FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Transfer Off Airport Case(s)

*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.
Transfer E-filed Cases
Transfer Off Airport Cases from one E-filer to another E-filer

From your Portal Page

1. Select the **My Cases (Off Airport)** link to open the **All My Cases (Off Airport)** screen.

2. Select the case(s) to be transferred by using the checkbox(es) on the left side of the Aeronautical Study Number (ASN).

3. Select the **Transfer Cases** button to open the Manage Transfer Cases screen.
4. On the **Manage Transfer Cases** screen: Use the check box(es) to select the case(s) you want to transfer.

5. Type the recipient's username in the blank "Transfer to Username" field.

6. Type the recipient's email in the blank "Transfer to Email" field.

7. Confirm the "terms of transfer statement" using the check box.

8. Select the "Transfer Cases button" to initiate the transfer process.

**Notes:**

- Draft submissions and cases in Add and Terminated status can not be transferred.

- The recipient will receive an email of the pending transfer request.

- A "transfer request" must be confirmed by a recipient to complete a transfer.
Subject: Demo Case Transfer Request Initiated

Your request to transfer the following cases from your registered e-filing account to Moore at moore@ has been initiated. You must wait for the registered e-filer you indicated to confirm or reject the cases. You are required to continue to comply with FAA requirements and respond to periodic inquiries from the FAA regarding the status of these cases until the transfer is complete and the sponsor/representative

Note: The transfer request must be accepted before the transfer process is completed.

View Pending REQUEST Status

1. If Withdrawing the transfer:
   - Select the "Withdraw Cases" button to withdraw the transfer.

   An email notification of your "withdrawal" will be sent to the recipient e-filer.

Subject: Demo Case Transfer Request Withdrawn

Clyde at .com has withdrawn the transfer of the following cases to you. 2025-ASW-3096-OE
From: dl@123.com Tojmoore@ .com

Note: You cannot withdraw cases that have already been confirmed.
Receive or Reject Case Transfer Request

From: noreply@faa.gov [mailto:noreply@faa.gov]
Sent: Thursday, October 18, 2025 2:42 PM
To: slaird@

Subject: Pending case transfers

Laird at slaird@com has asked to transfer the following cases to you. Please login to your registered e-filing account at https://oeaaa.faagov to complete the transfer or reject the request.

2025-ACE-3095-OE  2025-ACE-3096-OE

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.

After receiving an email, the recipient should login to their registered e-filing account.

On the Portal Page a link labeled "Pending Transfer Requests" will display below the Extension Request link when there are active transfers waiting for acceptance or rejection.

Note: All other times, Pending Transfer Requests can be accessed from the My Case Transfer History link on the left sidebar menu. The link is located beneath the header OE/AAA Account (shown in gray), between the Add Supplemental Notice (7460-2 Form) and Update User Account links.
The **Receive / Reject Transfer cases** screen displays all cases transferred to and from the initiating e-filer; an **Accept or Reject** button will display below the cases. Use the check box(es) to select the case(s) you want to Confirm or Reject.

**Confirm/Reject Transfer Cases**

- Use the check box(es) to select the case(s) you want to Confirm or Reject.
- Previously confirmed cases can not be confirmed or rejected again.
- If Confirming the transfer:
  - Accept the "terms of transfer statement" using the check box.
  - Select the "Confirm" button to complete the transfer.
- If Rejecting the confirmation of your "confirmation" will be sent to the original e-filer.
  - Select the "Reject" button to complete the transfer.
  - An email notification of your "confirmation" will be sent to the original e-filer.

Note: Previously confirmed cases can not be confirmed or rejected again.

2. **If Confirming** the transfer:
   1. Accept the "terms of transfer statement" using the check box.
   2. Select the **"Confirm Cases"** button to complete the transfer.
   3. An email notification of your "confirmation" will be sent to the original e-filer.

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**From:** noreply@faa.gov [mailto:noreply@faa.gov]

**To:** michelleervyuk

**Subject:** Case Transfer Request Confirmed

Gandara has confirmed the transferred cases per your request. 2025-ACE-3095-GE

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3. If **Rejecting** the transfer:
   1. Select the **"Reject Cases"** button to reject the transfer.
   2. An email notification of your "rejection" will be sent to the original e-filer.