



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Responding to Notice of Preliminary Findings (NPF)

**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.



Responding to NPF

ANY RESOLUTION OF THE ISSUE(S) DESCRIBED IN THE NPF MUST BE COMMUNICATED TO THE FAA VIA YOUR REGISTERED E-FILE ACCOUNT SO THAT A FAVORABLE DETERMINATION CAN SUBSEQUENTLY BE ISSUED.

You must upload your Response to a Notice of Preliminary Findings (NPF).

Constraints

1. Response to an NPF must be with a PDF file; only PDF files can be uploaded to the system.
2. There is a 25MB file size limit per document.

Uploading a Response to a NPF

To upload a Response to a NPF, go to the “**My Cases in Interim Status**” screen and select the desired Project Name Link.

Example: My Cases in Interim Status Screen – Project Name Link

The screenshot shows the 'My Cases in Interim Status' interface. At the top, there is a header 'My Cases in INTERIM Status' and a 'My page' link. Below this is a navigation bar with 'All Cases' (Show All Cases (4197)), 'Filter by Case Status' (Draft (26), Accepted (242), Work in Progress (47), Interim (79), Determined (1019), Cancelled (2), Terminated (119)), and 'Cases Requiring Action' (Task-2 Required (244), Add Letter (2), Cases Due to Expire (2)). Below the navigation bar, it says 'Records 1 to 20 of 99' and 'Page 1 of 5' with a 'Next page >' link. There are buttons for 'View Folder', 'Create Folder', 'Manage Folders', and 'Transfer Cases'. The main table has columns: ASN, Folder Name, Project Name, Structure Name, Status, Date Accepted, Date Determined, 7460-2 Received, City, and State. The second row is highlighted, and a red arrow points to the 'Project Name' link in that row.

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2025-ANE-1376-OE		CENTS-000217096-12	251-63	Interim	08/26/2024	05/28/2025		Livermore Falls	ME
2025-ANE-1377-OE		CENTS-000217096-12	251-04	Interim	08/26/2024	05/28/2025		Livermore Falls	ME



To upload a Response to a NPF, select the applicable Interim status case **Upload a PDF** link.

Example: Project Summary Screen – Upload a PDF Link

Off Airport

Project Summary : FIRST-000469714-18

Structure	City, State	Lat/Long	Map	Actions	7460-2 Received	Label Letter
1 Work In Progress 2018-ADA-7388-06	Lanbachs, PA	40° 24' 32.87" N 76° 0' 32.76" W	Show Map	Close Upload a PDF and 7460-2		None
2 Work In Progress 2018-ADA-7390-06	Lanbachs, PA	40° 24' 31.08" N 76° 0' 31.25" W	Show Map	Close Upload a PDF and 7460-2		None
3 Work In Progress 2018-ADA-7391-06	Lanbachs, PA	40° 24' 29.50" N 76° 0' 49.70" W	Show Map	Close Upload a PDF and 7460-2		None
4 Interim 2018-ADA-7381-06	Lanbachs, PA	40° 24' 26.50" N 76° 0' 58.00" W	Show Map	Close Upload a PDF and 7460-2		Light
5 Interim 2018-ADA-7383-06	Lanbachs, PA	40° 24' 23.50" N 76° 0' 53.24" W	Show Map	Close Upload a PDF and 7460-2		Light

Select the type of document "**NPF resp.**" from the Choose Type of Document dropdown and then **[Browse]** your computer to find the Response to a NPF PDF file.

Example: Upload a Response to a NPF (PDF File) – Case Document Upload

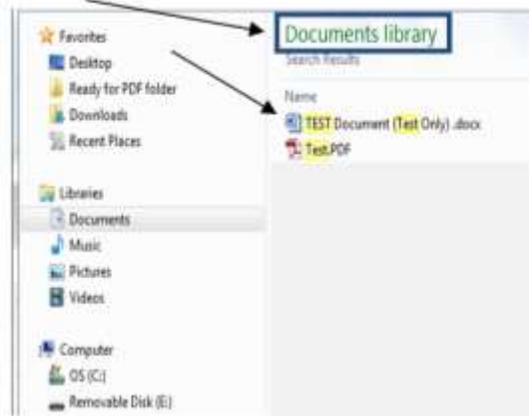
Project Summary : FIRST-000469714-18

Structure	City, State	Lat/Long	Map	Actions	7460-2 Received	Label Letter
1 Work In Progress 2018-ADA-7388-06	Lanbachs, PA	40° 24' 32.87" N 76° 0' 32.76" W	Show Map	Close Upload a PDF and 7460-2		None
2 Work In Progress 2018-ADA-7390-06	Lanbachs, PA	40° 24' 31.08" N 76° 0' 31.25" W	Show Map	Close Upload a PDF and 7460-2		None

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



Example: Choose a File to Upload – Case Document



You'll receive a confirmation message when the Response to a NPF document is successfully uploaded.

The following message will display:

“Your file has been uploaded successfully to ASN: 2025-AXX-#####-OE.”

View Uploaded Response to a NPF

To view an uploaded Response to a NPF, go to the “My Cases in Interim Status” screen and select the desired **Structure Name** Link.

Example: My Cases in Interim Status Screen – Structure Name



An uploaded Response to NPF (PDF file) is visible within your registered e-file account on the **Details for Case** screen.



Example: Details for Case screen – Uploaded an NPF Response (PDF File)

Details for Case

Show Project Summary

Date Accepted:	01/11/2025
Date Determined:	11/12/2025
Letters:	11/12/2025 NPF
	10/26/2025 NPF (Interim) Res...
	01/11/2025 180111 Domino A ...

Documents:

Project Documents:

01/11/2025	OECaseDataSpreads...
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You may upload as many PDF Response documents as your case requires, there is a 25MB file size limit per document.