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

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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.

Manage Transfer Cases

Case Transfer:
- Use the check box(es) to select the case(s) you want to transfer.
- Type the recipient's username in the blank "Transfer to Username" field.
- Type the recipient's email in the blank "Transfer to Email" field.
- Confirm the "terms of transfer statement" using the check box.
- Select the "Transfer Cases button" to initiate the transfer process.

Notes:
- The recipient will receive an email of the pending transfer request.
- A "transfer request" must be confirmed by a recipient to complete a transfer.

	ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined
☑	2025-ACE-3095-OE		TEST-000340356-15	test	Determined	04/27/2025	05/11/2025
☑	2025-ACE-3095-OE		TEST-000343157-15	AT_T	Accepted	08/22/2025	
☑	2025-ACE-3095-OE		TEST-000346862-15	test	Accepted	09/19/2025	
☑	2025-ACE-3095-OE		TEST-000340356-15	test	Interim	04/27/2025	08/28/2025

Transfer to Username: [   ]   Transfer to User Email [   ]

☐ I understand that I am 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.

[Transfer Case(s)]

Return to My Cases (Off airport).
View Case Transfer History (Off Airport).
Confirm/Reject Transferred Cases (Off Airport).

Manage Transfer Cases

Your transfer request has been sent; awaiting recipient action.

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

View Case Transfer History

Transfer Cases - Desk Reference Guide

	ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City	State
☐	2025-ACE-3095-OE	BRICK-000465894-18	test2	Accepted	08/31/2025	TRANSFER 08/31/2025	Garrett_SPC	rgarrett@	View Email	test	MO
☐	2025-ACE-3095-OE	BRICK-000465894-18	test2	Accepted	08/31/2025	TRANSFER 08/31/2025	ewis	dlewis@t	View Email	test	MO
☐	2025-ACE-3095-OE	BRICK-000465891-18	Test4	Accepted	08/31/2025	TRANSFER 08/31/2025	Garrett_SPC	rgarrett@	View Email	test	MO
☐	2025-ACE-3095-OE	BRICK-000465891-18	test1	Accepted	08/31/2025	TRANSFER 08/31/2025	Garrett_SPC	rgarrett@	View Email	test	MO
☐	2025-ACE-3095-OE	BRICK-000465889-18	test3	Accepted	08/31/2025	TRANSFER 08/31/2025	Garrett_SPC	rgarrett@	View Email	test	MO
☐	2025-ACE-3095-OE	BRICK-000465889-18	test2	Accepted	08/31/2025	TRANSFER 08/31/2025	Garrett_SPC	rgarrett@	View Email	test	MO
☐	2025-ACE-3095-OE	BRICK-000465889-18	Test4	Accepted	08/31/2025	TRANSFER 08/31/2025	Garrett_SPC	rgarrett@	View Email	test	MO

Withdraw Cases

Return to My Cases (Off airport).
View Case Transfer History (Off Airport).

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 To:jmoore@   com

Note: You cannot withdraw cases that have already been confirmed.

Receive or Reject Case Transfer Request

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.

**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

My Cases by Status:

Draft	27
Waiting	0
Accepted	21
Add Letter	0
Work in Progress	2
Interim	0
Determined	18
Circularized	0
Terminated	5

* 7460-2 Required (18)
Extension Request
My Case Transfers
Temporary Structure Notification

Federal Aviation Administration

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.
Note:
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.
  - An email notification of your "confirmation" will be sent to the original e-filer.
- If *Rejecting* the transfer:
  - Select the "Reject" button to complete the transfer.
  - An email notification of your "rejection" will be sent to the original e-filer.

	ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Accepted	User Name	Email Address		City	State
☐	2025-AEA-13245-OE	POWER-000465898-17	9	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA
☐	2025-ACE-13246-OE	POWER-000465898-17	10	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA
☐	2025-ACE-13247-OE	POWER-000465898-17	11	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA
☐	2025-ACE-13248-OE	POWER-000465898-17	12	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA
☐	2025-ACE13249-OE	POWER-000465897-17	13A	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA
☐	2025-ACE-13250-OE	POWER-000465899-17	13B	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA
☐	2025-ACE-13251-OE	POWER-000465900-17	14	Determined	09/19/2025	REQUEST-	msworth	farnsworth@		Township	PA

☐ I confirm that I have reviewed the cases and I hereby certify that all of the data is true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary. I accept responsibility of these cases and will maintain current contact information for the sponsor and representative.

[Confirm Cases] [Reject Cases]

Return to My Cases (Off airport).
View Case Transfer History (Off Airport).
Confirm/Reject Transferred Cases (Off Airport).

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.

From: noreply@faa.gov [mailto:noreply@faa.gov]
Sent: Monday, October 08, 2025 3:37 PM
To: michelle.perry@
Subject: Case Transfer Request Confirmed

Gandara at   Gandara@   has confirmed the transferred cases per your request. **2025-ACE-3095-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.

View Case Transfer History

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	ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City	State
☐	2025-WTW-4061-OE	BRICK-000465894-18	test2	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465894-18	test2	Accepted	08/31/2025	TRANSFER- 08/31/2025	dlewis	dlewis	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465891-18	Test4	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465891-18	test1	Accepted	08/31/2025	TRANSFER- 08/31/2025	rgarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465889-18	test3	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465889-18	test2	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465889-18	Test4	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465889-18	test1	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465888-18	test3	Accepted	08/31/2025	TRANSFER- 08/31/2025	RGarret	rgarret	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465888-18	test3	Accepted	08/31/2025	ACCEPT-08 08/31/2025	jarhead	dgeorg	View Email	test	MO
☐	2025-WTW-4061-OE	BRICK-000465888-18	test2	Accepted	08/31/2025	ACCEPT-08 08/31/2025	jarhead	dgeorg	View Email	test	MO

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.

Subject: FW: Demo: Case Transfer Request Rejected

From: noreply@faa.gov [mailto:noreply@faa.gov]
Sent: Friday, October 05, 2025 8:14 AM
To: oeaaa_
Subject: Demo Case Transfer Request Rejected

Diana   at   wis@   has rejected your request to transfer cases. __ 2025-AWP-2702-OE__ From: Fordlewis@
To: doyle@

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.