



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

IOE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Request Termination/Dismantled/Abandoned

**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.



Termination Request

Request a submitted aeronautical study be terminated.

The FAA ask that **Request to Terminate** aeronautical studies be uploaded.

Constraints

1. Termination Request must be a PDF file; only PDF files can be uploaded to the system.
2. 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 NPH - Desk Reference Guide

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

All Cases: Show All Cases (6)
 Filter by Case Status: Draft (0) | Accepted (0) | Work in Progress (4) | Interim (3) | Determined (0) | Circularized (1) | Terminated (1)
 Cases Requiring Action: Waiting (0) | 7460-2 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	7460-2 Received	City	State
2025-AEA-599-OE	TWO T-000449079-18	TWO T-000449079-18	6, 46 Floor, NW Corn...	Interim	01/11/2025	02/09/2025		Brooklyn	NY
2025-AEA-600-OE	TWO T-000449079-18	TWO T-000449079-18	7, 46 Floor, NE Corn...	Interim	01/11/2025	02/09/2025		Brooklyn	NY
2025-AEA-601-OE	TWO T-000449079-18	TWO T-000449079-18	8, 46 Floor, SE Corn...	Interim	01/11/2025	02/09/2025		Brooklyn	NY



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:

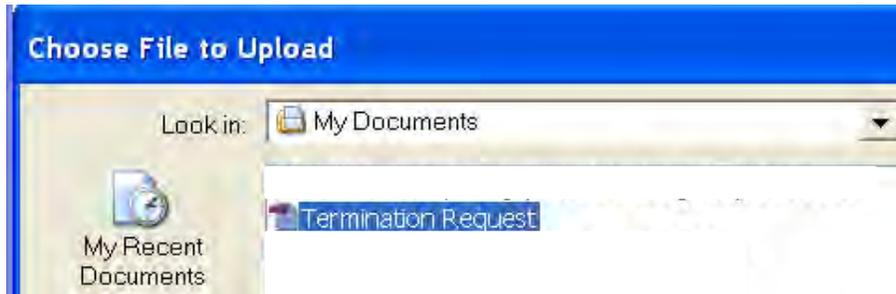
File to upload:

Only PDF files may be uploaded to the system

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

→ **My Cases in INTERIM Status**
[Responding to NPH - Desk Reference Guide](#)

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

All Cases **Filter by Case Status**
[Show All Cases \(6\)](#) Draft (0) | Accepted (0) | Work in F
 Interim (3) | Determined (0) | Circularized (0)

Records 1 to 3 of 3

View Folder ▾ Create Folder Manage Folders Transfer Cases
[Transfer Cases](#) [Desk Reference G](#)

ASN	Folder Name	Project Name	Structure Name
<input type="checkbox"/> 2025-AEA-601-OE		TWO T-000449079-18	6, 46 Floor, NW Corn...
<input type="checkbox"/> 2025-AEA-601-OE		TWO T-000449079-18	7, 46 Floor, NE Corn...
<input type="checkbox"/> 2025-AEA-601-OE		TWO T-000449079-18	8, 46 Floor, SE Corn...



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)

Details for Case
[Show Project Summary](#)

Date Accepted:	08/01/2025
Date Determined:	10/26/2025
Letters:	10/26/2025 TER
Documents:	10/20/2025 Termination Reque...

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.

OE/AAA Portal Page

<p>My Account</p> <p>Name: User Name: Login Time: IP Address:</p> <p>Actions:</p>	<p>Off Airport Construction (includes on Military Airport)</p> <p>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</p>
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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

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

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.



Federal Aviation Administration

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)

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: << January 2022 >>

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

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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.

<< Back Cancel Submit

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 to your address book. Notifications sent from this ad and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact int

Continue to 7460-2 Required List

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

Faa.gov Tools: Print this page

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

All Cases	Filter by Case Status	Cases Requiring Action
Show All Cases (73)	Draft (36) Accepted (20) Work in Progress (23) Interim (0) Determined (19) Circularized (0) Terminated (6)	Waiting (0) 7460-2 Required (19) Add Letter (0) Cases Due to Expire (0)

Records 1 to 20 of 20

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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		CAITH-000465892-18	96a	Accepted	03/07/2025	03/07/2025	Dismantled	Rapelje	MT
2025-WTW-3589-OE		CAITH-000465892-18	92a	Accepted	03/07/2025			Rapelje	MT



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

Project Summary : CAITH-000465892-18

Structure	City, State	Lat/Long	Map	Actions	7460-2 Received	Latest Letter
86a Accepted 2018-WTW-3588-OE	Rapelje, MT	45° 55' 13.89" N 109° 30' 54.57" W	Show Map	Clone Upload a PDF Add 7460-2	Dismantled	None
92a Accepted 2018-WTW-3589-OE	Rapelje, MT	45° 55' 3.62" N 109° 30' 27.72" W	Show Map	Clone 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.

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 Circ Comments

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*)

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



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).

Form 7460-1

Overview

Study (ASN):
Prior Study:
Status:
Letters:
Supplemental Form 7460-2: [Add 7460-2](#)

Note: An arrow points from the 'Add 7460-2' link to the 'Determination' icon.

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](#)



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:

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 To

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.



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 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

Return to Portal Page

After submission, to view your submitted 7460-2 Abandonment, continue to your My Cases list screen. Select the Project Name link to display the 7460-2 Received Abandoned link to view the submitted abandoned 7460-2 form.

My Cases in **XXX** Status Faa.gov Tools Print this page

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

All Cases	Filter by Case Status	Cases Requiring Action
Show All Cases (73)	Draft (26) Accepted (20) Work in Progress (2) Interim (0) Determined (19) Circularized (0) Terminated (6)	Waiting (0) 7460-2 Returned (19) Add Letter (0) Cases Due to Expire (0)

Records 1 to 20 of 20 Page 1 of 1

View Folder Create Folder Manage Folders Transfer Cases
Transfer Cases - Desk Referr

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2025-WTW-3588-OE		CAITH-000465892-18	86a	Accepted	03/07/2025		Dismantled	Rapelje	MT
2025-WTW-3589-OE		CAITH-000465892-18	92a	Accepted	03/07/2025			Rapelje	MT
2025-WTW-3590-OE		CAITH-000465892-18	98a	Accepted	03/07/2025		Abandoned	Rapelje	MT
2025-WTW-3591-OE		CAITH-000465892-18	100a	Accepted	03/07/2025			Rapelje	MT

Select the 7460-2 Received Abandoned link on the project summary screen to display the abandoned 7460-2 form.

Project Summary :

Structure	City, State	Lat/Long	Map	Actions	7460-2 Received	Latest Letter
86a Accepted 2025-WTW-3588-OE	Rapelje, MT	45° 55' 13.89" N 109° 30' 54.57" W	Show Map	Clone Upload a PDF Add 7460-2	Dismantled	None
92a Accepted 2025-WTW-3589-OE	Rapelje, MT	45° 55' 3.62" N 109° 30' 27.72" W	Show Map	Clone Upload a PDF Add 7460-2		None
98a Accepted 2025-WTW-3590-OE	Rapelje, MT	45° 54' 51.03" N 109° 30' 19.79" W	Show Map	Clone Upload a PDF Add 7460-2	Abandoned	None