FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Add Letter – [View Request / Respond To]

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

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.

View Request/Respond to Add Letter

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

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

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

• **Off Airport Cases**

• **On Airport Cases**

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

If you receive notification that an Add letter has been issued, login to your registered e-filing account. Note: The sponsor is provided a **courtesy** notification of the request but only the registered e-filer can respond through their account.

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

This will bring up the **My Cases in Add Letter Status** screen.
Select the **Respond to Add Letter** link to open the screen.

On the **Add Letter Responses Required for Your Case** screen:
Two options are available; **View Request/Respond** and **ADD Letter**.

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

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

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

Example: Off Airport Cases – Add Letter email:

Subject: Status of FAA Filing   : (ADD)

Your filing is assigned Aeronautical Study Number

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

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

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

Federal Aviation Administration

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 succesfully 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 with an explanation from the FAA describing why your response was rejected.

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

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

This will bring up a list of cases in ADD Letter status.

The **Project Name** for each case listed is a hyperlink to the *Project Summary* screen for that project. To respond to the ADD letter, select the **Project Name** link of the applicable case.

This will bring up the Project Summary screen.

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

Uploading an Add Response PDF Document

Constraints

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

2. There is a 25MB file size limit
To upload an Add Response PDF document from your computer, go to the
"**My Cases in Add Status"** screen and select the desired Project Name Link.

Off Airport

Project Summary :

Map	Actions	7460-2 Received	Latest Letter
Show Map	Clone Upload a PDF Respond to Add Letter Add 7460-2		ADD

On Airport

Project Summary:

Map	Document	Actions	Latest Letter
Show Map		Upload a PDF	11/09/2025 ADD

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

| Choose Type of Document:	Resp. to ADD ▾
File to upload:	[ ] Browse...
	Only PDF files may be uploaded to the system

Submit   **Close**

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

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

Example:

File Successfully Uploaded for Case

Your file has been uploaded successfully.

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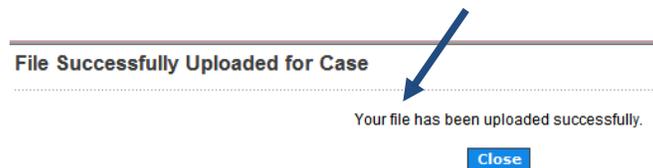
An Add Response document uploaded within your registered e-file account is visible in your account on the **Details for Cases** screen of the applicable case.

Example: Details for Cases screen – Uploaded Add Letter Response (On Airport)
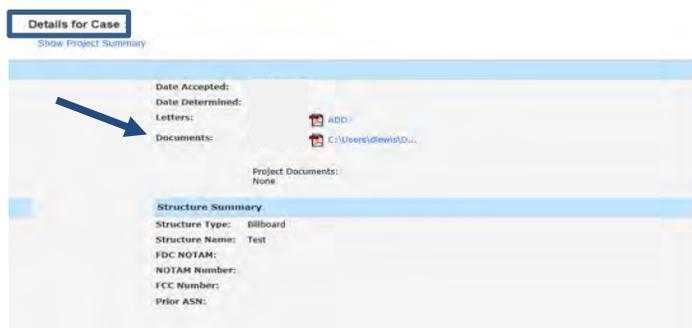
The case will **remain** in ADD Letter status until the FAA has **reviewed** and **Accepted** your response and changed the status of the case to Work In Progress. The ADD Letter will remain the latest letter posted in your account until the FAA issues another letter.

If your case is not in ADD Letter status you are not required to provide any further response to the FAA.

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

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

The **My Cases (Off Airport) or My Cases (On Airport)** link takes you to the **All of My Cases** screen, which lists all cases e-filed using your account according to the case status.

If you have too many cases showing in the **All of My Cases** screen, you may organize or hide some of them by filtering. To do this, select the Status column to resort the list alphabetically by status or filter by selecting the applicable status in the *Cases Requiring Action* section.

iOE/AAA® Internet Obstruction   Desk Reference Guide
Obstruction Evaluation / Airport Airspace Analysis   Subject: Add Letter [View Request/Respond To]