

## FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

# **DESK REFERENCE GUIDE**

SUBJECT: NOTAM E-Notification

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

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Desk Reference Guide

Subject: NOTAM E-Notifications

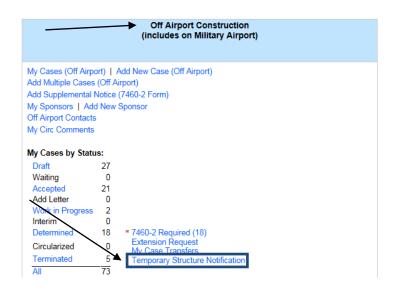


## NOTAM TEMPORARY STRUCTURE NOTIFICATION

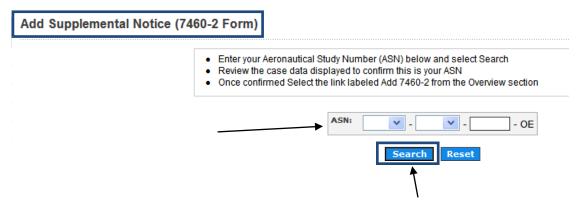
Notice to the FAA for erecting a temporary structure is necessary so aeronautical procedures can be temporarily modified to accommodate the structure.

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

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



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

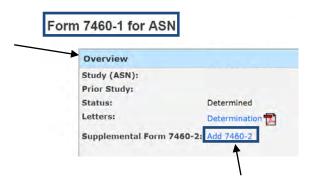


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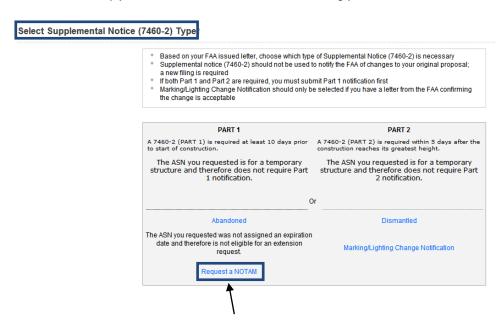
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- Review the case information displayed to confirm this is the correct ASN.
- Once confirmed, select the link labeled Add 7460-2 from the Overview section.



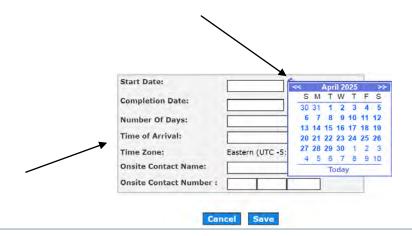
 Select the "Request A NOTAM" link located on the bottom left of the Select Supplemental Notice (7460-2) Type for ASN XX screen.



This will take you to the NOTAM Request screen.

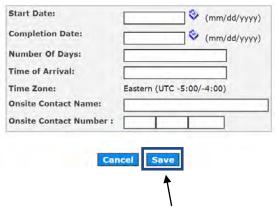
- Provide the start date.
- Provide a completion Date or the number of days.
- Provide the removal date (This must not be a date in the future).
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.

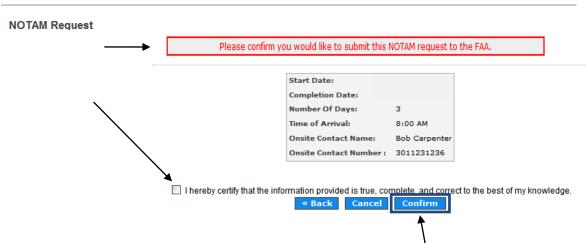




#### **NOTAM Request**

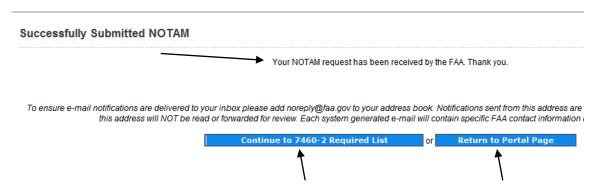
Select the Save button to confirm information.







Your NOTAM request has been received by the FAA.



• After submission, return to your Portal Page.

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

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

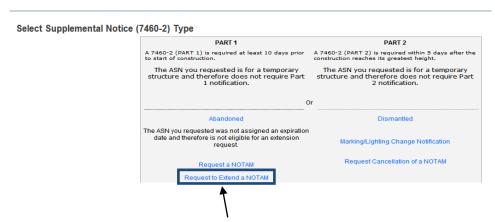
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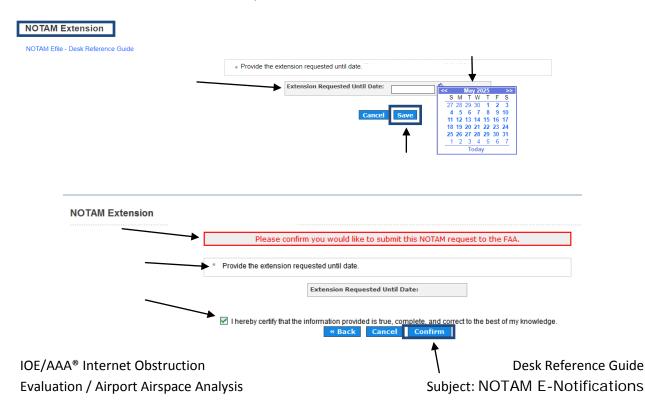


If needed, a NOTAM Extension Request can be submitted.

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



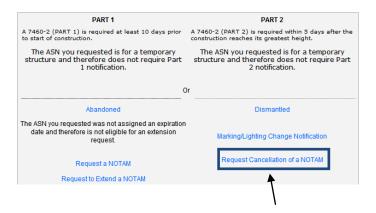
Provide the extension requested until date.





## **NOTAM Cancellation Notification**

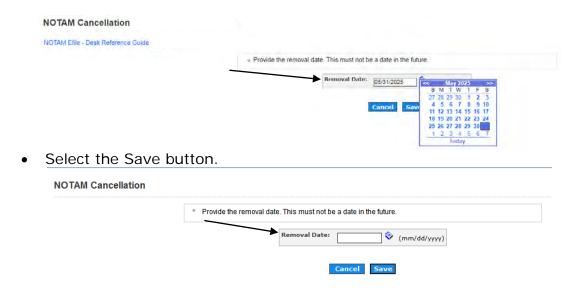
Follow the instructions above for initial NOTAM notification until you get to the "Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen". At that point follow the NOTAM Cancellation Notification instructions below:



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







• Your NOTAM request has been received by the FAA.

