



Federal Aviation  
Administration

# FEDERAL AVIATION ADMINISTRATION

OE/AAA<sup>®</sup>

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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

Version Control Table

<b>Version No.</b>	<b>Date</b>	<b>Purpose / Changes</b>	<b>Author</b>
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.)

<b>Version No.</b>	<b>Date</b>	<b>Purpose / Changes</b>	<b>Author</b>
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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

Change Control Table

<b>Version No.</b>	<b>Date</b>	<b>Purpose / Changes</b>	<b>Author</b>
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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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 Cancellation 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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.





*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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) 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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.



## Contents

<i>Welcome .....</i>	<i>17</i>
<i>Getting Started .....</i>	<i>18</i>
Desk Reference Guides .....	18
Computer .....	18
Software .....	18
Browser.....	19
Pop-up Windows .....	19
<i>Using the OE/AAA System.....</i>	<i>20</i>
Registering a First Time User .....	20
Existing Users .....	23
Forgot Your Username .....	23
Forgot Your Password.....	23
Help.....	24
<i>OE/AAA Portal Page .....</i>	<i>24</i>
Circularized Case Notification .....	24
Email Notifications.....	25
<i>Navigation Sidebar.....</i>	<i>36</i>
Sponsor.....	36
Add New Sponsor .....	36
View My Sponsors .....	38
My Sponsors Screen.....	38
Change Sponsors .....	41
Links on the My Sponsors screen (“View Off Airport Cases” and “View On Airport Cases”) places you on the My Sponsors Active Cases screen.....	41
<i>Off Airport Construction Case.....</i>	<i>46</i>
My Cases (Off Airport).....	46



Filtering Cases (Off Airport).....	49
Case or Project Details .....	49
Managing Case Archives.....	49
Create Folder .....	49
Moving Cases to Folders.....	50
Manage Folders .....	50
<i>E-Filing .....</i>	<i>51</i>
<i>Add a New Case (Off Airport) .....</i>	<i>51</i>
Add a New Case (Off Airport).....	53
<i>Add a New Case (Off Airport) for Wind Turbines, Met Towers and WT-Barge Cranes ..</i>	<i>67</i>
Add a New Case (Off Airport) for Wind Turbine /Met Tower /WT-Barge Crane .....	67
<i>Add Multiple Cases (Off Airport) .....</i>	<i><b>82</b></i>
Add New Multiple Cases (Off Airport) .....	85
Submit to FAA .....	95
<i>Add Multiple Cases (Off Airport)</i> <i>for Wind Turbine, Met Towers (with WT Farm) and WT-Barge Cranes .....</i>	<i>97</i>
<i>Add new Multiple Cases (Off Airport) for Wind Turbine, Met Towers (w/WT Farm) and</i> <i>WT-Barge Crane Project .....</i>	<i>97</i>
Attach Documents to Cases .....	108
Upload Documents to a Multiple Case Wind Turbine/Met Tower (w/WT Farm) /WT- Barge Crane Project .....	108
Submit to FAA .....	109
<i>Case Letters .....</i>	<i>111</i>
<i>Search Archives.....</i>	<i>112</i>
View Request/Respond to “Off Airport” Add Letter. ....	120
View Request/Respond to “On or Off Airport” Add Letters.....	123
From your Portal Page, select ADD Letter from My Cases by Status. ....	123
Uploading an “Add Response” PDF Document.....	124
My Cases (Off Airport) and My Cases (On Airport) .....	126



<i>Responding to NPF.....</i>	<i>127</i>
Uploading a Response to a NPF .....	127
View Uploaded Response to a NPF.....	129
<i>Termination Request .....</i>	<i>131</i>
Uploading a Termination Request .....	131
View Uploaded Termination Request .....	133
<i>Supplemental Notice 7460-2 Part 1 &amp; 2.....</i>	<i>142</i>
<i>Submit E-Supplemental Notice (7460-2) - Extension Request .....</i>	<i>156</i>
<i>Marking/Lighting Change Notification.....</i>	<i>160</i>
<i>Third Party 7460-2 Filer.....</i>	<i>161</i>
Transfer E-filed Cases.....	168
<i>On Airport Construction Case.....</i>	<i>174</i>
My Cases (On Airport).....	183
Frequently used On-Airport functionalities .....	183
Moving cases to Folders.....	185
Case Letters .....	185
<i>Sidebar Links .....</i>	<i>196</i>
FAA OE/AAA Offices.....	196
<i>Searches .....</i>	<i>197</i>
View Interim Cases.....	202
View Proposed Cases .....	203
View Supplemental Notices.....	204
View Circularized Cases .....	205
Search Archives .....	206
Circle Search for Cases .....	209
Circle Search for Airports .....	210
Download Archives .....	211
Batch Download or Batch Print Correspondence .....	214
Web Services .....	217



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

General FAQs .....	218
Notice Criteria Tool .....	218
DoD Preliminary Screening Tool.....	224
Long Range Radar.....	225
NEXRAD .....	228
Military Operations.....	231
Wind Turbine Build Out.....	233
Distance Calculation Tool.....	236
<i>Information Resources .....</i>	<i>238</i>
<i>Relevant Advisory Circulars .....</i>	<i>238</i>
<i>Useful Links .....</i>	<i>239</i>
State Aviation Contacts.....	239
On Airports Contacts.....	239
Off Airport Contacts .....	240





## 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**

Internet Explorer, 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**

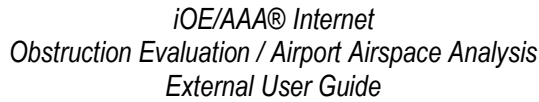
Please clear your computer cache.

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.





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

- 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 must:

- 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).

### New User Registration

- Please populate the form below and accept the Restriction of Liability Statement in order to register.
- A **valid Username** is at least 4 characters long and may contain letters, numbers, or the following special characters ( - \_ @ . ). No spaces are allowed in a Username.
- A **valid Password** is at least 12 characters long and contains one letter, one number, and one special character (e.g., Flying2\*High, SkyGlider\$77, @ntenna#5twr).
- Required fields indicated with an asterisk\*

The form is titled "New User Registration" and contains several input fields. A blue arrow points to the "Username" field. Below the form is a "Restriction of Liability Statement" box. A blue arrow points to the checkbox "I accept the above statement." Below the statement are "Submit" and "Cancel" buttons.

First Name:   
Last Name:   
Email Address:   
Username:   
Password:   
Retype Password:   
Phone Number: (  )  -  ext.   
Fax Number: (  )  -   
Organization/Company:   
Address 1:   
Address 2:   
City:   
State:   
Zip:   
Country:   
Zip / Post Code:   
Non-US State:   
Country:

**Restriction of Liability Statement**

The FAA makes no claims, promises, or guarantees about the accuracy, verification of the set-up of user accounts, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory, including but not limited to warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm or corporate name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by FAA.

☐ I accept the above statement.



- **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.

**Restriction of Liability Statement**

The FAA makes no claims, promises, or guarantees about the accuracy, verification of the set-up of user accounts, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory, including but not limited to warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by FAA.

☐ I accept the above statement.

**Submit**

**Cancel**



## 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.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ Username:

→ Password:

→

OE/AAA Support Desk  
Phone: 202-580-7500  
Email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com)

## 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.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ Username:

→ Password:



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](mailto: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.

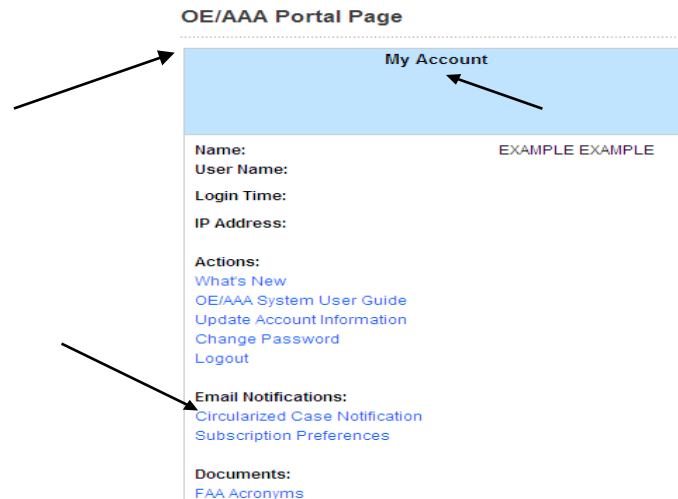
## ***Circularized Case Notification***

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.



## Federal Aviation Administration

### Circularized Case Notification Preferences

The OE/AAA system will automatically notify you via email whenever a case is Circularized.

- You may customize what cases are emailed to you by:
  - The state the Circularized case is located in.
  - Within 13 nautical miles of a specified airport.

States:

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Federated States of Micronesia	<input type="checkbox"/> Florida
<input type="checkbox"/> Georgia	<input type="checkbox"/> Guam	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Idaho
<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas
<input type="checkbox"/> Kentucky	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Marshall Islands
<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input type="checkbox"/> Major Outlying Islands	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana
<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey
<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina	<input type="checkbox"/> North Dakota
<input type="checkbox"/> Northern Mariana Islands	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon
<input type="checkbox"/> Palau	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Republic of Panama
<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Texas	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Wyoming			

Airports:   (e.g., LAX, MIA, BOS)

### 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:



## Federal Aviation Administration

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



## Federal Aviation Administration

### My Subscriptions

#### Subscription Information

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

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

[Add a new subscription](#)

No Subscriptions Found

- **Enter a name for your subscription**

[Add a new subscription](#)

The dialog box titled "Add Subscription" has a close button (X) in the top right corner. It contains a text input field labeled "Name:" which is currently empty. At the bottom right of the dialog are two buttons: "Cancel" and "Add". An arrow points from the "Add a new subscription" link to the "Name:" input field.

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

The dialog box titled "Add Subscription" has a close button (X) in the top right corner. The "Name:" input field now contains the text "Pending Studies subscription (EXAMPLE)". At the bottom right of the dialog are two buttons: "Cancel" and "Add". An arrow points from the "Add" button.



## Federal Aviation Administration

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

### Subscription

[Subscriptions - Desk Reference Guide](#)

Pending Studies : created on 08/02/2025

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:

[Subscription List](#)

- **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

### Subscription

[Subscriptions - Desk Reference Guide](#)

Pending Studies : created on 08/02/2025

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:

[Subscription List](#)



- 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.

### My Subscriptions

[Subscriptions - Desk Reference Guide](#)

#### Subscription Information

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

- To add a new subscription, select on the link “Add a new subscription”
- To modify a current subscription, select on the subscription name
- To activate/deactivate a subscription, select on the link in the “Current Status” column
- Allow up to 24 hours for notification to begin

[Add a new subscription](#)

Records 1 to 3 of 3

Page 1 of 1

Subscription Name	Created Date	Current Status	Delete Subscription
<a href="#">New Structures</a>	07/31/2025	<a href="#">Deactivated</a>	<a href="#">Delete</a>

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

Records 1 to 3 of 3

Page 1 of 1

Subscription Name	Created Date	Current Status	Delete Subscription
<a href="#">New Structures</a>	07/31/2025	<a href="#">Deactivated</a>	<a href="#">Delete</a>
<a href="#">Pending Studies</a>	08/02/2025	<a href="#">Add filter before activating</a>	<a href="#">Delete</a>
<a href="#">Test</a>	03/25/2025	<a href="#">Activated</a>	<a href="#">Delete</a>

Records 1 to 3 of 3

Rows per Page:

Page: 1

Page 1 of 1



## Federal Aviation Administration

### Filter Type example #1:

#### Subscription

Pending Studies : created on 08/02/2025

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type: Status Subscription List

**Update Status Filters**

☐ Circularization ☐ Determined ☐ Interim

☐ Work In Progress

### Filter Type example #2:

New Structures: created on 07/31/2025

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type: Structure Type Subscription List

**Update Structure Filters**

<input type="checkbox"/> Antenna - Side Mount	<input type="checkbox"/> Antenna - Top Mount	<input type="checkbox"/> Antenna Tower
<input type="checkbox"/> Barge Crane	<input type="checkbox"/> Billboard	<input type="checkbox"/> Bridge
<input type="checkbox"/> Building	<input type="checkbox"/> Building w/Wind Turbine	<input type="checkbox"/> Catenary Wire
<input type="checkbox"/> Cell-On-Wheels	<input type="checkbox"/> Chimney	<input type="checkbox"/> Construction Equipment
<input type="checkbox"/> Crane	<input type="checkbox"/> Deviation from Red Obstruction Light Standards	<input type="checkbox"/> Drilling Rig
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Flagpole	<input type="checkbox"/> High Mast Illumination
<input type="checkbox"/> Interstate Highway	<input type="checkbox"/> Landfill	<input type="checkbox"/> Light Pole
<input type="checkbox"/> Lighting Study	<input type="checkbox"/> Lighting Study for Met Tower	<input type="checkbox"/> Lighting Study for Wind Turbine
<input type="checkbox"/> Met Tower (non-WT Farm)	<input type="checkbox"/> Met Tower (w/WT Farm)	<input type="checkbox"/> Monopole
<input type="checkbox"/> Other Traverseway	<input type="checkbox"/> Other With Antenna	<input type="checkbox"/> Other Without Antenna
<input type="checkbox"/> Power Line	<input type="checkbox"/> Private Road	<input type="checkbox"/> Public Roadway
<input type="checkbox"/> Railroad	<input type="checkbox"/> Sign	<input type="checkbox"/> Solar Panel
<input type="checkbox"/> Solar Tower	<input type="checkbox"/> Stack	<input type="checkbox"/> Tower
<input type="checkbox"/> Transmission Line	<input type="checkbox"/> Utility Pole	<input type="checkbox"/> WT-Barge Crane
<input type="checkbox"/> Waste Management Facility	<input type="checkbox"/> Water Tank	<input type="checkbox"/> Waterway
<input type="checkbox"/> Wind Turbine	<input type="checkbox"/> Workover Rig	



To “Delete” a subscription, select the “Delete” link next to the applicable Structure Type Filter.

### Subscription

New Structures: created on 07/31/2025

Subscription is currently Deactivated (click to Activate)

**Structure Type Filter:**

Building w/Wind Turbine [Delete](#)

Flagpole [Delete](#)

Barge Crane [Delete](#)

Met Tower (non-WT Farm) [Delete](#)

Met Tower (w/WT Farm) [Delete](#)

Tower [Delete](#)

Water Tank [Delete](#)

- Select the “Delete” button to delete the selected subscription.







## Federal Aviation Administration

### Activate Subscription

Subscription is currently Deactivated (click to Activate)

Structure Type Filter:

Building w/Wind Turbine Delete

**Activate Subscription**

I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences. I agree to establish and maintain my preferences. I agree that if I change my e-mail address, it is my responsibility to update my user profile. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

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

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

Cancel Activate

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.



## Federal Aviation Administration

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

Activate Subscription

I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences. I agree to establish and maintain my preferences. I agree that if I change my e-mail address, it is my responsibility to update my user profile. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

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

\* Activation Date:  (MM/DD/YYYY and must be greater then last Saturday)

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
			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	

Cancel

Activate

## Subscription

Subscriptions - Desk Reference

New Structures: created on 07/31/2025

Subscription is Active (click to Deactivate)

### Structure Type Filter:

Building w/Wind Turbine [Delete](#)

Flagpole [Delete](#)

Barge Crane [Delete](#)

Met Tower (non-WT Farm) [Delete](#)

Met Tower (w/WT Farm) [Delete](#)

Tower [Delete](#)

Water Tank [Delete](#)

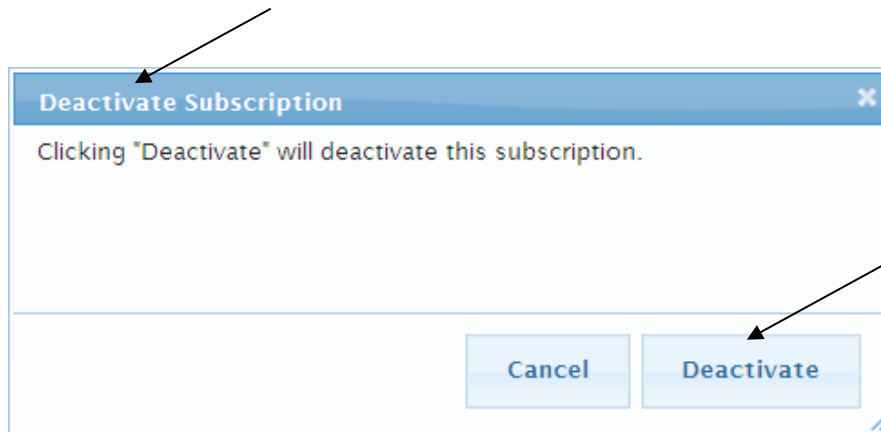
Filter Type:

[Subscription List](#)



## Federal Aviation Administration

- 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' 24.32" 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.



## Federal Aviation Administration



### Example: Add New Sponsor Screen

**Add New Sponsor**

\* 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.

\* Please populate the following form to add or update a Sponsor.

\* Required fields indicated with \*

* Sponsor Name:	<input type="text"/>
* Attention Of:	<input type="text"/>
* Address:	<input type="text"/>
Address2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
-OR-	
* Non-US State:	<input type="text"/>
* Country:	<input type="text"/>
* Zip / Post Code:	<input type="text"/>
* Phone:	<input type="text"/> <input type="text"/> <input type="text"/> ext: <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
* Email:	<input type="text"/>

### 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.



## 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

**My Sponsors**

\* 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.

[Add New Sponsor](#)

Records 1 to 20 of 203

Page 1 of 11  
[Next page >](#)

Sponsor Name	Attention Of	Phone	Email	City	State	Off Airport Cases	On Airport Cases
12 Eightone LLC	Loukas	209-9143	louk@12e.com	Alpharetta	NC	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>
ABC Comm, LLC	Jeff	867-0000	abc@abc.com	Chapel	WY	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>
Advanced Integrate	Foreman	408-4333	Foreman@ai.com	Brighton	VT	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>
AI Design	Schwartz	731-8075	bschwartz@ai.com	Charlotte	NC	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>



## 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*

Update Sponsor

[Sponsorship Reference Guide V\\_2014.2.0](#)

• 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.  
• Please populate the following form to add or update a Sponsor.  
• Required fields indicated with an asterisk.

[Delete this Sponsor](#)

* Sponsor Name:	Carthness Beaver Creek, LLC
* Attention Of:	Kim Tarasch
* Address:	500 5th Avenue
Address2:	29th Floor
* City:	New York
* State:	New York
City:	
Non-US State:	
* Country:	United States
* Zip / Post Code:	10017
* Phone:	212 301 4009 ext
Fax:	
* Email:	ktarasch@carthnessenergy.com

[Submit](#) [Cancel](#)



## 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**

#### Update Sponsor

Sponsor - Desk Reference Guide

- 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.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with an asterisk\*

Delete this Sponsor

* Sponsor Name:	Carthress Beaver Creek, LLC
* Attention Of:	Ken Tarovich
* Address:	555 5th Avenue
Address2:	29th Floor
* City:	New York
* State:	New York
-OR-	
* Non-US State:	
* Country:	United States
* Zip / Post Code:	10017
* Phone:	212 3021 0099 ext
Fax:	
* Email:	tarovich@carthressenergy.com

Submit Cancel





## Federal Aviation Administration

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

**Confirm Sponsor Deletion**

Sponsor - Desk Reference Guide V\_2014.2.0

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.

Please confirm you would like to delete this sponsor:

Sponsor Name:	Wagner 3 Wind LLC
Attention (to):	Jason Edwards
Address:	150 Louisiana Suite 2575
Address2:	
City:	Houston
State:	Texas
Zip:	
Non-US State:	
Country:	United States
Zip / Post Code:	77002
Phone:	214-780-4512 ext
Fax:	
Email:	jedwards@wagner3.com

[Delete](#) [Cancel](#)

## 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**

**My Sponsors Active Cases**

Records 1 to 2 of 2

Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	(Cooper Rd)	2025 -ANE-1111-OE	Terminated	06/17/2025	07/11/2025	Chapachet	RI
<input type="checkbox"/>	ABCOM-000161441-10	(Cooper Rd)	2025 -ANE-1119-OE	Terminated	06/18/2025	07/27/2025	Chapachet	RI

Rows per Page: 20

Records 1 to 2 of 2

[Change Sponsors](#) [Cancel](#)

Page: 1

Page 1 of 1



## Federal Aviation Administration

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

#### My Sponsors Active Cases

Records 1 to 2 of 2 Page 1 of 1

Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000151335-10	(Cooper Rd)	2025 -ANE-11111-OE	Terminated	06/17/2025	07/11/2025	Chapachet	RI
<input type="checkbox"/>	ABCOM-000151442-10	(Cooper Rd)	2025 -ANE-11119-OE	Terminated	06/18/2025	07/27/2025	Chapachet	RI

Rows per Page: 20

Records 1 to 2 of 2 Page: 1 Page 1 of 1

**Change Sponsors** **Cancel**

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)**

#### Cases For Sponsor

*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.*  
*Please populate the following form to add or update a Sponsor.*  
*Required fields indicated with \**

You are currently editing the sponsor information for 2010-ANE-11111 2025 Cooper Rd)

Change sponsor to:  **Change Sponsors** **Cancel**

Use Current Sponsor to Create a New Sponsor

\* Sponsor Name:   
\* Attention (If):   
\* Address:   
\* Address 2:   
\* City:   
\* State:   
\* OR:   
\* Non-US State:   
\* Country:   
\* Zip / Post Code:   
\* Phone:    ext.   
\* Fax:     
\* Email:   
**Create New Sponsor** **Cancel**



## Federal Aviation Administration

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

**Cases For Sponsor**

\* 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.  
\* Please populate the following form to add or update a Sponsor.  
\* Required fields indicated with \*

→ You are currently editing the sponsor information for 2011-AGL-3855-12025MINNEAPOLIS-ST PAUL INTL/WOLD-CHAMBERLAIN

Change sponsor to:  or

Use Current Sponsor to Create a New Sponsor

\* Sponsor Name:   
\* Attention DE:   
\* Address:   
\* Address2:   
\* City:   
\* State:   
\* DB:   
\* Non-US State:   
\* Country:   
\* Zip / Post Code:   
\* Phone:    ext.   
\* Fax:     
\* Email:

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

**Confirm Sponsor Update**

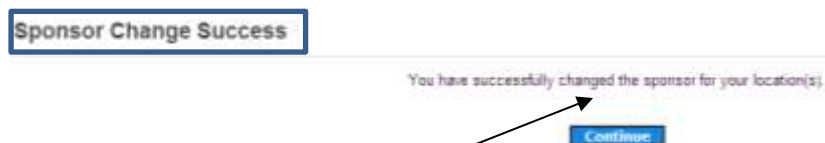
\* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.  
\* Please confirm you would like to Change this sponsor

→ You are currently editing the sponsor information for 2010-ANE-1111-OE (Cooper 2025

Change sponsor to:



**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**

**My Sponsors Active Cases**

Records 1 to 2 of 2 Page 1 of 1

Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	(Cooper Rd)	2025 -ANE-1111-OE	Terminated	06/17/2025	07/27/2025	Chepachet	RI
<input type="checkbox"/>	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**

**My Sponsors Active Cases**

Records 1 to 5 of 5 Page 1 of 1

Update Sponsor	Project Name	Airport	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	VW-147091330-11	MINNEAPOLIS-ST PAUL ...	2025 -AGL-3055-NRA	Determined	04/10/2025	06/27/2025	MINNEAPOLIS	MN
<input type="checkbox"/>	VW-147091330-11	MINNEAPOLIS-ST PAUL ...	2025 -AGL-3054-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.

**ALL of My Cases (Off Airport)**

Please refer to the assigned ASN on all inquiries to the FAA

**All Cases** Filter by Case Status Cases Requiring Action

Show All Cases (1,137) Draft (121) | Accepted (0) | Work in Progress (208) Waiting (0) | 746B-3 Required (1740) | Add Letter (0) | Cases Due to Expire (0)

Records: + Previous page Page

View Folder Create Folder Manage Folders Transfer Cases

Transfer Cases - Desk Reference Guide

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	746B-3 Received	City	State
2025 WTE-9214-OE	0901-000488263-18	EC01-58	Work In Progress	08/27/2025				Elsworth	KS
2025 WTE-9215-OE	0901-000488263-18	EC01-57	Work In Progress	08/27/2025				Elsworth	KS
2025 WTE-9216-OE	0901-000488263-18	EC01-75	Work In Progress	08/27/2025				Elsworth	KS

### ***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.



<b>Type of Off Airport</b>	<b>Status of the Case</b>
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. *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.

Filter by Case Status	Cases Requiring Action
<a href="#">Draft (16)</a>   <a href="#">Accepted (1)</a>   <a href="#">Work in Progress (1)</a> <a href="#">Interim (0)</a>   <a href="#">Determined (0)</a>   <a href="#">Circularized (0)</a>   <a href="#">Terminated (22)</a>	7460-2 Required (0)   <a href="#">Add Letter (0)</a> Cases Due to Expire (0)

Page 1 of 2  
[Next page →](#)

[Manage Folders](#)

Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<a href="#">TEST-000042518-06</a>	<a href="#">Water Tank #2</a>	Draft				Test	TX

## 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 cursor 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.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
Name: User Name: Login Time: IP Address: Actions:	<a href="#">My Cases (Off Airport)</a> <a href="#">Add New Case (Off Airport)</a> <a href="#">Add Multiple Cases (Off Airport)</a> <a href="#">Add Supplemental Notice (7460-2 Form)</a> <a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a> <a href="#">Off Airport Contacts</a> <a href="#">My Circ Comments</a>

**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:

\* 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:

Other:

☐ Yes

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

\* Current Marking/Lighting:

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

---

**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
<input type="checkbox"/>	6	7	GHz	55	dBW
<input type="checkbox"/>	6	7	GHz	42	dBW
<input type="checkbox"/>	10	11.7	GHz	55	dBW
<input type="checkbox"/>	10	11.7	GHz	42	dBW
<input type="checkbox"/>	17.7	19.7	GHz	55	dBW
<input type="checkbox"/>	17.7	19.7	GHz	42	dBW
<input type="checkbox"/>	21.2	23.6	GHz	42	dBW
<input type="checkbox"/>	21.2	23.6	GHz	55	dBW
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	901	MHz	500	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	929	932	MHz	3500	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1670	1675	MHz	500	W
<input type="checkbox"/>	1710	1755	MHz	500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1850	1990	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	1990	2025	MHz	500	W
<input type="checkbox"/>	2110	2200	MHz	500	W
<input type="checkbox"/>	2305	2360	MHz	2000	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W
<input type="checkbox"/>	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.



## 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 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'."



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.





## Federal Aviation Administration

### Enlarged View

Structure	City, State	Lat/Long	Map
1001 Draft	Ind, CA	34° 12' 8.04" N 118° 29' 21.00" W	<a href="#">View Map to verify</a>
1002 Draft	Ind, CA	34° 12' 8.04" N 118° 29' 21.00" W	<a href="#">View Map to verify</a>
1003 Draft	Ind, CA	34° 12' 8.04" N 118° 29' 21.00" W	<a href="#">View Map to verify</a>
1004 Draft	Ind, CA	34° 12' 8.04" N 118° 29' 21.00" W	<a href="#">View Map to verify</a>
1005 Draft	Ind, CA	34° 12' 8.04" N 118° 29' 21.00" W	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map

- 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 will NOT submit the case to the FAA.





## Federal Aviation Administration

- 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.

The screenshot shows the 'Project Summary' screen. At the top, there are fields for 'Project Name' and 'Specimen'. Below these is a table with columns: 'Structure', 'City, State', 'Lat/Long', and 'Map'. The 'Structure' column has a blue box around the word 'Structure' and a blue arrow pointing to the first row. The table lists seven draft entries for 'San Jose, CA' with coordinates. To the right of the table is a 'Map' column with links to 'View Map to verify'. Below the table is a map showing the location of the project. The map is labeled 'Structure Name: test', 'Latitude: 37° 13' 0.54" N', and 'Longitude: 121° 28' 23.18" W'. Below the map is a button labeled 'Verify Map'.

Structure	City, State	Lat/Long	Map
test1 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>
test2 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>
test3 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>
test4 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>
test5 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>
test6 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>
test7 Draft	San Jose, CA	37° 13' 0.54" N 121° 28' 23.18" W	<a href="#">View Map to verify</a>

Structure Name: test  
Latitude: 37° 13' 0.54" N  
Longitude: 121° 28' 23.18" W

To submit this project you must

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.

The screenshot shows the 'Map Verification' screen. It features a map of the project location. Below the map is a button labeled 'Verify Map'. A blue arrow points to the 'Verify Map' button. Below the button is a link labeled 'Continue to Map Verification'.

By verifying the coordinates represented on the map, you agree that the location of the data you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (75% transparency)

[Verify Map](#)

[Continue to Map Verification](#)

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.





## Federal Aviation Administration

[Project Summary](#)

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	Verify Map	Clone Delete Upload a PDF

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.

### Notice of Proposed Construction or Alteration - Off Airport

[Add a new Case Off Airport - Desk Reference Guide](#)

[Add a New Case Off Airport for Wind Turbines - Mail Towers - Desk Reference Guide](#)

[Project Name:](#)  [Sponsor:](#)

[Project Summary](#)

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	Verify Map	Clone Delete Upload a PDF
test3 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.18" W	Verify Map	Clone Delete Upload a PDF
test4 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.17" W	Verify Map	Clone Delete Upload a PDF
test5 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.16" W	Verify Map	Clone Delete Upload a PDF

[Mapping - Desk Reference Guide](#) [Attaching Documents - Desk Reference Guide](#)

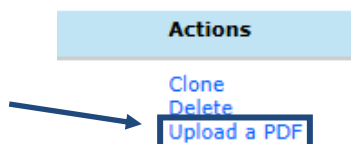
[Upload a PDF to the Project](#)  
Please upload all supporting case documentation including the latest certified survey, if available.

[To submit this project, you must verify the coordinates for each case listed above.](#)



Federal Aviation  
Administration

## 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.

Project Number: BRICK-00046581

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	36° 13' 8.34" N 118° 29' 21.29" W	Show Map (Click verify)	Close Delete Upload a PDF
test2 Draft	test, CA	36° 13' 8.34" N 118° 29' 21.29" W	Verify Map	Close Delete Upload a PDF
test3 Draft	test, CA	36° 13' 8.34" N 118° 29' 21.29" W	Verify Map	Close Delete Upload a PDF

## 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.





## Federal Aviation Administration

### 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.

### 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.



## Federal Aviation Administration

Pin: H422852-17 Test

Project: 22852-17

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
8_OAS-1 Draft	Ashburn, VA	30° 34' 48.90" N 79° 15' 32.92" W	<a href="#">Show Map</a> <a href="#">Re-Verify</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

Mapping - Desk Ref e V\_2014.4.0 Attaching Documents - Desk Ref

[Upload a PDF to the Project](#)  
Please upload all supporting case documentation including the latest certified survey, if available.

You may submit your Project to the FAA.

[Submit](#)

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.

### Confirm Project Submission

Project Name: TEST

Please confirm you would like to submit Project TEST-000 to the FAA for processing.

[I Confirm](#) [Back](#)

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 22852-17 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

2025-AWP-8894-OE  
2025-AWP-8895-OE  
2025-AWP-8896-OE  
2025-AWP-8897-OE  
2025-AWP-8898-OE  
2025-AWP-8899-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 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 [notifications@faa.gov](mailto:notifications@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.

[Returning to projects](#)

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



## 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 (construction 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

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



## Federal Aviation Administration

- 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): Only for Structure Types that **ARE NOT** a Traverseway (i.e. **WT, Met Towers (w/WT Farm) or WT-Barge Crane**). 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.



## Federal Aviation Administration

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.





## Federal Aviation Administration

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.





## Federal Aviation Administration

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'."



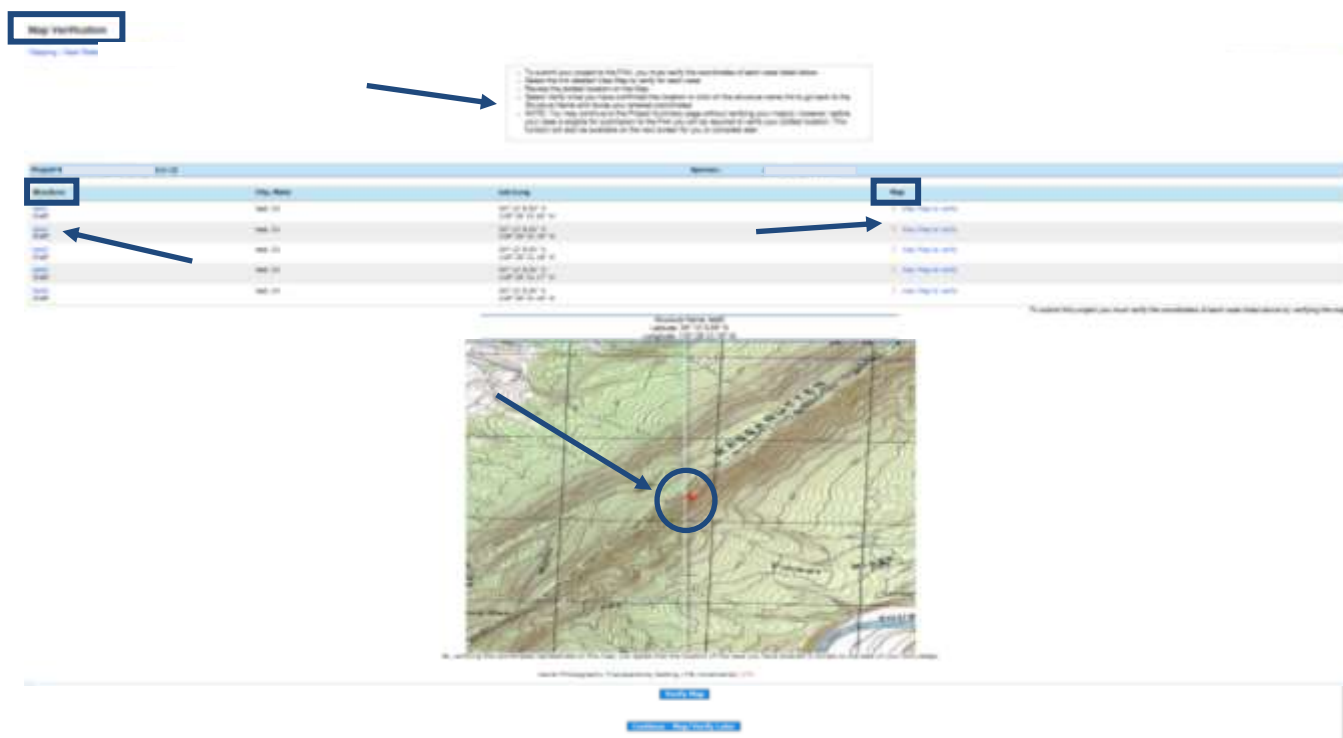
## Federal Aviation Administration

**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

Structure	City, State	Lat/Long	Map
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	<a href="#">View Map to verify</a>
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	<a href="#">View Map to verify</a>
test3 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	<a href="#">View Map to verify</a>
test4 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	<a href="#">View Map to verify</a>
test5 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	<a href="#">View Map to verify</a>



- Select the link labeled **View Map to Verify** for each case (displayed above the 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 will NOT submit the case to the FAA.





## Federal Aviation Administration

- 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.

Project Name:	Structure:			Spencer:
Structure	City, State	Lat/Long	Map	
1001 Draft	San, CA	34° 12' 0.54" N 118° 28' 21.20" W	 View Map to verify	
1002 Draft	San, CA	34° 12' 0.54" N 118° 28' 21.20" W	 View Map to verify	
1003 Draft	San, CA	34° 12' 0.54" N 118° 28' 21.20" W	 View Map to verify	
1004 Draft	San, CA	34° 12' 0.54" N 118° 28' 21.20" W	 View Map to verify	
1005 Draft	San, CA	34° 12' 0.54" N 118° 28' 21.20" W	 View Map to verify	
1006 Draft	San, CA	34° 12' 0.54" N 118° 28' 21.20" W	 View Map to verify	

Structure Name: 1001  
Latitude: 34° 12' 0.54" N  
Longitude: 118° 28' 21.20" W

To submit this project you must



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.



## Federal Aviation Administration

[Project Summary](#)

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	Verify Map	Clone Delete Upload a PDF

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.

### Notice of Proposed Construction or Alteration - Off Airport

[Add a new Case Off Airport - Desk Reference Guide](#)

[Add a New Case Off Airport for Wind Turbines - Mat Towers - Desk Reference Guide](#)

Project Name: BRICK-00046581 Sponsor: Brickell Heights

Project Summary : BRICK-00046581-18

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	Verify Map	Clone Delete Upload a PDF
test3 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.18" W	Verify Map	Clone Delete Upload a PDF
test4 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.17" W	Verify Map	Clone Delete Upload a PDF
test5 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.16" W	Verify Map	Clone Delete Upload a PDF

[Mapping - Desk Reference Guide](#)

[Attaching Documents - Desk Reference Guide](#)

[Upload a PDF to the Project](#)

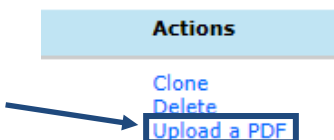
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates for each case listed above.



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.







## 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.



## 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.

Structure	City, State	Lat/Long	Map	Actions
wt-1 tall tower	hwy, TX	40° 17' 15.00" N 92° 58' 33.00" W	View Map (See map)	Clone Delete Upload a PDF
wt-2 tall tower	hwy, TX	40° 40' 14.00" N 93° 28' 54.00" W	View Map (See map)	Clone Delete Upload a PDF
wt-3 tall tower	hwy, TX	40° 10' 1.00" N 93° 58' 44.00" W	View Map (See map)	Clone Delete Upload a PDF
wt-4 tall tower	hwy, TX	39° 53' 14.00" N 94° 0' 50.00" W	View Map (See map)	Clone Delete Upload a PDF
wt-5 tall tower	hwy, TX	39° 47' 50.00" N 94° 0' 5.00" W	View Map (See map)	Clone Delete Upload a PDF

Mapping: [Download Reference Guide](#)      Mapping Documents: [Download Reference Guide](#)

[Upload a PDF to the Project](#)  
Please upload all supporting case documentation including the latest certified survey, if available.

You may submit your Project to the FAA.

**Submit**

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.

#### Confirm Project Submission

Project Name:

Please confirm you would like to submit Project

and associated cases to the FAA for processing.

**I Confirm**   **Back**





## 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 09AC-0000001111 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

2020-AW-P-0004-01	AWP-0004-01
2020-AW-P-0005-01	AWP-0005-01
2020-AW-P-0006-01	AWP-0006-01
2020-AW-P-0007-01	AWP-0007-01
2020-AW-P-0008-01	AWP-0008-01

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 [notifications@faa.gov](mailto:notifications@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
-



## Federal Aviation Administration

**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 (construction 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)**

**Obstruction Evaluation** OE/AAA Portal Page faa.gov Tools [Print this page](#)

**My Account**

Name: [redacted]  
User Name: [redacted]  
Login Time: [redacted]  
IP Address: [redacted]

**Actions:**  
What's New  
OE/AAA System User Guide V 2017.3  
OE/AAA LAP Elder User Guide V 2011  
Update Account Information  
Change Password  
Logout

**Email Notifications:**  
Circularized Case Notification  
Subscription Preferences

**Documents:**  
FAA Acronyms

**Help:**  
OE/AAA Support Desk  
Phone: 202-565-7500  
Email: oeaaa\_helpdesk@oagtech.com

**OE/AAA Account**

Portal Page  
My Cases (Off Airport)  
My Cases (On Airport)  
My Sponsors  
My Circ Comments  
Add New Case (Off Airport)  
Add New Case (On Airport)  
Add Supplemental Notice (20660-3 form)  
**Add Multiple Cases (Off Airport)**

**Off Airport Construction**  
(includes on Military Airport)

My Cases (Off Airport) | Add New Case (Off Airport)  
**Add Multiple Cases (Off Airport)**  
Add Supplemental Notice (20660-3 form)  
My Sponsors | Add New Sponsor  
Off Airport Contacts  
My Circ Comments

**My Cases by Status:**

Draft	1
Waiting	0
Accepted	0
Add Letter	1 * Action required
Work in Progress	0
Interim	0
Determined	0
Circularized	0
Terminated	5
All	7

**Off Airport Construction**  
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 resolution from the user.  
Determined: Cases that have completed a aeronautical study and an FAA determination.

**On Airport Construction**  
(excludes on Military Airport)

Please file all Wind Turbine/Met Towers as Off Airport

My Cases (On Airport) | Add New Case (On Airport)  
My Sponsors | Add New Sponsor  
Create New Landing Area Proposal (LAP) | My Landing Area Proposals (LAPs)  
On Airport Contacts  
Manage Airport Operations Staff

**My Cases by Status:**

Draft	3
Waiting	0
Accepted	0
Add Letter	1 * Action required
Work in Progress	0
Determined	0
Terminated	0
All	4

**On Airport Construction**  
Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
Waiting: 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 a document.  
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 completed a aeronautical study and an FAA determination.  
Terminated: Cases that are no longer valid.

NOTE: Please use this section for filing on-airport constructions electronically.



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

iOE/AAA® Internet Obstruction  
Evaluation / Airport Airspace Analysis



## Federal Aviation Administration

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

Download Spreadsheet template for loading project - [OECASEDataSpreadsheet](#)

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

### OECASEDataSpreadsheet (Instructions)

	A	B	C	D	E	F	G
	Column	Case Data	Instructions to complete this Data entry		Alert		Constraint
1	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.
2	B	Latitude (DD-MM-SS.SS)	Latitude must be in NAD83, numbers, 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 input will fail to load.		DO NOT LEAVE BLANK		Must be positive integer. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)
3	C	Longitude (DD-MM-SS.SS)	Longitude must be in NAD83, numbers, 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 input will fail to load.		DO NOT LEAVE BLANK		Must be positive integer. Up to 3 digit-2 digit-4 digit (2 digit decimal 2 digit)
4	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.
5	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, lighting pods, obstruction lights, etc.		DO NOT LEAVE BLANK		Must be positive integer. No decimals.
6	F	Requested PML	Enter the type desired (see options below). The FAA Advisory Circular 70/7490-1, Obstruction Marking and Lighting is recommended when determining the proper type of light/obstruction marking.		DO NOT LEAVE BLANK		Must copy exactly one of the choices below.
7	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.
8	H	ASN	This column is to be left blank. When the user submits the project, System will automatically update this column with the appropriate ASN.		LEAVE IT BLANK		
9	I	Prior ASN	If an FAA aeronautical study is 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-1-5 digit case number-06. (7 See region codes below) or leave blank.
10	J	Current AGL	Required for structures being added 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.
11	K	Site Elevation Comments	Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation.		BLANK OR DEFAULT		

- 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 complete this Data entry	Alert	Constraint
A	<b>Structure Name</b>	Enter a unique name for <u>each point</u> in your Multiple Cases (Off Airport) project submission	DO NOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only
B	<b>Latitude</b> <b>(DD-MM-SS.SS)</b>	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.  <i>Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project</i>	DO NOT LEAVE BLANK	Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)
C	<b>Longitude</b> <b>(DD-MM-SS.SS)</b>	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.  <i>Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project</i>	DO NOT LEAVE BLANK	Must be positive numbers. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit)
D	<b>Site Elevation</b>	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.  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



## Federal Aviation Administration

		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). If the e-filer imports a revised spreadsheet with Column K SE comments, the filer is taken to the Map verify step.		
E	<b>Structure Height (AGL)</b>	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	<b>Requested M&amp;L</b>	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	<b>Current Marking/Lighting</b>	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





## Federal Aviation Administration

H	<b>ASN</b>	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	<b>Prior ASN</b>	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	<b>Current AGL</b>	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	<b>Request ADLS</b>	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	<b>Site Elevation Comments</b>	Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation.	BLANK BY DEFAULT	



**Federal Aviation  
Administration**

**\*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 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**

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



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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

**OECASEDataSpreadsheet  
(Data Sheet)**

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

4. Select the **Data Sheet tab** at the bottom of the workbook.

**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.

- 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**



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**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 Invalid,**

- 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 updated 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

Example of invalid 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	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	776	34	Paint and a med-dual system						Valid

Cancel

b. **If all imported data is Valid,**

- 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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

## Add Multiple Cases (Off Airport) screen

### Example of **valid** spreadsheet data

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

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MSL	Current MSL	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	779	34	Paint and a med-dual system						Valid
test4	34-13-08.54	118-29-21.17	779	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.

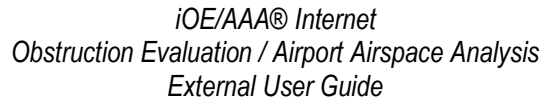
### Example of **successfully saved** Multiple Cases (Off Airport) drafts

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

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MSL	Current MSL	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	779	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](#)



**Map Verification**

Home

- FAA ID/AAs (Misses)
- View Determined Cases
- View Inform Cases
- View Proposed Cases
- View Supplemental Review (Track 1888-2)
- View Disputed Cases
- Search Archives
- Download Archives
- Download Correspondence
- Circle Search for Cases
- Circle Search for Reports
- General FAQs
- Marking/Lighting FAQs
- Wind Turbine FAQs
- Secretary Review FAQs
- Motion Camera Trail
- No-D Preliminary Screening Tool
- Wind Turbine Build Out

## Mapping - Data Reference Guide

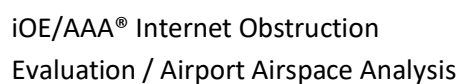
To submit your project to the FAA, you must verify the coordinates of each case listed below:

- Select the link labeled View Map to verify for each case.
- Review the plotted location on the Map.
- Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure Name and revise your entered coordinates.
- NOTE: You may continue to the Project Summary page 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.

Structure	City, State	Lat/Long	Map
test 1 Drift	Holt, CA	34° 12' 8.54" N 118° 29' 21.18" W	<a href="#">View Map to verify</a>
test 2 Drift	Holt, CA	34° 12' 8.54" N 118° 29' 21.18" W	<a href="#">View Map to verify</a>
test 3 Drift	Holt, CA	34° 12' 8.54" N 118° 29' 21.18" W	<a href="#">View Map to verify</a>
test 4 Drift	Holt, CA	34° 12' 8.54" N 118° 29' 21.18" W	<a href="#">View Map to verify</a>
test 5 No-D Preliminary Screening Tool	Holt, CA	34° 12' 8.54" N 118° 29' 21.18" W	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map

- 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).





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**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.

Structure	City, State	Lat/Long	Map	Actions
1001 Tower	Ind, CA	34° 13' 8.34" N 118° 29' 21.30" W	[Verify Map]	Clone Delete Upload a PDF
1002 Tower	Ind, CA	34° 13' 8.34" N 118° 29' 21.30" W	[Verify Map]	Clone Delete Upload a PDF
1003 Tower	Ind, CA	34° 13' 8.34" N 118° 29' 21.30" W	[Verify Map]	Clone Delete Upload a PDF
1004 Tower	Ind, CA	34° 13' 8.34" N 118° 29' 21.30" W	[Verify Map]	Clone Delete Upload a PDF
1005 Tower	Ind, CA	34° 13' 8.34" N 118° 29' 21.30" W	[Verify Map]	Clone Delete Upload a PDF

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.





## iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

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

ADD a New Case Off Airport - Check Reference Guide

ADD a New Case Off Airport for Wind Turbines - See/Submit - Check Reference Guide

Project Number: [Blank] [Blank]

Project Summary: BIRCK-00040000-18

ADD Another Case to the Project | Change the sponsor for this Project

Case Number	City, State	Lat/Long	Risk	Action
1001	MD, CA	39° 27' 5.54" N 118° 29' 21.27" W	Class 1E (Off-Airport)	Class 1E Class 1E Class 1E
1002	MD, CA	39° 27' 5.54" N 118° 29' 21.27" W	Class 1E (Off-Airport)	Class 1E Class 1E Class 1E
1003	MD, CA	39° 27' 5.54" N 118° 29' 21.27" W	Class 1E (Off-Airport)	Class 1E Class 1E Class 1E
1004	MD, CA	39° 27' 5.54" N 118° 29' 21.27" W	Class 1E (Off-Airport)	Class 1E Class 1E Class 1E
1005	MD, CA	39° 27' 5.54" N 118° 29' 21.27" W	Class 1E (Off-Airport)	Class 1E Class 1E Class 1E

Map | Check Reference Guide | Submitting Documents | Check Reference Guide

**I Confirm**

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.

### Project Submission Success

Project BIRCK-00040000-18 has been submitted successfully to the FAA.

Your project is assigned Aeronautical Study Number (ASN):

Case Number	ASN
1001	1001-0004-0001
1002	1002-0004-0002
1003	1003-0004-0003
1004	1004-0004-0004
1005	1005-0004-0005

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 filer to determine how filing 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.

[Click: Aviation Contacts](#)

To ensure a clear notification and document to your other project with [notifications@faa.gov](mailto:notifications@faa.gov) to your address book. Notifications sent from this address and system generated files in mail sent to the address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information at the bottom of the message.

**Return to Portal**

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 (construction 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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

The screenshot shows the iOE/AAA Portal Page. On the left is a sidebar with navigation links. The main content area has three columns. The first column, 'My Account', contains a 'My Account' link. The second column, 'Off Airport Construction', contains a link 'Add Multiple Cases (Off Airport)' which is highlighted with a blue box and an arrow. The third column, 'On Airport Construction', contains a link 'Add Multiple Cases (On Airport)'.

## Add Multiple Cases (Off Airport)

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

The screenshot shows the 'Notice of Proposed Construction or Alteration - Off Airport' form. The 'Structure Details' section is highlighted with a blue box and an arrow. The 'Structure Type' dropdown menu is also highlighted with a blue box and an arrow. The form includes sections for 'Sponsor', 'Construction / Alteration Information', 'Proposed Frequency Bands', and 'Download Spreadsheet template for loading project'.

**To collapse the form Answer NO to the question “Will your structure transmit frequencies?”.**



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

1. **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 target As**'
- b. The template contains **2** tabs (located on the the bottom left), **Instructions** and **Data Sheet**.

OECASEDataSpreadsheet  
(Instructions)

Column	A	B	C	D	E	F	G
	Case Data	Instructions to complete this Data entry			Alert	Comments	
1	Structure Name	Enter a unique name for each point in your project submission. 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			DONOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only	
2	Latitude (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			DONOT LEAVE BLANK	Must be positive integer -2 digit-2 digit-4 digit (2 digit decimal 2 digit)	
3	Longitude (DD-MM-SS.SS)	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			DONOT LEAVE BLANK	Must be positive integer. Up to 3 digit-2 digit-4 digit (2 digit decimal 2 digit)	
4	Site Elevation	Enter the structure height above ground level (AGL) in whole feet rounded to the nearest foot. The structure height includes anything mounted on top of the structure such as antennas, lighting masts, obstruction lights etc			DONOT LEAVE BLANK	Must be positive integer. No decimals	
5	Structure Height (AGL)	Enter the type desired (see options below). The FAA Advisory Circular 307460-1 Obstruction Marking and Lighting is recommended when determining the proper way to light/mark obstructions at night/nighttime			DONOT LEAVE BLANK	Must enter exactly one of the choices below	
6	Requested M/L	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 TMA Proposed Structure when you submit your project to the FAA. This column is to be left blank. When the user submits the project, System will			DONOT LEAVE BLANK	Data entry must enter exactly one of the choices below or leave blank	
7	Current Marking/Lighting	automatically update this column with the appropriate ASN			LEAVE IT BLANK		
8	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			IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DONOT LEAVE BLANK	Must use the following format: 4 digit year-3 Letter Region Code-16 digit case number-CE. ("See region codes below) or leave blank	
9	Prior ASN	Required for structures being entered 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			BLANK BY DEFAULT	Must be positive integer. No decimals	
10	Current AGL	Enter the elevation comments if site elevation validation failed but you still want to proceed with your site elevation					
11	Site Elevation Comments						

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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Column	Case Data	Instructions to complete this Data entry	Alert	Constraint
A	<b>Structure Name</b>	Enter a unique name for <u>each point</u> in your Multiple Cases (Off Airport) project submission	DO NOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only
B	<b>Latitude (DD-MM-SS.SS)</b>	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.  <i>Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project</i>	DO NOT LEAVE BLANK	Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)
C	<b>Longitude (DD-MM-SS.SS)</b>	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.  <i>Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project</i>	DO NOT LEAVE BLANK	Must be positive numbers. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit)
D	<b>Site Elevation</b>	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.  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



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

		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	<b>Structure Height (AGL)</b>	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	<b>Requested M&amp;L</b>	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	<b>Current Marking/Lighting</b>	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	<b>ASN</b>	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	



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

I	<b>Prior ASN</b>	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	<b>Current AGL</b>	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	<b>Request ADLS</b>	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	<b>Site Elevation Comments</b>	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**

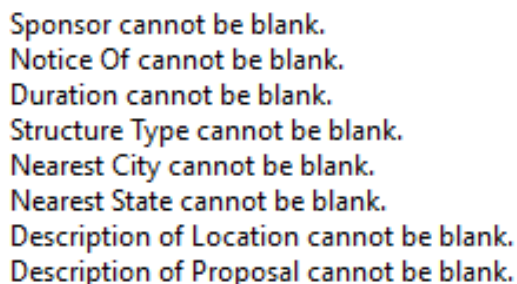
- WTE
- WTW



## OECaseDataSpreadsheet

### (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.



**Please answer if your structure transmits frequencies**





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**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 Invalid,**
    - 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 updated 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

Example of invalid 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	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



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

b. **If all imported data is Valid,**

- A successful data imported message (**Valid**) will be displayed in the **Location(s) Data** section for each row of data.
- Check** the data certification and **Save** button.

Multiple Cases (Off Airport) screen

Example of **valid** spreadsheet data

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

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MSL	Current MSL	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 your spreadsheet will be displayed in this section.

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MSL	Current MSL	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**



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

**Map Verification**

Mapping - Desk Reference Guide

To submit your project to the FAA, you must verify the coordinates of each case listed below:

- Select the link labeled View Map to verify for each case
- Review the plotted location on the Map
- Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure home and review your entered coordinates
- NOTE: You may continue to the Project Summary page 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.

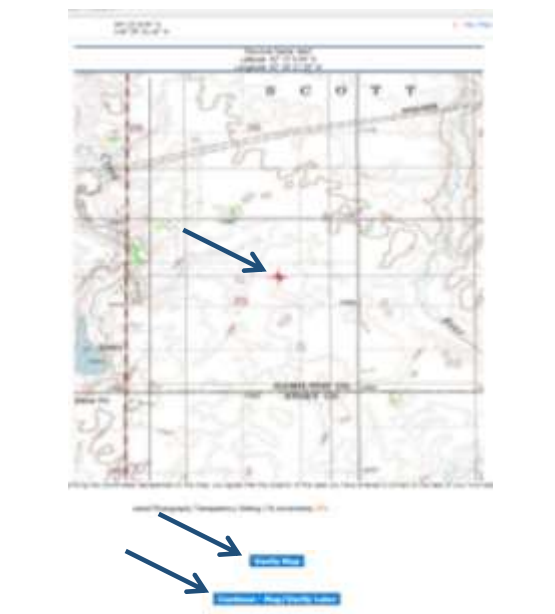
Project Number: B0106-000405808-18

Structure	City, State	Lat/Long	Map
test1 Draft	test, CA	34° 13' 8.54" N 118° 28' 21.30" W	<a href="#">View Map to verify</a>
test2 Draft	test, CA	34° 13' 8.54" N 118° 28' 21.19" W	<a href="#">View Map to verify</a>
test3 Draft	test, CA	34° 13' 8.54" N 118° 28' 21.18" W	<a href="#">View Map to verify</a>
test4 Draft	test, CA	34° 13' 8.54" N 118° 28' 21.17" W	<a href="#">View Map to verify</a>
test5 Draft	test, CA	34° 13' 8.54" N 118° 28' 21.16" W	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map.

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).





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**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.

Structure	City/State	Lat/Long	Map	Actions
Wind Turbine	San Jose, CA	37° 05' 00" N, 121° 05' 00" W	Map	Clone, Delete, Upload a PDF
Wind Turbine	San Jose, CA	37° 05' 00" N, 121° 05' 00" W	Map	Clone, Delete, Upload a PDF
Wind Turbine	San Jose, CA	37° 05' 00" N, 121° 05' 00" W	Map	Clone, Delete, Upload a PDF
Wind Turbine	San Jose, CA	37° 05' 00" N, 121° 05' 00" W	Map	Clone, Delete, Upload a PDF
Wind Turbine	San Jose, CA	37° 05' 00" N, 121° 05' 00" W	Map	Clone, Delete, Upload a PDF
Wind Turbine	San Jose, CA	37° 05' 00" N, 121° 05' 00" W	Map	Clone, Delete, Upload a PDF

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

Actions

Clone  
Delete  
Upload a PDF

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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.

Notice of Proposed Construction or Alteration - Off Airport

[Add a New Case Off Airport - Quick Reference Guide](#)  
[Add a New Case Off Airport for Wind Turbines - Met Tower - Quick Reference Guide](#)

Project Status:  Summary:

Project Summary: BSECH-00048308-18  
[Add Another Case to this Project](#) [Change the status to this Project](#)

Workcase	City, State	Lat/Long	Map	Action
10001 Draft	Ind, IN	39° 17' 0.00" N 119° 28' 01.00" W	 <a href="#">View Map (No map)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Remove from list</a>
10002 Draft	Ind, IN	39° 17' 0.00" N 119° 28' 01.00" W	 <a href="#">View Map (No map)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Remove from list</a>
10003 Draft	Ind, IN	39° 17' 0.00" N 119° 28' 01.00" W	 <a href="#">View Map (No map)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Remove from list</a>
10004 Draft	Ind, IN	39° 17' 0.00" N 119° 28' 01.00" W	 <a href="#">View Map (No map)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Remove from list</a>
10005 Draft	Ind, IN	39° 17' 0.00" N 119° 28' 01.00" W	 <a href="#">View Map (No map)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Remove from list</a>

[Showing: 1](#) [Next Reference Guide](#) [Previous Reference Guide](#)

[Addendum Documents - Quick Reference Guide](#)

[Upload a PDF to the Project](#)  
Please upload all supporting maps/documents including the initial certified survey, if a survey.

You may submit your Project to the FAA.

[Submit](#)



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.

Project Submission Success  
Project Name:

Project 04004004001111 has been submitted successfully to the FAA.  
Your filing is assigned Aeronautical Study Number (ASN):  
2025-AWP-0004-01E  
2025-AWP-0005-01E  
2025-AWP-0006-01E  
2025-AWP-0007-01E  
2025-AWP-0008-01E  
2025-AWP-0009-01E  
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 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 nocopy@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.**



## 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.

#### 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.*)





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Search For: ☒ Off Airport Cases or ☐ On Airport Cases

Year:  ASN:  -  - OE

FAA Region:  FCC Number:

City:  Status:

State:  7460-2 Filed:

- 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**

Archive Search Results

Records 1 to 1 of 1

Case Number	City	State	Latitude
2025-ANE-22-OE	Westborough	MA	42° 17' 28.1

- 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)**

Archive Search Results: Form 7460-1 for ASN

Overview	
Study (ASN):	2025-ANE-22-OE
Prior Study:	
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2: <a href="#">Add 7460-2</a>	

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

Case Information

Component Type: OTHER

Development Type: OTHER - Miscellaneous

Other Desc:

Prior Study:

Date Determined: 02/14/2025

Letters: 02/14/2025 [NO7450](#)



## View Letters (When Logged In)

*\*You are required to have a registered e-filing account*

### **When Logged into a registered e-file account:**

Project Summary : BRICK-000021795-05				
Lat/Long	Map	Actions	7460-2 Received	Latest Letter
26° 7' 30.01" 80° 8' 20.56"	Show Map	Clone Upload a PDF		TER

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 Case Status links:

#### **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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

OE/AAA Portal Page

**My Account**

Name:  
User Name:  
Login Time:  
IP Address:

**Actions:**  
What's New  
OE/AAA System User Guide  
OE/AAA LAP Entry User Guide  
Update Account Information  
Change Password  
Logout

**Email Notifications:**  
Circulized Case Notification  
Subscription Preferences

**Documents:**  
FAA Acronyms

**Off Airport Construction**  
(includes on Military Airport)

My Cases (Off Airport) | Add New Case (Off Airport)  
Add Multiple Cases (Off Airport)  
Add Supplemental Notice (T480-2 Form)  
My Sponsor | Add New Sponsor  
Off Airport Contacts  
My Case Comments

**My Cases by Status:**

Draft	32
Waiting	5 * Action required
Accepted	0
Add Letter	0
Work In Progress	0
Interim	0
Determined	0 Extension Request
Circulized	0 Temporary Structure Notification
Terminated	23
All	60

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
Waiting: Wind Turbine/Met Tower (w/WT Farm) cases that have not been submitted to the FAA and are waiting for an

**On Airport Construction**  
(excludes on Military Airport)

Please file all Modification of Standards requests at <https://airports-gis.faa.gov>  
Please file all Wind Turbine/Met Tower (w/WT Farm) as Off Airport

My Cases (On Airport) | Add New Case (On Airport)  
My Sponsors | Add New Sponsor  
Create New Landing Area Proposal (LAP) | My Landing Area Proposals (LAPs)  
On Airport Contacts  
Manage Airport Operations Staff

**My Cases by Status:**

Draft	5
Waiting	5 * Action required
Accepted	0
Add Letter	0
Work In Progress	0
Determined	0
Terminated	14
All	27

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
Waiting: 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 a document.  
Accepted: Cases that have been submitted to the

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
<input type="checkbox"/> 2025-WTW-290-OE	Comanche Run	CDHNR-00040893-13	A-1	Work In Progress
<input type="checkbox"/> 2025-WTW-291-OE	Comanche Run	CDHNR-00040893-15	A-2	Work In Progress

**On Airport**

ASN	Folder Name	Project Name	Airport
<input type="checkbox"/> 2025-ASO-1940-NRA		BNR-302997911-18	ROCKY ACRES
<input type="checkbox"/> 2025-ASO-1941-NRA		BNR-302997911-18	ROCKY ACRES



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

- 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.

**Off Airport**

Project Summary : CENTR-000217096-12

Lat/Long	Map	Actions	7460-2 Received	Latest Letter
44° 24' 24.43" 70° 9' 50.93"	Show Map	Clone Upload a PDF		TER
44° 24' 20.57" 70° 8' 50.74"	Show Map	Clone Upload a PDF Add 7460-2		NPF
44° 24' 16.75" 70° 8' 50.55"	Show Map	Clone Upload a PDF		CIR

**On Airport**

Project Summary: Van -147891550-11

Site	Lat/Long	Map	Document	Actions	Latest Letter
OLIS, MN	44°53'52.00"N 93°13'08.70"W	Show Map		Upload a PDF	.NOT460
OLIS, MN	44°53'49.20"N 93°13'25.40"W	Show Map		Upload a PDF	.NOT460

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

### Instructions:

- 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).



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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

**Off Airport**

ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/> 2025-ANE-1376-OE		CENTR-000217096-12	251-63	Interim
<input type="checkbox"/> 2025-ANE-1377-OE		CENTR-000217096-12	251-64	Interim

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

**On Airport**

ASN	Folder Name	Project Name	Airport
<input type="checkbox"/> 2025-ASO-1940-NRA		BAC-162997911-18	ROCKY ACRES
<input type="checkbox"/> 2025-ASO-1941-NRA		BAC-162997915-18	ROCKY ACRES

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)**

Details for Case : WTG 1

Show Project Summary

Date Accepted:	04/02/2025
Date Determined:	09/26/2025
Letters:	10/26/2025  CIR
	09/21/2025  NPF
	04/10/2025  ADD



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

Details for Case

Case Information	
ASN:	2025-AWP-3061-NRA
Component Type:	OTHER
Development Type:	OTHER - Miscellaneous
Other Desc:	Temp Stockpiles
Prior Study:	
Date Determined:	08/12/2025
Letters:	08/12/2025 NO7460
	06/11/2025 REC

## 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).



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

## 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**



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**View Request/Respond to “Off Airport” Add Letter.**

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

**Off Airport Construction (includes on Military Airport)**

My Cases (Off Airport) | Add New Case (Off Airport)  
Add Multiple Cases (Off Airport)  
Add Supplemental Notice (7460-2 Form)  
My Sponsors | Add New Sponsor  
Off Airport Contacts  
My Case Comments

**My Cases by Status:**

Draft	121
Waiting	0
Accepted	4
Add Letter	8
Work in Progress	268
Interim	172
Determined	7833
Circularized	16
Terminated	2989
All	11411

\* 7460-2 Required (1778)  
\* Cases Due To Expire (7)  
Extension Request  
Temporary Structure Notification

**On Airport Construction (excludes on Military Airport)**  
Please file all Modification of Standards requests at <https://airports.gis.faa.gov>  
Please file all Wind Turbine/Met Tower (w/WT Farm) as Off Airport

My Cases (On Airport) | Add New Case (On Airport)  
My Sponsors | Add New Sponsor  
Create New Landing Area Proposal (LAP) | My Landing Area Proposals (LAPs)  
On Airport Contacts  
Manage Airport Operations Staff

**My Cases by Status:**

Draft	0
Waiting	0
Accepted	0
Add Letter	1
Work in Progress	0
Determined	61
Terminated	1
All	63

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
Warning: Please that have not been submitted to the FAA.

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

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

**My Cases in ADD LETTER Status**

Online Request/Response to Add Letter - Data Reference Guide V. 2016.1.0

Please refer to the assigned ASN on all inquiries to the FAA.

My Cases | My Cases by Status | Cases Requiring Action

Records 1 to 1 of 1

View Filter | Create Filter | Manage Filters | Transfer Cases

ASN	Adder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Required	City	State	Respond To Add Letter
2017-048, 07673-02	09133-090107128-01	Test	09133-090107128-01	Add Letter	11/17/2017			San	MD	Respond To Add Letter

Records per Page 25 75

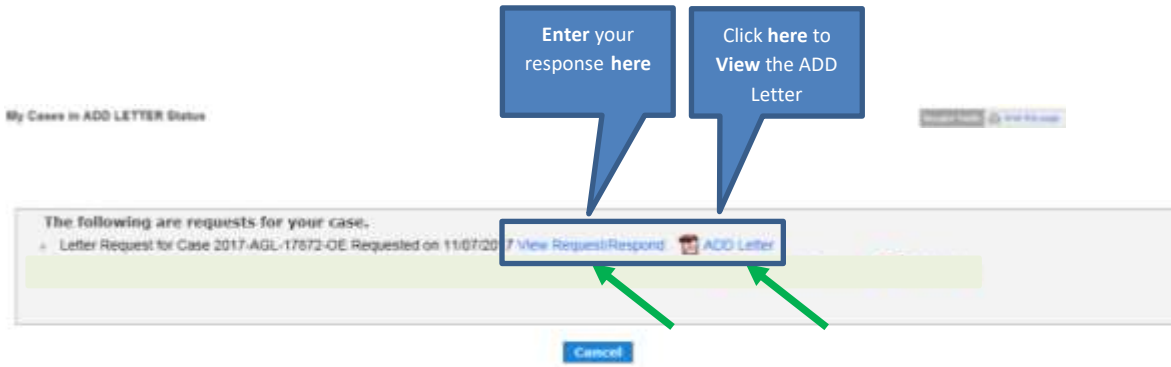




iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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](mailto: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 Angélique Eerstling via phone: [redacted] or email: [redacted]. 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](mailto: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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

Add Letter Response for Case

Site Elevation:  ft

Save

Cancel

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

Submission Success

Your letter response was successfully submitted.

Return

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](mailto:noreply@faa.gov) with an explanation from the FAA describing why your response was rejected.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

View Request/Respond to “On or Off Airport” Add Letters

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

**Off Airport Construction**  
(includes on Military Airport)

My Cases (Off Airport) | Add New Case (Off Airport)  
Add Multiple Cases (Off Airport)  
Add Supplemental Notice (7460-2 Form)  
My Sponsors | Add New Sponsor  
Off Airport Contacts  
My CMC Comments

**My Cases by Status:**

Draft	121
Waiting	0
Accepted	4
Add Letter	0
Work in Progress	268
Initiated	172
Determined	7833
Consolidated	16
Terminated	2988
All	11451

**On Airport Construction**  
(includes on Military Airport)  
Please file all Modification of Standards requests at <https://airports-gls.faa.gov>  
Please file all Wind Turbine/Met Tower (wWT Farm) as Off Airport

My Cases (On Airport) | Add New Case (On Airport)  
My Sponsors | Add New Sponsor  
Create New Landing Area Proposal (LAP) | My Landing Area Proposals (LAPs)  
On Airport Contacts  
Manage Airport Operations Staff

**My Cases by Status:**

Draft	0
Waiting	0
Accepted	0
Add Letter	0
Work in Progress	0
Determined	61
Terminated	1
All	61

(Draft: Cases that have been saved by the user but have not been submitted to the FAA.)

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.

My Cases in ADD LETTER Status

ADD	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Refused	7460-2 Received	City	State	Response to Add Letter
<input type="checkbox"/>	2025-AGL-17872-OE	<a href="#">BRICK ADDITION 16</a>	Turt	Add Letter	11/01/2017			turt	HI	<a href="#">Respond to Add Letter</a>

This will bring up the Project Summary screen.

View the Add Letter by selecting it from the **Latest Letter** column of the applicable case.

Notice of Proposed Construction or Alteration - Off Airport

Structure	City/State	Lat/Long	Map	Actions	7460-2 Received	Latest Letter
<a href="#">Project Summary</a> 2025-AGL-17872-OE	Wailuku, HI	21° 10' 12.00" N 157° 10' 12.00" W	<a href="#">View Map</a>	<a href="#">View Details</a> <a href="#">Respond to Add Letter</a> <a href="#">Add Photo</a>		<a href="#">Latest Letter</a>



## Uploading an “Add Response” PDF Document

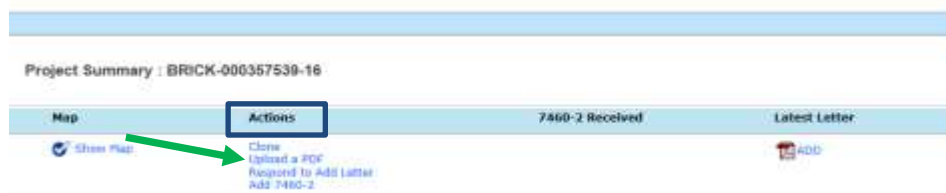
### Constraints

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.

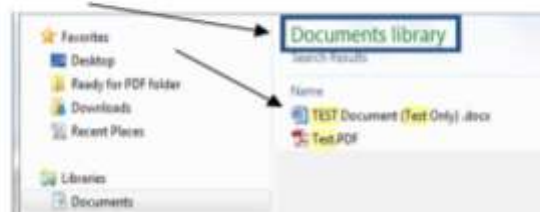
### Example: Upload a PDF File – Add Letter Response Document Upload



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

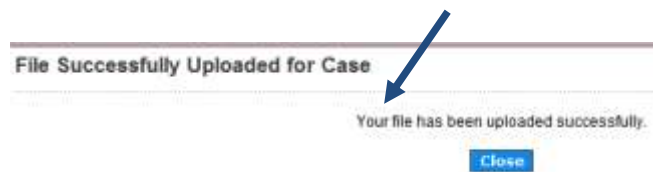
Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

**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.



# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

## 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 screenshot shows the OE/AAA Portal Page. On the left is a navigation menu with links like 'Home', 'FAA OE/AAA Office', 'View Determined Cases', etc. The main content area is divided into three columns. The first column is 'My Account' with user details and actions. The second column is 'Off Airport Construction (includes on Military Airport)' with links to 'My Cases (Off Airport)' and 'Add New Case (Off Airport)'. The third column is 'On Airport Construction (includes on Military Airport)' with links to 'My Cases (On Airport)' and 'Add New Case (On Airport)'. Both the 'My Cases (Off Airport)' and 'My Cases (On Airport)' sections show a table of cases by status: Draft, Waiting, Accepted, Add Letter, Work in Progress, Intention, Determined, Circulated, Terminated, and All. Green arrows point from the 'My Cases (Off Airport)' and 'My Cases (On Airport)' links in the navigation menu to their respective sections in the main content area.

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.

The screenshot shows the 'All of My Cases (Off Airport)' screen. It features a table with columns: Case ID, Public Name, Project Name, Airspace Group, Status, Date Accepted, Date Determined, 7460-2 Received, City, and State. The table lists two cases: 2025-AGL-721-OE and 2025-AGL-721-OE. A blue arrow points to the 'Status' column header, and another blue arrow points to the 'Cases Requiring Action' section on the right side of the screen.



## 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

**My Cases in INTERIM Status**

Please refer to the assigned ASN on all inquiries to the FAA

Filter by Case Status: All Cases (11/17), Draft (0), Rejected (0), Work in Progress (0), Interim (0), Suspended (0), Completed (0), Terminated (0)

Case Reporting Action: Step 1 Rejected (1/17), Add Letter (0), Cases Due to Expire (0)

Records 1 to 20 of 98

Page 1 of 5  
Next page >

View Folder Create Folder Manage Folders Transfer Cases

ABN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	F400-3 Received	City	State
2018-ANE-1374-0E		<a href="#">CENTH-000017096-02</a>	001-03	Interim	09/26/2024	03/28/2025		Livermore Falls	ME
2018-ANE-1377-0E		<a href="#">CENTH-000017096-02</a>	001-04	Interim	09/26/2024	03/28/2025		Livermore Falls	ME





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Project Summary : PRST400489714-18

WorkItem	City, State	Lat/Long	Map	Actions	PDFs Received	Current Status
1	Landmarks, AL	40° 34' 33.57" N 70° 47' 52.78" W		<a href="#">Upload a PDF</a>		None
2	Landmarks, AL	40° 34' 33.57" N 70° 47' 52.78" W		<a href="#">Upload a PDF</a>		None
3	Landmarks, AL	40° 34' 33.57" N 70° 47' 52.78" W		<a href="#">Upload a PDF</a>		None
4	Landmarks, AL	40° 34' 33.57" N 70° 47' 52.78" W		<a href="#">Upload a PDF</a>		NPF
5	Landmarks, AL	40° 34' 33.57" N 70° 47' 52.78" W		<a href="#">Upload a PDF</a>		NPF

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

Upload PDF File for Location

• Choose a document type  
• Click Browse to select an Adobe PDF file from your PC  
• There is a 25MB file size limit  
• Please upload all supporting case documentation including the latest certified survey, if available

Note: If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

Choose Type of Document:

File to upload:

Only PDF files may be uploaded to the system

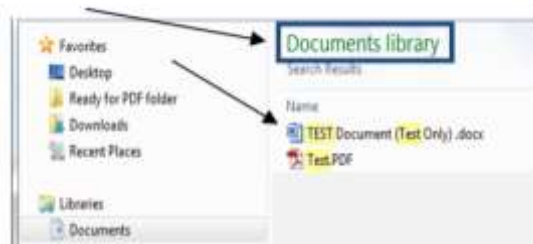




iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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**





*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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

**My Cases in INTERIM Status**  
Responding to iOE® - Desk Reference Guide

Please refer to the assigned ASN on all inquiries to the FAA

Filter by Case Status: Draft (0) | Accepted (0) | Work in Progress (0) | Pending (0) | Submitted (0) | Cancelled (0) | Terminated (0)

Case Acquiring Action: Waiting (0) | Pending Required (0) | Add Letter (0) | Cases Due to Expire (0)

Records 1 to 3 of 3 Page 1 of 1

View Folder ▾ Create Folder Manage Folders Transfer Cases  
Transfer Cases - Desk Reference Guide

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	746B-2 Received	City	State
2025-AEA-599-OE	TWO T-000440079-18	8, 46 Floor, NW Corn...	Interim	01/11/2025	02/09/2025			Brooklyn	NY
2025-AEA-600-OE	TWO T-000440079-18	7, 46 Floor, NE Corn...	Interim	01/11/2025	02/09/2025			Brooklyn	NY
2025-AEA-601-OE	TWO T-000440079-18	8, 46 Floor, SE Corn...	Interim	01/11/2025	02/09/2025			Brooklyn	NY



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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

Project Summary :

Structure	City, State	Lat/Long	Map	Actions
CLQ-101 Orange Blvd Work In Progress	Lake Mary, FL	28° 47' 50.44" 81° 21' 44.50"	Show Map	Clone Upload a PDF Add 7460-2

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**

Choose Type of Document:

File to upload:

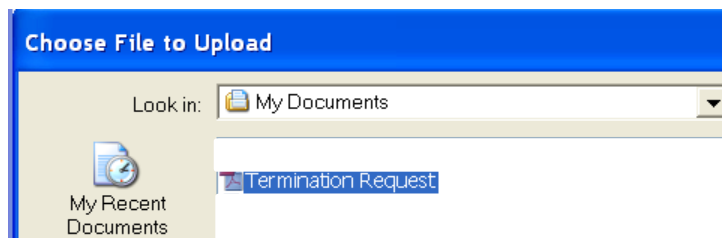
*Only PDF files may be uploaded to the system*



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.

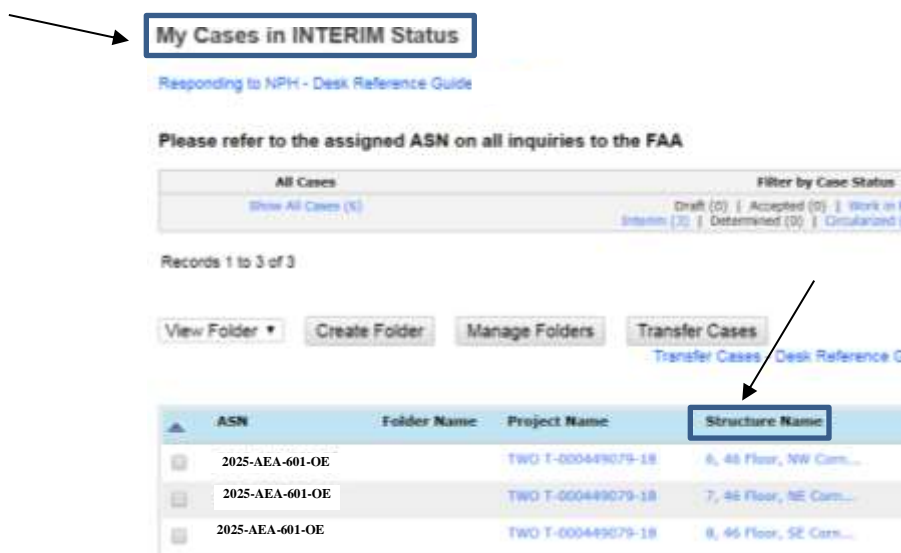
The following message will display:

"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**





*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.

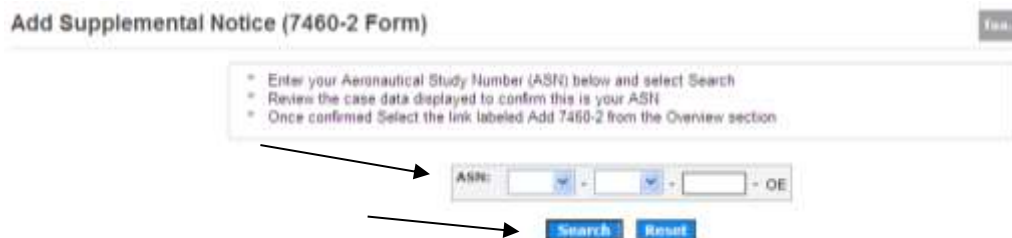
### Submit E-Supplemental Notice (7460-2) - Dismantled

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



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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).

Form 7460-1 for ASN

Overview

Study (ASN):

Prior Study:

Status: Determined

Letters: Determination

Supplemental Form 7460-2: **Add 7460-2**

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.

Supplemental Notice (7460-2) - Dismantled

Request Termination-Dismantled-Abandoned - Desk Reference Guide

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date:  (mm/dd/yyyy)

**Cancel** **Confirm**





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**Supplemental Notice (7460-2) - Dismantled**

Request Termination-Dismantled-Abandoned - Desk Reference Guide

- Provide the date the project was dismantled.
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date:

S	M	T	W	T	F	S
26	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
Today						

- 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.

**Supplemental Notice (7460-2) - Dismantled**

faa.gov

Please confirm you would like to submit this 7460-2 to the FAA.

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date:

Comments:  
(Use this option to submit comments with your validated submission)

☐ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

**Successfully Submitted 7460-2**

Your 7460-2 has been received by the FAA. Thank you.

You may Upload a PDF which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

[Continue to 7460-2 Required List](#)

or

[Return to Portal Page](#)

**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.

My Cases in **XXX** Status

Please refer to the assigned ASN on all inquiries to the FAA

Filter by Case Status: Draft (20) | Accepted (20) | Work in Progress (2) | Withdrawn (0) | Dismantled (20) | Closed/Retired (0) | Terminated (0)

Cases Requiring Action: Waiting (0) | 7460-2 Required (10) | Add Letter (0) | Cases Due to Expire (0)

Records 1 to 20 of 20

View Folder | Create Folder | Manage Folders | Transfer Cases | Transfer Cases - Desk Reference Guide

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2025-WTW-3588-OE	CA/TH-000465892-18	80a	Accepted	03/07/2025	03/07/2025	Dismantled	Rapids	MT	
2025-WTW-3589-OE	CA/TH-000465892-18	80a	Accepted	03/07/2025			Rapids	MT	

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

Project Summary : CA/TH-000465892-18

Structure	City, State	Lat/Long	Map	Actions	Latest Letter
80a Accepted 2025-WTW-3588-OE	Rapids, MT	49° 33' 13.80" N 109° 30' 04.50" W	Show Map	Done Upload a PDF Add 7460-2 <a href="#">7460-2 Received</a> Dismantled	None
80a Accepted 2025-WTW-3589-OE	Rapids, MT	49° 33' 3.62" N 109° 30' 21.72" W	Show Map	Done Upload a PDF Add 7460-2	None



## Abandoned

When a proposed structure is not going to be built.

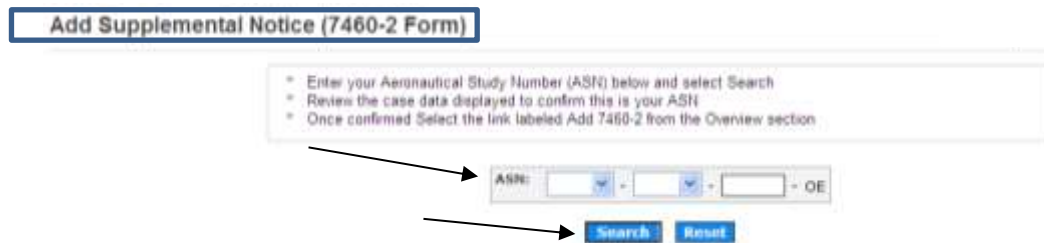
## Submit E-Supplemental Notice (7460-2) - Abandoned

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*).



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

### Form 7460-1

The screenshot shows the 'Overview' section of Form 7460-1. It contains the following fields: 'Study (ASN):', 'Prior Study:', 'Status:', 'Letters:', and 'Supplemental Form 7460-2:'. An arrow points from the 'Status:' field to a 'Determination' link with a red document icon. The 'Supplemental Form 7460-2:' field has an 'Add 7460-2' button next to it.

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.

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

[Request Termination-Dismantled-Abandoned - Desk Reference Guide](#)

- » Provide the date the project was abandoned
- » After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:  {mm/dd/yyyy}

[Cancel](#) [Confirm](#)



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Request Termination-Dismantled-Abandoned - Desk Reference Guide

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:

Calendar for March 2024:

S	M	T	W	T	F	S
25	26	27	28	29	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

- 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.

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

faa.gov T

Please confirm you would like to submit this 7460-2 to the FAA.

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:

Comments:  
(Use this option to submit comments with your validated submission)

☐ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

#### Successfully Submitted 7460-2 for

→ Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

*To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.*

[Continue to 7460-2 Required List](#)

or

[Return to Portal Page](#)

## Supplemental Notice 7460-2 Part 1 & 2

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

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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

To submit an e-supplemental notice **7460-2 Part 1:**

- 1) Go to the Obstruction Evaluation web site: <https://oeaaa.faa.gov>
- 2)
  - a. If you already have an account:
    - Go to step 3.
  - b. If you don't have 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.

OE/AAA Portal Page

The screenshot shows the OE/AAA Portal Page. On the left is the 'My Account' section with fields for Name, User Name, Login Time, IP Address, and Actions. On the right is the 'Off Airport Construction (includes on Military Airport)' section. This section contains links for 'My Cases (Off Airport)', 'Add New Case (Off Airport)', 'Add Multiple Cases (Off Airport)', 'Add Supplemental Notice (7460-2 Form)', 'My Sponsors', 'Add New Sponsor', 'Off Airport Contacts', and 'My Circ Comments'. The 'Add Supplemental Notice (7460-2 Form)' link is highlighted with a black box. Arrows point from the text 'OE/AAA Portal Page' to the left section and from step 4 of the instructions to the highlighted link.

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

**Add Supplemental Notice (7460-2 Form)**

The screenshot shows the 'Add Supplemental Notice (7460-2 Form)' screen. At the top, there are instructions: 'Enter your Aeronautical Study Number (ASN) below and select Search', 'Review the case data displayed to confirm this is your ASN', and 'Once confirmed Select the link labeled Add 7460-2 from the Overview section'. Below the instructions is an input field for the ASN, which is a dropdown menu followed by a hyphen, another dropdown menu, another hyphen, and a text box. To the right of the input field is a 'Search' button and a 'Reset' button. An arrow points from the text '(This will take you to the Form 7460-1 details for case screen.)' to the 'Search' button.

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



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.

**Form 7460-1 for 20XX-XXX-XXX-OE**

Overview	
Study (ASN):	20XX-XXX-XXX-OE
Prior Study:	
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2:	<a href="#">Add 7460-2</a>
Sponsor Information	

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

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

**Select Supplemental Notice (7460-2) Type for 20XX-XXX-XXX-OE**

• Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary  
• Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal, a new filing is required  
• If both Part 1 and Part 2 are required, you must submit Part 1 notification first  
• Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable

PART 1	PART 2
A 7460-2 (PART 1) is required at least 10 days prior to start of construction.	A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.
<a href="#">File a 7460-2 Part 1</a>	<a href="#">File a 7460-2 Part 2</a>
Or	

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





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Supplemental Notice (7460-2) - Part 1 for 20XX-XXX-XXX-OE

Please answer the following questions regarding your newly constructed structure:  
• You will be required to certify your answers before submitting to the FAA.  
• You are required to re-file for a new study if the original site data has changed.

\* Will the structure be constructed at the originally filed location (P-45-03.5.1)?  
☐ No  
☐ Yes

\* Is the site elevation of the construction location 232 feet?  
☐ No  
☐ Yes

\* Site Elevation Determined By:

\* The determination issued states a condition that the structure is to be marked/lighted with No marking/lighting. Will you adhere to this condition when the construction is completed?  
☐ No  
☐ Yes

\* Note: 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 to modify to change the lighting condition, please include a comment with your submission identifying the ASR for any additional studies conducted and select the lighting approved under that ASR.

\* When will actual construction, which includes the laying of a foundation but not including excavation, begin?  
 (mm/dd/yyyy)

\* What is the estimated date the structure will reach its Greatest Height?  
 (mm/dd/yyyy)

\* Will the structure be constructed to the originally filed height of 33 feet above ground level (AGL)?  
☐ No  
☐ Yes

\* Note: If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.

Antenna Requiring FCC License: (Leave blank if your structure does not require FCC License)  
AIR Number:

FCC Permit Applied Date:  (mm/dd/yyyy)  
FCC Permit Issued Date:  (mm/dd/yyyy)

**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.**



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

9) *Certify the supplemental notice information by selecting the “check box” (to successfully submit the 7460-2 Part 1 to the FAA).*

Supplemental Notice (7460-2) - Part 1 for 20XX-XXX-XXX-OE

Please confirm you want to submit this 7460-2 to the FAA.

- Please complete all items that have a red asterisk.
- If your construction information includes any changes to the originally submitted proposal, you will be advised that a new filing is required. If you wish to proceed with the changes the system will require that you complete a new filing.
- If you select the Education Determined by an actual survey, be sure that a copy is uploaded with your submission. If a fee and priority report provided.
- After selecting Confirm you will be given an option to make comments before certifying and submitting your notice.

**Construction**

Construction Type: New

Construction Location / Height

Latitude: [blank]

Longitude: [blank]

Obstruction Status: [blank]

Obstruction (ft): [blank]

Obstruction Height (ft): [blank]

Obstruction Determined by: [blank]

**Construction Notifications** (Please enter Construction Notification Dates)

Construction Start Date: [blank]

Construction End Date: [blank]

**Obstruction Reporting FTX Location** (Select State if your Obstruction does not require FTX Location)

State: [blank]

**Working Draft / Editing**

Working Draft / Editing: [blank]

**Supplemental Notice Review**

Upload Supplemental Notice Review: [blank]

Comments: [blank]

☐ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[Go Back](#) [Cancel](#) [Submit](#)

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.

Successfully Submitted 7460-2 for 20XX-XXX-XXX-OE

Your 7460-2 has been received by the FAA. Thank you.

You may Upload a PDF which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add [homsp@faa.gov](mailto:homsp@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.

[Continue to 7460-3 Supplement List](#) or [Return to Portal Page](#)



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.

## Form 7460-1 for ASN 20XX-XXX-XXX-OE

Overview	
Study (ASN):	20XX-XXX-XXX-OE
Prior Study:	
Status:	Determined
Letters:	<a href="#">Determination</a>
7460-2 Forms:	<a href="#">01/16/2016</a>   <a href="#">01/16/2016</a>
Supplemental Form 7460-2:	<a href="#">Add 7460-2</a>
Sponsor Information	

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:

Supplemental Notice (7460-2) - Part 1 for 20XX-XXX-XXX-OE

Your latitude/longitude do not match the coordinates evaluated by the FAA.  
Your site elevation does not match the elevation evaluated by the FAA

- 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.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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)



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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 **if required by an FAA final aeronautical study determination letter.**

To submit an e-supplemental notice **7460-2 Part 2**:

- 1) Go to the Obstruction Evaluation web site: <https://oeaaa.faa.gov>
- 2)
  - a. If you already have an account:
    - Go to step 3.
  - b. If you don't have 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.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
Name: User Name: Login Time: IP Address:  Actions:	<a href="#">My Cases (Off Airport)</a>   <a href="#">Add New Case (Off Airport)</a> <a href="#">Add Multiple Cases (Off Airport)</a> <a href="#">Add Supplemental Notice (7460-2 Form)</a> <a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a> <a href="#">Off Airport Contacts</a> <a href="#">My Circ Comments</a>



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

**Add Supplemental Notice (7460-2 Form)**

• Enter your Aeronautical Study Number (ASN) below and select Search  
• Review the case data displayed to confirm this is your ASN  
• Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN:  -  -  - OE

[Search](#) [Reset](#)

(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.

**Form 7460-1 for 20XX-XXX-XXX-OE**

**Overview**

Study (ASN): 20XX-XXX-XXX-OE

Prior Study:

Status: Determined

Letters: [Determination](#)

Supplemental Form 7460-2: [Add 7460-2](#)

**Sponsor Information**

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



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Select Supplemental Notice (7460-2) Type for **20XX-XXX-XXX-OE**

Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary.

- Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal; a new filing is required.
- If both Part 1 and Part 2 are required, you must submit Part 1 notification first.
- Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable.

**PART 1**  
A 7460-2 (PART 1) is required at least 10 days prior to start of construction.  
[File a 7460-2 Part 1](#)

**PART 2**  
A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.  
[File a 7460-2 Part 2](#)

Or

(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.

Supplemental Notice (7460-2) - Part 2 for **20XX-XXX-XXX-OE**

Please answer the following questions regarding your newly constructed structure.

- You will be required to certify your answers before submitting to the FAA.
- You are required to re-file for a new study if the original site data has changed.

\* Was the structure constructed at the originally filed location?  
☐ No  
☐ Yes

\* Is the site elevation at the constructed location (33 feet)?  
☐ No  
☐ Yes

\* Has the structure reached its greatest height of 33 feet above ground level (AGL)?  
Note: If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.  
☐ No  
☐ Yes

\* The determination issued states as a condition that the structure is to be marked/lighted with no marking/lighting. Did you adhere to this condition?  
Note: 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 ASD for any additional studies conducted and select the lighting approved under that ASD.  
☐ No  
☐ Yes

\* Enter the greatest height reached date:  
[Date Picker] (mm/dd/yyyy)

\* Site Elevation Determined By:  
[Dropdown Menu]

Antenna Requiring FCC License: (Leave blank if your structure does not require FCC license)

ASK Number: [Text Field]

FCC Permit Applied Date: [Date Picker] (mm/dd/yyyy)  
FCC Permit Issued Date: [Date Picker] (mm/dd/yyyy)

[Cancel](#) [Confirm](#)



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





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

10) Select the [Submit] button.

Supplemental Notice (7460-2) - Part 2 for 20XX-XXX-XXX-OE

Please confirm you would like to submit this 7460-2 to the FAA.

Construction Type: New

Owner of Structure:

Construction Location / Height

Latitude:

Longitude:

Horizontal Datum: NAD83

Site Elevation (MSL): 1420

Structure Height (AGL): 400 (nearest foot)

Site Elevation Determined By: Actual As-Built Survey

Address:

Address 2:

City: Oxford

State: Maine

Upload a PDF which will be attached to this case.

Construction Notifications (Please enter Greatest Height Reached date)

Greatest Height Reached Date: 05/14/2016

Antennas Requiring FCC License (Leave blank if your structure does not require FCC license)

Antenna Number:

FCC Permit Applied Date:

FCC Permit Installed Date:

Marking and Lighting

Marking and Lighting: Red lights

Other Data:

Supplemental Case Notes

Latest Supplemental Case Note:

Comments: (Use this option to submit comments with your validated submission)

☐ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[Back](#) [Cancel](#) [Submit](#)

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.

Successfully Submitted 7460-2 for: 20XX-XXX-XXX-OE

Your 7460-2 has been received by the FAA. Thank you.

You may [upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add [hazpro@faa.gov](mailto:hazpro@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.

[Continue to 7460-3 Suspended List](#) [Return to Portal Page](#)

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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

## Form 7460-1 for ASN 20XX-XXX-OE

**Overview**

**Study (ASN):** 20XX-XXX-XXX-OE

**Prior Study:**

**Status:** Determined

**Letters:** [Determination](#)

**7460-2 Forms:** 01/17/2025 | 01/17/2025

**Supplemental Form 7460-2:** [Add 7460-2](#)

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:

Supplemental Notice (7460-2) - Part 2 for 20XX-XXX-XXX-OE

Your latitude/longitude do not match the coordinates evaluated by the FAA.  
Your site elevation does not match the elevation evaluated by the FAA.

- 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:

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 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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.

OE/AAA Portal Page

The screenshot shows the OE/AAA Portal Page. On the left is the 'My Account' section with fields for Name, User Name, Login Time, IP Address, and a list of actions like 'What's New', 'OE/AAA System User Guide V', 'OE/AAA LAP/EIR User Guide', 'Update Account Information', 'Change Password', and 'Logout'. Below that are 'Email Notifications' for 'Circularized Case Notification' and 'Subscription Preferences'. On the right is the 'Off Airport Construction (includes on Military Airport)' section. It contains links for 'My Cases (Off Airport)', 'Add New Case (Off Airport)', 'Add Multiple Cases (Off Airport)', 'Add Supplemental Notice (7460-2 Form)', 'My Sponsors', 'Add New Sponsor', 'Off Airport Contacts', and 'My Circ Comments'. Below these is a 'My Cases by Status' table:

My Cases by Status:	
Draft	1
Waiting	0
Accepted	0
Add Letter	1
Work in Progress	0
Interim	0
Determined	0
Circularized	0
Terminated	5

A blue arrow points from the 'Add Letter' row to the 'Extension Request' link, which is highlighted with a blue box. A note '\* Action required' is next to the 'Add Letter' row, and a note 'Temporary account notification' is next to the 'Extension Request' link.

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).

### Search for Extension Request

\* Search for a case to create an extension request.

ASN:  -  -  - OE

Search

Reset

Read the extension criteria statements.

### Supplemental Notice (7460-2) - Extension Request for

- \* After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period for a new study(Add New Case-Off Airport).
- \* Any changes in coordinates, heights, and frequency or use of greater power will 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.

Construction has not started. Please consider an extension of the Effective Period of this determination for an additional 18 months.  
If necessary, Upload a PDF which will be attached to the case.

Cancel Confirm



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

My Cases Requiring 7460-2 ←

Please refer to the assigned ASN on all inquiries to the FAA

All Cases: Show All Cases (4387) Filter by Case Status: Draft (66) | Accepted (144) | Work in Progress (43) | Interim (99) | Determined (3009) | Circulated (2) | Terminated (1108) Cases Requiring Action: 7460-2 Required (1048) | Add Letter (5) | Cases Due to Expire (33)

Records 501 to 1000 of 1048  
← Previous page

View Folder Create Folder Manage Folders Transfer Cases

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2025-WTW-1429OE	PULLM-000231941-13	WT 110		Determined	03/04/2025	08/09/2025	Ext Req	Amarillo	TX

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

### Notice of Proposed Construction or Alteration - Off Airport

Project Name: PULLM-000231941-13 Sponsor: Route

Details for Case : WT 110  
[Show Project Summary](#)

Case Status

ASN:

Status: Determined

7460-2 Forms:

7460-2 (PART 2) required within 5 days after the construction reaches its greatest height.

[Add Supplemental Notice \(7460-2\)](#)

## 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:

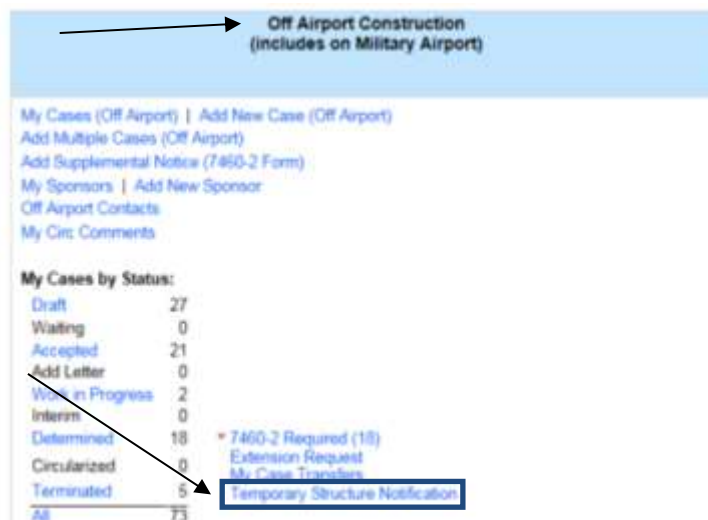
- A. Sponsor (Owner of Structure)
- B. City/State

## 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.





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

**Add Supplemental Notice (7460-2 Form)**

- Enter your Aeronautical Study Number (ASN) below and select Search
- Review the case data displayed to confirm this is your ASN
- Once confirmed Select the link labeled Add 7460-2 from the Overview section

- 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.

**Form 7460-1 for ASN**

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

**Select Supplemental Notice (7460-2) Type for**



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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.

The screenshot shows the NOTAM Request form with a calendar pop-up for the Start Date field. The calendar is for April 2025. The form fields are: Start Date, Completion Date, Number Of Days, Time of Arrival, Time Zone (set to Eastern (UTC -5)), Onsite Contact Name, and Onsite Contact Number. The calendar shows dates from 30 to 10. The Save button is highlighted.

S	M	T	W	T	F	S
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	1	2	3
4	5	6	7	8	9	10

Today

Cancel Save

#### NOTAM Request

- Select the Save button to confirm information.

The screenshot shows the NOTAM Request form with the Save button highlighted. The form fields are: Start Date, Completion Date, Number Of Days, Time of Arrival, Time Zone (set to Eastern (UTC -5:00/-4:00)), Onsite Contact Name, and Onsite Contact Number. The Save button is highlighted.

Cancel Save

#### NOTAM Request

→ Please confirm you would like to submit this NOTAM request to the FAA.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

---

Start Date:	
Completion Date:	
Number Of Days:	3
Time of Arrival:	8:00 AM
Onsite Contact Name:	Bob Carpenter
Onsite Contact Number :	3011231236

☐ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[« Back](#) [Cancel](#) [Confirm](#)

- Your NOTAM request has been received by the FAA.

---

**Successfully Submitted NOTAM**

→ 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](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.*

[Continue to 7460-2 Required List](#) or [Return to Portal Page](#)

- **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:

Select Supplemental Notice (7460-2) Type |

PART 1	PART 2
A 7460-2 (PART 1) is required at least 10 days prior to start of construction. The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.	A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height. The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.
Abandoned	Dismantled
The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.	Marking/Lighting Change Notification
Request a NOTAM <b>Request to Extend a NOTAM</b>	Request Cancellation of a NOTAM

- Provide the extension requested until date.

**NOTAM Extension**

NOTAM OE - Desk Reference Guide

• Provide the extension requested until date.

Extension Requested Until Date:

**NOTAM Extension**

Please confirm you would like to submit this NOTAM request to the FAA.

• Provide the extension requested until date.

Extension Requested Until Date:

☒ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.



## **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:

The screenshot shows a web form titled "NOTAM Cancellation Notification". It is divided into two columns: "PART 1" and "PART 2".

**PART 1:** A 7460-2 (PART 1) is required at least 10 days prior to start of construction. The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.

**PART 2:** A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height. The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.

Below these sections, there are two main options: "Abandoned" and "Discontinued".

**Abandoned:** The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request. Below this is a button "Request a NOTAM" and a link "Request to Extend a NOTAM".

**Discontinued:** Below this is a link "Marking/Lighting Change Notification" and a button "Request Cancellation of a NOTAM". An arrow points to this button.

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

### NOTAM Cancellation

[NOTAM Efile - Desk Reference Guide](#)

The screenshot shows the "NOTAM Cancellation" form. A red arrow points to the "Removal Date:" field, which contains the date "25/11/2025". Below the field is a calendar icon. To the right of the field is a "Save" button. Below the "Save" button is a "Cancel" button.

- Select the Save button.

### NOTAM Cancellation

The screenshot shows the "NOTAM Cancellation" form. A red arrow points to the "Removal Date:" field, which is empty. To the right of the field is a "Save" button. Below the "Save" button is a "Cancel" button.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**NOTAM Cancellation**

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:

☒ I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[Back](#) [Cancel](#) [Confirm](#)

- Your NOTAM request has been received by the FAA.

**Successfully Submitted NOTAM**

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](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

[Continue to 7460-2 Required List](#) or [Return to Portal Page](#)

## Transfer E-filed Cases

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

From your Portal Page

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

**OE/AAA Portal Page**

**My Account**

Name:  
User Name:  
Login Time:  
IP Address:  
Actions:

**Off Airport Construction  
(includes on Military Airport)**

[My Cases \(Off Airport\)](#) [Add New Case \(Off Airport\)](#)  
[Add Multiple Cases \(Off Airport\)](#)  
[Add Supplemental Notice \(7460-2 Form\)](#)  
[My Sponsors](#) | [Add New Sponsor](#)  
[Off Airport Contacts](#)  
[My Case Comments](#)





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.

**ALL of My Cases (OF Airport)**

Please refer to the assigned ASN on all inquiries to the FAA

Off Cases: [Show All Cases \(24\)](#)

Filter by Case Status: [All Cases \(24\)](#) [Assigned \(1\)](#) [Not Assigned \(23\)](#)

Case Response Status: [Waiting \(0\)](#) [Not Assigned \(1\)](#) [Not Assigned \(23\)](#)

Records 1 to 20 of 20

[View Folder](#) [Create Folder](#) [Storage Folders](#) **Transfer Cases** [Transfer Cases - Draft Reference Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	Field 2 Received	City	State
<input type="checkbox"/> 2025-ACE-3094-OE	TEST-0003402-15	test	test	Determined	07/21/2025	09/17/2025		Indian	IN
<input type="checkbox"/> 2025-ACE-3095-OE	TEST-0003403-15	test	test	Determined	04/27/2025	05/11/2025		Indian	IN
<input type="checkbox"/> 2025-ACE-3096-OE	TEST-0003404-15	AT_T	test	Accepted	08/22/2025			Indian	IN
<input type="checkbox"/> 2025-ACE-3097-OE	TEST-0003405-15	test	test	Pending	09/19/2025			Indian	IN

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.

**Manage Transfer Cases**

Case Transfer:

- Use the check box(es) to select the case(s) you want to transfer.
- Type the recipient's username in the blank "Transfer to Username" field.
- Type the recipient's email in the blank "Transfer to Email" field.
- Confirm the "terms of transfer statement" using the check box.
- Select the "Transfer Cases button" to initiate the transfer process.

Notes:

- The recipient will receive an email of the pending transfer request.
- A "Transfer request must be confirmed by a recipient to complete a transfer."

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined
<input checked="" type="checkbox"/> 2025-ACE-3095-OE	TEST-0003403-15	test	test	Determined	04/27/2025	05/11/2025
<input checked="" type="checkbox"/> 2025-ACE-3095-OE	TEST-0003403-15	test	test	Accepted	08/22/2025	
<input checked="" type="checkbox"/> 2025-ACE-3095-OE	TEST-0003404-15	test	test	Accepted	09/19/2025	
<input checked="" type="checkbox"/> 2025-ACE-3095-OE	TEST-0003405-15	test	test	Pending	04/27/2025	08/28/2025

Transfer to Username:  Transfer to User Email:

☐ I understand that I am required to continue to comply with FAA requirements and respond to periodic inquiries from the FAA regarding the status of these cases until the transfer is complete.

**Transfer Cases**

[Return to My Cases \(OF Airport\)](#)  
[View Case Transfer History \(OF Airport\)](#)  
[Confirm/Reject Transferred Cases \(OF Airport\)](#)



# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

## Manage Transfer Cases

Your transfer request has been sent; awaiting recipient action.

### Notes:

- Draft submissions and cases in Add and Terminated status 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.

Subject: **Case Transfer Request Initiated**

Your request to transfer the following cases from your registered e-filing account to Jason Moor at has been initiated. You must wait for the registered e-filer you indicated to confirm or reject the cases. You are required to continue to comply with FAA requirements and respond to periodic inquiries from the FAA regarding the status of these cases until the transfer is complete and the sponsor/representative

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

## View Pending REQUEST Status

View Case Transfer History										
Transfer Cases - Desk Reference Guide										
ASR	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City	State
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test2	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test2	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test4	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test3	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test3	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test2	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<input type="checkbox"/>	2025-ACE-3095-OE	BRICK-00403094-10	test4	Accepted	08/31/2025	TRANSFER	08/31/2025	Jason_Moore	jmoore@	MD
<a href="#">Withdraw Cases</a>										
<a href="#">Return to My Cases (Off Airport)</a>										
<a href="#">View Case Transfer History (Off Airport)</a>										

### 1. If Withdrawing the transfer:

- Select the "**Withdraw Cases**" button to withdraw the transfer.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

Off Airport Construction  
(includes on Military Airport)

My Cases (Off Airport) | Add New Case (Off Airport)  
Add Multiple Cases (Off Airport)  
Add Supplemental Notice (7460-2 Form)  
My Sponsors | Add New Sponsor  
Off Airport Contacts  
My Circ Comments

My Cases by Status:

Draft	27
Waiting	0
Accepted	21
Add Letter	0
Work in Progress	2
Interim	0
Determined	16
Circularized	0
Terminated	5

\* 7460-2 Required (16)  
Extension Discussed  
My Case Transfers  
Temporary Structure Notification

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.

Confirm/Reject Transfer Cases

Use the check box(es) to select the case(s) you want to Confirm or Reject.

Note:  
Previously confirmed cases can not be confirmed or rejected again.  
If Confirming the transfer:  
- Accept the "Terms of Transfer Statement" using this check box.  
- Select the "Confirm" button to complete the transfer.  
- An email notification of your "confirmation" will be sent to the original e-filer.  
If Rejecting the transfer:  
- Select the "Reject" button to complete the transfer.  
- An email notification of your "rejection" will be sent to the original e-filer.

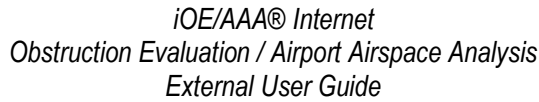
Alt	Project Name	Structure Name	Status	Date Transferred	Transfer Accepted	User Name	Facet Address	City	State		
2025-AEA-13245-OE	POWIS-020400000-17	0	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA
2025-ACE-13246-OE	POWIS-020400000-17	01	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA
2025-ACE-13247-OE	POWIS-020400000-17	11	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA
2025-ACE-13248-OE	POWIS-020400000-17	02	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA
2025-ACE13249-OE	POWIS-020400000-17	104	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA
2025-ACE-13250-OE	POWIS-020400000-17	106	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA
2025-ACE-13251-OE	POWIS-020400000-17	10	Determined	09/19/2025	010	RECEIVED	Drifpaneworth	amc, far	19, 1000	Wright Township	PA

☐ I confirm that I have reviewed the cases and I hereby certify that all of the data is 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. I accept responsibility of these cases and will maintain a good contact information for the sponsor and representative.

Confirm Cases | Reject Cases

Return to My Cases (Off Airport)  
View Case Transfer History (Off Airport)  
Confirm/Reject Transferred Cases (Off Airport)

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



- 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.*

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:** oaaaa\_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.

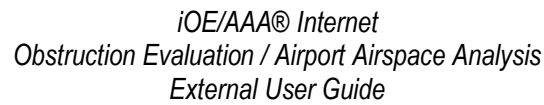
The screenshot shows the OE/AAA Portal Page. In the left sidebar, under the 'OE/AAA Account' section, the 'Add New Case (On Airport)' link is highlighted with a red box and a blue arrow. In the main content area, the 'On Airport Construction' section is highlighted with a red box and a blue arrow. This section contains links for 'My Cases (On Airport)', 'Add New Case (On Airport)', 'Add Multiple Cases (On Airport)', 'Add Supplemental Status (FAA 2-1)', 'My Supplemental Status (FAA 2-1)', 'My Case Comments', and 'My Cases by Status'. The 'My Cases by Status' table shows the following data:

My Cases by Status:	Count
Draft	21
Pending	0
Accepted	21
Add Letter	0
Work in Progress	2
Determined	0
Terminated	0
<b>Total</b>	<b>44</b>

Below the table, there are links for 'Draft Cases', 'Pending Cases', 'Accepted Cases', 'Work in Progress Cases', 'Determined Cases', and 'Terminated Cases'. A note at the bottom of the page states: 'NOTE: Please use this section for filing on-airport construction electronically.'

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.





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

---

### Construction / Alteration Information

Notice Of:   
Duration:   
**If Temporary:** Month:  Day:   
Work Schedule - Start:  (mm/dd/yyyy)  
Work Schedule - End:  (mm/dd/yyyy)

---

### Structure Details

State:   
Loc ID#:  Select State First  
Altitude:   
City:   
Latitude:   N  
Longitude:   W  
Horizontal Datum: NAD83  
Site Elevation (SEA)\*:  (nearest foot)  
Structure Height (AGL)\*:  (nearest foot)

[Get ARP Data](#)

---

### Describe/Remarks \*

---

### Additional Location(s)

[Add New Location\(s\)](#)

---

### Case Information

Component Type\*:  Select a Component Type  
Development Type\*:  Select a Development Type First  
Other Desc:   
Prior Study:        
Document(s): None  
Project Document(s): None

---

### Proposed Frequency Bands

Select any combination of the applicable frequencies/powers identified in the Civil Aeronautics Board, 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 frequencies and power using the Add Specific Frequency link.

[Add Specific Frequency](#)

	Low Freq	High Freq	Freq Band	EIRP	EIRP Unit
<input type="checkbox"/>	6	7	GHz	33	dBW
<input type="checkbox"/>	6	7	GHz	42	dBW
<input type="checkbox"/>	10	11.7	GHz	33	dBW
<input type="checkbox"/>	10	11.7	GHz	42	dBW
<input type="checkbox"/>	17.7	19.7	GHz	33	dBW
<input type="checkbox"/>	17.7	19.7	GHz	42	dBW
<input type="checkbox"/>	21.2	23.6	GHz	33	dBW
<input type="checkbox"/>	21.2	23.6	GHz	42	dBW
<input type="checkbox"/>	614	688	MHz	1000	W
<input type="checkbox"/>	614	688	MHz	2000	W
<input type="checkbox"/>	688	806	MHz	1000	W
<input type="checkbox"/>	688	806	MHz	300	W
<input type="checkbox"/>	806	824	MHz	300	W
<input type="checkbox"/>	824	846	MHz	300	W
<input type="checkbox"/>	851	946	MHz	500	W
<input type="checkbox"/>	869	894	MHz	300	W
<input type="checkbox"/>	896	901	MHz	300	W
<input type="checkbox"/>	961	961	MHz	7	W
<input type="checkbox"/>	928	932	MHz	2500	W
<input type="checkbox"/>	930	931	MHz	2500	W
<input type="checkbox"/>	931	932	MHz	3700	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	933	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	2500	W
<input type="checkbox"/>	1670	1675	MHz	300	W
<input type="checkbox"/>	1710	1730	MHz	300	W
<input type="checkbox"/>	1850	1860	MHz	1640	W
<input type="checkbox"/>	1850	1860	MHz	1640	W
<input type="checkbox"/>	1930	1980	MHz	1640	W
<input type="checkbox"/>	1990	2020	MHz	300	W
<input type="checkbox"/>	2110	2180	MHz	300	W
<input type="checkbox"/>	2200	2240	MHz	2000	W
<input type="checkbox"/>	2340	2340	MHz	2000	W
<input type="checkbox"/>	2400	2400	MHz	500	W

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



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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

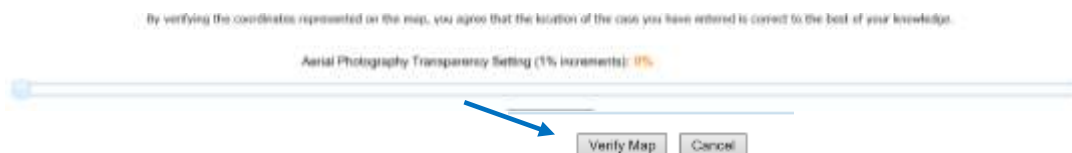
## Verify the Map



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.

### Upload PDF File for Location

• Choose a document type  
• Click Browse to select an Adobe PDF file from your PC  
• There is a 25MB file size limit  
• Please upload all supporting case documentation including the latest certified survey, if available

Note: If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

Choose Type of Document: Site Location Drawing

File to upload:  Browse...

Only PDF files may be uploaded to the system

Submit Close

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.

**Project Summary** 11

[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
ROCKY SPRINGS AIRPARK	BREMER, AL	34°04'25.00"N 86°56'44.00"W	Verify Map		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Draft						
ROCKY SPRINGS AIRPARK	BREMER, AL	34°04'11.00"N 86°56'12.00"W	Verify Map		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Draft						
ROCKY SPRINGS AIRPARK	BREMER, AL	34°04'11.02"N 86°56'12.11"W	Verify Map		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Draft						
ROCKY SPRINGS AIRPARK	BREMER, AL	34°04'11.07"N 86°56'12.13"W	Verify Map		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Draft						

Mapping - Desk Reference G 1.0 Attaching Documents - Desk Reference G 2.0

[Upload a PDF to the Test Project](#)

To submit this project, you must verify the coordinates and attach a Document for each case listed above.

## 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.

Summary of Notice of Proposed Construction or Alteration - On Airport

Project: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Project Summary:  
[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
ROCKY SPRINGS AIRMIL	BREMER, AL	34°04'25.00"N 88°36'44.00"W	<a href="#">Show Map</a> (No-Verify)		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Waiting						
ROCKY SPRINGS AIRMIL	BREMER, AL	34°04'11.00"N 88°36'11.00"W	<a href="#">Show Map</a> (No-Verify)		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Waiting						
ROCKY SPRINGS AIRMIL	BREMER, AL	34°04'11.00"N 88°36'11.11"W	<a href="#">Show Map</a> (No-Verify)		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Waiting						
ROCKY SPRINGS AIRMIL	BREMER, AL	34°04'11.00"N 88°36'11.11"W	<a href="#">Show Map</a> (No-Verify)		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
Waiting						

[Mapping - Desk Reference Guide](#)      [Attaching Documents - Desk Reference Guide](#)

[Upload a PDF to the Test Project](#)

You may submit your project to the FAA.

**Submit**



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

Confirm Project Submission  
Project:

Please confirm you would like to submit Project Bric-144483208-11 and associated cases to the FAA for processing.

**I Confirm** **Back**

Confirm Project Submission  
Project:

Please confirm you would like to submit Project Bric-144483208-11 and associated cases to the FAA for processing.

Submitting project ... please wait until the screen is refreshed...

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

Case Submission Success

Project Bric-144483208-11 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

**2025-ASO-123-NRA**

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.

To ensure e-mail notifications are delivered to your inbox please add [noise@faa.gov](mailto:noise@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**

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.







# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

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.

**ALL of My Cases (On Airport)**

Please refer to the assigned ASN on all inquiries to the FAA

**Filter by Case Status**  
Draft (0) | Accepted (0) | Work In Progress (1) | Determined (1) | Terminated (1)

**Cases Requiring Action**  
Waiting (0) | Add Letter (0)

Records 61 to 63 of 63  
[Previous page](#)

View Folder

ASN	Folder Name	Project Name	Airport	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/> 2018-ANE-1759-NRA		Novel-894189112-18	BOSTON GLOBE	Work In Progress	09/27/2018		BOSTON	MA
<input type="checkbox"/> 2009-ACE-1218-NRA		Hampt-117793776-09	HAMPTON RUN	Determined	06/14/2009	06/28/2009	HAMPTON	JA
<input type="checkbox"/> 2009-ACE-1220-NRA		Hampt-117793776-09	HAMPTON RUN	Terminated	06/14/2009	06/28/2009	HAMPTON	JA

Move To

[Previous page](#) Rows per Page: 25 Page: 1 2 3 4

Records 61 to 63 of 63

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
Waiting: 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 a document.  
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.

My Cases (On Airport)

## 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).



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

• Search the entire archive of OE/AAA cases.  
• Enter/select any combination of fields to construct a desired query.  
• Note: the system returns a maximum of 2000 records.

Search For: ☒ Off Airport Cases or ☐ **On Airport Cases**

Year:  ASN:  -  -  - OE  
FAA Region:  FCC Number:   
City:  Status:  All  All   
State:  7460-2 Filed:

**Search** **Reset**

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

#### Search Archived Cases

[Searches - Desk Reference Guide](#)

• Search the entire archive of OE/AAA cases.  
• Enter/select any combination of fields to construct a desired query.  
• Note: the system returns a maximum of 2000 records.

Search For: ☐ Off Airport Cases or ☒ **On Airport Cases**

Year:  **ASN:  -  -  - NRA**  
FAA Region:   
City:  Status:  All   
State:

**Search** **Reset**

Click the Aeronautical Study (Case Number).

#### Archive Search Results

Records 1 to 1 of 1 Page 1 of 1

Case Number	Airport	City	State	Site Elevation	Structure Height	Total Height
<b>20XX-XXX-XXX-NRA</b>	SOUTH COUNTY ARPT OF SANTA CLA...	SAN MARTIN	CA	281	11	292

Rows per Page:  20   
Records 1 to 1 of 1 Page: 1

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



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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

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

<b>Overview</b>	
Study (ASN): 20XX-XXX-XXX-NRA	Received Date: 01/17/2025
Prior Study:	Entered Date: 01/17/2025
Status: Determined	Completion Date: 07/22/2025
	Map: <a href="#">View Map</a>
<b>Sponsor Information</b>	<b>Sponsor's Representative Information</b>
Sponsor:	Representation:
Attention Of:	Attention Of:
Address:	Address:
Address2:	Address2:
City: San Jose	City: San Jose
State: CA	State: CA
Postal Code: 95113	Postal Code: 95113
Country: US	Country: US
Phone:	Phone: 408-624-0811 / 443
Fax:	Fax: 408-624-0844
<b>Construction / Alteration Information</b>	<b>Case Information</b>
Notice Of: Construction	Component Type: BUILDINGS
Duration: Permanent	Development Type: BUILDINGS - Construction
If Temporary: Months: Days:	Other Desc:
Work Schedule - Start: 12/01/2025	Prior Study:
Work Schedule - End: 05/30/2025	Date Determined: 07/22/2025
	Letters: 07/22/2025 NO7460
	<b>FDC NOTAM</b>
	<a href="#">Request a NOTAM</a>
	<a href="#">Request to Extend a NOTAM</a>
	<a href="#">Request Cancellation of a NOTAM</a>
<b>Structure Details</b>	<b>Common Frequency Bands</b>

<b>Case Information</b>	
Component Type: BUILDINGS	TEMP. CRANE
Development Type: BUILDINGS - Construction	TEMP. CRANE - Miscellaneous
Other Desc:	
Prior Study:	
Date Determined: 01/17/2025	
Letters: 01/17/2025 NO7460	<b>FDC NOTAM</b>
NOTAM: <a href="#">Request a NOTAM</a>	



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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.

NOTAM Request for 20XX-XXX-XXX-NRA

[NOTAM ERI - Desk Reference Guide](#)

Start Date:  (mm/dd/yyyy)

Completion Date:  (mm/dd/yyyy)

Number Of Days:

Time of Arrival:

Onsite Contact Name:

Onsite Contact Number:

June 2025

S	M	T	W	T	F	S
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	1	2
3	4	5	6	7	8	9

Today

Select the *Save* button to confirm information



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

NOTAM Request for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

Please confirm you would like to submit this NOTAM request to the FAA.

- 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.

Start Date:	03/03/2025
Completion Date:	04/09/2025
Number Of Days:	47
Time of Arrival:	0800
Onsite Contact Name:	Bob Carpenter
Onsite Contact Number :	3324569876



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](#)

[Back](#)

[Cancel](#)

Submitting... please wait

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

20XX-XXX-XXX-NRA



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

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](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this are 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:	<a href="#">Request a NOTAM</a> <a href="#">Request to Extend a NOTAM</a> <a href="#">Request Cancellation of a NOTAM</a>			
Common Frequency Bands				
Low Freq	High Freq	Freq Unit	ERP	ERP Unit



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

Provide the extension requested until date.

NOTAM Extension for: 20XX-XXX-XXX-NRA

NOTAM Efile - Desk Reference Guide

Provide the extension requested until date.

Extension Requested Until Date:

(mm/dd/yyyy)

Cancel

Save

NOTAM Extension for: 20XX-XXX-XXX-NRA

NOTAM Efile - Desk Reference Guide

Provide the extension requested until date.

Extension Requested Until Date:

(mm/dd/yyyy)

Cancel

Save

August 2025						
S	M	T	W	T	F	S
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	7	8	9	10
Today						

20XX-XXX-XXX-NRA





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

NOTAM Extension for 2015-AWP-1569-NRA

See your Tools: [Print this page](#)

[NOTAM ERIE - Desk Reference Guide](#)

Please confirm you would like to submit this NOTAM request to the FAA.

Provide the extension requested until date.

Extension Requested Until 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](#) [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](#) [Submitting... please wait](#)

### 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:



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**Case Information**

Component Type: TEMP. CRANE  
Development Type: TEMP. CRANE - Miscellaneous  
Other Desc:  
Prior Study:  
Date Determined: 01/17/2025  
Letters: 01/17/2025 NO7460 

**FDC 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 **Removal Date**. (This must not be a date in the future)

Click the Save button.

**NOTAM Cancellation for 20XX-XXX-XXX-NRA**

[NOTAM Efile - Desk Reference Guide](#)

Provide the removal date. This must not be a date in the future.

Removal Date:   {mm/dd/yyyy}

[Cancel](#) [Save](#)



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

Removal Date:  (mm/dd/yyyy)

[Cancel](#) [Save](#)



## 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](#)



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are system generated FAA e-mails and replies to it 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.

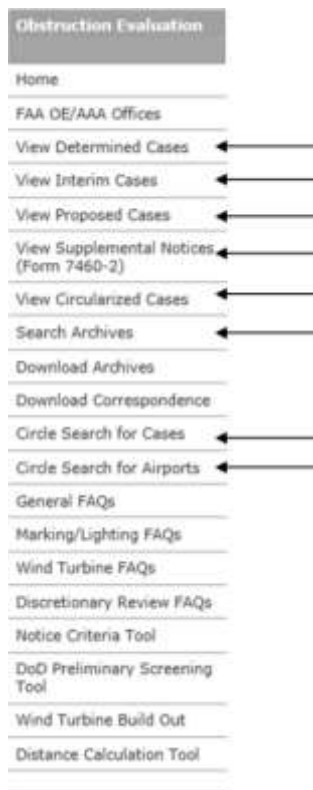
#### ***FAA OE/AAA Offices***

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.



### **OE/AAA Search Instruction**

**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.*



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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 form contains three sections: 'Search For:' with radio buttons for 'Off Airport Cases' (selected) and 'On Airport Cases'; 'Completed in the last:' with radio buttons for '7 days' (selected) and '30 days'; and 'State:' with a dropdown menu. A blue 'Search' button is located below the form.

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

This is an example of the search form with 'California' selected in the 'State' dropdown menu. The 'Off Airport Cases' and '7 days' options are also selected. A blue 'Search' button is at the bottom.



# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

## **Example:** Off Airport Cases - Search Results

Case Number	City	State	Latitude	Longitude	Site Elevation	Structure Height	Total Height
2025-AWP-2003-OE	Riverside	CA	33° 29' 10.39" N	112° 34' 30.42" W	498	296	794
2025-AWP-1660-OE	Presno	CA	34° 37' 50.90" N	118° 33' 52.94" W	234	129	363
2025-AWP-1638-OE	Foster City	CA	37° 22' 57.22" N	122° 14' 51.90" W	8	250	258
2025-AWP-1634-OE	Corona	CA	33° 52' 59.59" N	117° 34' 01.87" W	652	60	712
2025-AWP-1622-OE	Sunol	CA	37° 37' 12.78" N	121° 59' 20.28" W	2172	156	2328
2025-AWP-1618-OE	Heathrow	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	118	96	214
2025-AWP-1595-OE	Yuba	CA	41° 42' 33.00" N	122° 36' 59.00" W	2828	38	2866

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	Riverside	CA	33° 29' 10.39" N	112° 34' 30.42" W	498	296	794
2025-AWP-1660-OE	Presno	CA	34° 37' 50.90" N	118° 33' 52.94" W	234	129	363

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	Riverside	CA	33° 29' 10.39" N	112° 34' 30.42" W	498	296	794
2025-AWP-1660-OE	Presno	CA	34° 37' 50.90" N	118° 33' 52.94" W	234	129	363
2025-AWP-1638-OE	Foster City	CA	37° 22' 57.22" N	122° 14' 51.90" W	8	250	258
2025-AWP-1634-OE	Corona	CA	33° 52' 59.59" N	117° 34' 01.87" W	652	60	712
2025-AWP-1622-OE	Sunol	CA	37° 37' 12.78" N	121° 59' 20.28" W	2172	156	2328
2025-AWP-1618-OE	Heathrow	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	118	96	214
2025-AWP-1595-OE	Yuba	CA	41° 42' 33.00" N	122° 36' 59.00" W	2828	38	2866



# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

## **Example: Off Airport Details for Case Information – (Form 7460-1)**

<b>Overview</b>	
Study (ASN): 2025-ANM-908-OE	Received Date: 04/04/2025
Prior Study:	Entered Date: 04/04/2025
Status: <a href="#">Determined</a>	Completion Date: 04/05/2025
Letters: <a href="#">Waiting &amp; Lighting</a>	Expiration Date:
Supplemental Form 7460-2: Please login to add a Supplemental Form 7460-2.	Map: <a href="#">View Map</a>
04/05/2025 04/05/2025	
Supplemental Form 7460-2: Please login to add a Supplemental Form 7460-2.	
<b>Sponsor Information</b>	
Sponsor: <a href="#">Sponsor's Representative Information</a>	
Attention: <a href="#">Attention</a>	
Address: <a href="#">Address</a>	
City: <a href="#">City</a>	
State: <a href="#">State</a>	
Postal Code: <a href="#">Postal Code</a>	
Country: <a href="#">Country</a>	
Phone: <a href="#">Phone</a>	
Fax: <a href="#">Fax</a>	
<b>Construction Info</b>	
Structure ID: <a href="#">Structure ID</a>	
Structure Name: <a href="#">Structure Name</a>	
Work Schedule: <a href="#">Work Schedule</a>	
Date Built: <a href="#">Date Built</a>	
<b>Structure Details</b>	
Latitude (NAD 83): <a href="#">Latitude (NAD 83)</a>	
Longitude (NAD 83): <a href="#">Longitude (NAD 83)</a>	
Horizontal Datum: <a href="#">Horizontal Datum</a>	
Survey Accuracy: <a href="#">Survey Accuracy</a>	
Marking/Lighting: <a href="#">Marking/Lighting</a>	
Other Description: <a href="#">Other Description</a>	
Airport Detection Lighting System (ADLS): <a href="#">Airport Detection Lighting System (ADLS)</a>	
Current Marking/Lighting: <a href="#">Current Marking/Lighting</a>	
Current Marking/Lighting Other Description: <a href="#">Current Marking/Lighting Other Description</a>	
Notes: <a href="#">Notes</a>	
City: <a href="#">City</a>	
State: <a href="#">State</a>	
Nearest Country: <a href="#">Nearest Country</a>	
Nearest Airport: <a href="#">Nearest Airport</a>	
Distance to Structure: <a href="#">Distance to Structure</a>	
On Airport: <a href="#">On Airport</a>	
Direction to Structure: <a href="#">Direction to Structure</a>	
Description of Location: <a href="#">Description of Location</a>	
Description of Structure: <a href="#">Description of Structure</a>	
<b>Weight and Structure</b>	
Site Elevation: <a href="#">Site Elevation</a>	
Unadjusted Structure Height: <a href="#">Unadjusted Structure Height</a>	
Height Adjustment: <a href="#">Height Adjustment</a>	
Total Structure Height: <a href="#">Total Structure Height</a>	
Total Height (AMSL): <a href="#">Total Height (AMSL)</a>	
Propagations: <a href="#">Propagations</a>	
Low Prop: <a href="#">Low Prop</a>	
High Prop: <a href="#">High Prop</a>	
Wind: <a href="#">Wind</a>	
SAP: <a href="#">SAP</a>	
Wind: <a href="#">Wind</a>	

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**

<b>Overview</b>	
Study (ASN): 2025-ANM-908-OE	Received Date:
Prior Study:	Entered Date:
Status: <a href="#">Determined</a>	Completion Date:
Letters: <a href="#">Waiting &amp; Lighting</a>	Expiration Date:
Supplemental Form 7460-2: Please login to add a Supplemental Form 7460-2.	Map:

## **Example: On Airport Cases Search**

Search For:	<input type="radio"/> Off Airport Cases <input checked="" type="radio"/> On Airport Cases
Completed in the last:	<input type="radio"/> 7 days or <input checked="" type="radio"/> 30 days
State:	<input type="text" value="California"/>
<a href="#">Search</a>	





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**Example: On Airport Cases Search Result**

Case Number	Airport	City	State	Site Elevation	Structure Height	Total Height
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	891	31	722
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	891	38	729
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	891	38	729
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	891	38	729
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	892	38	730
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	892	27	720
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	894	21	715
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	894	38	732
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	892	27	719
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	892	31	723
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	890	31	721
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	888	38	727
2025-AEA-367-NRA	SAN FRANCISCO INTL	SAN FRANCISCO	CA	8	48	56
2025-AEA-367-NRA	SAN FRANCISCO INTL	SAN FRANCISCO	CA	8	39	47

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-AVP-367-NRA	BOE HOSP	SURBANE	CA	891	31	722
2025-AVP-355-NRA	BOE HOSP	SURBANE	CA	891	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	BOE HOSP	SURBANE	CA	891	31	722
2025-AEA-368-NRA	BOE HOSP	SURBANE	CA	891	38	729
2025-AEA-369-NRA	BOE HOSP	SURBANE	CA	891	38	729
2025-AEA-370-NRA	BOE HOSP	SURBANE	CA	891	38	729
2025-AEA-371-NRA	BOE HOSP	SURBANE	CA	892	38	730
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	892	27	720
2025-AEA-367-NRA	BOE HOSP	SURBANE	CA	894	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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**Example:** On Airport Details for Case Information – (Form 7460-1)

**Overview**

Study (NRA): 2025-AEA-367-NRA  
Prior Study: Determined  
Received Date: 03/25/2025  
Entered Date: 03/25/2025  
Completion Date: 03/31/2025  
Map: [View Map](#)

**General Information**

Applicant:   
Address: 3427 Wilshire Avenue  
City: Culver City  
State: CA  
Postal Code: 91505  
Country: US  
Phone: 310-295-3125  
Fax:   
Applicant's Representative Information  
Representative:   
Address: 3427 Wilshire Avenue  
City: Culver City  
State: CA  
Postal Code: 91505  
Country: US  
Phone: 310-295-3125  
Fax:   
Construction / Alteration Information  
Status: Construction  
Type: Permanent  
If Temporary:   
Work Schedule - Start:   
Work Schedule - End:   
Case Information  
Completion Type:   
Development Type:   
Other Data:   
Prior Study:   
Date Submitted: 03/31/2025  
Entered: 03/31/2025

## 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.

Within the last: 30 days or 60 days  
State:   
Search

## 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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

## 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.

Search For: ☒ Off Airport Cases ☐ On Airport Cases  
State:   
**Search**

### Instructions:

- Select Off Airport Cases or On Airport Cases
- Select the State
- 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.

<b>Overview</b>	
Study (ASN): 2025-AGL-369-NRA	Received Date:
Prior Study:	Entered Date:
Status: Work In Progress	Map: <a href="#">View Map</a>
<b>Construction Info</b>	
Notice Of: CONSTR	<b>Structure Summary</b>
Duration: PERM (Months: 0 Days: 0)	Structure Type: Transmission Line
Work Schedule:	Structure Name: 51038
	FCC Number:
<b>Structure Details</b>	
Latitude (NAD 83): 43° 28' 21.64" N	<b>Height and Elevation</b>
Longitude (NAD 83): 82° 47' 29.25" W	
Datum: NAD 83	Site Elevation: 765
City: Sandusky	Structure Height: 152
State: MI	Total Height (AMSL): 917
Nearest County: Sanilac	
<b>Frequencies</b>	
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.

Submitted in the last: ☒ 60 days or ☐ 120 days  
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

**Construction**  
Construction Type:  
**Construction Location / Height**  
Latitude: 38° 34' 17.53" N  
Longitude: 77° 02' 33.17" W  
Horizontal Datum: NAD 83  
Site Elevation (ft): (nearest foot)  
Ground Height (AGL): (nearest foot)  
Site Elevation Determined By:  
**Construction Notifications**  
Construction Start Date:  
Estimated End Date:  
Greatest Height Reached Date:  
**Antenna Requiring FCC License**  
SRB Number:  
**Marking and Lighting**  
Marking and Lighting: None  
Estimated Date AVMS will be installed:  
Estimated Date AVMS will be operational:  
AVMS Enabled Date:  
AVMS Disabled Date:  
**Latest Supplemental Case Note**  
Latest Supplemental Case Note: Study was submitted on 06/14/2013. Only minor corrections allowed. You must re-file.  
Comments: construction has not yet started...

\* 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.

Case Type : ☒ Obstruction Evaluation  
☐ Non-Ruled  
State : All ▼

Search

### 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.

### Example: Off Airport Case Data screen - Overview Section

Overview

Study (ASN):	2025-AEA-2367-OE	Received Date:	
Prior Study:		Entered Date:	
Status:	Circularization	Completion Date:	
Letters:	Circularization	Expiration Date:	
Supplemental Form 7460-2:	Please login to add a Supplemental Form 7460-2.	Map:	<a href="#">View Map</a>
		Public Comments:	Please login to submit comments.



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.

Searches will only return the first 2000 cases found.

Search For: ☒ Off Airport Cases or ☐ On Airport Cases

Year:  ASN:  -  -  - OE

FAA Region:  FCC Number:

City:  Status:

State:  7460-2 Filed:

## Instructions:

1. Enter/select any combination of fields to construct a desired query
2. Then, select the **[Search]** button

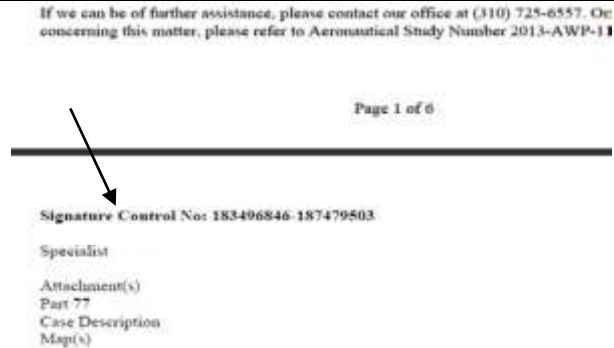


*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

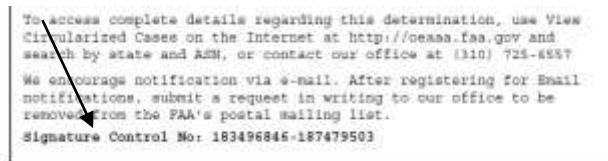
## Search by Signature Control Number

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



### Example: Off Airport **Post Card** - Signature Control Number location



Signature Control Number:  -

**Search**

**Reset**

## 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.

Searches will only return the first 2000 cases found.

Search For: ☐ Off Airport Cases or ☒ On Airport Cases

Year:  ASN:  -  -  - NRA

FAA Region:  Status:

City:

State:

## 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.

The screenshot shows the 'Circle Search for Cases' form. At the top, there are two radio buttons: 'Off Airport Cases' (selected) and 'On Airport Cases'. Below this, the 'Circle Center Point:' section has four options: 'An airport:' (selected), 'An Off Airport Case:', 'An On Airport Case:', and 'A specific location:'. The 'An airport:' option has a text input field with '(e.g., IAD, SFO, LAX)' as a hint. The 'An Off Airport Case:' and 'An On Airport Case:' options have dropdown menus for 'Case Type' and 'Status', followed by a text input field and a suffix ('- OE' or '- NRA'). The 'A specific location:' option has input fields for 'Latitude' and 'Longitude' (each with 'Deg', 'M', 'S' sub-fields and 'N'/'S' or 'E'/'W' direction dropdowns), and a 'Datum' dropdown set to 'NAD83'. To the right, the 'Circle Radius:' section has a text input field with '1' and a label 'Nautical miles (50 miles max)'. Below the radius field is a 'Status:' dropdown menu set to 'All'. At the bottom right is a '7460-2 Filed:' dropdown menu. At the bottom center, there is a note: 'Note: this search may take up to 30 seconds to return results.' and two buttons: 'Search' and 'Reset'. Arrows in the image point to the 'Off Airport Cases' radio button, the 'Circle Center Point:' section, the 'Circle Radius:' field, the 'Status:' dropdown, and the '7460-2 Filed:' dropdown.

### 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.

Note: this search may take up to 30 seconds to return results.

**Search** **Reset**

### 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



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

For more info on these two links contact the links site owner.

- \* Search for airports as defined in 14 CFR Part 77.9(d) around a center point with a specified radius.
- \* Note: the system returns a maximum of 2000 records. Search results will only display public use facilities.
- \* [List of Active Special Instrument Flight Procedures](#)
- \* [Terminal Procedures Publication \(d-TPP\)/Airport Diagrams](#)

**Circle Center Point:**  
☒ An airport:  (e.g. IAD, SFO, LAX)  
☐ An Off Airport Case:  -  -  - OE  
☐ An On Airport Case:  -  -  - NRA  
☐ A specific location: Latitude:  Deg  M  S  N ☒  
Longitude:  Deg  M  S  W ☒  
Datum: NAD83

**Circle Radius:**  
 Nautical miles  
(50 miles max)

Note: this search may take up to 30 seconds to return results.

## ***Download Archives***

Obstruction Evaluation
Home
FAA OE/AAA Offices
View Determined Cases
View Interim Cases
View Proposed Cases
View Supplemental Notices (Form 7460-2)
View Circularized Cases
Search Archives
Download Archives



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

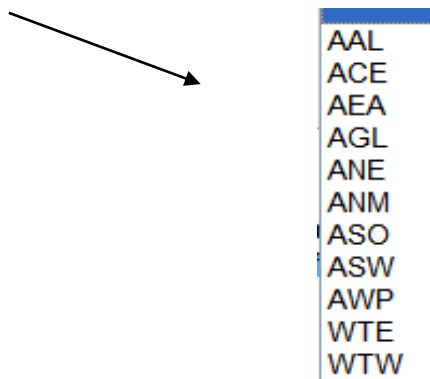
To access the OE/AAA Download Archives, select the **Download Archives link** located on the left sidebar of the website, under the gray Obstruction Evaluation header.

From the **Download Archives** link, you have the ability to download case information in CSV format.

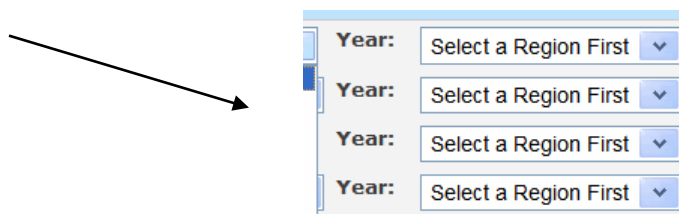
Determine the type of case information to download; On or Off airport, with or without frequencies.

To download Obstruction Evaluation / Airport Airspace Analysis case data:

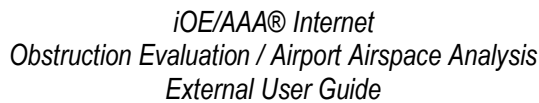
1. Select a regional area of the United States from the Region dropdown.



2. Select a year.




3. After both are chosen, select the **[Download]** button.



On Airport Cases: Region: ACE Year: 2025 [Download](#)

The download archives case data is usually updated on Saturday evenings.

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



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

## 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.

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)

Home  
FAA OE/AAA Office  
View Determined Cases  
View Interim Cases  
View Proposed Cases  
View Supplemental Notices (Form 7460-2)  
View Circumscribed Cases  
Search Archives  
**Download Archives**  
**Download Correspondence**  
Circle Search for Cases  
Circle Search for Airports  
General FAQs  
Marking/Lighting FAQs  
Wind Turbine FAQs  
Discretionary Review FAQs  
Notice of Intent FAQs  
Full Preliminary Screening Tool

Obstruction Marking and Lighting describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

OE/AAA Filing Process

your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

**CLICK HERE**  
If you have received a point card

**CLICK HERE**  
for instructions on how to finish your proposal with the FAA

**If construction or alteration IS NOT LOCATED on an airport:**  
File forms 7460-1 and 7460-2 electronically — this website — [How User Registration](#)  
Filing your proposal is performed because:  
- It's the fastest. Point accurately marked to submit to the FAA and immediately design an aeronautical study number to your case.  
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

**If construction or alteration IS LOCATED on an airport:**  
File forms 7460-1 and 7460-2 electronically via this website — [How User Registration](#)  
Find the FAA reports Region / District Office having jurisdiction over the airport on which the construction is located, and file to that address.

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.

Obstruction Evaluation

Download Correspondence

Home  
FAA OE/AAA Office  
View Determined Cases  
View Interim Cases  
View Proposed Cases  
View Supplemental Notices (Form 7460-2)  
View Circumscribed Cases  
Search Archives  
Download Archives  
**Download Correspondence**  
Circle Search for Cases  
Circle Search for Airports  
General FAQs  
Marking/Lighting FAQs  
Wind Turbine FAQs  
Discretionary Review FAQs

Download a consecutive range of ASN case correspondence.  
Enter a range of cases, provide your email address, and select if you want to Print or Download and save the correspondence.  
Note: You will receive an email at the address you provide from [nomply@faa.gov](mailto:nomply@faa.gov) when your batch is prepared. The email will contain a link established specifically for your request that will be available for you to retrieve the correspondence for 24 hours. Once you access the link from the email notification it will be purged and no longer available.

**Select the Case Range for Download Correspondence**

From ASN: 2025 - [ABB] - OE  
To ASN: 2025 - [ABM] - OE  
Status: [ ]

Correspondence Email: [ ]

**Download** **Print**



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

Select the type of correspondence for download or print from the dropdown menu provided.



Select the Case Range for Download Correspondence

From ASR: 2025 - AAL - DE

To ASR: 2025 - AAL - DE

Status: [dropdown menu]

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.

Select the Case Range for Download Correspondence

From ASR: 2025 - AAL - DE

To ASR: 2025 - AAL - DE

Status: [dropdown menu]

Correspondence Email: [text field]

[Download] [Print]

>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**.

Select the Case Range for Download Correspondence

From ASR: 2025 - AAL - DE

To ASR: 2025 - AAL - DE

Status: [dropdown menu]

Correspondence Email: [text field]

[Download] [Print]

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."**





*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

**Example Email: Off Airport Case Correspondence Ready for Download**



**Example Email: No Off Airport Case Correspondence Found for Download**



>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

**Notice Criteria Tool**

[Notice Criteria Tool - Desk Reference Guide](#)

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. For 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 transeway (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.

The tool below will assist in applying Part 77 Notice Criteria

Latitude:  Deg  M  S  N/S

Longitude:  Deg  M  S  W/E

Horizontal Datum:

Site Elevation (SE):  (nearest foot)

Unadjusted Structure Height:  (nearest foot)

Height Adjustment:  (nearest foot)

Total Structure Height (AGL):  (nearest foot)

Transversality:  (Additional height is added to certain structures under 77.9(c))  
User can increase the default height adjustment for Transversality, Private Roadway and Waterway

Is structure on airport: ☐ No ☐ Yes



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

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. For 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.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

## Notice Criteria Tool:

The tool below will assist in applying Part 77 Notice Criteria.

Latitude:	<input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="button" value="N"/>
Longitude:	<input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="button" value="W"/>
Horizontal Datum:	<input type="button" value="NAD83"/>
Site Elevation (SE):	<input type="text"/> (nearest foot)
Unadjusted Structure Height :	<input type="text"/> (nearest foot)
Height Adjustment:	<input type="text"/> 0 (nearest foot)
Total Structure Height (AGL):	<input type="text"/> 0 (nearest foot)
Traverseway:	<input type="button" value="No Traverseway"/> (Additional height is added to certain structures under 77.9(c)) User can increase the default height adjustment for: Traverseway, Private Roadway and Waterway
Is structure on airport:	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="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 **unless** your structure type is a traverseway entry from the dropdown.

Traverseway:	<div><div>No Traverseway</div><div>Interstate Highway</div><div>Other Traverseway</div><div>Private Road</div><div>Public Roadway</div><div>Railroad</div><div>Waterway</div></div>
--------------	---

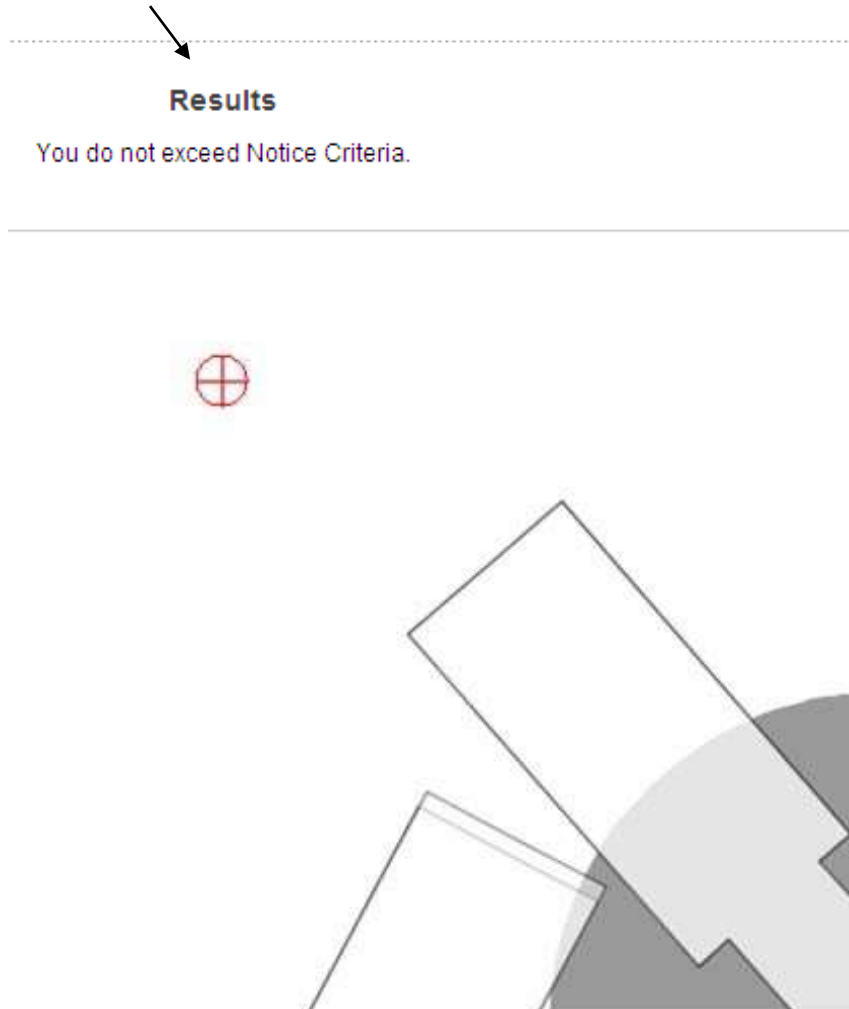
3. Select whether the structure is located on an airport.
4. Then, select the **[Submit]** button.

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”**





*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

The following two examples illustrate On and OFF airport slope calculations that exceed FAA Part 77 Notice Criteria:

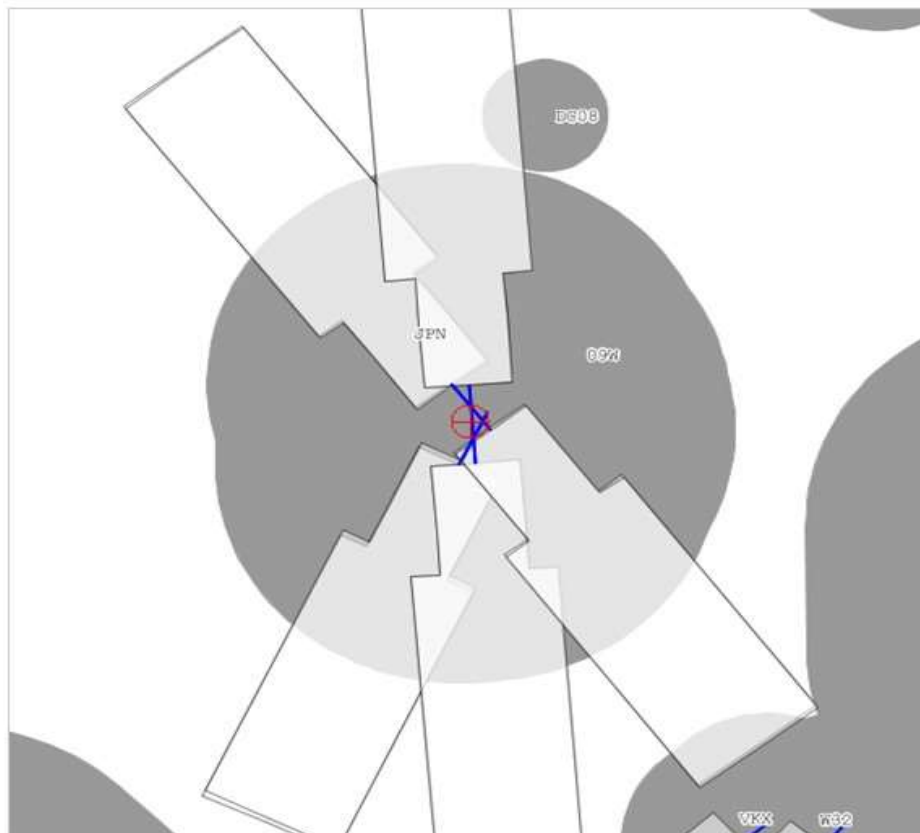
In both Exceed result examples below the slope calculation exceed is provided in feet; the nearest airport and affected runway(s) are also identified.

**Example 2: On Airport “Exceed”**

Latitude: 38 Deg 51 M 5.22 S N  
Longitude: 77 Deg 02 M 18.00 S W  
Horizontal Datum: NAD83  
Site Elevation (SE): 15 (nearest foot)  
Structure Height (AGL): 190 (nearest foot)  
Traverseway: No Traverseway  
(Additional height is added to certain structures under 77.9(c))  
Is structure on airport: ☒ No ☐ Yes  
**Submit**

77.9(a) construction is on an airport.

The FAA requests that you file





iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

### Example 3: Off Airport “Exceed”

Latitude:	<input type="text" value="38"/> Deg <input type="text" value="51"/> M <input type="text" value="6.90"/> S <input type="text" value="N"/>
Longitude:	<input type="text" value="76"/> Deg <input type="text" value="02"/> M <input type="text" value="16.00"/> S <input type="text" value="W"/>
Horizontal Datum:	<input type="text" value="NAD83"/>
Site Elevation (SE):	<input type="text" value="15"/> (nearest foot)
Structure Height (AGL):	<input type="text" value="345"/> (nearest foot)
Traverseway:	<input type="text" value="No Traverseway"/>
	(Additional height is added to certain structures under 77.9(c))
Is structure on airport:	<input checked="" type="radio"/> No <input type="radio"/> Yes
	<input type="button" value="Submit"/>

#### Results

You exceed the following Notice Criteria:

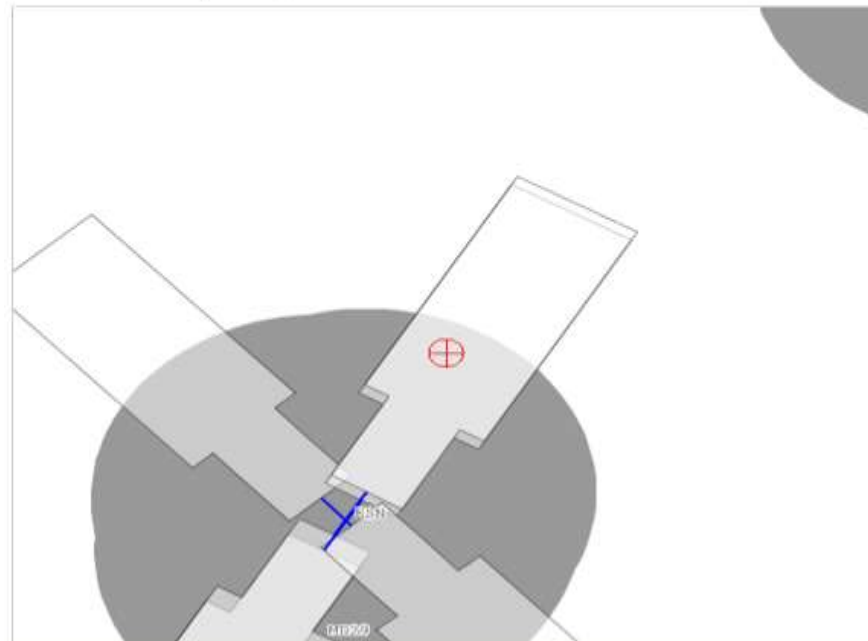
Your proposed structure exceeds an instrument approach area by 193 feet and aeronautical study is needed to determine if it will exceed a standard of subpart C of 14CFR Part 77. The FAA, in accordance with 77.9, requests that you file.

Your proposed structure is in proximity to a navigation facility and may impact the assurance of navigation signal reception. The FAA, in accordance with 77.9, requests that you file.

77.9(a) by 145 ft.

77.9(b) by 136 ft. The nearest airport is EBN, and the nearest runway is 15/33.

The FAA requests that you file



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.



## DoD Preliminary Screening Tool

The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range Radars, Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing.

This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above.

The use of this tool is **100 % optional** and will provide a first level of feedback and list the single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars.

**The use of this tool does not in any way replace the official FAA processes/procedures.**



To access the OE/AAA **DoD Preliminary Screening Tool**, select the DoD Preliminary Screening link located on the left sidebar of the website, under the gray Obstruction Evaluation header.

From the **DoD Preliminary Screening Tool** link, you have the ability to see if a proposed structure or group of structures will impact Radars.





## DoD Preliminary Screening Tool

### Long Range Radar

-Air Defense and Homeland Security radars (Long Range Radar)

Long Range Radar geometry type Single Point – Entry screen.

DoD Preliminary Screening Tool Features Tools Print this page

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/CHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/CHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type: **Long Range Radar** Geometry Type: **Single Point**

Point: Latitude Longitude

Lat	Dir	Lon	Dir
1			

Horizontal Datum: **NAD83**

**Submit**

**Map Legend:**

- Green:** No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Yellow:** Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Red:** Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.

### Instructions:

1. Select the radar type Long Range Radar.
2. Select the geometry type of Single Point.
3. Enter the proposed Latitude(s), Longitude(s) and Horizontal Datum.
4. Select the **[Submit]** button to generate a Long Range Radar analysis map.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

A visual representation will be depicted showing Red, Yellow and Green areas.

The Map Legend describes what each color means.

**Example:** Long Range Radar geometry type Single Point- “No Anticipated Impact”.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point Latitude Longitude

Point	Latitude	Longitude
	Deg Min Sec Dir	Deg Min Sec Dir
1	34 38 16.84 N	103 05 22.75 W

Horizontal Datum:

**Map Legend:**

- Green:** No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Yellow:** Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Red:** Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.

**Map Legend:**

- Green:** No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Yellow:** Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Red:** Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.



# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

## Long Range Radar geometry type Polygon - Entry Screen.

- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

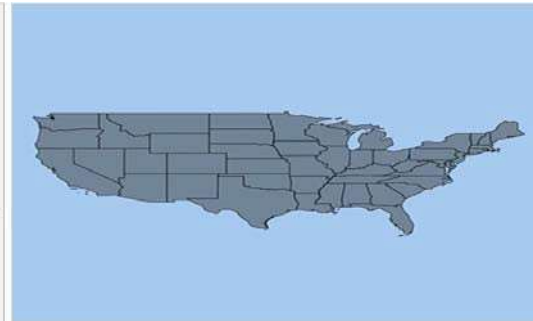
Screening Type:  Geometry Type:

Point	Latitude	Longitude
	Deg Min Sec Dir	Deg Min Sec Dir
1	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
2	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
3	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
4	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>

Horizontal Datum:

**Map Legend:**

- No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.



## Example: Long Range Radar geometry type Polygon – “No Anticipated Impact”.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude	Longitude
	Deg Min Sec Dir	Deg Min Sec Dir
1	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
2	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
3	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
4	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>

Horizontal Datum:



## Example: Long Range Radar geometry type Polygon– “Impact Highly Likely”.

**Disclaimer:**

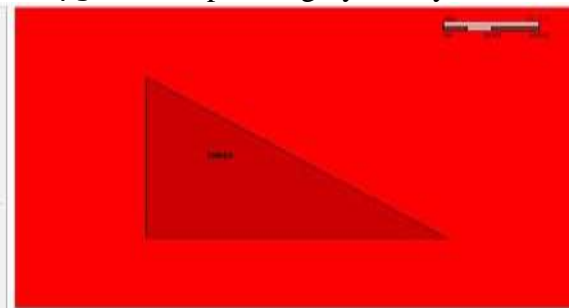
- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude	Longitude
	Deg Min Sec Dir	Deg Min Sec Dir
1	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
2	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
3	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>
4	<input type="text" value="39"/> <input type="text" value="08"/> <input type="text" value="00"/> <input type="text" value="N"/>	<input type="text" value="111"/> <input type="text" value="05"/> <input type="text" value="00"/> <input type="text" value="W"/>





## DoD Preliminary Screening Tool

### NEXRAD

Weather Surveillance Radar-1988 Doppler radars (NEXRAD)  
Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged.

Send project information directly to NOAA at [wind.energy.matters@noaa.gov](mailto:wind.energy.matters@noaa.gov) or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce.

NOAA protects all wind project information as proprietary and sensitive.

### NEXRAD geometry type Single Point – Entry screen.

### Instructions:

1. Select the Radar Type NEXRAD.
2. Select the geometry type Single Point.
3. Enter the proposed Latitude(s), Longitude(s), and Horizontal Datum.
4. Select the **[Submit]** button to generate a NEXRAD radar analysis map.



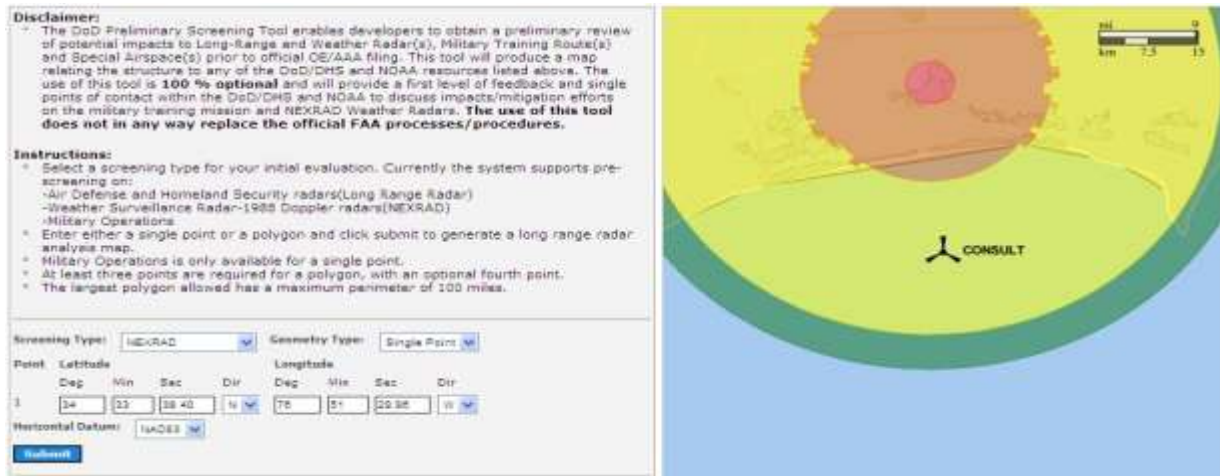


iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

A visual representation will be depicted showing Red, Orange, Yellow, Dark Green and Green areas.

The Map Legend describes what each color means.

**Example:** NEXRAD Geometry type Polygon– “Consultation Zone”.



**Map Legend:**

- **Green:** No Impact Zone. Impacts not likely. NOAA will not perform a detailed analysis, but would still like to know about the project.
- **Dk Green:** Notification Zone. Some impacts possible. Consultation with NOAA is optional, but NOAA would still like to know about the project.
- **Yellow:** Consultation Zone. Significant impacts possible. NOAA requests consultation to discuss project details and to perform a detailed impact analysis. NOAA may request mitigation of significant impacts.
- **Orange:** Mitigation Zone. Significant impacts likely. NOAA will likely request mitigation if a detailed analysis indicates that the project will cause significant impacts.
- **Red:** No-Build Zone. Severe impacts likely. NOAA requests developers not build wind turbines within 3 km of the NEXRAD. Detailed impact analysis required.



# iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis External User Guide

## NEXRAD geometry type Polygon - Entry screen.

- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/CHS and NOAA resources listed above. The use of this tool is 100 % optional and will provide a first level of feedback and single points of contact within the DoD/CHS and NOAA to discuss impact/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**


**Instructions:**  
• Select a screening type for your initial evaluation. Currently the system supports pre-screening on:  
- Air Defense and Homeland Security radars(Long Range Radar)  
- Weather Surveillance Radar-1988 Doppler radars(NEXRAD)  
- Military Operations  
• Enter either a single point or a polygon and click submit to generate a long range radar analysis map.  
• Military Operations is only available for a single point.  
• At least three points are required for a polygon, with an optional fourth point.  
• The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude	Longitude
	Deg Min Sec Dir	Deg Min Sec Dir
1	<input type="text" value="34"/> <input type="text" value="23"/> <input type="text" value="28.40"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="43"/> <input type="text" value="28.98"/> <input type="text" value="W"/>
2	<input type="text" value="34"/> <input type="text" value="28"/> <input type="text" value="28.11"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="54"/> <input type="text" value="28.00"/> <input type="text" value="W"/>
3	<input type="text" value="34"/> <input type="text" value="43"/> <input type="text" value="27.21"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="58"/> <input type="text" value="27.50"/> <input type="text" value="W"/>
4	<input type="text" value="34"/> <input type="text" value="52"/> <input type="text" value="28.11"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="58"/> <input type="text" value="28.11"/> <input type="text" value="W"/>

National Dataset:

**Map Legend:**  
• **Green:** No Impact Zone. Impacts not likely. NOAA will not perform a detailed analysis, but would still like to know about the project.  
• **Yellow:** Notification Zone. Some impacts possible. Consultation with NOAA is required, but not required to know about the project.  
• **Orange:** Consultation Zone. Significant impacts possible. NOAA requests consultation to discuss project details and to perform a detailed impact analysis. NOAA may request mitigation of significant impacts.  
• **Red:** Mitigation Zone. Significant impacts likely. NOAA will likely request mitigation if a detailed analysis indicates that the project will cause significant impacts.  
• **Dark Red:** No-Build Zone. Severe impacts likely. NOAA requests developers not build wind turbine within 2 km of the NEXRAD. Detailed impact analysis required.



Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged. Send project information directly to NOAA at windenergy.matters@noaa.gov or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce. NOAA protects all wind project information as proprietary and sensitive.

## Example: NEXRAD Geometry type Polygon – “Consultation”, “Mitigation” And “No-Build” Zones.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/CHS and NOAA resources listed above. The use of this tool is 100 % optional and will provide a first level of feedback and single points of contact within the DoD/CHS and NOAA to discuss impact/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

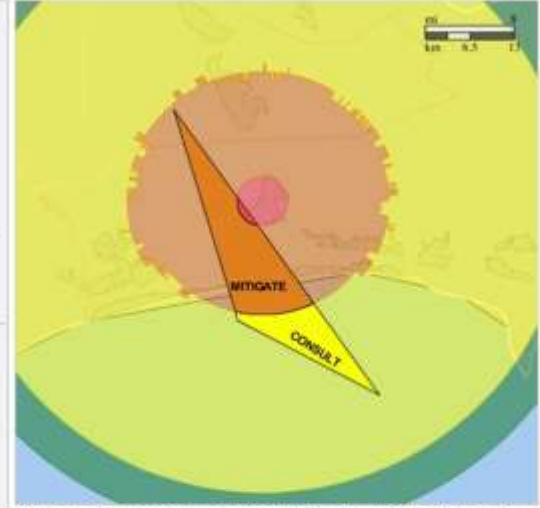
**Instructions:**  
• Select a screening type for your initial evaluation. Currently the system supports pre-screening on:  
- Air Defense and Homeland Security radars(Long Range Radar)  
- Weather Surveillance Radar-1988 Doppler radars(NEXRAD)  
- Military Operations  
• Enter either a single point or a polygon and click submit to generate a long range radar analysis map.  
• Military Operations is only available for a single point.  
• At least three points are required for a polygon, with an optional fourth point.  
• The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude	Longitude
	Deg Min Sec Dir	Deg Min Sec Dir
1	<input type="text" value="34"/> <input type="text" value="23"/> <input type="text" value="28.40"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="43"/> <input type="text" value="28.98"/> <input type="text" value="W"/>
2	<input type="text" value="34"/> <input type="text" value="28"/> <input type="text" value="28.11"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="54"/> <input type="text" value="28.00"/> <input type="text" value="W"/>
3	<input type="text" value="34"/> <input type="text" value="43"/> <input type="text" value="27.21"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="58"/> <input type="text" value="27.50"/> <input type="text" value="W"/>
4	<input type="text" value="34"/> <input type="text" value="52"/> <input type="text" value="28.11"/> <input type="text" value="N"/>	<input type="text" value="76"/> <input type="text" value="58"/> <input type="text" value="28.11"/> <input type="text" value="W"/>

National Dataset:

**Map Legend:**  
• **Green:** No Impact Zone. Impacts not likely. NOAA will not perform a detailed analysis, but would still like to know about the project.  
• **Yellow:** Notification Zone. Some impacts possible. Consultation with NOAA is required, but not required to know about the project.  
• **Orange:** Consultation Zone. Significant impacts possible. NOAA requests consultation to discuss project details and to perform a detailed impact analysis. NOAA may request mitigation of significant impacts.  
• **Red:** Mitigation Zone. Significant impacts likely. NOAA will likely request mitigation if a detailed analysis indicates that the project will cause significant impacts.  
• **Dark Red:** No-Build Zone. Severe impacts likely. NOAA requests developers not build wind turbine within 2 km of the NEXRAD. Detailed impact analysis required.



Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged. Send project information directly to NOAA at windenergy.matters@noaa.gov or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce. NOAA protects all wind project information as proprietary and sensitive.



## DoD Preliminary Screening Tool

### Military Operations

Military Operations is only available for a single point.

Your search data is not retained and the privacy of all your searches is assured.

#### Military Operations geometry type Single Point - Entry screen.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DKB and NOAA resources listed above. The use of this tool is 100 % optional and will provide a first level of feedback and single points of contact within the DoD/DKB and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1989 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type: **Military Operations**      Geometry Type: **Single Point**

Point Latitude      Longitude

Lat	Lon
30	100

Horizontal Datum: **NAD83**

**Submit**

This is a preliminary review of your proposal and does not preclude official FAA processes. Your search data is not retained and the privacy of all your searches is assured.

Any questions interpreting the RAD, please email Steve Sample with your questions and phone number at [steven.sample@pentagon.af.mil](mailto:steven.sample@pentagon.af.mil)

### Instructions:

1. Select the Radar Type Military Operations.
2. Military Operations is only available for a single point geometry type.
3. Enter the proposed Latitude(s), Longitude(s), Horizontal Datum,
4. Select the **[Submit]** button to generate a Military Operations radar analysis map.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

**Example:** Military Operations geometry type Single Point - “May Have An Impact”.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and RECRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(WEKRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- If least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point Latitude

Deg	Min	Sec	Dir
34	04	26.43	N

Longitude

Deg	Min	Sec	Dir
77	04	28.88	W

Horizontal Datum:

Your structure falls within the confines of VR1054, and may have an impact on military operations. For a more detailed review, please contact Larry Pickett at (918)722-2672. This POC will review the analysis and identify any additional areas of concern. Upon completion of this process, the POC will provide you a letter stating the results of the review.

**This is a preliminary review of your proposal and does not preclude official FAA processes.**  
Your search data is not retained and the privacy of all your searches is assured.

Any questions interpreting the map, please email Steve Dancie with your questions and phone number at 516-611-2000 or 516-611-2001.

Any questions interpreting the analysis map, please contact the individual listed below the map with your question(s).

A more detailed review of your proposal can be requested if your structure falls within the confines of Military Training Route(s) or Special Airspace(s) which may have an impact on military operations.

The POC will review the analysis and identify any additional areas of concern. Upon completion of this process, the POC will provide you a letter stating the results of the review.

Your search data is not retained and the privacy of all your searches is assured.

**This is a preliminary review of your proposal and does not preclude official FAA processes.**



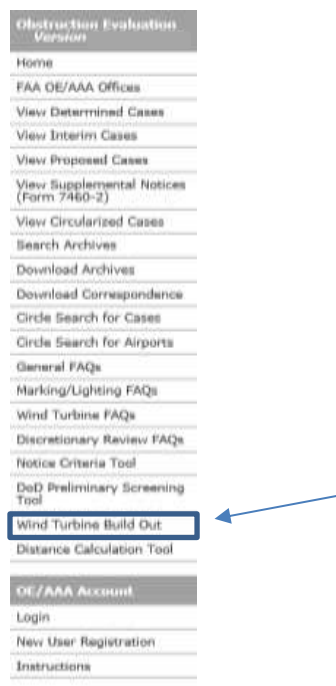


## Wind Turbine Build Out

The Wind Turbine Build Out display provides an overview of determined and proposed wind turbine/met tower projects within the continental United States.

This display is provided to assist developers during the planning phase and to identify areas where cumulative impact may become a factor in the aeronautical study process.

**The use of this display does not exempt any person(s) from the filing requirements described in Title 14 of the Code of Federal Regulations [Part 77](#).**



To access the OE/AAA Wind Turbine Build Out tool, select the **Wind Turbine Build Out** link located on the left sidebar of the website, under the gray Obstruction Evaluation header.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide

From the **Wind Turbine Build Out** link you'll have the ability to view a depiction of current Determined wind turbine cases within a 48 nautical mile radius of a specified location.

## Wind Turbine Build Out

Wind Turbine Build Out Feature Tool

**Disclaimer:**

- The Wind Turbine Build Out display provides an overview of determined and proposed wind turbine/met tower projects within the continental United States. When latitude/longitude coordinates are submitted, the map will recenter and display the wind turbine build out within a 48 nautical mile radius of the specified location.

This display is provided to assist developers during the planning phase and to identify areas where cumulative impact may become a factor in the aeronautical study process. **The use of this display does not exempt any person(s) from the filing requirements described in Title 14 of the Code of Federal Regulations Part 77.**

**Instructions:**

- Enter a single point and click submit to generate a wind turbine build out analysis map.

Point Latitude Longitude

	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Horizontal Datum:

**Map Legend:**

- Red:** Hazard- cases that exceed obstruction standards and/or have an adverse effect upon navigable airspace or air navigation facilities.
- Yellow:** Proposed-cases that are being evaluated by the FAA.
- Blue:** Determined-cases that have a completed aeronautical study and an FAA determination.

### Map Legend:

- Red:** Hazard- cases that exceed obstruction standards and/or have an adverse effect upon navigable airspace or air navigation facilities.
- Yellow:** Proposed-cases that are being evaluated by the FAA.
- Blue:** Determined-cases that have a completed aeronautical study and an FAA determination.



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*

## Instructions:

1. Enter a single point Latitude and Longitude.

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	N <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	W <input type="button" value="v"/>
Horizontal Datum: <input type="button" value="NAD83 v"/>								
<input type="button" value="Submit"/>								

2. Submit to generate a wind turbine build out analysis map.

When latitude/longitude coordinates are submitted, the map will re-center and display the wind turbine build out within a 48 nautical mile radius of the specified location.

### Example 1: Display of Hazard, Proposed and Determined





## Example 2: display of Determined and Proposed Cases

**Disclaimer:**

- The Wind Turbine Build Out display provides an overview of determined and proposed wind turbine/met tower projects within the continental United States. When latitude/longitude coordinates are submitted, the map will recenter and display the wind turbine build out within a 48 nautical mile radius of the specified location.

This display is provided to assist developers during the planning phase and to identify areas where cumulative impact may become a factor in the aeronautical study process. **The use of this display does not exempt any person(s) from the filing requirements described in Title 14 of the Code of Federal Regulations Part 77.**

**Instructions:**

- Enter a single point and click submit to generate a wind turbine build out analysis map.

Point: Latitude Longitude

1:	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
	27	11	01.26	N	98	09	39.03	W

Horizontal Datum: NAD83

**Submit**

**Map Legend:**

- Hazard:** cases that exceed obstruction standards and/or have an adverse effect upon navigable airspace or air navigation facilities.
- Yellow:** Proposed-cases that are being evaluated by the FAA.
- Blue:** Determined-cases that have a completed aeronautical study and an FAA determination.

**Air Traffic Wind Turbine Contacts for Texas - Central**

Position	Name	Email	Telephone
Technician			
Specialist			
Backup Technician			

Planning phase/cumulative impact questions should be directed to the Air Traffic Wind Turbine Contacts for the location state. Contact information is located below the generated map.

## 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.