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 <u>not required</u> 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 <u>Search Archive by ASN</u>:

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

![Federal Aviation Administration logo]

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

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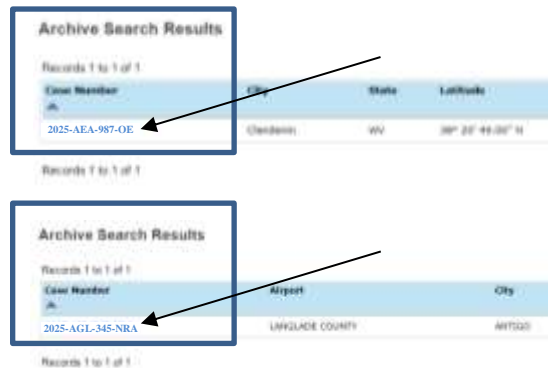
4. On the Archive Search Results screen, select the applicable ASN under Case Number link. *(This will take you to the 7460-1 Case Data screen for the ASN you selected.)*
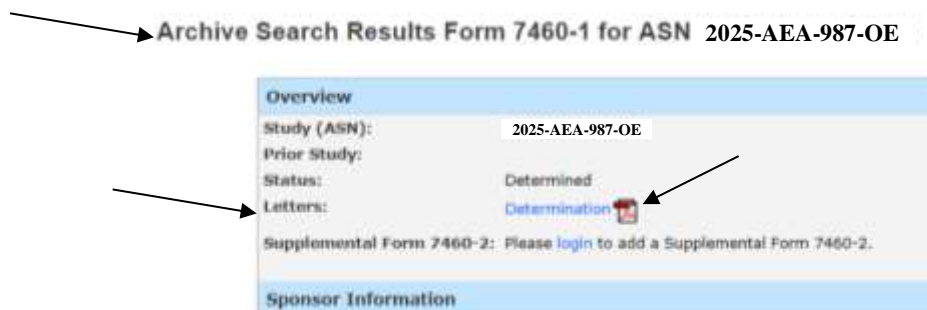
Example: Archive Search Results screen – Case Number Link

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

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.

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

2. 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

On Airport

3. 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.
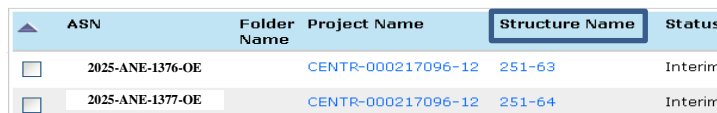
Off Airport

On Airport

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).

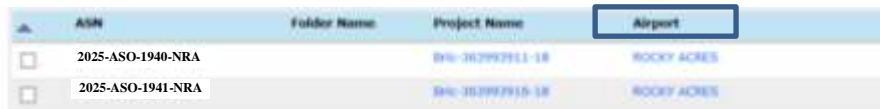**Example:** My Cases in XXX Status Screen – Structure Name Link

Off Airport

	ASN	Folder Name	Project Name	Structure Name	Status
☐	2025-ANE-1376-OE		CENTR-000217096-12	251-63	Interim
☐	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
☐	2025-ASO-1940-NRA		BW-362992911-18	ROCKY ACRES
☐	2025-ASO-1941-NRA		BW-362992915-18	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 📄