



Federal Aviation
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FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Add a new Case On Airport

**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.



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 with several key sections:

- Navigation (Left):** Includes links for Home, FAA OE/AAA Office, View Determined Cases, View Inborn Cases, View Proposed Cases, View Supplemental Notices, View Completed Cases, Search Archives, Download Archives, Download Construction, Circle Search for Cases, Circle Search for Airports, General FAQs, Marking/Lighting FAQs, Wind Turbine FAQs, Discretionary Review FAQs, Notice Online Tool, EOP Preliminary Screening Tool, Wind Turbine Build Out, Distance Calculation Tool, OE/AAA Account, Rpt/Al Page, My Cases (On Airport), My Cases (Off Airport), My Sponsors, My Case Comments, Add New Case (Off Airport), and Add Supplemental Notice (7460-2 Form).
- My Account (Top Left):** Fields for Name, User Name, Login Time, IP Address, Actions (What's New, OE/AAA System User Guide, OE/AAA LAP Efile User Guide, Update Account Information, Change Password, Logout), Email Notifications (Outbound Case Notification, Subscription Preferences), Documents (FAA Acronyms), and Help (OE/AAA Support Desk, Phone: 202-580-7500, Email: oeaaa_helpdesk@cgitech.com).
- Off Airport Construction (Middle):** 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: 27, Waiting: 0, Accepted: 21, Add Letter: 0, Work in Progress: 2, Inborn: 0, Determined: 16, Terminated: 5, All: 73), and a detailed legend for case statuses.
- On Airport Construction (Right):** A highlighted box contains the instruction: "Please file all Modification of Standards requests at https://airports-gis.faa.gov. Please file all Wind Turbine/Met Tower (wWT Farm) as Off Airport." Below this is a "My Cases by Status" table and a "NOTE" section.

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.



Federal Aviation Administration

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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



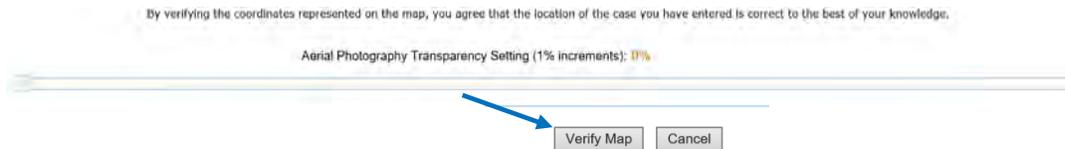
The right side of the *Case Summary screen* includes a Map column and an Actions column. The Actions column contains the **Upload a PDF**, **Clone Location**, and **Delete Case** links. The Map column contains the **Verify Map** link. To map the case select the **Verify Map** link. This will bring you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



Federal Aviation
Administration



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:

File to upload:

Only PDF files may be uploaded to the system

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

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

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

[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

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

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.

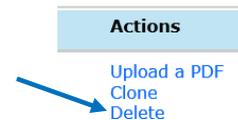


Clone a Case



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 AIRPARK Waiting	BREMEN, AL	34°04'25.00"N 86°56'44.00"W	Show Map (Re-Verify)	<input checked="" type="checkbox"/>	Upload a PDF Clone Delete	None
ROCKY SPRINGS AIRPARK Waiting	BREMEN, AL	34°04'11.00"N 86°56'12.00"W	Show Map (Re-Verify)	<input checked="" type="checkbox"/>	Upload a PDF Clone Delete	None
ROCKY SPRINGS AIRPARK Waiting	BREMEN, AL	34°04'11.02"N 86°56'12.11"W	Show Map (Re-Verify)	<input checked="" type="checkbox"/>	Upload a PDF Clone Delete	None
ROCKY SPRINGS AIRPARK Waiting	BREMEN, AL	34°04'11.07"N 86°56'12.13"W	Show Map (Re-Verify)	<input checked="" type="checkbox"/>	Upload a PDF Clone Delete	None

[Mapping - Desk Reference Guide](#) [Attaching Documents - Desk Reference Guide](#)
[You may submit your project to the FAA.](#) [Upload a PDF to the Test Project](#)

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.

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 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.



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