



Federal Aviation  
Administration

# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: FDC NOTAM

*\*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.



## 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).

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: [ ]



## Federal Aviation Administration

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:

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
20XX-XXX-XXX-NRA	SOUTH COUNTY ARPT OF SANTA CLA...	SAN MARTIN	CA	281	11	292

Rows per Page: 20

Records 1 to 1 of 1 Page 1 of 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.



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

faa.gov Tools: Print

<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>	
Sponsor:	
Attention Of:	
Address:	
Address2:	
City: San Jose	
State: CA	
Postal Code: 95113	
Country: US	
Phone:	
Fax:	
<b>Sponsor's Representative Information</b>	
Representative:	
Attention Of:	
Address:	
Address2:	
City: San Jose	
State: CA	
Postal Code: 95113	
Country: US	
Phone: 408-924-0811 447	
Fax: 408-924-0844	
<b>Construction / Alteration Information</b>	
Notice Of: Construction	
Duration: Permanent	
<i>If Temporary:</i> Months: Days:	
Work Schedule - Start: 12/01/2025	
Work Schedule - End: 05/30/2025	
<b>Case Information</b>	
Component Type: BUILDINGS	
Development Type: BUILDINGS - Construction	
Other Desc:	
Prior Study:	
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:	TEMP. CRANE
Development Type:	
Other Desc:	TEMP. CRANE - Miscellaneous
Prior Study:	
Date Determined:	01/17/2025
Letters:	01/17/2025   NO7460
<b>FDC NOTAM</b>	<a href="#">Request a NOTAM</a>



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 Efile - Desk Reference Guide](#)

Start Date:	<input type="text"/>		(mm/dd/yyyy)
Completion Date:	<input type="text"/>		(mm/dd/yyyy)
Number Of Days:	<input type="text"/>		
Time of Arrival:	<input type="text"/>		
Onsite Contact Name:	<input type="text"/>		
Onsite Contact Number :	<input type="text"/>	<input type="text"/>	<input type="text"/>

	(mm/dd/yyyy)
	(mm/dd/yyyy)

<< 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

↑



# Federal Aviation Administration

## NOTAM Request for 2015-AWP-1569-NRA

[NOTAM Efile - Desk Reference Guide](#)

20XX-XXX-XXX-

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.

Successfully Submitted NOTAM for 20XX-XXX-XXX-NRA

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

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

[Return to Portal Page](#)



Federal Aviation  
Administration

## 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:	TEMP. CRANE - Miscellaneous			
Other Desc:	TEMP. CRANE - Miscellaneous			
Prior Study:				
Date Determined:	01/17/2025			
Letters:	01/17/2025 <a href="#">NO7460</a>			
FDC 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



# Federal Aviation Administration

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)

## 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)

<< August 2025 >>						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
Today						

## NOTAM Extension 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 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.

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.

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



Federal Aviation  
Administration

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:

The screenshot shows a web interface for NOTAM management. It features a 'Case Information' section with fields for Component Type, Development Type, Other Desc, Prior Study, Date Determined, and Letters. Below this is the 'FDC NOTAM' section, which contains three links: 'Request a NOTAM', 'Request to Extend a NOTAM', and 'Request Cancellation of a NOTAM'. The 'Request Cancellation of a NOTAM' link is highlighted with a red box. Below the FDC NOTAM section is a 'Common Frequency Bands' table with columns for Low Freq, High Freq, Freq Unit, ERP, and ERP Unit. Two arrows point to the 'Request Cancellation of a NOTAM' link and the 'FDC NOTAM' section header.

Common Frequency Bands				
Low Freq	High Freq	Freq Unit	ERP	ERP Unit



# Federal Aviation Administration

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

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)

Click the **Save** button.

Removal Date:  (mm/dd/yyyy)



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.

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.



# Federal Aviation Administration

NOTAM Cancellation for 2015-AWP-1569-NRA

faa.gov Tools: [Print this page](#)

[NOTAM Efile - Desk Reference Guide](#)

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

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

Removal Date: 01/17/2025

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

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

[Back](#) [Cancel](#) [Submitting... please wait](#)

Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM for 20XX-XXX-XXX-NRA

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 them. 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.