



Federal Aviation  
Administration

# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: View Letters

*\*You are not 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.



## View Letters (when NOT Logged In)

\*You are not required to have a registered e-filing account

### When NOT Logged into a registered e-file account:

View the **Latest** (most recent) **Letter** of cases in the following statuses using Search Archive by ASN:

#### Statuses:

- Determined: Cases have a completed aeronautical study.
- Circularized: Cases have been opened for public comment.
- Interim: Cases that have been reviewed by the FAA and require resolution from the user.

### Example: OE/AAA Web Site - Search Archive link

**Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)**

In administering Title 14 of the Code of Federal Regulations (14 CFR) [Part 77](#), the prime objectives of the FAA are to promote ; on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

[Advisory Circular 70/7460](#) Obstruction Marking and Lighting, describes the standards for marking and lighting str etc.

**OE/AAA Fil**

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a l FAA.

**CLICK HERE**  
If you have received a post card



**Instructions:**

1. Select the **Search Archives** link (on the left side of the screen under the "Obstruction Evaluation" header).
2. On the Search Archives screen, enter the Aeronautical Study Number (ASN).
3. Then, select the [**Search**] button. (This will take you to the Archive Search Results screen.)

**Example: Search Archives Screen – Enter ASN**

Off Airport

Search For:  Off Airport Cases or  On Airport Cases

Year: [dropdown] ASN: [dropdown] - [dropdown] - [dropdown] - OE

FAA Region: [dropdown] FCC Number: [text]

City: [text] Status: All [dropdown]

State: [dropdown] 7460-2 Filed: [dropdown]

On Airport

Search For:  Off Airport Cases or  On Airport Cases

Year: [dropdown] ASN: [dropdown] - [dropdown] - [dropdown] - NRA

FAA Region: [dropdown]

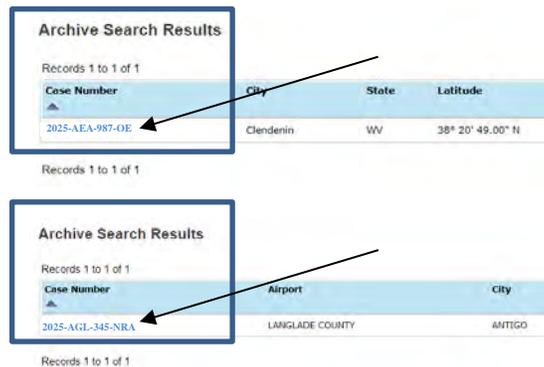
City: [text] Status: All [dropdown]

State: [dropdown]



4. On the Archive Search Results screen, select the applicable ASN under Case Number link. (This will take you to the 7460-1 Case Data screen for the ASN you selected.)

**Example:** Archive Search Results screen – Case Number Link

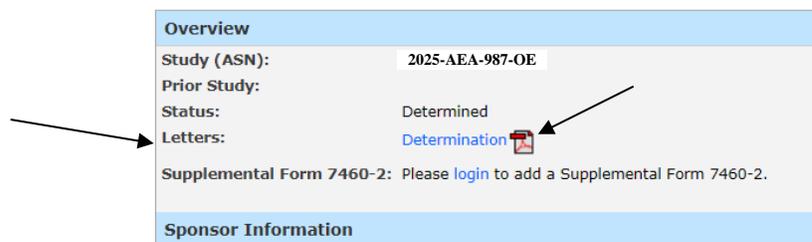


5. The **Latest** (most recent) **Letter** issued for a case is available for view on the case **Archive Search Results** screen in the Overview section for Off Airport cases and in the **Details for Case** Screen - Form 7460-1 Case Information section for On Airport cases (without being logged into a registered e-file account).

**Example:**

Archive Search Results - Form 7460-1 (Off Airport Overview section)

→ Archive Search Results Form 7460-1 for ASN 2025-AEA-987-OE





**Example:**

Archive Search Results:

Notice of Proposed Construction or Alteration - On Airport

**Case Information**

Component Type: OTHER  
 Development Type: OTHER - Improvements  
 Other Desc: Drainage Improvements  
 Prior Study:  
 Date Determined: 02/04/2025  
 Letters: 02/04/2025 NO7460

**Common Frequency Bands**

Low Freq	High Freq	Freq Unit	ERP	ERP Unit
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**View Letters (When Logged In)**

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

**When Logged into a registered e-file account:**

The **Latest** (most recent) **Letter** issued for a case is available for view within your registered e-file account on the **Project Summary** screen.

**Project Summary : BRICK-000021795-05**

Lat/Long	Map	Actions	7460-2 Received	Latest Letter
26° 7' 30.01" 80° 8' 20.56"	Show Map	Clone Upload a PDF		TER



View the **Latest** (most recent) **Letter** for cases in the following five statuses (as applicable [OFF or On airport]) using the Case Status links:

**Statuses:**

- Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.
- Interim: Off airport cases that have been reviewed by the FAA and require resolution from the user.
- Determined: Cases that have a completed aeronautical study and an FAA determination.
- Circularized: Off airport cases which have been opened for public comment.
- Terminated: Cases that are no longer valid.

View **All** Letters issued for an individual case within your registered e-file account on the **Details for Case** screen.

**Instructions:**

1. On your Portal Page, under the OFF or On Airport Construction header in the My Cases by Status section; select the applicable status link.

**Example: Portal Page – Case Status Link**

The screenshot shows the OE/AAA Portal Page with three main sections: 'My Account', 'Off Airport Construction (includes on Military Airport)', and 'On Airport Construction (excludes on Military Airport)'. Each section has a 'My Cases by Status' table. Arrows point from the text above to these tables.

**Off Airport Construction (includes on Military Airport) - My Cases by Status:**

Draft	32	
Waiting	5	* Action required
Accepted	0	
Add Letter	0	
Work In Progress	0	
Interim	0	
Determined	0	Extension Request
Circularized	0	Temporary Structure Notification
Terminated	23	
All	60	

**On Airport Construction (excludes on Military Airport) - My Cases by Status:**

Draft	8	
Waiting	5	* Action required
Accepted	0	
Add Letter	0	
Work In Progress	0	
Determined	0	
Terminated	14	
All	27	

**Legend:**

- Draft:** Cases that have been saved by the user but have not been submitted to the FAA.
- Waiting:** Cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach a document.
- Accepted:** Cases that have been submitted to the FAA.



- On the **"My Cases in XXX Status"** screen, under the **"Project Name"** header, select the applicable case Project Name link. *(This will take you to the Notice of Proposed Construction or Alteration – Project Summary screen of the case you selected.)*

**Off Airport**

ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/> 2025-WTW-290-OE	Comanche Run	<a href="#">COMAN-000465893-15</a>	A-1	Work In Progress
<input type="checkbox"/> 2025-WTW-291-OE	Comanche Run	<a href="#">COMAN-000465893-15</a>	A-3	Work In Progress

**On Airport**

ASN	Folder Name	Project Name	Airport
<input type="checkbox"/> 2025-ASO-1940-NRA		<a href="#">Bric-363993911-18</a>	ROCKY ACRES
<input type="checkbox"/> 2025-ASO-1941-NRA		<a href="#">Bric-363993916-18</a>	ROCKY ACRES

- The **Latest** (most recent) **Letter** issued for the selected case is available for view on the case **Notice of Proposed Construction or Alteration – Project Summary** screen for both Off and On Airport cases.

**Off Airport**

Project Summary : CENTR-000217096-12

Lat/Long	Map	Actions	7460-2 Received	Latest Letter
44° 24' 24.43" 70° 9' 50.93"	<a href="#">Show Map</a>	<a href="#">Clone</a> <a href="#">Upload a PDF</a>		TER
44° 24' 20.57" 70° 8' 50.74"	<a href="#">Show Map</a>	<a href="#">Clone</a> <a href="#">Upload a PDF</a> <a href="#">Add 7460-2</a>		NPH
44° 24' 16.75" 70° 8' 50.55"	<a href="#">Show Map</a>	<a href="#">Clone</a> <a href="#">Upload a PDF</a>		NPH

**On Airport**

Project Summary: Van -147891550-11

ite	Lat/Long	Map	Document	Actions	Latest Letter
OLIS, MN	44°53'52.00"N 93°13'08.70"W	<a href="#">Show Map</a>	<input checked="" type="checkbox"/>	<a href="#">Upload a PDF</a>	NO7460
OLIS, MN	44°53'49.20"N 93°13'25.40"W	<a href="#">Show Map</a>	<input checked="" type="checkbox"/>	<a href="#">Upload a PDF</a>	NO7460



View **All Letters** issued for an individual case within your registered e-file account on the **Details for Case** screen.

**Instructions:**

1. To view all OE/AAA Letters issued for an individual case, go to the “My Cases in XXX Status” screen and select the desired **Structure Name** Link for Off Airport and the **Airport link** for On Airport cases).

**Example: My Cases in XXX Status Screen – Structure Name Link**

**Off Airport**

▲	ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/>	2025-ANE-1376-OE		CENTR-000217096-12	251-63	Interim
<input type="checkbox"/>	2025-ANE-1377-OE		CENTR-000217096-12	251-64	Interim

**Example: My Cases in XXX Status Screen – Airport Link**

**On Airport**

▲	ASN	Folder Name	Project Name	Airport
<input type="checkbox"/>	2025-ASO-1940-NRA		Bric-363993911-18	ROCKY ACRES
<input type="checkbox"/>	2025-ASO-1941-NRA		Bric-363993916-18	ROCKY ACRES

2. View **All Letters** issued for an individual case within your registered e-file account on the **Details for Case** screen (Form 7460-1 Case Information section for On Airport cases).



**Example:** Details for Case screen – View **Off Airport** Letters (PDF File)

Details for Case : WTG 1  
[Show Project Summary](#)

Date Accepted:	04/02/2025
Date Determined:	09/26/2025
Letters:	10/26/2025  CIR
	09/21/2025  NPH
	04/10/2025  ADD

**Example:** Details for Case screen – View **On Airport** Letters (PDF File)

Details for Case

<b>Case Information</b>	
ASN:	
Component Type:	OTHER
Development Type:	OTHER - Miscellaneous
Other Desc:	Temp Stockpiles
Prior Study:	
Date Determined:	10/04/2025
Letters:	10/04/2025 NO7460
	09/04/2025 REC