alerts filers when the SE does not Pass the NED Data check for the location. If this occurs, you must either adjust the SE or check the "SE comments provided in Additional Info" checkbox and provide SE comments in the Additional Info text box to explain the discrepancy.

M. * **Structure Height**: (AGL): Only for Structure Types that **ARE NOT** a traverseway. Your structure's height is the height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.

N. * **Unadjusted Structure Height**: (AGL): Only for Structure Types that **ARE** a traverseway. Your structure's height is the unadjusted structure height. Enter the unadjusted structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The unadjusted structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.

O. * **Height Adjustment**:
Only for Structure Types that **ARE** a traverseway. The Unadjusted Structure Height AGL is adjusted upward by the system to account for the expected height of vehicles (or the highest mobile object [as applicable]) using the traverseway selected from the Structure Type drop down list in the Structure Summary section of the data entry screen.

- For Structure Type "**Waterway**" and "**Other Traverseway**"
  The Unadjusted Structure Height AGL is adjusted upward one (1) foot (default) by the system. **Enter the height** of the highest mobile object or vehicle expected to use the traverseway into the Height Adjustment field.
- For Structure Type "**Private Road**"
  The Unadjusted Structure Height AGL is adjusted upward ten (10) feet (default) by the system. **Enter the height** of the highest vehicle expected to use the traverseway into the Adjustment field.

P. ***Total Structure Height** (AGL): Only for Structure Types that **ARE** a traverseway. The total of both the Unadjusted Structure Height and the Height Adjustment above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13).

Q. *__Requested Marking and Lighting__: (Indicate the type Desired). The FAA Advisory Circular 70/7460-1 – Obstruction Marking and Lighting is recommended for determining the proper way to light and mark structures affecting navigable airspace. The AC can be accessed from the **Information Resources** section of the website using the **Relevant Advisory Circulars** link.

Requested Marking/Lighting options:

- None
- Red lights
- Red lights and paint
- Red lights and flags
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Flag Marker
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity white
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night
- Other – (if selected from the dropdown, enter the marking/lighting type in the "Other" field)

R. **Aircraft Detection Lighting System**" (**ADLS**): *(Not a Required Field)* Control device to operate marking/lighting systems on structures.

S. *__Current Marking/Lighting__: Indicate the current M/L on the structure; if a new structure, select N/A Proposed Structure.

T. **Current AGL**: Required for structures being e-filed as existing or alteration.

U. **Min Operating Height** (AGL): * For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.

V. ***Nearest City/State**: Enter the name of the nearest city and the actual state where the site will be located.

W. ***Description of Location**: Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, airports, prominent terrain, existing structures, etc.

X. ***Description of Proposal**: Enter a complete description that details the nature of the filing.

Y. **Add new location**: When submitting more than one case (e.g. a crane and a building or four building points) the following required fields indicated with an asterisk (*) must be completed to successfully save additional locations: J, K, L, M, G, Q. Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the Delete link.

Z. **Proposed Frequency Bands**: *(Not a Required Field)* Check any that apply. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

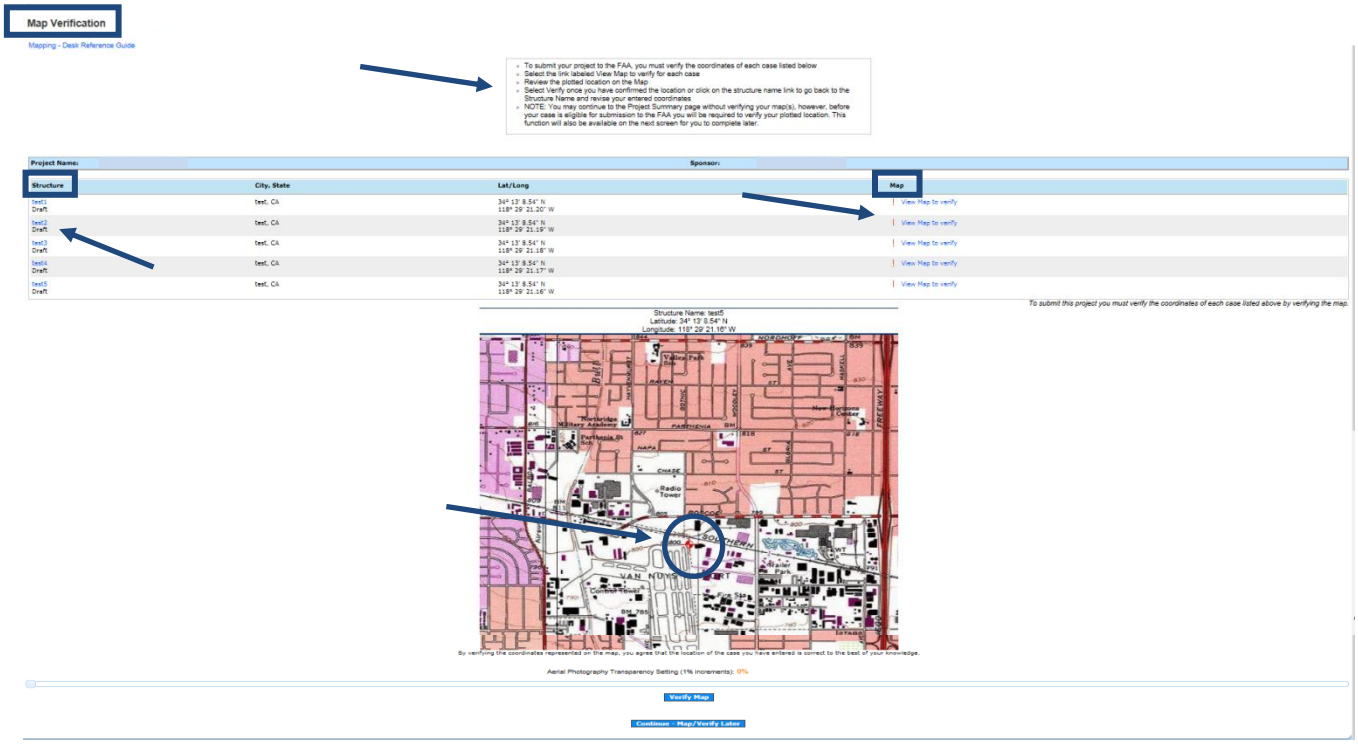
AA. **Specific Frequencies**: *(Not a Required Field)* any frequency band not listed in the Proposed Frequency Bands should be added here. Select the Add Specific Frequency link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select [Save] or [Cancel] to be returned to the *Case Data Entry* page. If an e-filer intends to overlap protected FAA frequencies, specific coordination with the FAA Spectrum Engineering Group will be required. A textbox allows filers to submit rationale for the frequency overlap in the e-filed Notice of Proposed Construction or Alteration-Off Airport form. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

BB. **Clone Prior ASN frequencies** – *(Not a Required Field)* The Prior ASN field must be filled before entering frequencies. This link is displayed after the Specific Frequency Bands section. This link is only available if the e-filer adds a Prior ASN that has frequencies included in the case. When selected the applicable Proposed Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA with the new ASN. The e-filer is permitted to add additional frequencies if necessary after cloned frequencies are pre-populated but duplicate entries are not allowed. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

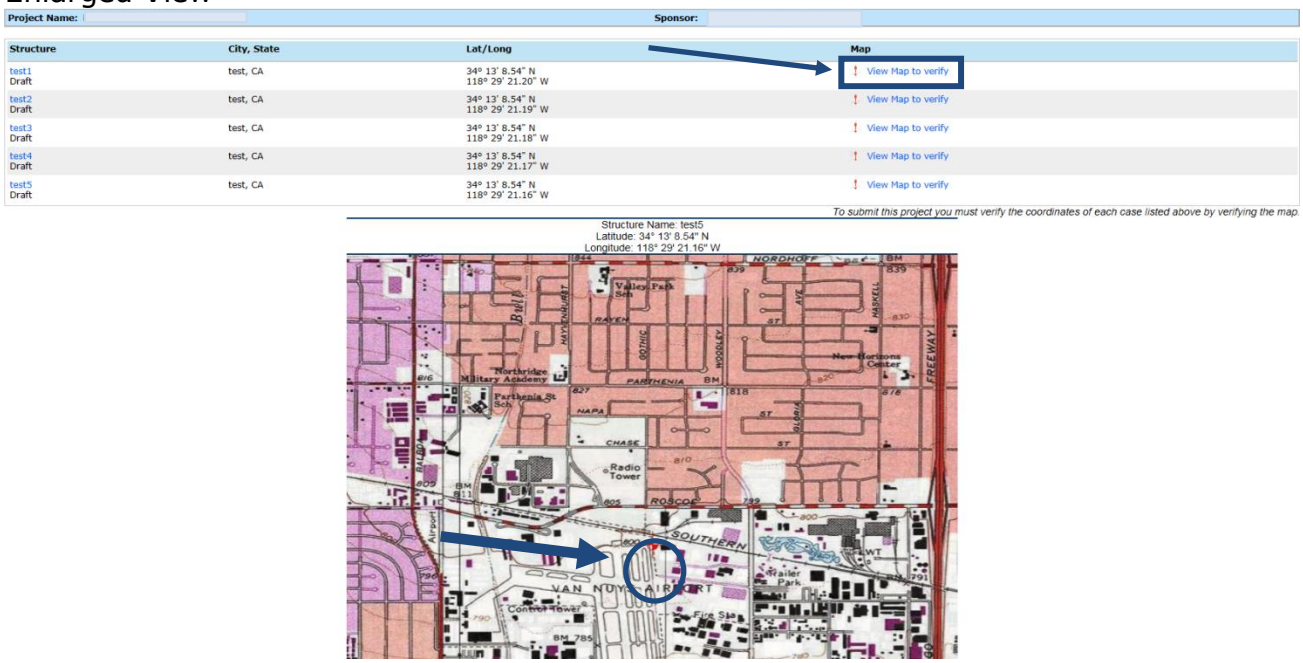
CC. Selecting the **checkbox** to accept the certify statement.

DD. When all required fields are completed, select the **[Save] button**. This will save the case data as a draft and take you to the *Project Summary* screen.

After case data has been saved as a draft, filers are taken to the Map Verification screen that displays all cases created on the previous Add New Case(s) Off Airport screen and require Map verification before submission.



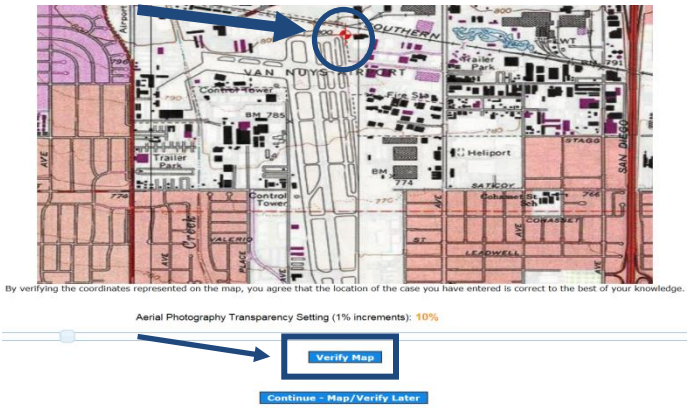
Enlarged View




- Select the link labeled **View Map to Verify** (displayed above the map) when more than one map needs to be verified or click the **Verify Map** button (displayed below the map) to view a single case map.

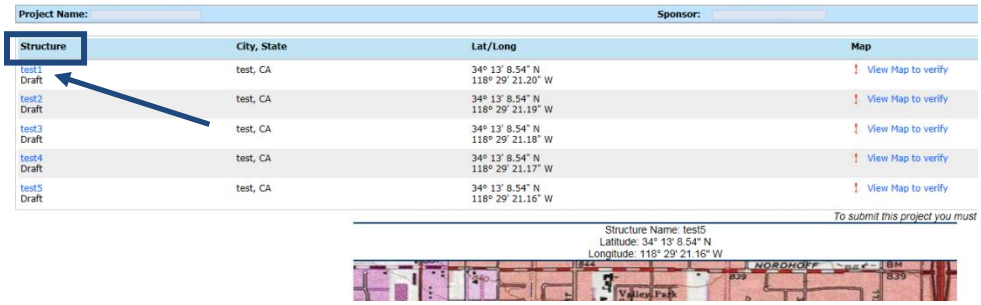
- Review the plotted structure location on the Map (red bullseye) to verify the crosshairs on the map match with your proposed structure location.

- Select **"Verify Map"** (at the bottom of the map) once you have confirmed the structure location. This will save the verified map but <u>will NOT</u> <u>submit</u> the case to the FAA.



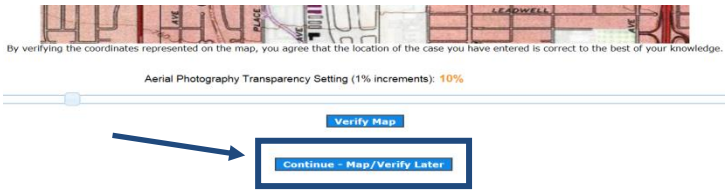
- It will return you to the Project Summary screen, where if needed, the **"Structure"** link is/are available to display saved draft(s) of the data form if entered case coordinates need to be revised.

NOTE: Once a map is verified, if the e-filer returns to the saved Off Airport data entry form draft and re-certifies and saves the form data, the filer is required to re-verify the map location prior to submission to the FAA.

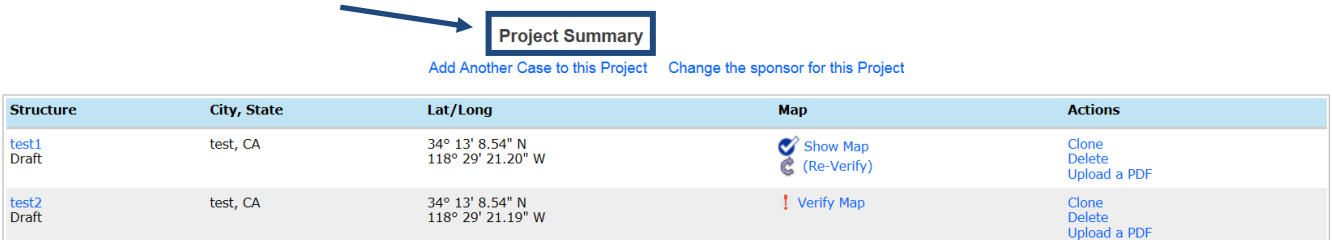



If the e-filer returns to the saved Off Airport data entry form draft [view data] but cancels (does not re-certify the entered data), they won't be required to re-verify the Map.

NOTE: You may continue to the Project Summary screen without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

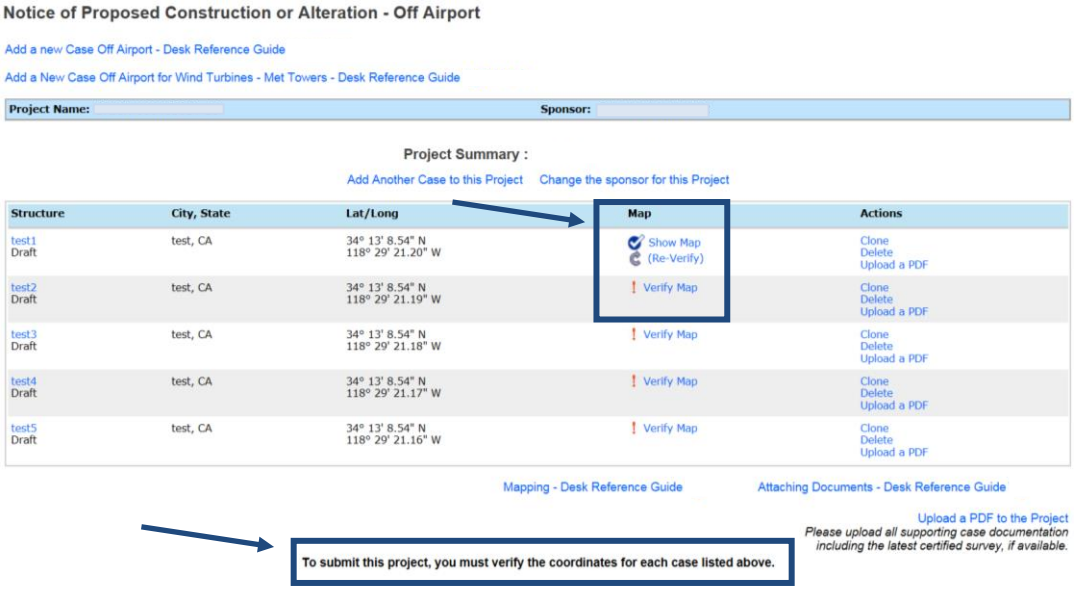



When the only or last listed map in a project on the Map Verification screen is verified or if you continue to the Project Summary screen without verifying your map(s) the *Project Summary screen* will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the Clone, Delete, and Upload a PDF links. The Map column contains the **Verify Map** link.




From the Project Summary page filers can verify or re-verify plotted location(s). To submit your project you must verify the coordinates of each case listed below by verifying the map".

To **verify** or re-verify your plotted map location from the Project Summary screen once you've confirmed the structure location; select the **"Verify Map"** or **"Re-Verify"** under the "Map" column header. On the map, click the "Verify Map" button at the bottom of the map or click on the **"Cancel"** button to return to Project Summary screen.



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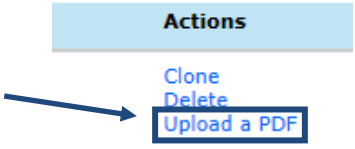
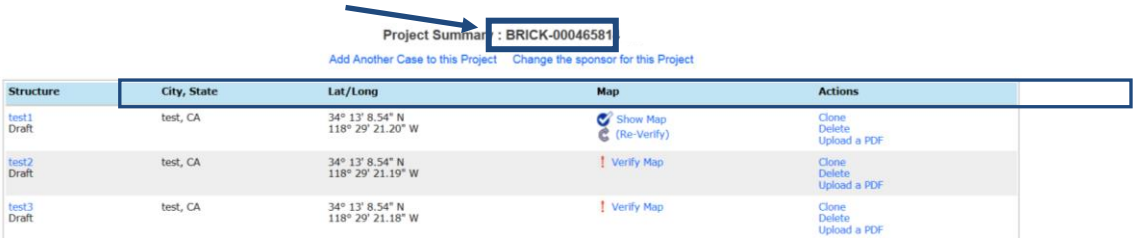
## *Attach Documents to Cases*




For Off Airport cases you can upload PDF documents before and after submitting your case if needed.

## *Projects*

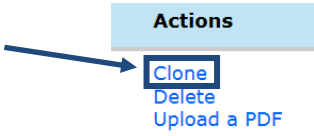
One or more cases can be grouped into a Project. For example, each of the four building corner points can be a Case of a building Project. Project makes it easier to file, evaluate, manage, and approve related cases.




## Add a Case

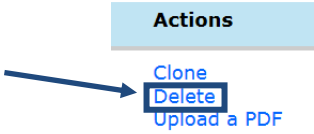
On the *Project Summary screen* you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

## Clone a Case




Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case

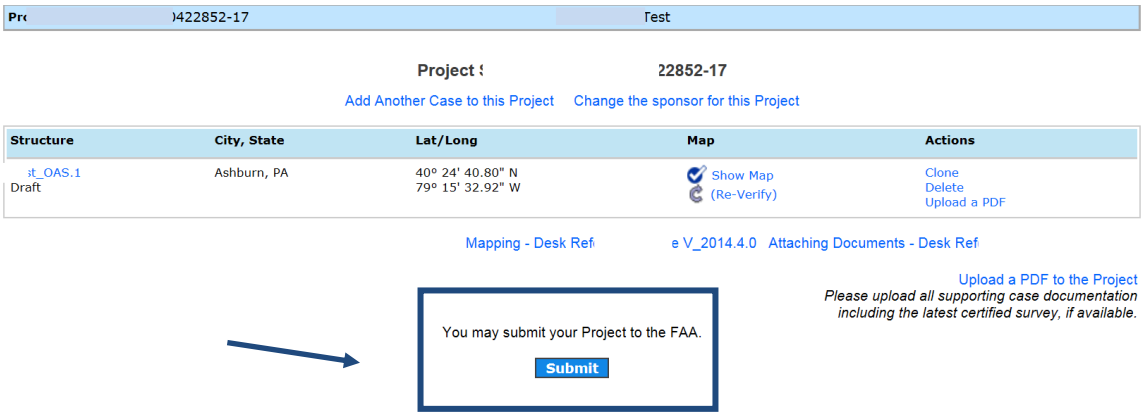



<u>You may only delete cases in Draft status</u>. To delete a single case or a case from a project, select the **Delete** link located under the <u>Actions</u> header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

## *Submit to FAA*

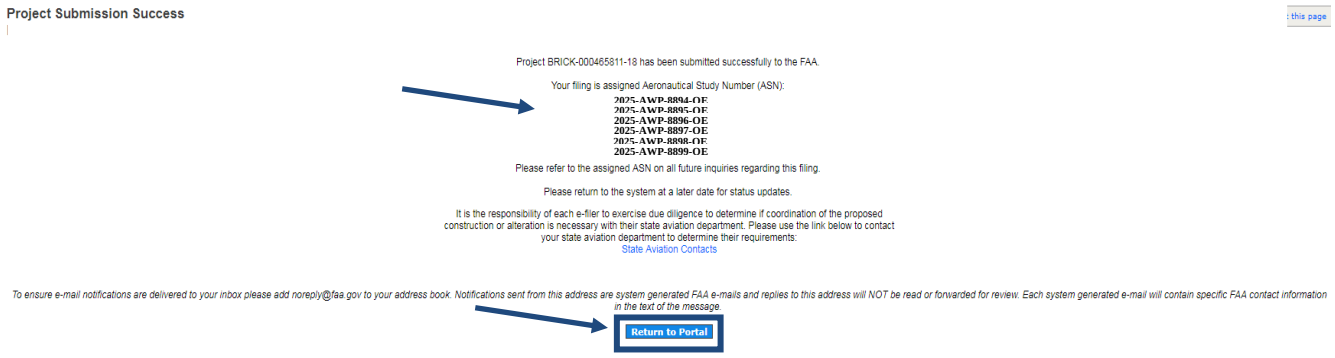
*Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.*

After the case data has been saved and map(s) verified, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the case to the FAA. If you have provided all the information about your case or project, select the **[Submit]** button. This will take you to the *Confirm Project Submission* screen.




Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, *OE/AAA* will display the *Project Submission Success* screen.

The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.




**Please return to the system at a later date for status updates**.

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# Add a New Case (Off Airport) for Wind Turbines, Met Towers and WT-Barge Cranes

If you've successfully registered, you can use your OE/AAA account to file your Wind Turbine /Met Tower /WT-Barge Crane Notice of Proposed Construction or Alteration.

**Note 1:** Exit this section if you are not filing an Off-Airport Notice of Proposed Construction or Alteration for Wind Turbine /Met Tower structure /WT Barge Crane(s).

See the "Add a New Case" (Off Airport) DRG to e-file:

- A Met Tower, not associated with a wind turbine farm, select structure type 'MET non-WT."
- A building with an auxiliary wind turbine mounted on a building or structure attached to a building, not associated with a wind turbine farm, select 'Building w/Wind Turbine'.
- For a wind turbine associated with a wind turbine farm, select "Wind Turbine."

**Note 2:** To e-file all other structure types, refer to the "Add a New **Case** (Off Airport)" section or the "Add Multiple Cases (Off Airport)" section of this guide.

**Note 3: If you're e-filing a large Off Airport Wind Turbine /Met Tower (with/WT Farm) /WT-Barge Crane project** with the following eligible Structure Types:

- Study for Met Tower
- Lighting Study for Wind Turbine
- Met Tower (w/WT Farm)
- Wind Turbine
- WT-Barge Crane (constrution crane on a barge/vessel)

Review the **"Add Multiple Cases (Off Airport) for Wind Turbine/Met Tower (w/WT Farm) /WT-Barge Crane"** section of this guide to consider e-filing via the OE/AAA data import feature.

## Add a New Case (Off Airport) for Wind Turbine /Met Tower /WT-Barge Crane

To add (create) a new case for Wind Turbines, Met Towers or WT-Barge Crane; on the Portal Page, click the **Add New Case (Off Airport)** link in the Off-Airport Construction (includes on Military Airport) section. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

Important: You must complete all required fields (indicated with an asterisk *) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.

Federal Aviation Administration

# Notice of Proposed Construction or Alteration - Off Airport

**Sponsor (person, company, etc. proposing this action)**

* Sponsor:

**Construction / Alteration Information**

* Notice Of:

* Duration:

*if Temporary :* Months: Days:

Work Schedule - Start: (mm/dd/yyyy)

Work Schedule - End: (mm/dd/yyyy)

**For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.*

State Filing:

**Structure Details**

* Latitude: ° ' " N

* Longitude: ° ' " W

* Horizontal Datum: NAD83

* Site Elevation (SE): (nearest foot)

* Structure Height (AGL): (nearest foot)

* Current Height (AGL): (nearest foot)
** For notice of alteration or existing provide the current AGL height of the existing structure. Include details in the Description of Proposal*

Minimum Operating Height (AGL): (nearest foot)
** For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.*

* Requested Marking/Lighting: None

*Other :*

Aircraft Detection Lighting System(ADLS): ☐ Yes
** Only check this box if you are proposing the installation and use of an Aircraft Detection Lighting System*

* Current Marking/Lighting: Select One

*Other :*

* Nearest City:

* Nearest State:

* Description of Location:
*On the Project Summary page upload any certified survey.*

* Description of Proposal:

**Additional Location(s)**

Add New Location(s)

**Structure Summary**

* Structure Type:

* Structure Name:

NOTAM Number:

FCC Number:

Prior ASN: - - - OE Validate Prior

**Proposed Frequency Bands**

Select any combination of the applicable frequencies/powers identified in the Colo Void Clause Coalition, Antenna System Co-Location, Voluntary Best Practices, effective 21 Nov 2007, to be evaluated by the FAA with your filing. If not within one of the frequency bands listed below, manually input your proposed frequency(ies) and power using the Add Specific Frequency link.

Add Specific Frequency

| | Low Freq | High Freq | Freq Unit | ERP | ERP Unit |
|---|---|---|---|---|---|
| ☐ | 6 | 7 | GHz | 55 | dBW |
| ☐ | 6 | 7 | GHz | 42 | dBW |
| ☐ | 10 | 11.7 | GHz | 55 | dBW |
| ☐ | 10 | 11.7 | GHz | 42 | dBW |
| ☐ | 17.7 | 19.7 | GHz | 55 | dBW |
| ☐ | 17.7 | 19.7 | GHz | 42 | dBW |
| ☐ | 21.2 | 23.6 | GHz | 42 | dBW |
| ☐ | 21.2 | 23.6 | GHz | 55 | dBW |
| ☐ | 698 | 806 | MHz | 1000 | W |
| ☐ | 806 | 901 | MHz | 500 | W |
| ☐ | 806 | 824 | MHz | 500 | W |
| ☐ | 824 | 849 | MHz | 500 | W |
| ☐ | 851 | 866 | MHz | 500 | W |
| ☐ | 869 | 894 | MHz | 500 | W |
| ☐ | 896 | 901 | MHz | 500 | W |
| ☐ | 901 | 902 | MHz | 7 | W |
| ☐ | 929 | 932 | MHz | 3500 | W |
| ☐ | 930 | 931 | MHz | 3500 | W |
| ☐ | 931 | 932 | MHz | 3500 | W |
| ☐ | 932 | 932.5 | MHz | 17 | dBW |
| ☐ | 935 | 940 | MHz | 1000 | W |
| ☐ | 940 | 941 | MHz | 3500 | W |
| ☐ | 1670 | 1675 | MHz | 500 | W |
| ☐ | 1710 | 1755 | MHz | 500 | W |
| ☐ | 1850 | 1910 | MHz | 1640 | W |
| ☐ | 1850 | 1990 | MHz | 1640 | W |
| ☐ | 1930 | 1990 | MHz | 1640 | W |
| ☐ | 1990 | 2025 | MHz | 500 | W |
| ☐ | 2110 | 2200 | MHz | 500 | W |
| ☐ | 2305 | 2360 | MHz | 2000 | W |
| ☐ | 2305 | 2310 | MHz | 2000 | W |
| ☐ | 2345 | 2360 | MHz | 2000 | W |
| ☐ | 2496 | 2690 | MHz | 500 | W |

Clone Prior ASN frequencies

**Note: Selecting this link will only add frequency (ies)/power from the prior ASN listed in Structure Summary. Additional frequency (ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.*

☐ I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.

Save Cancel

Federal Aviation Administration

A. ***Sponsor**: Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.

B. ***Notice Of**: Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as a change to the marking and/or lighting or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing structure that has never been studied by the FAA.

C. ***Duration**: If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.

D. **Work Schedule**: *(Not a Required Field)* Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.

E. **State Filing**: *(Not a Required Field)* Indicate if the case has been filed with the state.

F. ***Structure Type**: Select "Wind Turbine", "Met Tower (w/WT Farm) or "WT-Barge Crane" from the Structure Type drop down list.

G. ***Structure Name**: Enter a name for the structure (e.g. T25, WTG #34, Met Tower2, etc...)

H. **FCC Number**: *(Not a Required Field for WT/MT (w/WT Farm) /WT-Barge Crane) If this is an existing tower that has been registered with the FCC, enter the Antenna Structure Registration number.*

I. **Prior ASN**: *(Not a Required Field)* If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Prior ASN data can be pre-populated into the Notice of Proposed Construction or Alteration-Off Airport form data fields. When the e-filer confirms the Prior ASN data, the following data fields are available for pre-population:

- Latitude/Longitude
- Site Elevation

- Above Ground Level Height (determined AGL from valid prior ASN)
- Marking/Lighting (Recommended Marking /Lighting from valid prior ASN to requested Marking /Lighting)

J. *__Latitude/Longitude__: Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).

L. *__Horizontal Datum__: Select NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.

M. *__Site Elevation__: Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12). This data should match the ground contour elevations for the site.

- Add New Case (Off Airport) – **Single e-file case** entry:
  The OE/AAA system validates the Sight Elevation (SE) of e-filer's entered location; if it passes the National Elevation Data (NED) terrain elevation validation check, the System takes the e-filer to the Map verify step. E-filers are alerted if the SE does not Pass the NED check. If this occurs, you must either adjust the SE or check the "SE comments provided in Additional Info" checkbox and provide SE comments in the Additional Info text box to explain the discrepancy.

- Add New Case (Off Airport) **- Additional Location(s)** - Batch e-file entry:
  The OE/AAA system validates the SE entered on all Rows added when Save is selected; if they all pass the NED terrain elevation validation check, the system takes the e-filer back to the external e-Filing Form to certify their data entry and move to the Map verify step. The System validates all of the rows entered and alerts filers when the SE does not Pass the NED Data check for the location. If this occurs, you must either adjust the SE or check the "SE comments provided in Additional Info" checkbox and provide SE comments in the Additional Info text box to explain the discrepancy.

N. * **Structure Height**: (AGL): <u>Only for Structure Types that **ARE NOT** a Traverseway (i.e. **WT, Met Towers (w/WT Farm) or WT-Barge Crane**).</u>
Your structure's height is the height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.

O. * **Unadjusted Structure Height**: (AGL): Only for Structure Types that **ARE** a traverseway (not WT, MET Tower (w/WT Farm) or WT-Barge Crane). Your structure's height is the unadjusted structure height. Enter the unadjusted structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The unadjusted structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.

P. * **Height Adjustment**:

- Only for Structure Types that **ARE** a traverseway (not WT, MET Tower (w/WT Farm) or WT-Barge Crane).The Unadjusted Structure Height AGL is adjusted upward by the system to account for the expected height of vehicles (or the highest mobile object [as applicable]) using the traverseway selected from the Structure Type dropdown list in the Structure Summary section of the data entry screen.
- For Structure Type "**Waterway**" and "**Other Traverseway**" The Unadjusted Structure Height AGL is adjusted upward one (1) foot (default) by the system. **Enter the height** of the highest mobile object or vehicle expected to use the traverseway into the Height Adjustment field.
- For Structure Type "**Private Road**" The Unadjusted Structure Height AGL is adjusted upward ten (10) feet (default) by the system. **Enter the height** of the highest vehicle expected to use the traverseway into the Adjustment field.

Q. ***Total Structure Height** (AGL): Only for Structure Types that **ARE** a Traverseway (not WT, MET Tower (w/WT Farm) or WT-Barge Crane). The total of both the Unadjusted Structure Height and the Height Adjustment above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13).

R. ***Requested Marking and Lighting**: (Indicate the type Desired). The FAA Advisory Circular 70/7460-1 – Obstruction Marking and Lighting is recommended for determining the proper way to light and mark structures affecting navigable airspace. The AC can be accessed from the *Information Resources* section of the website using the *Relevant Advisory Circulars* link.

Requested Marking/Lighting options:

- None
- Red lights
- Red lights and paint
- Red lights and flags
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Flag Marker
- Spherical markers and red lights
- Flag Marker
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity white
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night
- Other – (if selected from the dropdown,
- enter the marking/lighting type in the
- "Other" field)

S. **Aircraft Detection Lighting System" (ADLS)**: *(Not a Required field)* Control device to operate marking/lighting systems on structures.

T. *__Current Marking/Lighting__: Indicate the current M/L on the WT, MET Tower (w/WT Farm) or WT-Barge Crane structure; if a new structure, select N/A Proposed Structure.

U**.** **Current AGL**: Required for structures being e-filed as existing or alteration.

V. **Min Operating Height** (AGL): (Not a Required Field for WT/MT (w/WT Farm) nor WT-Barge Crane) * For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.
W.*__Nearest City/State__: Enter the name of the nearest city and the actual state where the site will be located.

Y. *__Description of Location__: Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, airports, prominent terrain, existing structures, etc.

Z. *__Description of Proposal__: Enter a complete description that details the nature of the filing.

AA. **Add new location**: When submitting more than one case (e.g. a wind turbine farm) the following required fields indicated with an asterisk (*) must be completed to successfully save additional locations: G, J, K, L, M, Q.
Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the **Delete** link.

BB. **Proposed Frequency Bands**: *(Not a Required Field for WT/MT (w/WT Farm) or WT-Barge Crane) Check any that apply. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."*

CC. **Specific Frequencies**: *(Not a Required Field for WT/MT (w/WT Farm)or WT-Barge Crane)* any frequency band not listed in the Proposed Frequency Bands should be added here. Select the Add Specific Frequency link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select [Save] or [Cancel] to be returned to the Case Data Entry page. If an e-filer intends to overlap protected FAA frequencies, specific coordination with the FAA Spectrum Engineering Group will be required. A textbox allows filers to submit rationale for the frequency overlap in the e-filed Notice of Proposed Construction or Alteration-Off Airport form.

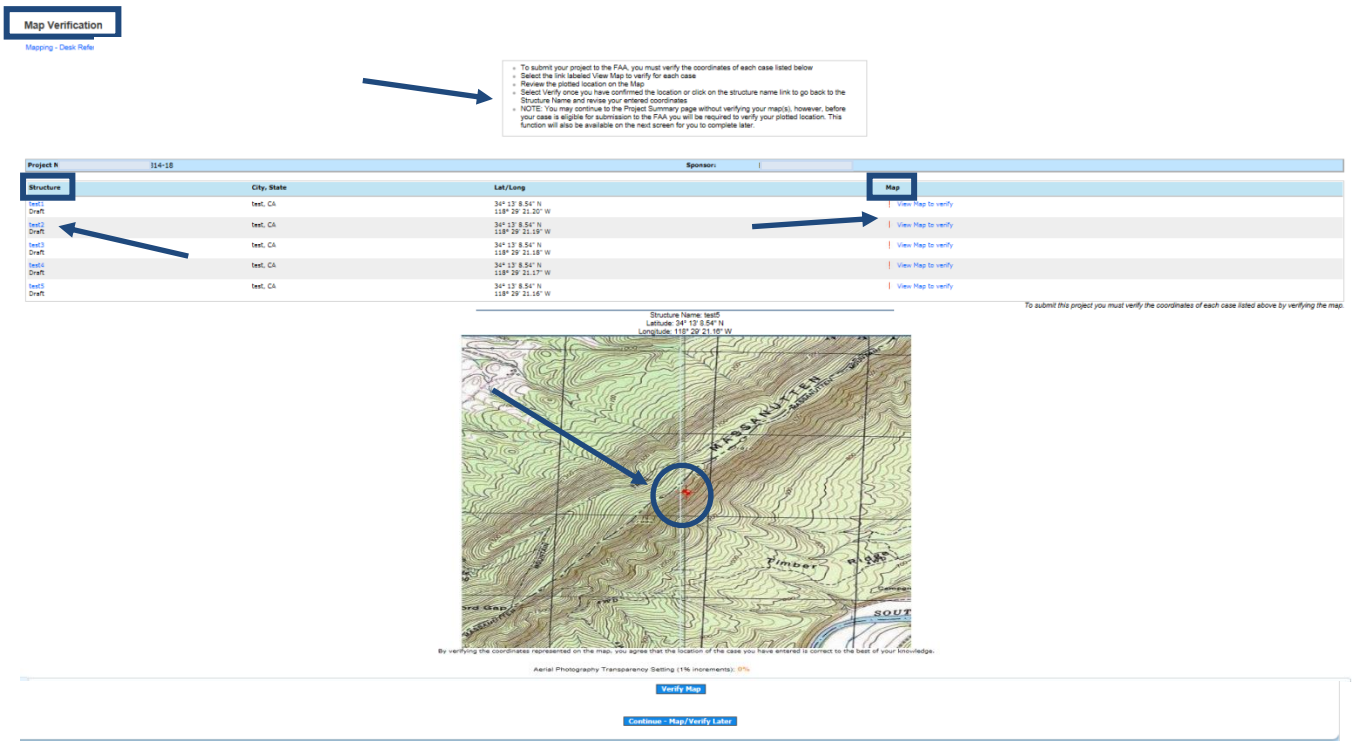
"Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

DD. **Clone Prior ASN frequencies** – *(Not a Required Field for WT/MT (w/WT Farm) or WT-Barge Crane).* The Prior ASN field must be filled before entering frequencies. This link is displayed after the Specific Frequency Bands section. This link is only available if the e-filer adds a Prior ASN that has frequencies included in the case. When selected the applicable Proposed Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA with the new ASN. The e-filer is permitted to add additional frequencies if necessary after cloned frequencies are pre-populated but duplicate entries are not allowed. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

Selecting the **checkbox** to accept the certify statement.

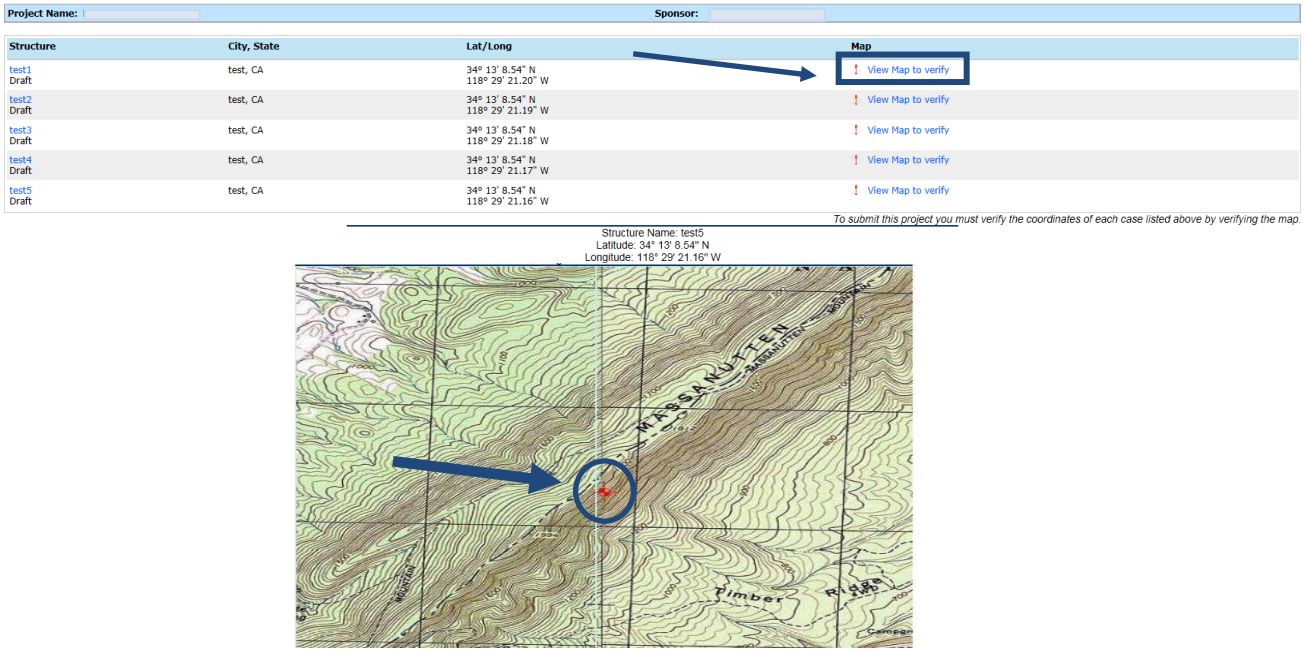
When all required fields are completed, select the **[Save]** button. This will save the case data as a draft and take you to the Map Verification screen.

After case data has been saved as a draft, filers are taken to the **Map Verification** screen that displays all cases created on the previous Add New Case Off Airport screens and require Map verification before submission.

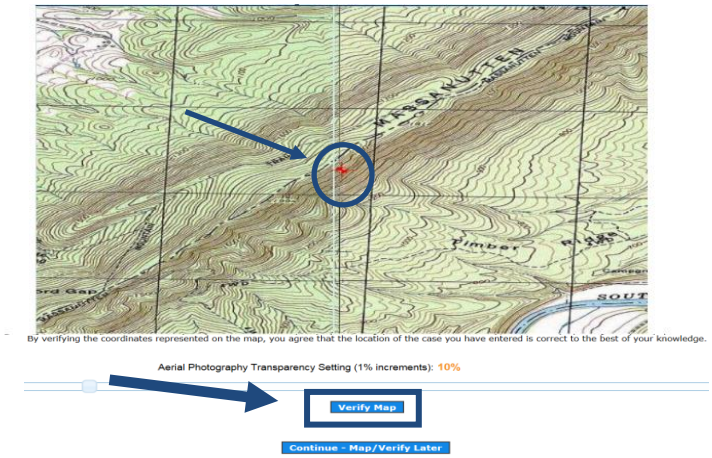


Federal Aviation Administration

## Enlarged View

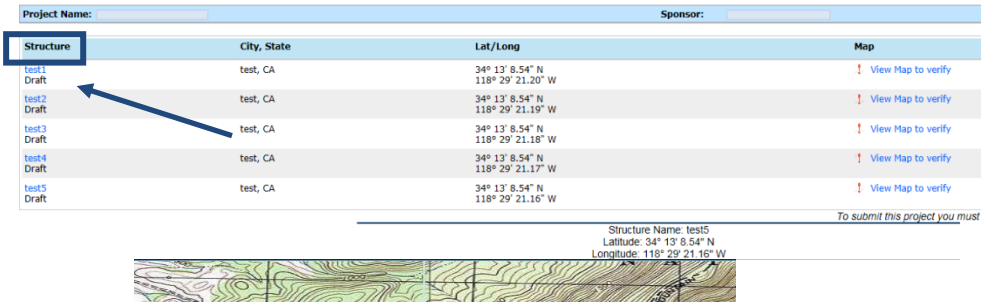



- Select the link labeled **View Map to Verify** for each case (displayed above the map).
- Review the plotted structure location on the Map (red bulleye) to verify the crosshairs on the map match with your proposed structure location.
- Select **"Verify Map"** (at the bottom of the map) once you have confirmed the structure location. This will save the verified map but <u>will NOT submit</u> the case to the FAA.



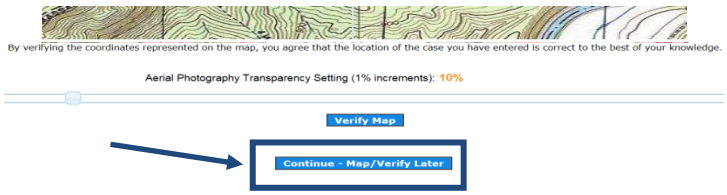
- It will return you to the Project Summary screen, where if needed, the **"Structure"** link is/are available to display saved form draft(s) if entered case coordinates need to be revised.

NOTE: Once a map is verified, if the e-filer returns to the saved Off Airport data entry form draft and re-certifies and saves the form data, the filer is required to re-verify the map location prior to submission to the FAA.

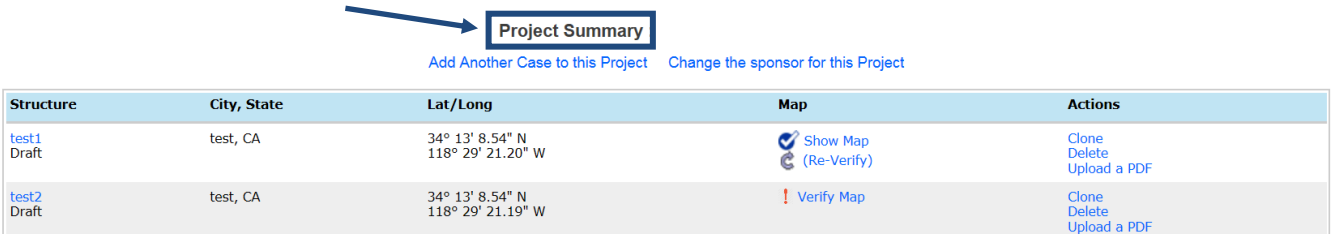



If the e-filer returns to the saved Off Airport data entry form draft [view data] but cancels (does not re-certify the entered data), they won't be required to re-verify the Map.

NOTE: You may continue to the Project Summary screen without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

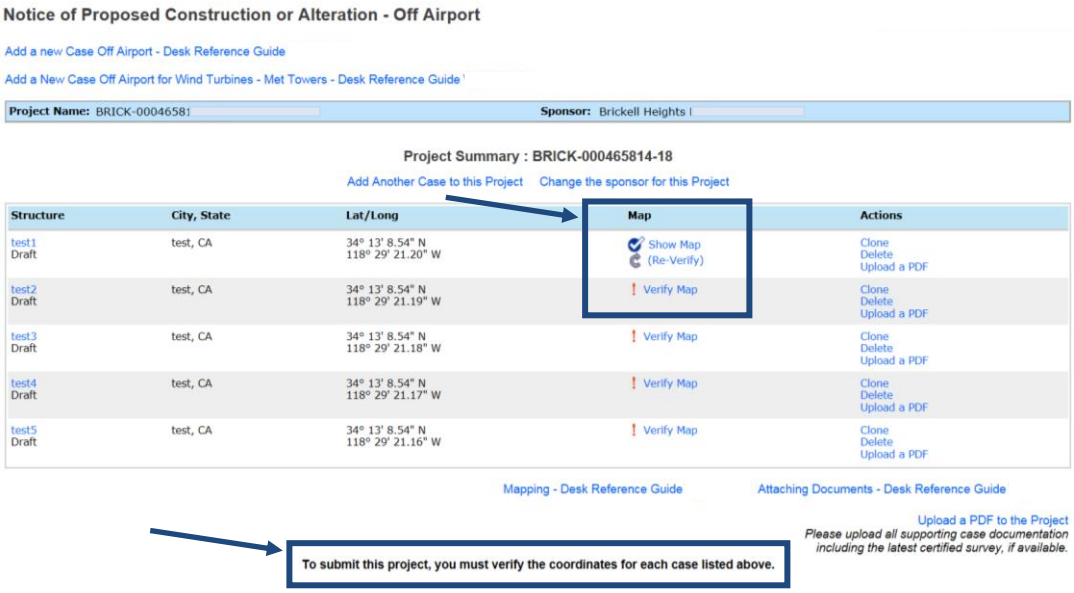



When the only or last listed map in a project on the Map Verification screen is verified or if you continue to the Project Summary screen without verifying your map(s) the *Project Summary screen* will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the Clone, Delete, and Upload a PDF links. The Map column contains the **Verify Map** link.



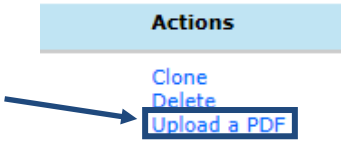

From the Project Summary page filers can verify or re-verify plotted location(s). To submit your project you must verify the coordinates of each case listed below by verifying the map".

To **verify** or re-verify your plotted map location from the Project Summary screen once you've confirmed the structure location; select the **"Verify Map"** or **"Re-Verify"** under the "Map" column header. On the map, click the "Verify Map" button at the bottom of the map or click on the **"Cancel"** button to return to Project Summary screen.



Federal Aviation Administration

## *Attach Documents to Cases*




For Off Airport cases you can upload PDF documents before and after submitting your case if needed.

## *Upload Documents to a Wind Turbine/ Met Tower/ WT-Barge Crane Project*

Saved Wind Turbine/Met Tower (w/WT Farm) project drafts of three (3) or more records (or any combination of the two); require specific document types to be uploaded to successfully e-file a project (after individual maps have also been verified). No specific documents are required if multiple WT-Barge Cranes are e-filed as a project.

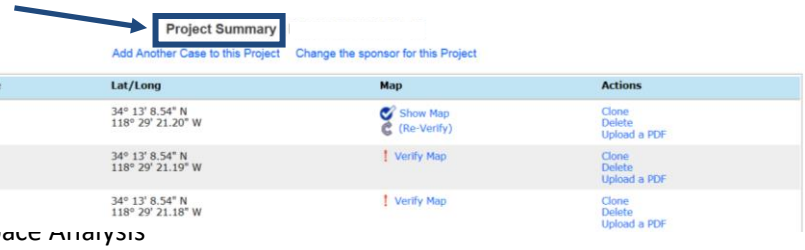
E-filer's must upload two specific document types: a **"Project Layout map"**, and a **"Spreadsheet"**. The documents must be uploaded using

- the "Upload a PDF to the Project" link (located on the lower right side of the project summary screen) for a **project of three or more**;
- or by individual upload to each case within a **one or two case project** using the "Upload a PDF" link available beneath the "Actions" header of the same screen. Please note, a WT Data File is optional for Wind Turbines and NOT required for Met Tower only submissions.

Draft cases with maps already verified, but pending document upload, are placed in "Waiting" status, awaiting action from the filer to attach specific documents. These cases are released from "Waiting" status after the required documents have been successfully uploaded.

## *Projects*

One or more cases can be grouped into a Project. Projects make it easier to file, evaluate, manage, and approve related cases.

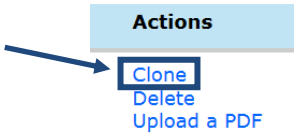


Federal Aviation Administration

## Add a Case

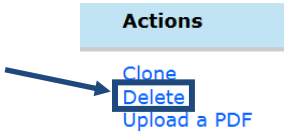
On the *Project Summary screen* you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

## Clone a Case




Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case



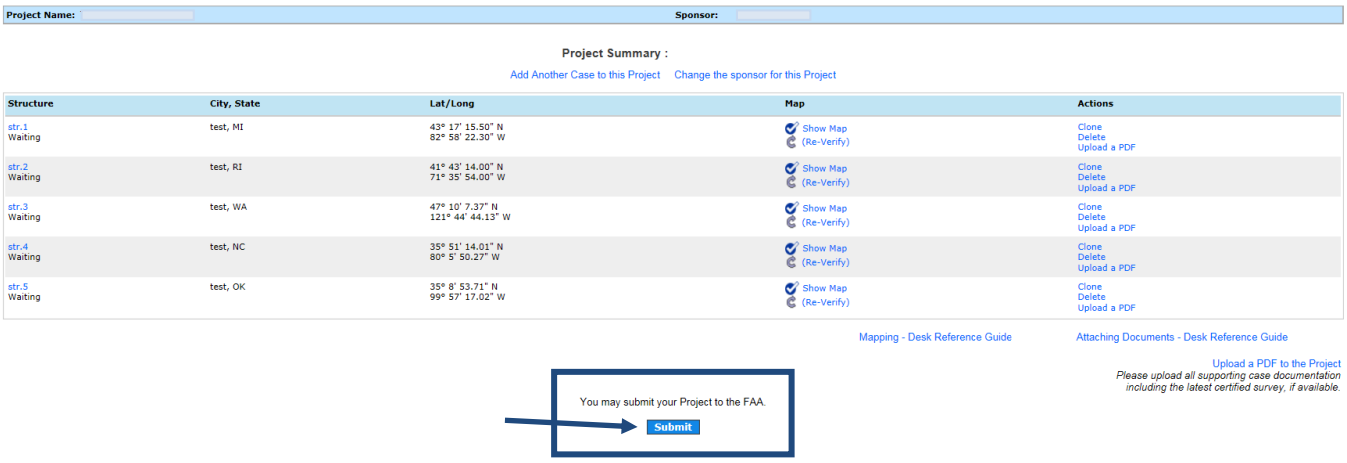

<u>You may only delete cases in Draft status</u>. To delete a single case or a case from a project, select the **Delete** link located under the <u>Actions</u> header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

Federal Aviation Administration

# *Submit to FAA*

*Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.*

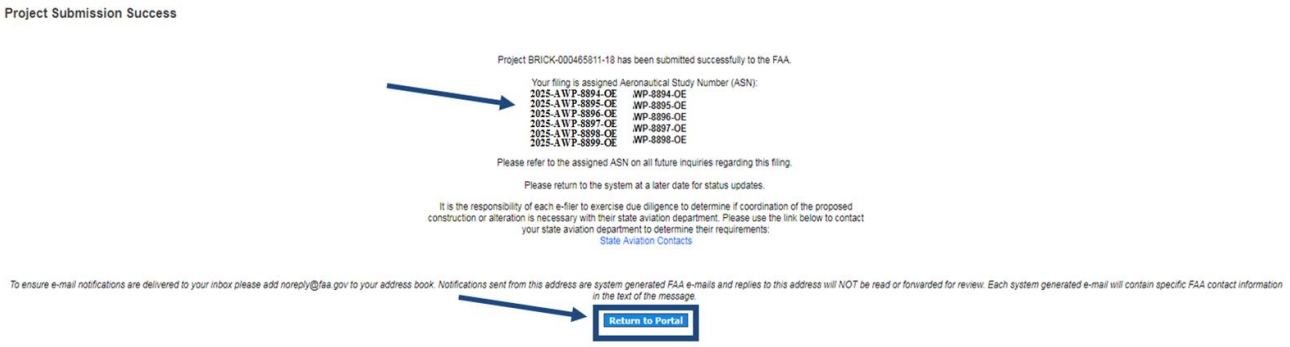
After the case data has been saved, map(s) verified and Wind turbine/Met Tower (w/WT Farm) document requirements met, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the case to the FAA. Note: No specific documents are required if multiple WT-Barge Cranes are e-filed as a project.
If you have provided all the information about your case or project, select the **[Submit]** button. This will take you to the *Confirm Project Submission* screen.
Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, *OE/AAA* will display the *Project Submission Success* screen.




Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, *OE/AAA* will display the *Project Submission Success* screen.

Federal Aviation Administration

The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.


Project Submission Success

Project BRICK-000465811-18 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

2025-AWP-8894-OE ,WP-8894-OE
2025-AWP-8895-OE ,WP-8895-OE
2025-AWP-8896-OE ,WP-8896-OE
2025-AWP-8897-OE ,WP-8897-OE
2025-AWP-8898-OE ,WP-8898-OE
2025-AWP-8899-OE ,WP-8898-OE

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements:
State Aviation Contacts

*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*

Return to Portal

**Please return to the system at a later date for status updates**.

Federal Aviation Administration

# Add Multiple Cases (Off Airport)

**This section addresses e-filing of Multiple Cases (Off-Airport) with the following eligible Structure Types:**

- Antenna Tower
- Barge Crane
- Billboard
- Bridge
- Building
- Building w/Wind Turbine
- Catenary Wire
- Cell-On-Wheels
- Chimney
- Drilling Rig
- Feasibility Study
- Flagpole
- High Mast Illumination
- Landfill
- Light Pole
- Lighting Study
- Met Tower (non-WT Farm)
- Monopole
- Other w/Antenna
- Other w/o Antenna
- Power Line
- Sign
- Solar Panel
- Solar Tower
- Stack
- Tower
- Waste Management Facility
- Water Tank
- Workover Rig
- Transmission Line
- Utility Pole
-

**For the following Structure Types,** refer to the **Add Multiple Cases (Off-Airport) for Wind Turbines / MET Towers (w/WT Farm) / WT-Barge Cranes** section of this guide:

- Lighting Study for Met Tower
- Lighting Study for Wind Turbine
- Met Tower (w/WT Farm)
- Wind Turbine
- Wind Turbine - Barge Crane (constrution crane on a barge/vessel)

The following structure types are **INELIGIBLE** for e-filing using the **Import Spreadsheet function:**

- Crane
- Construction Equipment
- Interstate Highway
- Other Traverseway
- Private Road
- Public Roadway
- Railroad
- Waterway

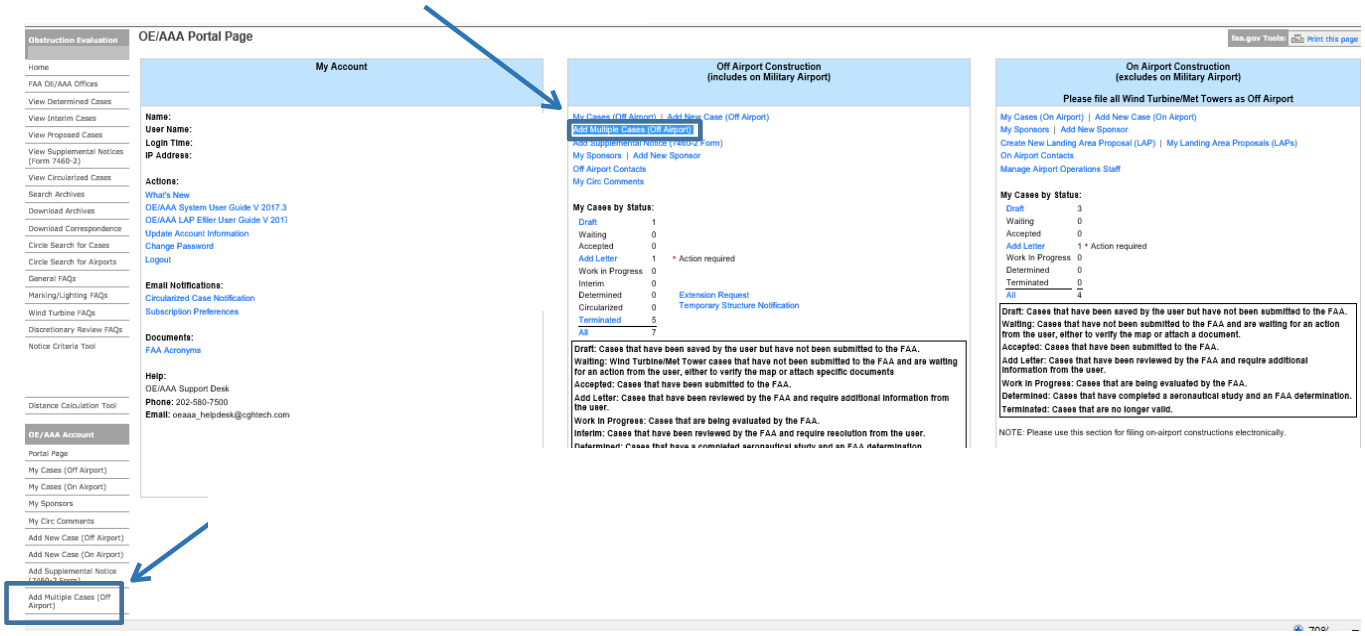
**Note:** If your structure type is not eligible to use this feature:

- Refer to the **Add New Case (Off Airport)**

Federal Aviation Administration

To create a new Multiple Cases Project, click the **Add Multiple Cases (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

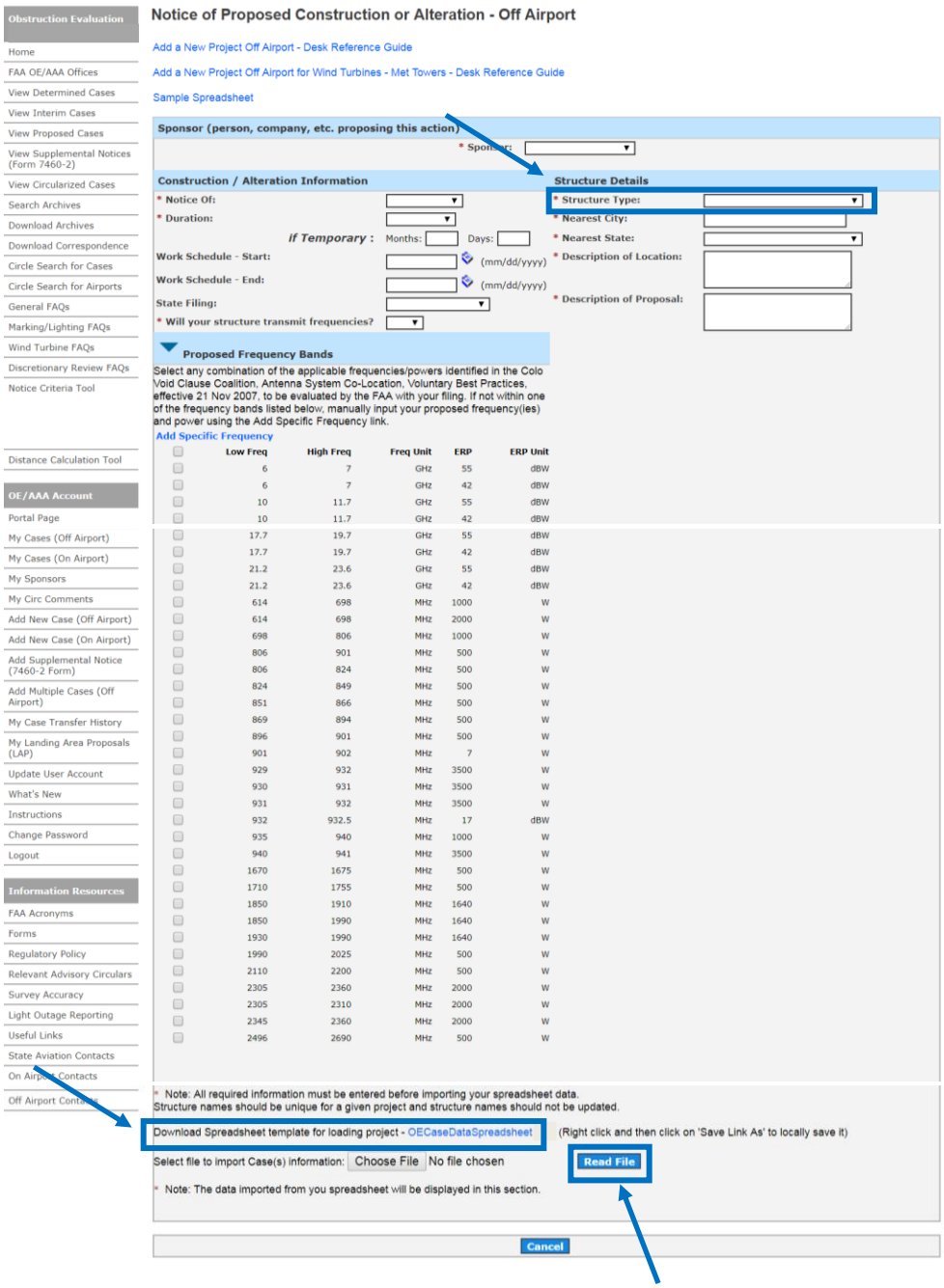
Click to **open Add Multiple Cases (Off Airport)**



Federal Aviation Administration

# Add New Multiple Cases (Off Airport)

In the **Structure Details** section, **<u>verify your structure type is eligible</u>** to use of this feature; locate your structure type in the Structure Type dropdown menu.



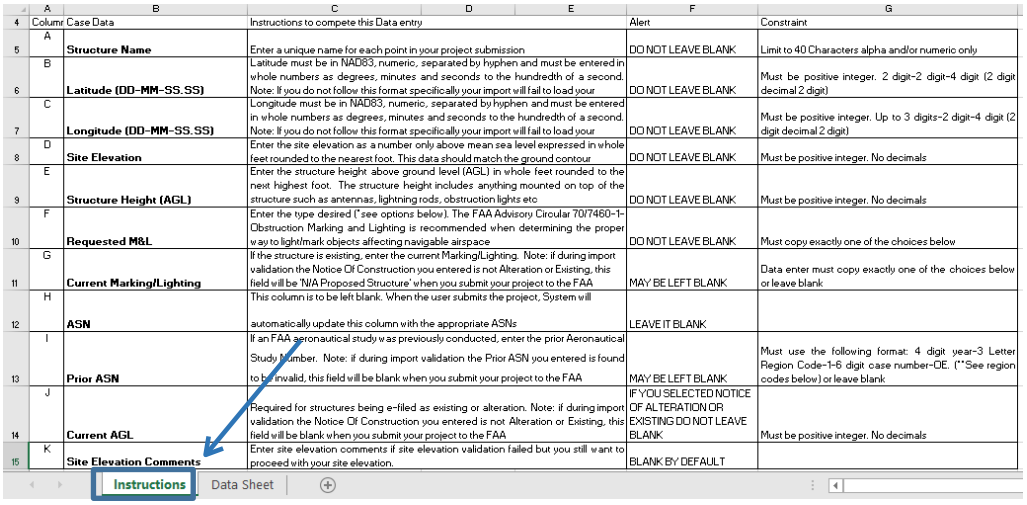
- **Download** the **Spreadsheet template** (OECaseDataSpreadsheet) to upload your Multiple Cases (Off Airport) project.

Download Spreadsheet template for loading project - OECaseDataSpreadsheet

a. **Download** and **Save** the spreadsheet template locally to your computer:
i. **Right click**; then, click **'Save Link As'** to locally save it.
b. The template contains **2** tabs (located on the bottom left), **Instructions** and **Data Sheet.**

OECaseDataSpreadsheet

(Instructions)



| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 4 | Column | Case Data | Instructions to compete this Data entry | | | Alert | Constraint |
| 5 | A | **Structure Name** | Enter a unique name for each point in your project submission | | | DO NOT LEAVE BLANK | Limit to 40 Characters alpha and/or numeric only |
| 6 | B | **Latitude (DD-MM-SS.SS)** | Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your | | | DO NOT LEAVE BLANK | Must be positive integer. 2 digit-2 digit-4 digit (2 digit decimal 2 digit) |
| 7 | C | **Longitude (DD-MM-SS.SS)** | Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your | | | DO NOT LEAVE BLANK | Must be positive integer. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit) |
| 8 | D | **Site Elevation** | Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour | | | DO NOT LEAVE BLANK | Must be positive integer. No decimals |
| 9 | E | **Structure Height (AGL)** | Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc | | | DO NOT LEAVE BLANK | Must be positive integer. No decimals |
| 10 | F | **Requested M&L** | Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1- Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace | | | DO NOT LEAVE BLANK | Must copy exactly one of the choices below |
| 11 | G | **Current Marking/Lighting** | If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be 'N/A Proposed Structure' when you submit your project to the FAA | | | MAY BE LEFT BLANK | Data enter must copy exactly one of the choices below or leave blank |
| 12 | H | **ASN** | This column is to be left blank. When the user submits the project, System will automatically update this column with the appropriate ASNs | | | LEAVE IT BLANK | |
| 13 | I | **Prior ASN** | If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your project to the FAA | | | MAY BE LEFT BLANK | Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-OE. (**See region codes below) or leave blank |
| 14 | J | **Current AGL** | Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your project to the FAA | | | IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK | Must be positive integer. No decimals |
| 15 | K | **Site Elevation Comments** | Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation. | | | BLANK BY DEFAULT | |

Instructions | Data Sheet

2. **Complete your spreadsheet** (based on the Instructions tab).

## Instructions

Instructions for preparing your spreadsheet for import to the FAA's OEAAA E-filing System via the Add Multiple Cases (Off Airport) feature.

Select the Data Sheet tab at the bottom of the workbook and enter the case data information to complete your filing with the FAA using the Import Spreadsheet function as specified below.

Federal Aviation Administration

**Your imported data must not exceed 250 rows**:

| Column | Case Data | Instructions to compete this Data entry | Alert | Constraint |
|---|---|---|---|---|
| A | **Structure Name** | Enter a unique name for each point in your Multiple Cases (Off Airport) project submission | DO NOT LEAVE BLANK | Limit to 40 Characters alpha and/or numeric only |
| B | **Latitude**<br><br>**(DD-MM-SS.SS)** | Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.<br><br>*Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project* | DO NOT LEAVE BLANK | Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit) |
| C | **Longitude (DD-MM-SS.SS)** | Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.<br><br>*Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project* | DO NOT LEAVE BLANK | Must be positive numbers. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit) |
| D | **Site Elevation** | Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour elevations for the site.<br><br>The OE/AAA system validates all of the e-filer's SE entered and if it passes the National Elevation Data (NED) terrain elevation validation check, the System takes the e-filer to | DO NOT LEAVE BLANK | Must be a positive number. No decimals |

| | | | | |
|---|---|---|---|---|
| | | the Map verify step. E-filers are alerted if the SE does not Pass the NED check. If this occurs, the Filer must either adjust the SE or provide SE comments to explain the discrepancy. The system validates that all of the e-filer's SE (Column D) entered on the imported spreadsheet and alerts when the SE does not Pass the NED validation check. Upon reading the spreadsheet, if the System detects that any of the SE (Column D) FAILS NED validation, the SE data that needs to be fixed is displayed or the filer can include SE comments (Column K).<br>If the e-filer imports a revised spreadsheet with Column K SE comments, the filer is taken to the Map verify step. | | |
| E | **Structure Height (AGL)** | Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc. | DO NOT LEAVE BLANK | Must be a positive number. No decimals |
| F | **Requested M&L** | Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1-Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace. | DO NOT LEAVE BLANK | Must copy exactly one of the choices below |
| G | **Current Marking/Lighting** | If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be 'N/A Proposed Structure' when you submit your Multiple Cases (Off Airport) project to the FAA | MAY BE LEFT BLANK | Data enter must copy exactly one of the choices below or leave blank |

| | | | | |
|---|---|---|---|---|
| H | **ASN** | This column is to be left blank. When the user submits the Multiple Cases (Off Airport) project, the System will automatically update this column with the appropriate ASNs | LEAVE IT BLANK | |
| I | **Prior ASN** | If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your Multiple Cases (Off Airport) project to the FAA. | MAY BE LEFT BLANK | Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-OE. (**See region codes below) or leave blank |
| J | **Current AGL** | Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your Multiple Cases (Off Airport) project to the FAA. | IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK | Must be a positive number. No decimals |
| K | **Request ADLS** | Control device to operate marking/lighting systems on structures. * Only request ADLS if you are proposing the installation and use of an Aircraft Detection Lighting System. | MAY BE LEFT BLANK | |
| L | **Site Elevation Comments** | Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation. | BLANK BY DEFAULT | |

***Requested Marking/Lighting Options acceptable for spreadsheet import:**

- None
- Red Lights
- Red Lights and paint
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high caternary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night

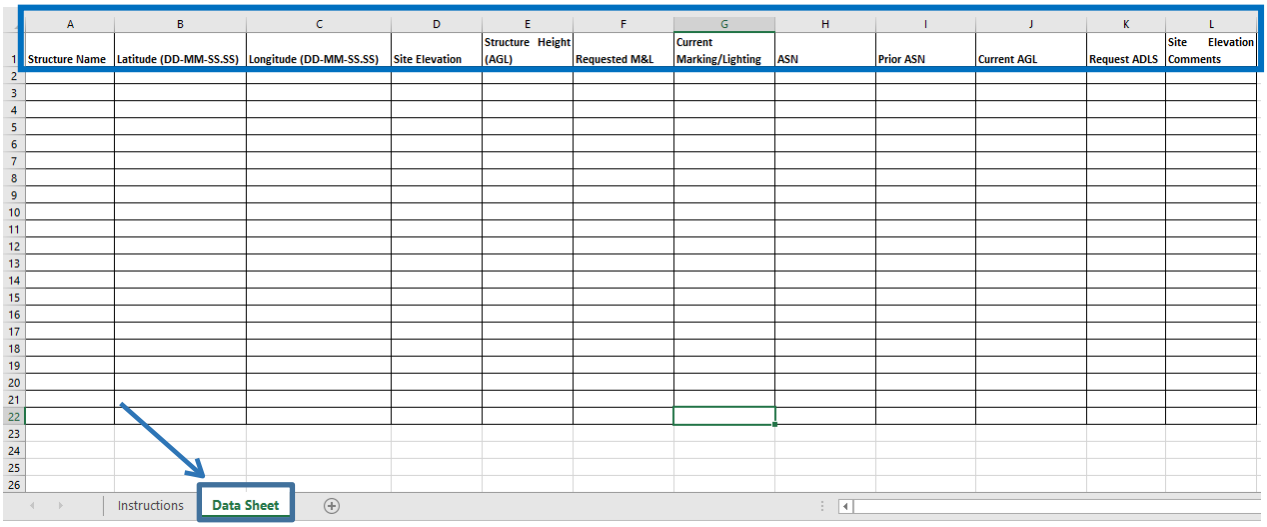
****3 Letter Region Code**

- AAL
- ACE
- AEA
- AGL
- ANE
- ANM
- ASO
- ASW
- AWP

3. **Complete your spreadsheet** (based on the Instructions tab)

**OECaseDataSpreadsheet**

**(Data Sheet)**



| Structure Name | Latitude (DD-MM-SS.SS) | Longitude (DD-MM-SS.SS) | Site Elevation | Structure Height (AGL) | Requested M&L | Current Marking/Lighting | ASN | Prior ASN | Current AGL | Request ADLS | Site Elevation Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|

Instructions | Data Sheet

4. Select the **Data Sheet tab** at the bottom of the workbook.
   **Enter** your case data information
   1. Note: <u>Data can't exceed 250 rows</u>
   ii. **Save** the finished spreadsheet to your computer.

5. **Go back** to the **Add Multiple Cases (Off Airport) screen**

a. Add the required information.
   - Note: Must be entered before importing your spreadsheet data.

Sponsor cannot be blank.
Notice Of cannot be blank.
Duration cannot be blank.
Structure Type cannot be blank.
Nearest City cannot be blank.
Nearest State cannot be blank.
Description of Location cannot be blank.
Description of Proposal cannot be blank.
**Please answer if your structure transmits frequencies**

Important: All required fields (indicated with an asterisk *) must be complete to successfully save your Multiple Cases (Off Airport) project. Missing data will result in a warning message identifying the missing required information.

6. Click **Browse** to select your saved spreadsheet for upload.
7. Click the **"Read File"** button to validate your spreadsheet data. a.

**If any imported data is <u>Invalid</u>,**

ii. Update your saved spreadsheet.

Note: Don't cancel out of your "Add Multiple Cases (Off Airport)" screen.

- If you do, your data will need to be re-accomplished after spreadsheet update.

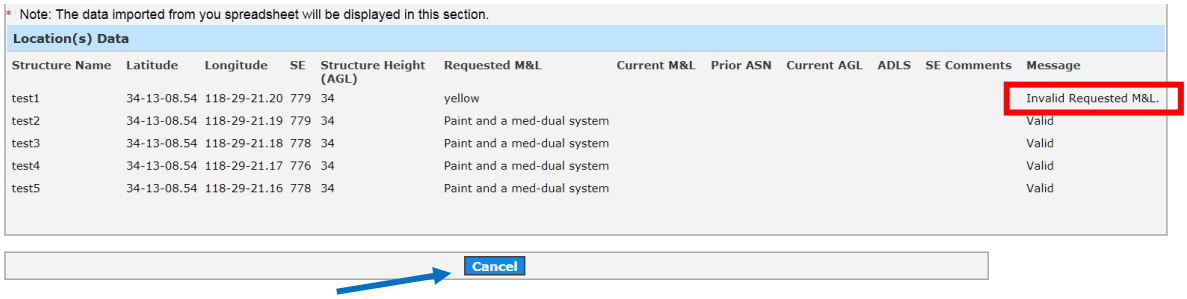
1. Return to the **Add Multiple Cases (Off Airport)** screen.
2. Click **Browse** to select your <u>updated</u> spreadsheet for upload.
3. Click the **"Read File"** button to validate your spreadsheet data.

**If any data is Invalid**, repeat **step 5** until all spreadsheet data is valid.

**Complete your spreadsheet** (based on the Instructions tab)

Add Multiple Cases (Off Airport) screen

<u>Example of invalid spreadsheet data</u>



* Note: The data imported from you spreadsheet will be displayed in this section.

**Location(s) Data**

| Structure Name | Latitude | Longitude | SE | Structure Height (AGL) | Requested M&L | Current M&L | Prior ASN | Current AGL | ADLS | SE Comments | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|
| test1 | 34-13-08.54 | 118-29-21.20 | 779 | 34 | yellow | | | | | | Invalid Requested M&L. |
| test2 | 34-13-08.54 | 118-29-21.19 | 779 | 34 | Paint and a med-dual system | | | | | | Valid |
| test3 | 34-13-08.54 | 118-29-21.18 | 778 | 34 | Paint and a med-dual system | | | | | | Valid |
| test4 | 34-13-08.54 | 118-29-21.17 | 776 | 34 | Paint and a med-dual system | | | | | | Valid |
| test5 | 34-13-08.54 | 118-29-21.16 | 778 | 34 | Paint and a med-dual system | | | | | | Valid |

Cancel

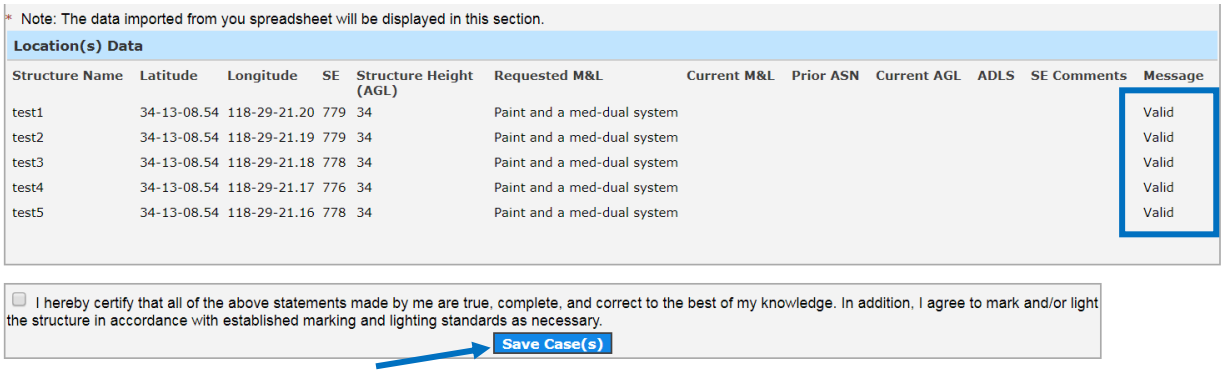
b. **If <u>all</u> imported data is <u>Valid</u>,**

i. A successful data imported message (**Valid**) will be displayed in the **Location(s) Data** section for each row of data.

ii. **Check** the data certification and **Save** button.

## Add Multiple Cases (Off Airport) screen

Example of **valid** spreadsheet data



* Note: The data imported from you spreadsheet will be displayed in this section.

**Location(s) Data**

| Structure Name | Latitude | Longitude | SE | Structure Height (AGL) | Requested M&L | Current M&L | Prior ASN | Current AGL | ADLS | SE Comments | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|
| test1 | 34-13-08.54 | 118-29-21.20 | 779 | 34 | Paint and a med-dual system | | | | | | Valid |
| test2 | 34-13-08.54 | 118-29-21.19 | 779 | 34 | Paint and a med-dual system | | | | | | Valid |
| test3 | 34-13-08.54 | 118-29-21.18 | 778 | 34 | Paint and a med-dual system | | | | | | Valid |
| test4 | 34-13-08.54 | 118-29-21.17 | 776 | 34 | Paint and a med-dual system | | | | | | Valid |
| test5 | 34-13-08.54 | 118-29-21.16 | 778 | 34 | Paint and a med-dual system | | | | | | Valid |

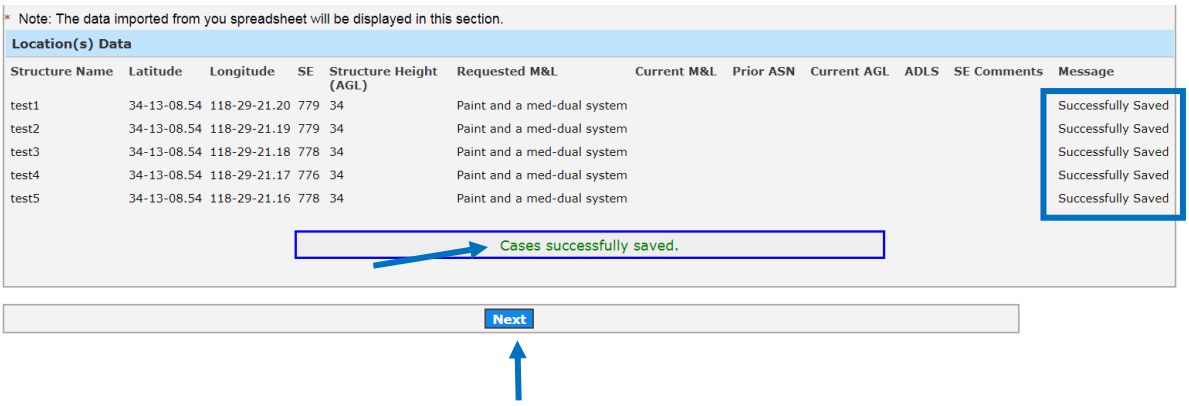
I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.

Save Case(s)

Add Multiple Cases (Off Airport) screen

**Multiple Cases drafts** are created in your account, after the imported Multiple Cases (Off Airport) project data, and the required data fields of the form have been certified and successfully saved.

Example of **successfully saved** Multiple Cases (Off Airport) drafts



* Note: The data imported from you spreadsheet will be displayed in this section.

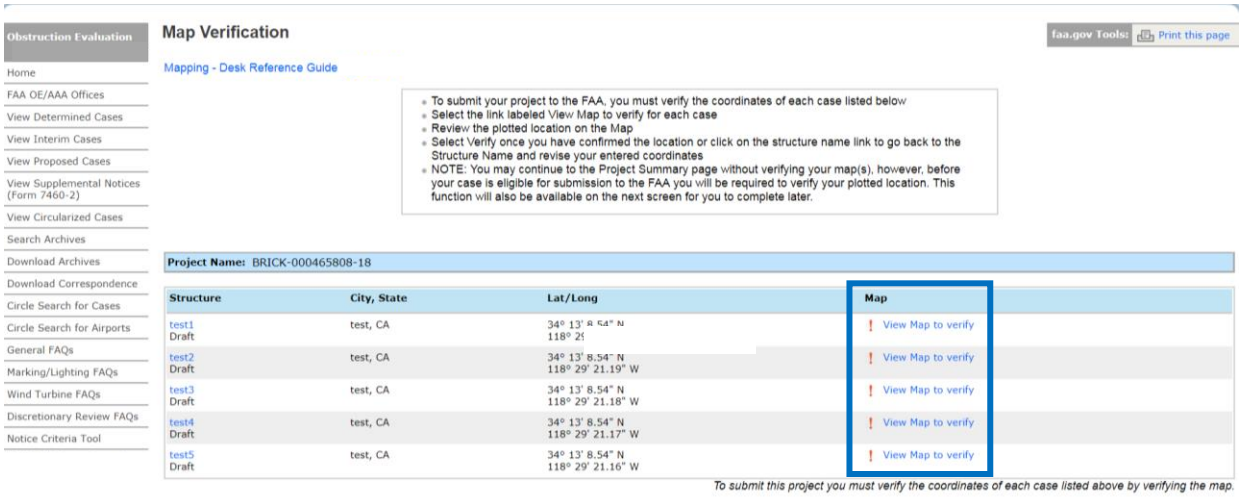
**Location(s) Data**

| Structure Name | Latitude | Longitude | SE | Structure Height (AGL) | Requested M&L | Current M&L | Prior ASN | Current AGL | ADLS | SE Comments | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|
| test1 | 34-13-08.54 | 118-29-21.20 | 779 | 34 | Paint and a med-dual system | | | | | | Successfully Saved |
| test2 | 34-13-08.54 | 118-29-21.19 | 779 | 34 | Paint and a med-dual system | | | | | | Successfully Saved |
| test3 | 34-13-08.54 | 118-29-21.18 | 778 | 34 | Paint and a med-dual system | | | | | | Successfully Saved |
| test4 | 34-13-08.54 | 118-29-21.17 | 776 | 34 | Paint and a med-dual system | | | | | | Successfully Saved |
| test5 | 34-13-08.54 | 118-29-21.16 | 778 | 34 | Paint and a med-dual system | | | | | | Successfully Saved |

Cases successfully saved.

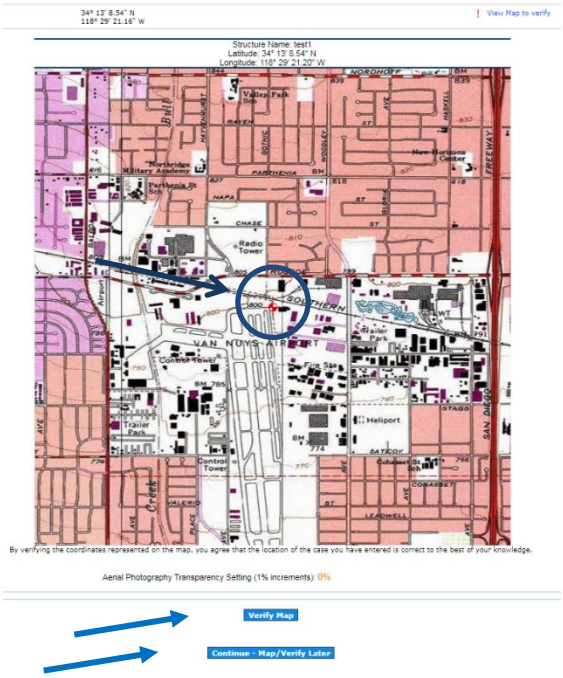
Next

The Map Verification screen displays all draft Multiple Cases created, which require Map verification before submission.

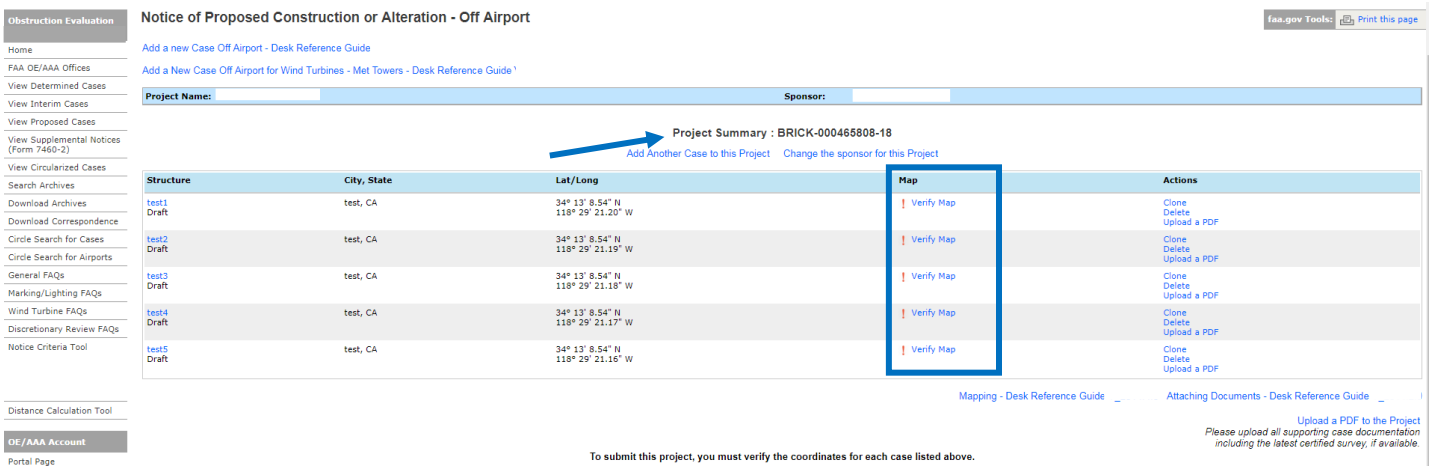



Select the link labeled **Verify Map** to:

- Verify the coordinate location for each Multiple Case in the project (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).



**Note:** Once a map is verified, if you return to the saved Off Airport data entry draft, and re-certify, and again save the data, you'll be required to re-verify the map location prior to submission to the FAA. If you return to the saved Off Airport data entry draft [view data], but cancel, (does not re-certify the entered data), you won't be required to re-verify the Map.



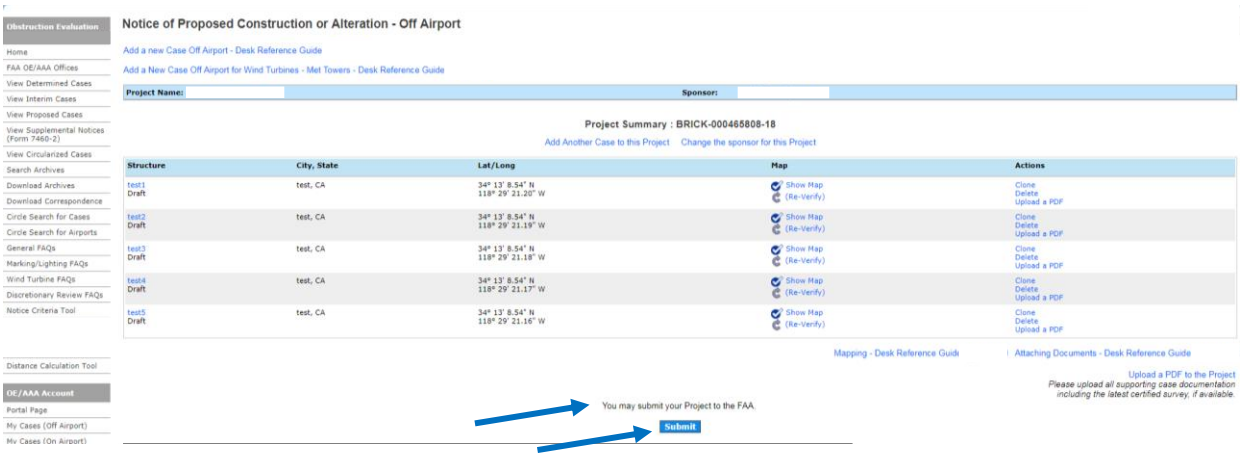

When the last listed map in a Multiple Cases project is verified (on the Map Verification screen), the *Project Summary screen* will be displayed.

## Submit to FAA

*Note: Before submitting your Multiple Cases project to the FAA, determine if you need to use the Upload, Clone or Delete features.*

Once all Multiple Cases maps have been verified, you may submit your Multiple Cases project (Off Airport) to the FAA.

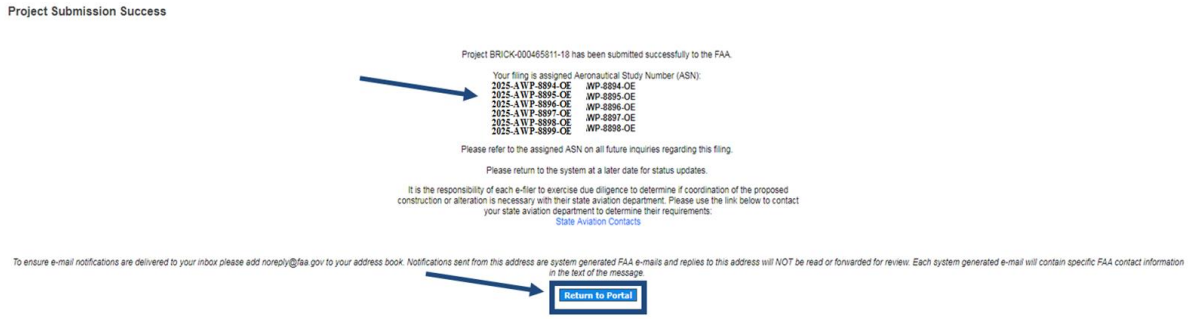
- The [Submit] button will appear on the Project Summary screen to allow you to submit the Multiple Cases (Off Airport) project to the FAA.
- If you've provided all the information about your Multiple Cases project, select the [Submit] button.




This will take you to the Confirm Project Submission screen. Confirm you want to submit your project and associated cases to the FAA.

Select the **[I Confirm]** button to submit the Multiple Cases project to the FAA. Upon

OE/AAA confirmation of your Multiple Cases (Off Airport) project submission, aeronautical study numbers will be assigned to your project cases.




The Aeronautical Study Number (ASN) assigned to your filed project cases and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.

**Please return to the system at a later date for status updates**.

# Add Multiple Cases (Off Airport) for Wind Turbine, Met Towers (with WT Farm) and WT-Barge Cranes

**This section addresses e-filing of Multiple Cases (Off Airport) for Wind Turbine, Met Towers (with/WT Farm) and WT-Barge Crane with the following eligible Structure Types:**

- Lighting Study for Met Tower (w/WT Farm)
- Lighting Study for Wind Turbine
- Met Tower (w/WT Farm)
- Wind Turbine
- WT- Barge Crane (constrution crane on a barge/vessel)

**Note:** If your structure type is not eligible to use this feature:

- Refer to the **Add Multiple Cases (Off Airport)** section

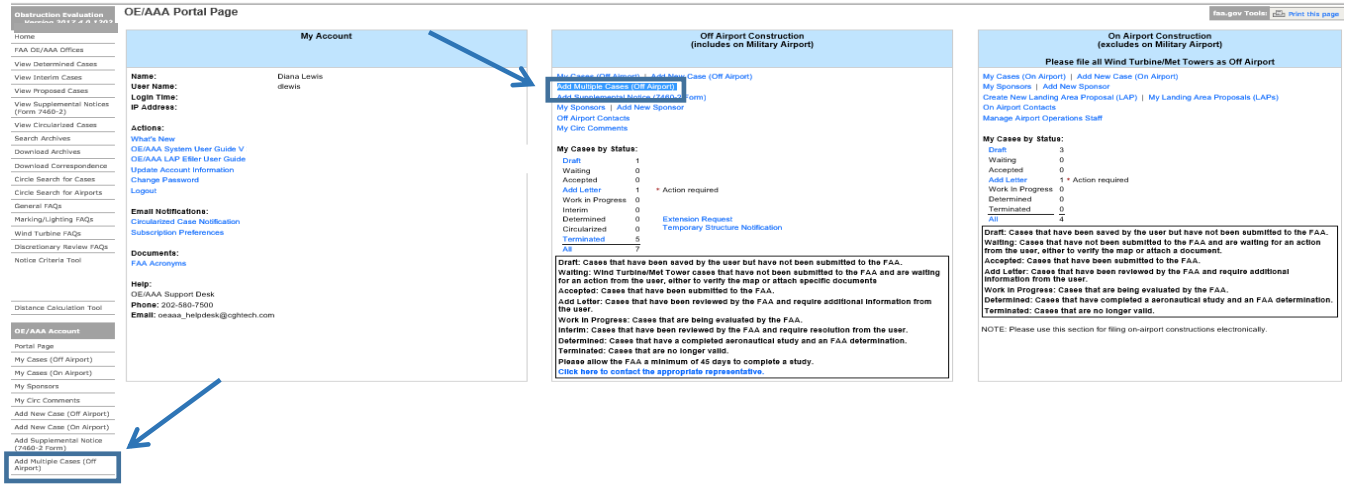
  or

- the **Add New Case (Off Airport)** section

## Add new Multiple Cases (Off Airport) for Wind Turbine, Met Towers (w/WT Farm) and WT-Barge Crane Project

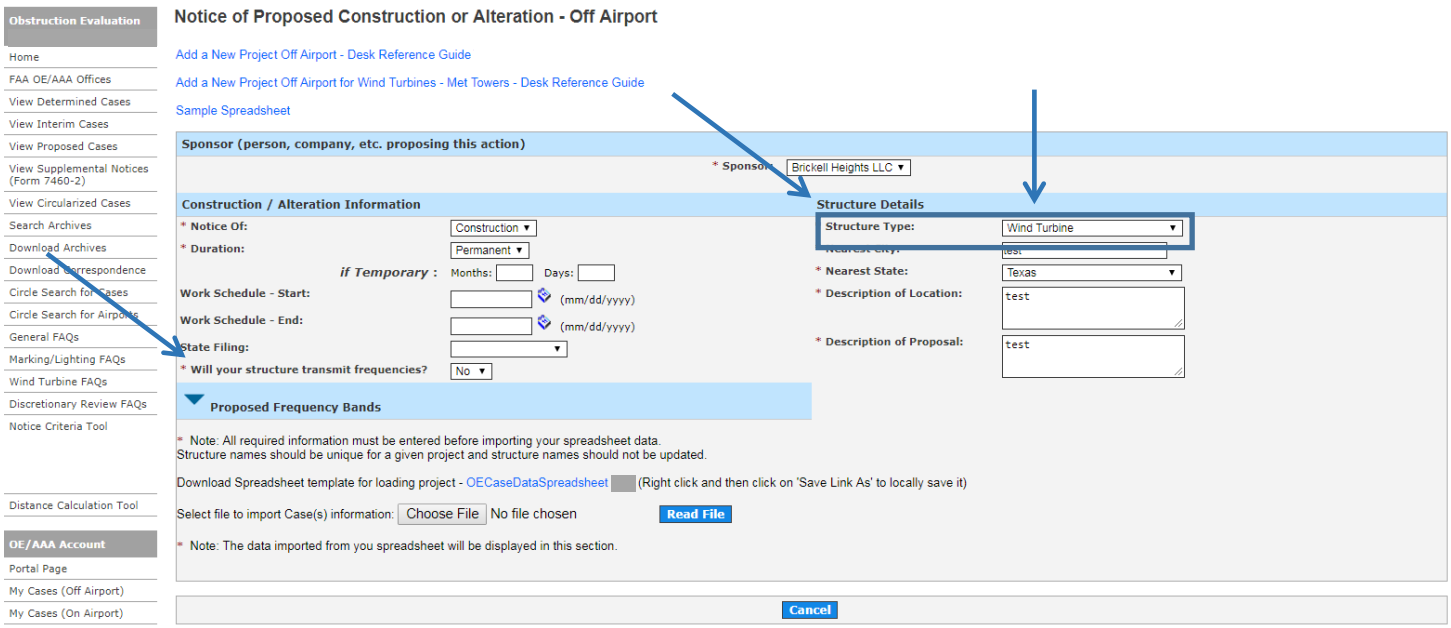
To Add (create) new Multiple Cases (Off Airport) for Wind Turbine, Met Towers (w/WT Farm) or WT-Barge Crane Project, click the **Add Multiple Cases (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

Click to **open Add Multiple Cases (Off Airport)**



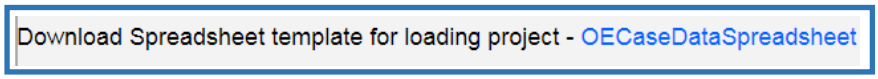

## Add Multiple Cases (Off Airport)

In the **Structure Details** section, **<u>verify your structure type is eligible</u>** to use of this feature; locate your structure type in the Structure Type dropdown menu.




**<u>To colapse the form Answer NO to the question *"Will your structure transmit frequencies?"*.</u>**

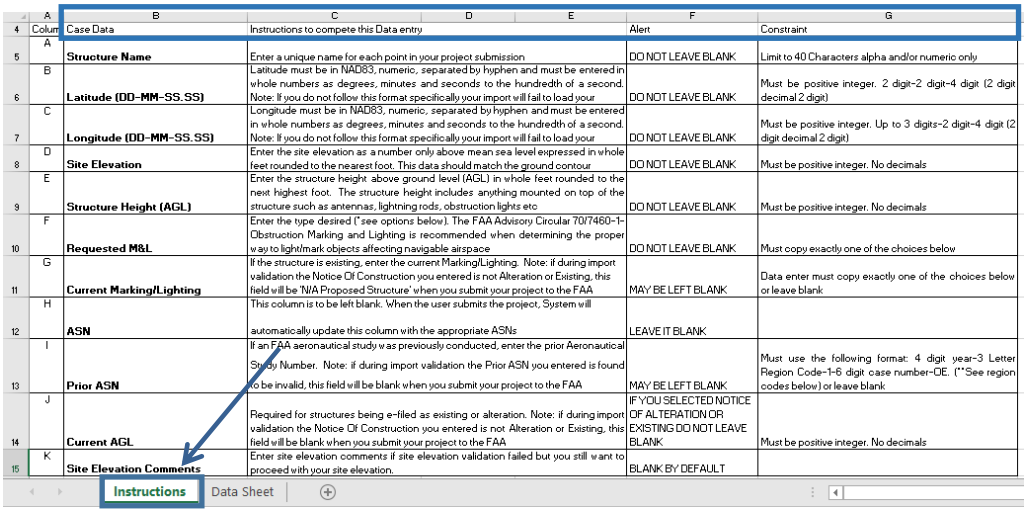
1. **Download** the **Spreadsheet template** (OECaseDataSpreadsheet) to upload your Multiple Cases (Off Airport) project.




   a. **Download** and **Save** the spreadsheet template locally to your computer:
      i. **Right click**; then, click **'Save target As'**
   b. The template contains **2** tabs (located on the the bottom left), **Instructions** and **Data Sheet.**

OECaseDataSpreadsheet

(Instructions)



| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 4 | Colum | Case Data | Instructions to compete this Data entry | | | Alert | Constraint |
| 5 | A | **Structure Name** | Enter a unique name for each point in your project submission | | | DO NOT LEAVE BLANK | Limit to 40 Characters alpha and/or numeric only |
| 6 | B | **Latitude (DD-MM-SS.SS)** | Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your | | | DO NOT LEAVE BLANK | Must be positive integer. 2 digit-2 digit-4 digit (2 digit decimal 2 digit) |
| 7 | C | **Longitude (DD-MM-SS.SS)** | Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your | | | DO NOT LEAVE BLANK | Must be positive integer. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit) |
| 8 | D | **Site Elevation** | Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour | | | DO NOT LEAVE BLANK | Must be positive integer. No decimals |
| 9 | E | **Structure Height (AGL)** | Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc | | | DO NOT LEAVE BLANK | Must be positive integer. No decimals |
| 10 | F | **Requested M&L** | Enter the type desired (* see options below). The FAA Advisory Circular 70/7460-1- Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace | | | DO NOT LEAVE BLANK | Must copy exactly one of the choices below |
| 11 | G | **Current Marking/Lighting** | If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be 'NA Proposed Structure' when you submit your project to the FAA | | | MAY BE LEFT BLANK | Data enter must copy exactly one of the choices below or leave blank |
| 12 | H | **ASN** | This column is to be left blank. When the user submits the project, System will automatically update this column with the appropriate ASNs | | | LEAVE IT BLANK | |
| 13 | I | **Prior ASN** | If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your project to the FAA | | | MAY BE LEFT BLANK | Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-OE. (**See region codes below) or leave blank |
| 14 | J | **Current AGL** | Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your project to the FAA | | | IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK | Must be positive integer. No decimals |
| 15 | K | **Site Elevation Comments** | Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation. | | | BLANK BY DEFAULT | |

Instructions | Data Sheet

2. **Complete your spreadsheet** (based on the Instructions tab).

## Instructions

Instructions for preparing your spreadsheet for import to the FAA's OEAAA E-filing System via the Add Multiple Cases (Off Airport) feature.

Select the Data Sheet tab at the bottom of the workbook and enter the case data information to complete your filing with the FAA using the Import Spreadsheet function as specified below.

**Your imported data must not exceed 250 rows**:

| Column | Case Data | Instructions to compete this Data entry | Alert | Constraint |
|---|---|---|---|---|
| A | **Structure Name** | Enter a unique name for each point in your Multiple Cases (Off Airport) project submission | DO NOT LEAVE BLANK | Limit to 40 Characters alpha and/or numeric only |
| B | **Latitude**<br><br>**(DD-MM-SS.SS)** | Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.<br><br>*Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project* | DO NOT LEAVE BLANK | Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit) |
| C | **Longitude (DD-MM-SS.SS)** | Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.<br><br>*Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project* | DO NOT LEAVE BLANK | Must be positive numbers. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit) |
| D | **Site Elevation** | Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour elevations for the site.<br><br>The OE/AAA system validates all of the e-filer's SE entered and if it passes the National Elevation Data (NED) terrain elevation validation check, the System takes the e-filer to the Map verify step. E-filers are alerted if the SE does not Pass the NED check. If this occurs, the Filer must either adjust the SE or provide | DO NOT LEAVE BLANK | Must be a positive number. No decimals |

| | | | | |
|---|---|---|---|---|
| | | SE comments to explain the discrepancy. The system validates that all of the e-filer's SE (Column D) entered on the imported spreadsheet and alerts when the SE does not Pass the NED validation check. Upon reading the spreadsheet, if the System detects that any of the SE (Column D) FAILS NED validation, the SE data that needs to be fixed is displayed or the filer can include SE comments (Column K). If the e-filer imports a revised spreadsheet with Column K SE comments, the filer is taken to the Map verify step. | | |
| E | **Structure Height (AGL)** | Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc. | DO NOT LEAVE BLANK | Must be a positive number. No decimals |
| F | **Requested M&L** | Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1-Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace. | DO NOT LEAVE BLANK | Must copy exactly one of the choices below |
| G | **Current Marking/Lighting** | If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be 'N/A Proposed Structure' when you submit your Multiple Cases (Off Airport) project to the FAA | MAY BE LEFT BLANK | Data enter must copy exactly one of the choices below or leave blank |
| H | **ASN** | This column is to be left blank. When the user submits the Multiple Cases (Off Airport) project, the System will automatically update this column with the appropriate ASNs | LEAVE IT BLANK | |

| | | | | |
|---|---|---|---|---|
| I | **Prior ASN** | If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your Multiple Cases (Off Airport) project to the FAA. | MAY BE LEFT BLANK | Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-OE. (**See region codes below) or leave blank |
| J | **Current AGL** | Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your Multiple Cases (Off Airport) project to the FAA. | IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK | Must be a positive number. No decimals |
| K | **Request ADLS** | Control device to operate marking/lighting systems on structures. * Only request ADLS if you are proposing the installation and use of an Aircraft Detection Lighting System. | MAY BE LEFT BLANK | |
| L | **Site Elevation Comments** | Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation. | BLANK BY DEFAULT | |

***Requested Marking/Lighting Options acceptable for spreadsheet import:**

- None
- Red Lights
- Red Lights and paint
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Flag Marker
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night

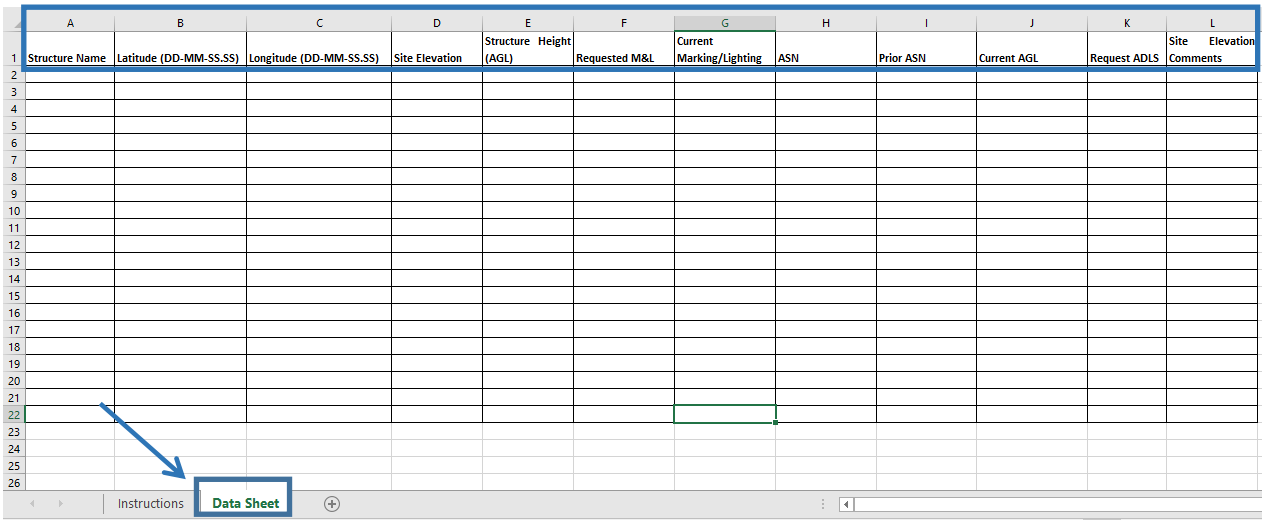
****3 Letter Region Code**

- WTE
- WTW

3. **Complete your spreadsheet** (based on the Instructions tab)

**OECaseDataSpreadsheet**

**(Data Sheet)**



| Structure Name | Latitude (DD-MM-SS.SS) | Longitude (DD-MM-SS.SS) | Site Elevation | Structure Height (AGL) | Requested M&L | Current Marking/Lighting | ASN | Prior ASN | Current AGL | Request ADLS | Site Elevation Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|

Instructions | Data Sheet

4. Select the **Data Sheet tab** at the bottom of the workbook
   i. **Enter** your case data information
      1. Note: Data can't exceed 250 rows
   ii. **Save** the finished spreadsheet to your computer.

5. **Go back** to the **Add Multiple Cases (Off Airport) screen**
   a. Add the required information.
      i. Note: Must be entered before importing your spreadsheet data.

Sponsor cannot be blank.
Notice Of cannot be blank.
Duration cannot be blank.
Structure Type cannot be blank.
Nearest City cannot be blank.
Nearest State cannot be blank.
Description of Location cannot be blank.
Description of Proposal cannot be blank.

**Please answer if your structure transmits frequencies**

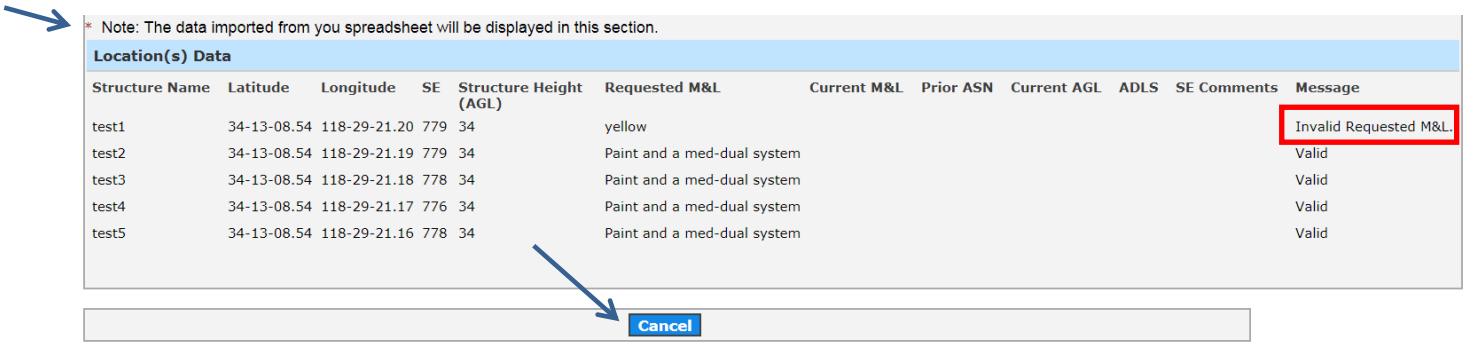
Important: All required fields (indicated with an asterisk *) must be complete to successfully save your Multiple Cases (Off Airport) project. Missing data will result in a warning message identifying the missing required information.

6. Click **Browse** to select your saved spreadsheet for upload.
7. Click the **"Read File"** button to validate your spreadsheet data.
    a. **If any imported data is <u>Invalid</u>**,
        ii. Update your saved spreadsheet.
            1. Note: Don't cancel out of your "Add Multiple Cases (Off Airport)" screen.
                a. If you do, your data will need to be re-accomplished after spreadsheet update.
        iii. Return to the **Add Multiple Cases (Off Airport)** screen.
        iv. Click **Browse** to select your <u>updated</u> spreadsheet for upload.
        v. Click the **"Read File"** button to validate your spreadsheet data.
            1. **If any data is Invalid**, repeat **step 5** until all spreadsheet data is valid.

**Complete your spreadsheet** (based on the Instructions tab)

Add Multiple Cases (Off Airport) screen

<u>Example of invalid spreadsheet data</u>



* Note: The data imported from you spreadsheet will be displayed in this section.

**Location(s) Data**

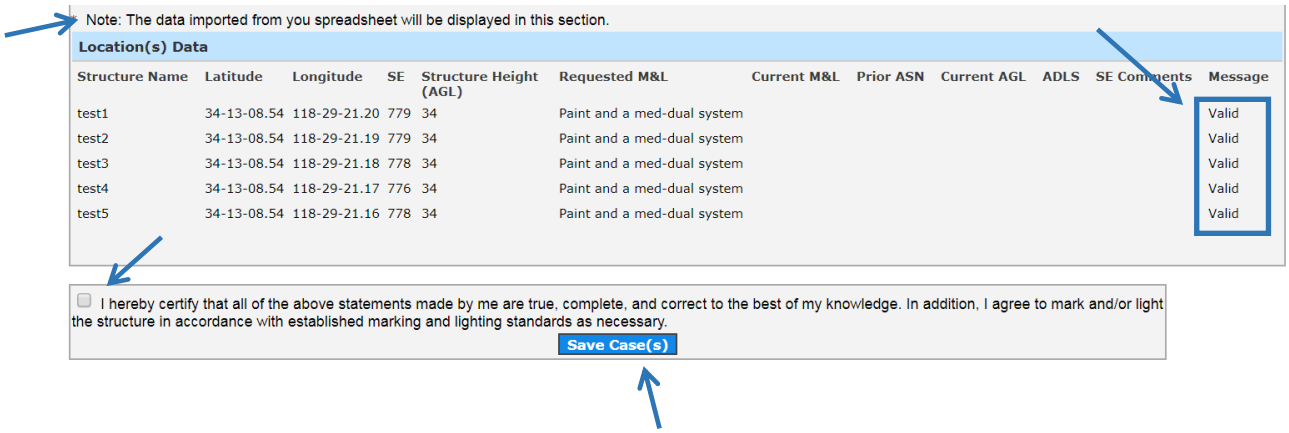
| Structure Name | Latitude | Longitude | SE | Structure Height (AGL) | Requested M&L | Current M&L | Prior ASN | Current AGL | ADLS | SE Comments | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|
| test1 | 34-13-08.54 | 118-29-21.20 | 779 | 34 | yellow | | | | | | Invalid Requested M&L. |
| test2 | 34-13-08.54 | 118-29-21.19 | 779 | 34 | Paint and a med-dual system | | | | | | Valid |
| test3 | 34-13-08.54 | 118-29-21.18 | 778 | 34 | Paint and a med-dual system | | | | | | Valid |
| test4 | 34-13-08.54 | 118-29-21.17 | 776 | 34 | Paint and a med-dual system | | | | | | Valid |
| test5 | 34-13-08.54 | 118-29-21.16 | 778 | 34 | Paint and a med-dual system | | | | | | Valid |

Cancel

b. **If <u>all</u> imported data is <u>Valid</u>,**
   i. A successful data imported message (**Valid**) will be displayed in the **Location(s) Data** section for each row of data.
   ii. **Check** the data certification and **Save** button.

Multiple Cases (Off Airport) screen

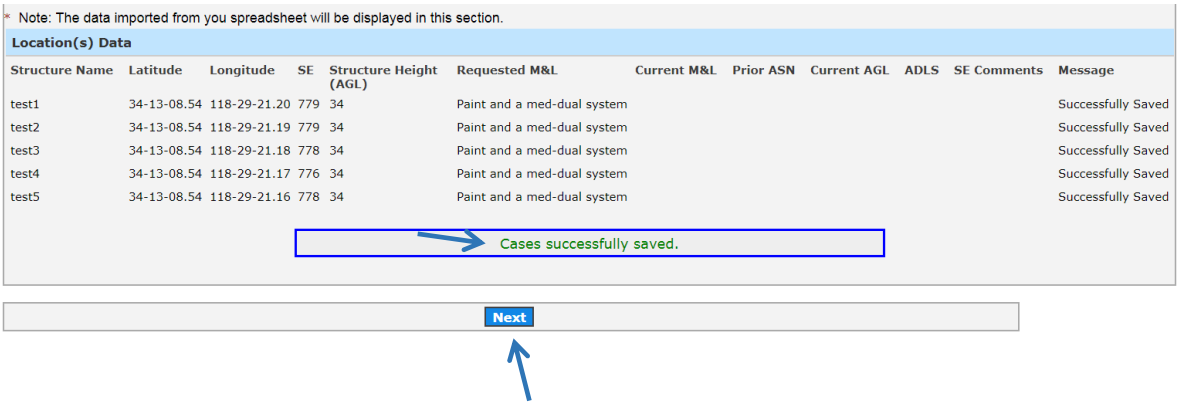
<u>Example of **valid** spreadsheet data</u>



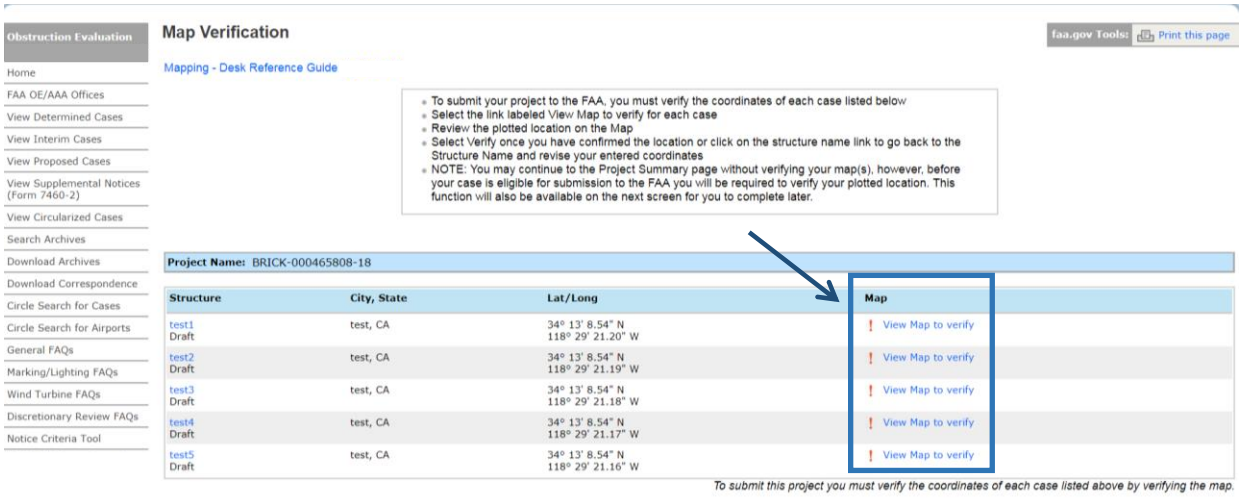

Add Multiple Cases (Off Airport) screen

**Multiple Cases drafts** are created in your account, after the imported Multiple Cases (Off Airport) project data, and the required data fields of the form have been certified and successfully saved.

Example of **successfully saved** Multiple Cases (Off Airport) drafts

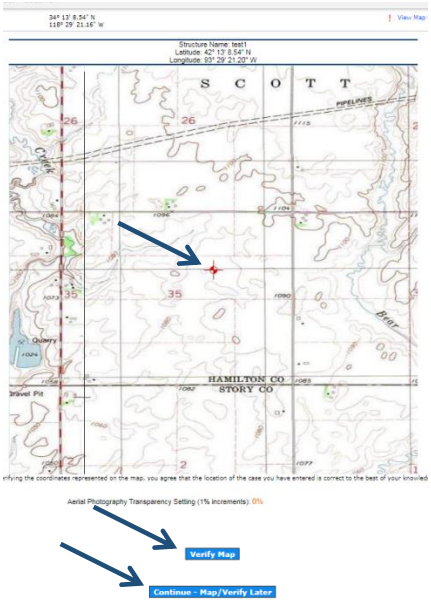


The Map Verification screen displays all draft Multiple Cases created, which require Map verification before submission.

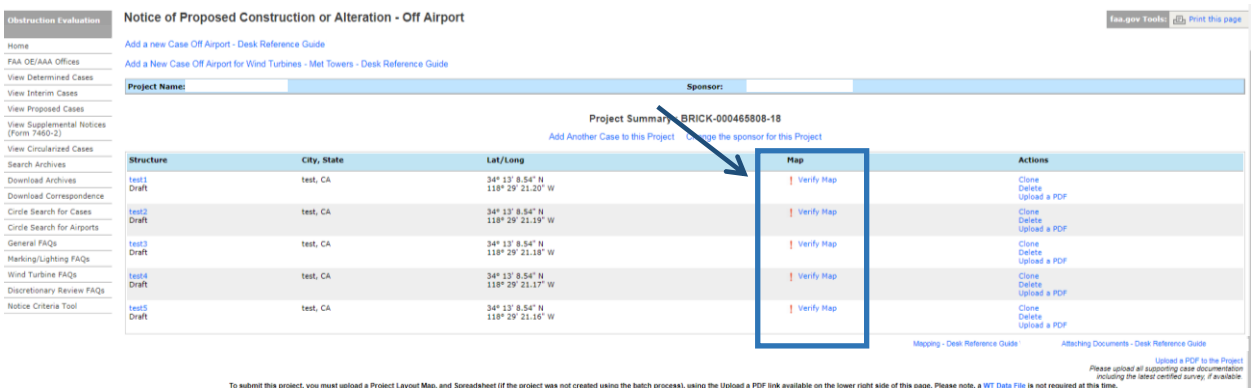



Select the link labeled **Verify Map** to

- verify the coordinate location for each Multiple Case in the project (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).

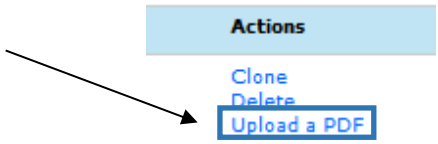


**Note:** Once a map is verified, if you return to the saved Off Airport data entry draft, and re-certify, and again save the data, you'll be required to re-verify the map location prior to submission to the FAA. If you return to the saved Off Airport data entry draft [view data], but cancel, (does not re-certify the entered data), you won't be required to re-verify the Map.




When the last listed map in a Multiple Cases project is verified (on the Map Verification screen), the *Project Summary screen* will be displayed.

## Attach Documents to Cases




For Off Airport cases you can upload PDF documents before and after submitting your case if needed.

### Upload Documents to a Multiple Case Wind Turbine/Met Tower (w/WT Farm) /WT-Barge Crane Project

Saved multiple case Wind Turbine /Met Tower (w/WT Farm) project drafts of three (3) or more records require a specific document type be uploaded to successfully e-file the project (after individual maps have also been verified). No specific documents are required if multiple WT-Barge Cranes are e-filed as a project.

E-filer's must upload a **"Project Layout map"**. The document must be uploaded using the "Upload a PDF to the Project" link (located on the lower right side of the project summary screen).

Please note, a WT Data File is optional for Wind Turbines and NOT required for Met Tower (w/WT Farm) only submissions.

Draft cases with maps already verified, but pending document upload, are placed in "Waiting" status, awaiting action from the filer to attach a "Project Layout map". These cases are released from "Waiting" status after the required document has been successfully uploaded.

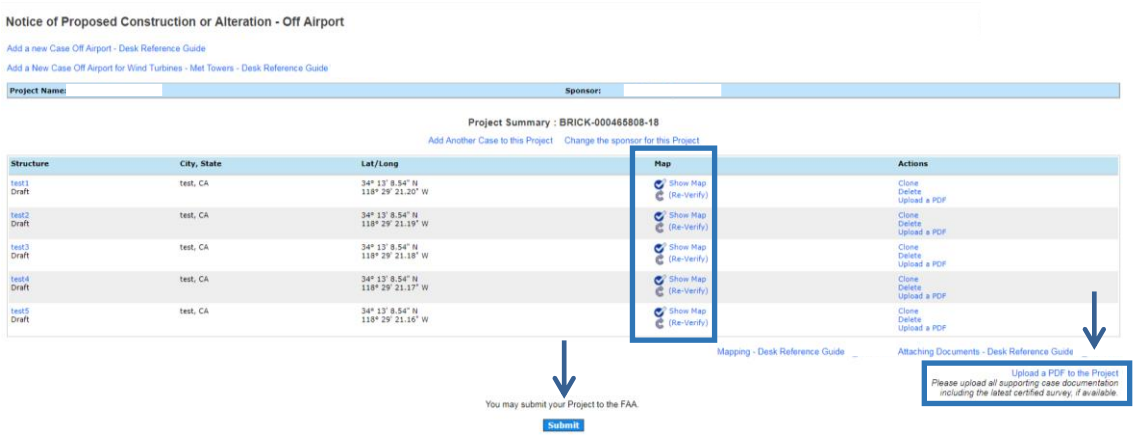
## *Submit to FAA*

*Note: Before submitting your Multiple Cases project to the FAA, determine if you need to use the Upload, Clone or Delete features.*

To submit this project, you must upload a **Project Layout Map** using the **Upload a PDF to the project** link available on the lower right side of this page. Please note, a WT Data File is not required at this time.

Once all Multiple Cases maps have been verified, you may submit your Multiple Cases project (Off Airport) to the FAA.

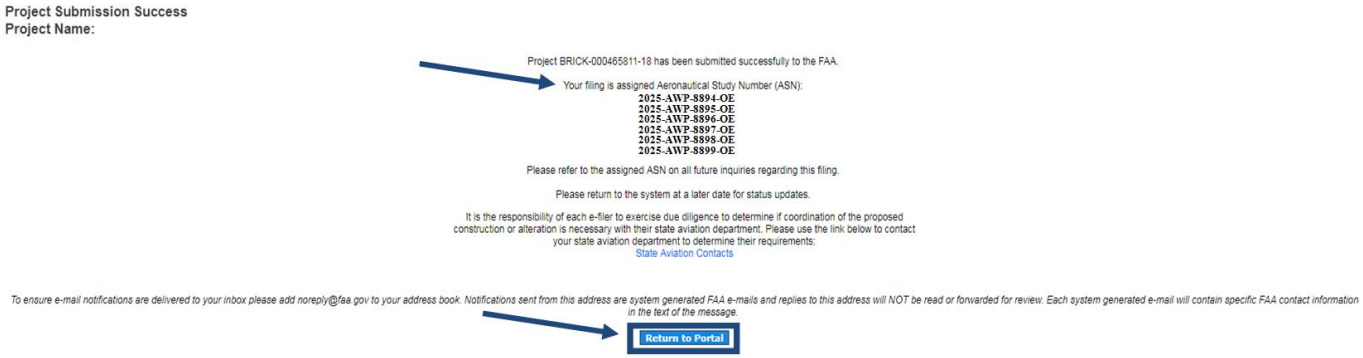
- The [Submit] button will appear on the Project Summary screen to allow you to submit the Multiple Cases (Off Airport) project to the FAA.
- If you've provided all the information about your Multiple Cases project, select the [Submit] button.



This will take you to the Confirm Project Submission screen. Confirm you want to submit your project and associated cases to the FAA.

Select the **[I Confirm]** button to submit the Multiple Cases project to the FAA.

Upon OE/AAA confirmation of your Multiple Cases (Off Airport) project submission, aeronautical study numbers will be assigned to your project cases.




**Please return to the system at a later date for status updates**.

## Case Letters

FAA's responses to your cases are called Letters. Depending on your case, FAA can issue a number of letters during the life of your case. These letters all appear on your *Portal* page in either ADD Letter, Determined, Circularized, or Terminated status. You can open and view your case letters in two ways.

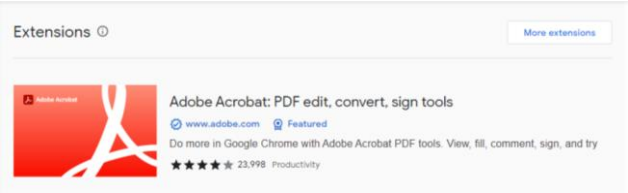
## View Latest Letter

To open your latest letter, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Project Name** of the case. On the *Project Summary* page your latest letter will be on the right under the Latest Letter column.

**Browser**

OE/AAA letters can be viewed in popular browsers such as Microsoft Edge, Google Chrome, Mozilla Firefox and Apple Safari.

Google Chrome Note:
Before attempting to view letters in Google Chrome, check to see if you have the Adobe Acrobat extension (shown below) installed on your Chrome browser.




If you do, you must disable or uninstall the extension in order to view OE/AAA letters. If you do not want to disable or uninstall, use a different web browser such as Microsoft Edge, to view letters.

## View Letters (NOT Logged In)

**You are not required to have a registered e-filing account*

### When NOT Logged into a registered e-file account:

View the **Latest** (most recent) **Letter** of cases in the following statuses using Search Archive by ASN:

**Statuses:**

- Determined: Cases have a completed aeronautical study.
- Circularized: Cases have been opened for public comment.
- Interim: Cases that have been reviewed by the FAA and require resolution from the user.

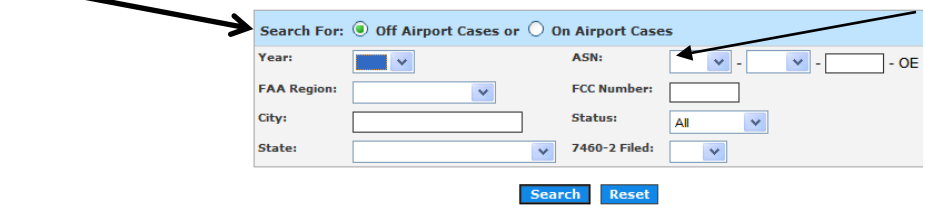
## Search Archives

**Example:** OE/AAA Web Site - Search Archive link

**Instructions:**

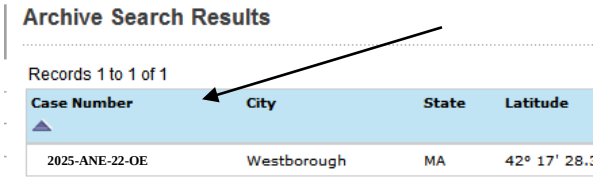
1. Select the Search Archives link *(on the left side of the screen under the "Obstruction Evaluation" header).*
2. On the Search Archives screen, enter the Aeronautical Study Number (ASN).
3. Then, select the [Search] button. (*This will take you to the Archive Search Results screen.)*

**Example:** *Search Archives Screen* – Enter ASN



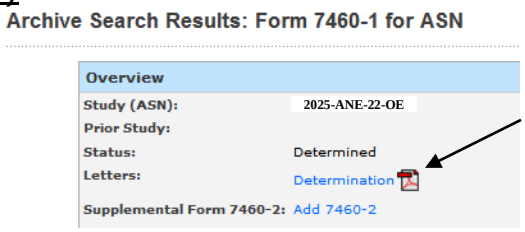

4. On the Archive Search Results screen, select the applicable ASN under Case Number link. *(This will take you to the 7460-1 Case Data screen for the ASN you selected.)*

**Example:** Archive Search Results screen – Case Number Link

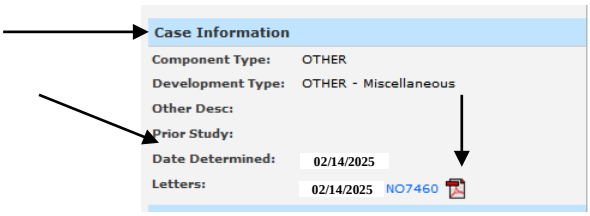



5. The **Latest** (most recent) **Letter** issued for a case is available for view on the case **Archive Search Results** screen in the Overview section for Off Airport cases and in the **Details for Case** Screen - Form 7460-1 Case Information section for On Airport cases (*without being logged into a registered e-file account).*

**Example:** Archive Search Results - Form 7460-1 (Off Airport Overview section)



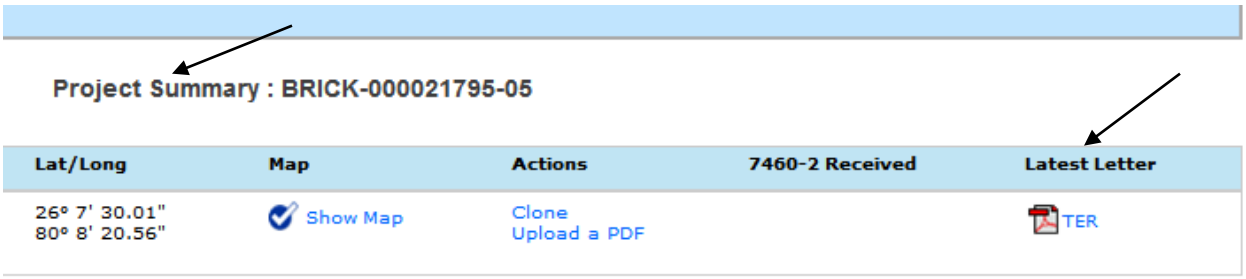

**Example:** Archive Search Results: Notice of Proposed Construction or Alteration - On Airport



## View Letters (When Logged In)

**You <u>are required</u> to have a registered e-filing account*

## <u>When Logged into a registered e-file account:</u>




The **Latest** (most recent) **Letter** issued for a case is available for view within your registered e-file account on the **Project Summary** screen.

View the **Latest** (most recent) **Letter** of cases in the following five statuses using the <u>Case Status links</u>:

**Statuses:**

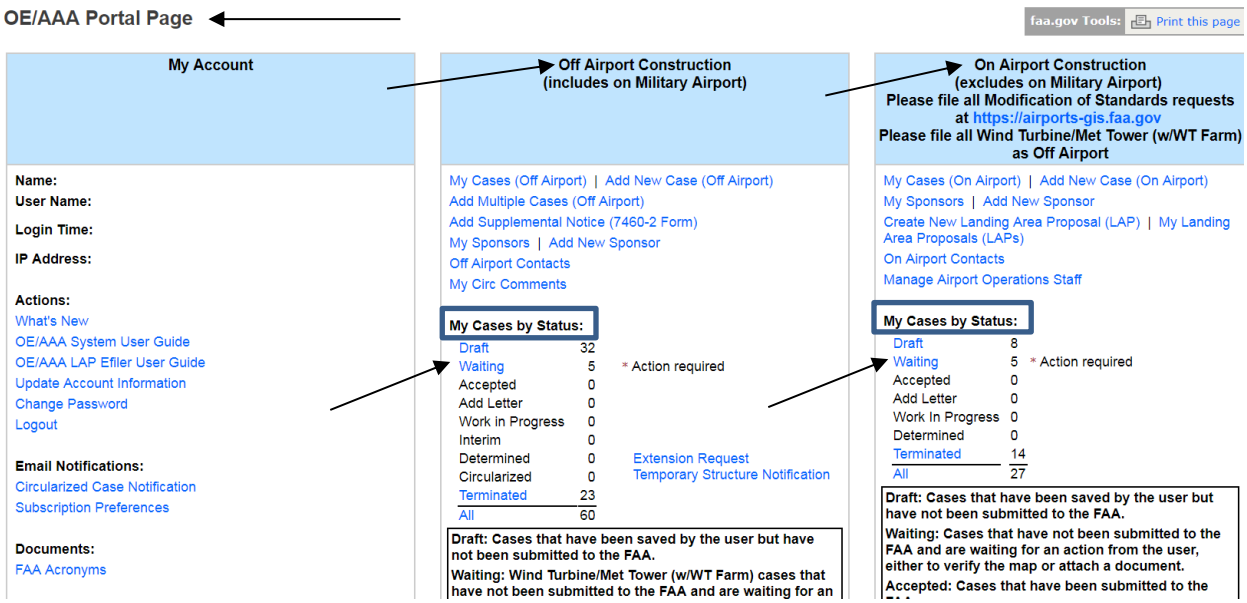
- Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.
- Interim: Cases that have been reviewed by the FAA and require resolution from the user.
- Determined: Cases that have a completed aeronautical study and an FAA determination.
- Circularized: Cases have been opened for public comment.
- Terminated: Cases which are no longer valid.

View **All Letters** issued for an individual case within your registered e-file account on the **Details for Case** screen.

**Instructions:**

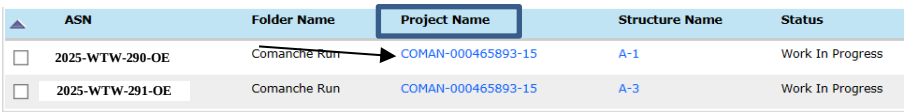
1. On your Portal Page, under the OFF or On Airport Construction header in the My Cases by Status section; select the applicable status link.

## **Example:** Portal Page – Case Status Link



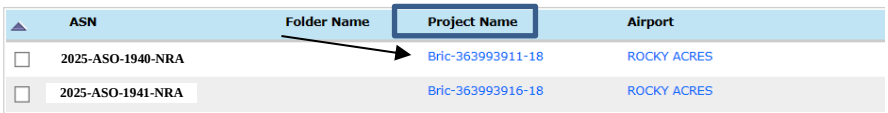

1. On the "**My Cases in XXX Status**" screen, under the "**Project Name**" header, select the applicable case Project Name link. *(This will take you to the Notice of Proposed Construction or Alteration – Project Summary screen of the case you selected.)*

**Off Airport**



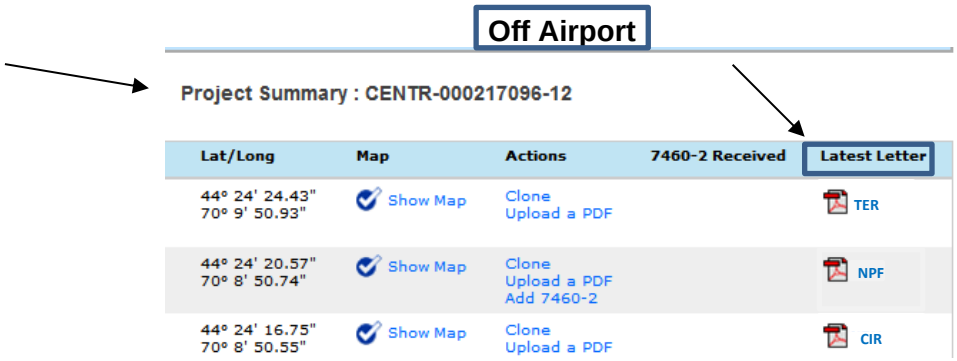
| ASN | Folder Name | Project Name | Structure Name | Status |
|---|---|---|---|---|
| 2025-WTW-290-OE | Comanche Run | COMAN-000465893-15 | A-1 | Work In Progress |
| 2025-WTW-291-OE | Comanche Run | COMAN-000465893-15 | A-3 | Work In Progress |

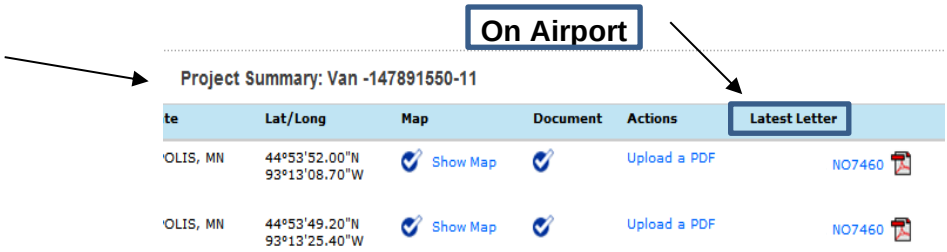
**On Airport**



| ASN | Folder Name | Project Name | Airport |
|---|---|---|---|
| 2025-ASO-1940-NRA | | Bric-363993911-18 | ROCKY ACRES |
| 2025-ASO-1941-NRA | | Bric-363993916-18 | ROCKY ACRES |

2. The **Latest** (most recent) **Letter** issued for the selected case is available for view on the case **Notice of Proposed Construction or Alteration – Project Summary** screen for both Off and On Airport cases.



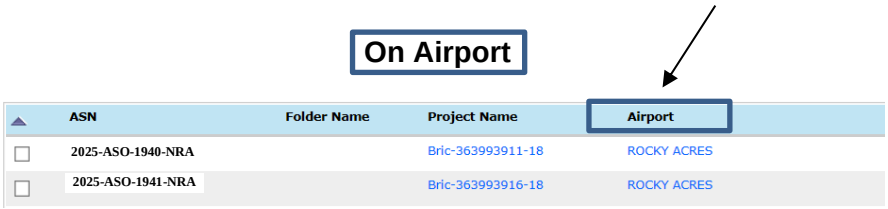

<u>View **All Letters** issued for an individual case</u> within your registered e-file account on the **Details for Case** screen.

## Instructions:

1. To view all OE/AAA Letters issued for an individual case, go to the "My Cases in XXX Status" screen and select the desired **Structure Name** Link for Off Airport and the **Airport link** for On Airport cases).

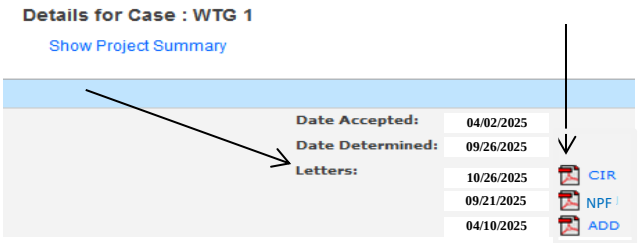
**Example:** My Cases in XXX Status Screen – Structure Name Link

**Example:** My Cases in XXX Status Screen – Airport Link

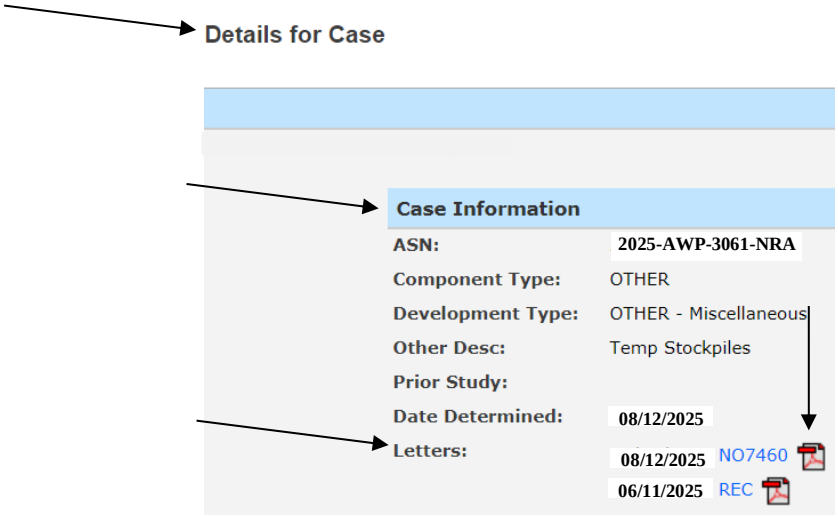



2. View **All** Letters issued for an individual case within your registered e-file account on the **Details for Case** screen (Form 7460-1 Case Information section for On Airport cases).

**Example:** Details for Case screen – View **Off Airport** Letters (PDF File)



**Example:** Details for Case screen – View **On Airport** Letters (PDF File)

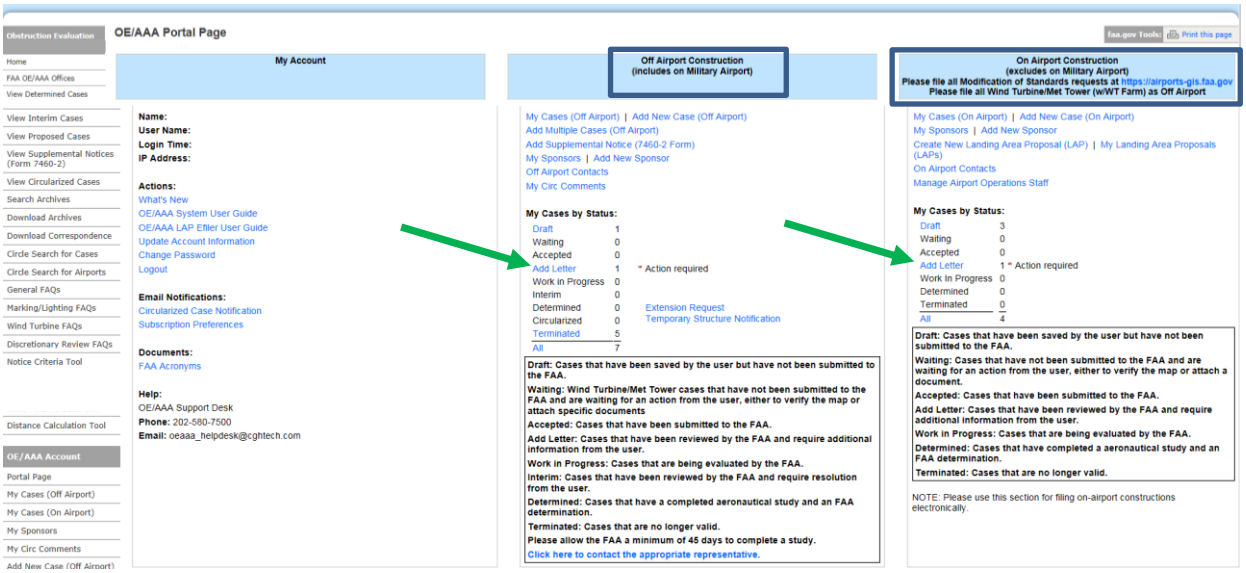



## View Letters

To view letters associated with a particular case:
(when signed into your e-file account)

- Select the status of the case on the ***Portal*** page.
- When on the **My Cases in XXX Status** page, select the **Structure Name** link of the Off Airport case or the **Airport** link of the On Airport case.
- View the latest letter (by type) issued for an individual case within your registered e-file account in the Letters /Documents Correspondence Archive (located on the right side of the **Details for Case** screen).

## *View Request/Respond to Add Letter*




Cases in Add Letter status have been reviewed by the FAA and **require additional information** from the e-filer. If a notice of construction or alteration submission contains errors, discrepancies, or lack of information, the FAA will request resolution by issuing an Add Letter.

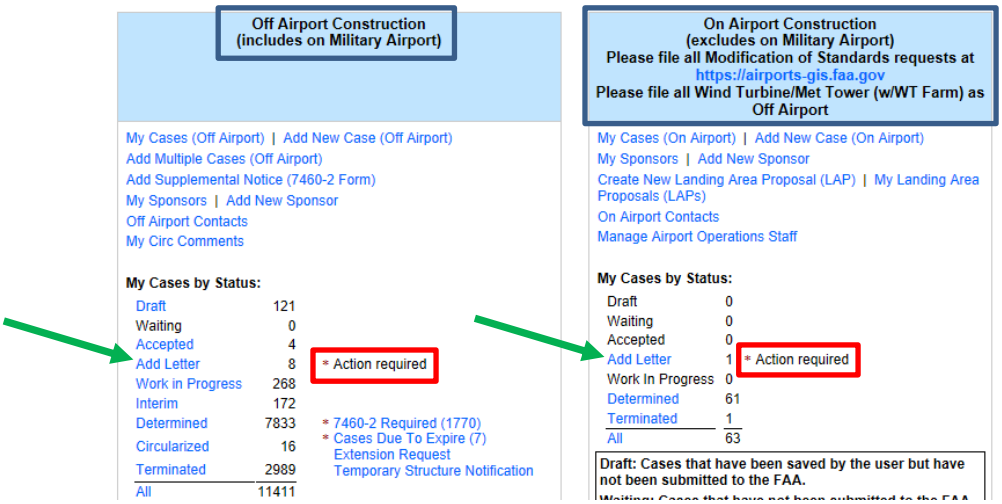
If the FAA does not receive response within 30 days of the written request, the FAA may terminate the aeronautical study. The registered e-filer and the sponsor will receive notification via email from noreply@faa.gov advising that a letter has been issued requesting additional information and providing instructions on how to respond.

The following View Request/Respond to **Add Letter** sections are described herein:

- **Off Airport Cases**
- **On Airport Cases**

## *View Request/Respond to "Off Airport" Add Letter.*

From your **Portal Page**, select *ADD Letter* from *My Cases by Status*.

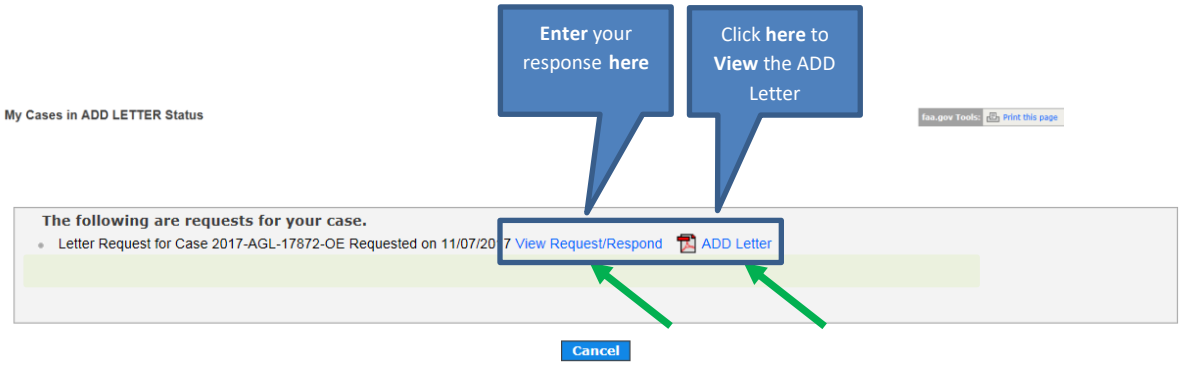



This will bring up the **My Cases in Add Letter Status** screen.

Select the **Respond to Add Letter** link to open the screen.

On the **Add Letter Responses Required for Your Case** screen:

Two options are available; **View Request/Respond** and **ADD Letter**.




Select **ADD Letter** to view the written request from the FAA; it'll open in a separate window for you to review.

When an Add letter is issued, the registered e-filer and the sponsor receive notification via email from noreply@faa.gov advising the ADD letter has been sent requesting additional information and providing instructions on how to respond.

A second email is sent to the registered e-filer and the sponsor when there are 10 days left to respond to the ADD letter requesting additional information if no response has been received/processed by the FAA.

**Example:** Off Airport Cases – Add Letter email:

**Subject:** Status of FAA Filing 2017-AGL-19895-OE (ADD)

Your filing is assigned Aeronautical Study Number 2017-AGL-19895-OE.

The FAA posted a letter in your registered e-filing account requesting additional information regarding your filing. A response is required from you within 30 days or the case will be terminated. Please review the request and fax scan or upload your response through your registered e-filing account. If you require additional information please contact Angelique Eersteling via phone: or email: Please refer to the assigned ASN on all future inquiries regarding this filing.

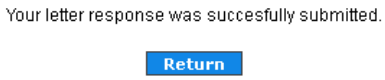
*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*

Select the **View Request/Respond** link to provide the requested information. Depending on the type of additional information requested, the system will display different options to either upload documentation or enter in requested information.

Add Letter Response for Case

Once the information is entered and/or uploaded, select the [**Save**] button to complete the action.

Submission Success



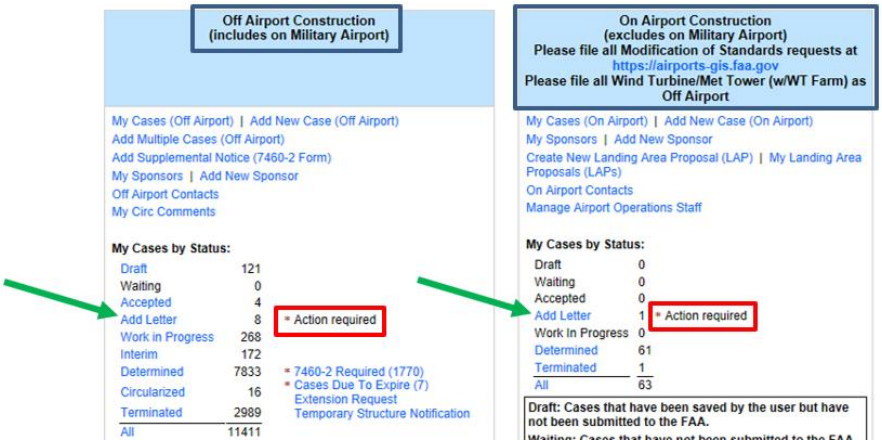

To view your response, return to the **Add Letter Responses Required for Your Case** screen and select the **View Request/Respond** link.

The case will **remain** in ADD Letter status until the FAA has **reviewed** and **Accepted** your response and changed the status of the case to **Work In Progress** (displayed on the Portal Page). The ADD Letter will remain the latest letter posted in your account until the FAA issues another letter.

If your case is not in ADD Letter status you are not required to provide any further response to the FAA. If the FAA rejects your response, you will be notified via email from noreply@faa.gov with an explanation from the FAA describing why your response was rejected.

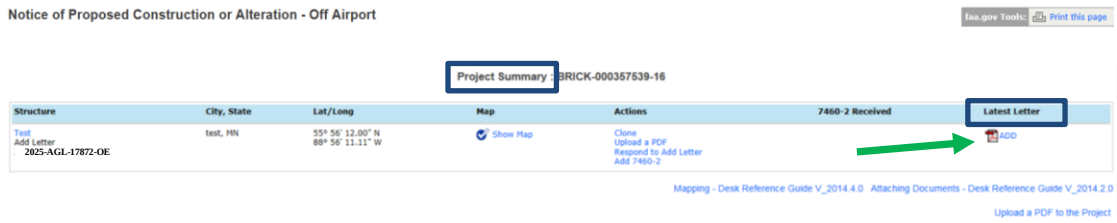
## *View Request/Respond to "On or Off Airport" Add Letters*

***From your** Portal Page**, select* ADD Letter *from* My Cases by Status.**




This will bring up a list of cases in ADD Letter status.
The **Project Name** for each case listed is a hyperlink to the *Project Summary* screen for that project. To respond to the ADD letter, select the **Project Name** link of the applicable case.

This will bring up the Project Summary screen.
View the Add Letter by selecting it from the **Latest Letter** column of the applicable case.



## Uploading an "Add Response" PDF Document

### *Constraints*

1. *Only PDF files may be uploaded to the system*

2. There is a 25MB file size limit

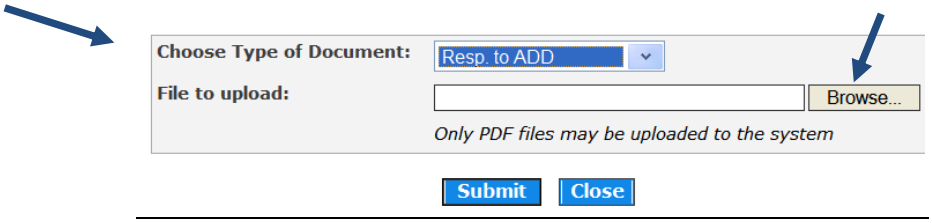
To upload an Add Response PDF document from your computer, go to the "**My Cases in Add Status"** screen and select the desired Project Name Link.

**Off Airport**

**On Airport**

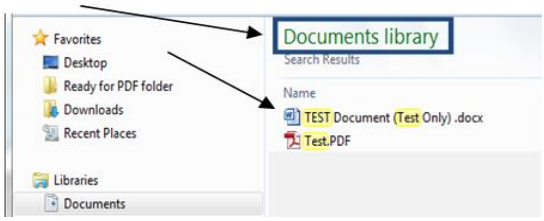
Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file.

**Example:** Upload a **PDF** File – Add Letter Response Document Upload



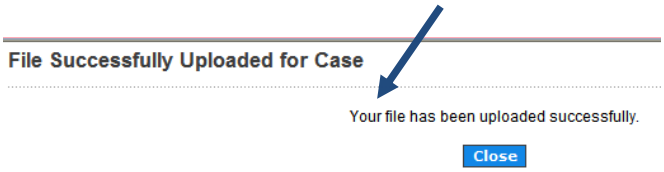
Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

**Example:** Choose a File to Upload – Case Document



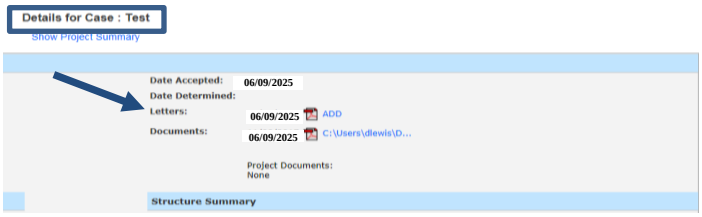

You'll receive confirmation when the Add Letter response document is successfully uploaded.

**Example:**




An Add Response document uploaded within your registered e-file account is visible in your account on the **Details for Cases** screen of the applicable case.

**Example:** Details for Cases screen – Uploaded Add Letter Response (On Airport)




The case will **remain** in ADD Letter status until the FAA has **reviewed** and **Accepted** your response and changed the status of the case to Work In Progress. The ADD Letter will remain the latest letter posted in your account until the FAA issues another letter.
If your case is not in ADD Letter status you are not required to provide any further response to the FAA.

# *My Cases (Off Airport) and My Cases (On Airport)*

You can access your e-filed cases in ADD Letter status by selecting **My Cases (Off Airport) or My Cases (On Airport)** from either your **Portal Page** or the navigation links on the left side of the page.

The **My Cases (Off Airport) or My Cases (On Airport)** link takes you to the **All of My Cases** screen, which lists all cases e-filed using your account according to the case status. If you have too many cases showing in the **All of My Cases** screen, you may organize or hide some of them by filtering. To do this, select the Status column to resort the list alphabetically by status or filter by selecting the applicable status in the *Cases Requiring Action* section.

# *Responding to NPF*

ANY RESOLUTION OF THE ISSUE(S) DESCRIBED IN THE NPF MUST BE COMMUNICATED TO THE FAA VIA YOUR REGISTERED E-FILE ACCOUNT SO THAT A FAVORABLE DETERMINATION CAN SUBSEQUENTLY BE ISSUED.

You must **upload** your Response to a Notice of Preliminary Findings (NPF).

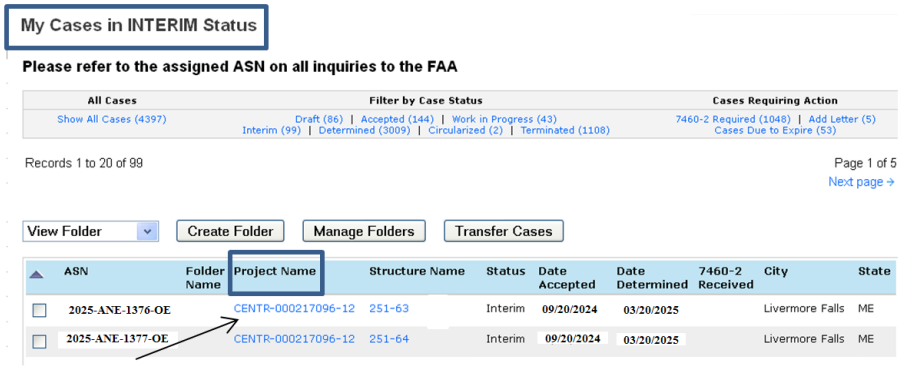
### *Constraints*

1. *Response to an NPF must be with a PDF file; only PDF files can be uploaded to the system.*
2. There is a 25MB file size limit per document.

### Uploading a Response to a NPF

To upload a Response to a NPF, go to the "**My Cases in Interim Status**" screen and select the desired Project Name Link.

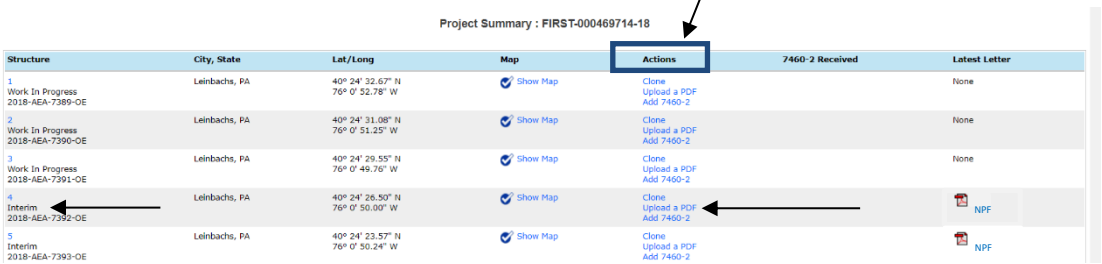
**Example:** My Cases in Interim Status Screen – Project Name Link



To upload a Response to a NPF, select the applicable Interim status case **Upload a PDF** link.

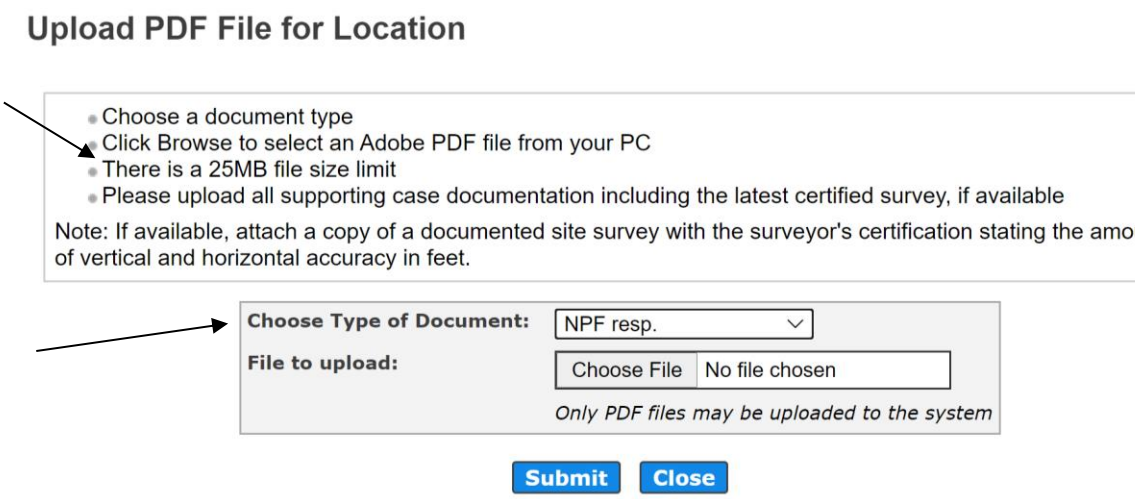
**Example:** Project Summary Screen – Upload a PDF Link

Off Airport



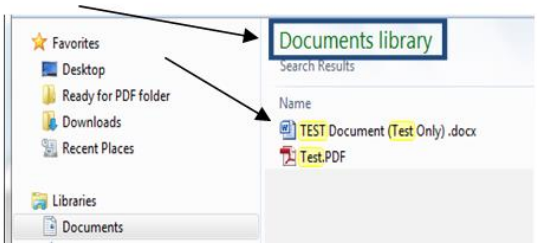

Select the type of document "**NPF resp.**" from the Choose Type of Document dropdown and then **[Browse]** your computer to find the Response to a NPF PDF file.

**Example:** Upload a Response to a NPF (PDF File) – Case Document



Once the file (Response to an NPF) for upload is located on your computer, **[Open]** it, then select the **[Submit]** button to continue.

**Example:** Choose a File to Upload – Case Document




You'll receive a confirmation message when the Response to a NPF document is successfully uploaded.

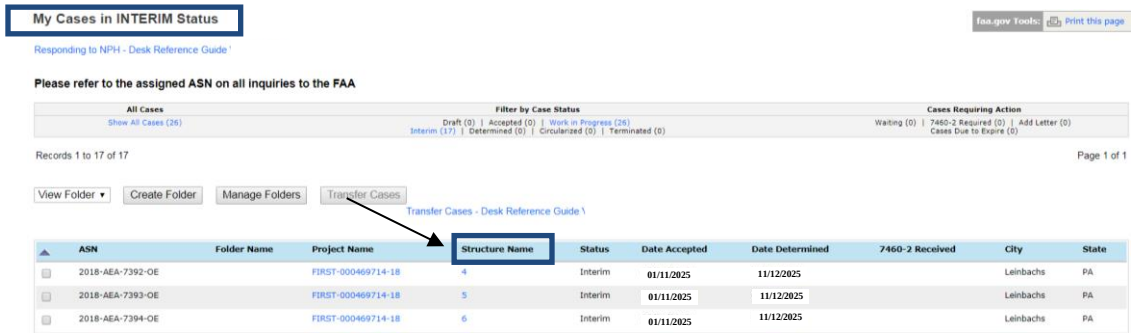
The following message will display:

"Your file has been uploaded successfully to ASN: 2025-AXX-####-OE."

**View Uploaded Response to a NPF**

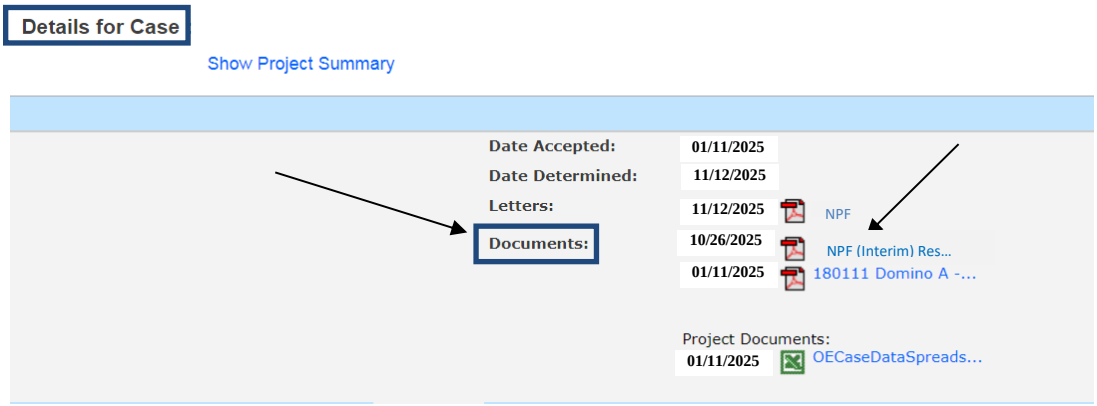
To view an uploaded Response to a NPF, go to the "My Cases in Interim Status" screen and select the desired **Structure Name** Link.

**Example:** My Cases in Interim Status Screen – *Structure Name*



An uploaded Response to NPF (PDF file) is visible within your registered e-file account on the **Details for Case** screen.

**Example:** Details for Case screen – Uploaded an NPF Response (PDF File)




*You may upload as many PDF Response documents as your case requires, there is a 25MB file size limit per document.*

# Termination Request

Request a submitted aeronautical study be terminated.

The FAA ask that **Request to Terminate** aeronautical studies be uploaded.

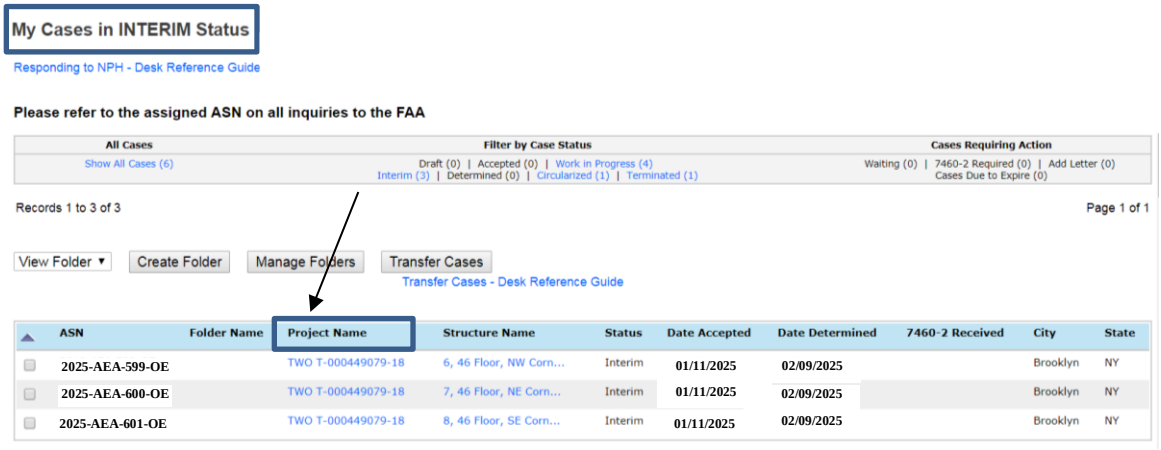
***Constraints***

3. *Termination Request must be a PDF file; only PDF files can be uploaded to the system.*
4. There is a 25MB file size limit per document.

## Uploading a Termination Request

To upload a Termination Request, go to any "**My Cases in XXX Status**" screen and select the desired **Project Name** Link.

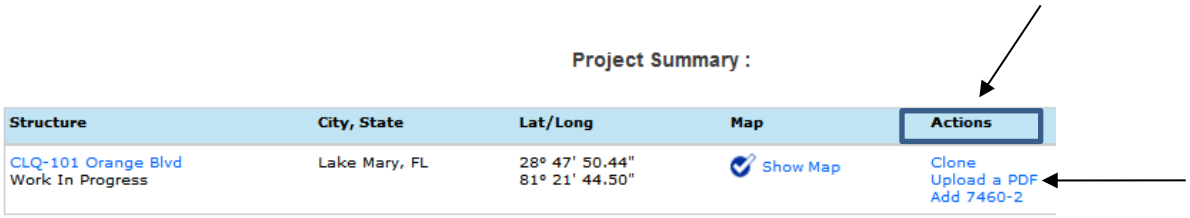
**Example:** My Cases in Interim Status Screen – Project Name Link



To upload a Termination Request, select the applicable XXX status case "**Upload a PDF"** link.

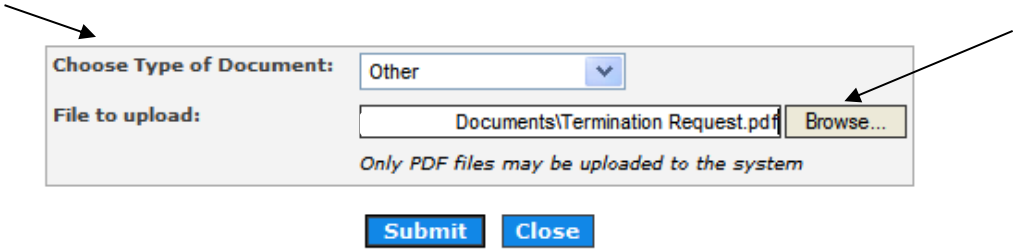
**Example:** Project Summary Screen – Upload a PDF Link

Off Airport



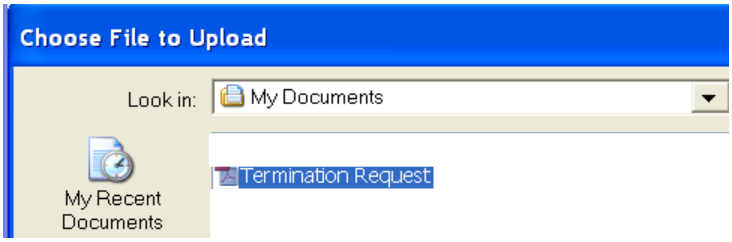

Select the type of document "**Other**" from the Choose Type of Document dropdown and then **[Browse]** your computer to find the Termination Request PDF file for upload.

**Example:** Upload a Termination Request (PDF File) – Case Document Upload



Once the Termination Request (PDF file) for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

**Example:** Choose a File to Upload – Case Document




You'll receive confirmation when the Termination Request document is successfully uploaded.

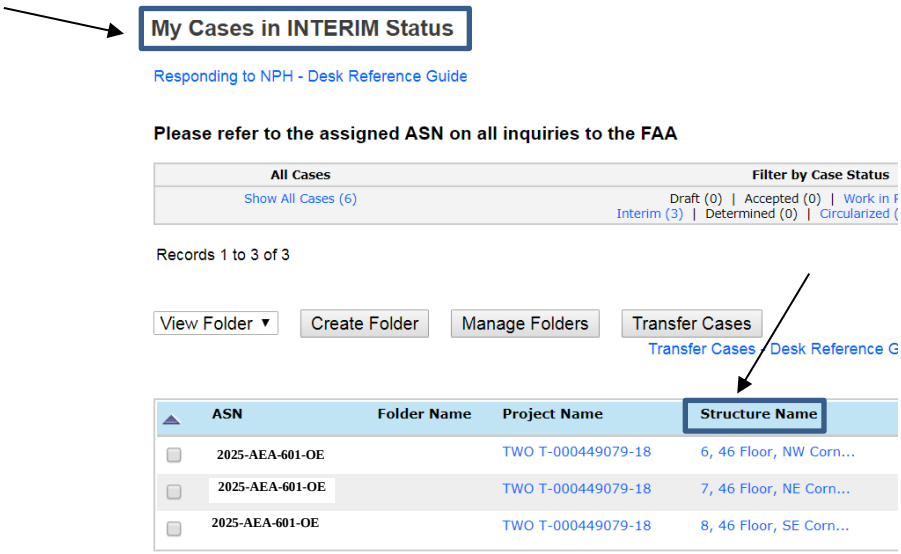
The following message will display:

"Your file has been uploaded successfully to ASN: 20XX-AXX-XXXX-OE."

## View Uploaded Termination Request

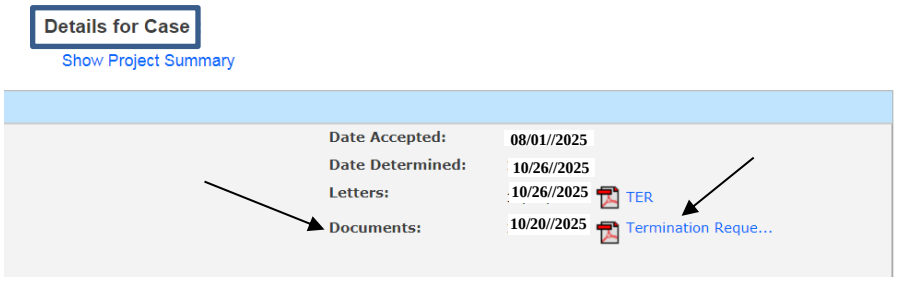
To view an uploaded Termination Request, go to the applicable "My Cases in XXX Status" screen and select the desired **Structure Name** Link.

**Example:** My Cases in Interim Status Screen – Structure Name Link



Uploaded Termination Request (PDF files) are visible within your registered e-file account on the **Details for Case** screen.

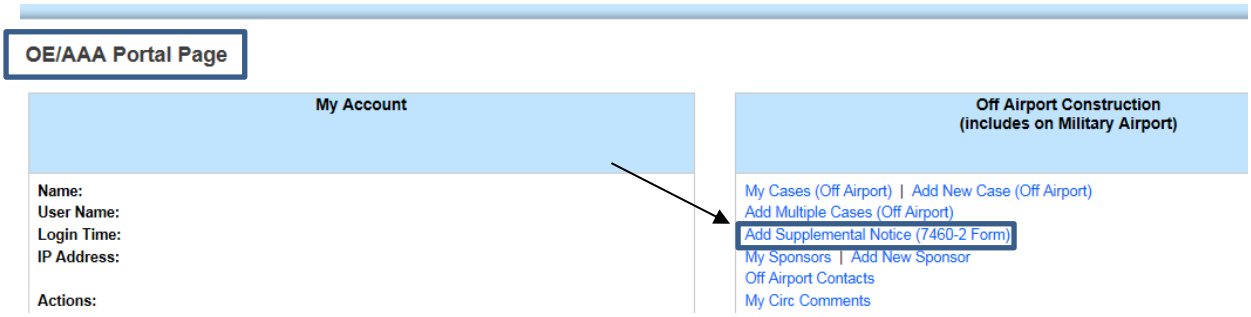
**Example:** Details for Case screen – Uploaded Termination Request (PDF File)



**Dismantled**
When a built structure is taken down.

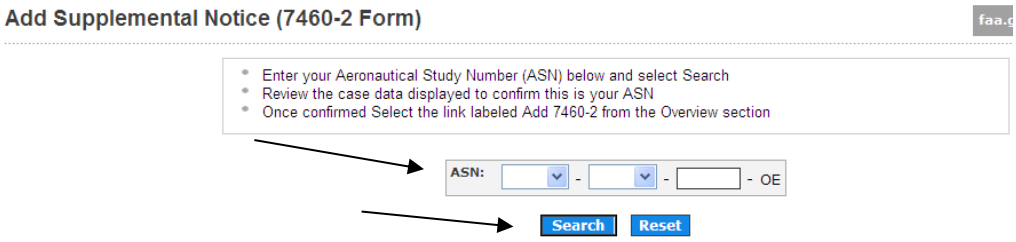
## Submit E-Supplemental Notice (7460-2) - Dismantled

Under the Off Airport Construction header, **My Cases by Status**, select the "**Add Supplemental Notice (7460-2 Form)**" link.




The **Add Supplemental Notice (7460-2 Form) screen** is displayed;

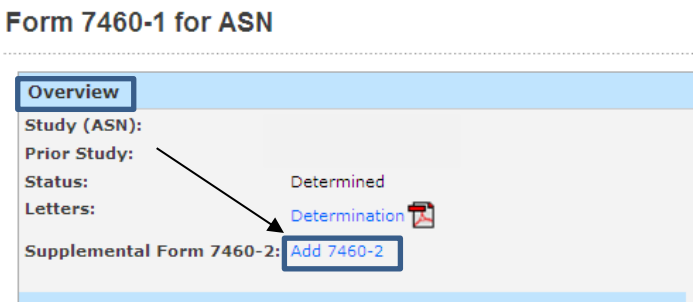
- Enter your Aeronautical Study Number (ASN) below
- Select Search (*the 7460-1 Details for Case screen opens*)




Review the case data displayed to confirm this is your ASN

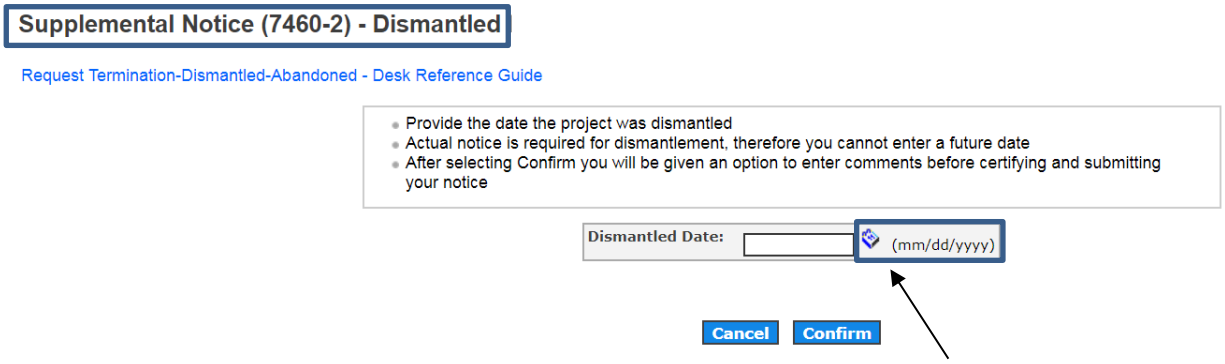
Once confirmed, within the "**Overview**" section (located at the top of the screen):

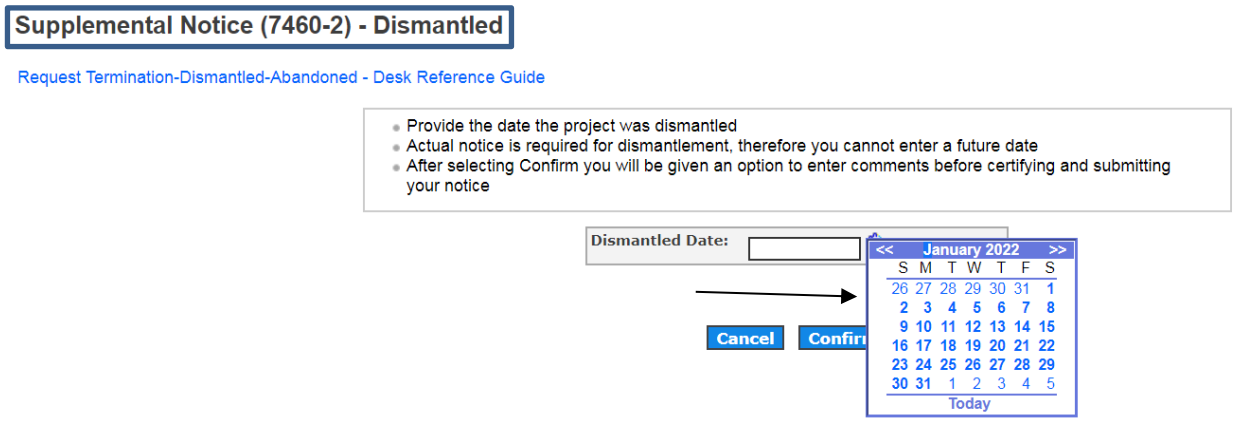
- Select the blue "**Add 7460-2** link to the right of **Supplemental forms 7460-2**.
  (*This will take you to the Select Supplemental Notice (7460-2) Type screen*).



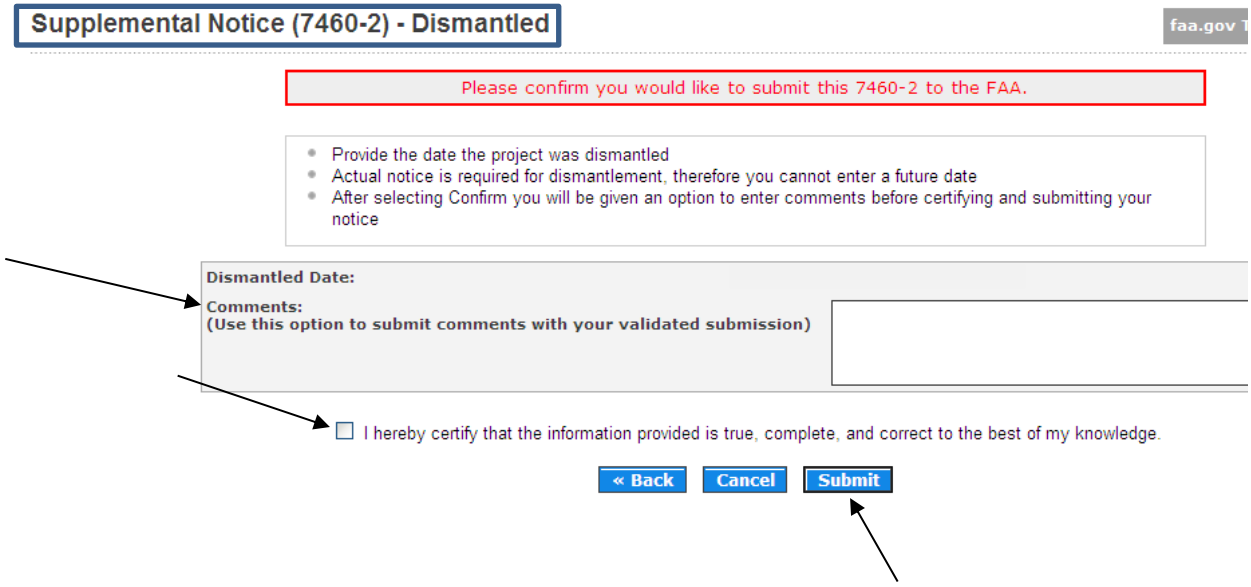

From the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen:

- Select the **Dismantled** link.
  (*This will take you to the* Supplemental Notice (7460-2) – Dismantled *screen*).
- Provide the date the project was dismantled
  - * Actual notice is required for dismantlement, therefore you cannot enter a future date.



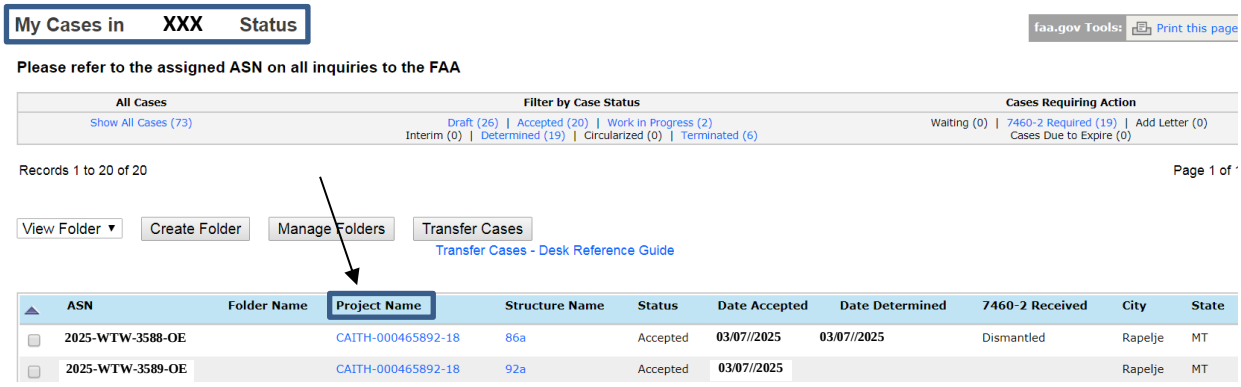



- After selecting the [**Confirm**] button, you will be given an option to enter comments before certifying and submitting your notice
- Confirm you would like to submit this 7460-2 - Dismantled to the FAA by checking the certify statement **checkbox** and selecting the [**Submit**] button.
- Use the **[<<Back]** button to return to the 7460-2 Dismantled screen to make corrections before submitting.

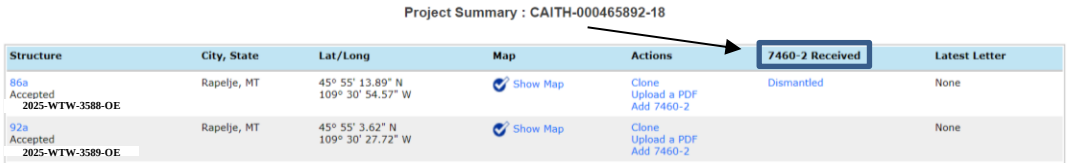


## Successfully Submitted (7460-2) - Dismantled

**After submission**, to view your submitted 7460-2 Dismantled, continue to your My Cases list screen. Select the **Project Name** link to display the 7460-2 Received Dismantled link to view the submitted dismantled 7460-2 form.



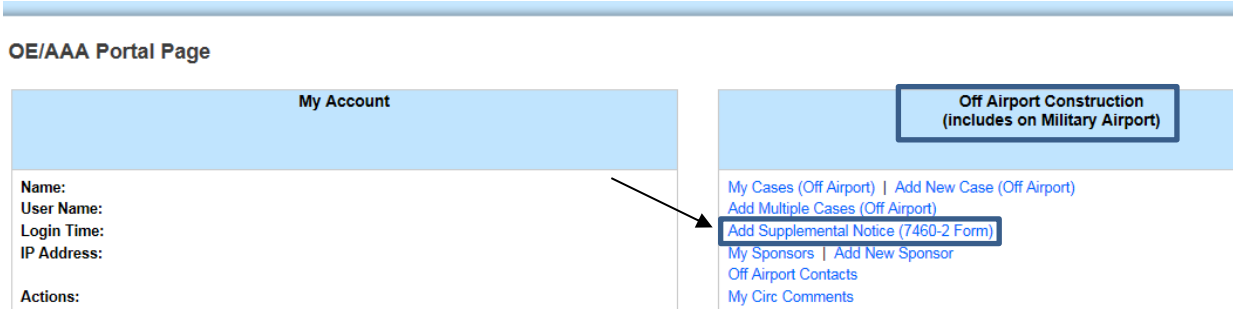

Select the **7460-2 Received** Dismantled link on the project summary screen to display the dismantled 7460-2 form.



**Abandoned**
When a proposed structure is not going to be built.

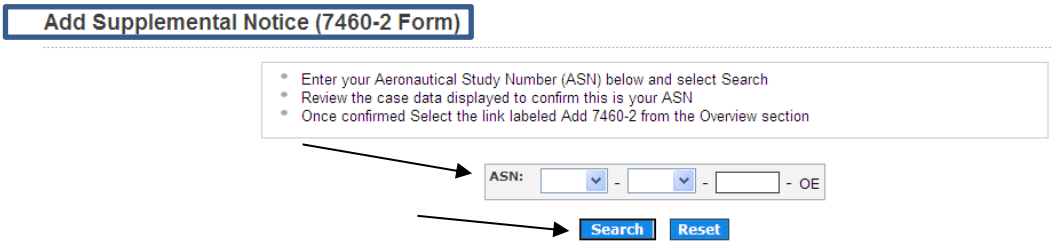
## Submit E-Supplemental Notice (7460-2) - Abandoned

Under the Off Airport Construction header, **My Cases by Status**, select the "**Add Supplemental Notice (7460-2 Form)**" link.




The **Add Supplemental Notice (7460-2 Form) screen** is displayed;

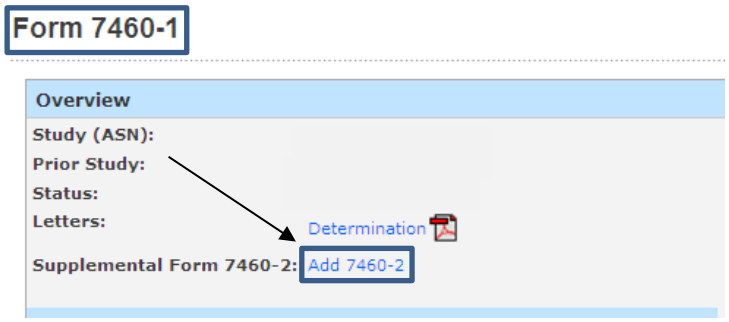
- Enter your Aeronautical Study Number (ASN) below
- Select Search (*the 7460-1 Details for Case screen opens*)




Review the case information displayed to confirm this is your study (ASN).

Once confirmed, within the "**Overview**" section (located at the top of the screen):

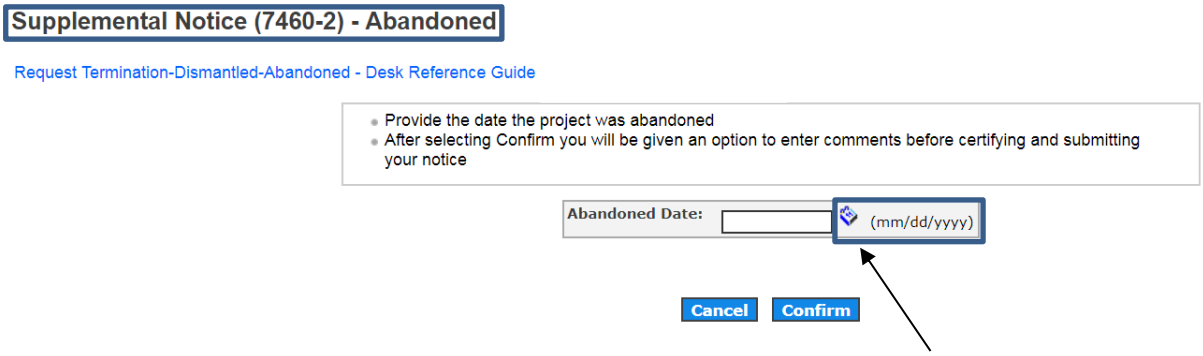
- Select the blue "**Add 7460-2** link to the right of **Supplemental forms 7460-2**.
  (*This will take you to the Select Supplemental Notice (7460-2) Type screen*).

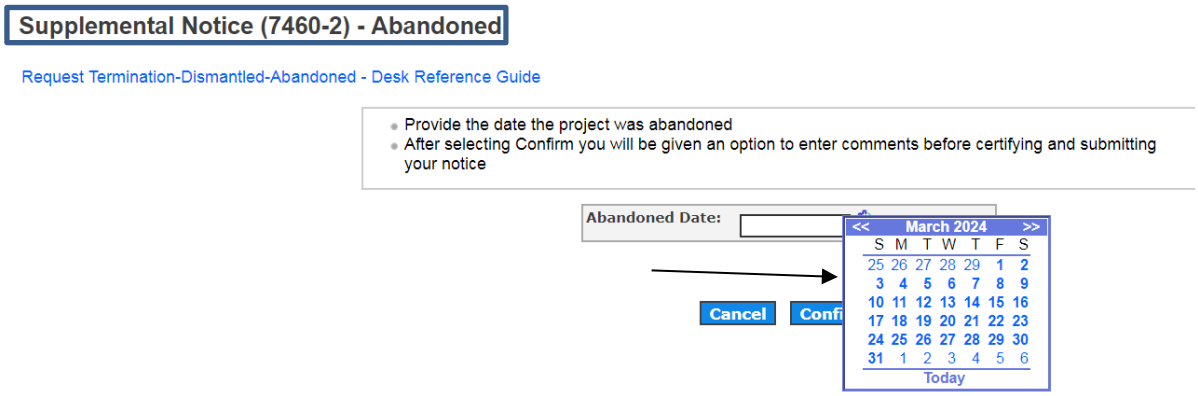



From the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen:

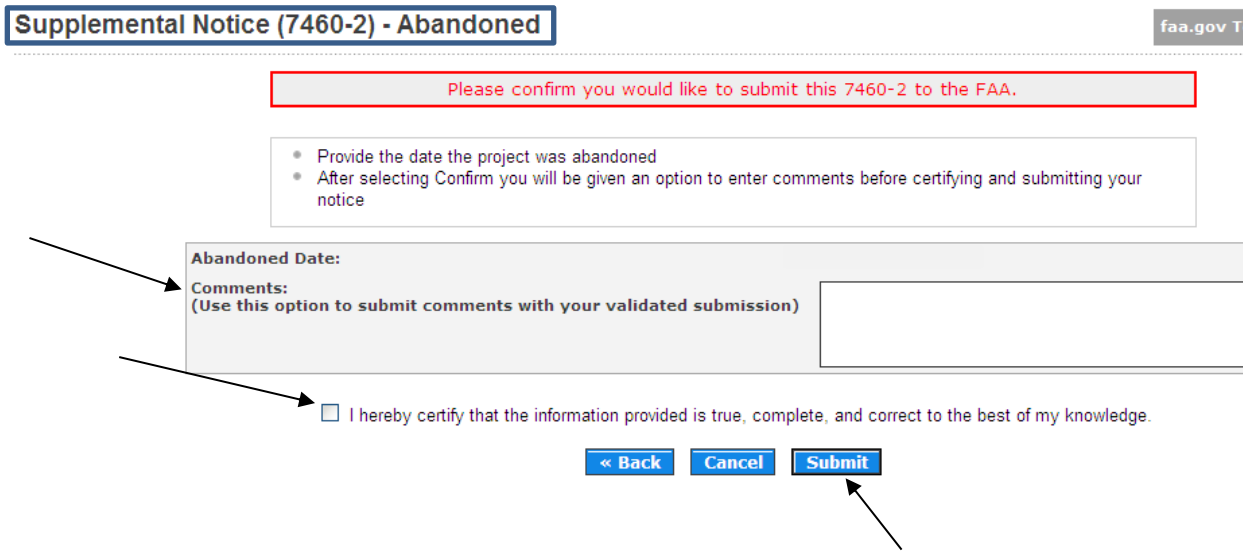
- Select the **Abandoned** link.
  (*This will take you to the* Supplemental Notice (7460-2) - Abandoned *screen*).

- Provide the date the project was abandoned.

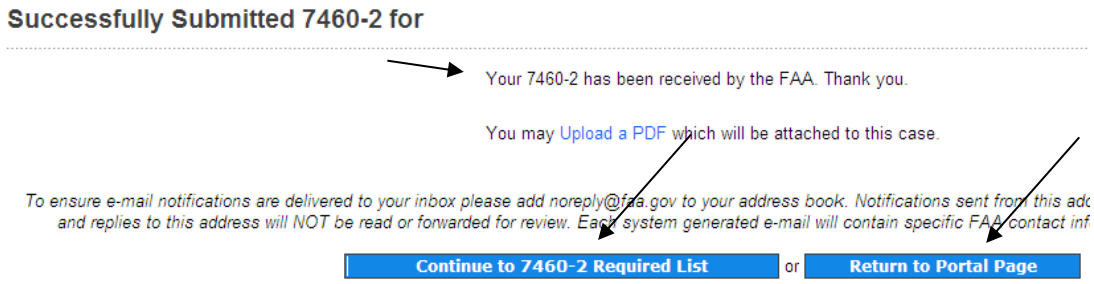





- After selecting the [**Confirm**] button, you will be given an option to enter comments before certifying and submitting your notice.
- Confirm you would like to submit this 7460-2 - Abandoned to the FAA by checking the certify statement **checkbox** and selecting the [**Submit**] button.
- Use the **[<<Back]** button to return to the 7460-2 Abandoned screen to make corrections before submitting.



**Successfully Submitted (7460-2) - Abandoned**




## Supplemental Notice 7460-2 Part 1 & 2

This section describes how to submit a Supplemental Notice 7460-2, Part 1 **<u>if required by an FAA final aeronautical study determination letter</u>.**

If your construction information includes any changes to the originally submitted coordinates or an increased AGL height, you will be notified by the system that a new filing is required. For 7460-2 Part-1 and Part-2 submissions, a new study will be automatically generated by the system when you proceed with any changes to the originally submitted coordinates so that a revised determination may be issued.

Select the **[Proceed]** button to confirm the changes and re-file for a new aeronautical study. An "Add New Case - Off Airport" (7460-1) form will display with the changes and case data pre-populated.

<u>To submit an e-supplemental notice **7460-2 Part 1**:</u>

1) Go to the Obstruction Evaluation web site: https://oeaaa.faa.gov

2)

a. If you <u>already have</u> an account:

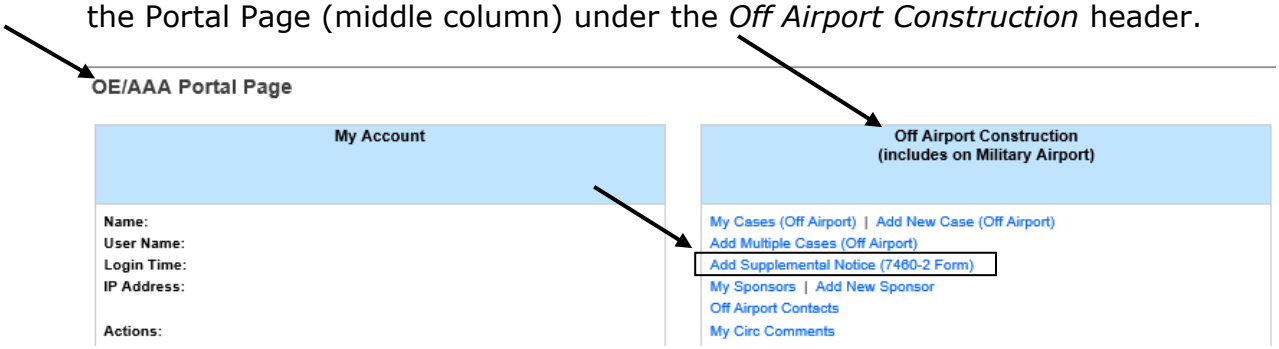
- Go to step 3.

b. If you <u>don't have</u> an account:

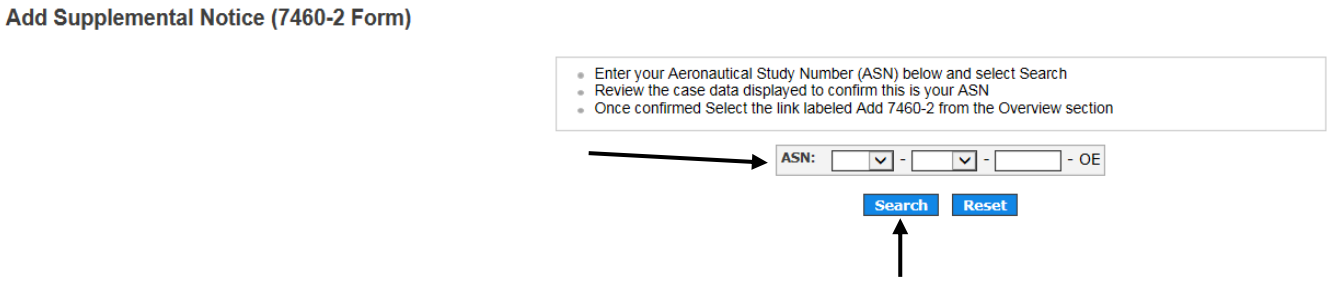
- Select the *New User Registration* link, and complete the registration form. *(Make note of your User ID and Password.)*

3) Log in with your User ID and Password.

4) Select the "Add Supplemental Notice (7460-2 Form)" link. The link is located on the Portal Page (middle column) under the *Off Airport Construction* header.

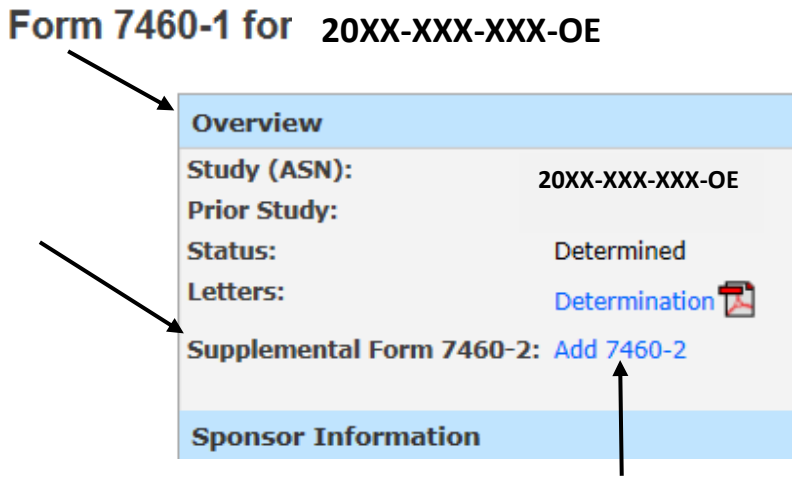



5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.



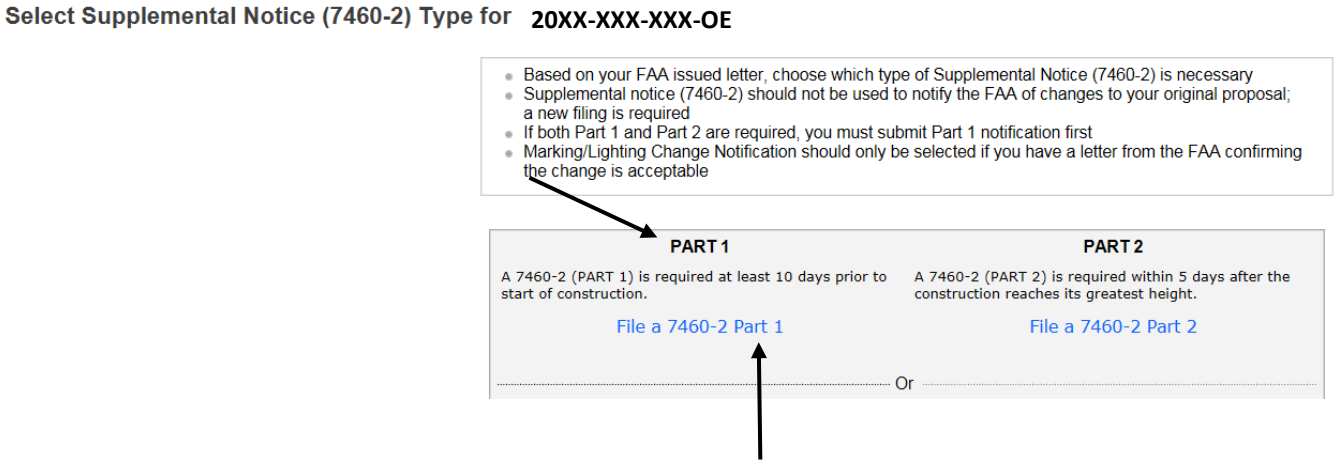

*(This will take you to the Form 7460-1 details for case screen.)*

6) From the *Form 7460-1 details for case screen Overview* section (located at the top of the page), select the *Supplemental Form 7460-2* "Add 7460-2" link.



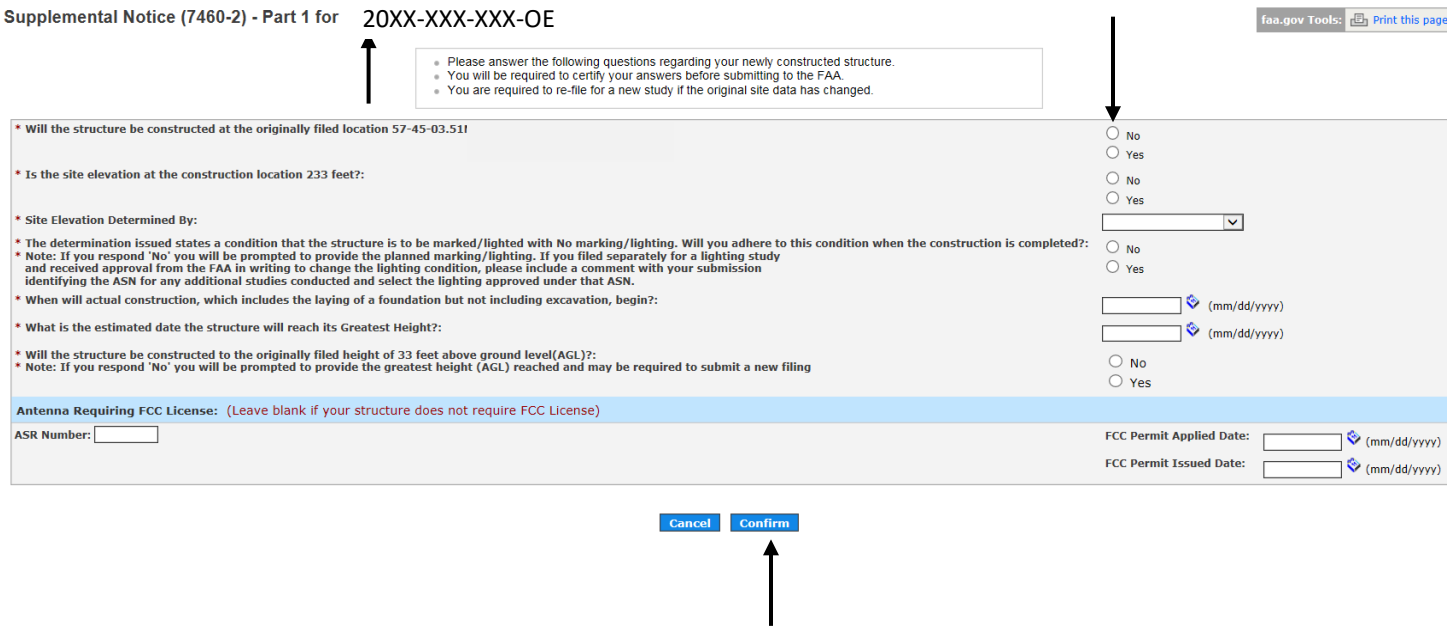

*(This will take you to the Select Supplemental Notice Type screen).*

7) Select the "File a 7460-2 Part 1" link.




*(This will take you to the Supplemental Notice (7460-2) – Part 1 (questionnaire screen).*

8) Answer the following questions and complete the required fields (as applicable) regarding your newly constructed structure; then select the "Confirm" button.




**Note 1:** If proposing the installation and use of an Aircraft Detection Lighting System (ADLS), the 7460-2 Part 1 will display the following additional required date fields:

- Estimated Date ADLS will be installed.
- Estimated Date ADLS will be operational.

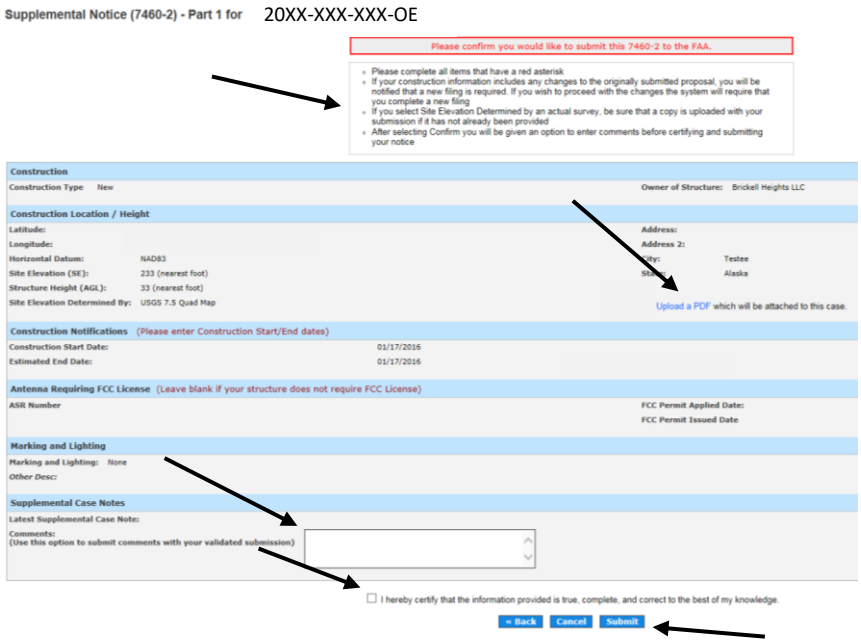
**Note 2:** If you confirm the 7460-2 screen with ***ANY*** question answered ***No*** and the required fields completed:

- **Skip to Step 13.**

**Note 3:** If you confirm the 7460-2 screen with ***ALL*** questions answered ***Yes*** and the required fields completed:

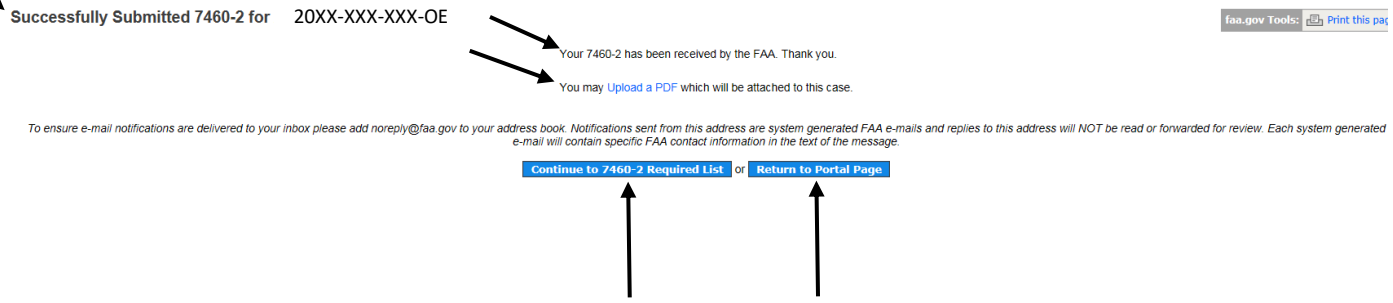
- The OE/AAA system will pre-populate an electronic 7460-2 Part 1.
- The pre-populated 7460-2 form is available for edit, including the "Upload a PDF" link and "Comments" box.
- **Go to Step 9.**

9) C*ertify* the supplemental notice information by selecting the "check box" (*to successfully submit the 7460-2 Part 1 to the FAA)*.

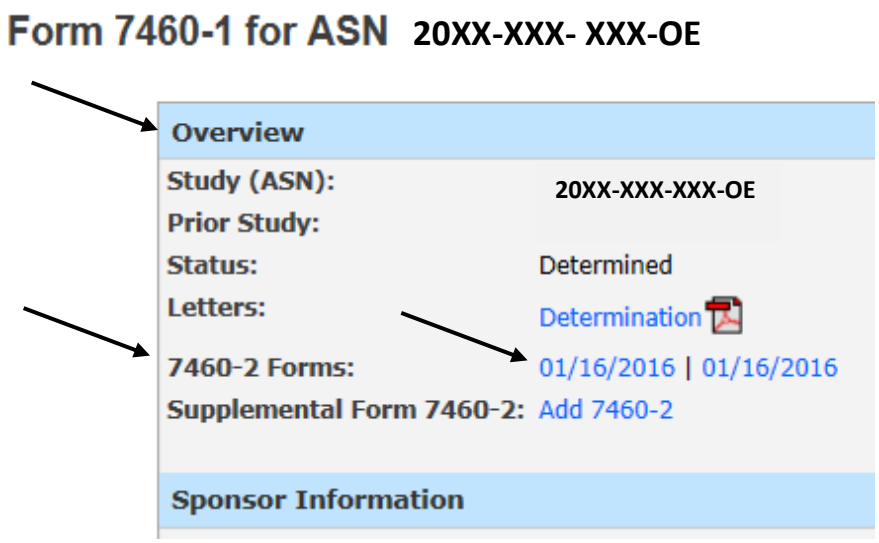



10) Select the [Submit] button.

11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise that the FAA has received the Supplemental Notice 7460-2 Part 1.



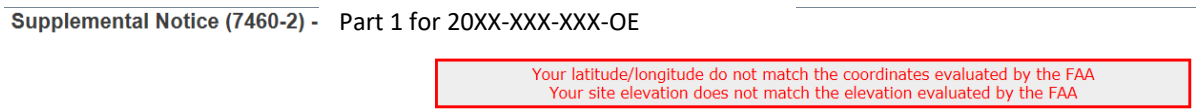
12) The submitted Supplemental Notice (7460-2, Part-1) can be viewed from the "Form 7460-1 for ASN 20XX-XXX-XXX-OE" screen in the *Overview* section located at the top left of the form. The link will display the current date.




13) If information was confirmed on the 7460-2 with ANY questions answered No:

- The 7460-2, Part 1 will be pre-populated with your information except for data where you answered No.

Example:




- The 7460-2, Part 1 screens will prompt you to enter the *changed* (new) information (when applicable) and advise if a new filing is required.

Example:

The FAA conducted an aeronautical study on your original filing and issued a determination based on specific latitude/longitude coordinates and heights. You are required to re-file for a new study if the original site data has changed. Do you wish to proceed with the submitted data?

Proceed Cancel Confirm

- **Greatest Height (AGL)** - If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.
- **Marking/Lighting** - If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

14) Select the [Proceed] button.

15) A 7460-1 form may be displayed; if so, proceed with adding your new case.

**Note:** The applicable DRG link is on the top of the 7460-1 form for guidance:

- Add a new Case Off Airport
- Add a New Case Off Airport for Wind Turbines - Met Towers (w/wind farm)

This section describes how to submit a Supplemental Notice **7460-2, Part 2**, Notice of **Actual Construction or Alteration.**

For structures located OFF airport property or ON military airport property **<u>if required by an FAA final aeronautical study determination letter</u>.**

<u>To submit an e-supplemental notice **7460-2 Part 2**:</u>

1) Go to the Obstruction Evaluation web site: https://oeaaa.faa.gov

2)

a. If you <u>already have</u> an account:

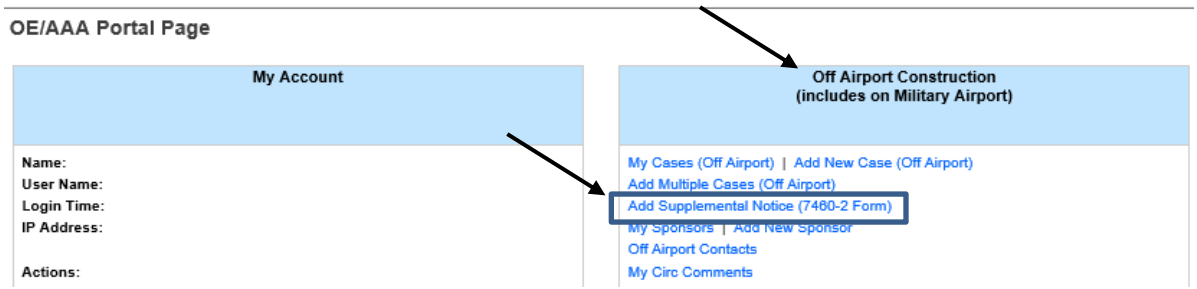
- Go to step 3.

b. If you <u>don't have</u> an account:

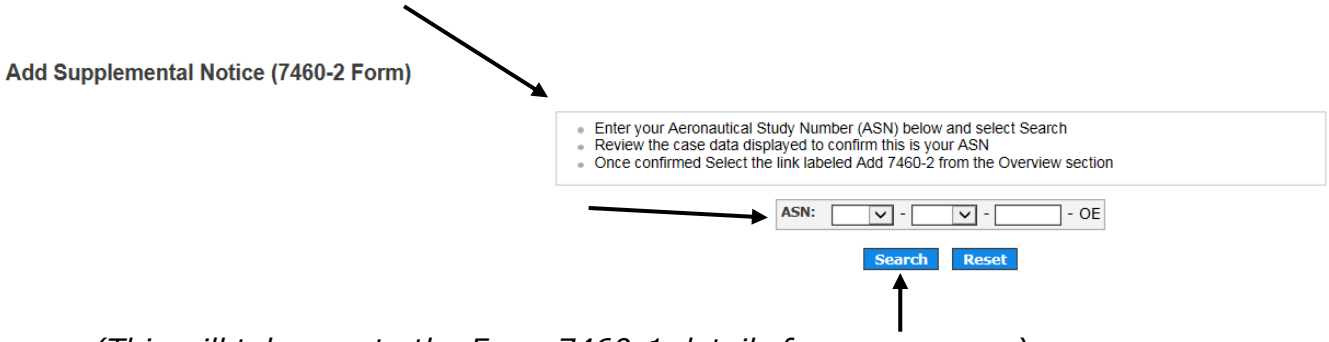
- Select the *New User Registration* link, and complete the registration form. *(Make note of your User ID and Password.)*

3) Log in with your User ID and Password.

4) Select the "Add Supplemental Notice (7460-2 Form)" link. The link is located on the Portal Page (middle column) under the *Off Airport Construction* header.

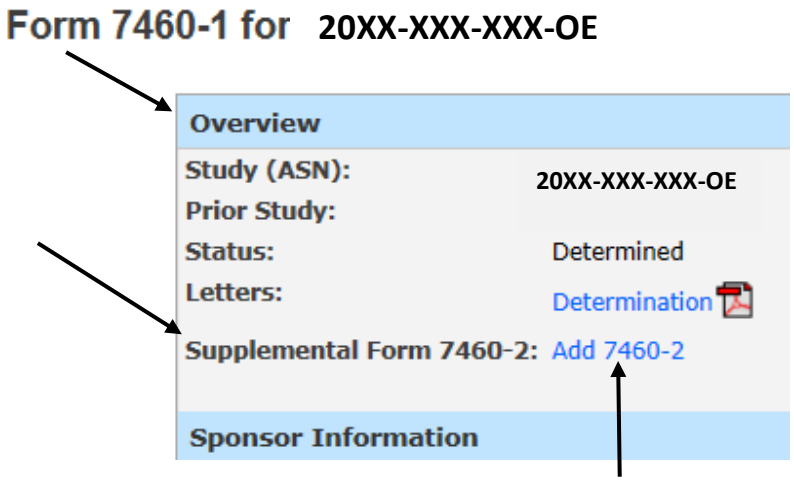


5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.



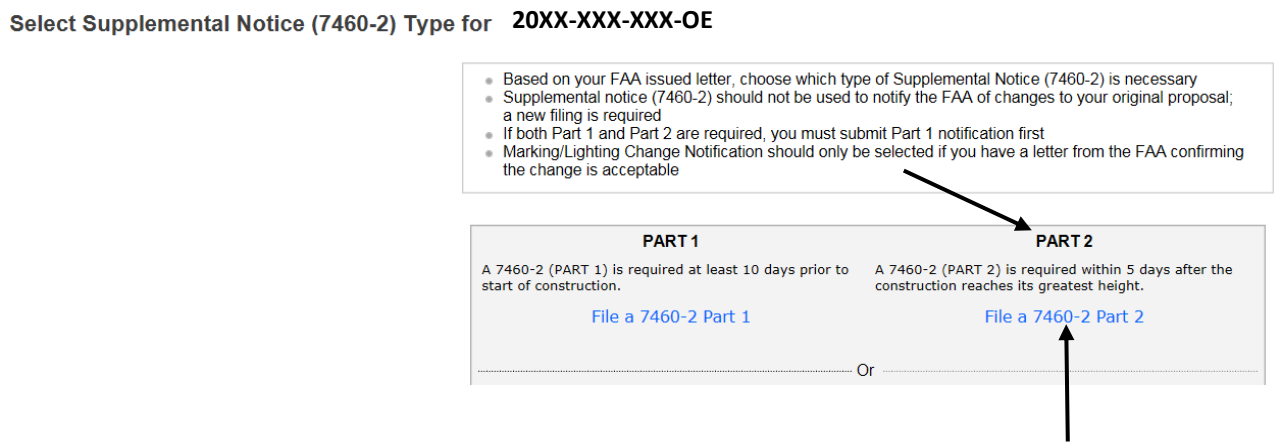

*(This will take you to the Form 7460-1 details for case screen.)*

6) From the *Form 7460-1 details for case screen Overview* section (located at the top of the page), select the *Supplemental Form 7460-2* "Add 7460-2" link.



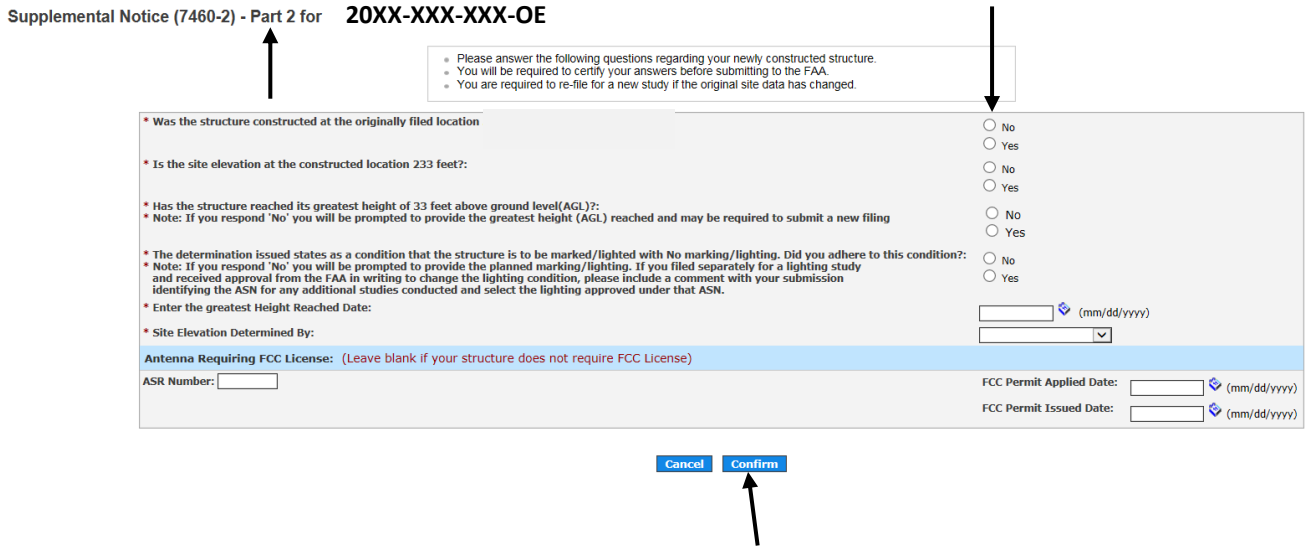

*(This will take you to the Select Supplemental Notice Type screen).*

7) Select the "File a 7460-2 Part 2" link.




*(This will take you to the Supplemental Notice (7460-2), Part 2 (questionnaire screen).*

8) Answer the following questions and complete the required fields (as applicable) regarding your newly constructed structure; then select the "Confirm" button.



**Note 1:** If the installation and use of an Aircraft Detection Lighting System (ADLS) was proposed, the 7460-2 Part 2 will display the following additional required date fields (complete one):

- Date ADLS enabled

Or

- Date ADLS discontinued

**Note 2:** If you confirm the 7460-2 screen with ***ANY*** question answered ***No*** and the required fields completed:

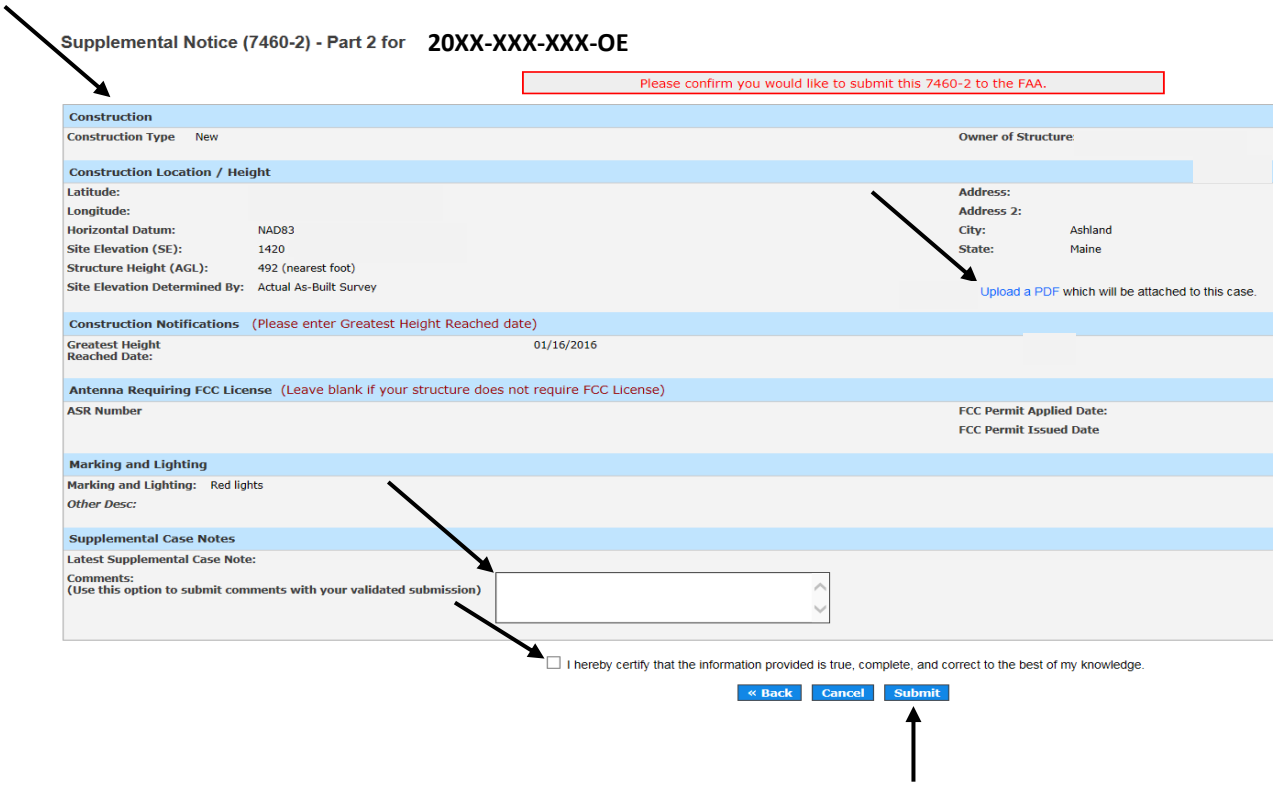
- **Skip to Step 13.**

**Note 3:** If you confirm the 7460-2 screen with ***ALL*** questions answered ***Yes*** and the required fields completed:

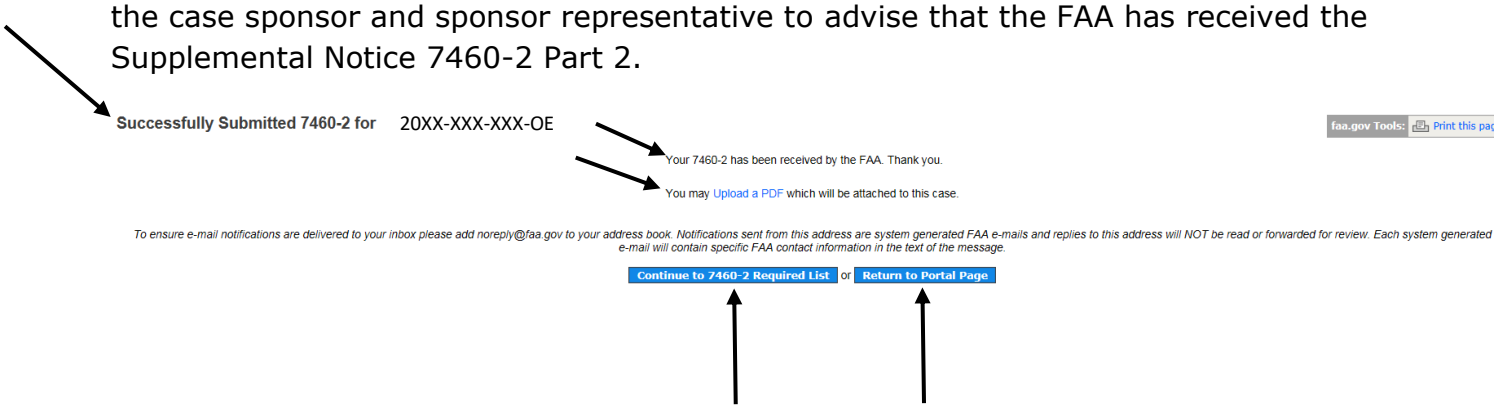
- The OE/AAA system will pre-populate an electronic 7460-2 Part 2.
- The pre-populated 7460-2 form is not available for edit, however the "Upload a PDF" link and "Comments" box are available.
- **Go to Step 9.**

9) C*ertify* the supplemental notice information by selecting the "check box" (*to successfully submit the 7460-2 Part 2 to the FAA)*.

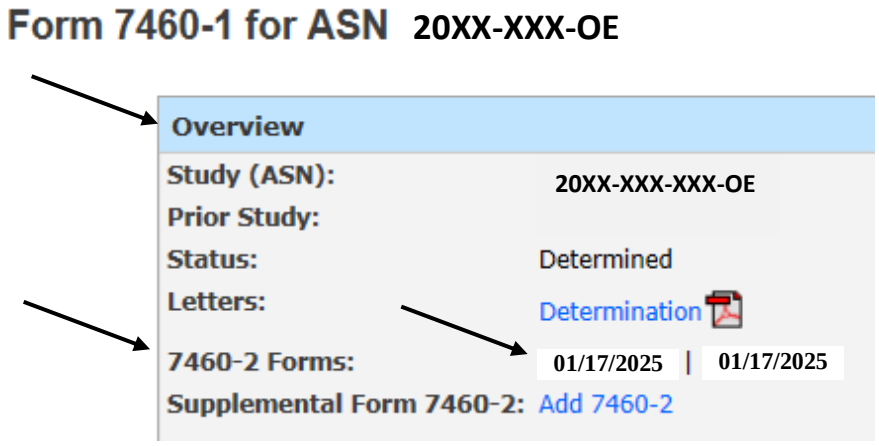
10) Select the [Submit] button.




11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise that the FAA has received the Supplemental Notice 7460-2 Part 2.



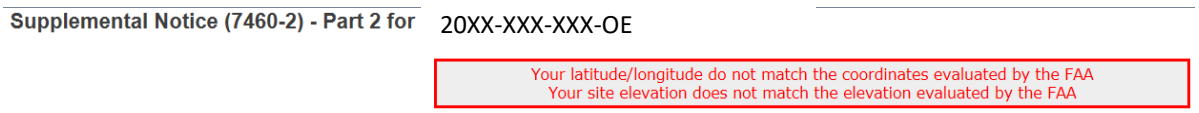

12) The submitted Supplemental Notice (7460-2) can be viewed from the "Form 7460-1 for ASN 20XX-XXX-XXX-OE" screen in the *Overview* section located at the top left of the form. The link will display the current date.




13) If information was confirmed on the 7460-2 with ANY questions answered No:

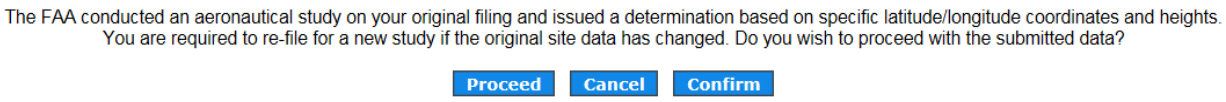
- The 7460-2, Part 2 will be pre-populated with your information except for data where you answered No.

Example:




- The 7460-2, Part 2 screens will prompt you to enter the *changed* (new) information (when applicable) and advise if a new filing is required.

Example:



- **Greatest Height (AGL)** - If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.
- **Marking/Lighting** - If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

14) Select the [Proceed] button.

15) A 7460-1 form may be displayed; if so, proceed with adding your new case.

**Note:** The applicable DRG is on the top of the 7460-1 form for guidance:

- Add a new Case Off Airport
- Add a New Case Off Airport for Wind Turbines - Met Towers (w/wind farm)

## Extension Request

If needed, after an aeronautical study (case) has been Determined, one e-file request to extend the effective period of the determination up to 18 additional months can be submitted from your e-file account.

After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination may be eligible for one extension of the effective period.

Any changes in coordinates, heights, and frequency or use of greater power require that you resubmit for a new study (Add New Case-Off Airport).

FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.

After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice.

# Submit E-Supplemental Notice (7460-2) - Extension Request

## Instructions:

- From your Portal Page, select the **Extension Request** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section.

- From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. *(This will take you to the Supplemental Notice (7460-2) - Extension Request for 20XX-AXX-XX-OE screen).*

- **Read** the extension criteria statements. If necessary, you can upload PDF documentation by using the **"Upload a PDF"** link.

- Select the **[Confirm]** button. (*This will take you to the Supplemental Notice Extension Request Submission screen).*

- **Read** the extension request statements. If necessary, you can submit comments by using the **"Comments"** box.

- Select the [Confirm] button. The system will display the number of days left until your original determination expires.

- If necessary, use the Comments option to submit comments with your validated submission.

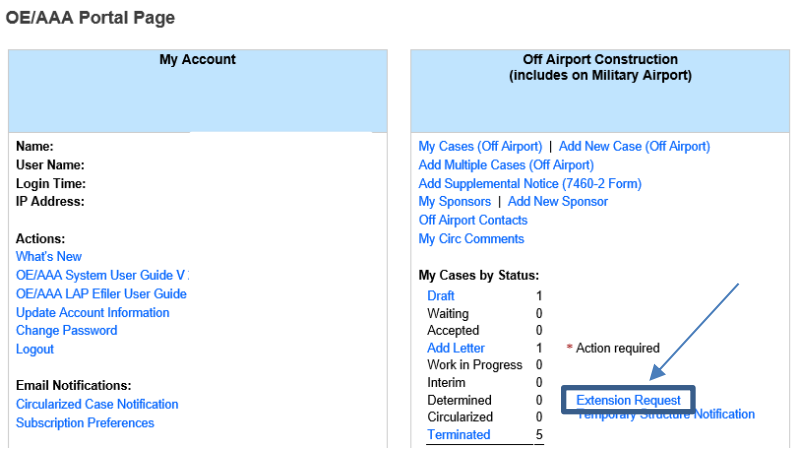
- Select the check box certifying the supplemental notice information.

- Select the [Submit] button in order to successfully submit your extension request to the FAA.

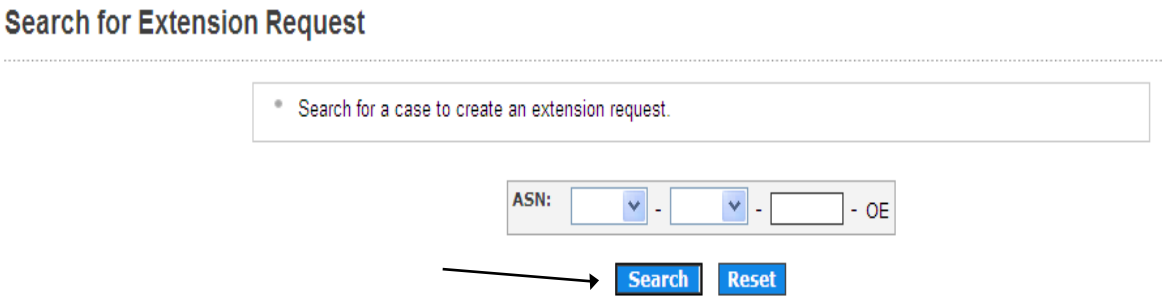
- After submission, you can return to your Portal Page or continue to your 7460-1 list screen.

- Your submitted Extension request can be viewed in the "Overview" section of the "Form 7460-1 for ASN" screen in the **7460-2 Forms** link.

From your Portal Page, select the **Extension Request** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section.




From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. (This will take you to the Supplemental Notice (7460-2) - Extension Request for 20XX-AXX-XX- OE screen).



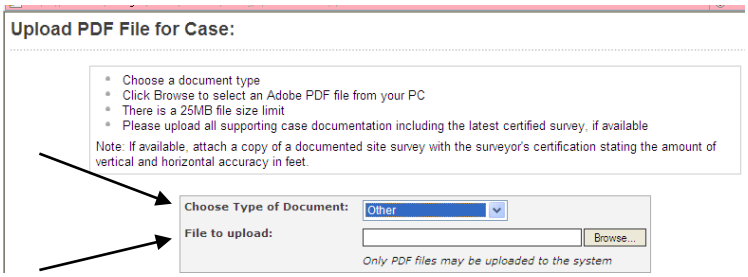

Read the extension criteria statements.

Select the **[Confirm]** button. (*This will take you to the Supplemental Notice Extension Request Submission screen).*

## Upload a PDF Document

PDF documents may also be uploaded to the 7460-2 Extension request. You may upload as many PDF documents as your case requires.

**FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.**



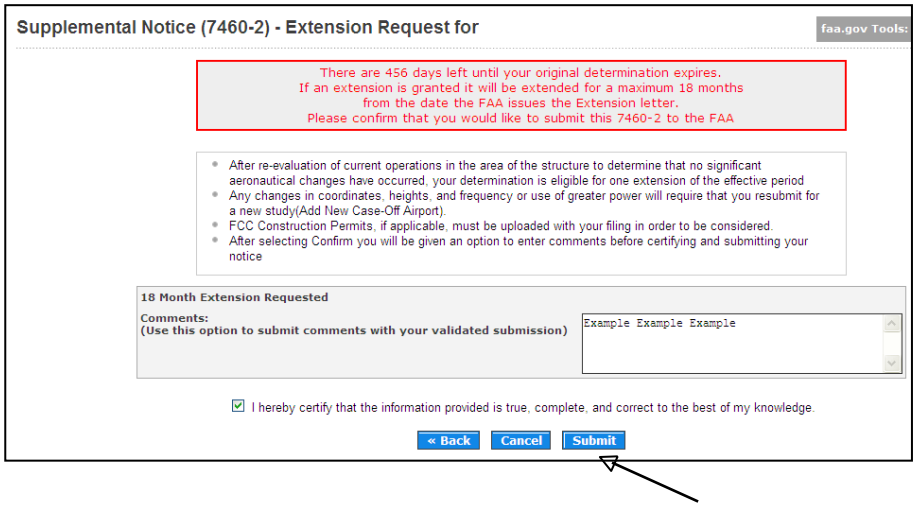

When the Confirm button is selected, the system will display the number of days left until your original determination expires.

.

## **Supplemental** Notice (7460-2) - Extension Request for 20XX-AXX-XX-OE

There are XX days left until your original determination expires.
If an extension is granted it will be extended for a maximum 18 months from the date the FAA issues the Extension letter.
Please confirm that you would like to submit this 7460-2 to the FAA

- **Read** the extension request statements.
- If necessary, use the **Comments** option to submit comments with your validated submission.
- Select the **check box** certifying the supplemental notice information.
- Select the [Submit] button in order to successfully submit your extension request to the FAA.

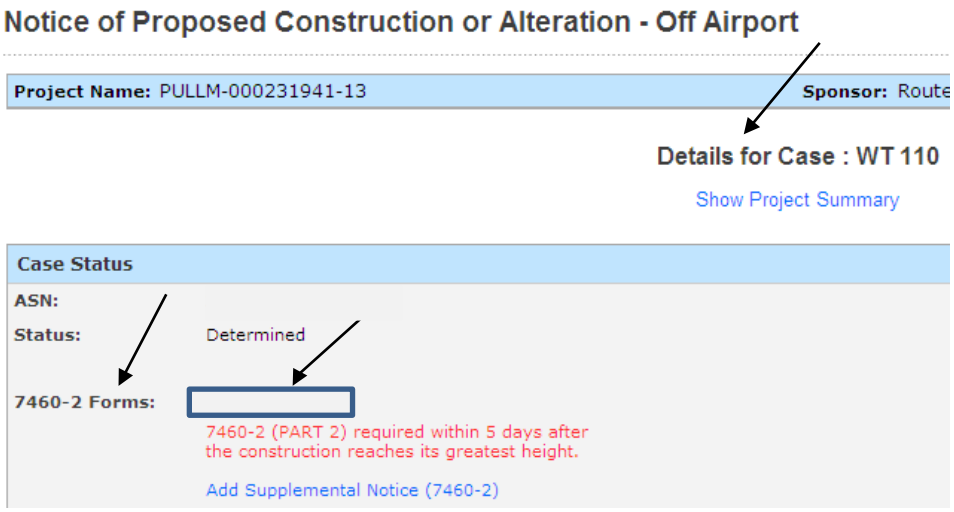



**After submission**, you can continue to your 7460-2 list screen where you can navigate to view the submitted extension request or return to your Portal Page.

**Successfully Submitted 7460-2 for 20XX-AXX-XX-OE**

To view your submitted extension request, continue to your 7460-2 list screen. Select the Project name link to display the details for case screen.

View the submitted extension request by using the **7460-2 Forms** date link.




## Marking/Lighting Change Notification

If there has been a change in the type of Marking or Lighting of the structure, the user can select the **Marking/Lighting Change Notification** link, then enter in the date the change was made and what type of marking/lighting was done. When the data is entered, the user selects the **[Confirm]** button to continue.

# Third Party 7460-2 Filer

If someone else filed the original Notice of Proposed Construction or Alteration (7460-1), follow the steps in this subsection to file a 7460-2.

- Select the **New User Registration** link, and complete the form. Make note of your User ID and Password.

- Select the **Add New Sponsor** link. The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Select the **Search Archives** link. When on the *Search Archives* page enter the Aeronautical Study Number (ASN) and then select the **[Search]** button. This will take you to the *Archive Search Results* page. On this page select the **Case Number** link. This will take you to the *Case Data* page for the ASN you supplied.

- Select the **Add 7460-2** link. This will take you to the *Select Supplemental Notice Type* page.
- Select the Part to be filed by selecting **File a 7460-2 Part 1** link or **File a 7460-2 Part 2** link or **Dismantled** link or the **Abandoned** link if you do not intend to build the structure. The Notice of Actual Construction requests much of the same information as the Notice of Proposed Construction. You must reenter the data to ensure that the actual construction information is processed accurately.

On the *7460-2 Part 1* the user must provide the following information:

A. Construction Type
B. Latitude/Longitude
C. Horizontal Datum
D. Site Elevation
E. Structure Height
F. Site Elevation Determined by
G. Marking and Lighting
H. Construction Start Date
I. Estimated Construction End Date.

On the *7460-2 Part 2 Construction Notification*:

A. Answer the first four questions with either a yes or no
B. Greatest Height Reached Date (Greatest Height Reached Date may not be entered as a future date since it is required to report actual construction.)

Optional Fields for the *7460-2 Part 1 & 2* may include:

A. Address
B. ASR Number
C. FCC Permit Applied Date
D. FCC Permit Issued Date
E. Other Description

Pre-populated fields for the *7460-2 Part 1* include:

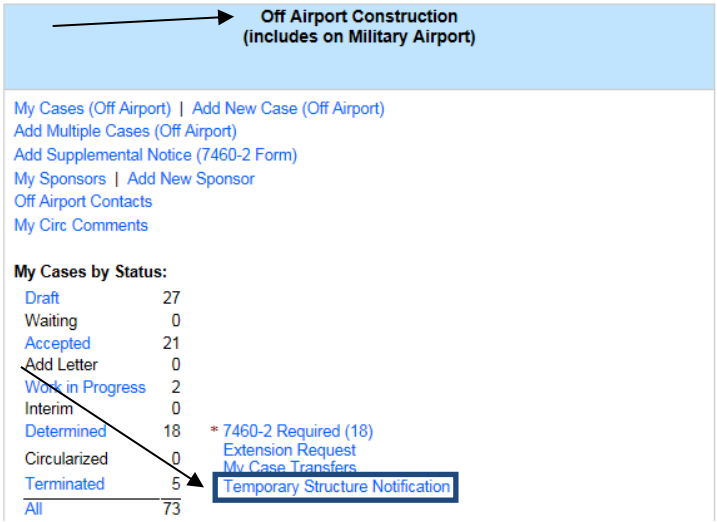
A. Sponsor (Owner of Structure)
B. City/State

## NOTAM TEMPORARY STRUCTURE NOTIFICATION

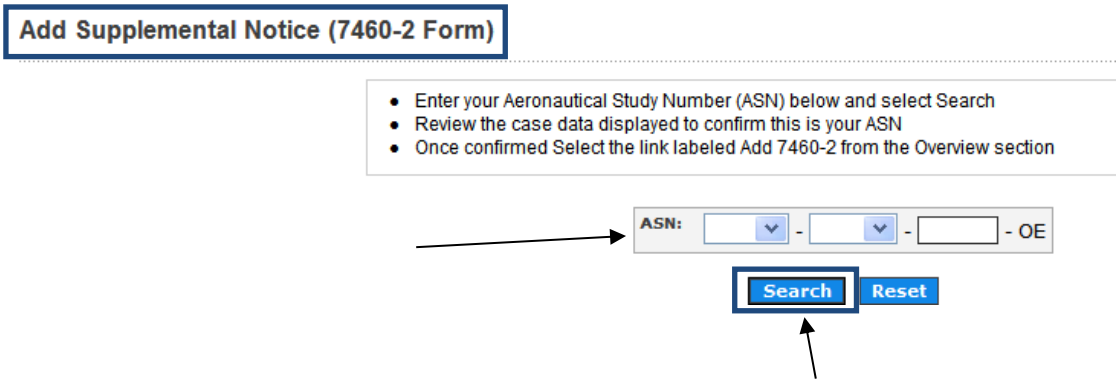
Notice to the FAA for erecting a temporary structure is necessary so aeronautical procedures can be temporarily modified to accommodate the structure.

**When required by your FAA determination, NOTAM notification is completed through your registered E-file account.**

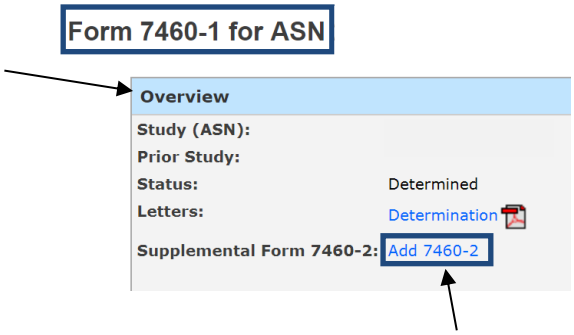
From your Portal Page, select the **Temporary Structure Notification** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section below the Extension Request link.



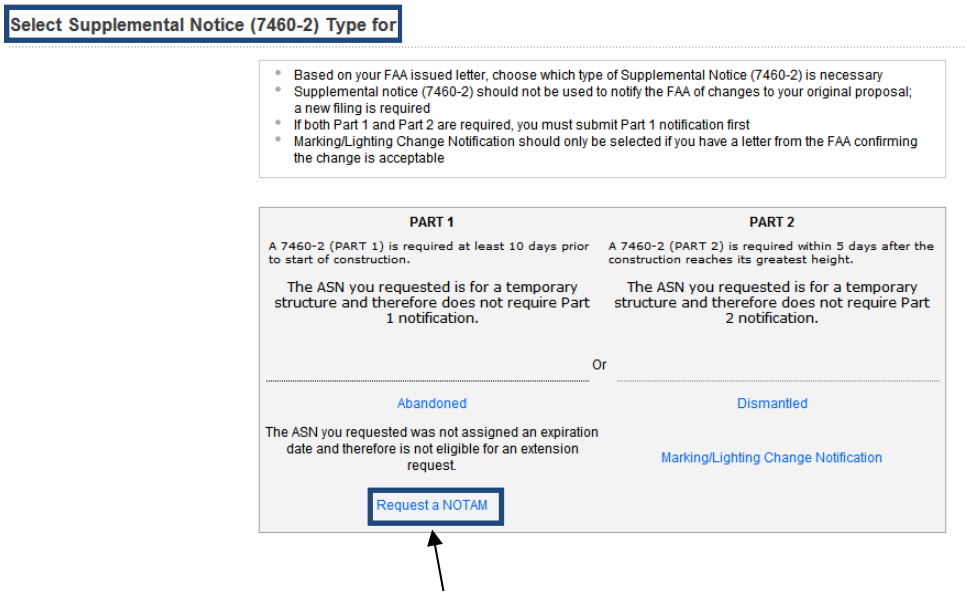
- Enter your Aeronautical Study Number (ASN) and select **Search**.




- Review the case information displayed to confirm this is the correct ASN.
- Once confirmed, select the link labeled **Add 7460-2** from the Overview section.

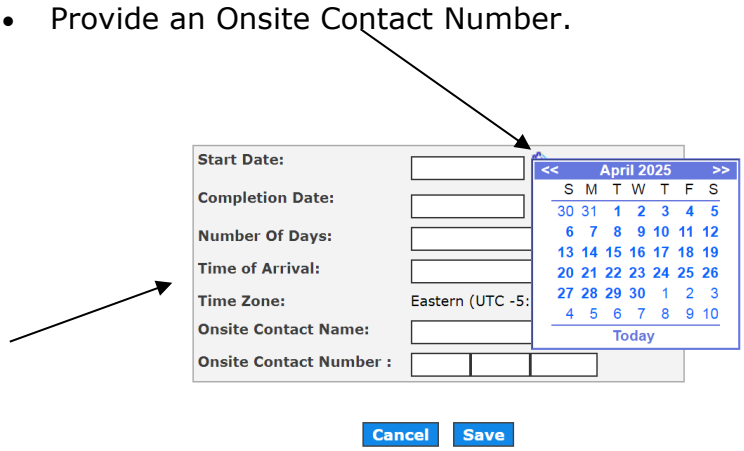



- Select the **"Request A NOTAM"** link located on the bottom left of the Select Supplemental Notice (7460-2) Type for ASN XX screen.



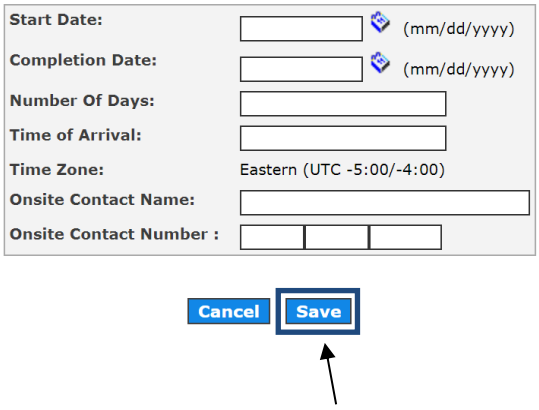
This will take you to the NOTAM Request screen.

- Provide the start date.
- Provide a completion Date or the number of days.
- Provide the removal date (This must not be a date in the future).
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.

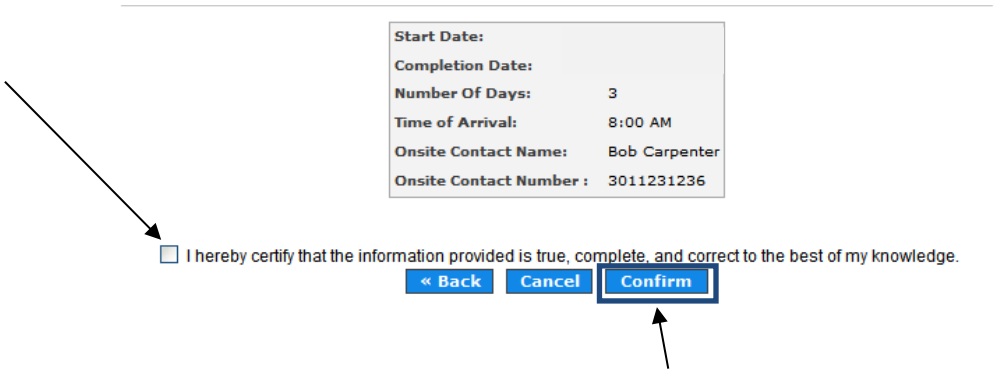



**NOTAM Request**

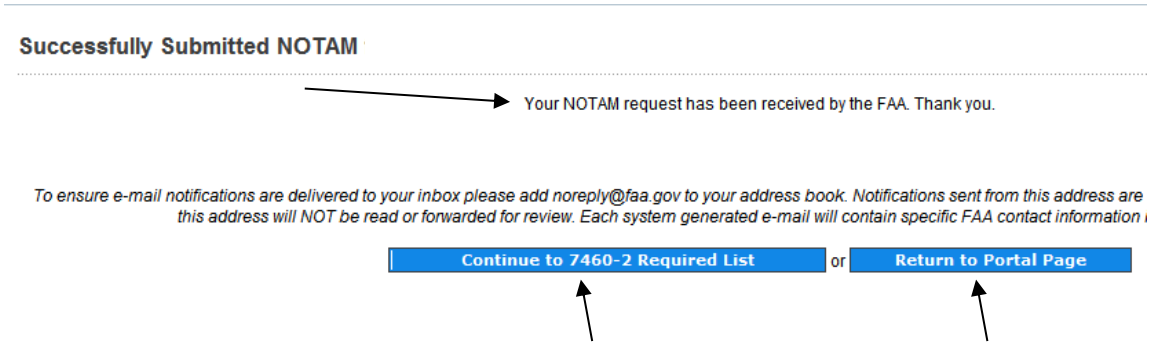
- Select the Save button to confirm information.




**NOTAM Request**




- Your NOTAM request has been received by the FAA.




- **After submission**, return to your Portal Page.

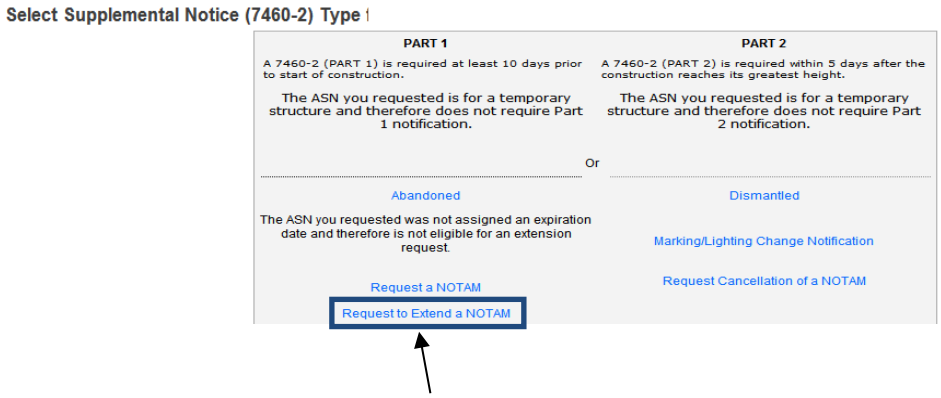
**Successfully Submitted NOTAM for ASN 20XX-AXX-XX-OE**

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

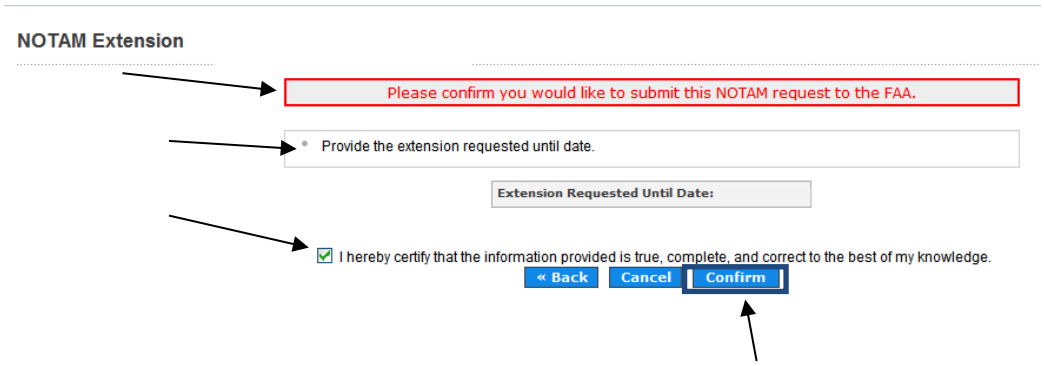
# NOTAM Extension Request

If needed, a NOTAM Extension Request can be submitted.

Follow the instructions above for initial NOTAM notification until you get to the "Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen". At that point follow the NOTAM Extension Request instructions below:

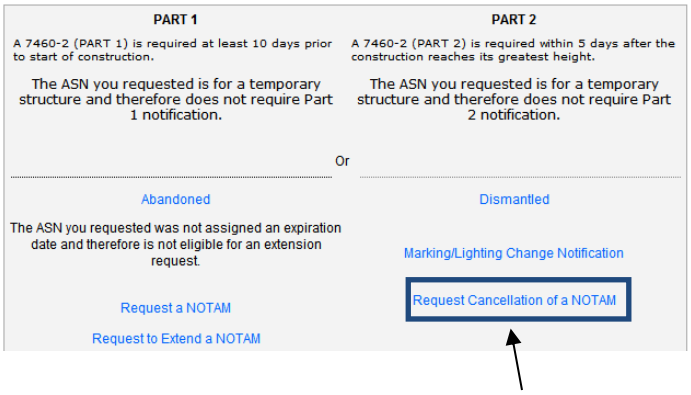



- Provide the extension requested until date.



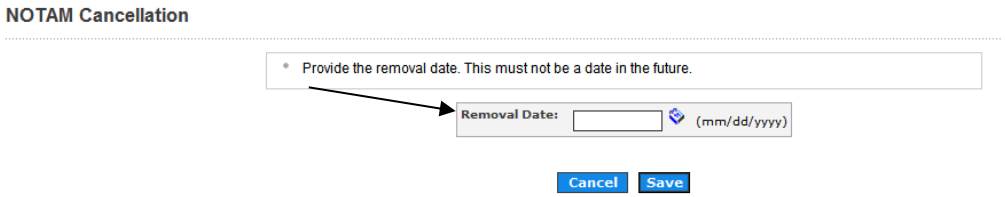
# NOTAM Cancellation Notification

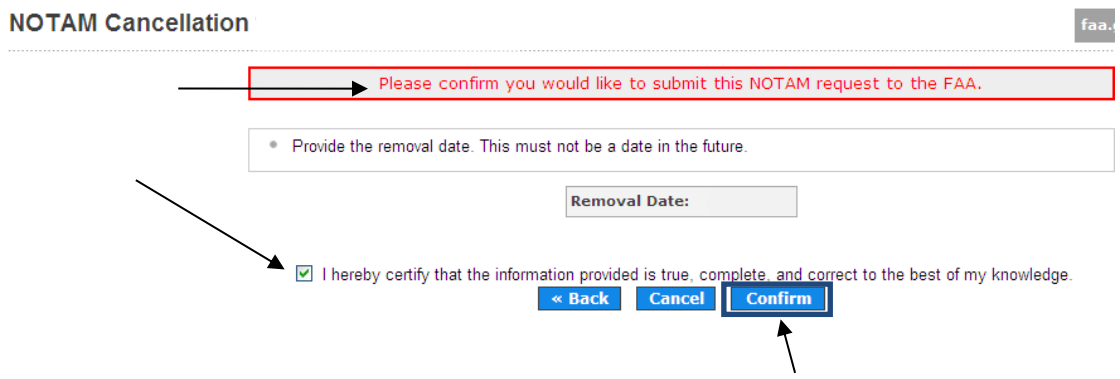
Follow the instructions above for initial NOTAM notification until you get to the "Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen". At that point follow the NOTAM Cancellation Notification instructions below:



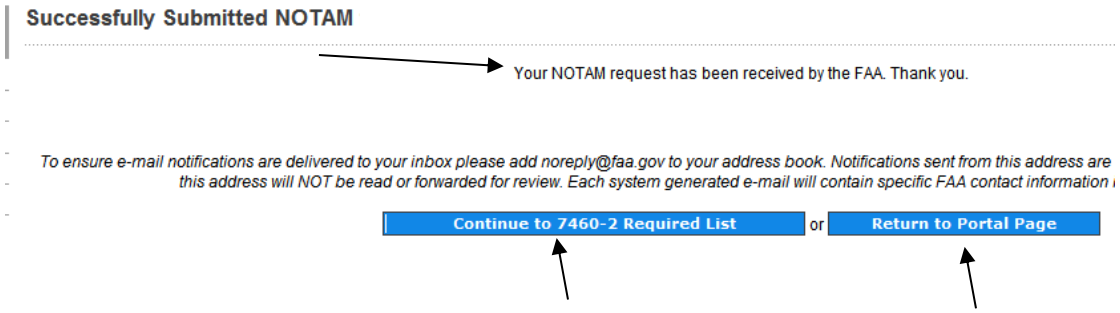

- Provide the removal date. This cannot be a future date.

- Select the Save button.






- Your NOTAM request has been received by the FAA.

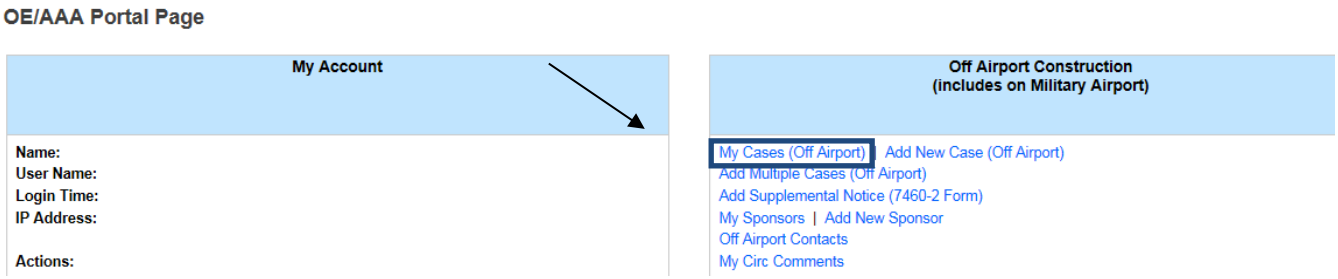



# Transfer E-filed Cases

## Transfer Off Airport Cases from one E-filer to another E-filer

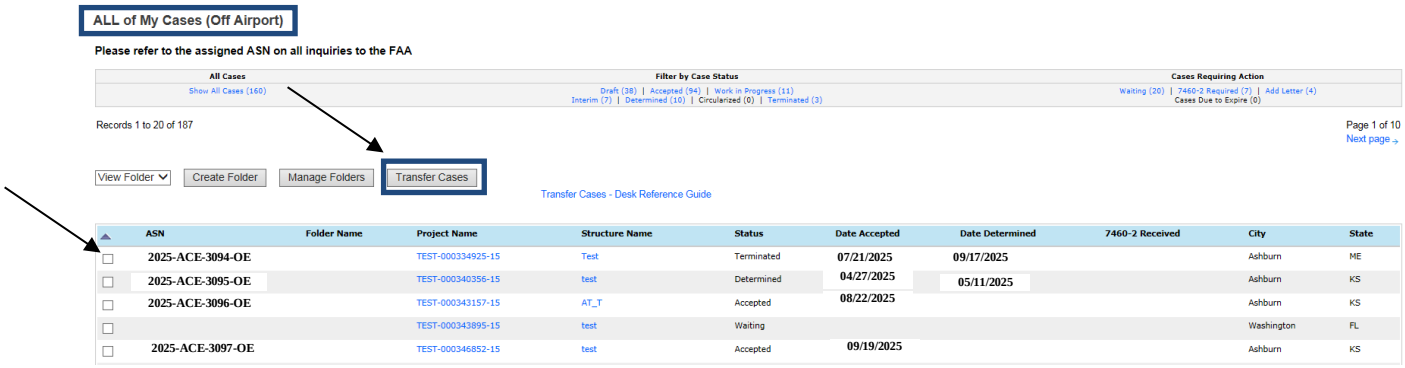
From your Portal Page

1. Select the **My Cases (Off Airport)** link to open the **All My Cases (Off Airport)** screen.



2. Select the case(s) to be transferred by using the checkbox(es) on the left side of the Aeronautical Study Number (ASN).

3. Select the **Transfer Cases** button to open the Manage Transfer Cases screen.



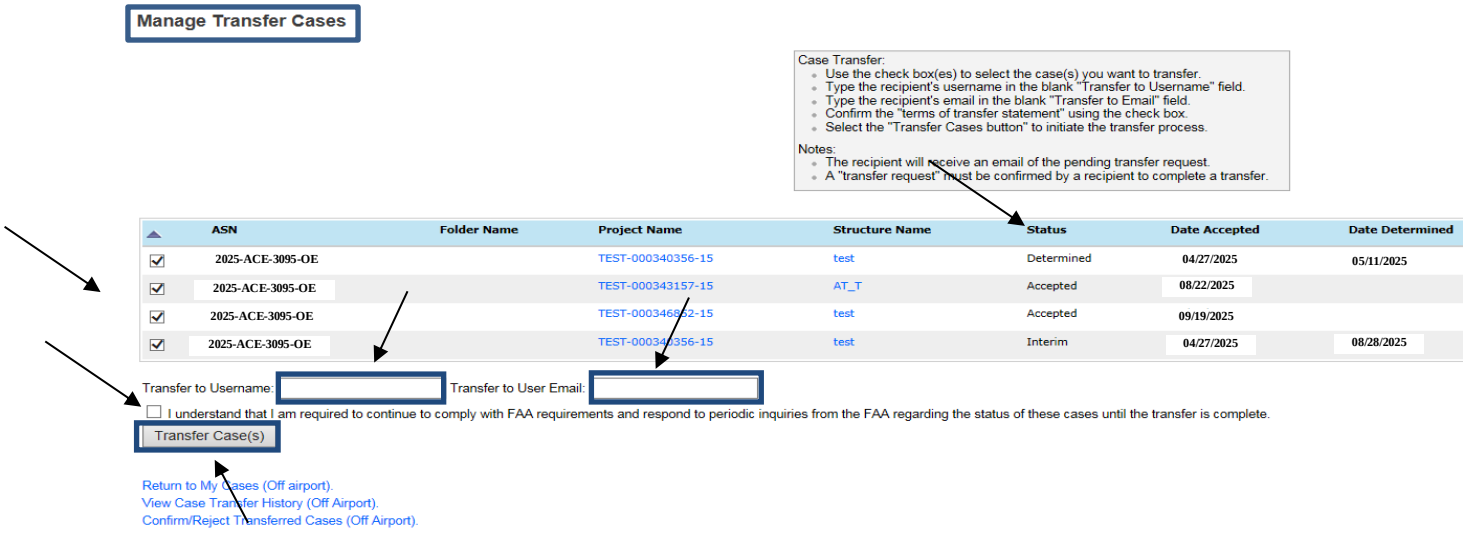

4. On the **Manage Transfer Cases** screen: Use the check box(es) to select the case(s) you want to transfer.

5. Type the recipient's username in the blank "Transfer to Username" field.

6. Type the recipient's email in the blank "Transfer to Email" field.

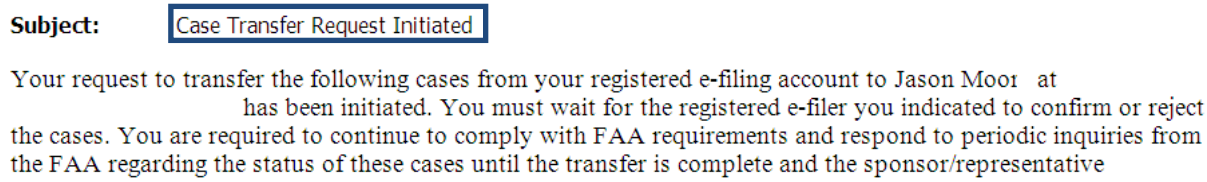
7. Confirm the "terms of transfer statement" using the check box.

8. Select the "Transfer Cases button" to initiate the transfer process.



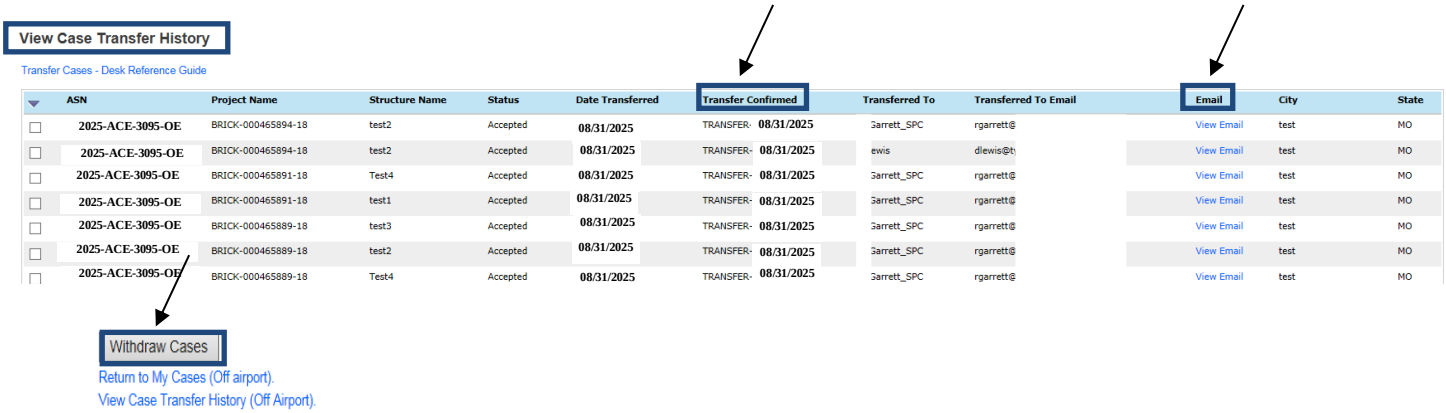
Notes:

- <u>Draft submissions and cases in Add and Terminated status</u> can not be transferred.
- The recipient will receive an email of the pending transfer request.
- A "transfer request" must be confirmed by a recipient to complete a transfer.




Note: The transfer request must be accepted before the transfer process is completed.

## View Pending REQUEST Status




1. If Withdrawing the transfer:
   - Select the "**Withdraw Cases**" button to withdraw the transfer.

An email notification of your "withdrawal" will be sent to the recipient e-filer.

**Subject:** Case Transfer Request Withdrawn

Clyde has withdrawn the transfer of the following cases to you. 2014-ASW-XXX-OE
From: To:

Note: You cannot withdraw cases that have already been confirmed.

## Receive or Reject Case Transfer Request

**From:** noreply@faa.gov [mailto:noreply@faa.gov]
**Sent:** Thursday, Octo 2025 2018 12:42 PM
**To:**
**Subject:** Pending case transfers

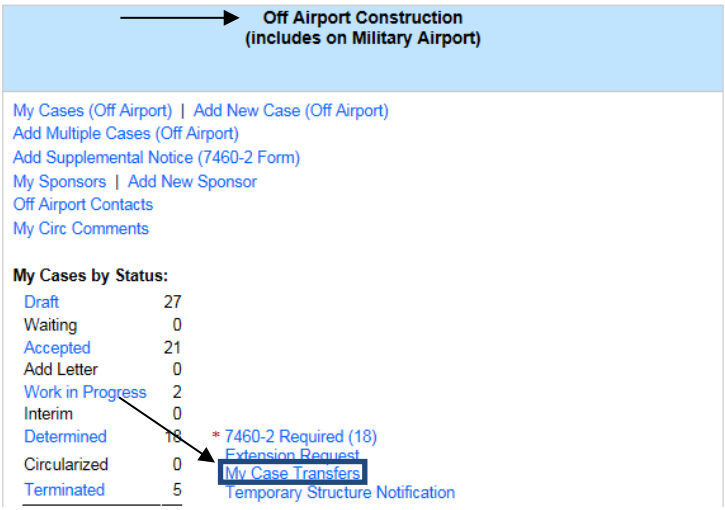
Susan at has asked to transfer the following cases to you. Please login to your registered e-filing account at https://oeaaa.faa.gov to complete the transfer or reject the **2025-ACE-3095-OE** **2025-ACE-3096-OE** 32-OE

*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*

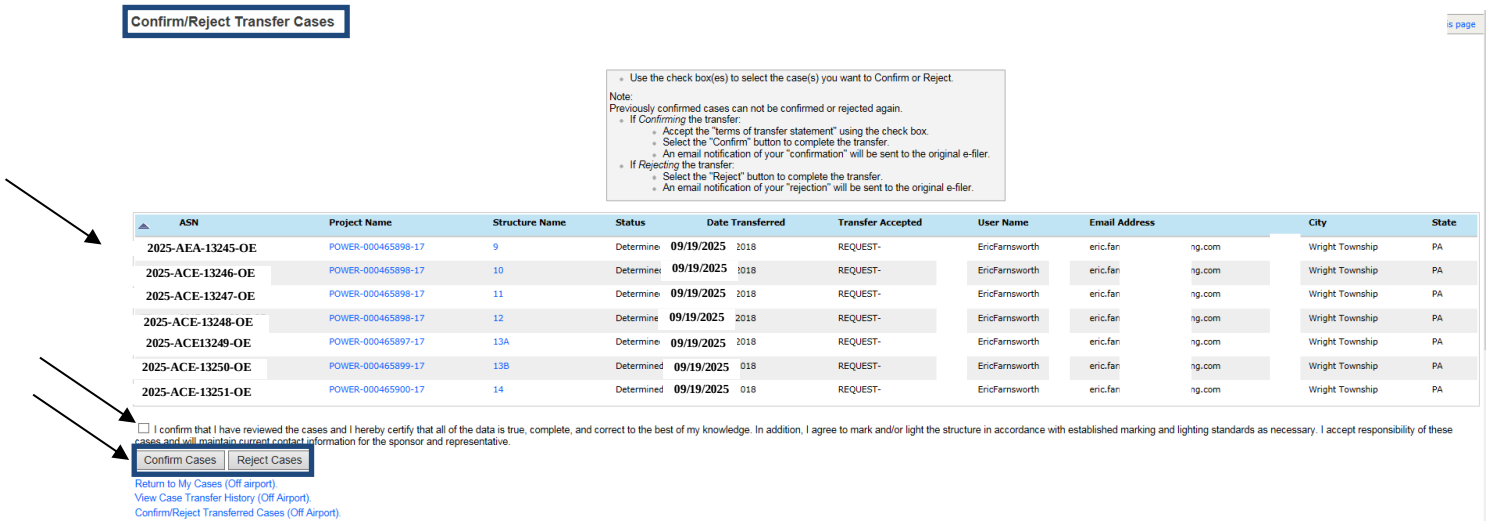
After receiving an email, the recipient should login to their registered e-filing account.

On the Portal Page a link labeled "**Pending Transfer Requests**" will display below the **Extension Request link** when there are active transfers waiting for acceptance or rejection.

Note: All other times, Pending Transfer Requests can be accessed from the **My Case Transfer History** link on the left sidebar menu. The link is located beneath the header OE/AAA Account (shown in gray), between the Add Supplemental Notice (7460-2 Form) and Update User Account links.

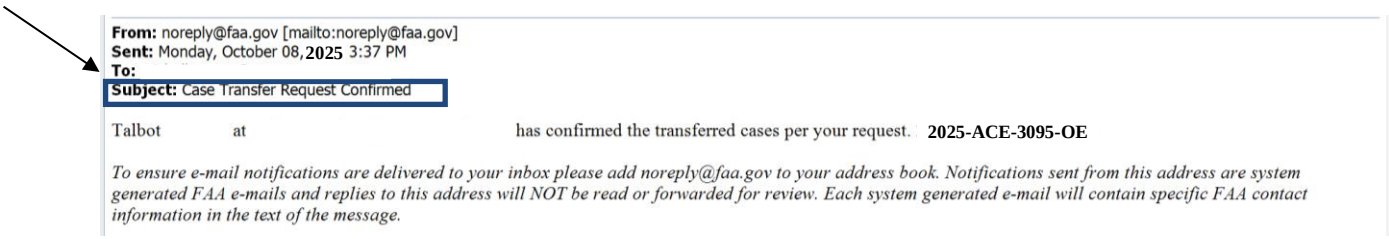



The **Receive / Reject Transfer cases** screen displays all cases transferred to and from the initiating e-filer; an **Accept or Reject** button will display below the cases. Use the check box(es) to select the case(s) you want to Confirm or Reject.




Note: Previously confirmed cases can't be confirmed or rejected again.

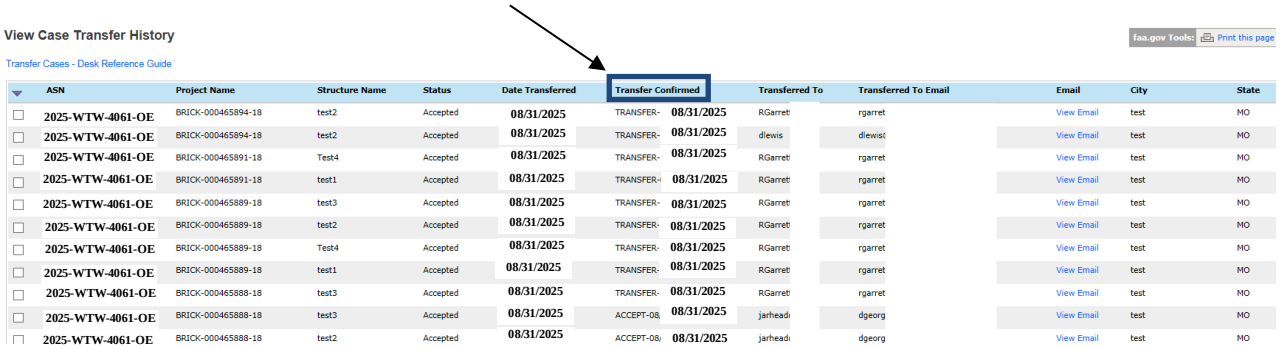
2. If *Confirming* the transfer:
    1. Accept the "terms of transfer statement" using the check box.
    2. Select the "**Confirm Cases**" button to complete the transfer.
    3. An email notification of your "confirmation" will be sent to the original e-filer.



**From:** noreply@faa.gov [mailto:noreply@faa.gov]
**Sent:** Monday, October 08, 2025 3:37 PM
**To:**
**Subject:** Case Transfer Request Confirmed

Talbot at has confirmed the transferred cases per your request. **2025-ACE-3095-OE**

*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*



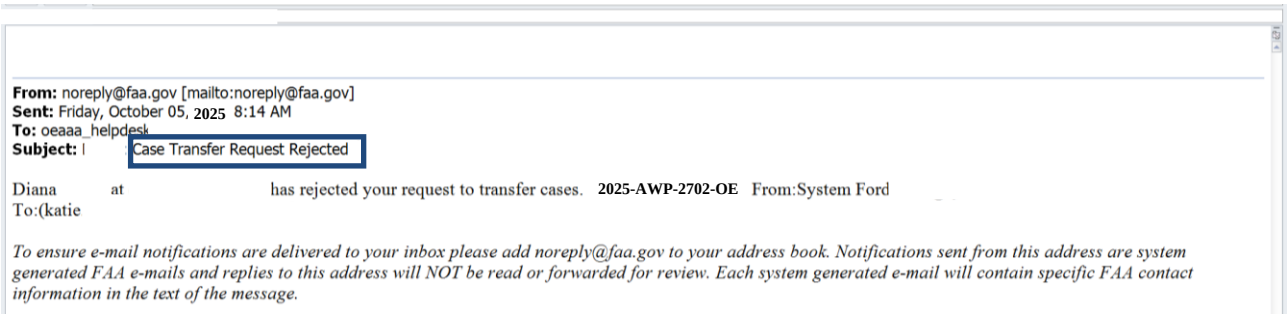
View Case Transfer History

faa.gov Tools: Print this page

Transfer Cases - Desk Reference Guide

| ASN | Project Name | Structure Name | Status | Date Transferred | Transfer Confirmed | Transferred To | Transferred To Email | Email | City | State |
|---|---|---|---|---|---|---|---|---|---|---|
| 2025-WTW-4061-OE | BRICK-000465894-18 | test2 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465894-18 | test2 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | dlewis | dlewis | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465891-18 | Test4 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465891-18 | test1 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465889-18 | test3 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465889-18 | test2 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465889-18 | Test4 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465889-18 | test1 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465888-18 | test3 | Accepted | 08/31/2025 | TRANSFER- 08/31/2025 | RGarrett | rgarret | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465888-18 | test3 | Accepted | 08/31/2025 | ACCEPT-08/ 08/31/2025 | jarhead | dgeorg | View Email | test | MO |
| 2025-WTW-4061-OE | BRICK-000465888-18 | test2 | Accepted | 08/31/2025 | ACCEPT-08/ 08/31/2025 | jarhead | dgeorg | View Email | test | MO |

3. If *Rejecting* the transfer:
1. Select the "**Reject Cases**" button to reject the transfer.
2. An email notification of your "rejection" will be sent to the original e- filer.



**From:** noreply@faa.gov [mailto:noreply@faa.gov]
**Sent:** Friday, October 05, 2025 8:14 AM
**To:** oeaaa_helpdesk
**Subject:** Case Transfer Request Rejected

Diana at has rejected your request to transfer cases. **2025-AWP-2702-OE** From:System Ford
To:(katie

*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*

# On Airport Construction Case

If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

The OE/AAA electronic filing (e-file) system allows you to:

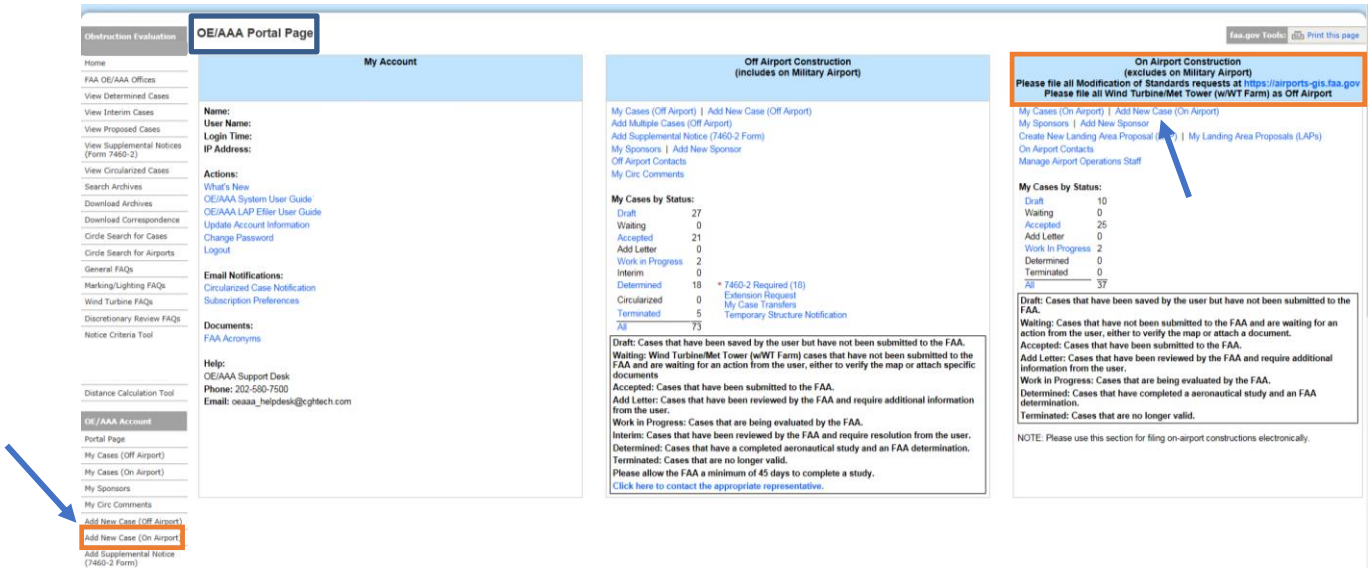
- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case as it moves through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are completed by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

## *Create a New Case*

To create a new case, click the **Add New Case (On Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration screen*. Complete each section per the instructions below.




Important: You must complete all required fields (indicated with an asterisk *) to successfully save your case. Missing data will result in a message at the top of your page identifying the required information.

# Add New Case On-Airport

**Notice of Proposed Construction or Alteration - On Airport**

Add New Case On Airport - Desk Reference Guide

- If you are filing for a Modification of Standards please login to https://airports-gis.faa.gov to submit your proposal to the FAA.
- Required fields indicated with an asterisk*

**Sponsor (person, company, etc. proposing this action)**

Sponsor:*

**Construction / Alteration Information**

Notice Of:*
Duration:*
*if Temporary :* Months: Days:
Work Schedule - Start: (mm/dd/yyyy)
Work Schedule - End: (mm/dd/yyyy)

**Case Information**

Component Type:* Select a Component Type
Development Type:* Select a Component Type First
Other Desc:
Prior Study: - - - NRA
Documents: None
Project Documents: None

**Structure Details**

State:*
Loc ID:* Select State First
Airport:
City:
Latitude:* ° ' " N
Longitude:* ° ' " W
Horizontal Datum: NAD83
Site Elevation (SE):* (nearest foot)
Structure Height (AGL):* (nearest foot)
Get ARP Data

**Describe/Remarks ***

**Additional Location(s)**

Add New Location(s)

**Proposed Frequency Bands**

Select any combination of the applicable frequencies/powers identified in the Colo Void Clause Coalition, Antenna System Co-Location, Voluntary Best Practices, effective 21 Nov 2007, to be evaluated by the FAA with your filing. If not within one of the frequency bands listed below, manually input your proposed frequency(ies) and power using the Add Specific Frequency link.

Add Specific Frequency

| | Low Freq | High Freq | Freq Unit | ERP | ERP Unit |
|---|---|---|---|---|---|
| ☐ | 6 | 7 | GHz | 55 | dBW |
| ☐ | 6 | 7 | GHz | 42 | dBW |
| ☐ | 10 | 11.7 | GHz | 55 | dBW |
| ☐ | 10 | 11.7 | GHz | 42 | dBW |
| ☐ | 17.7 | 19.7 | GHz | 55 | dBW |
| ☐ | 17.7 | 19.7 | GHz | 42 | dBW |
| ☐ | 21.2 | 23.6 | GHz | 55 | dBW |
| ☐ | 21.2 | 23.6 | GHz | 42 | dBW |
| ☐ | 614 | 698 | MHz | 1000 | W |
| ☐ | 614 | 698 | MHz | 2000 | W |
| ☐ | 698 | 806 | MHz | 1000 | W |
| ☐ | 806 | 901 | MHz | 500 | W |
| ☐ | 806 | 824 | MHz | 500 | W |
| ☐ | 824 | 849 | MHz | 500 | W |
| ☐ | 851 | 866 | MHz | 500 | W |
| ☐ | 869 | 894 | MHz | 500 | W |
| ☐ | 896 | 901 | MHz | 500 | W |
| ☐ | 901 | 902 | MHz | 7 | W |
| ☐ | 929 | 932 | MHz | 3500 | W |
| ☐ | 930 | 931 | MHz | 3500 | W |
| ☐ | 931 | 932 | MHz | 3500 | W |
| ☐ | 932 | 932.5 | MHz | 17 | dBW |
| ☐ | 935 | 940 | MHz | 1000 | W |
| ☐ | 940 | 941 | MHz | 3500 | W |
| ☐ | 1670 | 1675 | MHz | 500 | W |
| ☐ | 1710 | 1755 | MHz | 500 | W |
| ☐ | 1850 | 1910 | MHz | 1640 | W |
| ☐ | 1850 | 1990 | MHz | 1640 | W |
| ☐ | 1930 | 1990 | MHz | 1640 | W |
| ☐ | 1990 | 2025 | MHz | 500 | W |
| ☐ | 2110 | 2200 | MHz | 500 | W |
| ☐ | 2305 | 2360 | MHz | 2000 | W |
| ☐ | 2345 | 2360 | MHz | 2000 | W |
| ☐ | 2496 | 2690 | MHz | 500 | W |

Clone Prior ASN frequencies
**Note: Selecting this link will only add frequency(ies)/power from the prior ASN listed in Structure Summary. Additional frequency(ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.*

Save Cancel

Note: You must complete all required fields (indicated with an asterisk *) to successfully save your case. Missing data will result in a message at the top of your page identifying the required information.

A. *Sponsor: Select the Sponsor from the dropdown menu. This menu is populated from your My Sponsors list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.

B. *Notice Of: Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and/or lighting, a change to power and/or frequency, or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing

C. *Duration: If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.

D. Work Schedule: (Not a Required Field) Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.

E. *Component Type: Select the type of component from the Component Type drop down list (e.g., Buildings, Hangar, Crane, etc...). If the list does not categorize your proposed construction activity; view the "Part 77" and "Advanced Air Mobility" component types to ensure your category is not mentioned under those component types (such as Crane) before considering use of the "Other" component type.

F. *Development Type: Select the type of development from the Development Type drop down list (e.g. Construction, Expansion, Mobile Crane, etc...)

G. Other Description: (Not a Required Field) Only available for certain Component/Development Type combinations, where the user may enter more description if necessary.

H. Prior Study: (Not a Required Field) If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: Micrositing submission of Wind Turbines/Met Towers previously filed that have moved no more than 500 feet from the structures original location and re-filed for aeronautical study, require a prior ASN to validate the submission meets the criteria to be filed with the FAA as a micro-siting study.

I. * State: Select the state where the proposed structure will be located.

J. * Loc ID: Select the airport location identifier where the proposed structure will be located.

K. Airport: Entered by the system after LOC ID selection.

L. City: Entered by the system after LOC ID selection.

M. *Latitude/Longitude: Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).

NOTE: The "Get ARP Data" button can be used to auto-fill an Airport Reference Point (ARP) Degrees, Minutes, and seconds data; if used, filers must then manually update the data to the exact location of their proposed structure.

N. *Horizontal Datum: Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.

O. *Site Elevation: Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12).

P. *Structure Height: Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The total structure height shall include anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.

Q. *Describe/Remarks: Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, the airport, prominent terrain, existing structures, etc…, and a complete description that details the nature of the filing.

R. Additional Location(s): To successfully save additional location(s), the following required fields indicated with an asterisk (*) must be completed:

1. Latitude
2. Longitude
3. DATUM
4. Site Elevation (SE)
5. AGL height

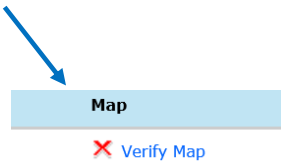
S. Common Frequency Bands: (Not a Required Field) Check any that apply.

T. Specific Frequencies: (Not a Required Field) Any frequency band not listed in Common Frequency Bands should be added here. Select the Add Specific Frequency link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select [Save] or [Cancel] to be returned to the Case Data Entry page.

U. Clone Prior ASN frequencies – (Not a Required Field) The Prior ASN field must be filled before entering frequencies. This link is displayed after the Specific Frequency Bands section. This link is only available if the e-filer adds a Prior ASN that has frequencies included in the case. When selected the applicable Common Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA with the new ASN. The e-filer is permitted to add additional frequencies if necessary after cloned frequencies are pre-populated but duplicate entries are not allowed. Note: Selecting this link will only add frequency(ies)/power from the prior ASN listed in Structure Summary. Additional frequency(ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.

When all required fields are complete, certify your entered information by checking the **[Certify]** checkbox, then select the **[Save]** button. This will save the case data as a **draft** and take you to the *Case Summary* page, but will ***NOT*** submit the form to the FAA.

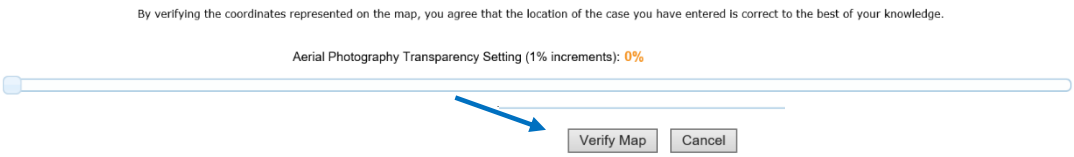
## *Verify the Map*




The right side of the *Case Summary screen* includes a Map column and an Actions column. The Actions column contains the **Upload a PDF**, **Clone Location**, and **Delete Case** links. The Map column contains the **Verify Map** link. To map the case select the **Verify Map** link. This will bring you to the *OE/AAA Mapping Window*.

E-filers can view a topographical map and as desired, include aerial photo opacity up to 80 percent before verifying the location map used for submission to the FAA. To verify the map, check that the crosshairs line up with your structure location. There is also a measuring tool at the top of the map to assist with map verification.

## Confirm Structure Location



If the crosshairs on the map match up with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will open the *Case Summary* screen. Select the [Continue – Map/Verify Later] button to proceed without verifying the map.

## Reject Structure Location

If the crosshairs on the map do not accurately depict the location of your structure, select the **[Cancel]** button. This will return you to the Project (case) *Summary screen*.

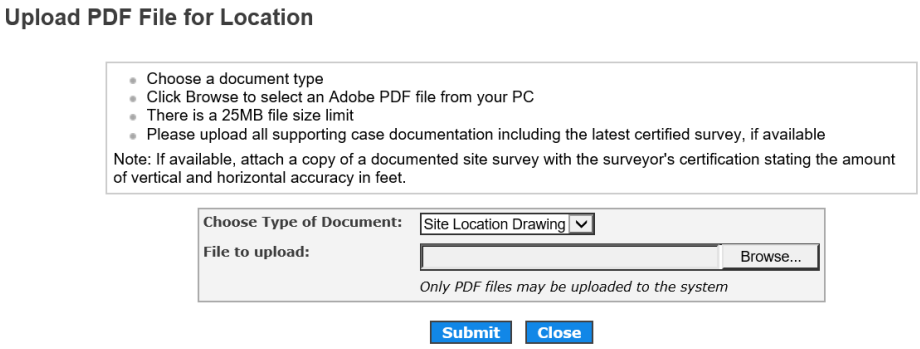
Select the **Airport Name** link to be returned to the *Case Data Entry (7460-1) screen*. Here you can revise your latitude/longitude coordinates. After you have made the appropriate revisions select the **[Save]** button. You will be required to repeat the map verification after you revise and re-save your case data.

# *Attach Documents to the Case*

Before you submit a case to the FAA, you must also provide the FAA a document (site location drawing) of the proposal. You can do this by uploading a PDF document with your submission to the FAA.

## Uploading a PDF Document

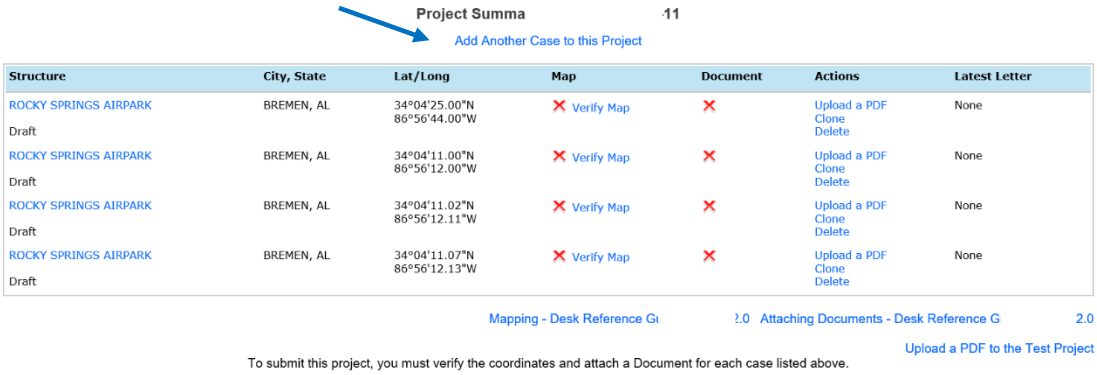
To upload a PDF document from your computer, select the **Upload a PDF** link. Choose the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file. Once the file is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.



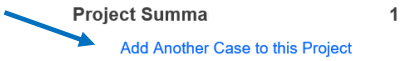

You will receive confirmation when the document is successfully uploaded. The following message will display: Your file has been uploaded successfully to ASN: 2025-AXX-####-NRA. You may upload as many PDF documents as your case needs.

# *Projects*

One or more cases can be grouped into a Project. For example, each of the four building corner points can be a Case of a building Project. Project makes it easier to file, evaluate, manage, and approve related cases.

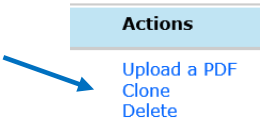



## Add a Case



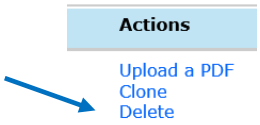

On the *Project Summary screen* you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

## Clone a Case




Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case

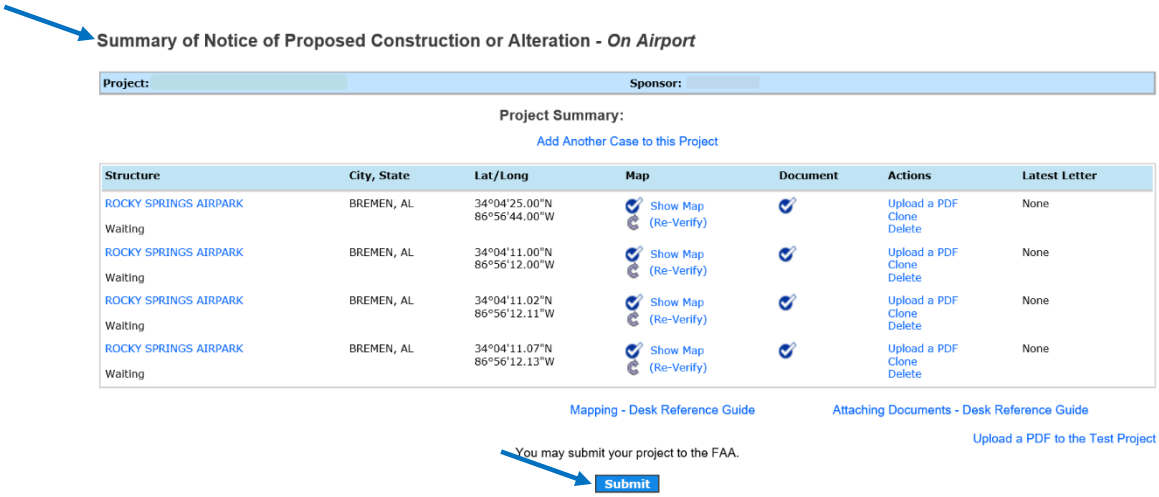



You may only delete cases in Draft status. To delete a single case or a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

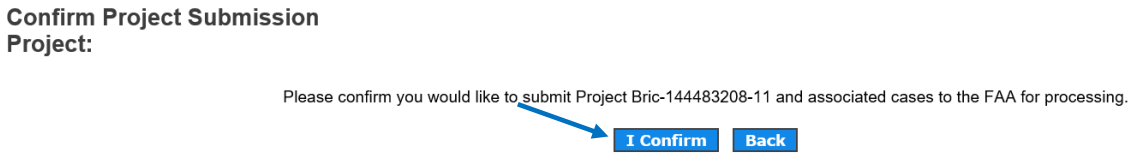
## *Submitting to the FAA*

*Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.*

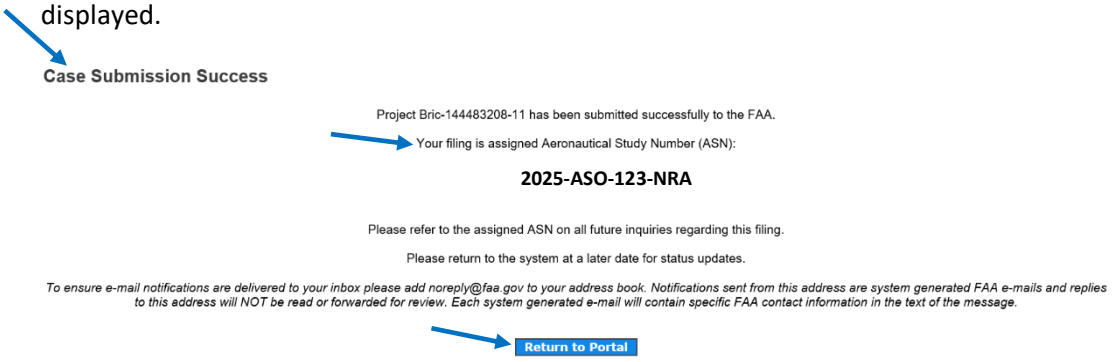
After the case data has been saved, the map verified, and a document uploaded, the **[Submit]** button will appear on the *Case Summary screen* to allow you to submit the case to the FAA. If you have completed inputting your case, select the **[Submit]** button to send it to the FAA. The *Confirm Case Submission screen* will be displayed.



Select the **[I Confirm]** button to continue. The case will be submitted to the FAA and the *Case Submission Success screen* will be displayed.



The Aeronautical Study number (ASN) assigned to your filed case(s) and other submission information is displayed.




Refer to the assigned ASN on all future inquiries regarding this filing.
Return to the system at a later date for status updates.

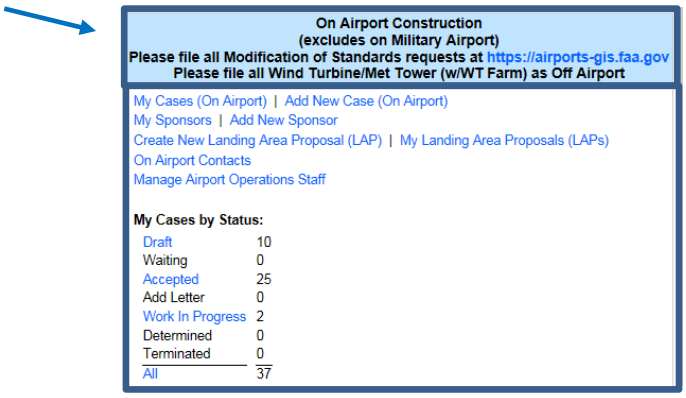
# My Cases (On Airport)

The **My Cases On Airport** link takes you to a page that lists all On Airport cases filed using your account. This page shows all your on-airport cases by their status. These statuses include:

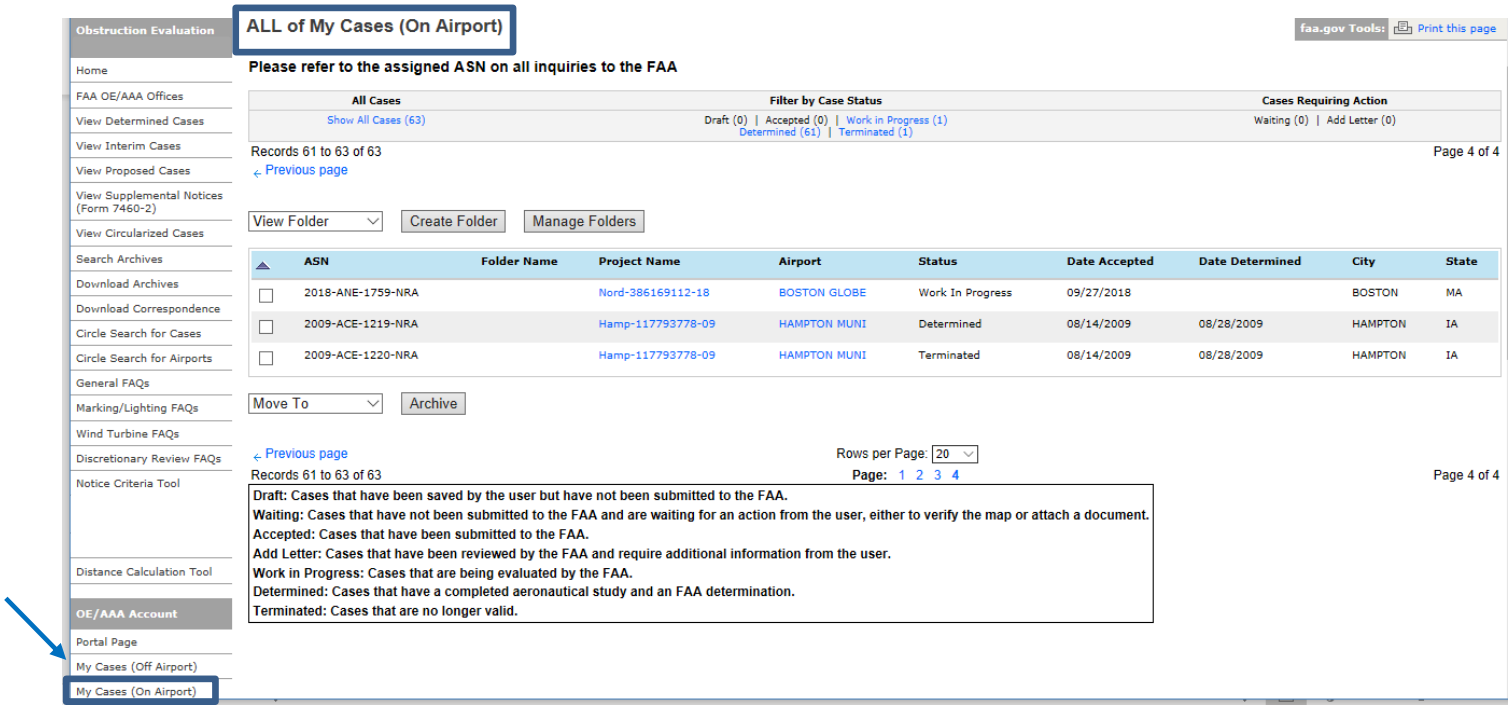
| | |
|---|---|
| Draft | Cases that have been saved by the user, but have not been submitted to the FAA. |
| Waiting | Cases that are waiting for an action from you to Verify the Map or upload a document. These cases have not been submitted to FAA. |
| Accepted | Cases that have been submitted to the FAA. |
| Add Letter | Cases that have been reviewed by the FAA and require additional information from the user. |
| Work In Progress | Cases that are being evaluated by the FAA. |
| Determined | Cases that have a completed aeronautical study and an FAA determination. |
| Terminated | Cases that are no longer valid. |

# Frequently used On-Airport functionalities

The On-Airport Construction area on the home page gives quick links to some of the most frequently used functionalities for on airport construction cases.



You can also access these functionalities from the *All My Cases (On Airport)* Page by clicking the **My Cases (On Airport)** link from the Sidebar.




## Filtering Cases

If you have too many cases showing in this screen, you may hide some cases by filtering. To do this, choose a Status under Filter by Case Status or by items requiring attention under Cases Requiring Action.

## Managing Case Archives.

The system allows user to organize cases into different folders from the *My Case (Off Airport) page*.

## Create Folder

Select the [Create Folder] button and in the pop-up **Add Folder** enter in the folder name then select [Create Folder].

## Moving cases to Folders

To move cases into your folders, select on the check box on the right side of the page, then at the bottom of the page, in the drop down select the folder you want to move the cases to, the system will then mark the case to that folder name. To remove cases from a folder, select the case and then select on the [Remove cases from folder] button.

### Manage Folders

To delete/change a folder, select on the [Manage Folders] button at the top of the page. From the **Manage Folders** page you can change the name of the folder by moving your curser over the Folder Name, then entering in the new name. At the bottom of this page, user have the ability to either remove the cases from the folder or remove cases and delete the folder depending on the button selected.

If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

The OE/AAA electronic filing (e-file) system allows you to:

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) while they move through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are completed by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

Please refer to the assigned ASN on all future inquiries regarding this filing.
Please return to the system at a later date for status updates.

## Case Letters

FAA's responses to your cases are called Letters. Depending on your case, FAA can issue several letters during the life of your case. These letters can be accessed via your *Portal* page in either Add Letter, Determined, or Terminated status.

## View Latest Letter

To open your latest letter, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Project Name** of the case. On the *Project Summary* page your latest letter will be located on the right under the Latest Letter column.

## View All Letters

To view all letters associated with a particular case, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Structure Name** of the case. On the *Details for Case* page, the latest version of all letters (by type) that have been issued for this case will be on the right.

### FDC NOTAM - TEMPORARY STRUCTURE NOTIFICATION

Notice to the FAA for erecting a temporary structure is necessary so aeronautical procedures can be temporarily modified to accommodate the structure.

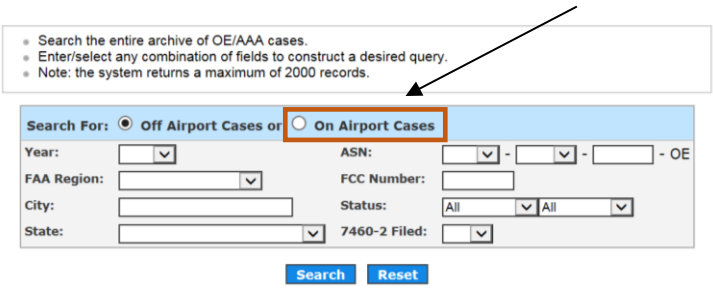
When a case is determined, based on the condition stated in the On-Airport determination letter (NO7460), the "FDC NOTAM" field becomes available on the website.

The "FDC NOTAM" field is located in the Case Information section of the *Archive Search Results: Notice of Proposed Construction or Alteration – On Airport* screen and displays when a NOTAM is required.

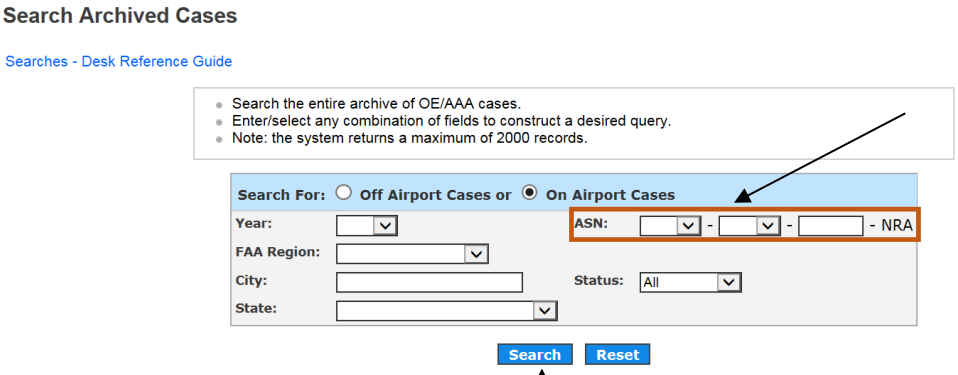
To determine if you need to submit a NOTAM for a temporary structure case, view the determination letter.

**When a "FDC NOTAM" is required by your FAA determination, NOTAM notification is completed (via e-filing) through your registered E-file account.**

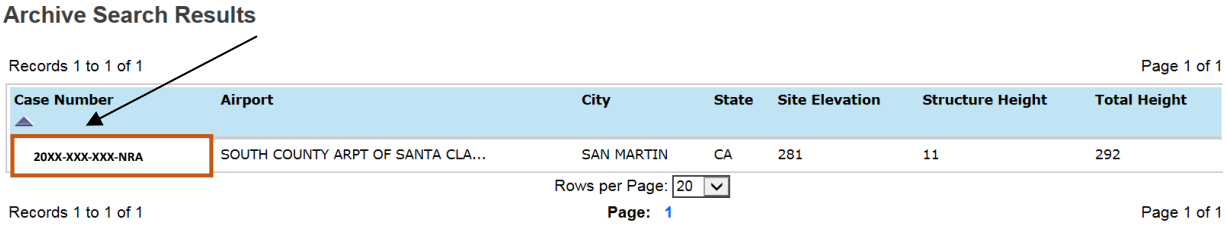
Select the **On Airport Cases** radio button (from the *Search Archives* screen).




Enter your **Aeronautical Study Number (ASN)** below and select Search.

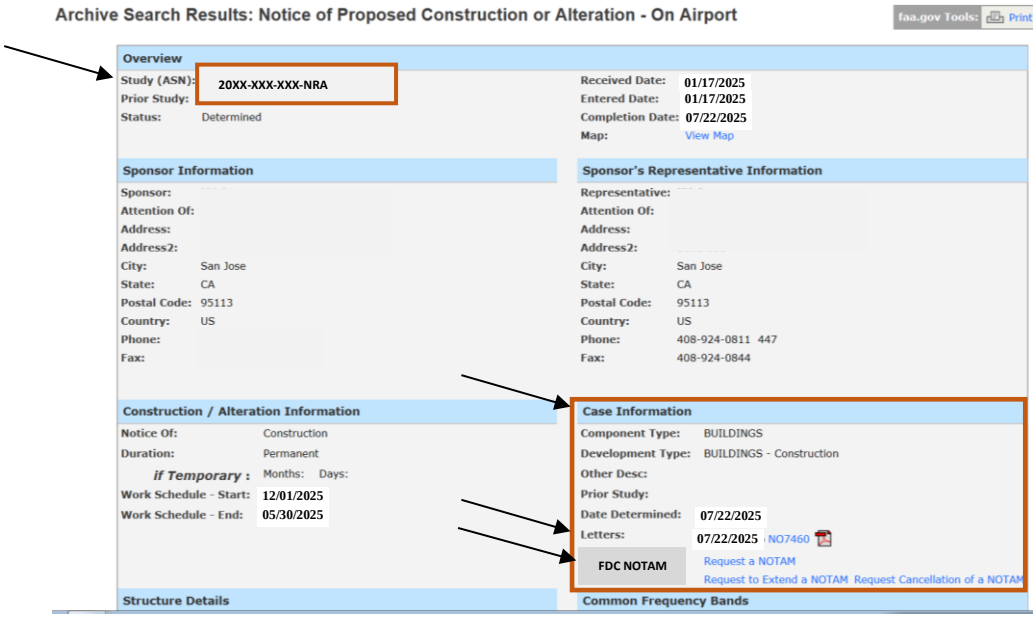


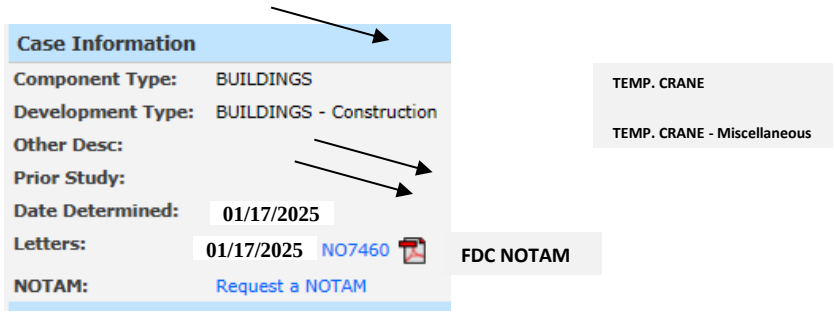

Click the Aeronautical Study (Case Number).




Review the case data displayed on the *Archive Search Results: Notice of Proposed Construction or Alteration – On Airport* screen to <u>confirm this is your ASN.</u>

Once confirmed, select the link labeled **Request a NOTAM** from the *Case Information* FDC NOTAM section.

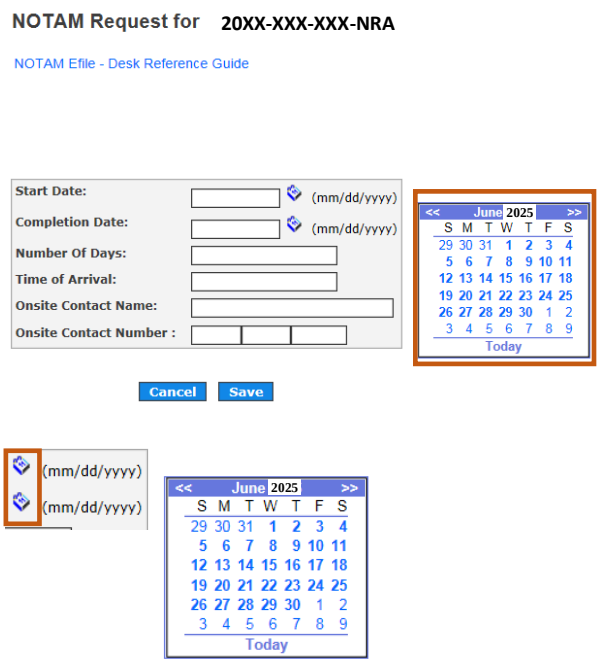


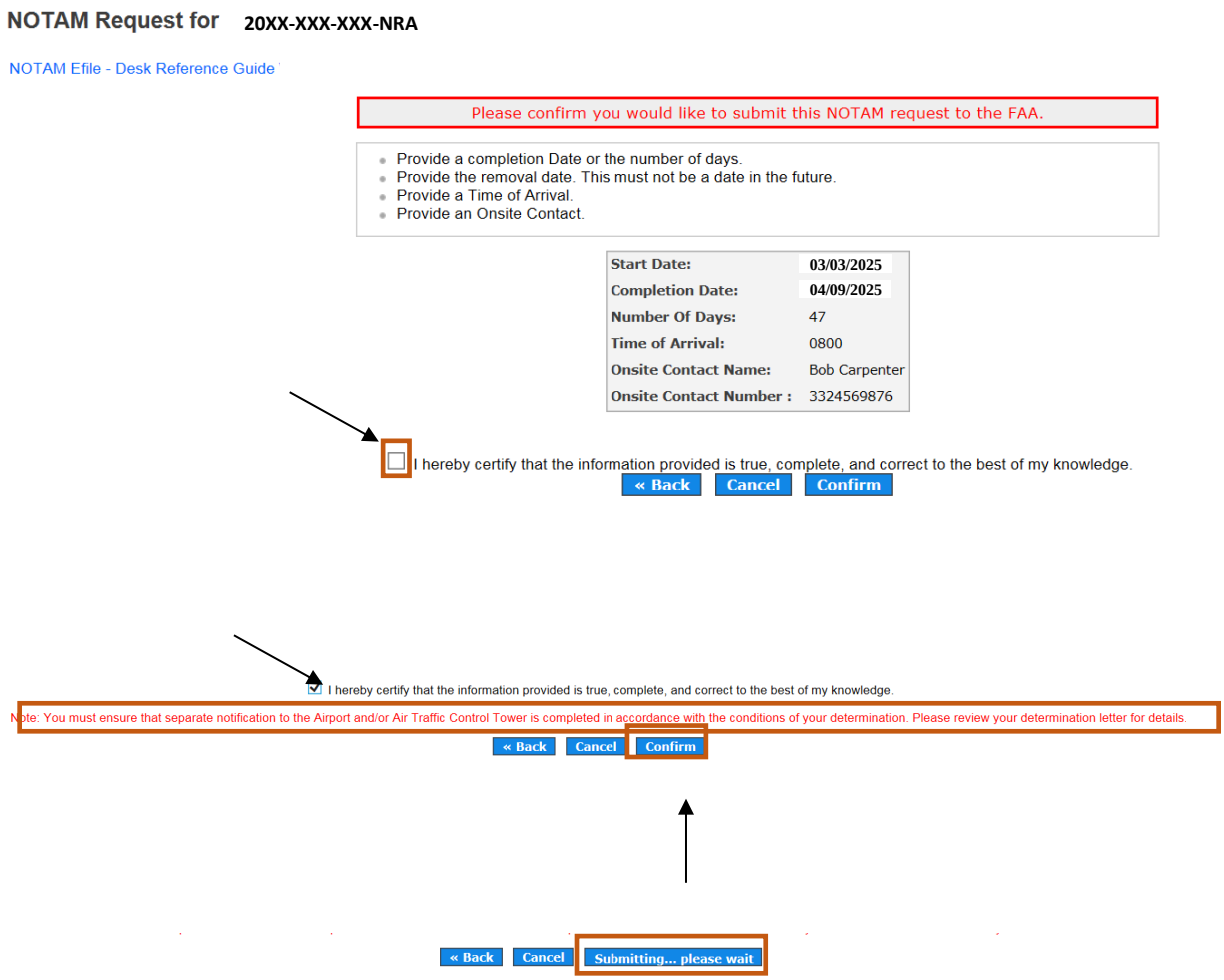
**Select the "Request A NOTAM" link**

**This will take you to the NOTAM Request for 20XX-XXX-XXX-NRA screen.**

- Provide the start date. This must be at least XX/XX/20XX.
- Provide a completion Date or the number of days.
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.




**Select the *Save* button to confirm information**




**Your NOTAM request has been received by the FAA.**

**20XX-XXX-XXX-NRA**

**Successfully Submitted NOTAM for**

faa.gov Tools: Pri

Your NOTAM request has been received by the FAA. Thank you.

*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this a NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*

Return to Portal Page

**Successfully Submitted NOTAM for 20XX-AXX-XX-NRA**

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

## NOTAM Extension Request

If needed, a NOTAM Extension Request can be submitted.

Follow the instructions above for initial NOTAM notification until you get to the "*Case Information* FDC NOTAM section. At that point, select the link labeled **Request to Extend a NOTAM** and follow the Extension Request instructions below:

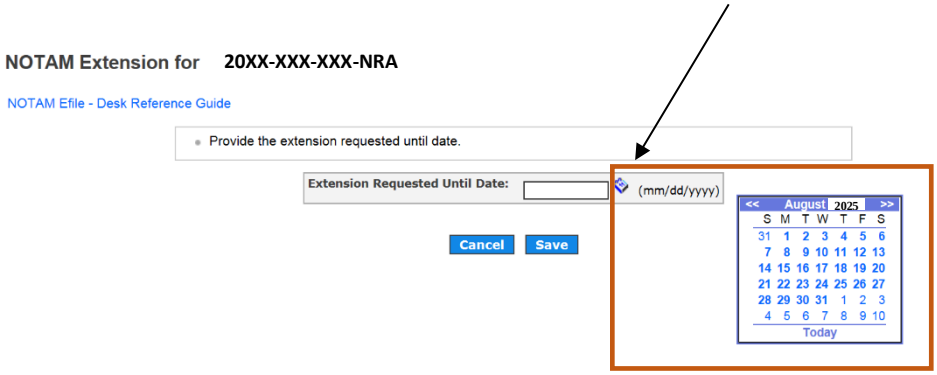
**Case Information**

| | |
|---|---|
| Component Type: | TEMP. CRANE |
| Development Type: | |
| Other Desc: | TEMP. CRANE - Miscellaneous |
| Prior Study: | |
| Date Determined: | 01/17/2025 |
| Letters: | 01/17/2025 NO7460 |
| NOTAM: | Request a NOTAM |
| | Request to Extend a NOTAM Request Cancellation of a NOTAM |

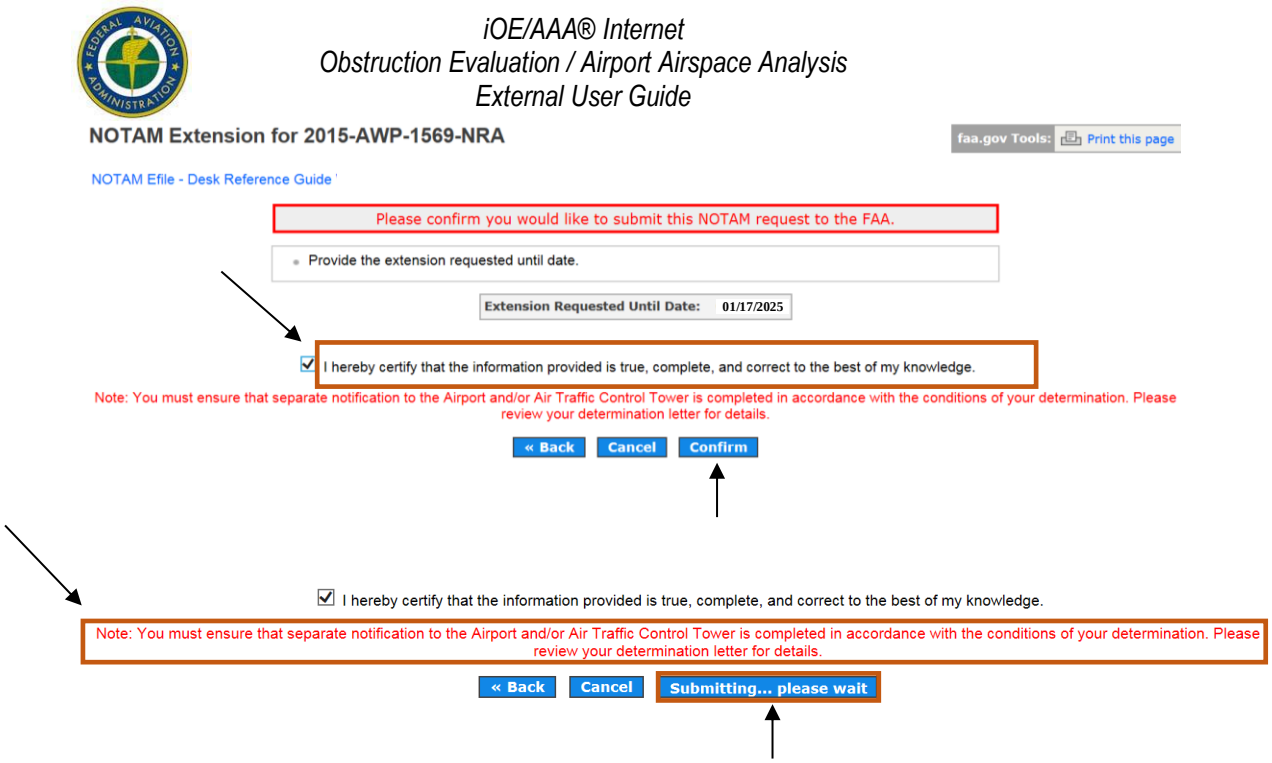
**Common Frequency Bands**

| Low Freq | High Freq | Freq Unit | ERP | ERP Unit |
|---|---|---|---|---|

Provide the extension requested until date.




**20XX-XXX-XXX-NRA**

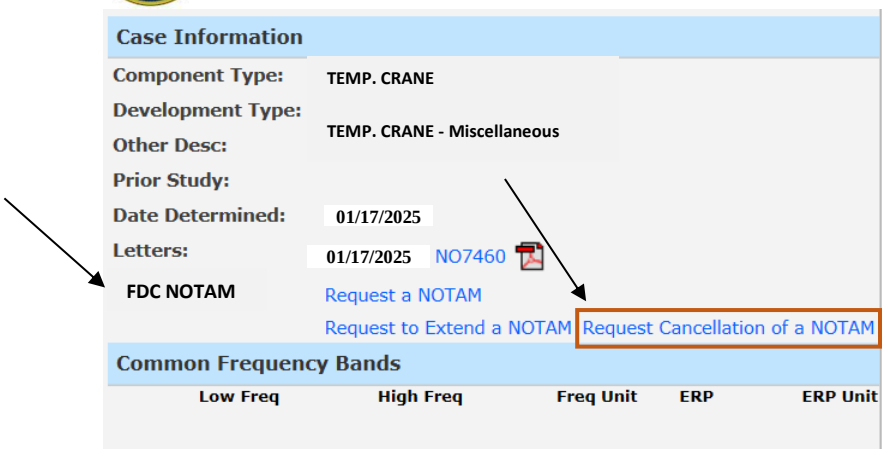



**Successfully Submitted NOTAM for 20XX-AXX-XX-NRA**

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

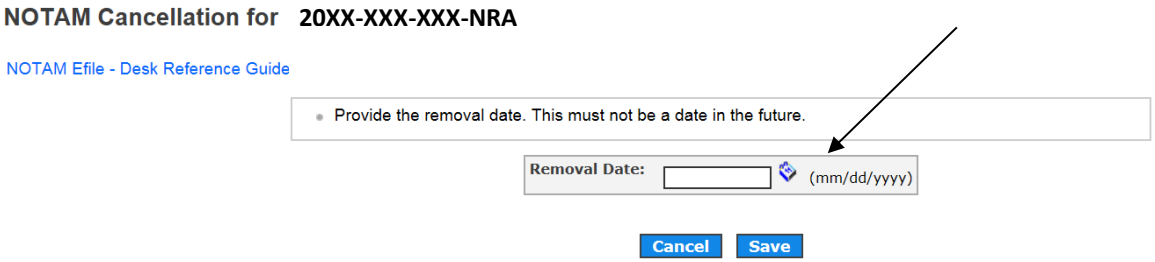
## NOTAM Cancellation Notification

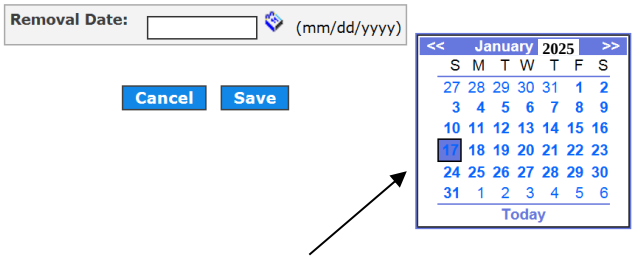
Follow the instructions above for initial NOTAM notification until you get to the "*Case Information* FDC NOTAM section. At that point, select the link labeled **Request Cancellation of a NOTAM** and follow the NOTAM Cancellation Notification instructions below:

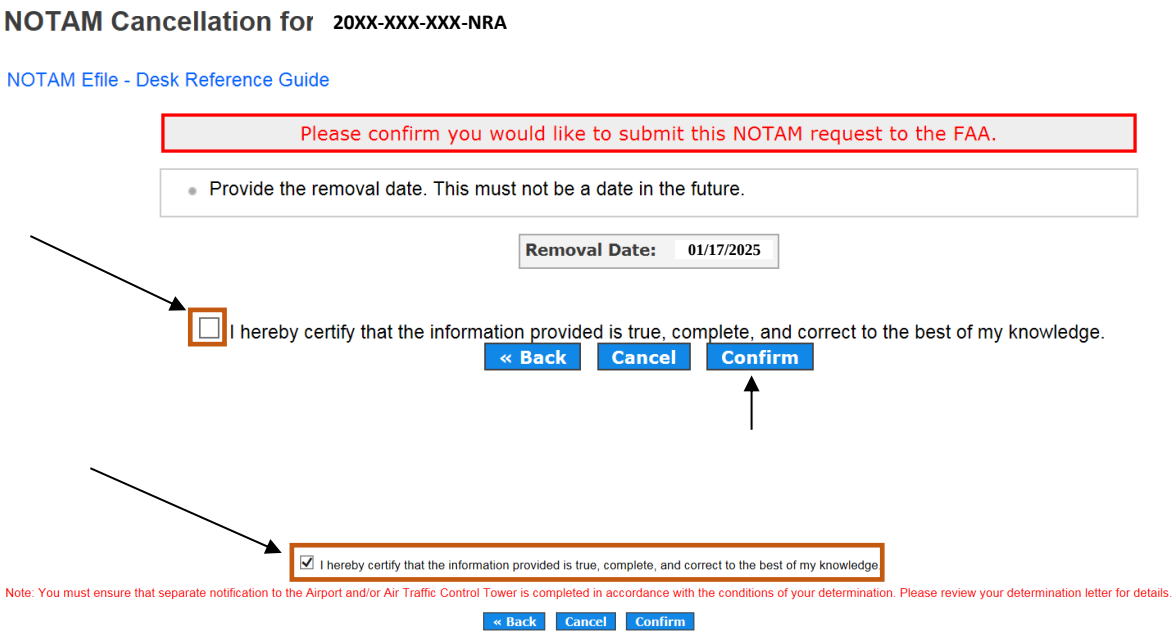


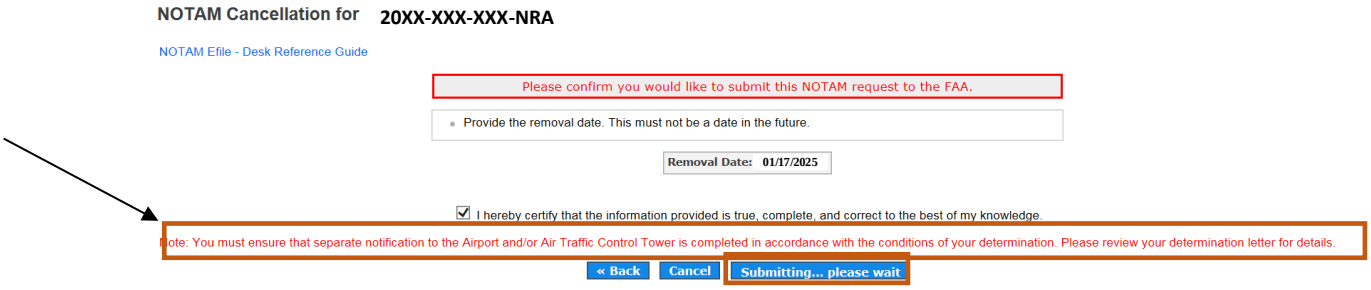

Provide the **Removal Date**. (<u>This must not be a date in the future</u>)

Click the *Save* button.




Removal Date:
(mm/dd/yyyy)
Cancel
Save
<< January 2025 >>
S M T W T F S
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
Today


NOTAM Cancellation for 20XX-XXX-XXX-NRA
NOTAM Efile - Desk Reference Guide
Please confirm you would like to submit this NOTAM request to the FAA.
Provide the removal date. This must not be a date in the future.
Removal Date: 01/17/2025
I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.
« Back
Cancel
Confirm
I hereby certify that the information provided is true, complete, and correct to the best of my knowledge
Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.
« Back
Cancel
Confirm


NOTAM Cancellation for 20XX-XXX-XXX-NRA
NOTAM Efile - Desk Reference Guide
Please confirm you would like to submit this NOTAM request to the FAA.
Provide the removal date. This must not be a date in the future.
Removal Date: 01/17/2025
I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.
Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.
« Back
Cancel
Submitting... please wait

Your NOTAM request has been received by the FAA.

**Successfully Submitted NOTAM for**

Your NOTAM request has been received by the FAA. Thank you.

*To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to ti NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.*

**Return to Portal Page**

**Successfully Submitted NOTAM for 20XX-AXX-XX-NRA**

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

# Sidebar Links

In addition to the capability that directly supports filing off- and on-airport cases, *OE/AAA* also provides other information and functionalities to help users. This section describes the links listed in the Sidebar on the left side of the screen.

## *Obstruction Evaluation*

### Home

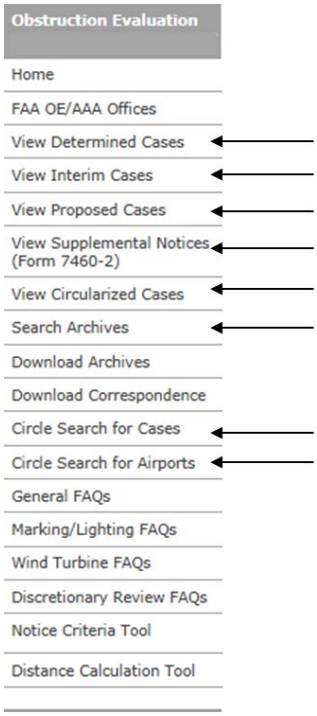
Clicking this link will bring you back to the OE/AAA Home Page.

## *FAA OE/AAA Offices*

From the **FAA OE/AAA Offices** link, the name and contact information for Obstruction Evaluation Service managers and supervisors is provided. Links to appropriate representatives and FAA Airports Region/District offices (ADO) are also available, along with the mailing addresses for forms filed via US Mail.

# Searches

To access OE/AAA Searches, select the applicable search link located on the left sidebar of the website, under the gray Obstruction Evaluation header.




## <u>OE/AAA Search Instruction</u>

**Common search information and examples**, consistent with the operation of searches described herein, are shown in the **View Determined Cases** search section. Refer to this section to better familiarize yourself with common screens and functionality.

## View Determined Cases

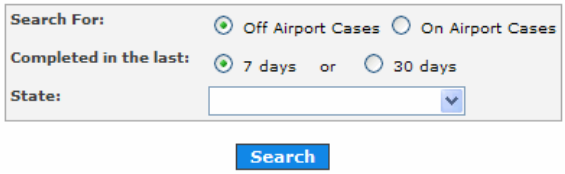
**Status:**

- *Determined cases have a completed aeronautical study.*

From the **View Determined Cases** link you'll have the ability to view recently determined cases by state within the last seven (7) or thirty (30) days.

Use the Search Archives form to query and view cases that were determined more than 30 days ago.

View Determined Cases by selecting the **View Determined Cases** link and selecting the desired search criteria.



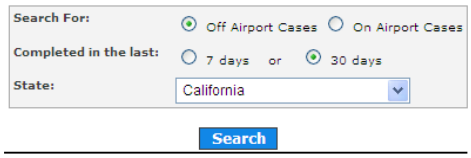

The **State** drop-down list includes all fifty states as well as the following territories of the United States: Puerto Rico, American Samoa, the Virgin Islands, Federated States of Micronesia, the Marshall Islands, Northern Mariana Islands, Wake Island, Palau, Guam and outlying areas such as the Republic of Panama.

**Instructions:**

8. Select Off Airport Cases or On Airport Cases
9. Select the number of Days
10. Select the State
11. Then, select the **[Search]** button

The results will only display aeronautical studies that have a valid FAA determination.

**Example:** Off Airport Cases – Search



## **Example:** Off Airport Cases - Search Results

| Case Number | City | State | Latitude | Longitude | Site Elevation | Structure Height | Total Height |
|---|---|---|---|---|---|---|---|
| 2025-AWP-2003-OE | Riverdale | CA | 36° 29' 10.59" N | 120° 24' 50.42" W | 498 | 296 | 794 |
| 2025-AWP-1660-OE | Fresno | CA | 36° 37' 00.90" N | 119° 53' 52.96" W | 236 | 129 | 365 |
| 2025-AWP-1638-OE | Foster City | CA | 37° 33' 57.38" N | 122° 16' 51.90" W | 8 | 250 | 258 |
| 2025-AWP-1634-OE | Corona | CA | 33° 52' 59.59" N | 117° 36' 01.87" W | 658 | 80 | 738 |
| 2025-AWP-1622-OE | Sunol | CA | 37° 37' 12.78" N | 121° 55' 20.28" W | 2172 | 156 | 2328 |
| 2025-AWP-1618-OE | Hawthorne | CA | 33° 52' 27.32" N | 118° 23' 19.25" W | 177 | 200 | 377 |
| 2025-AWP-1611-OE | Los Angeles | CA | 33° 56' 43.00" N | 118° 13' 43.90" W | 116 | 56 | 172 |
| 2025-AWP-1595-OE | Yreka | CA | 41° 42' 35.00" N | 122° 36' 59.00" W | 2825 | 38 | 2863 |

The Off Airport search results can be sorted by ASN, City, State, Latitude, Longitude, Site Elevation, Structure Height and Total Height.

## **Example:** Off Airport Cases - Result Sort

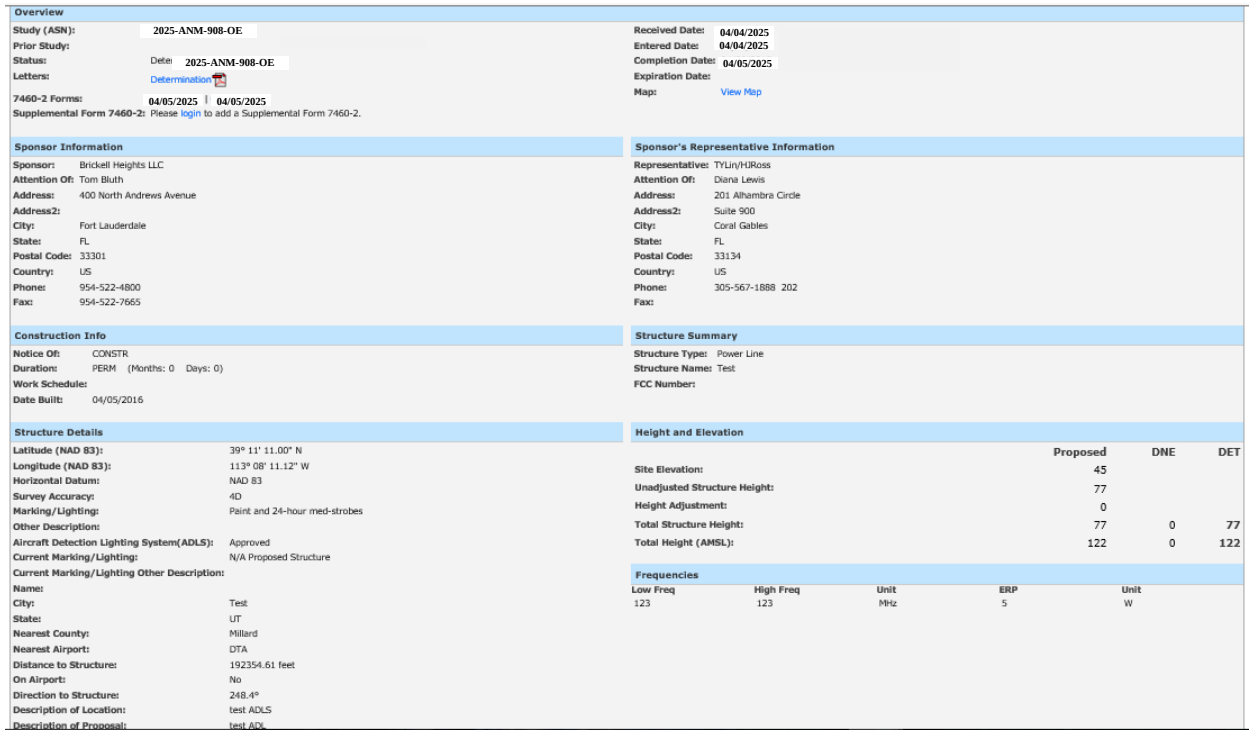
| Case Number | City | State | Latitude | Longitude | Site Elevation | Structure Height | Total Height |
|---|---|---|---|---|---|---|---|
| 2025-AWP-2003-OE | Riverdale | CA | 36° 29' 10.59" N | 120° 24' 50.42" W | 498 | 296 | 794 |
| 2025-AWP-1660-OE | Fresno | CA | 36° 37' 00.90" N | 119° 53' 52.96" W | 236 | 129 | 365 |

In the Search Results, the Aeronautical Study Number (ASN) for each case listed is a hyperlink to detailed information about that study.

## **Example:** Off Airport Cases Search Result - ASN Hyperlink

| Case Number | City | State | Latitude | Longitude | Site Elevation | Structure Height | Total Height |
|---|---|---|---|---|---|---|---|
| 2025-AWP-2003-OE | Riverdale | CA | 36° 29' 10.59" N | 120° 24' 50.42" W | 498 | 296 | 794 |
| 2025-AWP-1660-OE | Fresno | CA | 36° 37' 00.90" N | 119° 53' 52.96" W | 236 | 129 | 365 |
| 2025-AWP-1638-OE | Foster City | CA | 37° 33' 57.38" N | 122° 16' 51.90" W | 8 | 250 | 258 |
| 2025-AWP-1634-OE | Corona | CA | 33° 52' 59.59" N | 117° 36' 01.87" W | 658 | 80 | 738 |
| 2025-AWP-1622-OE | Sunol | CA | 37° 37' 12.78" N | 121° 55' 20.28" W | 2172 | 156 | 2328 |
| 2025-AWP-1618-OE | Hawthorne | CA | 33° 52' 27.32" N | 118° 23' 19.25" W | 177 | 200 | 377 |
| 2025-AWP-1611-OE | Los Angeles | CA | 33° 56' 43.00" N | 118° 13' 43.90" W | 116 | 56 | 172 |
| 2025-AWP-1595-OE | Yreka | CA | 41° 42' 35.00" N | 122° 36' 59.00" W | 2825 | 38 | 2863 |

## **Example:** Off Airport Details for Case Information – (Form 7460-1)



**Overview**

| | | | |
|---|---|---|---|
| Study (ASN): | 2025-ANM-908-OE | Received Date: | 04/04/2025 |
| Prior Study: | | Entered Date: | 04/04/2025 |
| Status: | Dete: 2025-ANM-908-OE | Completion Date: | 04/05/2025 |
| Letters: | Determination | Expiration Date: | |
| 7460-2 Forms: | 04/05/2025 \| 04/05/2025 | Map: | View Map |

Supplemental Form 7460-2: Please login to add a Supplemental Form 7460-2.

**Sponsor Information**

| | |
|---|---|
| Sponsor: | Brickell Heights LLC |
| Attention Of: | Tom Bluth |
| Address: | 400 North Andrews Avenue |
| Address2: | |
| City: | Fort Lauderdale |
| State: | FL |
| Postal Code: | 33301 |
| Country: | US |
| Phone: | 954-522-4800 |
| Fax: | 954-522-7665 |

**Sponsor's Representative Information**

| | |
|---|---|
| Representative: | TYLin/HJRoss |
| Attention Of: | Diana Lewis |
| Address: | 201 Alhambra Circle |
| Address2: | Suite 900 |
| City: | Coral Gables |
| State: | FL |
| Postal Code: | 33134 |
| Country: | US |
| Phone: | 305-567-1888 202 |
| Fax: | |

**Construction Info**

| | |
|---|---|
| Notice Of: | CONSTR |
| Duration: | PERM (Months: 0 Days: 0) |
| Work Schedule: | |
| Date Built: | 04/05/2016 |

**Structure Summary**

| | |
|---|---|
| Structure Type: | Power Line |
| Structure Name: | Test |
| FCC Number: | |

**Structure Details**

| | |
|---|---|
| Latitude (NAD 83): | 39° 11' 11.00" N |
| Longitude (NAD 83): | 113° 08' 11.12" W |
| Horizontal Datum: | NAD 83 |
| Survey Accuracy: | 4D |
| Marking/Lighting: | Paint and 24-hour med-strobes |
| Other Description: | |
| Aircraft Detection Lighting System(ADLS): | Approved |
| Current Marking/Lighting: | N/A Proposed Structure |
| Current Marking/Lighting Other Description: | |
| Name: | |
| City: | Test |
| State: | UT |
| Nearest County: | Millard |
| Nearest Airport: | DTA |
| Distance to Structure: | 192354.61 feet |
| On Airport: | No |
| Direction to Structure: | 248.4° |
| Description of Location: | test ADLS |
| Description of Proposal: | test ADL |

**Height and Elevation**

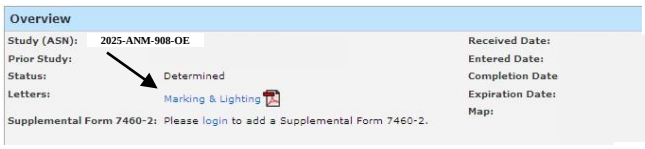
| | Proposed | DNE | DET |
|---|---|---|---|
| Site Elevation: | 45 | | |
| Unadjusted Structure Height: | 77 | | |
| Height Adjustment: | 0 | | |
| Total Structure Height: | 77 | 0 | 77 |
| Total Height (AMSL): | 122 | 0 | 122 |

**Frequencies**

| Low Freq | High Freq | Unit | ERP | Unit |
|---|---|---|---|---|
| 123 | 123 | MHz | 5 | W |

On the Off Airport Details for Case screen, in the Overview section, there are links to letters on the left. The latest letters associated with this case will be listed. On the right, there is a link to view the map.

## **Example:** Off Airport Details for Case screen - Overview Section

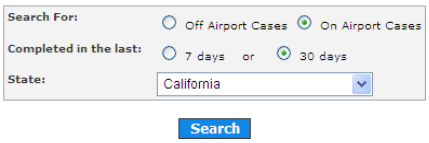


**Overview**

| | | | |
|---|---|---|---|
| Study (ASN): | 2025-ANM-908-OE | Received Date: | |
| Prior Study: | | Entered Date: | |
| Status: | Determined | Completion Date | |
| Letters: | Marking & Lighting | Expiration Date: | |
| | | Map: | |

Supplemental Form 7460-2: Please login to add a Supplemental Form 7460-2.

## **Example:** On Airport Cases Search



**Example:** On Airport Cases Search Result

| Case Number | Airport | City | State | Site Elevation | Structure Height | Total Height |
|---|---|---|---|---|---|---|
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 691 | 31 | 722 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 692 | 33 | 725 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 693 | 27 | 720 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 694 | 21 | 715 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 691 | 33 | 724 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 692 | 27 | 719 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 692 | 21 | 713 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 690 | 31 | 721 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 689 | 38 | 727 |
| 2025-AEA-367-NRA | SAN FRANCISCO INTL | SAN FRANCISCO | CA | 6 | 45 | 51 |
| 2025-AEA-367-NRA | SAN FRANCISCO INTL | SAN FRANCISCO | CA | 6 | 23 | 29 |

The On Airport search results can be sorted by ASN, Airport, City, State, Site Elevation, Structure Height and Total Height.

**Example:** On Airport Result Sort

| Case Number | Airport | City | State | Site Elevation | Structure Height | Total Height |
|---|---|---|---|---|---|---|
| 2025-AWP-367-NRA | BOB HOPE | BURBANK | CA | 691 | 31 | 722 |
| 2025-AWP-355-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |

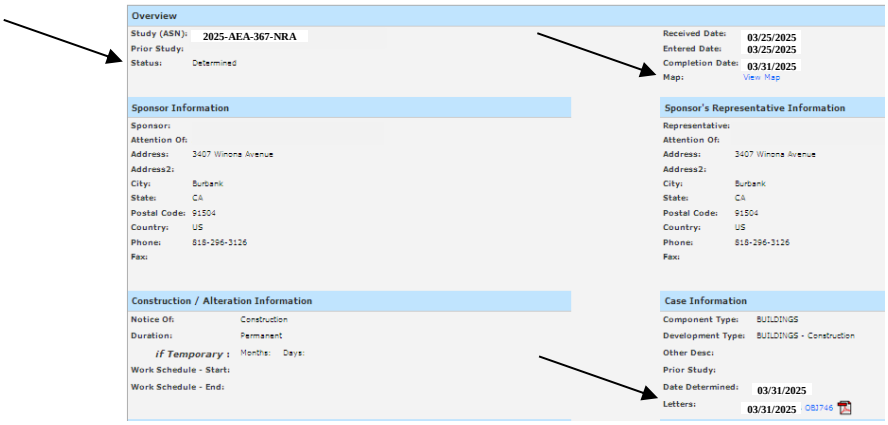
In the Search Results, the Aeronautical Study Number (ASN) for each case listed is a hyperlink into detailed information about that study.

**Example:** On Airport Cases Search Result - ASN Hyperlink

| Case Number | Airport | City | State | Site Elevation | Structure Height | Total Height |
|---|---|---|---|---|---|---|
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 691 | 31 | 722 |
| 2025-AEA-368-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |
| 2025-AEA-369-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |
| 2025-AEA-370-NRA | BOB HOPE | BURBANK | CA | 691 | 38 | 729 |
| 2025-AEA-371-NRA | BOB HOPE | BURBANK | CA | 692 | 33 | 725 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 693 | 27 | 720 |
| 2025-AEA-367-NRA | BOB HOPE | BURBANK | CA | 694 | 21 | 715 |

On the **On Airport Details for Case** screen, in the Case Information section, there are links to letters on the right. The latest letter associated with this case will
be listed. In the Overview section at the top, the case status is listed on the left and on the right, there is a link to view the map.

**Example:** On Airport Details for Case Information – (Form 7460-1)




## *View Interim Cases*

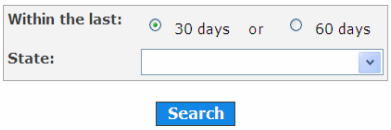
**Status:**

- *Interim cases have been reviewed by the FAA and require resolution from the filer.*

From the **View Interim Cases** link, you have the ability to view those cases in Interim status in the past 30 or 60 days.

Use this search to view recently issued **Notice of Preliminary Findings** cases by state.

Use the **Search Archives** search for other queries and view cases.




**Instructions:**

1. Select 30 or 60 days
2. Select the State
3. Then select the **[Search]** button

* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.

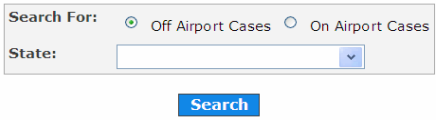
## *View Proposed Cases*

**Status:**

- *Proposed cases are being reviewed by the FAA but have not received an FAA determination.*

From the **View Proposed Cases** link, you have the ability to view recently proposed cases by state.

Proposed cases are cases that are currently being processed but have not yet been completed.




### Instructions:

1. Select Off Airport Cases or On Airport Cases
2. Select the State
3. Then, select the **[Search]** button

The information provided is a summary of the information on file. Not all of the data is available because there is no valid FAA Determination.

**Example:** Off Airport Proposed Case Information – (Form 7460-1)

**For information only.**
This proposal has not yet been studied. Study outcomes will be posted at a later date.
Public comments are not requested, and will not be considered at this time.

**Overview**

| | | | |
|---|---|---|---|
| Study (ASN): | 2025-AGL-369-NRA | Received Date: | |
| Prior Study: | | Entered Date: | |
| Status: | Work In Progress | Map: | View Map |

**Construction Info**

| | |
|---|---|
| Notice Of: | CONSTR |
| Duration: | PERM (Months: 0 Days: 0) |
| Work Schedule: | |

**Structure Summary**

| | |
|---|---|
| Structure Type: | Transmission Line |
| Structure Name: | 51038 |
| FCC Number: | |

**Structure Details**

| | |
|---|---|
| Latitude (NAD 83): | 43° 28' 21.64" N |
| Longitude (NAD 83): | 82° 47' 29.25" W |
| Datum: | NAD 83 |
| City: | Sandusky |
| State: | MI |
| Nearest County: | Sanilac |

**Height and Elevation**

| | Proposed |
|---|---|
| Site Elevation: | 765 |
| Structure Height: | 152 |
| Total Height (AMSL): | 917 |

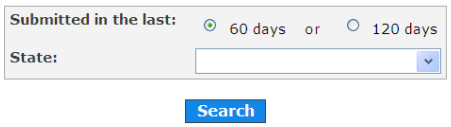
**Frequencies**

| Low Freq | High Freq | Unit | ERP | Unit |
|---|---|---|---|---|

* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.

# View Supplemental Notices

From the **View Supplemental Notices** link, you have the ability to view recently filed Supplemental notices within the last sixty (60) days or one hundred twenty (120) days in a given State.

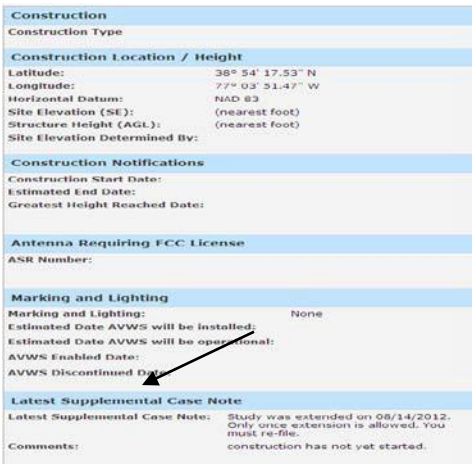



## Instructions:

1. Select the number of Days
2. Select the State
3. Then, select the **[Search]** button

Select an ASN link on the search result screen to be taken to a screen that displays the case data. At the bottom of the form there is a section called **Latest Supplemental Case Note**. The latest note (if any) from the Obstruction Evaluation Group concerning the Supplemental Notice will be listed here.

**Example:** Off Airport Supplemental Notices Case Note




* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.

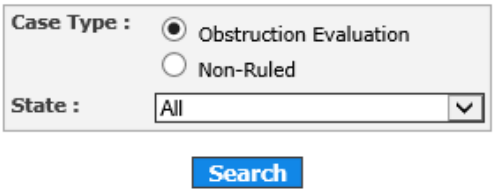
# View Circularized Cases

**Status:**

- *Circularized cases have been opened for public comment.*

Circularized (public comment) cases are studies where the FAA solicits input from the public. Proposed or existing construction that would affect an airport or necessitate a change in aeronautical operations or procedures require Public Notice. A Public Notice letter is distributed or "circulated" to interested parties for comment.

From the **View Circularized Cases** link, you have the ability to view cases open for public comment.



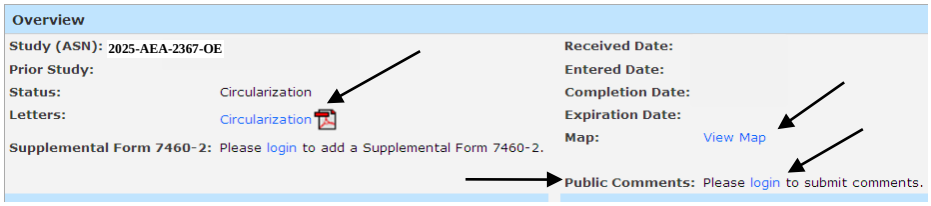

## Instructions:

1. Select the Case Type
2. Select the State
3. Then, select the **[Search]** button

On the Case Data screen of Off Airport and Non-Ruled On Airport cases, in the Overview section there is a link to the Circularization letter on the left. On the right, there is a link to view the **map** and there will either be a link to **login** or **Add Comment**. The **Add Comment** link is only visible if you are a registered and logged in user.

If you would like to provide input for a circularized case, please login to submit your comments.

**<u>Example:</u>** <u>Off Airport Case Data screen - Overview Section</u>



If you would like to receive an email notification whenever a case is circularized, please login to configure your **email preferences**.

## Search Archives

From the **Search Archives** link, you have the ability to search for **Off Airport** or **On Airport** Cases dating back to the year **1960** where available.

**Off Airport Cases**

By selecting the **[Off Airport Cases]** radio button you have the ability to search cases dating back to the year 1960 where available.

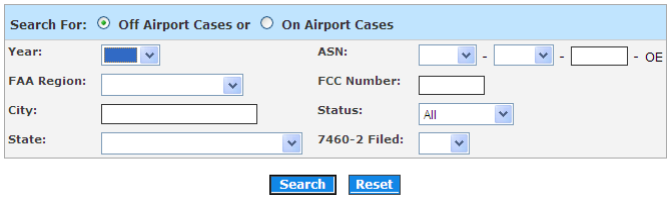
Archived cases can be searched via Year, Region, Status, City, State, ASN, ORS Number, FCC Number, 7460-2 Filed and Signature Control Number.

Results can be narrowed by choosing one or more filters such as "Status".

**Statuses:**

- Determined cases have a completed aeronautical study.
- Circularized cases have been opened for public comment.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.
- Interim cases that have been reviewed by the FAA and require resolution from the user.

<u>Searches will only return the first 2000 cases found.</u>



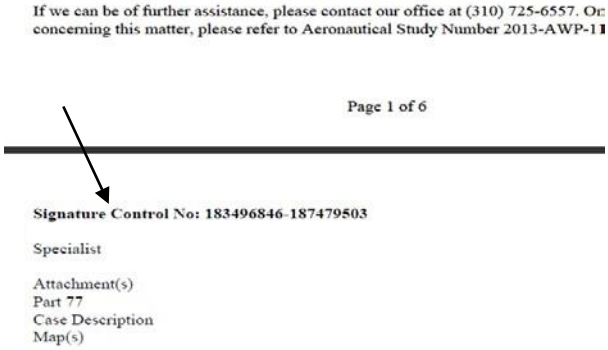

## Instructions:

1. Enter/select any combination of fields to construct a desired query
2. Then, select the **[Search]** button

## Search by Signature Control Number

You have the ability to search for **Off Airport** cases by using the assigned case Signature Control Number. The SCN is located on the bottom of distributed FAA letters and Post Cards.

**Example:** Off Airport **FAA Letter** - Signature Control Number location


If we can be of further assistance, please contact our office at (310) 725-6557. Or
concerning this matter, please refer to Aeronautical Study Number 2013-AWP-11

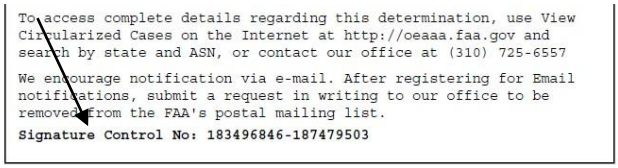
Page 1 of 6

**Signature Control No: 183496846-187479503**

Specialist

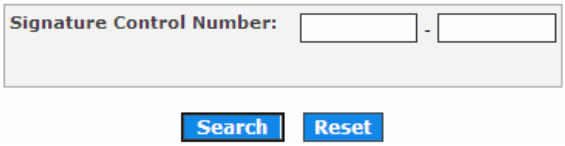
Attachment(s)
Part 77
Case Description
Map(s)

**Example:** Off Airport **Post Card** - Signature Control Number location


To access complete details regarding this determination, use View Circularized Cases on the Internet at http://oeaaa.faa.gov and search by state and ASN, or contact our office at (310) 725-6557

We encourage notification via e-mail. After registering for Email notifications, submit a request in writing to our office to be removed from the FAA's postal mailing list.

**Signature Control No: 183496846-187479503**




## Instructions:

3. Enter Signature Control Number
4. Then, select the **[Search]** button

## On Airport Cases

By selecting the **[On Airport Cases]** radio button you have the ability to search cases dating back to the year 1960 where available.

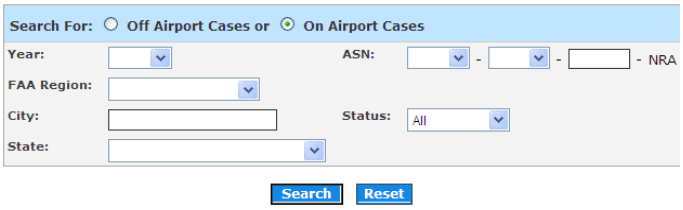
Archived cases can be searched via Year, Region, Status, City, State, ASN, and Airport ID.

Results can be narrowed by choosing one or more filters such as "Status".

**Statuses:**

- Determined cases have a completed aeronautical study.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.

<u>Searches will only return the first 2000 cases found.</u>




## Instructions:

5. Enter/select any combination of fields to construct a desired query
6. Then, select the **[Search]** button

Results can be narrowed by choosing a Status.

**Statuses:**

- Determined cases have a completed aeronautical study.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.

* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.

## *Circle Search for Cases*

From the **Circle Search for Cases** link, you have the ability to search for Off Airport Cases up to 50 nautical miles of an airport, an Off Airport case, an On Airport case, or a specific set of coordinates.

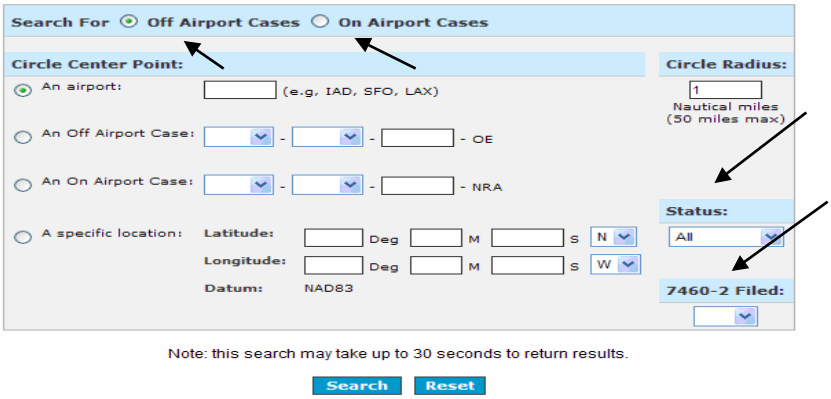
Results can be narrowed by choosing a Status.

**Statuses:**

- Determined cases have a completed aeronautical study.
- Circularized cases have been opened for public comment.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.
- Interim cases that have been reviewed by the FAA and require resolution from the user.

If you are searching for Off Airport Cases the results may also be narrowed by choosing if the 7460-2 filed field.

Note: this search may take up to 30 seconds to return results.




**Instructions:**

1. Enter the search criteria
2. Enter the Circle Radius
3. Select the **[Search]** button

* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.

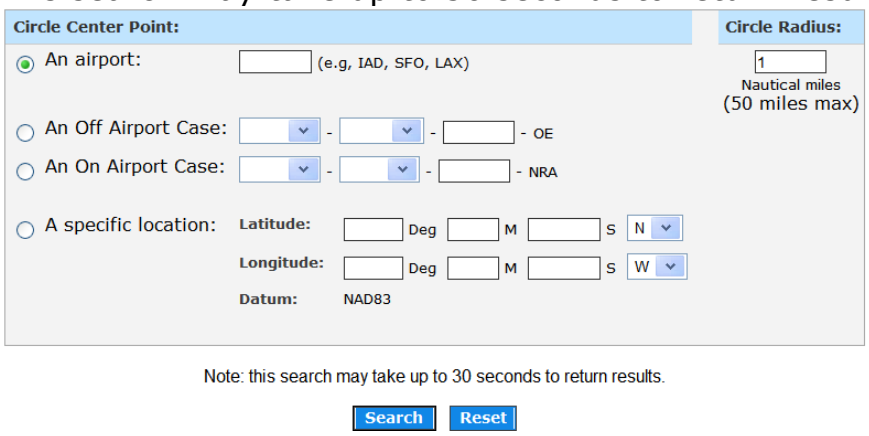
## *Circle Search for Airports*

Search for airports as defined in 14 CFR Part 77.9(d) around a center point with a specified radius.

From the **Circle Search for Airports** link, you have the ability to search for all public use airports and heliports within 50 nautical miles of an airport, an Off Airport case, an On Airport case, or a specific set of coordinates.

* Search results will only display public use facilities.

* This search may take up to 30 seconds to return results.




**Instructions:**

1. Enter the search criteria
2. Enter the Circle Radius
3. Select the **[Search]** button

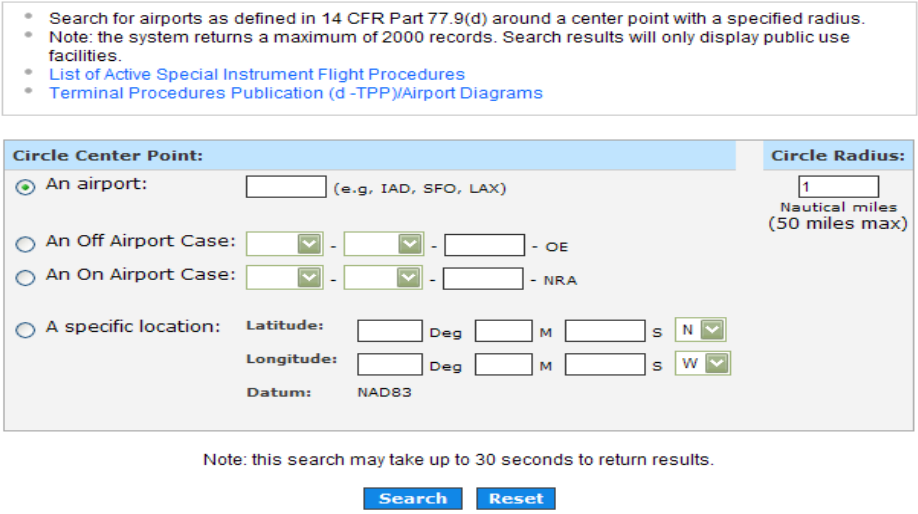
The search results can be sorted by the Name of the Airport, The Airport Loc ID, Site Type, City, State, Latitude, Longitude, Distance and Azimuth.

* For examples of common search screens and functionality, refer to the **View** Determined Cases search section.

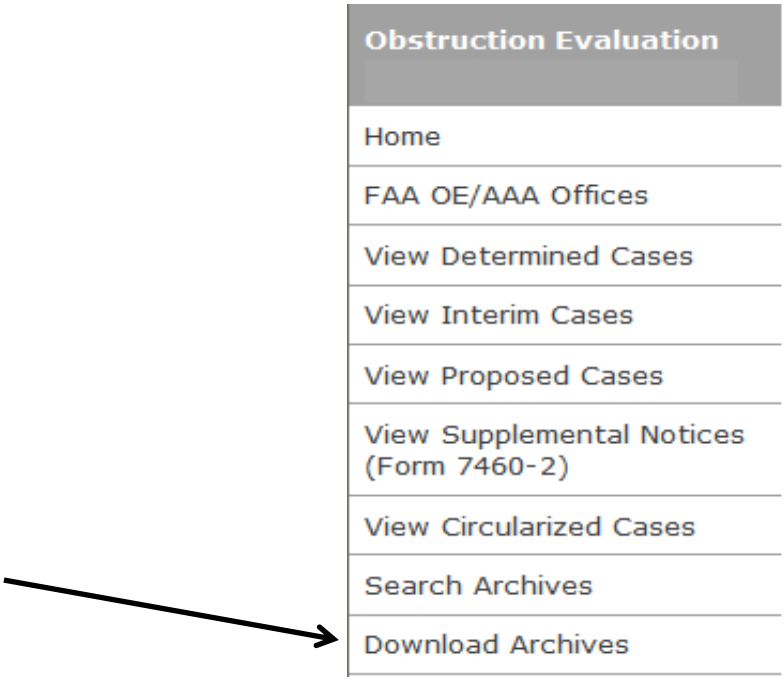
NOTE: There are two links provided as an additional resource on this screen:

- List of Active Special Instrument Flight Procedures
- Terminal Procedures Publication (d-TPP)/Airport Diagrams

For more info on these two links contact the links site owner.




## *Download Archives*



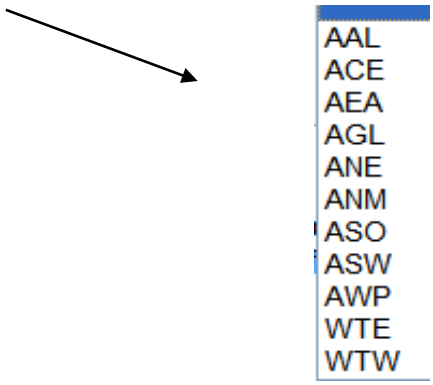
To access the OE/AAA Download Archives, select the **Download Archives link** located on the left sidebar of the website, under the gray Obstruction Evaluation header.

From the **Download Archives** link, you have the ability to download case information in CSV format.

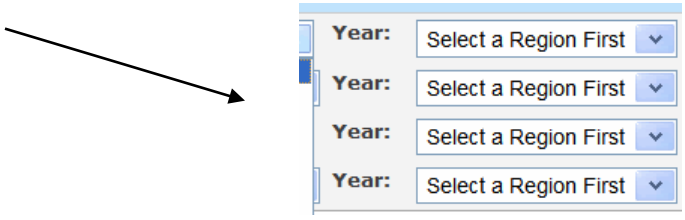
Determine the type of case information to download; On or Off airport, with or without frequencies.

To download Obstruction Evaluation / Airport Airspace Analysis case data:

1. Select a regional area of the United States from the Region dropdown.

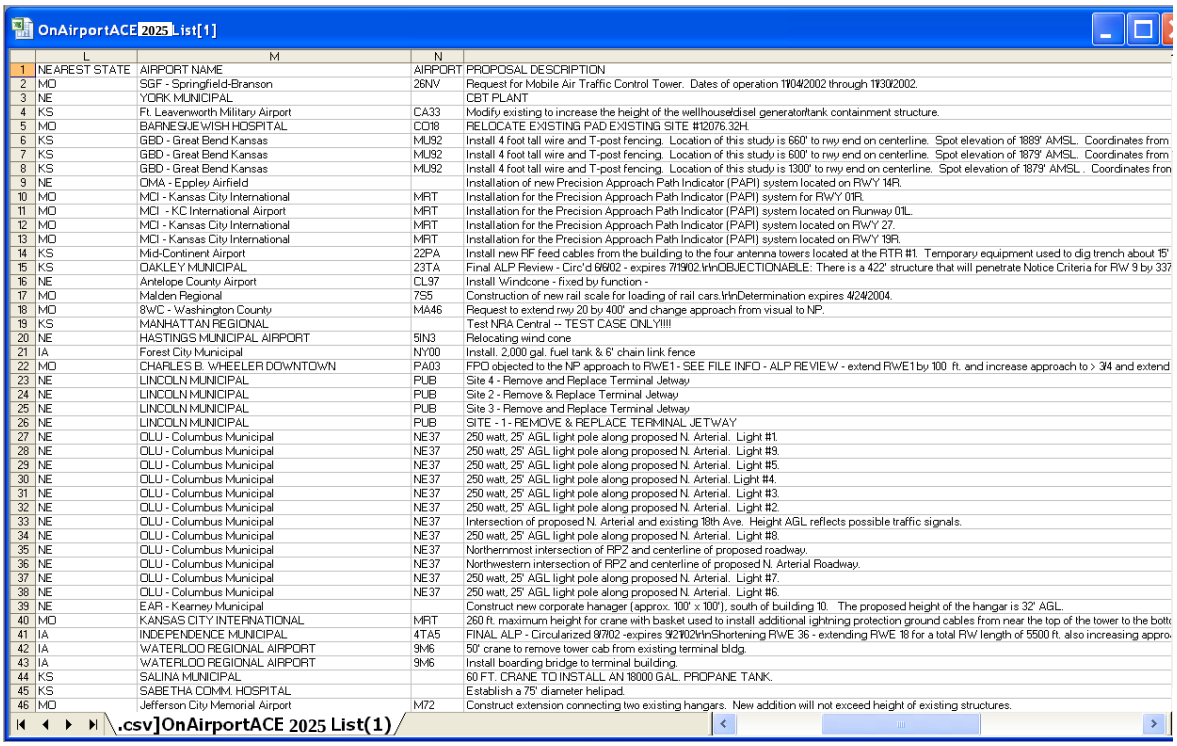



2. Select a year.




3. After both are chosen, select the **[Download]** button.

Example of Comma Separated Values (CSV) Download Archives Data



OnAirportACE 2025 List[1]

| | L | M | N | |
|---|---|---|---|---|
| 1 | NEAREST STATE | AIRPORT NAME | AIRPORT | PROPOSAL DESCRIPTION |
| 2 | MO | SGF - Springfield-Branson | 26NV | Request for Mobile Air Traffic Control Tower. Dates of operation 11/04/2002 through 11/30/2002. |
| 3 | NE | YORK MUNICIPAL | | CBT PLANT |
| 4 | KS | Ft. Leavenworth Military Airport | CA33 | Modify existing to increase the height of the wellhouse/diesel generator/tank containment structure. |
| 5 | MO | BARNES-JEWISH HOSPITAL | CO18 | RELOCATE EXISTING PAD EXISTING SITE #12076.32H. |
| 6 | KS | GBD - Great Bend Kansas | MU92 | Install 4 foot tall wire and T-post fencing. Location of this study is 660' to rwy end on centerline. Spot elevation of 1889' AMSL. Coordinates from |
| 7 | KS | GBD - Great Bend Kansas | MU92 | Install 4 foot tall wire and T-post fencing. Location of this study is 600' to rwy end on centerline. Spot elevation of 1879' AMSL. Coordinates from |
| 8 | KS | GBD - Great Bend Kansas | MU92 | Install 4 foot tall wire and T-post fencing. Location of this study is 1300' to rwy end on centerline. Spot elevation of 1879' AMSL. Coordinates fron |
| 9 | NE | OMA - Eppley Airfield | | Installation of new Precision Approach Path Indicator (PAPI) system located on RWY 14R. |
| 10 | MO | MCI - Kansas City International | MRT | Installation for the Precision Approach Path Indicator (PAPI) system for RWY 01R. |
| 11 | MO | MCI - KC International Airport | MRT | Installation for the Precision Approach Path Indicator (PAPI) system located on Runway 01L. |
| 12 | MO | MCI - Kansas City International | MRT | Installation for the Precision Approach Path Indicator (PAPI) system located on RWY 27. |
| 13 | MO | MCI - Kansas City International | MRT | Installation for the Precision Approach Path Indicator (PAPI) system located on RWY 19R. |
| 14 | KS | Mid-Continent Airport | 22PA | Install new RF feed cables from the building to the four antenna towers located at the RTR #1. Temporary equipment used to dig trench about 15' |
| 15 | KS | OAKLEY MUNICIPAL | 23TA | Final ALP Review - Circ'd 6/6/02 - expires 7/15/02.\r\nOBJECTIONABLE: There is a 422' structure that will penetrate Notice Criteria for RW 9 by 337 |
| 16 | NE | Antelope County Airport | CL97 | Install Windcone - fixed by function - |
| 17 | MO | Malden Regional | 7S5 | Construction of new rail scale for loading of rail cars.\r\nDetermination expires 4/24/2004. |
| 18 | MO | 8WC - Washington County | MA46 | Request to extend rwy 20 by 400' and change approach from visual to NP. |
| 19 | KS | MANHATTAN REGIONAL | | Test NRA Central -- TEST CASE ONLY!!!! |
| 20 | NE | HASTINGS MUNICIPAL AIRPORT | 5IN3 | Relocating wind cone |
| 21 | IA | Forest City Municipal | NY00 | Install. 2,000 gal. fuel tank & 6' chain link fence |
| 22 | MO | CHARLES B. WHEELER DOWNTOWN | PA03 | FPO objected to the NP approach to RWE1 - SEE FILE INFO - ALP REVIEW - extend RWE1 by 100 ft. and increase approach to > 3/4 and extend |
| 23 | NE | LINCOLN MUNICIPAL | PUB | Site 4 - Remove and Replace Terminal Jetway |
| 24 | NE | LINCOLN MUNICIPAL | PUB | Site 2 - Remove & Replace Terminal Jetway |
| 25 | NE | LINCOLN MUNICIPAL | PUB | Site 3 - Remove and Replace Terminal Jetway |
| 26 | NE | LINCOLN MUNICIPAL | PUB | SITE - 1 - REMOVE & REPLACE TERMINAL JETWAY |
| 27 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #1. |
| 28 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #9. |
| 29 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #5. |
| 30 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #4. |
| 31 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #3. |
| 32 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #2. |
| 33 | NE | OLU - Columbus Municipal | NE37 | Intersection of proposed N. Arterial and existing 18th Ave. Height AGL reflects possible traffic signals. |
| 34 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #8. |
| 35 | NE | OLU - Columbus Municipal | NE37 | Northernmost intersection of RP2 and centerline of proposed roadway. |
| 36 | NE | OLU - Columbus Municipal | NE37 | Northwestern intersection of RP2 and centerline of proposed N. Arterial Roadway. |
| 37 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #7. |
| 38 | NE | OLU - Columbus Municipal | NE37 | 250 watt, 25' AGL light pole along proposed N. Arterial. Light #6. |
| 39 | NE | EAR - Kearney Municipal | | Construct new corporate hanager (approx. 100' x 100'), south of building 10. The proposed height of the hangar is 32' AGL. |
| 40 | MO | KANSAS CITY INTERNATIONAL | MRT | 260 ft. maximum height for crane with basket used to install additional lightning protection ground cables from near the top of the tower to the bott |
| 41 | IA | INDEPENDENCE MUNICIPAL | 4TA5 | FINAL ALP - Circularized 8/7/02 -expires 9/21/02\r\nShortening RWE 36 - extending RWE 18 for a total RW length of 5500 ft. also increasing appro |
| 42 | IA | WATERLOO REGIONAL AIRPORT | 9M6 | 50' crane to remove tower cab from existing terminal bldg. |
| 43 | IA | WATERLOO REGIONAL AIRPORT | 9M6 | Install boarding bridge to terminal building. |
| 44 | KS | SALINA MUNICIPAL | | 60 FT. CRANE TO INSTALL AN 18000 GAL. PROPANE TANK. |
| 45 | KS | SABETHA COMM. HOSPITAL | | Establish a 75' diameter helipad. |
| 46 | MO | Jefferson City Memorial Airport | M72 | Construct extension connecting two existing hangars. New addition will not exceed height of existing structures. |

.csv]OnAirportACE 2025 List(1)

The download archives case data is usually updated on Saturday evenings.

The CSV file contains a timestamp that will show you when the information was retrieved.

| | | | |
|---|---|---|---|
| 381 | 2025-ACE-43-NRA | | Determined |
| 382 | 2025-ACE-57-NRA | | Determined |
| 383 | 2023-ACE-42-NRA | | Determined |
| 384 | | | |
| 385 | Data as of | | |
| 386 | | | |

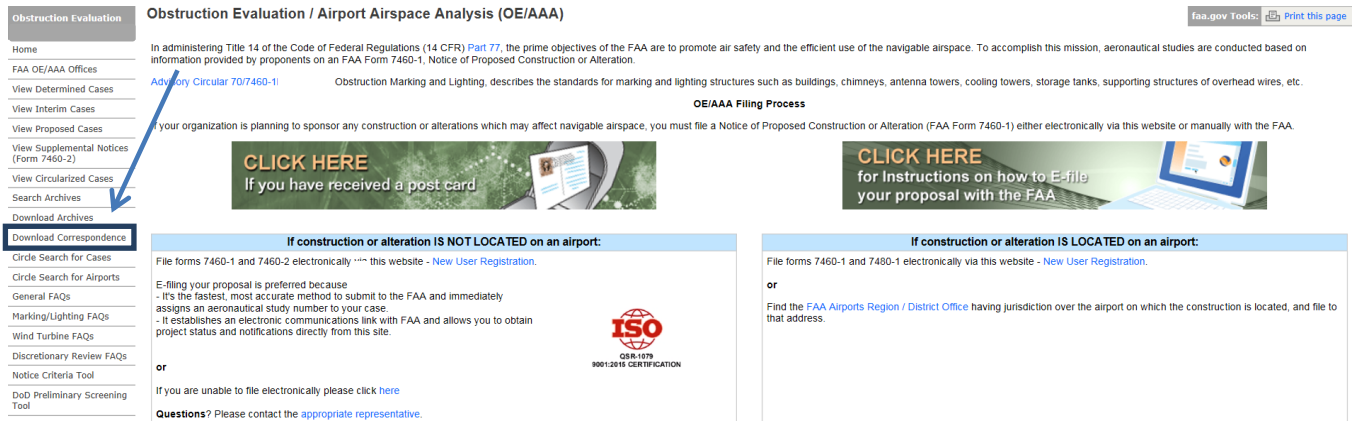
.csv]OnAirportACE 2025 List(

Archived case data can also be accessed using the OE/AAA Web

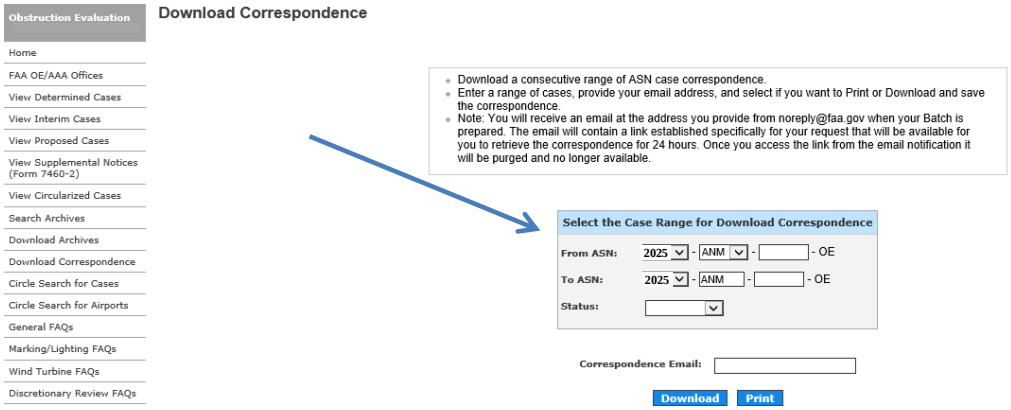
Application Programming Interface (API) RESTFUL SERVICES

# *Batch Download or Batch Print Correspondence*

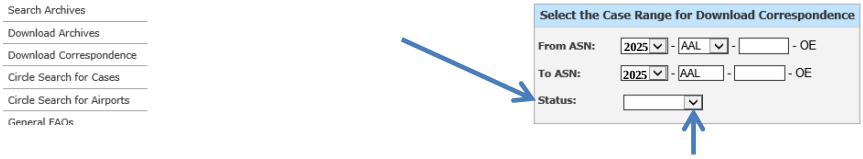
To **batch download** or **batch print** correspondence documents from the OE/AAA website, select the link labeled **Download Correspondence** in the left side navigation. The **Download Correspondence link** is located under the **Obstruction Evaluation** section between Download Archives and the Circle Search for Cases links.




When the Download Correspondence link is selected, the page will provide users the ability to enter a range of cases, using a year and region drop down menu; where a range of case numbers can be entering.



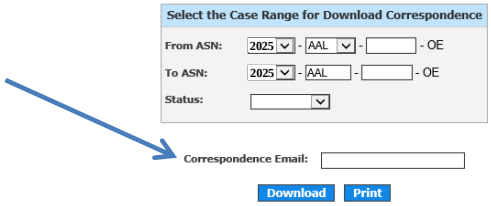
Select the type of correspondence for download or print from the dropdown menu provided.




The following choices are available:

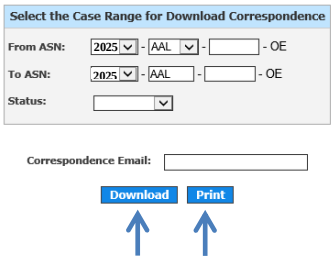
- Determination (for Off Airport cases in Determined status)
- Extension (for Off Airport cases in Determined status with an extension pending)
- Circularization (for Off Airport cases in Circularized status)

An email address is required to send a message when the request is complete.




>If **Print** is selected the system will compile the requested correspondence into a **single pdf** so the user may print it.

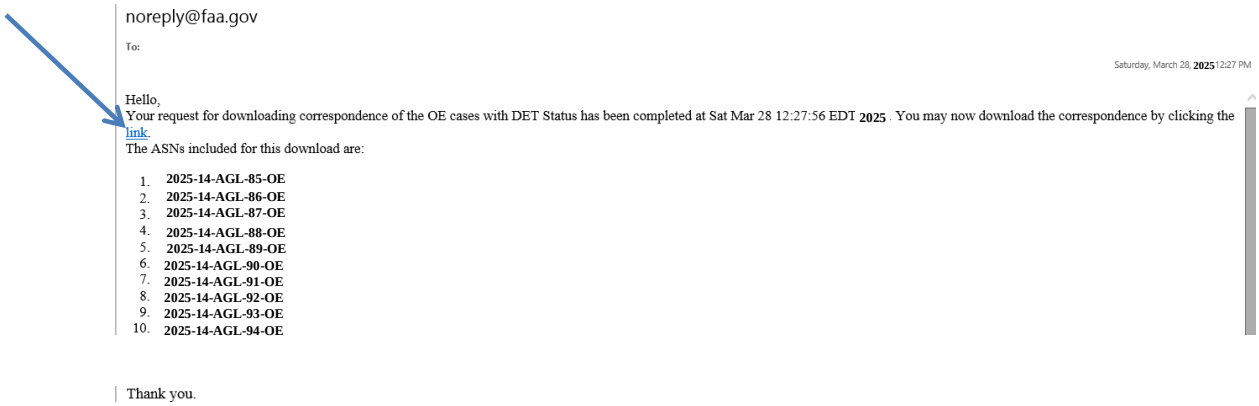
>If **Download** is selected the system will create a **zip file** so the user can save the **individual pdfs**.




When all required information has been filled in and Print or Download has been selected a notification will be notified via email when your requested information has been prepared for you.

The email will contain a **link** to retrieve the information for downloading/printing. This link will only be valid for **24 hours** after you have been notified that your request has been prepared. **If the link expires you must submit a new request. You will only receive one email notification."**

**Example Email:** Off Airport Case Correspondence **Ready** for Download


noreply@faa.gov

To:

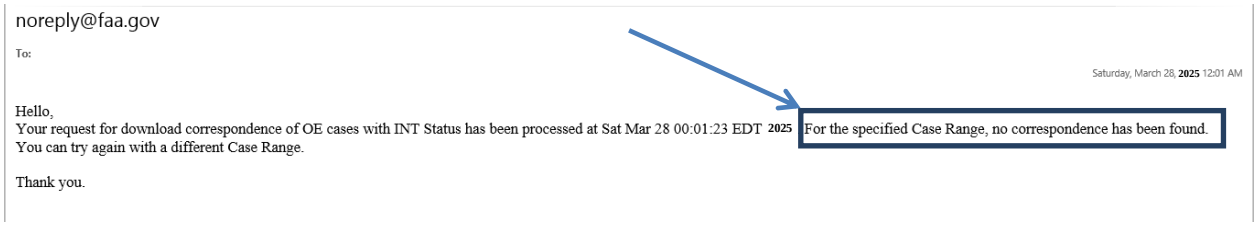
Saturday, March 28, **2025** 12:27 PM

Hello,
Your request for downloading correspondence of the OE cases with DET Status has been completed at Sat Mar 28 12:27:56 EDT **2025** . You may now download the correspondence by clicking the link.
The ASNs included for this download are:

1. **2025-14-AGL-85-OE**
2. **2025-14-AGL-86-OE**
3. **2025-14-AGL-87-OE**
4. **2025-14-AGL-88-OE**
5. **2025-14-AGL-89-OE**
6. **2025-14-AGL-90-OE**
7. **2025-14-AGL-91-OE**
8. **2025-14-AGL-92-OE**
9. **2025-14-AGL-93-OE**
10. **2025-14-AGL-94-OE**

Thank you.

**Example Email:** No Off Airport Case Correspondence Found for Download


noreply@faa.gov

To:

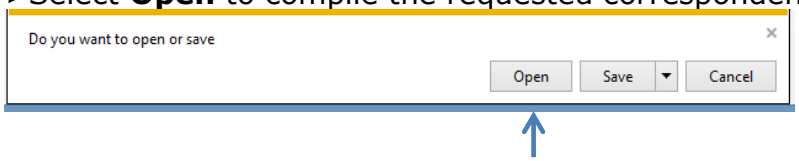
Saturday, March 28, **2025** 12:01 AM

Hello,
Your request for download correspondence of OE cases with INT Status has been processed at Sat Mar 28 00:01:23 EDT **2025**
You can try again with a different Case Range.

For the specified Case Range, no correspondence has been found.

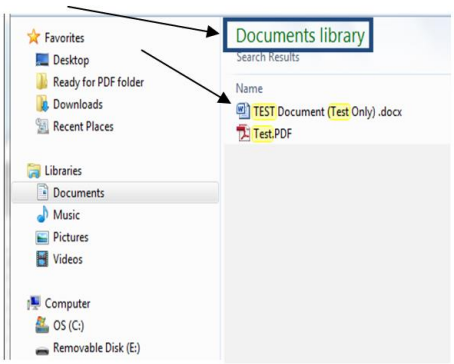
Thank you.

>Select **Open** to compile the requested correspondence into a **single pdf** for printing.




>Select **Save** to Download the requested **zip file** with the **individual pdfs**.

**Example:** Choose a File to Upload – Case Document



# Web Services

*OE/AAA* Web services are available for computer to computer receipt of on and off airport potential obstruction data.

## Public Access

### Caselist - No login required

- Find On Airport or Off Airport Case by Aeronautical Study Number (ASN)
- Find cases by type and date range
- Find cases by type, year and region or nearest state code

### Circ – No login required.

- Find Circ cases by nearest state code
- Find On Airport or Off Airport Case by ASN

A RESTful Web Services user guide is included on the Download Archives screen.

The Web Application Description Language (WADL) of the public web services for downloading case information can be found here.

https://ioeaaa.faa.gov/oeaaa/services/?_wadl&_type=xml

## *General FAQs*

From the **General FAQs** link, you are given answers to frequently asked questions about the FAA's OE/AAA Process.

### Marking/Lighting FAQs

From the **Marking/Lighting FAQs** link, you are given answers to frequently asked questions about the FAA's OE/AAA Process.

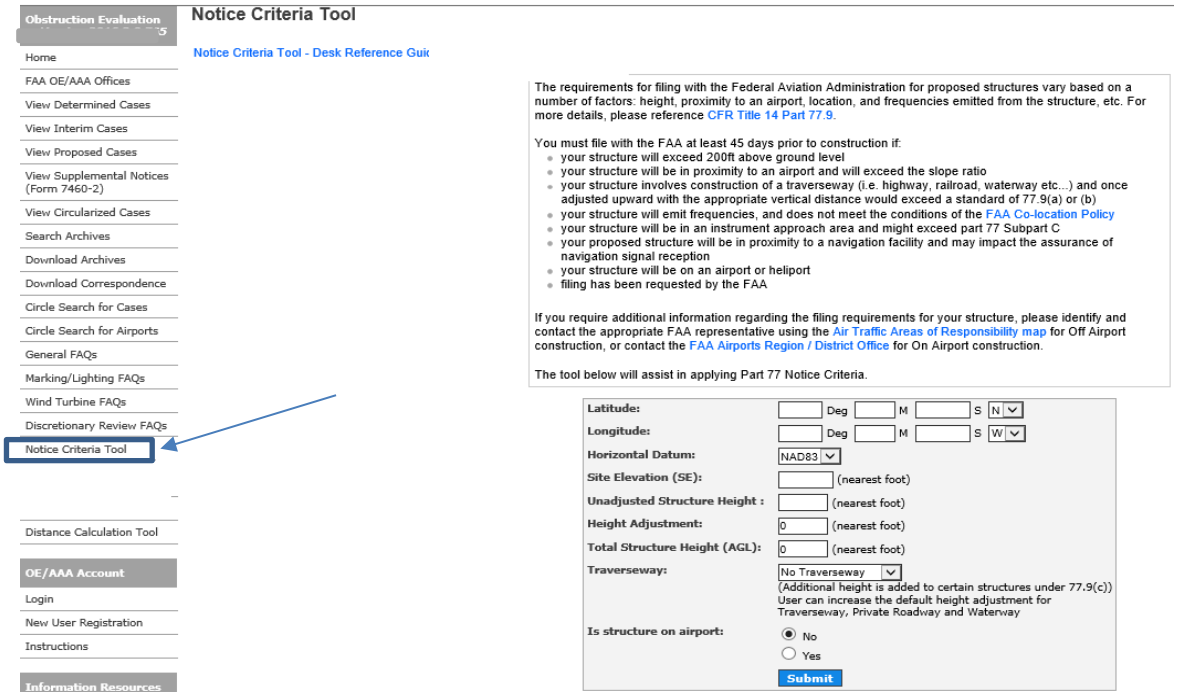
### Wind Turbine FAQs

From the **Wind Turbine FAQs** link, you are given answers to frequently asked questions about the FAA's OE/AAA Process.

### Discretionary Review FAQs

From the **Discretionary Review FAQs** link, you are given answers to frequently asked questions about the FAA's Petitions Process.
If you need further information, contact the Airspace Regulations & ATC Procedures Group at (202) 267-8783.

## *Notice Criteria Tool*



To access the OE/AAA Notice Criteria screen, select the **Notice Criteria Tool** link located on the left sidebar of the website, under the gray Obstruction Evaluation header.

As shown below, the Notice Criteria screen summarizes the filing requirements specified in Title 14 of the Code of Federal Regulations Part 77.9 Notice Criteria.

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. Fo more details, please reference CFR Title 14 Part 77.9.

You must file with the FAA at least 45 days prior to construction if:

- your structure will exceed 200ft above ground level
- your structure will be in proximity to an airport and will exceed the slope ratio
- your structure involves construction of a traverseway (i.e. highway, railroad, waterway etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- your structure will emit frequencies, and does not meet the conditions of the FAA Co-location Policy
- your structure will be in an instrument approach area and might exceed part 77 Subpart C
- your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- your structure will be on an airport or heliport
- filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the Air Traffic Areas of Responsibility map for Off Airport construction, or contact the FAA Airports Region / District Office for On Airport construction.

There's a **CFR Title 14 Part 77.9** link in the first paragraph above. Selecting this link, opens a new browser window where you can view text or PDF sections of the Part 77 regulation. You must ensure that your proposal does not require notice under *any* Notice Criteria prescribed in Part 77.9.

In the bulleted list above, there is a link to the **FAA Co-location Policy**. In the second paragraph above, there are links to the **Air Traffic Areas of Responsibility map** and the **FAA Airports Region / District Office**.

You can use the calculation tool to determine if your proposal exceeds the slope ratio criteria.

The slope calculation tool is only provided to assist you in applying the appropriate calculation for Part 77.9.

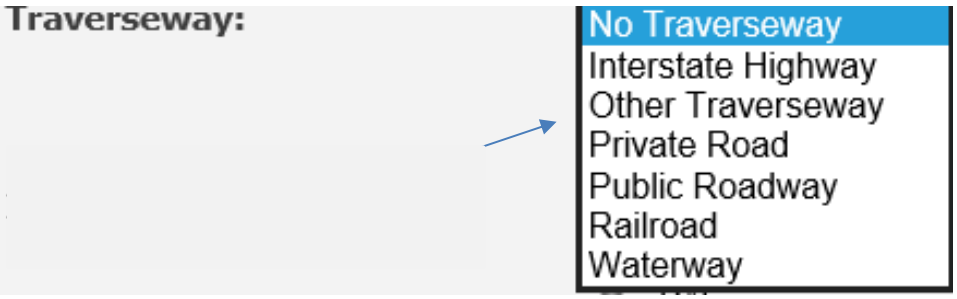
## Notice Criteria Tool:

The tool below will assist in applying Part 77 Notice Criteria.

| | |
|---|---|
| **Latitude:** | Deg M S N |
| **Longitude:** | Deg M S W |
| **Horizontal Datum:** | NAD83 |
| **Site Elevation (SE):** | (nearest foot) |
| **Unadjusted Structure Height :** | (nearest foot) |
| **Height Adjustment:** | 0 (nearest foot) |
| **Total Structure Height (AGL):** | 0 (nearest foot) |
| **Traverseway:** | No Traverseway<br>(Additional height is added to certain structures under 77.9(c))<br>User can increase the default height adjustment for Traverseway, Private Roadway and Waterway |
| **Is structure on airport:** | ◉ No<br>○ Yes<br>Submit |

1. Enter the proposed Latitude, Longitude, Horizontal Datum, Site Elevation, and Unadjusted Structure Height.

2. Traverseway - use the default entry of "No Traverseway" in this field **<u>unless</u>** your structure type is a traverseway entry from the dropdown.




3. Select whether the structure is located on an airport.

4. Then, select the **[Submit]** button.

The results will provide the slope calculation exceed, if any.

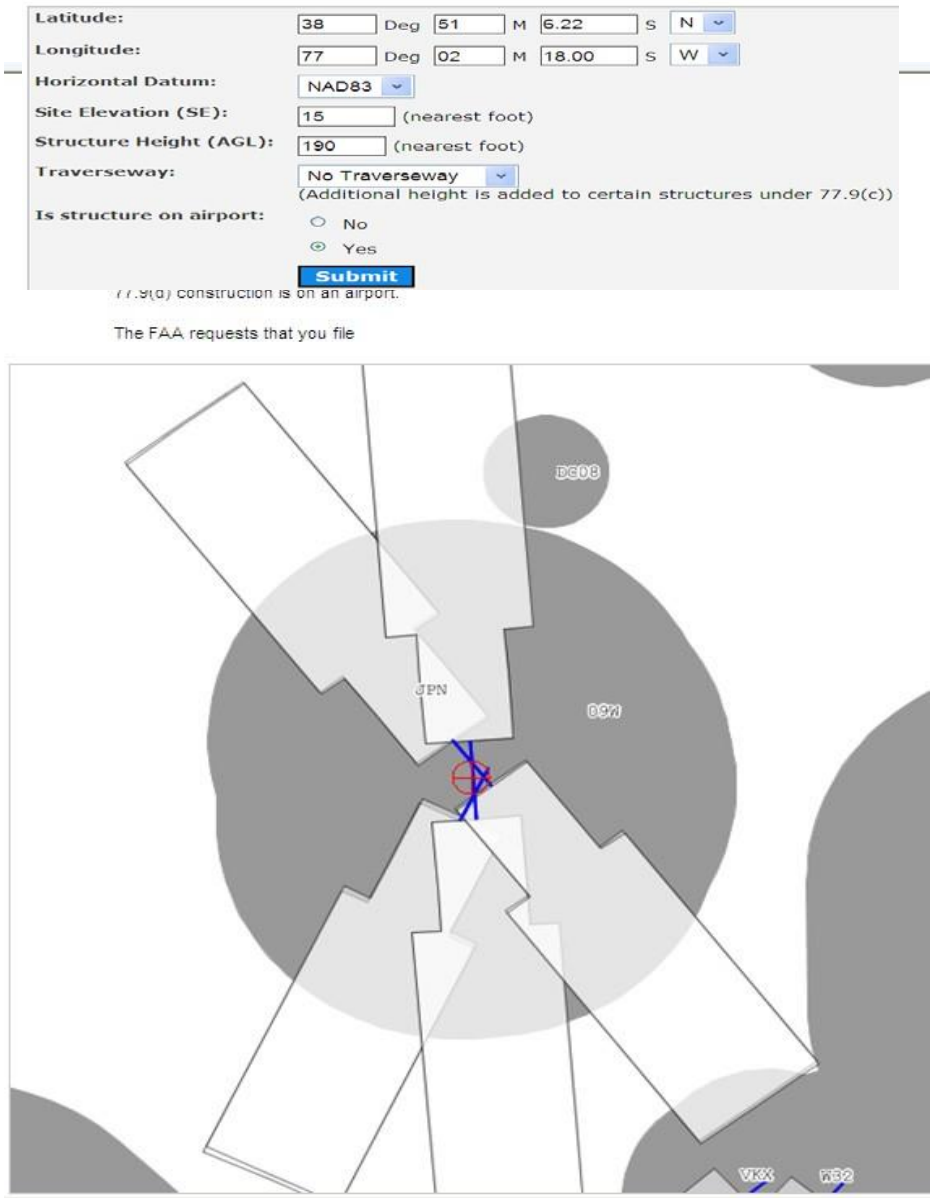
The following is an example of a slope calculation that did not exceed FAA Part 77 Notice Criteria:

**Example 1: "Does Not Exceed"**

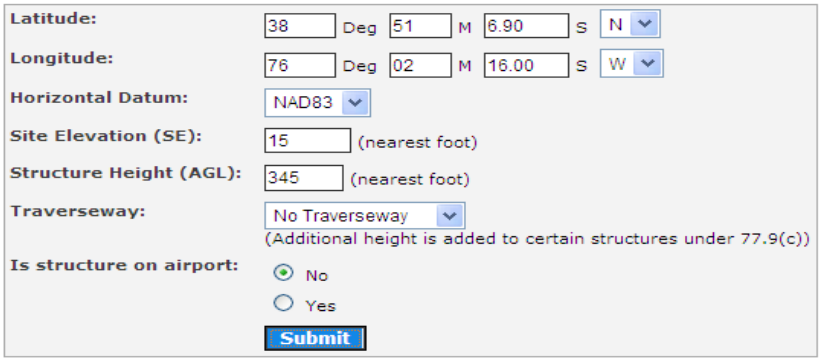
The following two examples illustrate On and OFF airport slope calculations that exceed FAA Part 77 Notice Criteria:

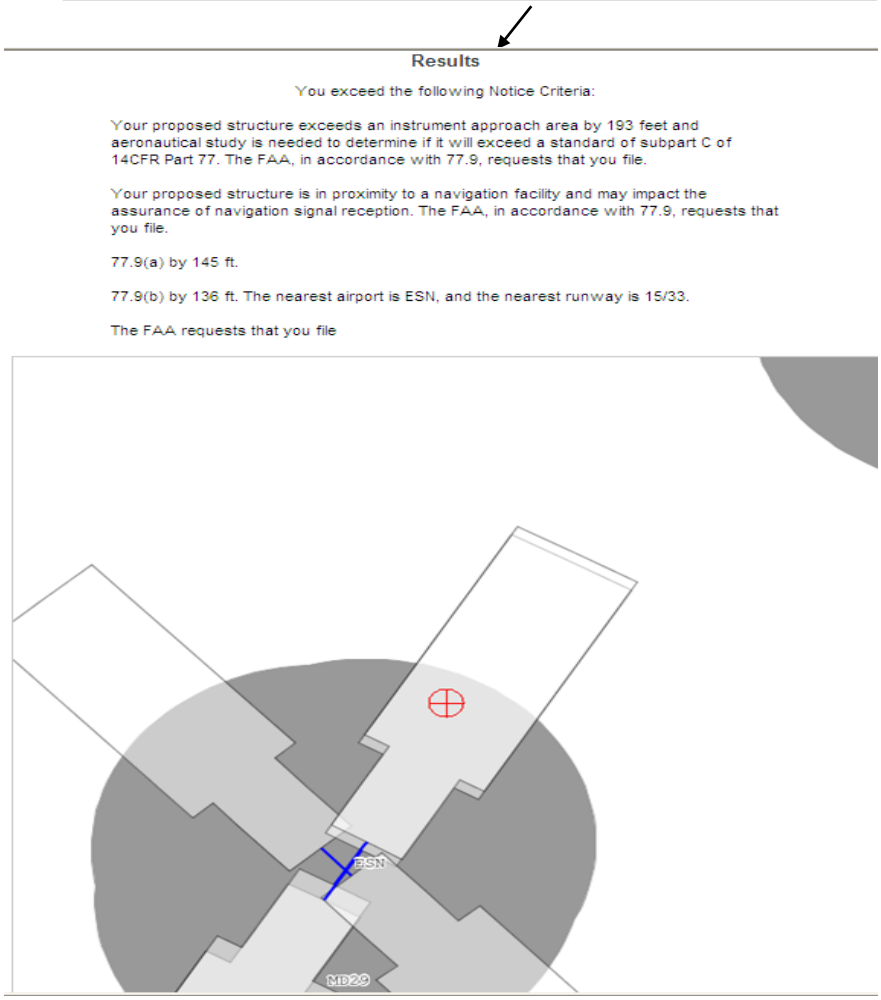
In both Exceed result examples below the slope calculation exceed is provided in feet; the nearest airport and affected runway(s) are also identified.

**Example 2: On Airport "Exceed"**



## Example 3: Off Airport "Exceed"




If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the Air Traffic Areas of Responsibility map for Off Airport construction, or contact the FAA Airports Region/District Office for On Airport construction.

## Distance Calculation Tool

From the **Distance Calculation Tool** link, you have the ability to measure the distance between two sets of coordinates. Enter the Latitude Degrees, Minutes, Seconds, Direction, Longitude Degrees, Minutes, Seconds, Direction, and Horizontal Datum for Point 1, and Point 2. Then select the **[Submit]** button. The tool will calculate and display the distances in Feet, Statute
Miles, Nautical Miles, Meters and Kilometers.

# *OE/AAA Account*

## *Portal Page*

Clicking this link will bring you back to your *OE/AAA* portal page.

## My Cases (Off Airport)

Clicking the **My Cases (Off Airport)** link takes you to a page that lists Off Airport cases filed using your account.

## My Cases (On Airport)

Clicking the **My Cases (On Airport)** link transports you to a page that lists On Airport cases filed using your account.

## My Sponsors

Clicking this link will bring you to a page showing your *OE/AAA* sponsors.

## My Circ Comments

Clicking this link will bring you to a page for you to view your comments submitted to Off Airport cases in Circularization (Circ) status. E-filers can't view comments submitted through other user accounts.

## Add New Case (Off Airport)

Clicking this link will bring you to a page for you to add new Off-Airport cases.

## Add New Case (On Airport)

Clicking this link will bring you to a page for you to add new On-Airport cases.

### Add Supplemental Notice (7460-2 Form)

### My Cases Transfer History

Click to go to the View Case Transfer History screen to select the pending Off Airport case(s) you want to Confirm (Accept) or Reject and view your case transfer history.

### Update User Account

Clicking the **Update Account Information** link will bring you to a page for you to update your account information. All account information except the password and username can be changed on this screen. After making the desired changes, select the **[Submit]** button at the bottom of the page to save your changes.

### Change Password

Click the **Change Password** link to change your user password. Enter a new password twice, and then select the **[Submit]** button at the bottom of the page.

### Logout

Click the **Logout** link to log out of the *OE/AAA* System.

## Information Resources

### FAA Acronyms

From the **FAA Acronyms** link, the system will open the FAA Acronyms PDF in a new window. This document lists common FAA abbreviations that may show up during the filing process.

### Forms

From the **Forms** link, you can access several FAA forms to download and submit via US Mail. You can view and/or print out the paper copies of the 7460-1, 7460-2, 5010-3, 5010-5, and 7480-1 forms.

### Regulatory Policy

From the **Regulatory Policy** link users can view the Title 14 Code of Federal Regulations Part 77.

## Relevant Advisory Circulars

From the **Relevant Advisory Circulars** link, you have access to two links. From the **Airports Series 150 Advisory Circular Library** link, the system will open a new window that contains an FAA search engine where you can search for all FAA Series 150 Advisory Circulars. From the **AC 70/7460-1** link, the system will open the Advisory Circular 70/7460-1 Change PDF in a new window. This Advisory Circular is for Obstruction Marking and Lighting.

### Survey Accuracy

From the Survey Accuracy link, Obstacle Accuracy codes are displayed along with a link to FAA Order 8260.19D, Appendix 3.

### Light Outage Reporting

From the **Light Outage Reporting** link, you are given instructions about what should be done and who to notify in the event of a failure or malfunction of obstruction lighting.

## Useful Links

From the **Useful Links** link, you are taken to a screen containing a listing of useful FAA and non-FAA links.

## *State Aviation Contacts*

From the **State Aviation Contact** link you are provided with an interactive map of the United States, its territories and other outlying areas. Select the State or portion of the State on the map where the structure is or would be located. You will be taken to the State Aviation Contact website.

## *On Airports Contacts*

From the **On Airports Contacts** link, the system will display a link for Airport Regional Contacts. The Contact Information for FAA Regional Airports Offices web page opens to a list containing the Mailing Address and Phone numbers of FAA Airports Regional and District processors who evaluate On Airport Construction. They can assist you with FAA policy questions regarding On Airport Construction requirements.

### *Off Airport Contacts*

From the **Off Airport Contact** link, you are provided with an interactive Air

Traffic Areas of Responsibility map of the United States, its territories and other outlying areas. Select the state or portion of the state on the map where the structure is located. The contact information is separated into two sections. The top section contains contact information for all types of structures with the exception of Wind Turbines and Met Towers. The bottom section contains contact information for Wind Turbines and Met Towers.

# Frequent Asked Questions

This section gives answers to some frequently asked questions about *OE/AAA*.

1. How can I create an *OE/AAA* account?

A: To create an *OE/AAA* account, visit https://oeaaa.faa.gov. Click the **New User Registration** link on the left. Follow the instructions to fill in all the required information to create an *OE/AAA* e-File account.

2. How can I find out my username?

A: Select the **Forgot My Username** link. Enter your Email address and last name and then select the **[Submit]** button. The system will send you an email with your username so you can regain access to the system.

3. How can I change my password?

A: Select the **Forgot My Password** link. Enter your Username and Last name and then select the **[Submit]** button. The system will send you an Email with password reset instructions so you can create a new password and regain access to the system.

4. What is a Sponsor?

A: A Sponsor is the person or business ultimately responsible for the construction or alteration. It can be yourself, your company, or your client. The sponsor appears as the addressee on all correspondence from the FAA.

5. Can I be my own Sponsor?
A: Yes.

6. Can I have more than one Sponsor?
A: Yes.

7. Can my cases have different sponsors?
A: Yes, but each case can only have one sponsor listed.

8. Can one "Sponsor" sponsor both off- and on-airport cases?
A: Yes.

9. What is a *Project*?
A: A Project is a collection of Cases that can be filed, evaluated, and process together.

10. Must all Cases belong to Projects?
A: No. Cases can be filed individually without being part of a Project.

11. How do I find out the status of my case?
A: Case status is displayed on the Portal Page. A status legend is also displayed to explain the status.

12. How can I withdraw or abandon a case?
A: Contact the appropriate On or Off Airport representative.

13. Why do I have to file a 7460-2?
A: Refer to your FAA Determination Letter issued for your case to see if a 7460-2 is required.

14. How can I transfer a case from me to someone else?
A: Registered e-filers have the ability to transfer cases between their account and the account of other registered e-file users. Select the Case Transfer Button in the My Cases (Off Airport) section to select cases for transfer.

15. How can I transfer a case from someone else to me?
A: Registered e-filers have the ability to transfer cases between their account and the account of other registered e-file users. Select the "Pending Transfer Request" link located on your Portal Page below the "Extension Request" link located under the My Cases by Status section or the "My Transfer Cases" link on the side menu bar in the "OE/AAA Account" section to go to the Accept /Reject Transfer Cases screen.

16. How can I cancel a pending case transfer?
A: “Pending Transfer Requests" can be cancelled by clicking the “Withdraw” button on the View Transfer Cases screen.

17. How can I tell if I need to submit a NOTAM for my temporary structure case?
A: View the "FDC NOTAM" field located in the Structure Summary section of the Off Airport Details for Case screen. When a study is determined, based on the condition stated in the Temporary structure (TMP) letter, the "FDC NOTAM" data field will display if a NOTAM is or is not required.