



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.



Federal Aviation
Administration

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)

Home

FAA OE/AAA Offices

View Determined Cases

View Interim Cases

View Proposed Cases

View Supplemental Notices (Form 7460-2)

View Circularized Cases

Search Archives

Download Archives

Download Correspondence

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

[Advisory Circular 70/7460-1L CH](#) - Obstruction Marking and Lighting, describes the standards for marking and lighting structures, etc.

OE/AAA File

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a 1 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 On Airport Cases

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

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

City: [input] State: All [dropdown]

State: [dropdown] 7400-2 Fldch: [dropdown]

[Search] [Reset]

On Airport

Search For: Off Airport Cases On Airport Cases

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

FAA Region: [dropdown]

City: [input] State: All [dropdown]

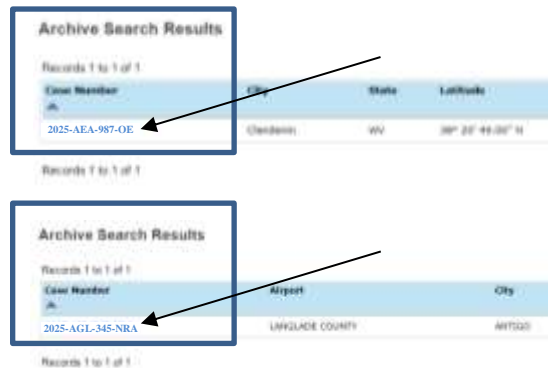
State: [dropdown]

[Search] [Reset]



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.)*

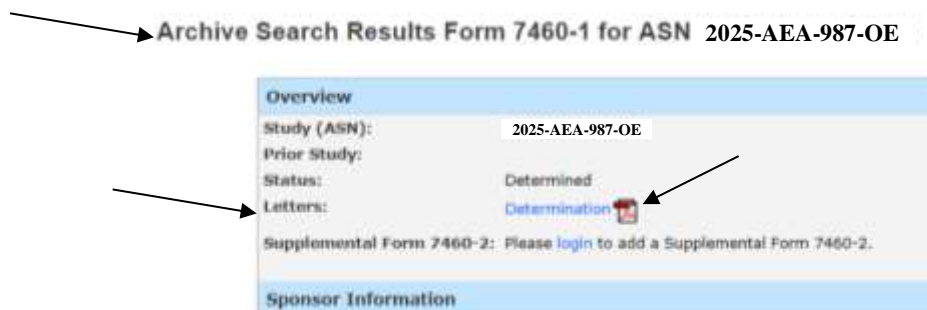
Example: Archive Search Results screen – Case Number Link



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)



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 columns: 'My Account', 'Off Airport Construction (includes on Military Airport)', and 'On Airport Construction (excludes on Military Airport)'. The 'Off Airport Construction' and 'On Airport Construction' columns each feature a 'My Cases by Status' table. Arrows point from the text above to these tables and their respective headers.

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	

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

Below each table is a legend for the statuses:

- Draft:** Cases that have been saved by the user but have not been submitted to the FAA.
- Waiting:** Wind Turbine/Met Tower (w/WT Farm) cases that have not been submitted to the FAA and are waiting for an...
- Accepted:** Cases that have been submitted to the...



- 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	COMAN-00040393-13	A-1	Work In Progress
<input type="checkbox"/> 2025-WTW-291-OE	Comanche Run	COMAN-00040393-13	A-3	Work In Progress

On Airport

ASN	Folder Name	Project Name	Airport
<input type="checkbox"/> 2025-ASO-1940-NRA		SH-30299281-18	ROCKY ACRES
<input type="checkbox"/> 2025-ASO-1941-NRA		SH-30299281-18	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"	Show Map	Clone Upload a PDF		
44° 24' 20.57" 70° 8' 50.74"	Show Map	Clone Upload a PDF Add 7460-2		
44° 24' 16.75" 70° 8' 50.55"	Show Map	Clone Upload a PDF		

On Airport

Project Summary: Van -147891550-11

Site	Lat/Long	Map	Document	Actions	Latest Letter
OLIS, MN	44°53'52.00"N 93°13'08.70"W	Show Map		Upload a PDF	807460
OLIS, MN	44°53'49.20"N 93°13'25.40"W	Show Map		Upload a PDF	807460



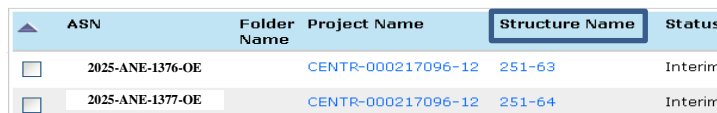
View **All Letters** issued for an individual case within your registered e-file account on the **Details for Case** screen.

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

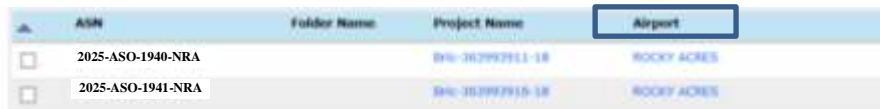
Off Airport



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	BN-16299711-18	ROCKY ACRES
<input type="checkbox"/>	2025-ASO-1941-NRA	BN-16299711-18	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:	04/02/2012	
Date Determined:	09/21/2012	
Letters:	10/26/2012	CIR
	09/21/2012	NPF
	04/10/2012	ADD

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

Details for Case

Case Information

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	